



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Daniel Dickerson, Fiscal Analyst
Date: July 7, 2016
Subject: Grant Request #2833, #2834

Enclosed please find two (2) items that the Joint Fiscal Office has received from the administration, including **one (1) limited-service position**.

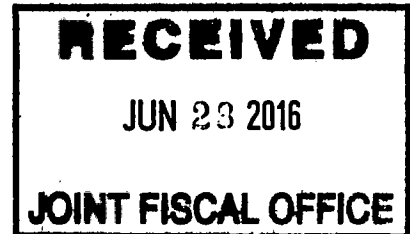
JFO #2833 – One (1) limited-service position within the Vermont Military Department. The position would be titled Electronic Security System Technician I and would supplement an existing position in order to complete several upcoming projects that necessitate a second position. The additional position would be funded from ongoing federal grant dollars.
[JFO received 6/28/16]

JFO #2834 – \$75,000 grant from the National Court Appointed Special Advocate Association to the Vermont Judiciary. The grant funding will be used to hire a consultant to develop an awareness and recruitment campaign in order for the VT Guardian and Ad Litem (VTGAL) program to recruit, train and assign 50 new GAL volunteers by the end of the grant term to serve 132 new children. Although this is a one-year grant, VTGAL hopes to be eligible for additional grant funding in FY18.
[JFO received 7/1/16]

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; ddickerson@leg.state.vt.us) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by July 22, 2016 we will assume that you agree to consider as final the Governor's acceptance of these requests.

JFO 2833

STATE OF VERMONT
Joint Fiscal Committee Review
Limited Service - Grant Funded
Position Request Form



This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: MILITARY DEPARTMENT Date: 06/16/2016

Name and Phone (of the person completing this request): SGM Stephen Guion / (802) 338-3159

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # 2686

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):
Army National Guard Installations Division, Electronic Security Services (ARNG-ILI-F ESS)

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Electronic Security System Tech I	01	ESS	07/01/2016 - 09/30/2019

*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

The request is for an Electronic Security System Technician (ESS Tech) to assist the current ESS Technician with daily ESS related responsibilities and several upcoming ESS projects that cannot be successfully managed and executed by only one Technician. Funding is available and sufficient for this position request: Cooperative Agreement, Appendix 4/W912LN-16-2-1004/VT ARNG Electronic Security Sys Mgt Installation, O&M/131G39.30.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).

Michael J. Hester _____ Date: 6-16-16
Signature of Agency or Department Head

Shirley Pope _____ Date: 6/20/16
Approved/Denied by Department of Human Resources

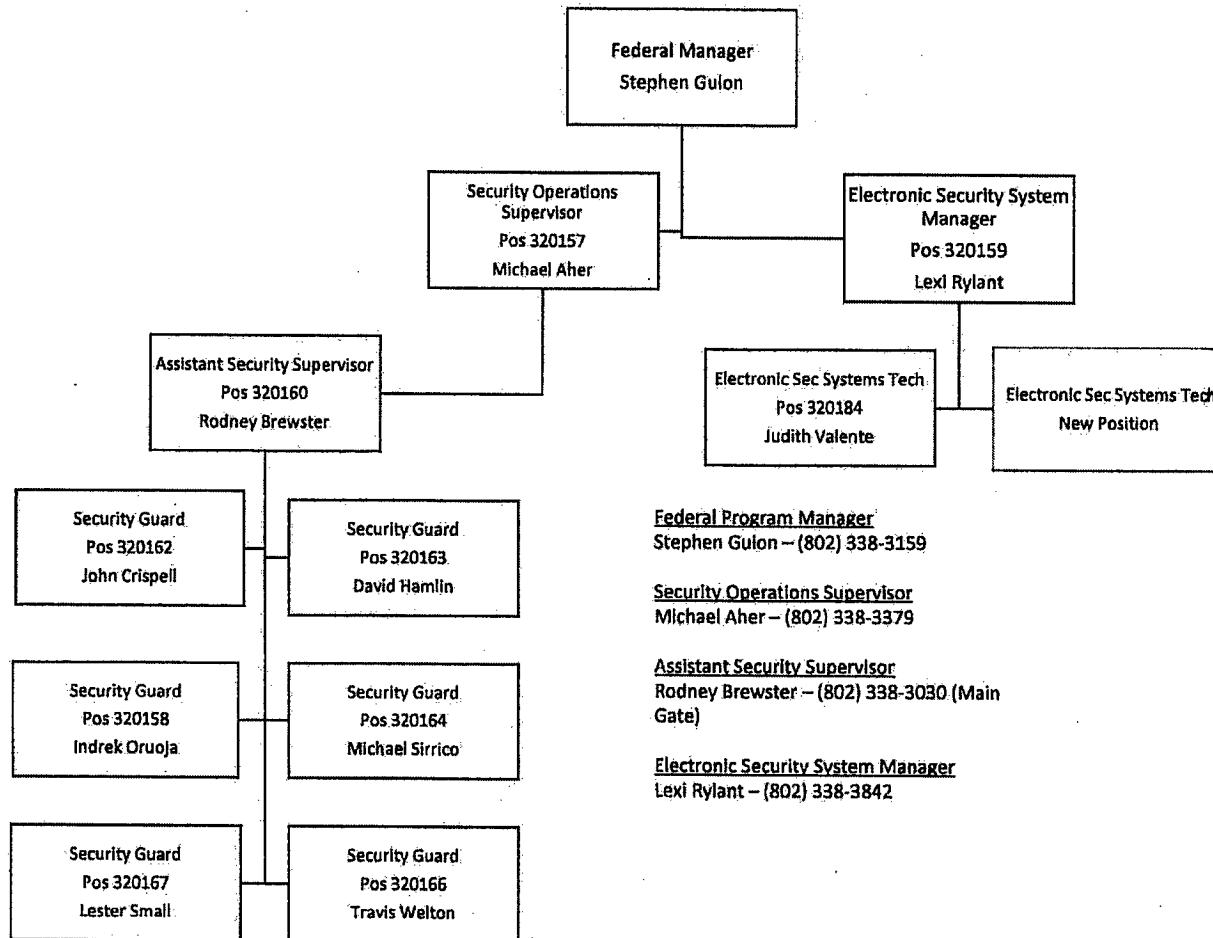
J. Ball _____ Date: 6/23/16
Approved/Denied by Finance and Management

[Signature] _____ Date: 6/23/16
Approved/Denied by Secretary of Administration

Comments:

JUN 22 2016

SECURITY – CAMP JOHNSON
 UPDATED 6/1/2016



Federal Program Manager
 Stephen Gulon – (802) 338-3159

Security Operations Supervisor
 Michael Aher – (802) 338-3379

Assistant Security Supervisor
 Rodney Brewster – (802) 338-3030 (Main Gate)

Electronic Security System Manager
 Lexi Rylant – (802) 338-3842

Request for Classification Review Position Description Form A

For Department of Personnel Use Only

Notice of Action # _____	Date Received (Stamp) _____
Action Taken: _____	
New Job Title _____	
Current Class Code _____	New Class Code _____
Current Pay Grade _____	New Pay Grade _____
Current Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____	
New Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____	
Classification Analyst _____ Date _____	Effective Date: _____
Comments: _____	Date Processed: _____
Willis Rating/Components: Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____ Working Conditions: _____ Total: _____	

Incumbent Information:

Employee Name: Employee Number:
Position Number: Current Job/Class Title:
Agency/Department/Unit: Work Station: Zip Code:
Supervisor's Name, Title, and Phone Number:
How should the notification to the employee be sent: employee's work location or other address, please provide mailing address:

New Position/Vacant Position Information:

New Position Authorization: Request Job/Class Title: Electronic Security Sys Tech/547200
Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored
Vacant Position Number: Current Job/Class Title: As Above
Agency/Department/Unit: Military Dept Work Station: Colchester Zip Code: 05446
Supervisor's Name, Title and Phone Number: Lexi Rylant, ESS Mgr, 802 338-3842

Type of Request:

- Management:** A management request to review the classification of an existing position, class, or create a new job class.
- Employee:** An employee's request to review the classification of his/her current position.

1. Job Duties

This is the **most critical** part of the form. Describe the activities and duties required in your job, **noting changes (new duties, duties no longer required, etc.) since the last review**. Place them in order of importance, beginning with the single most important activity or responsibility required in your job. The importance of the duties and expected end results should be clear, including the tolerance that may be permitted for error. Describe each job duty or activity as follows:

- **What it is:** The nature of the activity.
- **How you do it:** The steps you go through to perform the activity. Be specific so the reader can understand the steps.
- **Why it is done:** What you are attempting to accomplish and the end result of the activity.

For example a Tax Examiner might respond as follows: **(What)** *Audits tax returns and/or taxpayer records.* **(How)** *By developing investigation strategy; reviewing materials submitted; when appropriate interviewing people, other than the taxpayer, who have information about the taxpayer's business or residency.* **(Why)** *To determine actual tax liabilities.*

Assist in the installation, operation, maintenance and monitoring of the Electronic Security Systems (ESS) at designated Vermont Army National Guard (VTARNG) facilities in accordance with ARNG-ILI-F ESS criteria, standards and metrics. Work will be performed under the supervision of the ESS Lead Technician. Performs all duties as assigned to the installation, operation and maintenance of standardized ESS equipment throughout the state.

2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (**not** an exhaustive or all-inclusive list of contacts) other than those persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are with other agencies or groups outside State government describe those interactions, and what your role is. For example: you may *collaborate, monitor, guide, or facilitate change.*

Maintain positive dialogue with State CFMO and VTARNG Information and TELECOM Chiefs. Communicate requirements and issues with the ARNG-ILI ESS Program Manager and ARNG Regional Representative.

3. Are there licensing, registration, or certification requirements; or special or unusual skills necessary to perform this job?

Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools, technology, etc. (such as mainframe computers, power tools, trucks, road equipment, specific software packages). Be specific, if you must be able to drive a commercial vehicle, or must know Visual Basic, indicate so.

Attend required ARNG-ILI ESS certification training courses. Attend ESS standardized equipment manufacturer training as required.

4. Do you supervise?

In this question "supervise" means if you direct the work of others where you are held **directly** responsible for assigning work; performance ratings; training; reward and discipline or effectively recommend such action; and

other personnel matters. List the names, titles, and position numbers of the classified employees reporting to you:

N/A

5. In what way does your supervisor provide you with work assignments and review your work?

This question deals with how you are supervised. Explain how you receive work assignments, how priorities are determined, and how your work is reviewed. There are a wide variety of ways a job can be supervised, so there may not be just one answer to this question. For example, some aspects of your work may be reviewed on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

Identify State requirements for State Equipment Report (SER) Maintenance and Monitoring (M&M) tool as designed and approved by ARNG-ILI-ESS Program Manager. ESS program falls under the supervision of the VTARNG Director for Military Support (DOMS) Force Protection.

6. Mental Effort

This section addresses the mental demands associated with this job. Describe the most mentally challenging part of your job or the most difficult typical problems you are expected to solve. Be sure to give a specific response and describe the situation(s) by example.

- For example, a purchasing clerk might respond: *In pricing purchase orders, I frequently must find the cost of materials not listed in the pricing guides. This involves locating vendors or other sources of pricing information for a great variety of materials.*
- Or, a systems developer might say: *Understanding the ways in which a database or program will be used, and what the users must accomplish and then developing a system to meet their needs, often with limited time and resources.*

Communicate with other State ESS Program entities to identify emerging requirements, troubleshooting or technical anomalies. Ensure adequate spare parts, tools and supplies are available to meet service requirements.

7. Accountability

This section evaluates the job's expected results. In weighing the importance of results, consideration should be given to responsibility for the safety and well-being of people, protection of confidential information and protection of resources.

What is needed here is information not already presented about the job's scope of responsibility. What is the job's most significant influence upon the organization, or in what way does the job contribute to the organization's mission?

Provide annualized dollar figures if it makes sense to do so, explaining what the amount(s) represent.

For example:

- A social worker might respond: *To promote permanence for children through coordination and delivery of services;*
- A financial officer might state: *Overseeing preparation and ongoing management of division budget: \$2M Operating/Personal Services, \$1.5M Federal Grants.*

Ensure ARNG-approved-authorized equipment and/or DIACAP-certified systems are applied to ESS requirements standardized by State. Communicate requirements/issues with ARNG-ILI ESS Program Office when known.

8. Working Conditions

The intent of this question is to describe any adverse conditions that are routine and expected in your job. It is not to identify special situations such as overcrowded conditions or understaffing.

- a) What significant mental stress are you exposed to? All jobs contain some amount of stress. If your job stands out as having a significant degree of mental or emotional pressure or tension associated with it, this should be described.

Type	How Much of the Time?
N/A	

- b) What hazards, special conditions or discomfort are you exposed to? (Clarification of terms: **hazards** include such things as potential accidents, illness, chronic health conditions or other harm. Typical examples might involve exposure to dangerous persons, including potentially violent customers and clients, fumes, toxic waste, contaminated materials, vehicle accident, disease, cuts, falls, etc.; and **discomfort** includes exposure to such things as cold, dirt, dust, rain or snow, heat, etc.)

Type	How Much of the Time?
Vehicle accident	10%
extreme hot/cold weather	20%
rain/snow	10%

- c) What weights do you lift; how much do they weigh and how much time per day/week do you spend lifting?

Type	How Heavy?	How Much of the Time?
Camera Station Desktop Terminal	30 lbs	5%
ladders	25 lbs	10%

- d) What working positions (sitting, standing, bending, reaching) or types of effort (hiking, walking, driving) are required?

Type	How Much of the Time?
sitting	60%
standing	30%
driving	10%

Additional Information:

Carefully review your job description responses so far. If there is anything that you feel is important in understanding your job that you haven't clearly described, use this space for that purpose. Perhaps your job

has some unique aspects or characteristics that weren't brought out by your answers to the previous questions. In this space, add any additional comments that you feel will add to a clear understanding of the requirements of your job.

N/A

Employee's Signature (required): N/A Date: _____

Supervisor's Section:

Carefully review this completed job description, but do not alter or eliminate any portion of the original response. Please answer the questions listed below.

1. What do you consider the most important duties of this job and why?

Attend required ARNG-ILI ESS certification training and any ESS services rendered beyond the scope of services authorized in the ESS Cooperative Agreement will not be reimbursed through the agreement.

2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?

Understandin of basic electronics and ability to identify basic system and electronic components.

3. Comment on the accuracy and completeness of the responses by the employee. List below any missing items and/or differences where appropriate.

N/A

4. Suggested Title and/or Pay Grade:

Electronic Security Systems Technician/PG 20

Supervisor's Signature (required): Steph M. Owen, SGM Date: 16 JUN 2016

Personnel Administrator's Section:

Please complete any missing information on the front page of this form before submitting it for review.

Are there other changes to this position, for example: Change of supervisor, GUC, work station?

Yes No If yes, please provide detailed information.

Attachments:

Organizational charts are **required** and must indicate where the position reports.

Draft job specification is **required** for proposed new job classes.

Will this change affect other positions within the organization? If so, describe how, (for example, have duties been shifted within the unit requiring review of other positions; or are there other issues relevant to the classification review process).

N/A

Suggested Title and/or Pay Grade:

N/A

Personnel Administrator's Signature (required):

Jeff Ross

Date: *6/16/16*

Appointing Authority's Section:

Please review this completed job description but **do not alter** or eliminate any of the entries. Add any clarifying information and/or additional comments (if necessary) in the space below.

No Comment

Suggested Title and/or Pay Grade:

PG 20

Michael J. Hester

Appointing Authority or Authorized Representative Signature (required)

6-16-16

Date

ELECTRONIC SECURITY SYSTEMS TECHNICIAN

Job Code: ~~475700~~ 547200

Pay Plan: Classified

Pay Grade: 20

Occupational Category: Building & Grounds Maintenance

Effective Date:

Class Definition:

The ESS Technician will assist in the installation, operation, maintenance and monitoring of the Electronic Security Systems (ESS) at designated Vermont Army National Guard (VTARNG) facilities in accordance with ARNG-ILI-F ESS criteria, standards and metrics. Work will be performed under the supervision of the ESS Lead Technician. Performs all duties as assigned to the installation, operation and maintenance of standardized ESS equipment throughout the state.

Examples of Work:

Monitoring, installation, repair and inspections of all aspects of Electronic Security Systems operation and maintenance, at designated facilities statewide, as recommended by the ARNG-ILI-F ESS Program Manager and in assistance to the ESS Lead Technician. Duties assigned to this position are on standardized ESS equipment to include Closed Circuit Television (CCTV) and Electronic Entry and Access Control equipment including intercoms, and other ESS systems as required and designed and approved by the ARNG-ILI-F ESS Program Manager.

Environmental Factors: Duties will be performed inside buildings and outside exposed to the weather, at all times of the year. Work might be performed at locations in various stages of construction. On occasion work will be performed above ground from ladders or mechanical lifts. Statewide travel is required.

Minimum Qualifications

Knowledge, Skills and Abilities:

Understanding of basic low voltage electronics

Understanding of basic Cellular Technology principals.

Troubleshoot systems using equipment/device wiring and block diagrams.

Identify basic system and electronic components.

Understand system equipment installation, operation and maintenance.

Use of common and manufacturer specific hand tools.

Use of hammer drills, drivers, and mechanical lifts.

Proficient with current related IT technology

Ability to establish and maintain effective working relationships.

Attend required ARNG-ILI ESS certification training.

Education and Experience:

3 Year minimum experience level or equivalent in the installation, operation and maintenance of Electronic Security Systems devices and equipment.

Special Requirements:

Must possess a current state driver's license. Must receive a favorable National Agency Check and Inquiries (NACI). Eligibility for, or membership in the Vermont National Guard is not required.