



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: June 19, 2014
Subject: Grant Request #2684, #2685, #2686

Enclosed please find three (3) items that the Joint Fiscal Office has received from the administration. Two limited service positions are associated with these requests.

JOB #2684 – Indefinite loan of one armored vehicle (estimated value: \$658,000) from the U.S. Department of Defense to the Vermont Department of Public Safety. This vehicle will assist the State Police in responding to barricaded suspects, active shooters, hostage rescues, natural disasters, and other critical incidents. **The Department of Public Safety has already spent \$7,100 on transportation of this vehicle, and has included notice of this spending in anticipation of approval.**

[JFO received 06/13/14]

JFO #2685 – One (1) limited service position in the Vermont Military Department. This Security Guard position will enhance security at Camp Johnson. The position is 100% federally funded through an existing agreement with the National Guard Bureau.

[JFO received 06/18/14]

JFO #2686 – One (1) limited service position in the Vermont Military Department. This Security Systems Specialist position will provide access control and video surveillance planning for installation of new systems, and maintenance and inspection services for three existing systems at Vermont Army National Guard facilities. The position is 100% federally funded through an existing agreement with the National Guard Bureau.

[JFO received 06/18/14]

Please review the enclosed materials and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; nlavery@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 3 we will assume that you agree to consider as final the Governor's acceptance of these requests.

**STATE OF VERMONT
GRANT POSITION ACCEPTANCE FORM**

JFO 2686

GRANT SUMMARY: The National Guard Bureau funds the Vermont Army National Guard (ARNG) under Master Cooperative Agreement (MCA) W912LN-10-2-1004 which includes Appendix 3 – ARNG Security Guard Activities. Appendix 3 includes funding for the new security systems specialist II requested herein.

DATE: May 22, 2014

DEPARTMENT: Vermont Military Department

GRANT AMOUNT: \$199,240

GRANT PERIOD: May 7, 2014 – September 30, 2014

GRANTOR/DONOR: The National Guard Bureau

POSITIONS REQUESTED (LIMITED SERVICE):
One Security Systems Specialist II



ANY ON-GOING, LONG-TERM COSTS TO THE STATE:
None – 100% federal funding

COMMENTS: The new, limited service, Security Systems Specialist II position will strengthen physical security at Camp Johnson (Colchester, VT), as directed by the National Guard Bureau (NGB). Funding has been added to the MCA for filling the position for the remainder of the federal fiscal year which ends September 30, 2014. Future federal fiscal year funding has been assured.

DEPT. FINANCE AND MANAGEMENT:

(INITIAL) *[Signature]* 5/23/14 recommend approval DB 5/22/14

SECRETARY OF ADMINISTRATION:

(INITIAL) *[Signature]* 05/23/14

SENT TO JOINT FISCAL OFFICE:

(DATE) 5/23/14

**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, CJ SECURITY Date: 4/21/14

Name and Phone (of the person completing this request): DANIEL N RYLANT

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # APPENDIX 4

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):

NATIONAL GUARD BUREAU
APPENDIX 4 - ARNG ELECTRONIC SECURITY SYSTEMS

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>
Security Systems Specialist II	One (1)	Camp Johnson Security	10/01/13 thru 9/30/14

*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:

PLEASE SEE ATTACHED SHEET

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. Horton 22 APR 14
Signature of Agency or Department Head Date

Molly Paul 5.1.14
Approved/Denied by Department of Human Resources Date

Jim Hub 5/23/14
Approved/Denied by Finance and Management Date

[Signature] 05/29/14
Approved/Denied by Secretary of Administration Date

Comments:

Recommend Approved DB 5/12/14

MAY 01 2014

Justification for Military Department Security System Specialist II (PG 22)

Three Army National Guard facilities have automated access control which has been mandated by National Guard Bureau Electronic Security Systems Program. Currently there are no technicians responsible for the installation, maintenance and inspection of these systems. National Guard Bureau has issued guidance to all states that federal Army military personnel will not be used for the design, installation, maintenance and inspection of these systems and that federal funds will be provided to hire non-military employees.

1. The Vermont Army National Guard currently has 3 sites that have automated access control systems with video surveillance and recording that require daily monitoring, maintenance and inspection.

Based on the baseline operating budget from the National Guard Bureau and the manpower requirements identified, a staff size of 2 employees is required for this Military Department Electronic Security and Surveillance Team. We are currently staffed at one full time employee who is the Military Department Electronic Security Systems Manager (PG 24) In order to meet baseline requirements the pay grade and required number of personnel is as follows:

1. Military Department Security Systems Specialist II (PG 22) - one (1) employee.

This 100% federally reimbursable Military Department Electronic Security Systems Specialist II employee (State of Vermont) would provide access control and video surveillance planning for installation of new systems, and maintenance and inspection for the existing 3 systems currently in place at Vermont Army National Guard facilities.

Federal funds have been received from National Guard Bureau to fund the requested position from 01 October 2012-30 September 2013. Funding for FY 14-FY 18 has been requested.

This proposed 100% federally funded State of Vermont employee position would allow the Vermont Army National Guard to meet all applicable regulatory security and fiscal requirements that are imposed by the National Guard Bureau and the United States Government. The Operations and Management of the ESS Program will continue to increase statewide with construction of new facilities, renovation of existing facilities, and Army transformation plans. This is a developing program and will continue to grow for many years, the Vermont Army National Guard requires a sustainable ESS Program to adequately operate and maintain existing and future ESS requirements in accordance with Department of Defense guidance and Army Regulations. Enhanced efficiency of security design for new construction and properly maintained access control systems to protect federally owned property and personnel from theft and harm using federally funded Vermont State employees is in the best interests of our state and nation.

COOPERATIVE AGREEMENT MODIFICATION

Agreement/Appendix Title and Number: **W912LN-10-2-1004**

Project Name/Description and Location: **VT ARNG ELECTRONIC SECURITY SYS INSTALLATION, O&M
Modification Number: P14005**

ISSUED BY: THE NATIONAL GUARD BUREAU
(Grantor is USPFO for Vermont, 789 Vermont National Guard Road,
Colchester, VT 05446-3099)

ISSUED TO: THE STATE OF VERMONT
(Grantee is The Adjutant General for Vermont, 789 Vermont National
Guard Road, Colchester, VT 05446-3099, Chittenden County, At Large,
USA)

This modification is issued pursuant to the Authorities, 31 U.S.C. Chapter 63; MCA and Appendices Article VII, Sect 703; MCCA Article XII,
Sect 1201 of the basic cooperative agreements. Mark purpose and obtain signatures as appropriate IAW NGR 5-1, Chapter 3.

- [X] a. FUNDING [] c. TERMINATION
[] b. TERMS AND CONDITIONS [] d. OTHER ADMINISTRATIVE

DESCRIPTION OF MODIFICATION: This modification reflects an increase in funding issued to the program for FY14.
\$240 for Appendix 4 (131G39.1F) and \$5K for ESS Manager (131G39.30). Program Manager's Request for Modification
and Funding spreadsheets are attached.
Total award amount for this modification: \$ 5,240.00

Maximum Funding Limitations (shows the Allotment)				Estimated Cost (shows the AFP)	
Federal Share	Previous Federal Balance	This Modification/Change	Revised Federal Balance to State	Estimated Cost Balance	
100%	205,760.00	5,240.00	211,000.00	211,000.00	
*IKA (this amount subtracted fm Federal Share)	SUBTRACT 11,760.00	SUBTRACT .00	SUBTRACT 11,760.00	SUBTRACT 11,760.00	
FEDERAL TOTAL	194,000.00	5,240.00	199,240.00	199,240.00	
State Share	Previous State Balance	This Modification/Change	Revised State Balance		
STATE TOTAL	.00	.00	.00	.00	

*Within the Federal Share indicated above, \$ 11,760.00 is withheld and designated specifically for In-Kind Assistance (IKA) through Federal procurement procedures. The IKA amount is reflected on the Modification; however, this amount is not reported in DAADS.

EXECUTION:

Except as provided herein, all terms and conditions of the Cooperative Agreement and/or Appendix remain unchanged in full force and effect.

IN WITNESS WHEREOF, the parties by their authorized representatives execute this Cooperative Agreement Modification.

THE STATE OF VERMONT: BY: <u> LG </u> STEVEN A. CRAY Major General The Adjutant General Date: <u>28 Feb 14</u>	NATIONAL GUARD BUREAU: BY: <u> James G. O'Neil </u> JAMES G. O'NEIL Colonel, NGB USPFO for Vermont Date: <u>28 Feb 14</u>
	NGB-OPR-PM: (If applicable) BY: _____ Date: _____
APPROVED AS TO LEGAL FORM: (If applicable) BY: _____ Date: _____ STATE ATTORNEY GENERAL OR DESIGNEE	APPROVED AS TO LEGAL FORM: (If applicable) BY: _____ Date: _____ STAFF JUDGE ADVOCATE

**Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
Position Description Form C/Notice of Action
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: _____	

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title:

Agency/Department/Unit: GUC:

Pay Group: Work Station: Zip Code:

Position Type: Permanent Limited Service (end date)

Funding Source: Core Sponsored Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.) 100% Federal

Supervisor's Name, Title and Phone Number: Daniel Rylant ESS MGR 802-338-3842

Check the type of request (new or vacant position) and complete the appropriate section.

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 475700 Existing Job/Class Title: Security System Specialist II

b. Position authorized by:

- Joint Fiscal Office – JFO # Approval Date:
- Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)
- Other (explain) -- Provide statutory citation if appropriate.

Vacant Position:

- a. Position Number:
- b. Date position became vacant:
- c. Current Job/Class Code: Current Job/Class Title:
- d. REQUIRED: Requested (existing) Job/Class Code: Requested (existing) Job/Class Title:
- e. Are there any other changes to this position; for example: change of supervisor, GUC, work station? Yes No If Yes, please provide detailed information:

For All Requests:

1. List the anticipated job duties and expectations; include all major job duties: Under general direction, acts as the on-site project leader to plan, execute, and complete Security, Access Control systems projects. Performs or delegates tasks as required to execute and fully complete assigned projects including: hardware design, system programming, installation coordination, system and network commissioning and project closeout. Responsible for the overall operations support of assigned projects. Maintains an effective balance between customer knowledge and understanding of project operational results. Coordinates communication with the customer during all phases of the project. Ensures proper execution of warranty. Provides work direction to subcontractors, technicians, designers, and administration as necessary. Ensures work performed is in compliance with all Federal requirements and operates on the job with the highest of ethics.

2. Provide a brief justification/explanation of this request: Install, move and modify systems and related equipment according to the project scope specifications, standards, and procedures.

Install structured wiring and video data voice equipment

Install intrusion Alarm Systems, Access Control, CCTV, and Intercoms

Help diagnose issues related to Installation of Systems

Assist the Security System Manager in all functions and following necessary safety regulations

Read Blue Prints and Schematics for planning all work accordingly

This Job Description in no way implies that these are the only duties to be performed. An employee will be required to follow any other job-related duties required by the Manager.

Skills / Qualifications:

Candidates must be in good physical condition and able to work outdoors for extended periods of time.

New Construction and/or Retrofit Experience

Use of Hand Tools, power Tools, and similar Equipment

High Ethical Standards, and ability to complete Assigned Tasks

Knowledge and experience with SQL Server and database administration.

Excellent Customer Service Skills

IT or Data Cabling Experience

Principle knowledge and understanding of System Galaxy

Current in Pelco operations

3. If the position will be supervisory, please list the names and titles of all classified employees reporting to this position (this information should be identified on the organizational chart as well). Daniel Rylant Electronic Security System Manager

Personnel Administrator's Section:

4. If the requested class title is part of a job series or career ladder, will the position be recruited at different levels? Yes No

5. The name and title of the person who completed this form:

6. Who should be contacted if there are questions about this position (provide name and phone number): Daniel Rylant Electronic Security System Manager , 802-338-3842

7. How many other positions are allocated to the requested class title in the department:

8. Will this change (new position added/change to vacant position) affect other positions within the organization? (For example, will this have an impact on the supervisor's management level designation; will duties be shifted within the unit requiring review of other positions; or are there other issues relevant to the classification process.)

Attachments:

- Organizational charts are **required** and must indicate where the position reports.
- Class specification (optional).
- For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, etc.
- Other supporting documentation such as memos regarding department reorganization, or further explanation regarding the need to reallocate a vacancy (if appropriate).


Personnel Administrator's Signature (required)*

5/19/2014
Date



15 MAY 2014