



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee members  
From: Daniel Dickerson, Fiscal Analyst *DWID*  
Date: September 13, 2018  
Subject: Position and Grant Requests – JFO #2924- #2926 and a Pre-Spending Notification

Enclosed please find four (4) items, including four (6) limited-service positions, which the Joint Fiscal Office has received from the administration. One of these items is a pre-spending notification that requires no action by the Joint Fiscal Committee and is for informational purposes only.

**JFO #2924** – Two (2) limited-service positions within the VT Dept. of Environmental Conservation (DEC). The positions would be titled and assigned as follows: one (1) Environmental Analyst III within the Watershed Division and one (1) Grants Management Specialist within the Administration & Innovation Division. The positions would be funded through ongoing U.S. EPA Lake Champlain Basin Program (LCBP) grant dollars that were recently re-awarded through 9/30/2019. DEC believes that this ongoing source of funds will continue into the foreseeable future but is requesting that the positions be authorized for two years from the final approval date, which would go to roughly 9/30/2020. The environmental analyst would assist with DEC's ongoing Lake Champlain clean-up efforts including project management, evaluating invoices, project milestone reviews and reporting to State and Federal agencies. The grants specialist would oversee the administration of the additional LCBP grant dollars, which are approximately \$4,000,000 greater than in prior grant awards.

*[JFO received 9/07/18]*

**JFO #2925** – Four (4) limited-service positions within the VT Military Department. The four positions would be titled Security Guard and would contribute to the protection of military facilities throughout Vermont. The Military Department is requesting approval of the new positions prior to the official award of federal dollars for the positions but would not hire them until the additional federal dollars are guaranteed. The Army National Guard Force Protection Federal Program Manager has requested an increase in security dollars for Vermont but the final decision hinges on Congressional and Presidential approval of the military budget.

*[JFO received 9/12/18]*

**JFO #2926** – \$20,000 from the Governor's Highway Safety Association and the Foundation for Advancing Alcohol Responsibility to the VT Agency of Transportation. The funds would be used in state FY2019 to provide training to law enforcement to help reduce drug-impaired driving.

*[JFO received 9/13/18]*

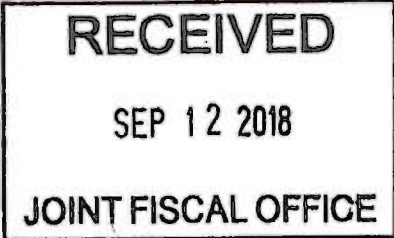
**Pre-Spending Notice** – The Agency of Transportation sent over a letter informing the Joint Fiscal Office that approximately \$50,000 in State funds is being used towards “required planning, airspace reviews, environmental and other permitting requirements, and engineering design,” which is all needed in order to apply for grants-in-aid for airports from the Federal Aviation Administration (FAA). The Agency is preparing a grant application to fund a new terminal facility at the Morrisville-Stowe Airport. If the grant is awarded, the Joint Fiscal Committee will ultimately need to approve the acceptance of grant funds.

*[JFO received 9/01/18]*

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; [ddickerson@leg.state.vt.us](mailto: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 September 27, 2018 we will assume that you agree to consider as final the Governor’s acceptance of these requests.

JFO 2925

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: Vermont Military Department Date: 08/23/2018

Name and Phone (of the person completing this request): Ken Gragg 802- 388-3110

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # 2872

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):  
100% Appendix 3, ARNG Security Cooperative Agreement W912LN-15-2-1003

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 Guard	Four (4)	100% 2150030000	10/01/17 - 09/30/19

\*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 annual funding for the Security Guard Program of the Vermont Army National Guard is granted by the National Guard Bureau under the Master Cooperative Agreement. The Army National Guard (ARNG) uses metrics to determine the critical requirement of Security Guard manning needed for each state. Last year in FY2018 Vermont received funding that supported 80% of our established critical requirement. (Continued on Next Page)

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)).

Ken Gragg  
Signature of Agency or Department Head Date 8/23/2018

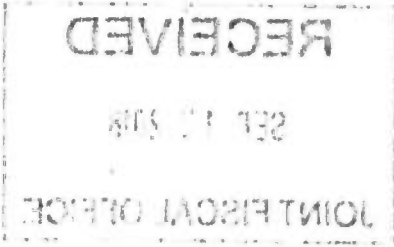
Anna Pop  
Approved/Denied by Department of Human Resources Date 8/30/18

[Signature]  
Approved/Denied by Finance and Management Date 7 Sept 18

[Signature]  
Approved/Denied by Secretary of Administration Date 9/10/18

Comments:

SEP 05 2018



**STATE OF VERMONT**

**Joint Fiscal Committee Review Limited Service**

**Grant Funded Position Request Form**

**Justification for this request as an essential grant program need (Continued):**

In anticipation of the projected increases in program funding as proposed by the ARNG Force Protection Federal Program Manager for the Security Guard Program effective for federal fiscal year 2019 starting on 1 October 2018, request starting the approval process for four additional Security Guards in support of our critical requirements. This advance request will minimize lag time and non-execution of available funding as well as fill current program shortfalls. Final hiring will be withheld until guaranteed availability of funding.

**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 _____
Comments:	Effective Date: _____
	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:  Military Department GUC:  02150

Pay Group:  32 Work Station:  Jericho Zip Code:  05465

Position Type:  Permanent  Limited Service (end date)  9/30/19

Funding Source:  Core  Sponsored  Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.)  100% Federal - Appx. 3, ARNG Security Coop. Agrmt.

Supervisor's Name, Title and Phone Number:  Michael Aher, Security Operations Supervisor

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

**New Position(s):**

- REQUIRED: Allocation requested: Existing Class Code  701300 Existing Job/Class Title:  Security Guard
- 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:

2. Provide a brief justification/explanation of this request:

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).

**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: Michael Aher, Security Operations Supervisor

6. Who should be contacted if there are questions about this position (provide name and phone number): Ken Gragg, Deputy Adjutant General (802) 388-3124

7. How many other positions are allocated to the requested class title in the department: 26

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.)  NO

**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)\*

8/29/2018  
Date

  
\_\_\_\_\_  
Supervisor's Signature (required)\*

23 August 2018  
Date

  
\_\_\_\_\_  
Appointing Authority or Authorized Representative Signature (required)\*

8/23/2018  
Date

\* Note: Attach additional information or comments if appropriate.

AGENCY OF ADMINISTRATION

## Department of Human Resources

SEARCH
CONTACT

### JOB SPECIFICATIONS

[Back to Job Specifications List \(job specifications list?\)](#)

[jobcode=&letter=S&paygrade=18&category=33&keyword=security+guard&result=Search\)](#)

### SECURITY GUARD

**Job Code:** 701300

**Pay Plan:** Classified

**Pay Grade:** 18

**Occupational Category:** Protective Services

**Effective Date:** 11/19/2013

**Class Definition:** Security work within an assigned area or base for the Military Department involving the safeguarding of specialized buildings, equipment, weapons and utilities systems against damage or loss, and maintenance of order within the area. Work is performed in accordance with standard operating procedures of the base and programs and under the supervision of the security operations supervisor and may involve rotating shifts providing twenty-four hour a day coverage.

**Examples of Work:** Provides immediate response to incidents, potential threats and alarms involving priority resources located in restricted areas. Maintains surveillance over area around, approach to and activity within the restricted area for potential security breaches. Controls entry and exit of military and civilian personnel, vehicles and other equipment at entry points. Patrols the installation to insure federal property and National Guard resources are properly secured. Conducts searches of persons and property within jurisdictional limitations and in accordance with instructions and provisions of applicable



regulations and laws. Performs security measures required. Contacts local, federal or civil law enforcement officials to obtain assistance when National Guard resources are threatened. Handles emergencies until appropriate key personnel are contacted, assuming responsibility until their arrival. Monitors intrusion detection equipment and maintains communications with the base patrol and other law enforcement agencies. Provides response to emergencies within the National Guard area of responsibility. Detains suspects within jurisdictional limitations in accordance with instructions and provisions of applicable regulations and laws. Performs duties as security controller to include armory certification, accountability and switchboard duties. Performs related duties as required.

**Environmental Factors:** Incumbents will be expected to work night and weekend shifts and be frequently alone in adverse weather conditions. Integrity, honesty, and tact are important in dealing with staff and the public. Some exposure to dangerous situations is occasionally encountered. Incumbents are expected to carry firearms. Must wear a uniform.

#### **Minimum Qualifications**

**Knowledge, Skills and Abilities:** Working knowledge of first aid procedures.

Awareness of basic security principles and practices.

Ability to act promptly and effectively in preventing unauthorized intrusions.

Ability to understand and carry out oral and written instructions.

Ability to remain alert and work alone during night hours.

Ability to carry a firearm.

Ability to operate standard security motor vehicles.

Ability to establish and maintain effective working relationships.

#### **Education and Experience:**

High School diploma or equivalent AND EITHER two (2) years or more of experience in the security or law enforcement field OR successful completion of a military law enforcement/security technical school or an approved police academy program.

**Special Note:** A current valid State driver's license is required. Post certifications maintained through written, oral and practical testing.

A military driver's license and SECRET security clearance must be obtained during the probationary period.

An incumbent must also qualify with the appropriate firearms within the probationary period in accordance with National Guard standards. An incumbent must meet the prerequisites for entrance and successfully complete the Vermont State Police Academy part-time officer's course within one year of employment if they have not previously attended a military law enforcement/security technical school or an approved police academy program.

Preferred: Eligibility for, or membership in the Vermont National Guard.

**Special Requirements:** n/a

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**SECURITY – CAMP JOHNSON**  
 ORGANIZATIONAL CHART - UPDATED 02/01/2018

