



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee members  
From: Sorsha Anderson, Staff Associate  
Date: October 10, 2019  
Subject: Limited-service position request, JFO #2975

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration.

**JFO #2975** – One (1) limited-service position within the VT Health Department, titled Environmental Health Engineer to educate homeowners on laboratory testing and treatment options for well-water contaminants.

*Note: Funding from this source was approved in November 2009 under grant request JFO #2406. A subsequent award of \$134,002 in September of 2015 for 'Addressing Drinking Water Program Performance Gaps' includes funding for the Environmental Health Engineer position. Salary and fringe benefits for this position will total \$42,909.  
[JFO received 10/3/19]*

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson at (802) 828-5622; [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 October 21, 2019, we will assume that you agree to consider as final the Governor's acceptance of these requests.



**Department of Health  
Business Office**  
108 Cherry Street – PO Box 70  
Burlington, VT 05402-0070  
HealthVermont.gov

[phone] 802-863-7736

JFO #2975

**RECEIVED**  
OCT 03 2019  
**JOINT FISCAL OFFICE**

Agency of Human Services

MEMORANDUM

September 4, 2019

TO: Sarah Clark, AHS CFO

FR: Paul Daley, Financial Director

RE: Limited Service Position Request

Please find enclosed a limited service position request for review and approval by your office. The Health Department is requesting the establishment of an environmental health engineer to be funded by a federal CDC grant titled: *Addressing Drinking Water Program Performance Gaps*. Approval to accept funding from this source was approved via JFO # 2406 in November 2009.

This federal award provides funds for health departments to address problems with private drinking water systems in their communities. This position would recommend appropriate laboratory testing to homeowners to ensure their water's safety and explain the risk from exposure to common contaminants. They would also help homeowners understand appropriate treatment options for well water contaminants.

The budget for the current grant award includes funding for this position. This grant is in the last year of a five-year project period and we are requesting the position be authorized through 9/29/20. We expect that CDC will continue funding for this activity and we'll receive an award for a new five-year project period next year. The official notice of funding opportunity is expected in the spring, and we'd include this position on our annual limited service position extension request.

When your review is complete, kindly forward this material in its entirety to DHR-Classification for their review.

Please let me know if you have questions or need additional information.

**RECEIVED**  
SEP 16 2019

9/9/19

**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 Department of Health Date: 9/4/19

Name and Phone (of the person completing this request): Sille Larsen (802) 863-7233

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # 2406

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

CDC, Addressing Drinking Water Program Performance Gaps in Vermont, 5 NUE2EH001344 05-00

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>
Environmental Health Engineer	1 (0.5 FTE)	Environmental Health / Drinking Water	09/30/2019- 09/29/2020

\*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:

This position recommends appropriate laboratory testing to homeowners to ensure their water's safety and explains the risk from exposure to common contaminants. They will also help homeowners understand appropriate treatment options for well water contaminants. They will be part-time and entirely federally funded at 0.5 FTE.

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)).

Signature of Agency or Department Head [Signature] Date 9/13/19

Approved/Denied by Department of Human Resources [Signature] Date 9/16/19

Approved/Denied by Finance and Management [Signature] Date 20 Sept 19

Approved/Denied by Secretary of Administration [Signature] Date 9/25/19

Approved/Denied by Governor (required as amended by 2019 Leg. Session) [Signature] Date 10/1/19

Comments:

*9/9/19*

**Drinking Water Program  
Summary 14 June 2019**

The Department of Health has received the Safe Watch grant, awarded by The Centers for Disease and Control and Prevention (CDC), providing \$670,010 to strengthen the drinking water program to protect the people drinking water from private wells across Vermont.

The project objectives of this funding are:

1. Respond to questions from the public, related to drinking water quality
2. Promote drinking water testing and treatment
3. Analyze and use data for increased program insights and program improvement
4. Develop and strengthen multi- sector partnerships to support drinking water testing and treatment
5. Develop new protocols on response to chemical drinking water threats and emergencies
6. Increase data entry into the Groundwater Chemistry database
7. Create new maps for the website, showing private drinking water quality in Vermont
8. Train District Office staff, Town Health Officers and Health Department Laboratory customer service about private well water issues
9. Do outreach, including free water testing to vulnerable communities
10. Develop new health advisories/enforceable standards for the VT Groundwater Protection Rule and Strategy

This grant will be used to fund a part-time Environmental Health Engineer to: provide necessary experience and resources to fulfill CDC requirements to improve general Drinking Water testing and treatment outreach, and to evaluate our progress. This position will ensure that all fact sheets and websites from the Health Department and Health Department laboratory contain parallel information for over 30 contaminants and topics. Additionally, this position will assist the Drinking Water program with outreach efforts, to promote general drinking water testing and treatment, to provide free water testing to vulnerable population and to identify and map geographical areas of concern. The Environmental Health Engineer will also be responsible for answering phone calls and emails from Vermonters with questions or concerns regarding their health as it relates to their drinking water. This position will recommend appropriate laboratory testing to homeowners to ensure their water's safety, help interpret laboratory results for common contaminants, and explain the risk from exposure to contaminants. This position also helps homeowners understand appropriate treatment options for contaminants occurring in well water.

<b>1. DATE ISSUED</b> MM/DD/YYYY 05/28/2019		<b>1a. SUPERSEDES AWARD NOTICE</b> dated except that any additions or restrictions previously imposed remain in effect unless specifically rescinded	
<b>2. CFDA No.</b> 93.070			
<b>3. ASSISTANCE TYPE</b> Cooperative Agreement			
<b>4. GRANT NO.</b> 5 NUE2EH001344-05-00 Formerly 1UE2EH001344-01		<b>5. TYPE OF AWARD</b> Other	
<b>4a. FAIN</b> NUE2EH001344		<b>5a. ACTION TYPE</b> Non-Competing Continuation	
<b>6. PROJECT PERIOD</b> MM/DD/YYYY From 09/30/2015		MM/DD/YYYY Through 09/29/2020	
<b>7. BUDGET PERIOD</b> MM/DD/YYYY From 09/30/2019		MM/DD/YYYY Through 09/29/2020	

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**Centers for Disease Control and Prevention**  
**CDC Office of Financial Resources**

1600 Clifton Road  
Atlanta, GA 30329

**NOTICE OF AWARD**  
AUTHORIZATION (Legislation/Regulations)  
Sect 301 and 307 PHS Act(42 USC Sect 241 and 247), amended

**8. TITLE OF PROJECT (OR PROGRAM)**  
Addressing drinking water program performance gaps in Vermont

<b>9a. GRANTEE NAME AND ADDRESS</b> Human Services, Vermont Agency Of 280 State Dr Waterbury, VT 05671-9501	<b>9b. GRANTEE PROJECT DIRECTOR</b> Ms. Silje Larsen 280 State Dr Waterbury, VT 05671-9501 Phone: 8028637233
<b>10a. GRANTEE AUTHORIZING OFFICIAL</b> Mr. Paul Daley 280 State St. Waterbury, VT 05671-1000 Phone: 802-863-7284	<b>10b. FEDERAL PROJECT OFFICER</b> Connie Thomas 4770 Buford Hwy, NE; MS F58 Atlanta, GA 30341 Phone: 770-488-3631

**ALL AMOUNTS ARE SHOWN IN USD**

<b>11. APPROVED BUDGET (Excludes Direct Assistance)</b>		<b>12. AWARD COMPUTATION</b>	
I Financial Assistance from the Federal Awarding Agency Only		a. Amount of Federal Financial Assistance (from Item 11m) 134,002.00	
II Total project costs including grant funds and all other financial participation <input type="checkbox"/>		b. Less Unobligated Balance From Prior Budget Periods 0.00	
a. Salaries and Wages 62,410.00		c. Less Cumulative Prior Award(s) This Budget Period 0.00	
b. Fringe Benefits 24,964.00		<b>d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION</b> 134,002.00	
c. Total Personnel Costs 87,374.00		<b>13. Total Federal Funds Awarded to Date for Project Period</b> 670,010.00	
d. Equipment 0.00		<b>14. RECOMMENDED FUTURE SUPPORT</b>	
e. Supplies 2,904.00		(Subject to the availability of funds and satisfactory progress of the project):	
f. Travel 3,158.00		YEAR	TOTAL DIRECT COSTS
g. Construction 0.00		a. 6	d. 9
h. Other 0.00		b. 7	e. 10
i. Contractual 0.00		c. 8	f. 11
j. TOTAL DIRECT COSTS 93,436.00		<b>15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:</b>	
k. INDIRECT COSTS 40,566.00		a. DEDUCTION	
<b>l. TOTAL APPROVED BUDGET</b> 134,002.00		b. ADDITIONAL COSTS	
m. Federal Share 134,002.00		c. MATCHING	
n. Non-Federal Share 0.00		d. OTHER RESEARCH (Add / Deduct Option)	
		e. OTHER (See REMARKS)	
		<b>16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARDDING AGENCY ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:</b>	
		a. The grant program legislation.	
		b. The grant program regulations.	
		c. This award notice including terms and conditions, if any, noted below under REMARKS.	
		d. Federal administrative requirements, cost principles and audit requirements applicable to the grant.	
		In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.	

**REMARKS** (Other Terms and Conditions Attached -  Yes  No)

**GRANTS MANAGEMENT OFFICIAL:**  
Ralph U Robinson, Grants Management Officer  
2960 Brandywine Rd  
Mailstop E01  
Atlanta, GA 30341-5509  
Phone: 770-488-2441

<b>17. OBJ CLASS</b> 41.51	<b>18a. VENDOR CODE</b> 1036000264D4	<b>18b. EIN</b> 036000264	<b>19. DUNS</b> 809376155	<b>20. CONG. DIST.</b> 00
<b>FY-ACCOUNT NO.</b>	<b>DOCUMENT NO.</b>	<b>CFDA</b>	<b>ADMINISTRATIVE CODE</b>	<b>AMT ACTION FIN ASST</b>
21. a. 9-93906EZ	b. 001344EH15	c. 93.070	d. EH	e. \$134,002.00
22. a.	b.	c.	d.	e.
23. a.	b.	c.	d.	e.

**Budget Narrative****A. Personnel****\$62,410**

Title	Months	Number People	Wage	FTE	Annual Salary
Epidemiologist IV	12	1	32.51	0.25	\$16,905
Environmental Health Engineer	12	1	29.47	0.50	\$30,649
Senior Drinking Water Engineer/ PI	12	1	35.71	0.20	\$14,855
State Toxicologist	12	1	44.60	0.10	In kind
Laboratory Compliance Officer	12	1	23.94	0.25	In kind
					\$62,410

- **Epidemiologist IV (Jenna Protzko)**

The Epidemiologist is responsible for generating and analyzing data and producing an annual report to provide community-scale information. The individual is also responsible for the interpretation of epidemiological and statistical results and methods in both technical and lay person terms. The Epidemiologist will develop and revise methods and procedures related to drinking water surveillance systems, and manage the design and implementation of computer data systems necessary for statistical analysis relevant to drinking water assessments. She will ensure the quality of statistical analyses of drinking water and health data and assist in supporting the development of new techniques to review data including geo-coding. The Epidemiologist will also supplement the Environmental Public Health Tracking (EPHT) portal with state, county and town level indicators of private drinking water quality; develop instant atlas style reports; work with existing low-income assistance programs (Neighborworks, Department of Environmental Conservation's Loan Program) to provide direct financial assistance; design an active outreach and referral mechanism to link community members to drinking water public health and protection services; and work with the communications team on the type and style of public outreach. The other half of this position is funded by EPHT and will work on other Tracking initiatives.

- **Environmental Health Engineer (Vacant)**

The Environmental Health Engineer will assist with answering phone calls from Vermonters with questions or concerns regarding their health as it relates to their drinking water. The Environmental Health Engineer recommends appropriate laboratory testing to homeowners to ensure their water's safety. This position also helps homeowners understand laboratory results for common contaminants and explains the

risk from exposure to contaminants. This position also helps homeowners understand appropriate treatment options for contaminants occurring in well water. This position will ensure that all fact sheets and websites from the Health Department and Health Department laboratory contain parallel information for over 30 contaminants and topics.

- **Senior Drinking Water Engineer (Sille Larsen)**

The Engineer will serve as PI for the grant. The Engineer is responsible for coordinating and overseeing activities of the program, and providing the administrative support needed to ensure performance accountability. Duties include complex tasks in the technical review and analysis of drinking water policies and programs, and of data regarding contaminants present in both public and private drinking water. This position works closely with the Department of Environmental Conservation (DEC). This position is expected to coordinate a Health Department response with DEC when drinking water systems have contaminants in excess of state or federal standards. The Engineer will act as the primary data analyst using data generated by the private laboratories as well as the Health laboratory on private water testing. As necessary, she will create customized datasets based on geographical area. This position will also work with the Epidemiologist on outreach to encourage testing of private water.

- **State Toxicologist (Sarah Vose)**

The Toxicologist is responsible for developing protocols to guide the investigation of and response to drinking water threats and emergencies. This involved developing health advisories for contaminants that do not have federal MCLs, and establishing the communication protocol to respond to private drinking water threats and emergencies. The Toxicologist will also advise the media campaign to ensure the proper scientific message is delivered. The Toxicologist will also review laws and regulations to assess their impact on health, and determine whether or not they need updating.

- **Laboratory Compliance Officer (Alison Boren)**

The compliance officer is responsible for establishing a list of labs other than state public drinking water lab that specialize in contaminants for which the State does not test. The compliance officer is also responsible for communication with the certified labs to provide procedures for reporting data into the private drinking water database. The officer is also responsible for working with IT to develop a method to extract data from the public health lab database into the private drinking water database.

**B. Fringe Benefits**

**\$ 24,964**

The actual cost of fringe benefits (not a fringe benefit rate) will be reported as a direct cost of the program. The actual cost of fringe benefits varies from employee to employee based on salary, employee choice of health care plan, and employee election of certain other benefits. The usual, major components of this cost are FICA, retirement, and a portion of the actual costs of the medical, dental and life insurance coverage

selected by the employee. The cost of each employee's fringe benefits will be allocated to the program based on hours worked in the program relative to all hours worked by the employee. Based on the current cost of fringe benefits for employees working in this program, we are estimating the cost of these fringe benefits at 40% of salary.

<b>C. Travel</b>	<b>\$ 3,158</b>
• Out-of-State Travel	
2 trip x \$519.7 r/t airfare	= \$ 1,039
2 trip x 5 days per diem x \$32 per day	= \$ 320
2 trip x 4 nights lodging x \$199.9 per night (including taxes)	= \$ 1,599
2 trip x \$100 taxi or other ground transportation	= \$ 200

*Justification*

These funds will cover the cost of out-of-state travel for two employees to travel to a CDC drinking water conference, workshop and/or annual meeting.

<b>D. Equipment</b>	<b>\$ 0</b>
<b>E. Supplies</b>	<b>\$ 2,904</b>
• Water testing kits for Child Care centers	
33 test kits for child cares x \$88 each	= \$2,904

*Justification*

Kits will continue being offered to new childcares that open throughout the year. The childcares are required to test water due to work in year 1 to add this requirement in State Law. The kits will be analyzed by the Vermont Department of Health Laboratory for the recommended suite of naturally-occurring drinking water contaminants.

<b>H. Contracts/Grants</b>	<b>\$ 0</b>
<b>J. Indirect Charges</b>	<b>\$ 40,566</b>

The Vermont Department of Health uses a Cost Allocation Plan, not an indirect rate. The Vermont Department of Health is a department of the Vermont Agency of Human Services, a public assistance agency, which uses a Cost Allocation Plan in lieu of an indirect rate agreement as authorized by OMB Circular A-87, Attachment D. This Cost Allocation Plan was approved by the US Department of Health and Human Services effective October 1, 1987. A copy of the original approval and a copy of the most recent approval letter of November 23, 2010 are attached. The Cost Allocation Plan summarizes actual, allowable costs incurred in the operation of the program. These costs include items which are often shown as direct costs, such as telephone and general office supply expenses, as well as items which are often included in an indirect



rate, such as the cost of office space and administrative salaries. These costs are allocated to the program based on the salaries and wages paid in the program. Because these are actual costs, unlike an Indirect Cost Rate, these costs will vary from quarter to quarter and cannot be fixed as a rate. Based on costs allocated to similar programs during recent quarters, we would currently estimate these allocated costs at 65% of the direct salary line item.

**K. Total**

**\$ 134,002**

## 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 _____
Comments: _____	Effective Date: _____
	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: Environmental Health Engineer

Position Type:  Permanent or  Limited / Funding Source:  Core,  Partnership, or  Sponsored

Vacant Position Number:  Current Job/Class Title:

Agency/Department/Unit: AHS/Health/Environmental Health Work Station: Burlington Zip Code: 05402

Supervisor's Name, Title and Phone Number: Sille Larsen, Senior Environmental Health Engineer, 802-863-7233

### 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.

1.

**What:** Duties involve complex tasks in the technical review and analysis of environmental policies, programs, activities and data in a variety of regulatory, nonregulatory, and technical programs. Duties entail the collection and analysis of environmental data, evaluation of investigation, and the preparation, execution and evaluation of environmental and public health studies. This position provides expertise in specialized environmental technology elements or programs. This position responds to drinking water emergencies, received on the Environmental Health Division 800# hotline.

**How:** This position has extensive technical and scientific knowledge regarding chemistry, microbiology, geology, hydrology, hydraulics, plumbing, well drilling, cost, water testing logistics, regulations and other topics. This position advises Vermonters on testing their private water, interpreting the results, and treating the water to remove contaminants.

This position develops and writes outreach material, and reviews and updates old outreach materials for the Health Department website, the Health Department Laboratory website, handouts, fact sheets, post cards, and articles used by among others the Health Department District Offices, well owners, well drillers, realtors, researcher.

This position responds to floods and droughts (during Irene, this position merged into a dispatcher position for the local health offices to acquire test kits for residents whose wells were compromised). This position works with Emergency Management as necessary during droughts to procure water for those with none and is responsible for creating and maintaining a drought or flood specific website, with links to relevant information, like funding opportunities.

This position researches new technologies and provides technical expertise on cyanobacteria in drinking water, testing and treatment, and blooms in pond water as a result of nutrient influx from e.g. septic systems. This position provides input to the protocol on cyanotoxins or other biological and chemical toxins in public drinking water, developed in collaboration with Department of Environmental Conservation Drinking Water and Groundwater Protection Division.

**Why:** This position works to provide relevant and updated information concerning exposure to drinking water contaminants. This position builds networks, works with project

partners, and discovers new ways to disseminate the correct message to achieve a wide reach and protect overall public health. This position provides accurate response in a timely manner and to connect the relevant stakeholders to prevent or minimize Vermonters' exposure to carcinogens or disease-causing compounds in their drinking water.

2.

**What:** This position is planning and implementing tools and outreach strategies as part of the Safe Watch grant – a \$670,010 grant, awarded by The Centers for Disease and Control and Prevention. The grant is meant to strengthen the drinking water program to protect the people drinking water from private wells across Vermont.

**How:** This position is responsible for identifying programmatic goals within the grant framework, writing and reviewing grant narrative, and discussing the yearly budget. This position evaluates costs and benefits in an on-going effort to utilize funding efficiently, maximizing public health protection. This position meets with the Senior Environmental Health Engineer, State Toxicologist and Drinking Water Epidemiologist on a regular basis to brainstorm and plan projects. This position leads project efforts, such as water testing in rural villages or areas of concern and writing articles for outreach campaigns. This position evaluates program outreach efforts, e.g. time spent on organizing water testing in Andover, VT and response rates, to understand barriers and identify changes to future efforts.

This position is responsible for training and educating Town Health Officers, town and regional planners, dental providers, and District Office Dental Hygienists and Public Nurses about contaminants in groundwater, water testing and treatment.

**Why:** The work performed by this position is done to protect the health of vulnerable populations, to increase awareness of drinking water contaminants in private water, and to develop new and more effective outreach strategies. The efforts are providing a collaborative platform to disseminate information about water testing and treatment, and to share knowledge and ideas, enabling the drinking water program to achieve the best outreach and protection of public health with the resources available.

3.

**What:** This position identifies and recommends strategic outreach efforts for the Drinking Water Program, and product availability concerning drinking water testing offered by the Health Department Laboratory.

**How:** This position facilitates meetings, phone calls and presentations/workshops with the Health Department Laboratory to connect the needs of the public and other state agencies with the products and services offered by the Health Department Drinking Water Program and Laboratory concerning drinking water testing and treatment. Examples of new products and services could include the addition of radon in water testing to the recommended kit, new educational material included in kits and website, and changes to lab protocols to capture valuable information from well owners. The meetings and trainings are aimed at motivating and persuading the Laboratory Director, Health Department Laboratory staff and Division Directors to create and improve the types of water testing kits, outreach material for the websites, water result interpretation information, training of the lab customer service, and training of the lab staff on water quality issues.

**Why:** The work performed by this position is done to provide better customer service in support of quicker access to public health services for Vermonters. The efforts improve the ability and increase the customer's desire to remediate a water quality problem and reduce contaminant exposure.

4.

**What:** This position performs statistical analyses of state-wide water quality data, local water quality data and data collected from website tracking and phone calls. Prepares presentations and summaries of findings. Assesses potential environmental health hazards and makes recommendations for action to Senior Environmental Health Engineer.

**How:** This position queries data from the Health Department Laboratory database and the Safe Drinking Water Information System (SDWIS) Fed Data Warehouse hosted by Department of Environmental Conservation. The data is manipulated and analyzed using statistical software and Geographical Information Systems software. Examples of such studies are; correlation between radionuclides in drinking water, road salt contamination of private wells, and extent and magnitude of for example uranium- and fluoride contamination of private well water.

This position performs data analysis to evaluate existing procedures and to create new and optimized solutions to free up time to work on other things. Examples of such solutions are; changing the voice mail to redirect people to the correct public servant, reducing the number of incoming calls a week by 73%, changing website content and outreach material to reflect the most frequently encountered problems among the public, reducing the number of people not able to interpret their test results or not able to find the correct information (on the website). This position analyses data to identify historical program performance to define future performance goals for the Drinking Water Program and evaluate past program success according to e.g. number of people testing drinking water.

**Why:** This position uses data to gain insight into magnitude and extent of contamination of drinking water in Vermont and works to continuously optimize work structures, as part of an overall goal of providing better recommendations and services to all Vermonters regarding drinking water quality.

**5. What:** This position manages and distributes data as one of the drinking water database point persons with the Health Department.

**How:** This position provides data for other Environmental Health Division needs, e.g. data on lead in drinking water for the Environmental Health Surveillance program, data on surface water use for the Cyanobacteria program, data on chemical exceedances in public drinking water for the State toxicologist, data on chemical exceedances in daycares for the Drinking Water Program. This work requires knowledge and understanding of the databases that hold groundwater data.

**Why:** The data provided by this position enables other programs to perform their job duties and ensures that data is being used to protect public health.

## 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.

VDH: Senior Environmental Health Engineer, Division Director of Environmental Health, Laboratory Director, Inorganic Chemistry Program Chief, Division Director of Health Surveillance, State Toxicologist, Director of Communications, Oral Health Director,

Radiological Sciences Program Chief, radiation and chemical specialists, Environmental Health Surveillance Chief, Asbestos and Lead Regulatory Program Chief, Healthy Homes Program Chief, Cyanobacteria Program manager, Geographic Information Systems specialists, health surveillance specialists, District Office Public Nurses and Dental Hygienists.

DEC: Division Directors, program chiefs and technical staff in the Drinking Water and Groundwater Protection Division, Waste Management and Protection Division, Watershed Management, and Geological Survey Divisions. Regional engineers, hydrogeologists, compliance staff, hazardous materials technicians and site managers, state geologist and staff, petroleum clean-up fund staff.

AOT: Directors regarding salt contamination of wells.

Agency of Agriculture, Food & Markets: Environmental Surveillance Program Manager, Laboratory Supervisor, Agrichemical Management Section Chief, Field Agents.

Department of Housing and Community Development: Planning Coordinators, Housing Program Coordinator.

Other: Realtors, health clinic staff, engineering consultants, water treatment vendors, attorneys, town health officers, renters/landlords, plumbers, nonprofit associations, public water treatment operators, general public.

**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.

Environmental Engineering/Science degree with experience in hydraulics, geology, water treatment, contaminant fate in the environment and public health applicability. Ability to review advanced level technical design work, chemistry and laboratory methodology expertise. Mastery in mathematical calculations as requested and/or necessary. Personal skill set to remain professional in various crisis situations where personal health, environmental degradation, and/or finances are at stake. Experience with health education communications concepts.

**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:

Advises/mentors Town Health Officers on water sampling and results and compliance with the Vermont Rental Housing Health Code.

Engineering work and technical consultation is done under minimal supervision by Senior Environmental Health Engineer.

**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.

Work assignments are determined by this largely autonomous position with minimal oversight by the Senior Environmental Health Engineer, Division Director and State Toxicologist. This position's high profile environmental projects are reviewed by senior management.

Research and reporting on specific drinking water situations as requested by management. Due to the possibility of negative health outcomes, the responsibility to respond to all requests and web inquiries is taken seriously and fulfilled within 24-48 hours.

### 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.*

The mental demands of this position include the ongoing ability to respond quickly and effectively to Vermonters' questions, concerns and fears about the health and safety of a drinking water supply. Independent judgment and problem solving must supply a resolution of the situation within hours or days. The need is ongoing, persistent and climbing.

The advice or recommendations may involve decisions which would require investment in equipment and devices to protect their families. Frustration can present itself in anger when there is inability to afford such treatment.

Furthermore, some water supplies have multiple problems, biological, chemical or an insufficient quantity; some actions require permits, some do not. This position must juggle all these demands and consistently promote the goals of public health. This is problem solving at its highest level.

### 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.*

This position must work strategically on promoting water testing and treatment among Vermonters. This position works towards improving general health through collaboration with other Health Department Programs and state agencies, such as the Oral Health program, the Village Water and Wastewater program, District Offices. This position assists with identifying and selecting outreach efforts to reach programmatic goals.

This position impacts local communities, schools, District Offices, Town Health Officers, etc. directly through immediate outreach by phone or email, when water resources related issues or emergencies emerges.

Annual approximate dollar amounts influenced:

\$500,000 - \$600,000 dollars: Homeowner testing, e.g. kit A, C, RA testing of private wells and springs, and new legislation requiring all new wells to be tested. 2000 new wells drilled per year x \$179 (kit A,C,RA, pH, odor) = 358,000. Kits we sell to people with existing wells: Kit A, C, RA (\$159) sold in 2018: \$188,136.

\$1,872,000 - \$66,160,000 dollars: Homeowner treatment options, e.g. lowering radiation or arsenic in residential setting. 30% Vermonters on private water, 10% of all test results have at least one contaminant above a health concern, treatment can cost between \$100-\$3000. (624,000 x 0.3 x 0.1 x 100 = 1,872,000).

Unknown amount: Implementation of better community water and wastewater systems in Vermont rural villages, reducing impact on water quality from naturally occurring contaminants and septic systems.

Unknown amount: Increased dental health through better outreach about private well water impact on dental hygiene.

\$134,002 dollars: Yearly drinking water grant, e.g. water testing, outreach campaigns, temporary positions.

\$100,000 program dollars: Programmatic direction, e.g. investigations involving Town Health Officers, sample plans, multiple laboratory analyses, final resolution – legionnaire's disease outbreak.

**B. 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?
Significant interaction with the general public and private water system owners. Strong differences of opinion are encountered on a regular basis.	40%
This position must be able to cope with extremely	



<p>emotive or contentious parties when drinking water is potentially linked to family or children's' health and/or real estate transactions.</p> <p>Concerns are forwarded to this position regarding land activities in communities which the callers feel are contributing to a decline in water quality or rendering it unpotable or of danger when consumed.</p> <p>Large amounts of money can be spent remediating situations and recommendations must be consistent with an end goal of reducing/removing contaminants of health concern in drinking water. See above.</p> <p>In the event of a biological and/or chemical terrorist activity, the incumbent would be responsible for providing expertise relative to safe drinking water.</p> <p>Occasional field site visits may be necessary to examine a water supply issue. These could be remote or may require exposure to rough ground and/or water.</p>	

- 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?
N/A	

- 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?
N/A		

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

Type	How Much of the Time?
Sitting	80%

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.

Employee's Signature (required): \_\_\_\_\_ 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?

Serve as a technical expert for public and private drinking water  
Assist the Senior Environmental Health Engineer with analyzing and using data for increased program insights and program improvements  
Assist the Senior Environmental Health Engineer with promoting drinking water testing and treatment  
Consult with Department of Environmental Health staff on the presence of regulated and unregulated contaminants in public drinking water systems  
Provide the public with technical and scientific information regarding drinking water in order to protect health  
Interact with regulators and other parties regarding drinking water  
Implement legislative requirements into the drinking water program

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?

Thorough knowledge of public and private drinking water systems.  
Considerable knowledge of the laws, regulations, rules, policies and technologies of public and private drinking water systems.  
Advanced knowledge of the technology and/or administrative procedures associated with the public and private drinking water systems. Understanding of the scientific method of observation and analysis, and of planning principles and procedures.  
Mastery of data gathering techniques and various systems for organizing and interpreting such data. Solid knowledge of the basic principles of environmental health management and public health protection.  
Ability to read and understand engineering plans and specifications as applied to remediation of contaminated drinking water.  
Ability to evaluate engineering reports, plans and specifications.  
Ability to communicate effectively both orally and in writing.  
Ability to read and understand technical writing.  
Ability to understand and interpret complex and technical information.  
Ability to establish and maintain effective working relationships.

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

The responses given by the employee are accurate and complete.

4. Suggested Title and/or Pay Grade:

Suggested title is Environmental Health Engineer. Suggested pay grade is 24.

Supervisor's Signature (required):  Date: 7/24/19

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).

Suggested Title and/or Pay Grade:

137800 is an inactive jobcode FOR Env. Health Eng.

Personnel Administrator's Signature (required):  Date: 7/25/19

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.

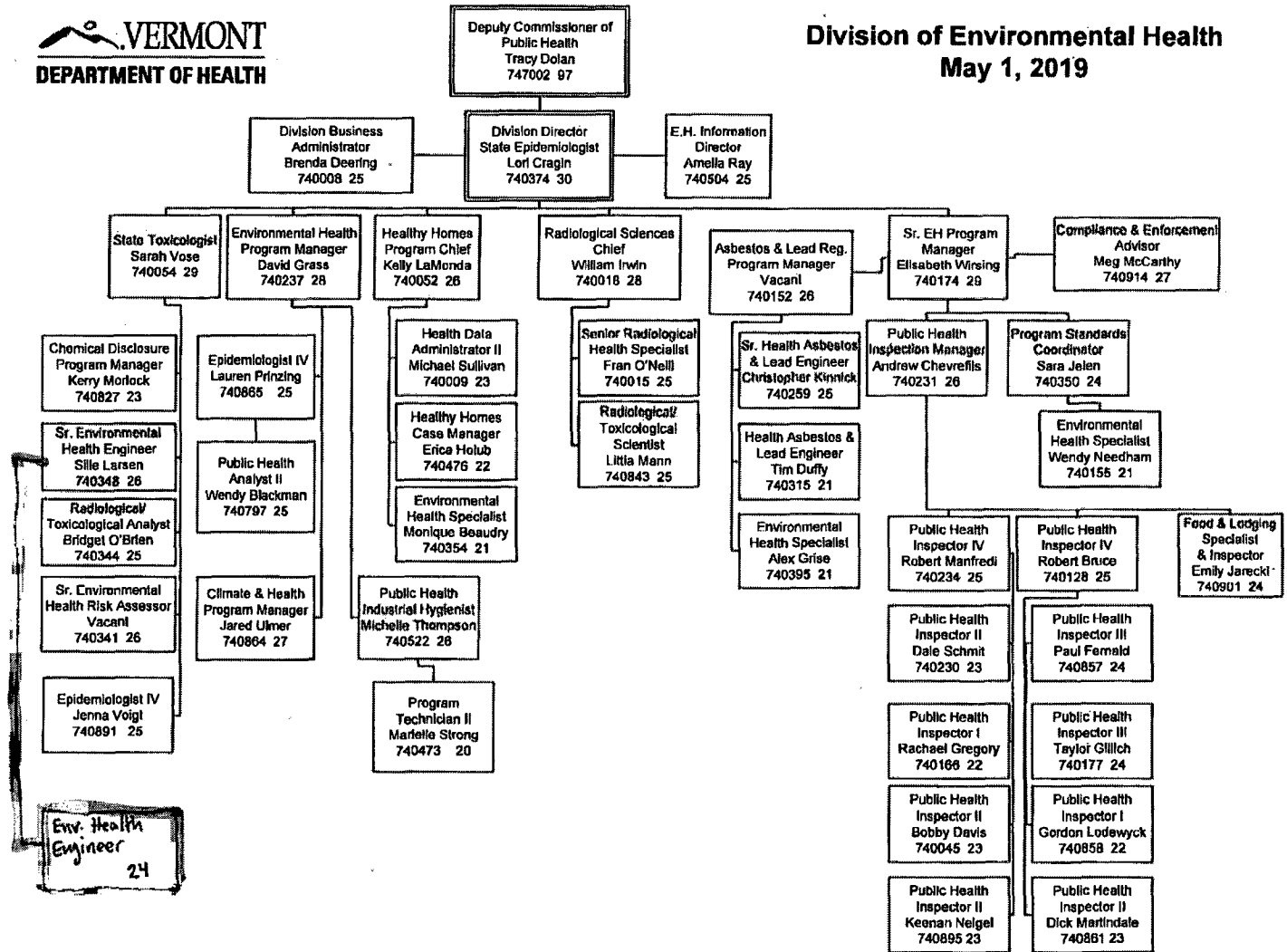
Suggested Title and/or Pay Grade:

 Tracy Dolan  
Deputy Commissioner  
of Public Health

JUL 29 2019

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

**Date**



## Job Description

Environmental Health Engineer

### **Job Code:**

**Pay Plan: Classified**

**Pay Grade: 24**

**Occupational Category: Engineering and Architecture**

### **Effective Date:**

**Class Definition:** Engineering work at an advanced professional level for the Department of Health.

This position is expected to complete technical research, consultation, administration and environmental and toxicological work at a professional level for the Department of Health involving assessments and mitigation of drinking water contaminants. Duties include aiding the Senior Environmental Health Engineer in cases of drinking water contamination. Significant interaction occurs with other state departments, internal and external program chiefs, and division director. Work is performed with autonomy and independence of judgment, under the general direction of the Senior Environmental Health Engineer. All employees of the Agency of Human Services perform their respective functions adhering to four key practices: customer service, holistic service, strengths-based relationships and results orientation.

### **Examples of Work:**

Answers questions from Vermonters regarding water quality and health. Recommends appropriate laboratory testing to homeowners to ensure their water's safety, helps homeowners understand laboratory results, and explains the risk from exposure to contaminants. Recommends appropriate treatment options for contaminants occurring in drinking water. Works closely with the Department of Environmental Conservation (DEC), as it relates to public drinking water.

Duties further include technical review and analysis of drinking water policies and programs, and of data regarding contaminants present in both public and private drinking water. Identifies and recommends strategic outreach efforts for the Drinking Water Program. Assists in the development and implementation of program outreach, evaluation criteria, techniques, and data needs. Prepares educational information on water contaminants, treatment, and supporting data. Responds to data requests from internal and external organizations. Performs related duties as required.

Duties are performed primarily in a standard office setting. Some travel may be required to attend meetings and hearings. Must be able to respond positively to potentially frustrated callers.

### **Minimum Qualifications:**

#### **Knowledge, Skills and Abilities:**

Knowledge of common contaminants that affect drinking water systems.

Knowledge of remediation options available to remove contaminants from drinking water.

Knowledge of rules and regulations related to drinking water.

Ability to handle a large volume of calls daily, and to respond within two business days to missed calls.

Ability to understand large data sets, and summarize data for presentation to others in the environmental health group.

Ability to communicate effectively both orally and in writing.

Ability to provide leadership and accountability within the framework of the four key practices of the Agency of Human Services: customer service, holistic service, strengths-based relationships and results orientation.

**Education and Experience:**

Master's degree or higher in biological, environmental, or chemical science or engineering, including 6 college credits in hydrogeology or environmental analysis.

OR

Bachelor's degree in biological, environmental, or chemical science or engineering, including 12 college credits in environmental analysis, biological/physical/chemical processes for treating water, hydrogeology AND two (2) years or more of professional level work in water-related research, water treatment, hydrogeology or program evaluation where the activities include gathering, analyzing and interpreting water quality data.

**Special Requirements:**

Candidates must pass any level of background investigation applicable to the position. In accordance with AHS Policy 4.02, Hiring Standards, Vermont and/or national criminal record checks, as well as DMV and adult and child abuse registry checks, as appropriate to the position under recruitment, will be conducted on candidates, with the exception of those who are current classified state employees seeking transfer, promotion or demotion into an AHS classified position or are persons exercising re-employment (RIF) rights.





## Sorsha Anderson

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**From:** Daley, Paul <Paul.Daley@vermont.gov>  
**Sent:** Tuesday, October 8, 2019 1:33 PM  
**To:** Sorsha Anderson  
**Subject:** RE: Limited service position for the drinking water program

Hi Sorsha,

The fringe benefits cost for this position is \$12,260. Position cost total is \$42,909.

Paul Daley  
863-7284

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**From:** Sorsha Anderson <SAnderson@leg.state.vt.us>  
**Sent:** Tuesday, October 08, 2019 1:13 PM  
**To:** Daley, Paul <Paul.Daley@vermont.gov>  
**Subject:** Limited service position for the drinking water program

Hi Paul,

I need to enter a dollar amount for the Environmental Health Engineer. I see the salary is \$30,649. Will you confirm the total cost for the position with benefits, if any?

Thank you,

**Sorsha Anderson**  
Staff Associate, Legislative Joint Fiscal Office  
[sanderson@leg.state.vt.us](mailto:sanderson@leg.state.vt.us)  
(802) 828-5622