



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Senior Staff Associate
Date: November 19, 2021
Subject: Grant Request – JFO #3076

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

JFO #3076 – Six (6) limited-service positions to the Agency of Natural Resources, Department of Environmental Conservation to support various clean water initiatives. Fully funded with ARPA funds that were allocated in Act 74 of 2021, sec. G.801 for administrative costs. All positions funded through 6/30/2023.

Positions listed below:

- One (1) Environmental Analyst VI, Drinking Water/Groundwater/Wastewater Program
- One (1) Environmental Technician III, Drinking Water/Groundwater/Wastewater Program
- One (1) Environmental Engineer III, Drinking Water/Groundwater/Wastewater Program
- Two (2) Environmental Technician II, Watershed Mgmt/Bus. Operations & Support Services
- One (1) Environmental Analyst III, Watershed Mgmt/Wetlands Program

[Received November 17, 2021]

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions or would like this item held for legislative review. Unless we hear from you to the contrary by December 6, 2021, we will assume that you agree to consider as final the Governor's acceptance of this request.

**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: Agency of Natural Resources / Environmental Conservation Date: 09/30/2021

Name and Phone (of the person completing this request): Peter Walke, DEC Commissioner (802) 828-1556

Request is for:

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

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

U.S. Department of the Treasury, Title of Grant is "Coronavirus State and Local Fiscal Recovery Funds".
CFDA #21.027 and ANR/DEC intends to use funding provided to the Agency of Administration in Sec. G.801 of Act 74 of 2021

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:

Title* of Position(s) Requested # of Positions Division/Program Grant Funding Period/Anticipated End Date

Please see attached list of 6 positions in total and related details on information noted above.

*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 General Assembly has appropriated significant APRA funding over the next several years. These positions are key to the very fast-paced and evolving American Rescue Plan Act (ARPA) infrastructure funded efforts and the related increase work and volume that will be happening within our permitting programs. These positions are necessary to move projects forward as quickly and efficiently as possible.

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)).

Peter Walke

Digitally signed by Peter Walke
Date: 2021.10.01 07:06:05 -04'00'

Signature of Agency or Department Head _____ Date _____

Aimee Pope
Digitally signed by Aimee Pope
Date: 2021.10.05 10:35:09 -04'00'

Approved/Denied by Department of Human Resources _____ Date _____

Adam Greshin
Digitally signed by Adam Greshin
Date: 2021.10.26 10:14:49 -04'00'

Approved/Denied by Department of Finance and Management _____ Date _____

Kristin Clouser
Digitally signed by Kristin Clouser
Date: 2021.10.28 16:47:35 -04'00'

Approved/Denied by Secretary of Administration _____ Date _____

Approved/Denied by Governor (required as amended by 2019 Leg. Session) _____ Date 11/16/21

Comments:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Environmental Analyst VI	1	DrinkingWater/Groundwater/Wastewater Prgm	6/30/2023 (likely beyond)
Environmental Technician III	1	DrinkingWater/Groundwater/Wastewater Prgm	6/30/2023 (likely beyond)
Environmental Engineer III	1	DrinkingWater/Groundwater/Wastewater Prgm	6/30/2023 (likely beyond)
Environmental Technician II	2	Watershed Mgmt/Bus. Operations & Support Svcs	6/30/2023 (likely beyond)
Environmental Analyst III	1	Watershed Mgmt/Wetlands Program	6/30/2023 (likely beyond)

VERMONT DEPARTMENT OF PERSONNEL
Request for Classification Action
New or Vacant Positions
Existing Job Class/Titles ONLY
Position Description Form C

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- Employee requests must be submitted on the separate "Position Description Form A."
- Requests for full classification, to determine the appropriate pay grade for any job class must be submitted on "Position Description Form A."
- This form was designed in Microsoft Word to download and complete on your computer. This is a form-protected document, so information can only be entered in the shaded areas of the form.
- To move from field to field use your mouse, the arrow keys or press Tab. Each form field has a limited number of characters. Use your mouse or the spacebar to mark and unmark a checkbox.
- Where additional space is needed to respond to a question, you will need to attach a separate page, and number the responses to correspond with the numbers of the questions on the form. Please contact your Personnel Officer if you have difficulty completing the form.
- All sections of this form are required to be completed unless otherwise stated.
- The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office.

**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.)

Supervisor's Name, Title and Phone Number:

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code Existing Job/Class Title:

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:

OVERALL EXPECTATIONS: This is a key position in a very fast-paced and evolving American Rescue Plan Act (ARPA) related permitting programs that will benefit many Vermonters, due to federal funding for water and wastewater funding for projects serving (but not limited to): residential dwellings; villages; mobile home parks; and affordable housing projects. The position will require someone who is: technically proficient, a fast learner, a good communicator, well organized; and is able to think on their feet.

The ideal candidate possesses knowledge in environmental engineering, environmental science, soil science, hydrogeology/geology, water quality, principals relating to the design and function of onsite wastewater systems and water supplies; and furthermore, demonstrates excellent communication and technical writing skills, performs well in a team-based environment, is comfortable communicating with Vermont landowners, consultants, service providers, other State of Vermont staff, and stakeholders, and has the organization and skills needed for success across multiple digital platforms.

TECHNICAL REVIEW AND ASSISTANCE: Review of engineering plans and applications/issue permits. Conducts detailed reviews of engineering plans and application materials for compliance with Wastewater System and Potable Water Supply Rule and/or Indirect Discharge Rules. Plan review includes on site sewage disposal systems, potable water supplies, and municipal sewer line extensions. Conduct and review site evaluations. Conducts site evaluations for the purpose of ascertaining the suitability of soils with the related designer/engineering consultant or on post application site visits, for the construction of on-site wastewater disposal systems and design of water supplies for a variety of projects ranging from single family residences to community scale wastewater systems. Accurately determines estimated seasonal high groundwater table (often through observation of redoximorphic features in the soil profiles, site limitations, etc.) in conjunction with the related designer or on post application site visits, in the review of proper locations and designs of wastewater disposal systems and water supplies. Provides technical assistance in above areas.

PUBLIC INTERACTION: Outreach, education, and technical assistance to the Public and individuals in the field. Individuals, municipal governments, or business owners who are interested in applying for, or has qualified for, ARPA funding for a project that involves new or replacement water and/or wastewater infrastructure in Vermont, they may either require either a permit issued under the Wastewater System and

Potable Water Supply Rules (WW) or Indirect Discharge Rules (IDR) by a the Wastewater Management Program, or need to determine that the project is exempt from the program. For permit applicants who are applying for ARPA funding and a WW or IDR permit, determining WW or IDR Program compliance requirements and tracking those requirements to fulfillment or enforcement. The position occasionally includes contact with irate or aggravated landowners, residents or public who may not understand the need for compliance with the regulatory programs, or why they do not qualify for ARPA funding. Prepares presentations and outreach material for permitting ARPA projects. Meet with ANR staff, public, and /or consultants, attorneys etc. in office, through TEAMS or ZOOM, or at sites with regard to related projects or information requests. Manage to respond to all forms of communication, via: telephone, email, text, or TEAMS in a timely manner regarding from the: the public, consultants, attorneys, town officials and realtors on program jurisdiction and ARPA funding criteria.

INTERNAL COORDINATION AND COLLABORATION: Collaboration and coordination with other members of State of Vermont involved in ARPA projects. Development and implementation of procedures that apply to ARPA financed projects that require WW or IDR permits. Regularly communicates, meets, coordinates and collaborates with staff from: Agency of Commerce and Community Development; Agency of Natural Resources central office; Water Investment Division, and other Department Divisions and other programs in the Drinking Water and Groundwater Protection Division.

DATA MANAGEMENT AND COMPLIANCE: Inputs technical review documentation and findings into ARPA-permitted projects into the wastewater tracking system database. Conducts regulatory inspections of ARPA candidate projects or ARPA funded projects.

2. Provide a brief justification/explanation of this request: With the expected increase of projects associated with the American Rescue Plan Act of 2021 (ARPA), the wastewater program's within the Drinking Water and Groundwater Protection Division needs additional resources to accommodate the increase in permitting activity. The program is already experiencing record high permitting demand during the COVID pandemic. This position will be responsible for reviewing engineering designs and issuing permits for wastewater systems and potable water supplies using ARPA funding. This position will provide technical assistance and permitting for the Agencies ARPA programs that involve the design and construction of decentralized wastewater systems and potable water supplies through as well as projects stemming from work by other agencies, such as the Agency of Commerce and Community Development and various associated housing improvement programs identified under ARPA.

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:

6. Who should be contacted if there are questions about this position (provide name and phone number):

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).

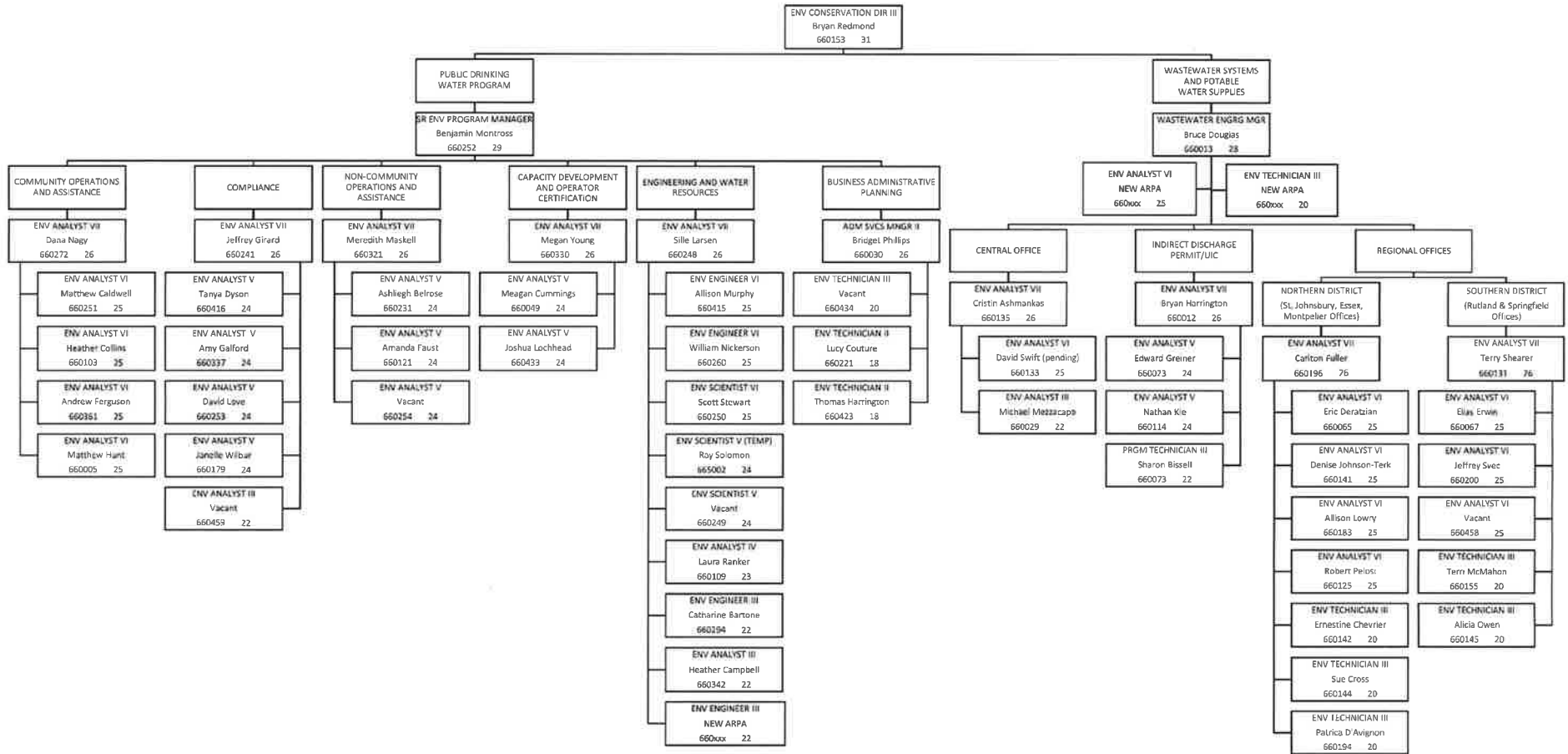
DocuSigned by: <i>Barb Morway</i> <small>C46C96B450CB4DF</small>	9/30/2021
Personnel Administrator's Signature (required)*	Date

DocuSigned by: <i>Bruce Douglas</i> <small>70BA0F477041445</small>	9/23/2021
Supervisor's Signature (required)*	Date

DocuSigned by: <i>Peter Walke</i> <small>930DCFB3F6946A</small>	9/30/2021
Appointing Authority or Authorized Representative Signature (required)*	Date

* Note: Attach additional information or comments if appropriate.

**Department of Environmental Conservation
Drinking Water & Groundwater Protection Division**

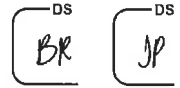


No. 74
2021

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Sec. G.801 APPROPRIATION FOR ADMINISTRATION COSTS

(a) \$6,500,000 in fiscal year 2022 is appropriated from the American Rescue Plan Act - Coronavirus State Fiscal Recovery Funds to the Agency of Administration to be transferred as need to address the statewide costs of administering these funds, including the costs of related limited service positions.



VERMONT DEPARTMENT OF PERSONNEL
Request for Classification Action
New or Vacant Positions
Existing Job Class/Titles ONLY
Position Description Form C

- **This form is to be used by management to request the allocation of a new position, or reallocation of a vacant position, to an EXISTING class title.**
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- Requests for full classification, to determine the appropriate pay grade for any job class must be submitted on "Position Description Form A."
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New or Vacant Positions
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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.)

Supervisor's Name, Title and Phone Number:

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code Existing Job/Class Title:

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: 1. Review of Public Water System Construction Permit Applications for the development of new or modifications of existing public water system infrastructure including water sources, storage, transmission and distribution, pumping, and treatment systems and prepare Permits to authorize the replacement, rehabilitation, or construction of public water system infrastructure. 2. Reviews preliminary engineering reports, asset management plans, and capital improvement plans. 3. Coordinates project implementation with DEC's Drinking Water State Revolving Loan Fund. 4. Provides direct technical and regulatory assistance to Vermont's public drinking water systems.

2. Provide a brief justification/explanation of this request: With the expected increase of projects associated with the American Rescue Plan Act of 2021 (ARPA), the public drinking water program is in need of additional resources. This position will be responsible for reviewing engineering designs and issuing construction permits for new development or modification to existing public drinking water systems using ARPA funding. This position will field permitting aspects through projects the Agency as identified above as well as projects stemming from work by other agencies, such as the Agency of Commerce and Community Development and various associated housing improvement programs identified under ARPA.

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). No

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: Ben Montross, Senior Environmental Program Manager

6. Who should be contacted if there are questions about this position (provide name and phone number): Ben
Montross - 802-498-8981

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).

DocuSigned by:

Barb Morway

C40C90B450CB40P

Personnel Administrator's Signature (required)*

9/30/2021

Date

DocuSigned by:

Sille Larsen

504F3E3C8A7A486

Supervisor's Signature (required)*

9/23/2021

Date

DocuSigned by:

Peter Walker

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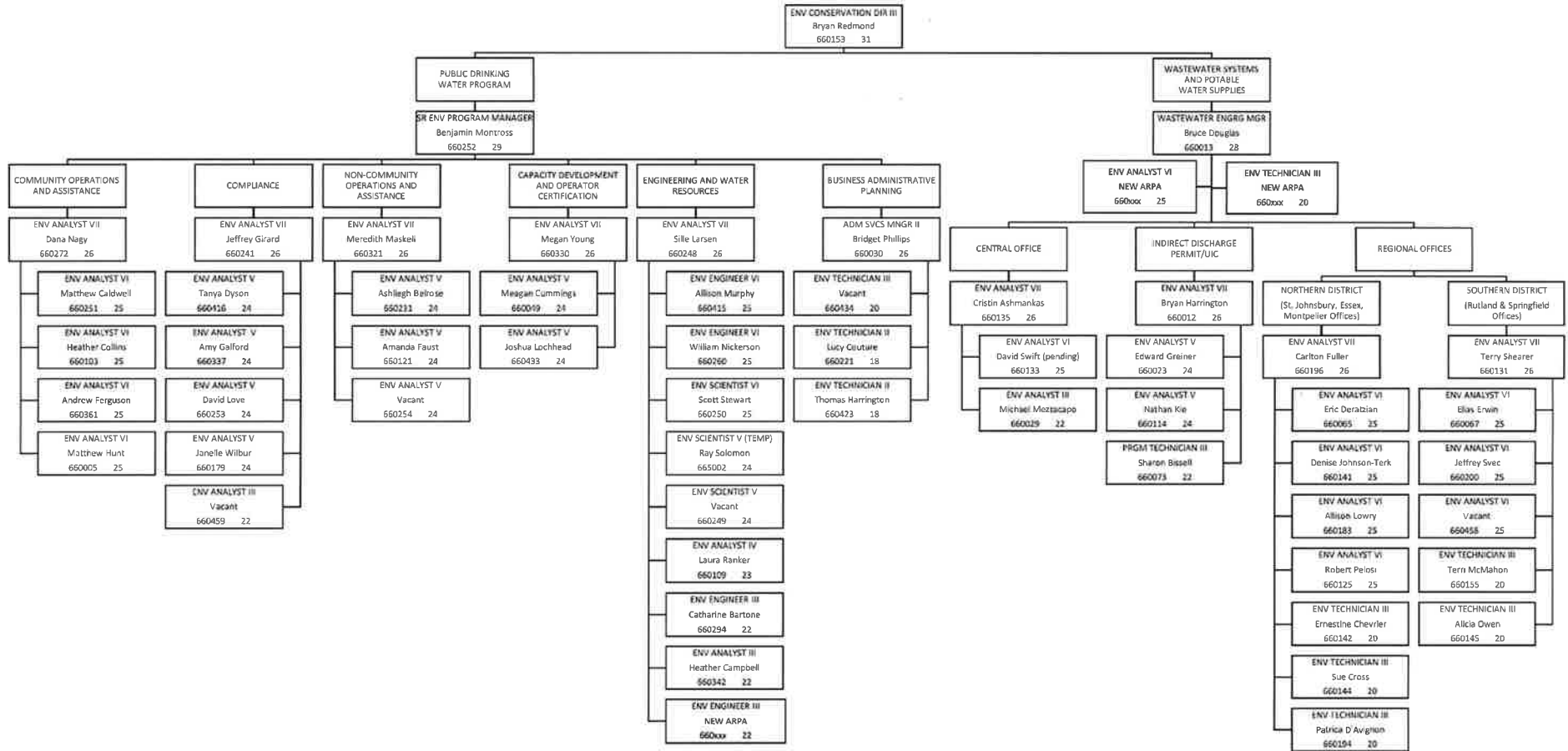
Appointing Authority or Authorized Representative Signature (required)*

9/30/2021

Date

* Note: Attach additional information or comments if appropriate.

**Department of Environmental Conservation
Drinking Water & Groundwater Protection Division**

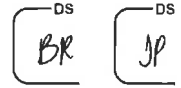


No. 74
2021

Page 225 of 261

Sec. G.801 APPROPRIATION FOR ADMINISTRATION COSTS

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Existing Job Class/Titles ONLY
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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.)

Supervisor's Name, Title and Phone Number:

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code Existing Job/Class Title:

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:
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For All Requests:

1. List the anticipated job duties and expectations; include all major job duties:

OVERALL EXPECTATIONS: This is a key position in a very fast-paced and evolving American Rescue Plan Act (ARPA) related permitting programs that will benefit many Vermonters, due to federal funding for water and wastewater funding for projects serving (but not limited to): residential dwellings; villages; mobile home parks; and affordable housing projects. The position will require someone who is: a fast learner, a good communicator, well organized; and is able to think on their feet. .

The ideal candidate possesses knowledge in environmental issues, water quality, principals relating to the function of wastewater systems and water supplies; and furthermore, demonstrates excellent communication and technical writing skills, performs well in a team-based environment, is comfortable communicating with Vermont landowners, consultants, service providers, other State of Vermont staff, and stakeholders, and has the organization and skills needed for success across multiple digital platforms.

PUBLIC INTERACTION: Outreach, education, and technical assistance to the Public and individuals in the field. Individuals, municipal governments, or business owners who are interested in applying for, or has qualified for, ARPA funding for a project that involves new or replacement water and/or wastewater infrastructure in Vermont, they may either require either a permit issued under the Wastewater System and Potable Water Supply Rules (WW) or Indirect Discharge Rules (IDR) by a the Wastewater Management Program, or need to determine that the project is exempt from the program. For permit applicants who are applying for ARPA funding and a WW or IDR permit, determining WW or IDR Program compliance requirements and tracking those requirements to fulfillment or enforcement. The position occasionally includes contact with irate or aggravated landowners, residents or public who may not understand the need for compliance with the regulatory programs, or why they do not qualify for ARPA funding. Prepares presentations and outreach material for permitting ARPA projects. Meet with ANR staff, public, and /or consultants, attorneys etc. in office, through TEAMS or ZOOM, or at sites with regard to related projects or information requests. Manage to respond to all forms of communication, via: telephone, email, text, or TEAMS in a timely manner regarding from the: the public, consultants, attorneys, town officials and realtors on program jurisdiction and ARPA funding criteria.

INTERNAL COORDINATION AND COLLABORATION: Collaboration and coordination with other members of State Government involved in ARPA projects. Development and implementation of procedures that apply to ARPA financed projects that require WW or IDR permits. Regularly communicates, meets, coordinates and collaborates with staff from: Agency of Commerce and Community Development; Agency of Natural Resources central office; Water Investment Division, and other Department Divisions and other programs in the Drinking Water and Groundwater Protection Division.

PERMIT ADMINISTRATION: Provides administrative assistance to ARPA-funded permit applicants. Plans and directs ARPA administrative activities including WW and IDR permitting for ARPA projects. Directs and organizes the maintenance and scheduling of data gathering, processing and report preparation. Leads and develops project plans for work teams. Explains Department programs to the public. Participates in work groups and coordinate assignments with other staff. Performs related duties as required.

FILE ADMINISTRATION: Compliance with the State rules and regulations have become increasingly important with the Bianchi and Hunter Broadcasting court decisions. Attorneys have increasingly relied upon the information in our files to close on property transactions, including refinancing of house loans. We are often requested to provide past files and advise on what information is needed to bring a project into compliance with permit conditions. The position may need to research past rules and regulations, policies and procedures and old files to provide the background information to enable technical staff to develop and write decisions. The files need to be kept up to date and accessible to attorneys, paralegals, owners, realtors, financial institutions, etc. and decisions need to be timely as closings are often dependent on our opinions.

DATA MANAGEMENT: The Env Tech III must have the computer skill necessary to understand databases, work with electronic applications and n-forms to produce permits and correspondence. Enters raw data into established databases. Organizes and manipulates data into useful forms. Develops data reports using computer programs. Evaluates data and produce fiscal, statistical and narrative reports. Transmits data and reports to internal and external users. Coordinates with sources and users of data to assure timely transmittals. Recommends changes to existing and creation of new databases, and programs for their use.

The position also must have the skills to work with the Program's in-house developed wastewater permit tracking system. This system has multiple data entry points and is the data base for management to track individual and office performance regarding Permit Expediting Program (PEP) times, and for the creation of reports to the Legislature, Commissioner and Secretary's office on the number of permits the program processes. The data based is also very important for the tracking of the repair / replacement of failed water and wastewater system and is key tool in the compliance enforcement.

COMPLIANCE: Coordinates and/or conducts regulatory inspections of ARPA candidate projects or ARPA funded projects. Participates as a member of the WW permit program Compliance team. Inputs ARPA-permitted projects into the wastewater management compliance database, and follows up on ARPA-related non-compliance.

2. Provide a brief justification/explanation of this request: With the expected increase of projects associated with the American Rescue Plan Act of 2021 (ARPA), the wastewater program's within the Drinking Water and Groundwater Protection Division need additional resources to accommodate the increase in permitting activity. The program is already experiencing record high permitting demand during the COVID pandemic. This position will be responsible for reviewing engineering designs and issuing permits for wastewater systems and potable water supplies using ARPA funding. This position will field permitting aspects through projects the Agency has identified above as well as projects stemming from work by other agencies, such as the Agency of Commerce and Community Development and various associated housing improvement programs identified under ARPA.

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). N/A.

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):

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).

DocuSigned by:
Barb Morway
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Personnel Administrator's Signature (required)*

9/30/2021

Date

DocuSigned by:
Bruce Douglas
70B90F477041945...

Supervisor's Signature (required)*

9/23/2021

Date

DocuSigned by:
Peter Walke
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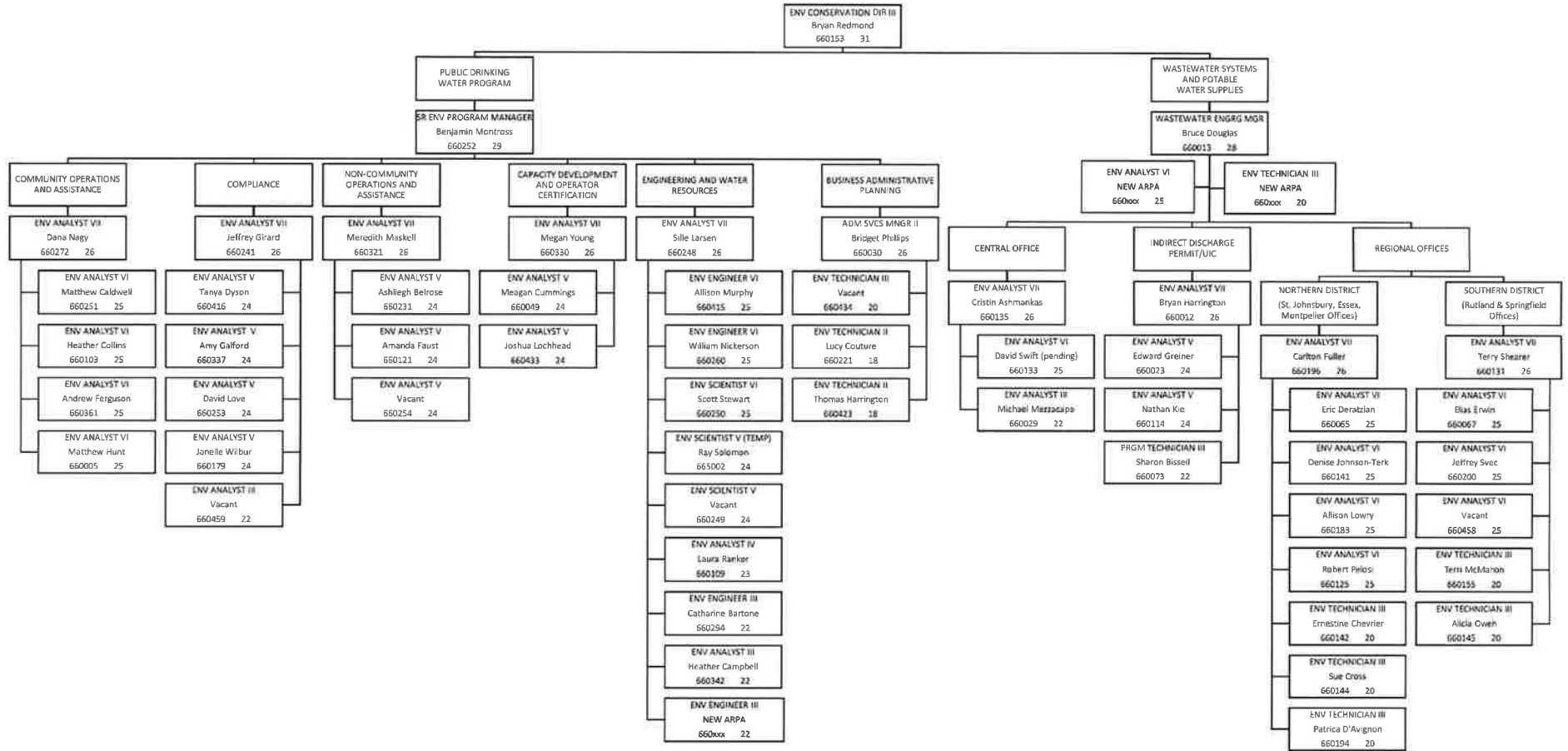
Appointing Authority or Authorized Representative Signature (required)*

9/30/2021

Date

* Note: Attach additional information or comments if appropriate.

**Department of Environmental Conservation
Drinking Water & Groundwater Protection Division**



No. 74
2021

Page 225 of 261

Sec. G.801 APPROPRIATION FOR ADMINISTRATION COSTS

(a) \$6,500,000 in fiscal year 2022 is appropriated from the American Rescue Plan Act - Coronavirus State Fiscal Recovery Funds to the Agency of Administration to be transferred as need to address the statewide costs of administering these funds, including the costs of related limited service positions.



VERMONT DEPARTMENT OF PERSONNEL
Request for Classification Action
New or Vacant Positions
Existing Job Class/Titles ONLY
Position Description Form C

- **This form is to be used by management to request the allocation of a new position, or reallocation of a vacant position, to an EXISTING class title.**
- Employee requests must be submitted on the separate "Position Description Form A."
- Requests for full classification, to determine the appropriate pay grade for any job class must be submitted on "Position Description Form A."
- This form was designed in Microsoft Word to download and complete on your computer. This is a form-protected document, so information can only be entered in the shaded areas of the form.
- To move from field to field use your mouse, the arrow keys or press Tab. Each form field has a limited number of characters. Use your mouse or the spacebar to mark and unmark a checkbox.
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**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 # _____ 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: _____ Willis Rating/Components: Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____ Working Conditions: _____ Total: _____	Date Received (Stamp) Effective Date: _____ Date Processed: _____
--	---

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.)

Supervisor's Name, Title and Phone Number:

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code Existing Job/Class Title:

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: Conducts wetland site visits; correctly id wetland boundary, provides clear prompt and fair decisions and guidance in accordance with the Vermont Wetland Rules, document site observations; Implements wetland permitting and determinations; reviews permit applications and determination petitions and drafts decision documents; Review 250, 248 and 404 projects: reviews weekly project list. This position will essentially be conducting all of the project review work and permitting tasks that the District Wetlands Ecologists do, absent investigations and litigation work. When we hire a new Ecologist, we hire them in as an EAlll so the intended job title is consistent with the past.

Conducts project review: Evaluates need for site visit and sets up site visit when appropriate. Conducts site visits within 3 weeks of request, or informs supervisor of delay. Correctly identify wetlands and verify wetland boundary. Advises on avoidance and minimization reducing impacts on 30% or more of proposed projects. Thoroughly documents site visit observations. Routinely inputs field data into program database. Provides clear, prompt and fair decisions and guidance. Reviews Act 250 and Act 248 projects weekly and conducts site visits where appropriate. Coordinates with Act 250 and 248 personnel on potential projects. Prepares timely comments. Coordinates joint site reviews and comments on Corps projects.

Writes permits and wetland determinations: Reviews Wetland Permit applications within a month of submittal. Coordinates permit review with other Agency personnel. Writes draft permits within one month of receiving a technically complete application. Makes correct jurisdictional determinations. Coordinates with IT staff to update VSWI map with determination updates within one year of issuance.

2. Provide a brief justification/explanation of this request: With the expected increase of projects associated with the American Rescue Plan Act of 2021 (ARPA), the Wetlands Program within the Watershed Management Division need additional resources to accommodate the increase in permitting activity. This position will field permitting aspects through projects the Agency has identified above as well as projects stemming from work by other agencies, such as the Agency of Commerce and Community Development and

various associated housing improvement programs identified under ARPA. This position will handle the expected influx of inquiries into our Wetlands Program as well as actual wetland permits so that permits will continue to be issued in a timely manner.

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:

6. Who should be contacted if there are questions about this position (provide name and phone number):

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).

DocuSigned by:

 14D62019C80244B...
 Personnel Administrator's Signature (required)*

9/30/2021
 Date

DocuSigned by:

 A2F5389763AA4D6...
 Supervisor's Signature (required)*

9/29/2021
 Date

DocuSigned by:
Peter Walke
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*Request for Classification Action
Position Description Form C
Page 4*

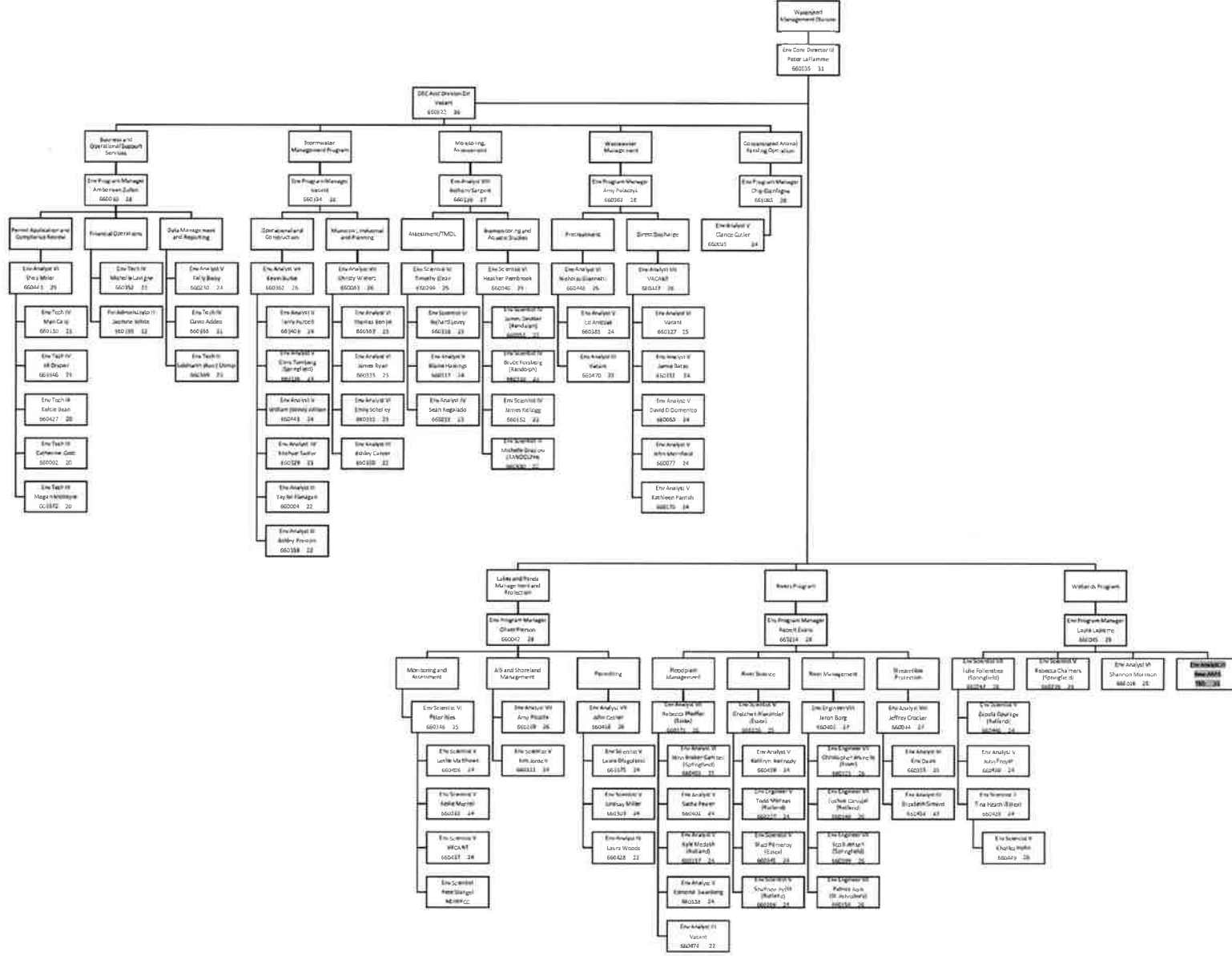
9/29/2021

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

Date

* Note: Attach additional information or comments if appropriate.

Proposed Department of Environmental Conservation Watershed Management Division

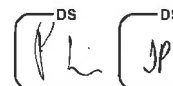


No. 74
2021

Page 225 of 261

Sec. G.801 APPROPRIATION FOR ADMINISTRATION COSTS

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VERMONT DEPARTMENT OF PERSONNEL
Request for Classification Action
New or Vacant Positions
Existing Job Class/Titles ONLY
Position Description Form C

- **This form is to be used by management to request the allocation of a new position, or reallocation of a vacant position, to an EXISTING class title.**
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- Requests for full classification, to determine the appropriate pay grade for any job class must be submitted on "Position Description Form A."
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**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: ANR/DEC/WSMD GUC:

Pay Group: 66ENV56 Work Station: Montpelier Zip Code: 05620

Position Type: Permanent Limited Service (end date) 6/30/2023

Funding Source: Core Sponsored Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.) 100% ARPA federal funds Sec. G.801 Act 74 of 2021

Supervisor's Name, Title and Phone Number: Amber van Zuilen, Env. Program Mgr, 802-490-6111

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 144703 Existing Job/Class Title: Environmental Technician II: AC Administrative

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:

1. ADMINISTRATIVE PERMIT APPLICATION REVIEW

Assist with administrative permit application processing for Watershed Management Division permits. Duties will include data entry, coordination of public noticing with the Electronic Notice Bulletin (correct timelines/dates, flow of information between program databases and the ENB, and uploading of appropriate files), issuance of the final permit to the appropriate parties, and overall records management related to public noticing and permit issuance; ensuring we meet all legal requirements. Performing these duties requires general knowledge of the permitting programs, permit application forms, statute/legal requirements, and a general knowledge of surface water management. Provides general public assistance regarding permit applications, public notices, and general permitting and Division information.

2. GENERAL DIVISION ADMIN ASSISTANCE

Assists with coordinating Division-wide administrative duties, such as ordering office supplies, proof-reading/editing documents, website maintenance, records management, and providing a high level of customer service and general internal assistance. Assists other Program staff in efficient operations of permitting programs and general Division support efforts

2. Provide a brief justification/explanation of this request: This position will assist with administrative permit application processing for Watershed Management Division permits. Due to the expected increase in overall division permitting from ARPA projects, we plan to shift the program's distribution of duties: removing the public noticing and issuance duties from being distributed to 5 staff based on permit type to this one position. This will allow this position to coordinate all public noticing and permit issuance components for the division, while also allowing staff with deep program knowledge to stay focused on their specific expertise reviewing permit applications and coordinating with applicants regarding deficiencies. This redistribution of duties and this new position coordinating this sub-set of duties will accommodate the increase in permit application volume most effectively. When the volume decreases after the expected wave from ARPA projects we expect to re-allocate the job duties back to existing program staff.

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). N/A

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: Amber van Zuilen, Environmental Program Mgr

6. Who should be contacted if there are questions about this position (provide name and phone number):
Amber van Zuilen 802-490-6111

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.) 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).

DocuSigned by:
Barb Morway
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 Personnel Administrator's Signature (required)*

9/30/2021

 Date

DocuSigned by:
Amber van Zuilen
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 Supervisor's Signature (required)*

9/29/2021

 Date

DocuSigned by:
Peter Walke
93DDCF0B3F6946A...

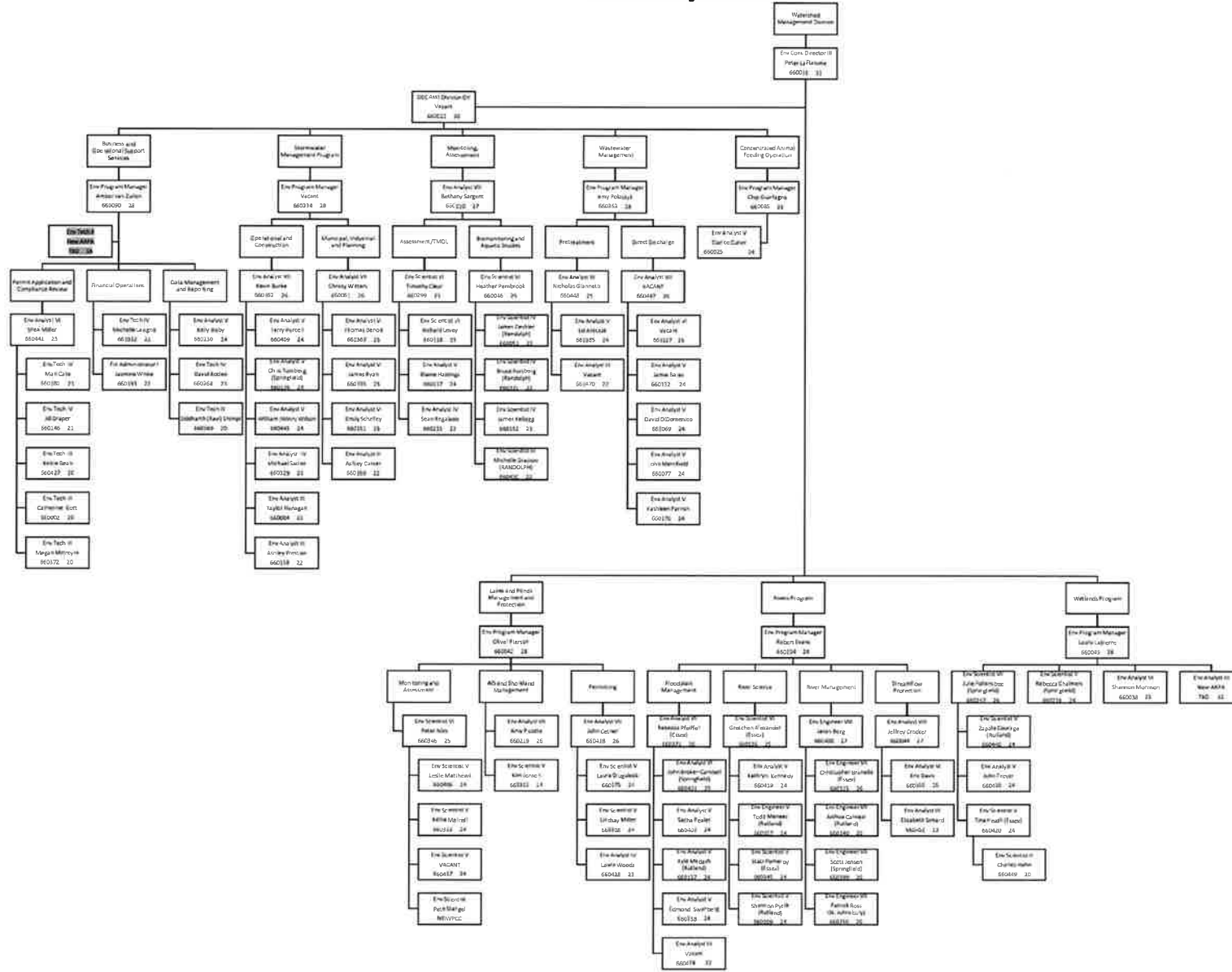
 Appointing Authority or Authorized Representative Signature (required)*

9/29/2021

 Date

* Note: Attach additional information or comments if appropriate.

Proposed Department of Environmental Conservation Watershed Management Division

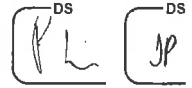


No. 74
2021

Page 225 of 261

Sec. G.801 APPROPRIATION FOR ADMINISTRATION COSTS

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Request for Classification Action
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Existing Job Class/Titles ONLY
Position Description Form C

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Classification Analyst _____	Date _____
Comments:	Effective Date: _____
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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.)

Supervisor's Name, Title and Phone Number:

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code Existing Job/Class Title:

b. Position authorized by:

- Joint Fiscal Office – JFO # Approval Date:
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Vacant Position:

- a. Position Number:
- b. Date position became vacant:
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- 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:

1. PERMIT APPLICATION ASSISTANCE

Provide a high level of customer service to assist in directing and navigating landowners, businesses, and developers through the Division's permitting processes. Assist with general email and phone inquiries, help applicants determine which permit(s) are required, and assist them in navigating the permit process(es) including understanding application requirements, process, and timelines. Position will assist them in this process with a goal of them understanding the process and submitting a complete application to avoid unnecessary back-and-forth and lags due to incomplete application submittals, helping them receive their permit applications as quickly as possible. Priority will be to assist with coordinating ARPA and complex projects requiring multiple permit applications thru the process. Duties will include data entry, research, and customer service (primarily phone and electronic). Knowledge of the permitting programs, permit application forms, statute/legal requirements and a general knowledge of surface water management is needed. Provides public assistance regarding permit applications, public notices, and general permitting and Division information

2. GENERAL DIVISION ADMIN ASSISTANCE

Assists with coordinating Division-wide administrative duties, such as ordering office supplies, proof-reading/editing documents, website maintenance, records management, and providing a high level of customer service and general internal assistance. Assists other Program staff in efficient operations of permitting programs and general Division support efforts.

2. Provide a brief justification/explanation of this request: Due to the expected increase in overall division permitting from ARPA projects, we expect to see more applications that require multiple permits, are complex in nature, or submitted by people who are not familiar with our permitting processes. This position will provide a high level of permit application assistance and coordination (internally and externally); increasing the number of administratively complete applications and streamlining the permit processes for all applicants thus facilitating quicker permit issuance and higher satisfaction.

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). N/A

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: Amber van Zuilen, Environmental Program Manager

6. Who should be contacted if there are questions about this position (provide name and phone number): Amber van Zuilen 802-490-6111

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.) No

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- Class specification (optional).
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DocuSigned by:
Barb Morway
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Personnel Administrator's Signature (required)*

9/30/2021

Date

DocuSigned by:
Amber van Zuilen
5F2CAD039E39415...

Supervisor's Signature (required)*

9/29/2021

Date

DocuSigned by:
Peter Walke
93DDCF0B3FB946A...

Appointing Authority or Authorized Representative Signature (required)*

9/29/2021

Date

* Note: Attach additional information or comments if appropriate.

No. 74
2021

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Sec. G.801 APPROPRIATION FOR ADMINISTRATION COSTS

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**Agency of Natural Resources
Department of Environmental Conservation**

**Commissioner's Office
1 National Life Drive, Davis 3
Montpelier, VT 05620-3520
802-828-0546**

MEMORANDUM

To: Susanne Young, Secretary, Agency of Administration

Through: Michael Middleman, Budget & Management Analyst, Dept. of Finance & Management, AoA

Through: Melissa Mazza-Paquette, Office of the Secretary, Agency of Administration

Through: Joanna Pallito, Administration & Innovation Director, Dept. of Environmental Conservation

Date: October 1, 2021

Subject: Request to establish Limited-Service positions for ARPA related Permitting efforts

This memo requests establishment of six limited-service position within the VT Department of Environmental Conservation (DEC), to be dedicated to the very fast-paced and evolving American Rescue Plan Act (ARPA) infrastructure funded efforts and the related increase in work and volume that will be happening within our permitting programs. The General Assembly has appropriated significant APRA funding over the next several years and these permitting positions are necessary to move projects forward as quickly and efficiently as possible.

Provided in the following package is the requested need, identified funding source, and justification for use of the JFO position process along with the completed individual DHR "Request for Review" documents outlining what each of the positions listed below will be specifically doing for ARPA related projects and permitting.

Requested Need:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Environmental Analyst VI	1	DrinkingWater/Groundwater/Wastewater Prgm	6/30/2023 (likely beyond)
Environmental Technician III	1	DrinkingWater/Groundwater/Wastewater Prgm	6/30/2023 (likely beyond)
Environmental Engineer III	1	DrinkingWater/Groundwater/Wastewater Prgm	6/30/2023 (likely beyond)
Environmental Technician II	2	Watershed Mgmt/Bus. Operations & Support Svcs	6/30/2023 (likely beyond)
Environmental Analyst III	1	Watershed Mgmt/Wetlands Program	6/30/2023 (likely beyond)

Source of Funds:

U.S. Department of the Treasury, Title of Grant is "Coronavirus State and Local Fiscal Recovery Funds". Under CFDA #21.027 and ANR/DEC intends to use funding provided to the Agency of Administration in Sec. G.801 of Act 74 of 2021 to fund each of these limited-service positions.

Justification for use of JFO process:

The reason that these specific position requests were not included in final Act 74 of 2021 was simply due to timing and a comprehensive understanding of the workload and capacity needs around this additional ARPA infrastructure funding that would be flowing through the State of Vermont and thus requiring permits for the myriad of program and project efforts.

Should you have any questions or require any additional information, please do not hesitate to contact us. Thank you for your support in this regard.

Attachments

Cc: Tracy LaFrance, Financial Director IV, DEC
Emily Byrne, Administrative Services Director, ANR