



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Daniel Dickerson, Fiscal Analyst *DWD*
Date: February 19, 2019
Subject: Position and Grant Requests – JFO #2951 - 2954

Enclosed please find four (4) items, including three (3) limited-service positions, which the Joint Fiscal Office has received from the Administration.

JFO #2951 – One (1) limited-service position within the VT Agency of Agriculture, Food and Markets. The position would be titled Agricultural Water Quality Specialist II and would provide additional capacity for the Agency to perform its commitments to the U.S. Environmental Protection Agency (EPA) under the Lake Champlain Total Maximum Daily Load (TMDL). Specifically, this position would support the Conservation Reserve Enhancement Program, which is a program that compensates agricultural landowners for taking land out of production for a period of time and also provides cost-share for the establishment of vegetative buffers between agricultural land and waterways. The position would be funded from two sources: 1) a sub-grant from the Agency of Natural Resources that will leverage 2) grant funding from the U.S. Dept. of Agriculture.

[JFO received 2/15/19]

JFO #2952 – One (1) limited-service position within the VT Agency of Agriculture, Food and Markets. The position would be titled Agricultural Engineer I and would provide additional capacity for the Agency to perform its commitments to the U.S. Environmental Protection Agency (EPA) under the Lake Champlain Total Maximum Daily Load (TMDL). Specifically, this position would support the agricultural best management practices (BMP) program and the environmental quality incentives program. The position would provide engineering and hydrogeology assistance with agricultural waste management systems, environmental monitoring and other projects aimed at reducing environmental contamination from agricultural operations. The position would be funded by a sub-grant of federal funds from the Agency of Natural Resources.

[JFO received 2/15/19]

JFO #2953 – \$199,160 from the U.S. Dept. of Justice to the VT Dept. of Corrections. The funds would be used to develop a strategic plan for a system-wide approach to enhance employment outcomes of offenders who are re-entering the workforce. The effort would be focused on student assessments and increasing capacity within the culinary program in the corrections kitchen. Funds would be distributed between two personal service contracts, a workforce skills certification system, a prostart culinary trainer certification, and other supplies/packages. The planning effort would be completed through the remainder of State FY2019 and part of FY2020.

[JFO received 2/16/19]

JFO #2954 - \$2,295,876 from the U.S. Dept. of Labor to the VT Dept. of Labor (Department). The funding is being provided through Phase I of the Retaining Employment and Talent After Injury/Illness Network (RETAIN) demonstration project. The overall project would be focused on developing early intervention strategies to improve stay-at-work/return-to-work (SAW/RTW) outcomes for individuals who experience a work disability while employed. *One (1) limited-service position, titled Grant Manager, is associated with this request.* Phase I, which is estimated to last for 18 months, would be focused on project development, while phase II would focus on broader implementation and funding for phase II would be awarded based on the outcomes of phase I. The Department intends for the project to lead to the following outcomes: 1) a program that benefits injured workers, 2) reduced costs for worker's compensation claims, and 3) encourage suitable employment instead of reliance on programs like social security disability. The project would be 100% federally funded.

[JFO received 2/16/19]

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; ddickerson@leg.state.vt.us) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by March 15, 2019 we will assume that you agree to consider as final the Governor's acceptance of these requests.

JFO 2951

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

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FEB 15 2019
JOINT FISCAL OFFICE

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: Agriculture Date: 09/21/2018

Name and Phone (of the person completing this request): Laura DiPietro

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # 2541 MMJ 2-11-19

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):
Department of Environmental Conservation via New England Interstate Water Pollution Control Commission and the USDA Natural Resource Conservation Service - JFO # 2541

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>
<u>Agricultural Water Quality Specialist II</u>	<u>1 Position</u>	<u>Water Quality</u>	<u>11/30/18-12/1/20</u>

*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 will support the Conservation Reserve Enhancement Program which is a program the State made commitments to EPA that we would implement to meet the Lake Champlain TMDL.

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)).

Janice Battist
Signature of Agency or Department Head Date 9/27/18

Janice Lynn
Approved/Denied by Department of Human Resources Date 10/12/18

Robert J. Rubin
Approved/Denied by Finance and Management Date 12 Feb 19

Frank J. Mc
Approved/Denied by Secretary of Administration Date 2/12/19

Comments:

OCT 18 2018

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FEB 1 2019

JOINT FISCAL OFFICE



Vermont Department of Environmental Conservation
Watershed Management Division
Main Building, Second Floor
One National Life Drive
Montpelier, VT 05620-3522

Agency of Natural Resources

[phone] 802-828-1535

Laura DiPietro
Director, Water Quality Division
VT Agency of Agriculture, Food and Markets
Montpelier, VT 05620

June 26, 2018

Dear Laura:

This letter is to confirm that the Agency of Natural Resources Clean Water Initiative Program (CWIP) commits \$200,000 to the Agency of Agriculture, Food and Markets. These funds are to leverage additional resources to increase implementation of the Conservation Reserves Enhancement Program (CREP) through an agreement with the U.S. Department of Agriculture.

CWIP is supporting this commitment using federal U.S. Environmental Protection Agency funds provided by the Lake Champlain Basin Program. These federal funds will help the State of Vermont implement its Lake Champlain phosphorus restoration plan, referred to as the Phosphorus Total Maximum Daily Loads (TMDLs) for Vermont Segments of Lake Champlain. Specifically, these funds will be used to increase the installation of riparian forested buffers on priority waters in the Lake Champlain Basin.

Please contact me or CWIP staff, Marli Rupe (802)490-6171, marli.rupe@vermont.gov, if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Kari Dolan".

Kari Dolan, Manager

Cc: David Pasco, Marli Rupe, Pete LaFlamme, Mary Borg

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 01/31/2019

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. CRPG	10.069	\$	\$	\$ 232,407.51	\$ 237,887.01	\$ 470,294.52
2.						
3.						
4.						
5. Totals		\$	\$	\$ 232,407.51	\$ 237,887.01	\$ 470,294.52

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	CRPG				
a. Personnel	\$ 177,971.48	\$	\$	\$	\$ 177,971.48
b. Fringe Benefits	128,875.90				128,875.90
c. Travel	23,751.29				23,751.29
d. Equipment					
e. Supplies	2,000.00				2,000.00
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)	332,598.67				\$ 332,598.67
j. Indirect Charges	137,695.85				\$ 137,695.85
k. TOTALS (sum of 6i and 6j)	\$ 470,294.52	\$	\$	\$	\$ 470,294.52
7. Program Income	\$	\$	\$	\$	\$

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Standard Form 424A (Rev. 7-97)
Prescribed by OMB (Circular A -102) Page 1A

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS	
8. CRPG	\$	\$ 237,887.01	\$	\$ 237,887.01	
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)	\$	\$ 237,887.01	\$	\$ 237,887.01	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 68,978.58	\$ 17,244.65	\$ 17,244.65	\$ 17,244.64	\$ 17,244.64
14. Non-Federal	\$ 72,421.40	\$ 18,105.35	\$ 18,105.35	\$ 18,105.35	\$ 18,105.35
15. TOTAL (sum of lines 13 and 14)	\$ 141,399.98	\$ 35,350.00	\$ 35,350.00	\$ 35,349.99	\$ 35,349.99
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)				
	(b)First	(c) Second	(d) Third	(e) Fourth	
16. CRPG	\$ 71,137.05	\$ 73,371.06	\$ 18,920.82	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)	\$ 71,137.05	\$ 73,371.06	\$ 18,920.82	\$	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:	332598.67	22. Indirect Charges:	137695.85		
23. Remarks:					

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): _____ * Other (Specify): _____
* 3. Date Received: 08/22/2018	4. Applicant Identifier: Vermont Agency of Agriculture	
5a. Federal Entity Identifier: _____	5b. Federal Award Identifier: NR181644XXXXC003	
State Use Only:		
6. Date Received by State: _____	7. State Application Identifier: _____	
8. APPLICANT INFORMATION:		
* a. Legal Name: Vermont Agency of Agriculture, Food & Markets		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 03-6000264	* c. Organizational DUNS: 8093767180000	
d. Address:		
* Street1: 116 State Street	_____	
Street2:	_____	
* City: Montpelier	_____	
County/Parish: Washington	_____	
* State: VT: Vermont	_____	
Province:	_____	
* Country: USA: UNITED STATES	_____	
* Zip / Postal Code: 05620-2901	_____	
e. Organizational Unit:		
Department Name: Agriculture	Division Name: Water Quality	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: _____	* First Name: Laura	
Middle Name: Patrice	_____	
* Last Name: DiPietro	_____	
Suffix: _____	_____	
Title: Director Water Quality		
Organizational Affiliation: State Government		
* Telephone Number: (802) 595-1990	Fax Number: (802) 828-1410	
* Email: laura.dipietro@vermont.gov		

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

USDA Natural Resources Conservation Service

11. Catalog of Federal Domestic Assistance Number:

10.069

CFDA Title:

CFDA 10.069, 16 U.S.C 3831-3835a, Conservation Reserve Program

*** 12. Funding Opportunity Number:**

10.069

*** Title:**

Conservation Reserve Enhancement Program

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Technical assistance to implement Service program activities associated with CREP

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="157,407.51"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text" value="172,111.42"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="329,518.93"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true; complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:

* Date Signed:

VERMONT DEPARTMENT OF PERSONNEL
Request for Classification Review
Position Description Form A

- **This form is to be used by managers and supervisors to request classification of a position (filled or vacant) when the duties have changed, and by managers and supervisors to request the creation of a new job class/title (for a filled, vacant, or new position), and by employees to request classification of their position.**
- 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.
- If you prefer to fill out a hard copy of the form, contact your Personnel Officer.
- 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 might 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.
- The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office. All sections of this form are required to be completed unless otherwise stated.

INSTRUCTIONS: Tell us about the job. The information you provide will be used to evaluate the position. It will not be used in any way to evaluate an employee's performance or qualifications.

Answer the questions carefully. The information you give will help ensure that the position is fairly evaluated. Here are some suggestions to consider in completing this questionnaire:

- Tell the **facts** about what an employee in this position is actually expected to do.
- Give **specific examples** to make it clear.
- Write in a way so a person unfamiliar with the job will be able to understand it.
- Describe the job **as it is now**; not the way it was or will become.
- Before answering each question, read it carefully.

To Submit this Request for Classification Review: If this is a filled position, the employee must sign the original* and forward to the supervisor for the supervisor's review and signature. The Personnel Officer and the Appointing Authority must also review and sign this request before it is considered complete. The effective date of review is the beginning of the first pay period following the date the complete Request for Classification Review is date stamped by the Classification Division of the Department of Personnel.

*An employee may choose to sign the form, make a copy, submit original to supervisor as noted above, while concurrently sending the copy to the Classification Division, 144 State Street, Montpelier, with a cover note indicating that the employee has submitted the original to the supervisor and is submitting the copy as a **Concurrent** filing.

If this is a request (initiated by employees, VSEA, or management) for review of all positions in a class/title please contact the appropriate Classification Analyst or the Classification Manager to discuss the request prior to submitting.

Request for Classification Review Position Description Form A

For Department of Personnel Use Only

Notice of Action # _____		Date Received (Stamp) _____
Action Taken: _____		
New Job Title _____		
Current Class Code _____	New Class Code _____	
Current Pay Grade _____	New Pay Grade _____	
Current Mgt Level _____ B/U _____	OT Cat. _____	EEO Cat. _____ FLSA _____
New Mgt Level _____ B/U _____	OT Cat. _____	EEO Cat. _____ FLSA _____
Classification Analyst _____	Date _____	Effective Date: _____
Comments: _____		Date Processed: _____
Willis Rating/Components:	Knowledge & Skills: _____	Mental Demands: _____
	Working Conditions: _____	Accountability: _____
	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:
Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored
Vacant Position Number: Current Job/Class Title: Agriculture Water Quality Specialist II
Agency/Department/Unit: AAFM-WQ Work Station: Williston Zip Code: 05495
Supervisor's Name, Title and Phone Number: Rob Achilles, 802-917-1397

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.

Duties: The Agriculture Water Quality Specialist II (AWQS II) is a mid-level position focused on agricultural water quality programs and rules. This position assists staff at the program level.

This position may assist staff with:

- The development and implementation of educational activities such as creation and distribution of materials, enrollment efforts related to water quality regulations, promulgation of rules and cost-share program to support water quality programs and efforts;
- Assessing on-farm resource concerns and potential regulatory violations and coordinate solutions with individuals within and outside of the Agency;
- Participating in education and outreach activities to promote conservation and land management practices to enhance water quality in and around agricultural operations;
- Acting as an interface with other state and federal programs to accomplish program goals;
- Providing technical assistance to farms, partners, agencies, groups, or individuals on water quality regulations and programs, conservation planning and nutrient management standards and to individuals and organizations providing nutrient management, conservation planning and other services to farms.
- Providing training of water quality programs, rules and regulations and related program processes to incoming/new staff in previous AWQS positions in the career ladder.

AND an AWQS II must conduct at least TWO of the following:

1. Provides regulatory inspections on farms for water quality, and independently develops the inspection schedule for farms within service area. Creates reports, memos and other documentation as appropriate to summarize farm visits and inspections that may be used in enforcement actions. Assists permit/certification applicants in seeking coverage under a permit or certification. Develops permits and/or certifications for a farm and is responsible for ensuring that permit/certification schedules are met for farms. Reviews application materials submitted by farms seeking coverage under water quality programs, applicants seeking coverage under an individual permit and assists in review of other submitted materials such as annual compliance reports, and nutrient management plans. Assists

staff while conducting inspections and reviewing information related to water quality program rules and requirements and performs independent farm visits and inspections of farms to document compliance with the agricultural water quality regulations.

2. Works with staff to manage aspects of regulatory programs or technical and financial assistance programs related to water quality efforts on farms.
3. Acts as Agency liaison or representative to specifically coordinate outreach activities and cross Agency/Organization coordinated efforts.
4. Completed the National Certified Investigator and Inspector Training—Basic Program or equivalent based on job duties.

Work of the AWQS II is performed under the general supervision of a Supervisor in the Agricultural Resource Management Division. This position has considerable knowledge of water quality regulations and cost share programs and at the state and federal level. This position has considerable knowledge of agricultural land management such as crop rotations, field practices, drainage and runoff management practices, agronomic practices and production area management practices to protect water quality. This position has considerable knowledge of the dynamic relationship between crops, plant nutrients, soil, and water quality, and the principles of soil chemistry and mathematics including the ability to perform complex nutrient management tasks and calculations. The AWQS II has the ability to interpret the technical requirements of federal and state law in order to develop clear and effective water quality program materials and provide education and outreach to the farm community and general public through site visits, mailings, discussion groups, and the internet. This position has the ability to provide practical solutions to farms with a variety of nutrient and waste management needs. This position is able, and where appropriate will lead the coordination of activities to implement programs on farms and educational outreach with partners such as the Farm Service Agency, the Natural Resource Conservation Service (NRCS), the Agency of Natural Resources, the University of Vermont Extension Service, watershed organizations, other conservation organizations and the general public as applicable. Attends and may present at professional trainings and other applicable meetings and workshops on a routine basis often with partners. Has the ability to gather information in order to calculate waste management system storage capacities, precipitation runoff rates, farm field nutrient balances, soil nutrient risk indices, and soil erosion rates. The AWQS II is able to design, test and implement field practices to manage runoff and determine their effectiveness in reducing nutrient loss to surface water. This position is able to use appropriate databases and tracking systems to enter farm specific and other related water quality program data. This position has the ability to assist with the development and use of computer applications to calculate necessary water quality metrics. Assists in developing templates and software (when applicable), in redrafting technical standards and has ability to use a variety of software for programmatic review purposes. Has the ability to speak clearly and effectively in a public setting. Has the ability to present technical information to a wide range of people of varying backgrounds. Performs related duties as required.

This mid-level position will successfully conduct inspections, assess resource concerns, provide technical information and work with partners as applicable to job duties which will improve water quality efforts on farms through education, outreach and compliance/enforcement techniques.

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*.

The AWQS II position shares many of the same contacts as the previous position in the career ladder, however this position would be considered peer to peer with many regional office staff on a regular basis and on occasion would coordinate with more senior AWQS staff to work with many regional office directors and technical staff members at state office.

USDA Natural Resource Conservation Service (NRCS)

USDA Farm Service Agency

US Fish and Wildlife Service Partners Program

Natural Resources Conservation Districts (NRCDs)

Vermont Agency of Natural Resources Department of Environmental Conservation Water Quality Division

Environmental Protection Agency (EPA)

University of Vermont Extension

Technical Service Providers

Other Conservation Professionals, such as the Agricultural Resource Specialists, and Vermont Land Trust

Watershed groups such as the Farmers Watershed Alliance, the Friends of Northern Lake Champlain, Champlain Valley Farmers Coalition, and the Franklin Watershed Committee

Environmental Consultants, such as Stone Environmental and Environmental Advocates, such as Lake Champlain International

Farmers

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

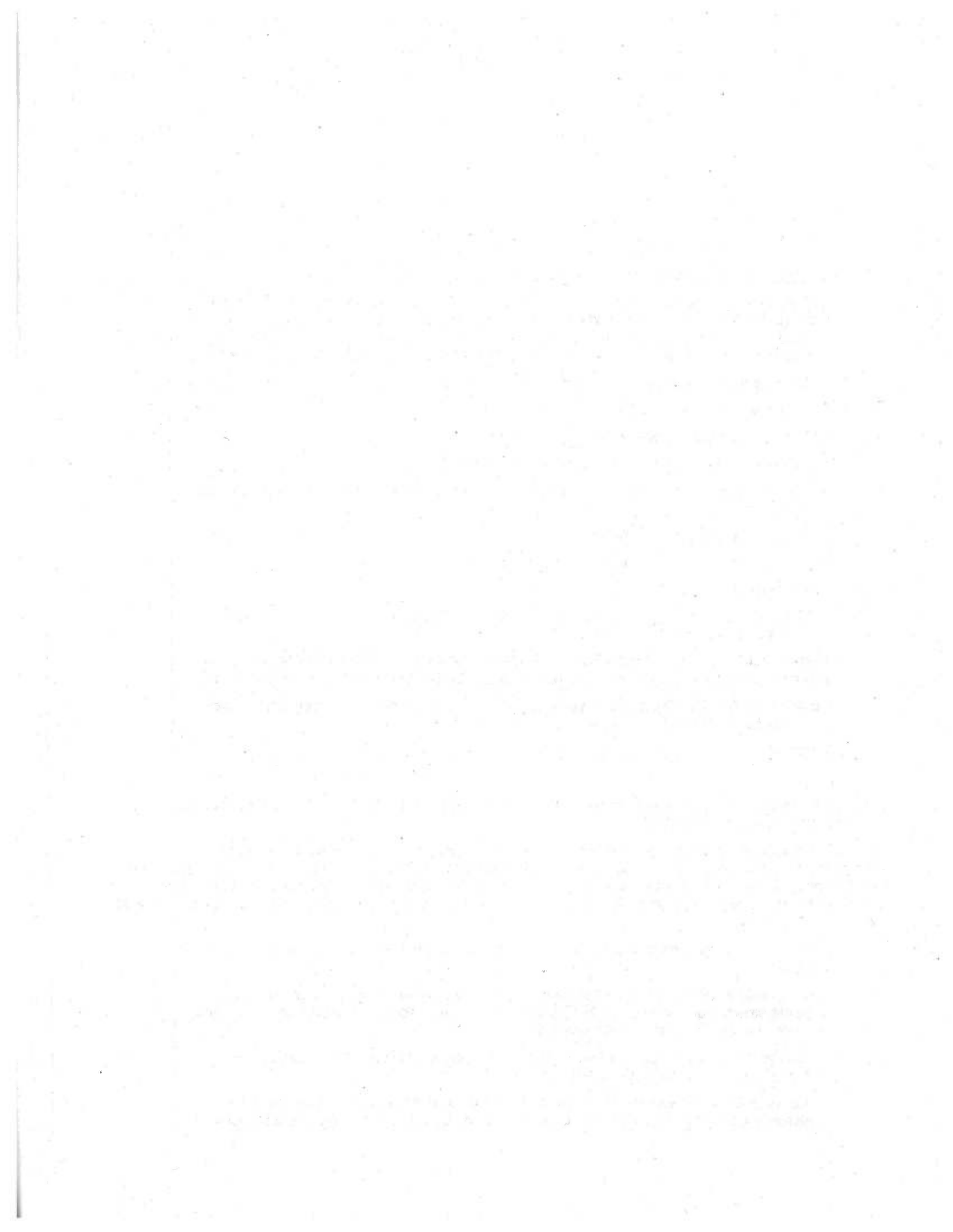
Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools, technology, etc. (such as mainframe computers, power tools, trucks, road equipment,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

The AWQS II must have familiarity with GIS or other spatial land management software programs.

Has considerable knowledge of software used for conservation planning and nutrient management planning such as NRCS Customer Service Toolkit, RUSLE2, P-Index, waste generation and the Nitrate Leaching Index.

Has the ability to use and manipulate Microsoft products including Word, Excel, and PowerPoint for a wide range of applications.

Has successfully completed, acquired and integrated EPA Watershed Academy Web's Watershed Management Training Certificate, or equivalent, consistently into job duties.



If appropriate based on job duties, has successfully completed the National Certified Investigator and Inspector Training—Basic Program, or equivalent.

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:

No

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.

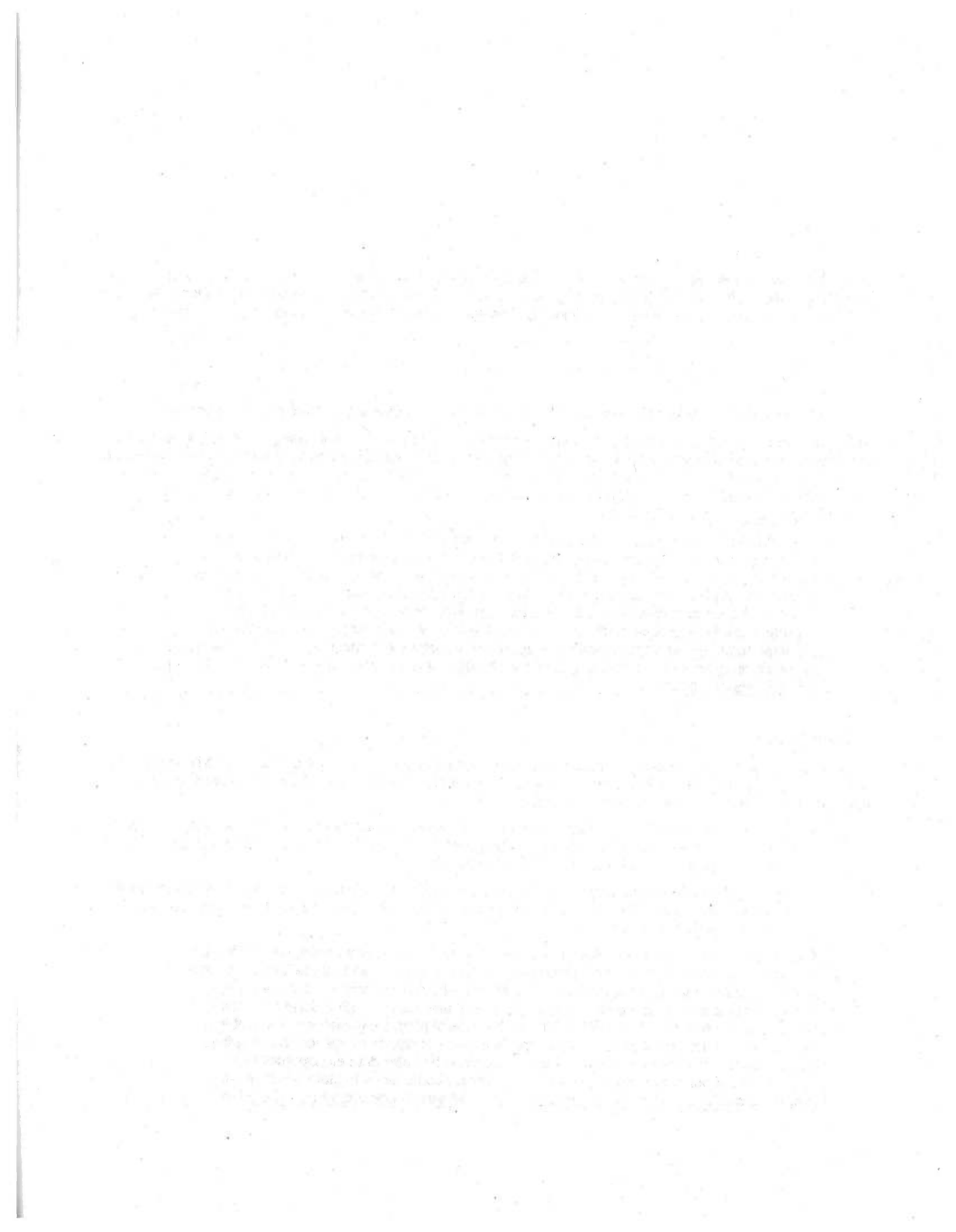
The AWQS II position requires the ability to work efficiently independently including the ability to anticipate program needs, gather data from many sources, and produce results without supervision. Tasks are more generally assigned by the supervisor and may also be provided through a team leader, however this position is responsible to prioritize and schedule the tasks such as inspections, meetings, etc. This position is mid level and requires periodic oversight in the office and on the farm as applicable. The employee is expected to set up farm visits, perform inspections or deliver educational presentations and materials on their own but checking in with their supervisor to ensure the work is on target with the program goals.

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.*

A challenging aspect of the AWQS II position is the ability to communicate, coordinate and manage all aspects of state and federal water quality standards and regulations in regards to their impact on Vermont agriculture. This includes federal guidelines from the EPA, technical standards from the NRCS and policy level discussions with federal partners and other state agencies such as ANR. Many of the federal program guidelines are built into state programs for regulatory, technical and financial assistance in relation to agricultural water quality. This position is responsible to consistently enter data electronically for tracking and reporting purposes, inspecting farms for compliance to state water quality programs and/or coordinating technical and financial assistance programs to help farms



come into compliance and go above and beyond the regulations. This position will work with many individuals including VAAFM agriculture engineers, contractors and farmers as well as with partners outside of our Agency such as NRCS, UVM Extension, Conservation Districts and non-profit water quality organizations. Understanding rules and guidelines as they change, knowing which partners are most appropriate for tasks at hand, being involved in the discussions when revisions are made and disseminating the information appropriately are extremely important to this position.

Another important component of this position is managing confrontational situations. There is a very high likelihood that confrontational situations will arise during farms inspections and visits, during public meetings and public hearings related to agriculture water quality, during hearings as part of enforcement cases, and during discussions about agricultural water quality when working with our partners. There is the potential to receive threats from the farm community and to have heated discussions where opinions differ on the approach to managing agricultural water quality in Vermont.

This AWQS II position may be in a situation where they have to interpret regulations where no clear policies define the intent. In addition the employee may encounter regulations that are not practical in the field. The employee may have to raise these issues to the appropriate supervisor, suggest a solution and pave the way for a new policy to be made by supervisors.

This position must be able to run reports or assess data collected as part of their duties in order to explain programmatic progress and/or needs.

The farm inspector pathway in this position requires understanding the foundation of nutrient management plan development and be able to tease out inadequacies in the plan.

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.*

VAAFM facilitates, supports and encourages the growth and viability of agriculture in Vermont while protecting the working landscape, human health, animal health, plant health, consumers and the environment. This position supports the Agency's mission and the primary responsibility associated with this position is to assist in implementing the agriculture water quality permitting programs, several related financial assistance programs and policies that impact the agricultural community. The goal of VAAFM water quality programs is to assist farms so that they can manage their operations more

economically while protecting water resources and meeting state water quality requirements.

The farm inspector pathway of this position is the primary data collection point for possible farm violations. Fixes on farms due to water quality violations can typically range from \$20,000 to \$450,000 per farm. This person would then weigh in with the team lead, supervisor and/or enforcement division to determine whether a violation exists and a correction is required. Therefore this person is the most knowledgeable of the actual facts on the ground in making these determinations but ultimately does not make the decision on whether a violation has occurred and what the final recommendation will be. This AWQS II position works closely with senior staff in achieving programmatic goals and requirements.

The financial and technical assistance program pathway in this position typically assists in implementing programs that support \$500,000 to \$1,000,000 in assistance to the agricultural community. This position would bring to attention possible statutory changes needed in program guidance to the appropriate supervisory level. In coordination with more senior staff, the AWQS II will assist with annual review of programmatic goals and identify necessary policy changes to be worked on by a group of peers, a team leader and/or the supervisor. This position assists senior staff to work with the business office to perform the grant agreement and contracting work necessary. This AWQS II position assists in the processing of applications and tracking of program data.

The liaison pathway is responsible for managing communications between agricultural partner organizations and agencies. Communications range from program goals and achievements, financial assistance needs and how best to enhance programmatic opportunities between all of the resources the partners have the ability to promote, and staffing needs in the field. This position is responsible for assisting with organization of local meetings and ensuring state office and field offices are receiving consistent messages. This position is responsible for assisting with the tracking of performance measures for the partnership and bringing partners together to identify priorities. These priorities eventually, with support from senior staff, will direct work in the varying partner agencies, which impacts a minimum \$500,000 to \$1,000,000 in programs.

8. Working Conditions

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

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

Type	How Much of the Time?
Explaining regulatory and financial assistance programs to potentially disgruntled farmers affected by them on the farmers land sometimes without other personnel present.	15
Explaining to technical service providers and other professionals that their work is not adequate and must be redone	15

- 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?
Disgruntled customers	15
Walking in pasture where livestock weighing more than 1300 pounds are present and could charge	15
Crossing barbed wire and electrically charged fencing	30
Walking in confined spaces such as barns and manure storage areas where oxygen is lacking and gases are abundant	

- 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?
program outreach materials	20 to 50 lbs	once per month
GPS and other survey equipment	8 to 15 lbs	weekly to monthly

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

Type	How Much of the Time?
Unlevel hiking	30
Office (sitting at desk)	50
Driving statewide	

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?

This AWQS II is the mid level position in the career ladder that affords the opportunity for staff members to demonstrate their abilities to organize and manage program requirements and duties more independently.

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?

The most important KSAs is having knowledge of the dynamic relationships related to water quality and the ability to interpret the technical requirements of federal and state law and knowledge of agricultural land management such as crop rotations, field practices, drainage and runoff management practices, agronomic practices and production area management practices to protect water quality. Also the ability to communicate effectively with farmers and the general partners and public.

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

Not applicable.

4. Suggested Title and/or Pay Grade:

Agricultural Water Quality Specialist II; PG 23

Supervisor's Signature (required):



Date: 08/27/15

Personnel Administrator's Section:

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

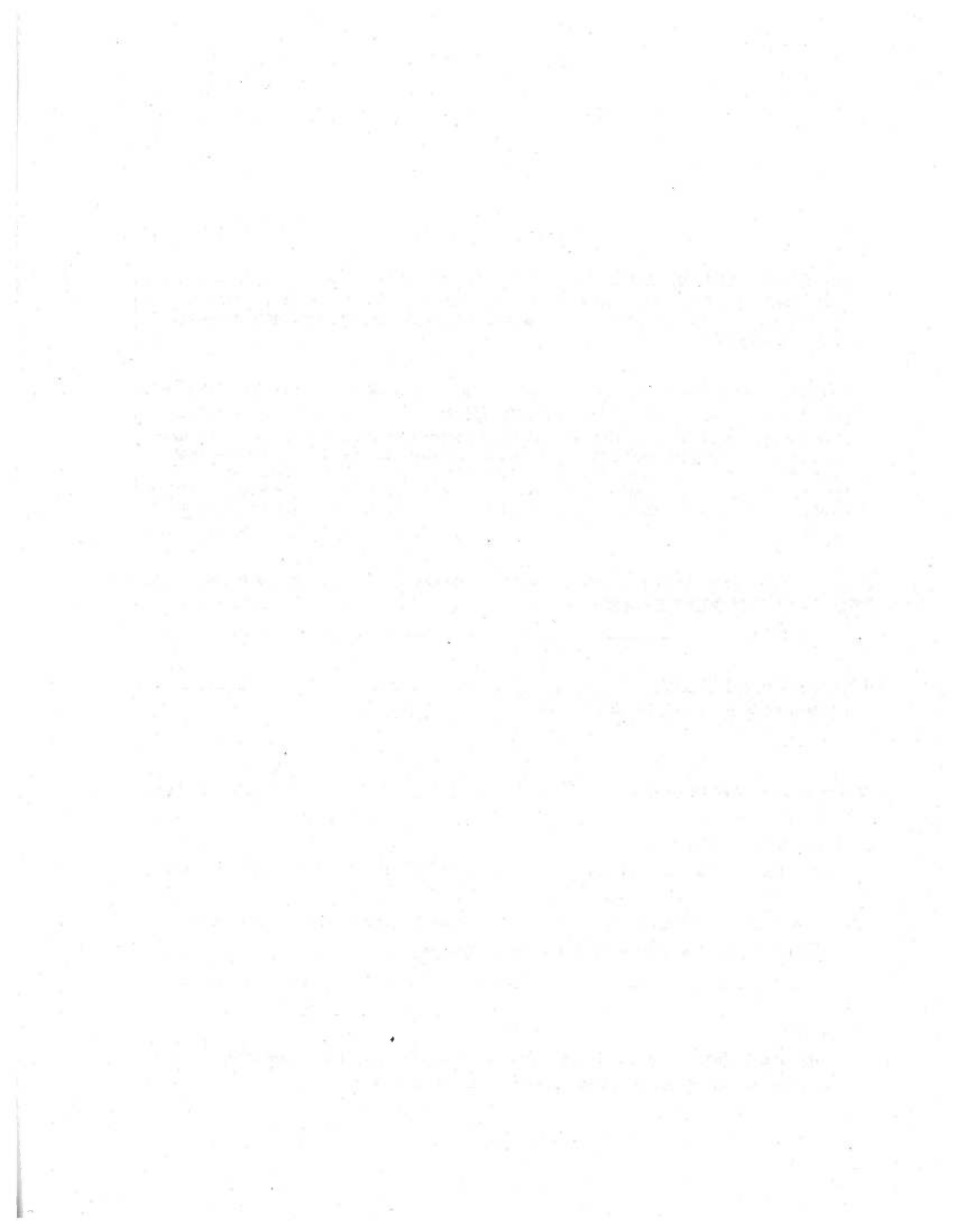
Are there other changes to this position, for example: Change of supervisor, GUC, work station?

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.



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?

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?

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

4. Suggested Title and/or Pay Grade:

Supervisor's Signature (required):



Date:

10/10/88

Personnel Administrator's Section:

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

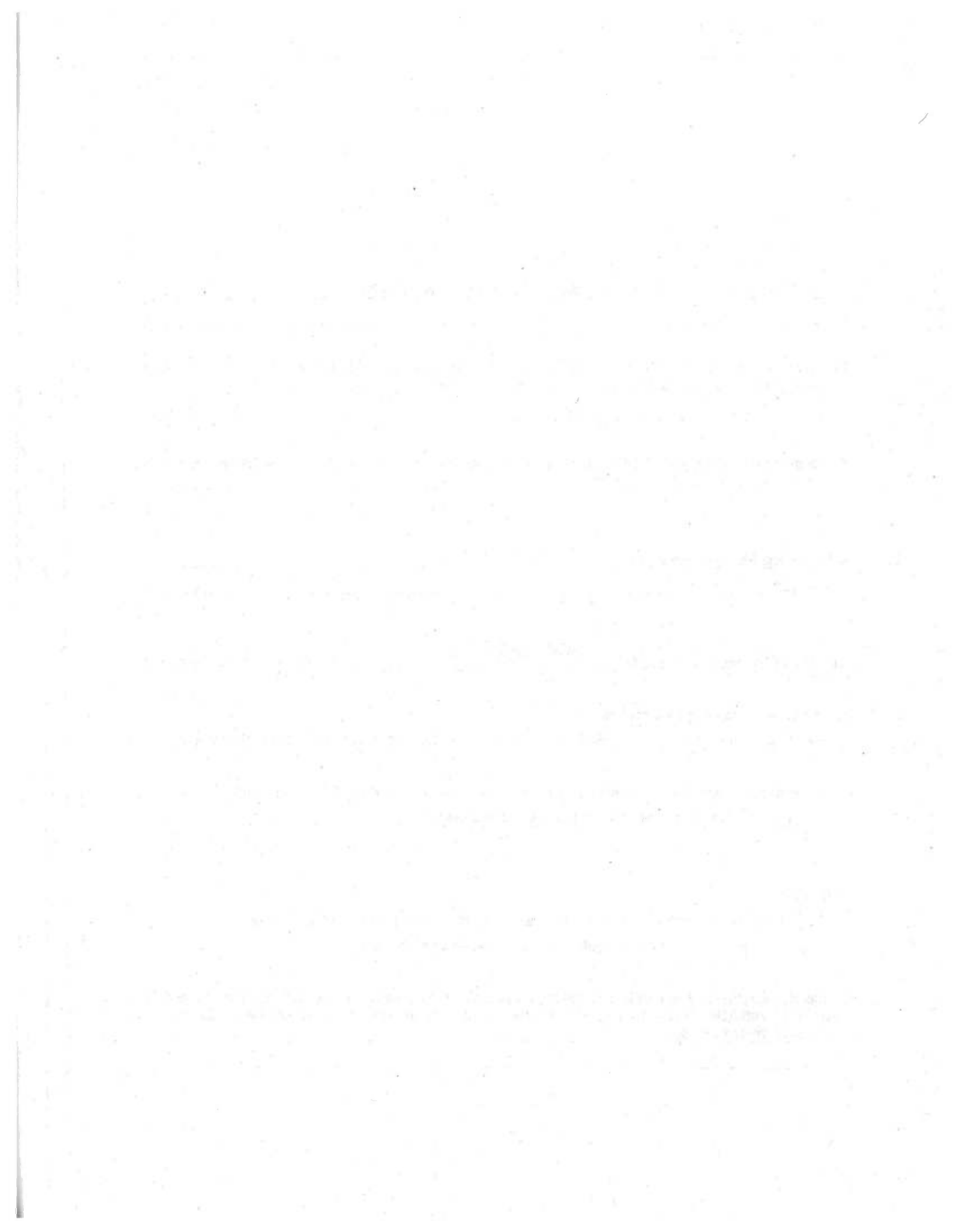
Are there other changes to this position, for example: Change of supervisor, GUC, work station?

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).



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).

[Empty box for response]

Suggested Title and/or Pay Grade:

AWQS 11 PG 22

Personnel Administrator's Signature (required): Jane Medica Date: 10/9/18

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.

[Empty box for comments]

Suggested Title and/or Pay Grade:

AWQS 11 PG 22

Jane Battaglia Date: 10/9/18
Appointing Authority or Authorized Representative Signature (required) Date

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:

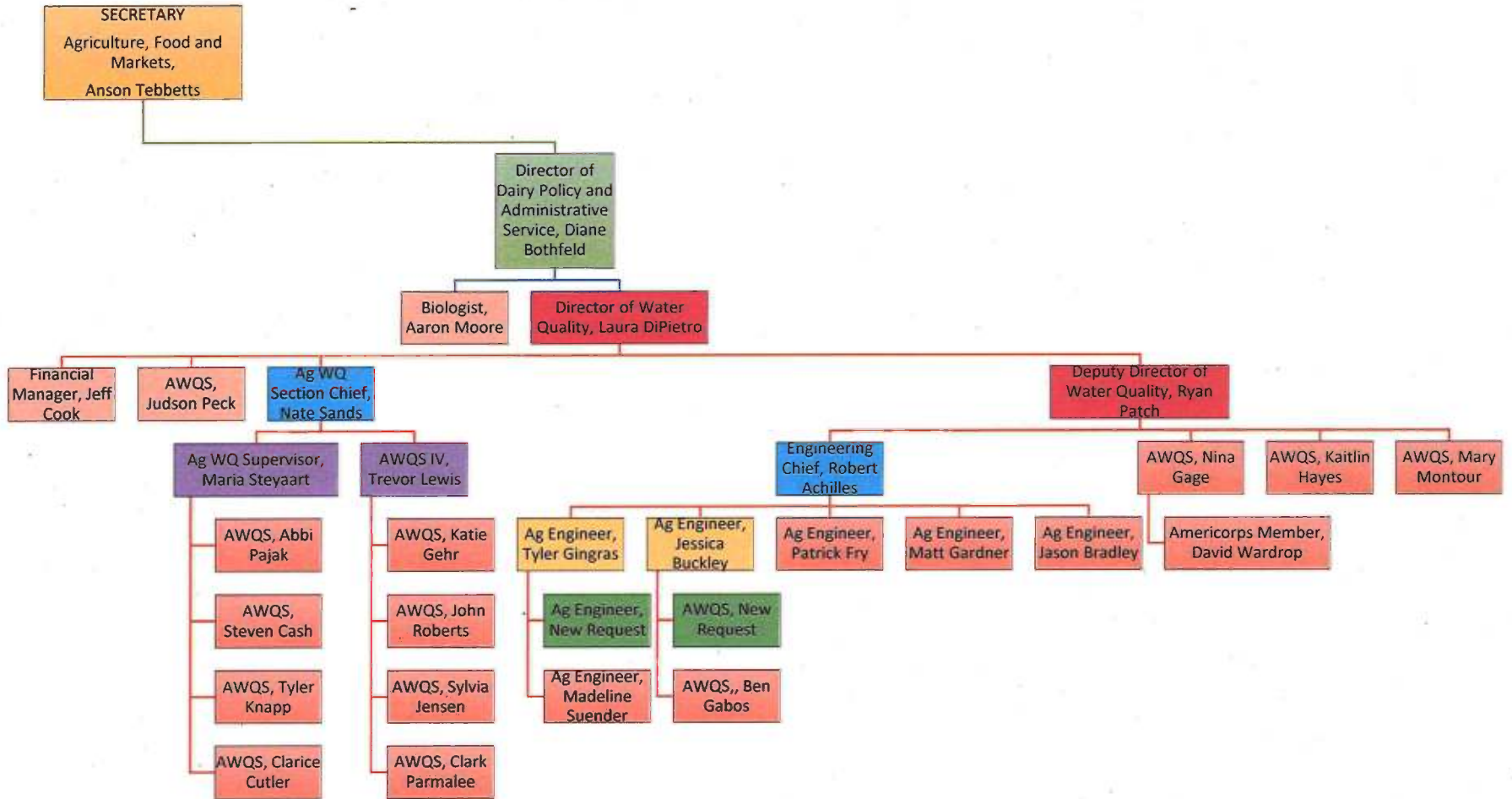
Personnel Administrator's Signature (required): Jane Modica Date: 8/31/15

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:

John H. Haller Date: 8/28/15
Appointing Authority or Authorized Representative Signature (required) Date



AGRICULTURE WATER QUALITY SPECIALIST II

Job Code: 545200

Pay Plan: Classified

Pay Grade: 22

Occupational Category: Agricultural & Forestry

Effective Date: 08/31/2015

Class Definition:

Administrative, technical, and educational work for the Agency of Agriculture relating to the water quality cost-share programs, farm water quality permits/certifications, water quality related rules, and general water quality protection.

Examples of Work:

Assists with development, creation, distribution of materials and enrollment efforts related to water quality regulations, promulgation of rules and cost-share program to support water quality programs and efforts. Participates in educational and outreach activities to promote conservation and land management practices to enhance water quality in and around agricultural operations. Acts as an interface with other state and federal programs to accomplish program goals. The AWQS II provides technical assistance to farms applying for cost share funds for water quality conservation projects and works with farms to implement practices to protect water quality. Provides technical assistance to farms, partners, agencies, groups, or individuals on water quality regulations and programs, conservation planning and nutrient management standards and to individuals and organizations providing nutrient management, conservation planning and other services to farms. Has the ability to assess on-farm resource concerns, assess potential regulatory violations, and coordinate solutions with individuals within and outside of the Agency. Develops and implements educational activities such as public presentations, manuals, and other materials about water quality regulatory and financial assistance programs.

Work is performed independently and includes the ability to anticipate program needs, gather data from many sources, and produce results without supervision. Tasks are more generally assigned by the supervisor and may also be provided through a team leader, however this position is responsible to prioritize and schedule the tasks such as inspections, meetings, etc. This position is mid level and requires periodic oversight in the office and on the farm as applicable. The employee is expected to set up farm visits, perform inspections or deliver educational presentations and materials on their own but checking in with their supervisor to ensure the work is on target with the program goals. Performs related duties as required.

Environmental Factors:

Duties are performed in both an office setting and in the field. Duties in the field may include walking along stream banks and in agricultural fields where one might encounter livestock. Field work may require carrying of heavy equipment while traversing rough terrain and bodies of water in all weather conditions. Incumbent must have private means of transportation for completion of field assignments on a timely basis. Travel statewide is required. Some work outside of regular working hours, including attendance at public meetings, may be required. Work will often be performed in a dynamic and engaging committee-style forum where strong differences of opinion may be encountered on a regular basis.

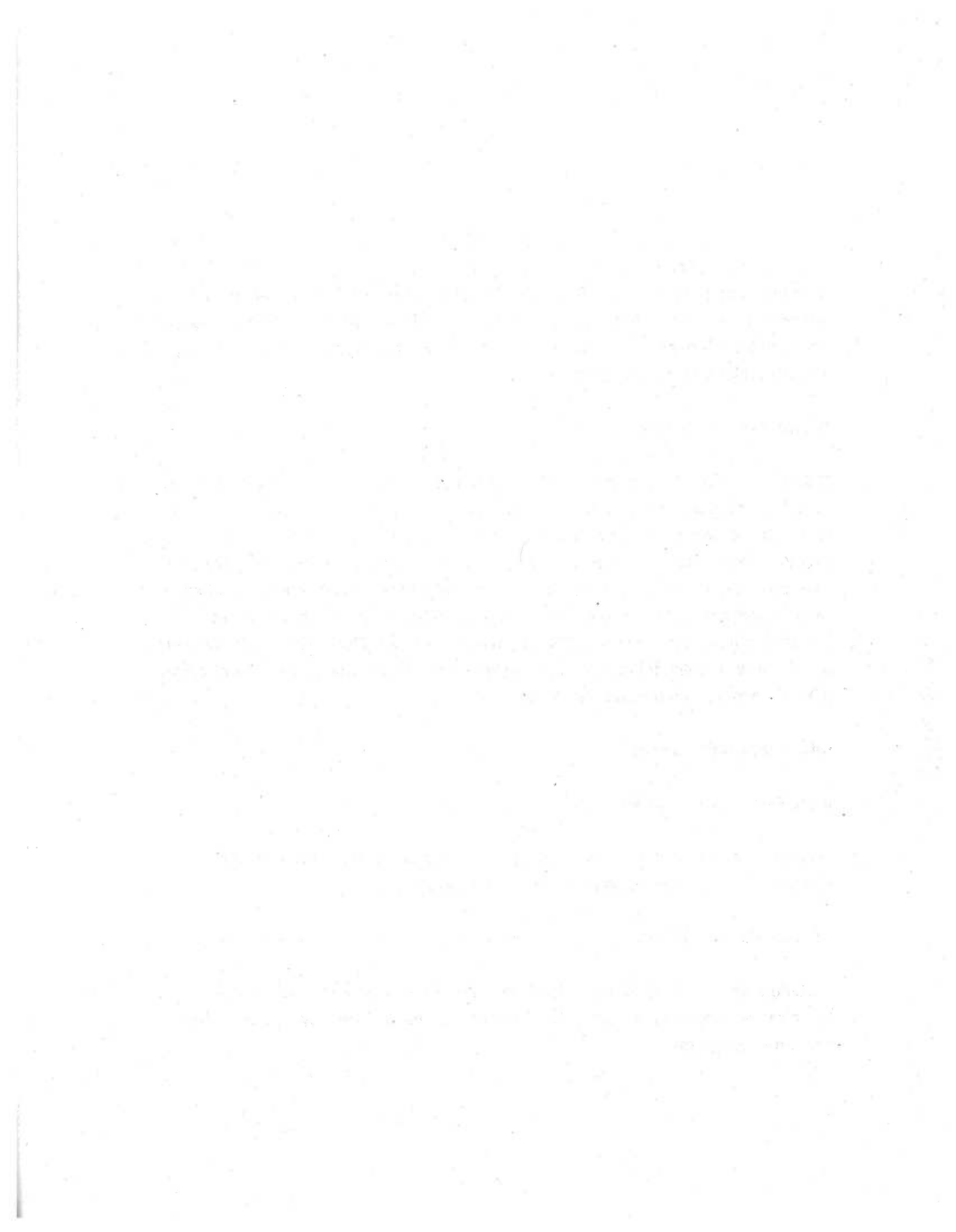
Minimum Qualifications

Knowledge, Skills and Abilities:

Considerable knowledge of basic management practices designed to enhance agricultural water quality and pollution prevention efforts.

Considerable knowledge of agricultural land management patterns and practices.

Considerable knowledge of the federal and state law and the ability to interpret technical requirements of law in order to carry out clear and effective water quality regulatory programs.



Considerable knowledge of the dynamic relationship between crops, plant nutrients, soil, and water quality.

Considerable knowledge of the State, Federal, and cost share standards for nutrient management plans.

Ability to perform more complex nutrient management tasks and calculations.

Ability to use databases to track and report data related to agricultural water quality efforts at the agency.

Ability to use ArcView and ArcGIS to create spatial maps for farm planning.

Ability to use and considerable knowledge of the importance of conservation planning and nutrient management planning tools including RUSLE2, the P-Index, and the Nitrate Leaching Index.

Ability to work independently to meet program goals, follow policies and procedures, to gather data from the appropriate sources and produce results with periodic supervision.

Ability to use and manipulate Microsoft products including Word, Excel, and PowerPoint for a wide range of applications.

Ability to assess on-farm resource concerns, assess potential regulatory violations, provide technical resources, and coordinate solutions with individuals within and outside of the Agency.

Ability to speak clearly and effectively in a public setting.

Ability to present technical regulatory information to a wide range of people of varying backgrounds including farmers, State employees, environmental groups, and the general public in potentially confrontational situations.

Education and Experience:

High school diploma or equivalent AND four (4) years or more of experience in agriculture, environmental conservation, or a related field.

OR

Associate's degree in agriculture, environmental conservation, or a related field AND two (2) years or more of experience in agriculture, environmental conservation or a related field.

OR

Bachelor's degree in agriculture, environmental conservation, or a related field.

OR

Two (2) years as a Water Quality Specialist I.

