



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Daniel Dickerson, Fiscal Analyst
Date: December 1, 2016
Subject: Limited-Service Position Request #2868- #2872

Enclosed please find five (5) items, including twelve (12) limited-service positions, which the Joint Fiscal Office has received from the administration.

JFO #2868 – Two (2) limited-service positions within the Agency of Agriculture, Food and Markets. The two positions would both be titled Agricultural Engineer I and would help the Agency address anticipated increases in requests from farmers for engineering assistance for implementing agricultural best management practices as part of the State's water quality improvement initiatives. Funding for the positions would come from a sub-grant from the Dept. of Environmental Conservation of funding received through the EPA 319 Non-Point Source Pollution Grant.

[JFO received 11/28/16]

JFO #2869 – One (1) limited-service position in the Department of Health. The position would be titled Infectious Disease Program Physician and would help enhance the Department's capacity to detect and respond to healthcare-associated infections and ant-microbial resistant bacteria. Funding would be provided from a continuing grant from the Centers for Disease Control and Prevention (CDC) through July 31, 2019.

[JFO received 11/28/16]

JFO #2870 – One (1) limited-service position in the Military Department. The position would be titled Military Maintenance Specialist and would provide required maintenance to a recently constructed military vehicle and equipment maintenance facility located in North Hyde Park. The position would be funded through a Federal/State cooperative agreement and would not require State funds. The position would be funded through September 30, 2019.

[JFO received 11/28/16]

JFO #2871 – Two (2) limited-service positions within the Department of Health. The individual positions would be titled Substance Abuse Program Manager and Public Health Analyst II respectively. The positions would support grant and program management activities related to Strategic Prevention Initiative for Prescription Drugs initiative. The positions would be 50% funded with ongoing grant funding from the U.S. Dept. of Health and Human Services. The remaining funding for the Program Manager the prescription drug disposal program authorized

in Act 173 and the remaining funds for the Analyst would come from an ongoing CDC prescription drug overdose prevention grant. The project period for these positions would end on August 31, 2021.

[JFO received 11/28/16]

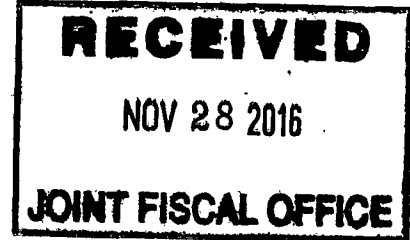
JFO #2872 – Six (6) limited-service positions within the Military Department. One position would be titled Assistant Security Guard and the remaining five positions would be titled Security Guard. The positions are needed due to a change in security classification for two military facilities starting in Federal FY17, the Camp Ethan Allen Training Site in Jericho and the Army Aviation Support Facility in South Burlington. All positions are Federally funded through September 30, 2019.

[JFO received 11/28/16]

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 December 16, 2016 we will assume that you agree to consider as final the Governor's acceptance of these requests.

JFO 2868

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: Agriculture Date: 9/16/16

Name and Phone (of the person completing this request): Laura DiPietro 595-1990

Request is for:

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

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):
VT Dept. Env. Cons. (DEC) - funding from EPA (federal)
EPA 319 Non Point Source Pollution Grant

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
<u>Agricultural Engineer I</u>	<u>2</u>	<u>ARM WQ</u>	<u>9/16/16 - 6/30/17*</u>

*grant is an annual grant and positions will be continued until workload backlog is addressed.

*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:

Agriculture is largest contributor to water quality pollution. Agency has a growing list of 2000 farms requesting engineering assistance to install practices. Agency can address ~35 farms per year with current staff. Workloads are expected to increase due to increase in farm inspectors in 2016.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).

[Signature] _____ Date 10/31/16
Signature of Agency or Department Head

[Signature] _____ Date 11/8/16
Approved/Denied by Department of Human Resources

[Signature] _____ Date 11/18/16
Approved/Denied by Finance and Management

[Signature] _____ Date 11/18/16
Approved/Denied by Secretary of Administration

Comments:

NOV 9 - 2016

STATE OF VERMONT GRANT AGREEMENT

Part 1-Grant Award Detail

SECTION I - GENERAL GRANT INFORMATION

¹ Grant #: 2017-WQ319-01		² Original	Amendment #	1
³ Grant Title: 2017 Agricultural Water Quality Program to Reduce Nonpoint Source Impacts				
⁴ Amount Previously Awarded:	\$187,431	⁵ Amount Awarded This Action:	\$0	⁶ Total Award Amount: \$187,431
⁷ Award Start Date: 9/12/16	⁸ Award End Date: 6/30/17	⁹ Subrecipient Award: <input checked="" type="checkbox"/> NO <input type="checkbox"/>		
¹⁰ Vendor #: 101355	¹¹ Grantee Name: Vermont Agency of Agriculture, Food, and Markets			
¹² Grantee Address: 116 State St Drawer 20				
¹³ City: Montpelier	¹⁴ State: VT	¹⁵ Zip Code: 05620-2901		
¹⁶ State Granting Agency: Department of Environmental Conservation			¹⁷ Business Unit: 06140	
¹⁸ Performance Measures: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	¹⁹ Match/In-Kind: N/A	Description:		
²⁰ If this action is an amendment, the following is amended: Amount: <input type="checkbox"/> Funding Allocation: <input type="checkbox"/> Performance Period: <input type="checkbox"/> Scope of Work: X Other: <input type="checkbox"/>				

SECTION II - SUBRECIPIENT AWARD INFORMATION

²¹ Grantee DUNS #: 809376718	²² Indirect Rate: %	²³ FFATA: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
²⁴ Grantee Fiscal Year End Month (MM format): 06	(Approved rate or de minimis 10%)	²⁵ R&D:
²⁶ DUNS Registered Name (if different than VISION Vendor Name in Box 11): Vermont Agency of Agriculture, Food and Markets		

SECTION III - FUNDING ALLOCATION

STATE FUNDS

Fund Type	²⁷ Awarded Previously	²⁸ Award This Action	²⁹ Cumulative Award	³⁰ Special & Other Fund Descriptions
General Fund			\$0.00	
Special Fund			\$0.00	
Global Commitment (non-subrecipient funds)			\$0.00	
Other State Funds			\$0.00	

FEDERAL FUNDS

(Includes subrecipient Global Commitment funds)

³¹ CFDA#	³² Program Title	³³ Awarded Previously	³⁴ Award This Action	³⁵ Cumulative Award	Required Federal Award Information		
					³⁶ FAIN	³⁷ Fed Award Date	³⁸ Total Federal Award
66.005	Performance Partnership Agreement	\$187,431	\$0	\$187,431	BG-98160810-1	2016+	\$28,328,432
³⁹ Federal Awarding Agency: Environmental Protection Agency		⁴⁰ Federal Award Project Descr: Performance Partnership Grant					
				\$0.00			
Federal Awarding Agency:		Federal Award Project Descr:					
				\$0.00			
Federal Awarding Agency:		Federal Award Project Descr:					
				\$0.00			
Federal Awarding Agency:		Federal Award Project Descr:					
Total Awarded - All Funds		\$186,000	\$0.00	\$186,000			

SECTION IV - CONTACT INFORMATION

STATE GRANTING AGENCY	GRANTEE
NAME: David Pasco	NAME: Jeffrey B. Cook
TITLE: Grants Management Specialist	TITLE: Financial Manager
PHONE: 802-490-6112	PHONE: 802-828-3474
EMAIL: david.pasco@vermont.gov	EMAIL: steve.gomez@vermont.gov



Vermont Department of Environmental Conservation

Agency of Natural Resources



FFA - STANDARD GRANT AGREEMENT AMENDMENT

For Federally funded grants

1. Parties: This is a Grant Amendment for Grant 2017-WQ319-01 for services between the State of Vermont, Department of Environmental Conservation (hereinafter called "State"), and the Vermont Agency of Agriculture, Food and Markets (hereinafter called "Subrecipient"). This is the first amendment.
2. Reason for Amendment: The purpose of this amendment is to update the Scope of Work.
3. Update: Section A (Best Management Practices (BMP) Cost Share Grant Program) to support the position of the BMP Cost Share Grant Coordinator at approximately 0.20 Full Time Equivalent (FTE).
4. Delete: Section B (Agricultural Engineering & Water Quality Regulator Programs) from the Scope of Work to be Performed under Attachment A and replace with the attached Section B.
5. Replace: Table Summarizing Level of Effort and Grant Funding Breakdown in Attachment A (page 4 of original agreement) with the following:

(Work Plan Element) Positions + FTE	Personal Services (AAFMM)	Totals
(A) BMP Specialist (0.20 FTE)	\$20,400	\$20,400
(B) Assistant Engineer (0.20 FTE)	\$15,940	\$15,940
(B) Assistant Engineer (1.00 FTE)	\$75,000	\$75,000
(B) Assistant Engineer (1.00 FTE)	\$75,000	\$75,000
(C) Database/GIS Support & Operating	\$1,091	\$1,091
Grant Totals	\$187,431	\$187,431

6. Amendment: All other terms and conditions or the original grant agreement remain in full force and effect. No other change, modification, or amendments in the terms and conditions of this agreement shall be effective unless reduced to writing, numbered, and signed by the duly authorized representative of the State and Subrecipient.

WE, THE UNDERSIGNED PARTIES, AGREE TO BE BOUND BY THIS GRANT.	
<p>STATE OF VERMONT</p> <p>By:  eSigned by George Desch on 2016-10-24 11:12:53 GMT</p> <p>_____ Commissioner Dept of Environmental Conservation Date: _____</p>	<p>SUBRECIPIENT</p> <p>By:  eSigned by Jolinda LaClair on 2016-10-21 21:53:14 GMT</p> <p>_____ Name: (Print) _____ Title: _____ Date: _____</p>

Attachment A
Scope of Work to be Performed

Part or All of the Scope May be Subcontracted with Written Prior Approval from the State

B. Agricultural Engineering Program

The Program and the grant support the position of an Assistant Agricultural Engineer at 0.20 FTE. The Assistant Agricultural Engineer position is responsible for making BMP and conservation practice recommendations for landowners, drafting site designs and reviewing project plans for waste management systems, and coordinating with NRCS staff on the review and certification of practices for projects that receive both federal and state cost-share funds. This position also assists the Agricultural Engineer to conduct reviews for design and certification work submitted by third party engineers hired directly by farm operations permitted as Large Farm Operation and Medium Farm Operation facilities. A portion of this position is funded by other funds for the regulation and management of agricultural nutrients.

The Program is seeking to add two Assistant Agricultural Engineers. The grant supports these full time positions at 2.00 FTE. In FY2017, the Agency seeks to expand its engineering capacity to support implementation projects by increasing the staffing level with two (2) additional assistant engineering positions. Currently the list of farms seeking engineering assistance exceeds 200 and despite the Agency hiring an additional engineer through the Clean Water Initiative, the growth in workload due to farm income going down and NRCS EQIP expectations and costs going up, more farms are turning to the Agency for technical and financial support. Additionally, the increase in staffing for on-farm inspections is increasing the rate of growth of this list as farms are seeking assistance and current staffing is simply inadequate to address the workload.

The agricultural engineering component of the Program is actively involved in the design, construction, operation and evaluation of BMP projects. This year the program anticipates several purchases to help with the operational needs of the program including additional survey equipment and CADD licenses. If there are vacancy savings from the delay in hiring the new agricultural assistant engineers, those funds would be utilized in the operating budget for additional equipment needed to design, plan and implement best management practices.

Projected indicators/outputs for Part B to be discussed in project final report:

Engineering Assistance for Planning, Design, Installation or Construction of Conservation Practices = 65

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 _____
Comments: _____	Effective Date: _____
	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: Agricultural Engineer

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

Vacant Position Number: Current Job/Class Title:

Agency/Department/Unit: AGR ARM Division Work Station: Montpelier Zip Code: 05620

Supervisor's Name, Title and Phone Number: Rob Achilles, Agricultural Engineering Section Chief, (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.*

Engineering, hydrogeology at an journeyman to advanced professional level for the Agency of Agriculture involving the design, construction and management of agricultural waste storage/management systems, environmental monitoring systems and other infrastructure to prevent and remediate environmental contamination. The position will provides expertise in specialized engineering projects, and engineering advice and guidance to Farmers, Agency and sister Agencies staff, Partners Organizations, and private sector engineers, consultants, or contractors.

The Agricultural Engineer I position assists in the preparation of engineering designs for agricultural waste storage structures, channels, and appurtenances, earth dam embankments, above ground tanks, and special stability features, mechanical and vegetative spillways or other improvement work according to NRCS technical standards and specifications or equivalent standards. Provide technical and regulatory assistance in the design and review of animal feed storage bunkers and silos; agricultural chemical storage and their applications; heavy use area; and stream bank stabilization.

Under the guidance of a VAAFM or NRCS professional engineer prepare design documents for practices and structures to include material standards and quantiles, construction standards and acceptable site modifications. Conducts field investigations and soil and water sampling to obtain planning and design data for engineering practices or environmental monitoring systems commonly installed on farms. Generate construction layouts and as-builts with support as needed from the Agricultural Engineer II. Performs field inspections and provide regulatory compliance recommendations during construction to document that conservation practices and structures will meet construction standards. Record the installation of groundwater monitoring wells by farm operators and well drillers. Implement procedures and protocols for surface and groundwater sampling projects. Conduct environmental sampling to ensure compliance with construction standards, waste management system operation practices, farm operation permit conditions and other agricultural practices regulations.

Provide technical assistance to Vermont farmers regarding how management practices effect agricultural waste storage systems and other infrastructure to manage agricultural discharges. Performs related duties as required.

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*.

Work is performed under the general supervision of the Agriculture Engineering Section Chief and as applicable under the Agricultural Engineer II.

Position will coordinate with federal agencies such as the USDA Natural Resources Conservation Service (NRCS) engineering and planning staff; USDA Farm Service Agency (FSA) planning staff; and may work with the Environmental Protection Agency (EPA); and the Army Corp of Engineers.

Position will coordinate with state agencies such as the the Vermont Agency of Natural Resources, engineering and scientific staff in the Concentrated Animal Feeding Operation, Stream Alterations, Waste and Wastewater Permitting, Dam Permitting, and the Geological Survey Sections; Vermont Agency of Transportation; partners such as UVM Extension, Vermont Land Trust, Farmer Groups, and Watershed Groups; and private sector engineers and environmental consultants.

Position will work with agriculture equipment dealers, material suppliers and contractors to determine feasibility and practicality of installation of waste management installations.

The Agricultural Engineer I position mostly communicates at the engineering technician level in the peer to peer communications.

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.

Education and Experience: Bachelor's degree in agricultural, civil, environmental or structural engineering AND two (2) or more years of professional level engineering experience that is fundamental to the design, construction, and management of agricultural waste systems.

OR

Education and Experience: Associate's degree in agricultural, civil, environmental, or structural engineering AND four (4) or more years of professional level engineering experience that is fundamental to the design, construction, and management of agricultural waste systems.

OR

Education and Experience: Master's degree in agricultural, civil, environmental, or structural engineering AND one (1) or more or professional level engineering experience that is fundamental to the design, construction, and management of agricultural waste systems.

Recommended to have passed the Fundamentals of Engineering (FE) exam and achieving an Engineer Intern or Engineer-in-Training status.

Knowledge of engineering principles and practices used in the design and construction of earthen impoundments, reinforced concrete structures, storm and wastewater handling and treatment, hydrogeology modeling, and water quality and pollution prevention efforts. Knowledge of the materials, methods and equipment including the preparation of cost estimates and specifications.

Ability to inspect work under construction and evaluate its conformity with specifications. Ability to review plans, cost estimates, and specifications prepared by others. Ability to maintain and establish working relationships. Ability to communicate effectively orally and in writing.

Develop working knowledge of state and federal laws, regulations affecting agricultural water quality and Best Management Practices to prevent discharges. Gain working knowledge of NRCS technical references, especially the National Engineering Manual, the Engineering Field Handbook, the Agricultural Waste Management Field Handbook, and other technical releases and guidance.

Ability to use a total station, robotic or GPS enabled survey equipment to create spatial maps for planning, design, layout and as-built documentation of projects.

Ability to prepare, design, and review plans generated by Computer Assisted Design (CAD) or CAD type programs.

Ability to use ArcGIS and the Agency of Natural Resources Atlas to create spatial maps for planning and design of projects.

Proficient use of Microsoft Suite programs.

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. However as part of the work and protecting state investments the Agricultural Engineer is responsible to supervise the work of equipment dealers, material suppliers, and contractors during the installation of conservation practices on farms to ensure that the practices meet or exceed standards.

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.

Request for engineering assistance are through multiple channels ranging from farmers, other VAAF and DEC staff, our Partners, and through the Agricultural Engineering Section Chief. Position will require establishing priorities that are reviewed by the Agricultural Engineering Section Chief.

This position requires level of independence and the ability to anticipate project needs in order to complete the essential and supplementary engineering tasks. The underlying responsibilities are mostly created by the projects that are assigned in this position and

hence any changes in the project require preparedness in understanding how the workload on the project changes.

Communication with Agricultural Engineering Section Chief may lapse for a couple of days while field work is being completed.

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.*

Plan, developed and implement \$5,000 to \$100,000 infrastructural changes on farms that will be adopted by the farmer so that the farm can meet regulatory requirements. Typically the process will require the coordination of federal, other state agencies, our partners, architect and engineering firms, equipment dealers, suppliers and contractors.

Assist in the develop of new techniques and technologies that will intergrate the waste management activities on the farm and addressing the environmental issues while providing an economically and managable solution for the farm.

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.*

The goal of position is to assist farms so that they can manage their operations more economically while protecting water resources and meeting state water quality requirements.

The Agricultural Engineer I has the ability to implement a project from planning and design through construction and implementation.

Accountability to provide a recommendation to the Agricultural Engineer II or the

Agricultural Engineering supervisor for the release of state cost share funds to farms. Six to 12 project annual with aggregate total of \$300,000 to \$500,000.

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?
Assist and/or design of water quality projects	60%
Assist in the design components for projects that require individual designs and solutions that are adapted from previous designs, imagination, and initiative.	20%
Regulatory and enforcement discussion with farms	10%

- 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?
Working around animals, agricultural equipment and heavy equipment during planning and installation of conservation practices.	10%
Working around and with pumps, tanks, boilers, and engines	5%
Entering confined spaces and possible oxygen deficient environments or falls while climbing or working around silos or walls.	2%

- 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?
Survey and soil sampling equipment	20 to 70 lbs	10%
Hand tool	5 to 20 lbs	5%

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

Type	How Much of the Time?
Office (sitting at desk)	70%
Field (planning, surveying, oversight of construction)	30%

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?

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?

A successful individual will be able to adapt their technical knowledge to address the engineering needs on a working farm and have their engineering recommendations implemented to suit both the agricultural and environmental demands.

They will be able to cultivate a professional ability within the farming community that their engineering suggestions and recommendations are feasible, practical and beneficial.

They will be able to listen and speak with farmers regarding the difficult regulatory and economic climate that farms are currently working in while remaining professional at all times.

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:

Agricultural Engineer I, PG 23

Supervisor's Signature (required):



Date:

11/03/16

Personnel Administrator's Section:

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

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

Yes No If yes, please provide detailed information.

Attachments:

Organizational charts are required and must indicate where the position reports.

Draft job specification is required for proposed new job classes.

Will this change affect other positions within the organization? If so, describe how, (for example, have duties been shifted within the unit requiring review of other positions; or are there other issues relevant to the classification review process).

Suggested Title and/or Pay Grade:

Personnel Administrator's Signature (required): Jane Modica Date: 11/4/16

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:

[Signature]
Appointing Authority or Authorized Representative Signature (required)

11/4/16
Date

AGRICULTURE RESOURCE MANAGEMENT DIVISION

