



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: February 28, 2011
Subject: JFO #2487

No Joint Fiscal Committee member has requested that the following item be held for review:

JFO #2487 — Request to establish **one limited service position** in the Department of Economic, Housing and Community Development (DEHCD). This position will be funded through a grant previously approved by the Joint Fiscal Committee (JFO #2325, approved June 4, 2008). The original grant is for the Barns Census Project.

[JFO received 2/09/11]

The Governor's approval may now be considered final. We ask that you inform the Secretary of Administration and your staff of this action.

cc: Noelle MacKay, Commissioner



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: February 10, 2011
Subject: Grant Requests

Enclosed please find five (5) grants that the Joint Fiscal Office has received from the administration. Two limited service position requests are associated with these items.

JFO #2483 — \$194,800 grant from the U.S. Department of Housing and Urban Development (HUD) to the Vermont Department of Economic, Housing and Community Development. These funds will be used to support repair and restoration work on 13 landmark historic buildings around the state. *[JFO received 2/09/11]*

JFO #2484 — \$561,915 grant from the U.S. Department of Health and Human Services to the Vermont Health. These funds will be used to establish an evidence-based nurse home visiting program for families with young children who are identified to be “at risk” by pre-set parameters. This grant is awarded under the Affordable Care Act. *[JFO received 2/09/11]*

JFO #2485 — \$211,840 grant from the U.S. Department of Justice to the Vermont Department of Corrections. This grant funds two modules for the Vermont Automated Notification Service (VANS) to provide services to victims of domestic violence, and expand services currently available to victims. *[JFO received 2/09/11]*

JFO #2486 — \$420,000 grant from the U.S. Department of Health and Human Services to the Vermont Department of Health. These funds will be used to expand the capacity of the Office of Minority Health by funding **one limited service position**. *[JFO received 2/09/11]*

JFO #2487 — Request to establish **one limited service position** in the Department of Economic, Housing and Community Development (DEHCD). This position will be funded through a grant previously approved by the Joint Fiscal Committee (JFO #2325, approved June 4, 2008). The original grant is for the Barns Census Project. This position was not requested as part of the original submission to JFC because DEHCD envisioned using a contractor for this work. DEHCD subsequently learned that a limited service position was the appropriate staffing mechanism. **Expedited review of this item has been requested. Joint Fiscal Committee members will be contacted by February 24 with a request to waive the statutory review period and accept this item.** *[JFO received 2/09/11]*

Please review the enclosed materials and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; nlavery@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 February 24 we will assume that you agree to consider as final the Governor's acceptance of these requests.

cc: James Reardon, Commissioner
Noelle MacKay, Commissioner
Harry Chen, Commissioner
Andrew Pallito, Commissioner

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

JFO 2487

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: ACCD / DEHCD/ Division for Historic Preservation Date: December 30, 2010

Name and Phone (of the person completing this request): Nancy Boone 828-3045

Request is for:
 Positions funded and attached to a new grant.
 Positions funded and attached to an existing grant approved by JFO # 2325

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):
National Park Service, Preserve America Grant, Barn Census Project \$150,000

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>
Barn Census Director	1	Historic Preservation	\$150,000 October 31, 2012

*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 position was included as part of the original grant acceptance approval. This request changes the position from a consultant hired through a RFP process to a Limited Service position. See attached memo.

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)).

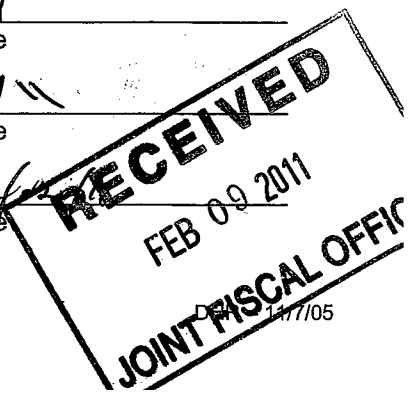
Ty A. Boone _____ 12/30/10
 Signature of Agency or Department Head Date

Molly Paul _____ 1/5/11
 Approved/Denied by Department of Human Resources Date

[Signature] _____ 2/1/11
 Approved/Denied by Finance and Management Date

[Signature] _____ 12/30/10
 Approved/Denied by Secretary of Administration Date

Comments: DHR approval is contingent upon F&M review & approval of funding.



STATE OF VERMONT
Department of Finance and Management
MEMO

TO: Jim Reardon, Michael Clasen
FROM: Toni Hartrich
DATE: January 13, 2011
SUBJECT: Request for authorization of a Position on a JFO approved Grant.

Attached is a grant related Limited Service Position Request from DEHCD that requires JFC approval. The original Barn Census Project Grant was approved by JFC (JFO#2325) in June, 2008. ACCD had not included a position on the original grant. As covered in their explanatory memo, ACCD finds that it will need a staff person to do the work required by this grant. The position is expected to be needed for 1 year and nine months. Molly Paulger reviewed the work needed and stated that this work is best done by a staff person and not a contractor.

The \$150,000 Federal Funds for this grant have not been expended, so there is funding to cover the position salary and benefits. I will cost approximately \$96,315 to pay the personnel costs for the year and nine months needed.

State of Vermont
Department of Economic, Housing and Community Development
One National Life Drive
Montpelier, VT 05620-0501
www.development.vermont.gov

Agency of Commerce and
Community Development

MEMO

TO: Neal Lunderville, Secretary of Administration

FROM: Tayt Brooks, Commissioner, DEHCD



DATE: December 30, 2010

RE: Request for Expedited Review of an Amendment to Barn Census Project Approval - JFO#2325
for Limited Service Position for Barn Census Director

The National Park Service awarded a \$150,000 federal Preserve America grant to the Division for Historic Preservation for the Barn Census project, a statewide inventory of historic agricultural buildings, and it was approved through the state grant acceptance process in 2008. The project approval included hiring a Barn Census Director through an RFP process. We did not proceed with hiring a Director at that time, but are now prepared to move forward in staffing the Barn Census so that we can complete the project. The extended completion date, recently approved by the National Park Service, is October 31, 2012. We are requesting approval of a Limited Service position to begin in February 2011 and to extend up to October 31, 2012, with the still available funds from the Preserve America grant. Attached please find a Joint Fiscal Committee Review Limited Service - Grant Funded Position Request Form for the Barn Census Director position.

The Barn Census is a statewide inventory of historic barns that is being carried out by volunteers who send information and photographs of the barns into a central GIS (Geographic Information System) database via the Internet. The project has received national attention as a model of how to conduct volunteer surveys of threatened historic agricultural resources, but we have learned that more Division support is needed to make the project a success. Volunteers have inventoried over 2,000 barns thus far; the goal is to document 5,000. To encourage additional participation in the Barn Census, we are going to organize a system of local Barn Census coordinators, in schools and in communities at large, and provide regional training for them. This needs to occur this winter to be ready for survey opportunities in the spring, while school is still in session. **Thus, we are requesting an expedited review of this request.**

The project also calls for making the information and photos available to the public through the Division's database and the state's tourism website. To facilitate the close coordination and cooperation needed to realize these technical goals, it is critical that the Director work with Division and Agency IT staff on a daily basis in a Limited Service position. We are in the process of migrating the Barn Census database from an off-site host to a state server and the Barn Census Director will support that work. The further challenges of delivering an interactive, Internet-based GIS database is best served by the daily involvement of the Barn Census Director, not the occasional involvement of a consultant.

Please feel free to contact Nancy Boone, 828-3045, with any questions on this request. Thank you very much.

cc: Giovanna Peebles, Director/SHPO



VERMONT DIVISION FOR HISTORIC PRESERVATION
 NATIONAL PARK SERVICE / DEPARTMENT OF THE INTERIOR
 PRESERVE AMERICA GRANT PROGRAM / BARN CENSUS PROJECT
 RECONCILIATION OF FUNDS
 GRANT PERIOD OF NOVEMBER 1, 2007 TO SEPTEMBER 30, 2010 - Extended to October 31, 2012

updated: 01/05/11

PA-BARN

Grant Award \$ 150,000.00
 Less: Expenditures (07/01/08 - 01/05/11) \$ (5,006.18) See attached VISION report
 Total Remaining Balance \$ 144,993.82

7110010140 22005	CONSULTANTS FEES GRANT EXPENDITURES	113,200.00					113,200.00
DATE	VENDOR	INVOICE AMOUNT	PAID FY08	PAID FY09	PAID FY10/11	TOTAL PAID	BALANCE

Unobligated 113,200.00 113,200.00
 Fund Balance 113,200.00 0.00 0.00 0.00 0.00 113,200.00

7110010140 22005	TRAVEL AND PER DIEM GRANT EXPENDITURES	16,800.00					16,649.30
DATE	VENDOR	INVOICE AMOUNT	PAID FY08	PAID FY09	PAID FY10/11	TOTAL PAID	BALANCE

07/30/09 Visser, Thomas D. 150.70 150.70 150.70 0.00

Unobligated 16,649.30 16,649.30
 Fund Balance 16,800.00 0.00 0.00 150.70 150.70 16,649.30

7110010140 22005	EQUIPMENT GRANT EXPENDITURES	14,000.00					14,000.00
DATE	VENDOR	INVOICE AMOUNT	PAID FY08	PAID FY09	PAID FY10/11	TOTAL PAID	BALANCE

Unobligated 14,000.00 14,000.00
 Fund Balance 14,000.00 0.00 0.00 0.00 0.00 14,000.00

7110010140 22005	OTHER GRANT EXPENDITURES	6,000.00					1,144.52
DATE	VENDOR	INVOICE AMOUNT	PAID FY08	PAID FY09	PAID FY10/11	TOTAL PAID	BALANCE

07/07/08 Historic Windsor, Inc. 736.00 736.00 736.00 0.00
 07/07/08 Lewandowski, Jan 454.00 454.00 454.00 0.00
 07/07/08 Visser, Thomas D. 474.88 474.88 474.88 0.00
 09/05/08 Boone, Nancy (NGC Conference) 25.00 25.00 25.00 0.00
 07/02/09 Lewandowski, Jan 511.60 511.60 511.60 0.00
 07/30/09 Visser, Thomas D. 400.00 400.00 400.00 0.00
 11/23/10 Historic Windsor, Inc. 2,254.00 2,254.00 2,254.00 0.00
 Unobligated 1,144.52 1,144.52

Fund Balance 6,000.00 0.00 1,689.88 3,165.60 4,855.48 1,144.52

TOTAL GRANT EXPENDITURES		150,000.00	0.00	1,689.88	3,165.60	4,855.48	145,144.52
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STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: June 4, 2008
Subject: JFO #2325

No Joint Fiscal Committee member has requested that the following item be held for review:

JFO #2325 — \$150,000 grant from the National Park Service to the Department of Housing and Community Affairs - Division for Historic Preservation. These grant funds will be used for the Barns Census Project which involves identifying and documenting 5,000 historic barns and outbuildings throughout the state. Information on the barns will be put into a central GIS database and will be available to the public through the internet.

[JFO received 05/05/08]

In accordance with 32 V.S.A. §5, the requisite 30 days having elapsed since this item was submitted to the Joint Fiscal Committee, the Governor's approval may now be considered final. We ask that you inform the Secretary of Administration and your staff of this action.

cc: Linda Morse, Administrative Assistant
Kevin Dorn, Secretary
John Hall, Commissioner

REC'D JUN 06 2008



State of Vermont
Division for Historic Preservation
National Life Building, Floor 2
Montpelier, VT 05620-1201
www.HistoricVermont.org

[phone] 802-828-3211
[fax] 802-828-3206

*Agency of Commerce &
Community Development*

MEMO

TO: Michael Smith, Secretary of Administration

FROM: Julie Kelliher, Department Counsel, Department of Housing and Community Affairs

DATE: April 15, 2008

RE: Grant Acceptance Request for Barn Census Project

Attached please find a Request for Grant Acceptance Form AA-1 from the Division for Historic Preservation for the Barn Census Project. The Division received a \$150,000 grant for the project from the National Park Service through the Preserve America program. The Barn Census is a statewide inventory of historic barns that will be carried out by community volunteers who will send information and photographs of the barns into a central GIS (Geographic Information System) database via the internet. The information and photos will be available to the public through the Division's Historic Sites and Structures database and through the state's tourism website, www.vermontvacation.com. The Census is expected to generate new interest and ideas for preserving barns, an icon of Vermont's history and landscape. We expect to identify 5000 barns across the entire state.

Included with the AA-1 form are copies of some background materials that give more detail on the project:

- Notes on the AA-1 Budget
- The Division's Preserve America grant application for the project
- The ACCD Project Approval Form for the Barn Census project
- The National Park Service grant contract for the project with required supplemental forms
- A one-page handout summarizing the Barn Census
- A pending matching grant application to the National Trust for Historic Preservation
- The media release from the Governor's press conference announcing the project

The Preserve America grant requires a 50% matching share, cash and in-kind, that will be developed over the course of the project. The largest segment of the required match will come from the donated time of the Barn Census volunteers. Already several hundred people have expressed interest in



participating, and that's before we have started recruitment efforts. In the 2009 Capital Budget, the Administration requested approval to spend \$40,000 of recaptured funds from the Division's Barn Grant program for the Barn Census Project. The Capital bill is still in the Legislature and it is not yet clear if this expenditure will be allowed. If it is not, additional fundraising will fill the gap in cash match. A \$10,000 grant to the National Trust for Historic Preservation is pending. (This grant request, which was encouraged by the Trust, is twice the \$5,000 identified in the original project budget.) We are working on financial partnerships with several large agriculture-related businesses. And we are applying to foundations for additional grants. To respect the 50/50 match terms of the grant agreement, we plan to draw the federal money only at the rate at which the match is developed and in-hand.

In addition, project costs may be reduced below the original estimate due to a change in the Division's database partner for the project. We are now planning to partner with the University of Vermont Graduate Program in Historic Preservation to host the database and website, with student assistance, which will reduce costs and provide a rich educational experience for the students. The Program's Director, Tom Visser, is a recognized expert on barns.

The value of the in-kind volunteer match is also expected to increase above the budgeted \$75,000. The original estimate was based on the Vermont minimum wage which has increased since the time of the grant. We are also working on mechanisms for documenting a higher value for volunteer time donated by people with expertise related to the project.

Please note that while the ACCD Approval Form notes that the Survey Director would be hired as a limited service employee, we now plan to secure those services through contract, as originally outlined in the grant application. No new state positions will be created in this project.

The changes in funding and database partner have delayed the launch of the Barn Census, but we hope to begin the project in May, pending approvals in the Grant Acceptance process. The Division is receiving many inquiries from people who are eager to get the Census underway, and we would especially like to begin training for volunteers before schools recess for the summer. Please contact me at 828-5245 or Nancy Boone at 828-3045 if we can answer any questions or provide additional information.

Thank you very much for your assistance.

STATE OF VERMONT
GRANT ACCEPTANCE FORM

GRANT SUMMARY: This grant from the National Park Service to Department of Housing and Community Affairs-Division for Historic Preservation is for the Barns Census Project which involves documenting 5000 barns throughout the state. Photos and information on the barns will be put into a central GIS database and will be available to the public through the internet.

TITLE: Preserve America Grant- Barns Census project

FEDERAL CATALOG No.: 15-929

GRANTOR / DONOR: National Park Service
Historic Preservation Grants Division
1201 I(eye) Street NW
6th Floor ((org. Code 2256)
Washington DC 20005

DATE: 4/21/08

DEPARTMENT: Housing and Community Affairs

GRANT / DONATION: This project will involve recruiting volunteers across the state from school children through adults to identify and document historic barns and outbuildings. There will be a GIS mapping data base created which will be accessible to the public on the web..

AMOUNT / VALUE: \$150,000.00

POSITIONS REQUESTED: None

GRANT PERIOD: 11/01/07 to 10/31/09

COMMENTS: The grant award material and explanatory information on two alternatives for how DHCA will raise the required match.

DEPARTMENT OF FINANCE AND MANAGEMENT:
SECRETARY OF ADMINISTRATION
SENT TO JOINT FISCAL OFFICE:

(INITIAL) SM 4/23/08
(INITIAL) SPM 4/23/08
DATE: 4/30/08

**STATE OF VERMONT
REQUEST FOR GRANT ACCEPTANCE
(use additional sheets as needed)**

FORM AA-1
(Rev. 9-90)

1. Agency: Commerce and Community Development
 2. Department: Housing and Community Affairs - Division for Historic Preservation
 3. Program: Barn Census Project
 4. Legal Title of Grant: Preserve America
 5. Federal Catalog No.: 15-929
 6. Grantor and Office Address:

National Park Service
 Historic Preservation Grants Division
 1201 I (Eye) Street, NW
 6th Floor (Org. Code 2256)
 Washington, D.C. 20005

7. Grant Period: From: 11/1/2007 To: 10/31/2009

8. Purpose of Grant: (attach additional sheets if needed)
 The project will recruit volunteers across Vermont to identify historic barns and other agricultural outbuildings in their communities. It will develop a web-based barn form that volunteers will use to record basic information about the barns as well as a photo. The Division and the University of Vermont will receive the forms via the internet and compile them in a GIS (Geographic Information System) mapping database. People will be able to access the database on the web, including at www.vermontvacation.com, and use it to learn about barns in their community and across the state.

9. Impact on Existing Programs if Grant is not Accepted:
 Continued lack of readily available and current information on historic barns and other agricultural outbuildings, icons of Vermont's rural landscape. Missed opportunities for creative ideas for enhancing barn preservation in Vermont. Missed opportunities for heritage tourism in rural parts of the state.

10. Budget Information:	(1st State FY) FY 2008	(2nd State FY) FY 2009	(3rd State FY) FY 2010
EXPENDITURES:			
Personal Services	\$ 37,000.00	\$ 186,700.00	\$ 54,500.00
Operating Expenses	\$ 15,000.00	\$ 23,300.00	\$ 3,000.00
Grants	\$	\$	\$
TOTAL	\$ 52,000.00	\$ 210,000.00	\$ 57,500.00

REVENUES:			
<u>State Funds:</u>			
Cash *	\$	\$	\$
In-Kind (Agency grant administration)	\$ 2,000.00	\$	\$
<u>Federal Funds:</u>			
(Direct Costs)	\$ 26,000.00	\$ 100,000.00	\$ 24,000.00
(Statewide Indirect)	\$	\$	\$
(Department Indirect)	\$	\$	\$
<u>Other Funds:</u>			
(source) Grants *	\$ 10,000.00	\$ 60,000.00	\$ 18,500.00
In-kind	\$ 14,000.00	\$ 50,000.00	\$ 15,000.00
	\$ 52,000.00	\$ 210,000.00	\$ 57,500.00

*If \$40,000 is approved by Legislature, Grants line will decrease by \$40k and State Funds Cash line will increase by \$40k. No net change.

Appropriation Nos.	Amounts
	\$
	\$
	\$

-over-

APR 18 2008

11. Will grant monies be spent by one or more personal service contracts?

YES NO

If YES, signature of appointing authority here indicates intent to follow current guidelines on bidding.

X Ken Horn

12a. Please list any requested Limited Service positions:

Titles	Number of Positions
	0
TOTAL Positions	

12b. Equipment and space for these positions:

Is presently available.
 Can be obtained with available funds.

13. Signature of Appointing Authority

I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant.

Ken Horn 4/16/08
(Signature) (Date)
SECRETARY, AGLD
(Title)

14. Action by Governor:

Approved
 Rejected

[Signature] 4/30/08
(Signature) (Date)

15. Secretary of Administration:

Request to JFO
 Information to JFO

Ronda P McCloud 4/23/08
(Signature) (Date)

16. Action by Joint Fiscal Committee:

(Dates)

Request to be placed on JFC agenda
 Approved (not placed on agenda in 30 days)
 Approved by JFC
 Rejected by JFC
 Approved by Legislature

(Signature) (Date)



FY 2007 *Preserve America*
Historic Preservation Fund Grants to Preserve and Promote America's Heritage and Cultural Assets

APPLICATION FORM

Please follow the Guidelines and Application Instructions to complete this application. Applicants must submit one (1) signed original and seven (7) copies – a total of 8 – complete application packages, plus one (1) additional photocopy of this page. See additional mailing instructions on the last page of the application form.

1. GENERAL INFORMATION

Project Title (10 words or less): **Barn Census Project**

Applicant Organization: **Vermont Division for Historic Preservation**

Contact Person: **Nancy E. Boone**

Title: **State Architectural Historian**

Address: **National Life Building, Floor 2, National Life Drive**

City: **Montpelier**

State: **Vermont**

Zip Code: **05620-1202**

Telephone **(802) 828-3045**

FAX Number **(802) 828-3206**

E-mail: **nancy.boone@state.vt.us**

EIN Number: **036000247**

DUNS Number: **135459159**

Applicant's Congressional District(s): **Vermont**

U.S. Representative(s): **Vermont**

Type of Applicant (Select all that apply)

- Preserve America* Community
- Preserve America* Neighborhood
- SHPO

- THPO
- CLG (must be in the process of applying for *Preserve America* designation or already designated)

Project Category: (Select only one)

- Research/Documentation
- Interpretation/Education
- Marketing
- Planning
- Training

Amount Requested	Federal Share	\$ 150,000
	Matching Share	\$ 169,500
	Total Costs	\$ 319,500

Is your community in a designated National Heritage Area?

No Yes If so, which NHA _____

Does your community have an active grant or financial assistance through the NHA? No Yes

Is your Resolution of Support included? Yes No N/A

(Note: all cities, counties, towns, neighborhoods, and THPOs must include a resolution of support from their city/town/county councils or appropriate governing body.)

Has your community received a Preserve America grant?

No Yes If so, what is the status? **SHPO awarded grant June 2007 for "Digital Downtowns: GIS Databases for Historic Downtowns"**

SIGNATURE OF AUTHORIZING OFFICIAL (Original copy must have an original signature and be in ink.)

Signature Jane Lendway Date June 28, 2007

Print Name and Title: **Jane Lendway, State Historic Preservation Officer**

Request for Classification Review Position Description Form A

For Department of Personnel Use Only

Notice of Action # _____	Date Received (Stamp) _____
Action Taken: _____	
New Job Title _____	
Current Class Code _____	New Class Code _____
Current Pay Grade _____	New Pay Grade _____
Current Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____	
New Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____	
Classification Analyst _____	Date _____
Comments: _____	Effective Date: _____
	Date Processed: _____
Willis Rating/Components: Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____	
Working Conditions: _____ Total: _____	

Incumbent Information:

Employee Name: N/A 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: pending Request Job/Class Title: Barn Census Director

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

Vacant Position Number: Current Job/Class Title:

Agency/Department/Unit: ACCD Work Station: Montpelier Zip Code: 05602

Supervisor's Name, Title and Phone Number: Nancy E. Boone, State Architectural Historian/Deputy SHPO

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.*

Direct a special grant-funded project, the Barn Census, which is a volunteer survey of barns and other historic agricultural buildings throughout the state. Promote participation in the Census through generating publicity, providing regional training workshops for volunteers on the history and architecture of Vermont agriculture and on survey methodology, and organizing and managing an extensive system of local Barn Census volunteer coordinators. Manage the day-to-day operations of a Geographic Information System (GIS) database that receives and stores Barn Census data submitted by volunteers over the web. Troubleshoot and resolve problems with the database in conjunction with IT staff and/or consultants. Be part of the IT team that will migrate the Barn Census database to a state server this winter. Digitally map locations of barns included in the Census. Maintain and frequently update the Barn census website. Serve as the point of contact for all telephone, letter and e-mail communication about the Barn Census. Support school and youth groups, local historical societies, and agricultural and conservation organizations who want to participate in the Barn Census. Prepare reports for supervisor and federal granting agency. Maintain detailed documentation of volunteer hours, project expenditures, planned in-kind donations, etc. for use as match for the federal grant. Assist with further fundraising efforts for the project, including identification of potential funding sources and preparation of grant applications. Maintain close collaboration with UVM Historic Preservation Program on their participation in the Census, including analysis of Census data. Oversee preparation and distribution of final Barn Census Survey Report. Plan and present wrap-up statewide event at end of Census. Other duties as necessary.

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*.

Guide, motivate and monitor Barn Census volunteers to survey 3,000+ barns by the fall of 2012. Collaborate with Barn Census partners, including UVM, the Preservation Trust of Vermont, the Preservation Education Institute, the Vermont Housing and Conservation

Board, the Mt. Holly Barn Preservation Association, the Department of Agriculture and the Department of Tourism and Marketing. Be an active member of the Agency IT team regarding management of the GIS database.

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.

Knowledge of GIS databases, ARcGIS software, Excel, website publication, powerpoint, photographic skills.

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:

While the Barn Census Director will not supervise others in the traditional sense, they will be responsible for motivating the volunteer performance of hundreds of volunteers across the state.

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.

Priorities and general work assignments are made in collaboration with State Architectural Historian/Deputy SHPO with considerable latitude for devising specific ways to carry out the tasks. Work is reviewed through frequent contact and periodic written reports.

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.*

Juggling multiple tasks, many with the need for great attention to detail, under a tight project

timeframe. Constantly maintaining and projecting a positive outlook to motivate volunteers.

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 data gathered about historic barns in the Barn Census will form the basis for future individual and collective actions to preserve them. The awareness and stewardship generated by the Census will help determine the ongoing quality of the rural environment in Vermont, a critical underpinning of the state's economic success.

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?
Complex tasks.	90%
Constant deadlines.	75%

- 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?
Exposure to potentially unsafe building conditions in old barns	10%
Extended days during field season and when traveling to southern Vermont	40%

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c) What weights do you lift; how much do they weigh and how much time per day/week do you spend lifting?

Type	How Heavy?	How Much of the Time?
N/A		

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

Type	How Much of the Time?
Driving	20%
Working at computer station	80%

Additional Information:

Carefully review your job description responses so far. If there is anything that you feel is important in understanding your job that you haven't clearly described, use this space for that purpose. Perhaps your job has some unique aspects or characteristics that weren't brought out by your answers to the previous questions. In this space, add any additional comments that you feel will add to a clear understanding of the requirements of your job.

N/A

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?

Organization of volunteers, administration of database, interaction with public, workshop presentations, analysis of data, publication and event planning.

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?

Ability to manage a statewide historic resources survey.
Ability to inspire and manage volunteers.
Excellent public presentation skills.
Considerable knowledge of agricultural history and architecture.
Knowledge of GIS concepts and database design.
Knowledge in geo-spatial editing tools, methods and procedures within the ArcGIS product suite.
Webmaster skills.
Considerable knowledge of historic preservation principles and practices.
Ability to assess State or National Register eligibility.
Ability to develop, analyze, interpret, logically organize and maintain complex records, record keeping systems and databases.
Knowledge of historic building construction.
Ability to carry out historical research.
Ability to establish and maintain effective working relationships with colleagues and volunteers.
Ability to communicate effectively, both orally and in writing.

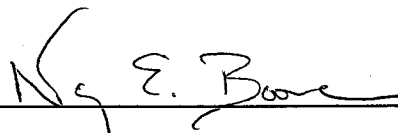
3. Comment on the accuracy and completeness of the responses by the employee. List below any missing items and/or differences where appropriate.

N/A

4. Suggested Title and/or Pay Grade:

Barn Census Director, PG 23

Supervisor's Signature (required):



Date:

1/4/11

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.

N/A

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).

None

Suggested Title and/or Pay Grade:

Barn Census Director, PG 23

Personnel Administrator's Signature (**required**): _____ Date: _____

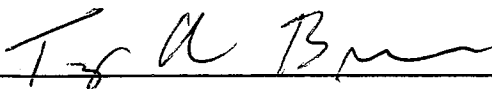
Appointing Authority's Section:

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.

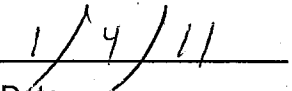
None

Suggested Title and/or Pay Grade:

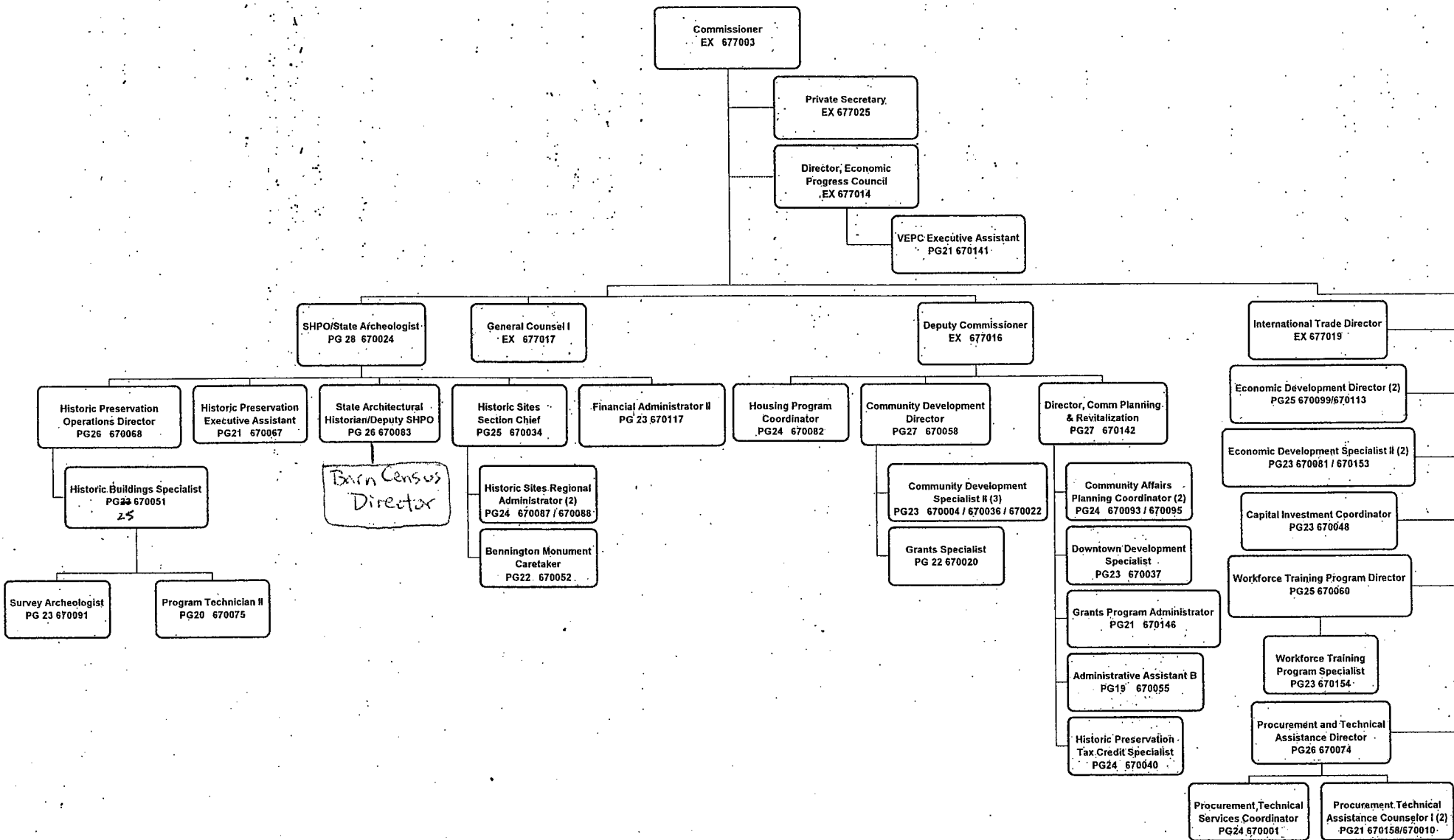
Barn Census Director, PG 23



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


Date

DEPT OF ECONOMIC, HOUSING AND COMMUNITY DEVELOPMENT



DRAFT Job Specification

Barn Census Director

Proposed Pay Grade: 23

Class Definition:

Administrative and professional work for the Division for Historic Preservation, involving the management of the Barn Census, a statewide volunteer survey of historic barns and other agricultural buildings, that is funded through a federal Preserve America grant. Work is performed under the general supervision of the State Architectural Historian / Deputy State Historic Preservation Officer.

Examples of Work:

Direct a special grant-funded project, the Barn Census, which is a volunteer survey of barns and other historic agricultural buildings throughout the state. Promote participation in the Census through generating publicity, providing regional training workshops for volunteers on the history and architecture of Vermont agriculture and on survey methodology, and organizing and managing an extensive system of local Barn Census volunteer coordinators. Manage the day-to-day operations of a Geographic Information System (GIS) database that receives and stores Barn Census data submitted by volunteers over the web. Troubleshoot and resolve problems with the database in conjunction with IT staff and/or consultants. Be part of the IT team that will migrate the Barn Census database to a state server this winter. Digitally map locations of barns included in the Census. Maintain and frequently update the Barn census website. Serve as the point of contact for all telephone, letter and e-mail communication about the Barn Census. Support school and youth groups, local historical societies, and agricultural and conservation organizations who want to participate in the Barn Census. Prepare reports for supervisor and federal granting agency. Maintain detailed documentation of volunteer hours, project expenditures, planned in-kind donations, etc. for use as match for the federal grant. Assist with further fundraising efforts for the project, including identification of potential funding sources and preparation of grant applications. Maintain close collaboration with UVM Historic Preservation Program on their participation in the Census, including analysis of Census data. Oversee preparation and distribution of final Barn Census Survey Report. Plan and present wrap-up statewide event at end of Census. Other duties as necessary.

Environmental Factors:

Work is performed primarily in an office setting with frequent work in field settings. Work involves a heavy workload performed under tight deadlines. Some job related travel is required

for which private means of transportation must be available. Some sites may have difficult accessibility and require working outdoors alone in all weather conditions. Some evening and weekend work may be required.

Minimum Qualifications

Knowledge, Skills and Abilities:

Ability to manage a statewide historic resources survey.

Ability to inspire and manage volunteers.

Excellent public presentation skills.

Considerable knowledge of agricultural history and architecture.

Considerable knowledge of GIS concepts and database design.

Knowledge in geo-spatial editing tools, methods and procedures within the ArcGIS product suite.

Webmaster skills.

Considerable knowledge of historic preservation principles and practices.

Ability to assess State or National Register eligibility.

Ability to develop, analyze, interpret, logically organize and maintain complex records, record keeping systems and databases.

Knowledge of historic building construction.

Ability to carry out historical research.

Ability to establish and maintain effective working relationships with colleagues and volunteers.

Ability to communicate effectively, both orally and in writing.

Education and Experience:

Minimum:

Master's degree in Historic Preservation or closely related field. Must meet 36CFR61 professional qualifications in Architectural History and have experience with historic resource survey work. Must have database and GIS expertise and experience. Must be skilled at working with the public, organizing volunteers and carrying out projects over an extended period. Good public presentation skills. Ability to communicate well orally and in writing. Ability to update and maintain project website.

Additional Desirable Qualifications:

Familiarity with Vermont and agricultural history.

Special Requirements: n/a