



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: August 30, 2013
Subject: Position Requests

Enclosed please find two (2) items that the Joint Fiscal Office has received from the administration. These items include the establishment of two (2) limited service positions.

JFO #2635 – Request to establish **one (1) limited service position** in the Agency of Agriculture, Food and Markets. This position will be responsible for promotional, marketing and development work for the Agricultural Development Division, including expansion of markets for Vermont agricultural products. [*JFO received 08/14/13*]

JFO #2636 – Request to establish **one (1) limited service position** in the Department of Housing and community Development. This position will work with municipalities, developers, public housing authorities, and federal agencies on environmental compliance issues for U.S. Housing and Urban Development (HUD) programs, with a major focus on disaster recovery grants. [*JFO received 08/14/13*]

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 September 12 we will assume that you agree to consider as final the Governor's acceptance of these requests.

DHR Received
8.8.13

JPO 2636

**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: ACCD - DHCD Date: 8-6-2013

Name and Phone (of the person completing this request): Ann Karlene Kroll; 828-5225

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant #B-13-DS-50-0001, DHUD (HUD)

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):
 CDBG-DR Disaster Relief Appropriations Act, 2013
 U.S. Department of Housing and Urban Development (HUD)
 FY 2012 Action Plan Disaster Recovery Grant #B-12-DT-50-0001

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Environmental Officer	1	Grants Management	Five (5) Year Position / Nov. 2018

NOTE: 100% federal funded limited service position for a period of five years.

*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:

An additional Limited Service position is required due to the influx of the Disaster Recovery funding and the mandates set by HUD requiring additional oversight.

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] 8/6/13
 Signature of Agency or Department Head Date

[Signature] 8.8.13
 Approved/Denied by Department of Human Resources Date

[Signature] 8/12/13
 Approved/Denied by Finance and Management Date

[Signature] 08/13/13
 Approved/Denied by Secretary of Administration Date

Comments:

AUG 09 2013

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.*

The Environmental Officer (EO) reports directly to the Director of Grants Management for the Federal Grants funded through the U.S. Department of Housing and Urban Development (HUD): Community Development Block Grant (CDBG); Home Investment Partnerships Program (HOME); Neighborhood Stabilization Program (NSP); and Community Development Block Grant Disaster Recovery (CDBG-DR). The EO, as the state-wide authority on environmental issues, will work independently under the general supervision of the Director to serve as a point of reference for all environmental compliance issues relative to the HUD programs with a major focus on the disaster recovery grants. The EO must exercise independent discretion in the following areas:

- a) Reviewing all environmental documentation submitted by Responsible Entities (RE's) for each project for compliance with the National Environmental Policy Act (NEPA), Section 106 of the National Historic Preservation Act (NHPA) and other laws and authorities and executive orders to ensure that all projects are conducted pursuant to HUD's 24 CFR Part 58 regulations in order to authorize the release of funds;
- b) Performing environmental reviews, preparing NEPA-related documents, including Categorical Exclusion Statutory Checklists and Environmental Assessments for State-Direct projects;
- c) Assessing the capacity of the RE's under 24 CFR Part 58 to review and conduct the Environmental Review at the local level;
- d) Conducting risk analysis using performance measures to determine technical assistance needs, on-site assistance, and/or to provide monitoring if necessary of the environmental review procedures of grantees;
- e) Providing counsel and technical expert opinion within the state relating to environmental regulations, environmental assessment and review requirements, and policy development;
- f) Identifying, developing and providing advice and training for technical consultants, potential applicants, developers, staff and others assisting in the environmental review process;
- e) Interacting with the State Historic Preservation Office to ensure compliance with the National Historic Preservation Act, including managing the Programmatic Agreement;

Environmental review refers to the process of reviewing a project for impact on the environment, the environment on the project, and notifying the public of the findings of the impact. An environmental review is required for all federally-funded projects. The environmental review can influence the project design substantially, proposed projects have relocated to different sites, altered the scale, changed materials, as a result of the findings of an environmental review. Activities can range from large, complex mixed-use developments to scattered-site public housing developments, infrastructure, and economic development projects undertaken by local governments.

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 Environmental Officer works with municipalities, developers, technical consultants, engineers, architects, hydrologists, archaeologists, historic preservationist experts, program staff, housing management specialists, public housing authorities, other Federal Agencies to provide a high level of technical expertise relative to the National Environment Policy Act (NEPA), Section 106 of NHPA, and all other applicable regulations, and executive orders.

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.

This position will require a minimum of a Bachelor's Degree in biology, environmental science, environmental policy, or land-use planning, as well as experience with NEPA review.

The Environmental Officer must have the education and training to be capable of providing a high level of technical professional expertise regarding the following statutory and regulatory laws and authorities pertaining to environmental compliance:

1. National Environmental Policy Act (42USC 4321 et. seq.)
2. Section 106 of National Historic Preservation Act [16 USC 470(f)]
3. Executive Order 11593 Protection and Enhancement of Cultural Environment
4. Flood Disaster Protection Act (42 USC 4002 et. seq.)
5. Executive Order 11988 Flood Plain Management
6. Executive Order 11990 Protection of Wetlands
7. Safe Water Drinking Act (42 USC 201, 300(f) et. seq.)
8. Endangered Species Act (16 USC 1531 et. seq.)
9. Farmland Protection Act (7 USC 4201 et. seq.)

**AGENCY OF COMMERCE AND COMMUNITY DEVELOPMENT
 ORGANIZATION CHART
 FISCAL 2014 BUDGET
 DEPT OF HOUSING AND COMMUNITY DEVELOPMENT**

