




STATE OF VERMONT  
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members  
From: Daniel Dickerson, Fiscal Analyst   
Date: November 17, 2017  
Subject: Limited-Service Position Requests #2902 - #2904

Enclosed please find three (3) items, which the Joint Fiscal Office has received from the administration.

**JFO #2902 – Four (4) limited-service positions** within the VT Military Department. The positions would all be titled Security Guard. The positions have been requested to help the Department fulfill increased security obligations at Vermont army facilities based on the most recent national risk analysis, which stated that Vermont is in need of 24 security guards to protect army facilities. Federal funding was previously sufficient to cover the costs of only 13 guards but that funding has increased enough to fund the four new positions that are being requested. The new positions would be completely federally funded and the funding would be available through 9/30/2019.

*[JFO received 11/15/17]*

**JFO #2903 – One (1) limited-service position** within the VT Military Department. The position would be titled Military Property Management Specialist and is being requested help manage the growing real property inventory within the Army National Guard. The accumulated value of real property has increased from \$400 million in 2012 to \$650 million in 2017, and the building space has increased from 1.35 million sq. ft. to 2.2 million sq. ft. during that time. The position would be federally funded with funding currently available through 9/30/2019.

*[JFO received 11/15/17]*

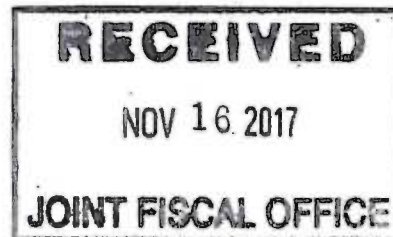
**JFO #2904 – Two (2) limited-service positions** within the VT Military Department. The positions would be titled Custodian II and are being requested to replace contractors with salaried positions. The cost of the custodial work is split 75% federal fund and 25% state general fund dollars. The Department estimates that annual general fund costs would increase approximately \$15-20k between the contractor costs and salaried employee costs. The Department has stated that it has sufficient general funding to cover these costs over the remainder of FY2018 and the increase would be included in future budget requests. The federal share is secured through 9/30/2019.

*[JFO received 11/16/17]*

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; [ddickerson@leg.state.vt.us](mailto: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 1, 2017 we will assume that you agree to consider as final the Governor's acceptance of these requests.

2904

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: Military Department Date: 10/2/17

Name and Phone (of the person completing this request): Ken Gragg, 802-338-3110

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):

75% :Air National Guard Facilities O&M, Appendix 21, Section W912LN-15-2-1021  
25%: General Funds

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>
Custodian II	TWO	Military/Air Services Contracts/2150020000	10/1/2017 - 9/30/2019

\*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:

These two Custodial positions will be located on the Vermont Air National Guard Base, Bldg 300, Civil Engineering Squadron. They are needed to maintain 40+ facilities, 376,000 sf, making sure all facilities and grounds are cleaned and maintained at a high standard. These positions will replace contracted services and will result in a much better service. Please see the attached addendum that provides further justification for their creation.

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)).

Ken Gragg  
Signature of Agency or Department Head Date 10/2/2017

Molly Paul  
Approved/Denied by Department of Human Resources Date 10-26-17

[Signature]  
Approved/Denied by Finance and Management Date 9 Nov 17

[Signature]  
Approved/Denied by Secretary of Administration Date 13 Nov 17

Comments:

OCT 31 2017

Addendum to Limited Service Grant-Funded Position Request Form – Custodian II Positions

As mentioned previously, these positions will be 75% funded through the Air National Guard Facilities O&M, Appendix 21, section W912LN-15-2-1021, as well as 25% funded through the General Fund, for which the Department has sufficient funding. We are confident that the funding will continue for these positions. You will see from the attached Excel Spreadsheet how the addition of the two Limited Service Custodial positions will impact next year's budget, but in a nutshell it does not significantly impact the budget. The Military Department has sufficient funding to cover 25% of the costs associated with these position, while the lion's share will be covered by the grant cited above.

We do not anticipate that filling these positions will be difficult: Maintenance/Caretaker-type positions within the Military Department have historically been relatively easy to attract qualified candidates via the "Careers" section of the VTHR website. There are currently 5 open job Postings for the Military Department: 3 Security Guard Positions with VTANG, one Security Guard posting with VTARNG, and an airport Fire Fighter. A Military Maintenance position is set to be filled on 10/2, and an offer has just been accepted by a Starbase Instructor Candidate

These positions are intrinsic to maintaining clean and safe conditions at the Military installations operated at the Burlington Airport, and have the potential to grow Vermont's economy by creating full-time Limited Service Employment to 2 individuals in Chittenden County who are at the lower end of the State's pay scale, thereby creating access to benefits to two families who may have otherwise had to rely on State supplemented programs. Please keep in mind that when these positions are created it will eliminate the need for contracted cleaning services, thereby eliminating this line item from our budget. Although the cost will not be completely offset by the elimination of these contracted cleaning, services, it still represents an excellent value to the taxpayers of the State of Vermont.

## Pope, Aimee

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**From:** Adams, Sarah  
**Sent:** Thursday, October 26, 2017 9:34 AM  
**To:** Pope, Aimee  
**Subject:** FW: Limited Service Position Request - Custodian II  
**Attachments:** Job spec - custodian II 10-2-17.pdf; Attachment 1 - Excel Position Summary With Fund Splits\_Air\_Costodial Positions.xls; Northland Janitorial Contract Cost.xls; RFR C with org chart- Custodian II 10-2-17.pdf; JFO Limited Service Request - Custodian II 10-2-17.pdf

**Importance:** High

Good morning Aimee,

It looks like I dropped the ball on the attached request from the Military Department. I believe Dave Henderson asked you about it recently. Is there anything I can do at this point to help move it along any quicker?

Thank you,  
Sarah

**From:** Henderson, David  
**Sent:** Monday, October 02, 2017 1:36 PM  
**To:** Adams, Sarah <Sarah.Adams@vermont.gov>  
**Subject:** Limited Service Position Request - Custodian II

Good afternoon Sarah!

As you may know, the Military Department wants to create two new Limited Service positions: Attached please find A Joint Fiscal Committee Review Grant-funded position request form to include excel spreadsheets of the budget as it pertains to the position (along with an expanded justification page), an RFR Form C with justification and proposed Organizational Chart, and a Position Description in support of the request for two new Limited Service "Custodian II" positions. These positions, as with many of our positions, will be supported by 75% of federal funding, and 25% through general funds. I believe that all the appropriate Forms have been signed by either the Supervisor or Ken Gragg, but still require your review/signature prior to being forwarded to Montpelier.

As always, please let me know if we can provide any further documentation to support our request.

Many thanks,

Dave

**David C. Henderson, PHR**  
Administrative Services Coordinator  
State of Vermont Military Department  
Camp Johnson Building #5  
789 VT National Guard Rd.  
Colchester, VT 05446

Phone: (802) 338-3314  
Fax: (802) 338-3305  
[david.henderson@vermont.gov](mailto:david.henderson@vermont.gov)

**Request for Classification Action  
New or Vacant Positions  
EXISTING Job Class/Title ONLY  
Position Description Form C/Notice of Action  
For Department of Personnel Use Only**

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

**Position Information:**

Incumbent: **Vacant or New Position**

Position Number:  Current Job/Class Title:

Agency/Department/Unit:  Military/Air Services Contracts GUC:  02150

Pay Group:  32 Work Station:  S Burlington Zip Code:  05403

Position Type:  Permanent  Limited Service (end date )  9/30/19

Funding Source:  Core  Sponsored  Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.)  75% Federal, 25% General Funds

Supervisor's Name, Title and Phone Number:  Richard McMahon , District facilities Supervisor (802)

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

**New Position(s):**

a. **REQUIRED:** Allocation requested: Existing Class Code  865500 Existing Job/Class Title:  Custodian II

b. Position authorized by:

- Joint Fiscal Office – JFO #  Approval Date:
- Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)
- Other (explain) -- Provide statutory citation if appropriate.

**Vacant Position:**

- a. Position Number:
- b. Date position became vacant:
- c. Current Job/Class Code:  Current Job/Class Title:
- d. REQUIRED: Requested (existing) Job/Class Code:  Requested (existing) Job/Class Title:
- e. Are there any other changes to this position; for example: change of supervisor, GUC, work station? Yes  No  If Yes, please provide detailed information:

**For All Requests:**

1. List the anticipated job duties and expectations; include all major job duties:
2. Provide a brief justification/explanation of this request:
3. If the position will be supervisory, please list the names and titles of all classified employees reporting to this position (this information should be identified on the organizational chart as well).

**Personnel Administrator's Section:**

4. If the requested class title is part of a job series or career ladder, will the position be recruited at different levels? Yes  No
5. The name and title of the person who completed this form:
6. Who should be contacted if there are questions about this position (provide name and phone number):
7. How many other positions are allocated to the requested class title in the department:
8. Will this change (new position added/change to vacant position) affect other positions within the organization? (For example, will this have an impact on the supervisor's management level designation; will duties be shifted within the unit requiring review of other positions; or are there other issues relevant to the classification process.)

**Attachments:**

- Organizational charts are **required** and must indicate where the position reports.
- Class specification (optional).
- For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, etc.
- Other supporting documentation such as memos regarding department reorganization, or further explanation regarding the need to reallocate a vacancy (if appropriate).

\_\_\_\_\_  
Personnel Administrator's Signature (required)\*

\_\_\_\_\_  
Date

*Richard R. McMahon*  
\_\_\_\_\_

Supervisor's Signature (required)\*

*10/02/17*  
\_\_\_\_\_

Date

*Kevin W. Gray*  
\_\_\_\_\_

Appointing Authority or Authorized Representative Signature (required)\*

*10/2/2017*  
\_\_\_\_\_

Date

\* Note: Attach additional information or comments if appropriate.



Below are the Job Duties of the proposed Custodian II positions, Job Code 865500

**Responsibilities:**

Reports to District Facilities Supervisor daily who is responsible for direction of custodial duties for all facilities on installation.

Clean, sweep, mop, vacuum carpets, and empty/clean wastebaskets and recycables.

Cleans and sanitize restrooms/bathrooms, restocks paper products using establish practices and procedures.

Restocks cleaning supplies/ paper products on a bi-weekly basis.

Strips, waxes tile floors and shampoo carpets annually and buffs tile floors bi-weekly.

Uses and maintains assigned power equipment such as buffers, scrubbers, high pressure washer, high speed buffers, vacuum, brooms, mops, squeegees for cleaning and general maintenance of floors, walls, carpets, windows, etc.

Follows instructions regarding the use of chemicals and supplies, use as directed.

Wear proper Personal Protective Equipment when using cleaning chemicals.

Wash interior and exterior windows semi-annual basis. Wash main entrance windows weekly.

Must be able to work outdoors in all types of weather.

Ability to climb ladders and lift up to 40lbs.

Attend to emergencies during normal work schedule and after hours.

Attend morning meetings and safety briefing on a weekly basis.

Take training classes in cleaning methods and techniques, and new products,

Valid driver's license required

Safely operates vehicle and job related equipment( Aerial high lift, scissor lift)

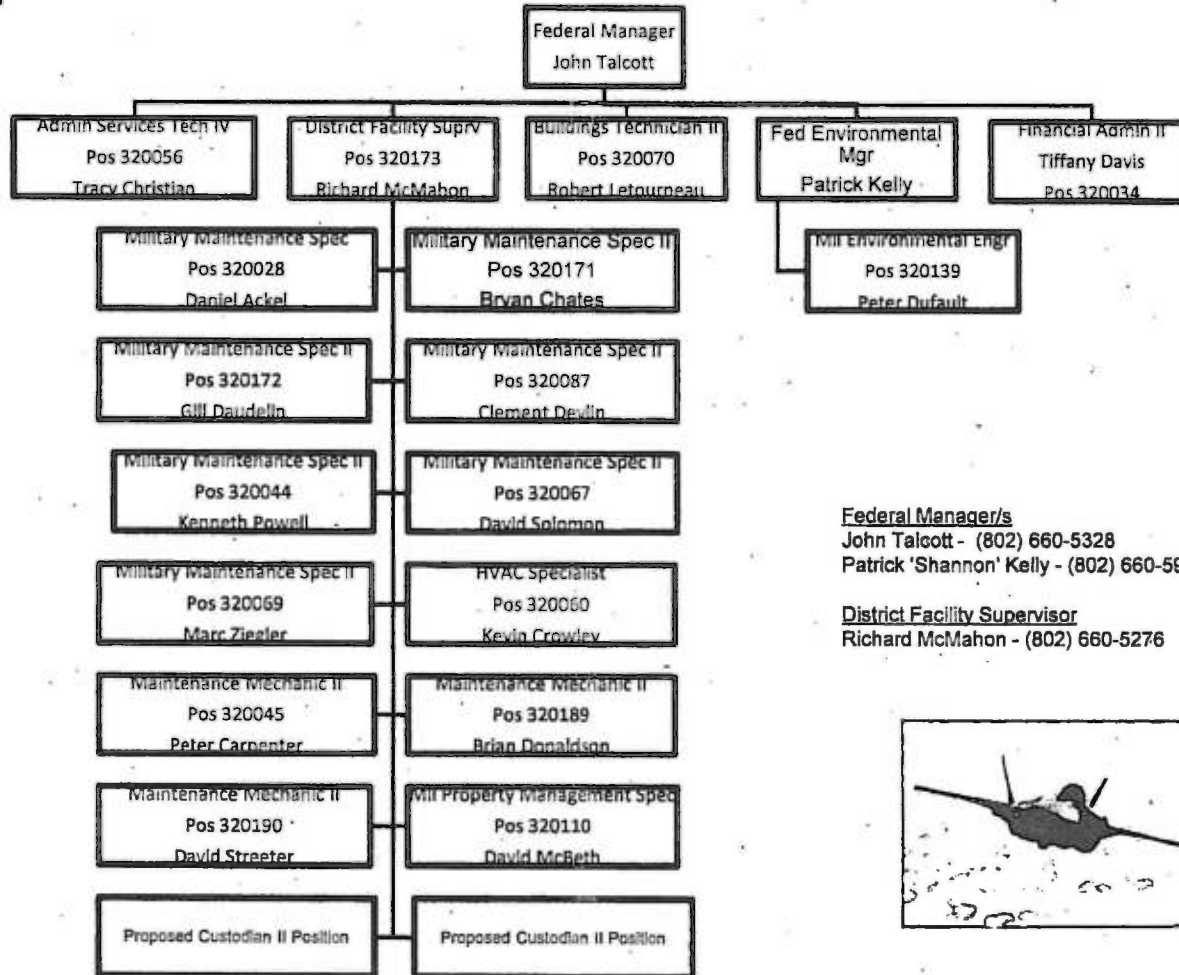
Supports and enforce policies OSHA, VOSHA, State and Federal regulations and guidelines

Notifies building manager when repairs are needed.

Require a security background check

CIVIL ENGINEERING – VTANG

UPDATED 9/13/17



Federal Manager/s  
 John Talcott - (802) 660-5328  
 Patrick 'Shannon' Kelly - (802) 660-5966

District Facility Supervisor  
 Richard McMahon - (802) 660-5276



AGENCY OF ADMINISTRATION

# Department of Human Resources

SEARCH
CONTACT

## JOB SPECIFICATIONS

[Back to Job Specifications List \(job specifications list? jobcode=&letter=&paygrade=&category=&keyword=custodian&result=Search\)](#)

### CUSTODIAN II

**Job Code:** 865500

**Pay Plan:** Classified

**Pay Grade:** 12

**Occupational Category:** Building & Grounds Maintenance

**Effective Date:** 11/30/2014

**Class Definition:** Routine manual work involving custodial and housekeeping care of state offices, institutional buildings, and facilities. Incumbents in this class are distinguished from lower level custodians by responsibility for janitorial supplies, use of floor care equipment, including distribution and care. Work assignments are received in the form of oral or written instructions and are subject to inspection while in progress or upon completion. Work is performed under the supervision of a custodial, maintenance or administrative supervisor

**Examples of Work:** Participates individually, or as part of a group of custodians performing cleaning and housekeeping duties. Strip and wax floors, shampoo and perform carpet care. Operates motorized floor care and/or ground care equipment. May instruct personnel in work methods and proper use of equipment and materials. Keeps inventory of supplies. May requisition janitorial and housekeeping supplies. Notifies supervisor when repairs are needed. May perform grounds keeping, snow removal and recycling. May be responsible for securing building. Performs related work as required.

**Environmental Factors:** Duties are performed during an assigned shift at a state owned or leased building. Must be able to work outdoors in all types of weather. Good physical condition and ability to climb ladders and lift heavy weights and equipment (up to 40 lbs.) is necessary. Some overtime or evening work may be required.

### **Minimum Qualifications**

**Knowledge, Skills and Abilities:** Knowledge of materials, methods and practices used in building custodial operations./ Physical ability sufficient to perform job duties./ Skill in applying custodial procedures./ Ability to understand and carry out written and oral instructions./ Ability to operate building custodial equipment./ Ability to keep simple records./ Ability to complete online training, timesheet entry and e-mail./ Ability to work and interact effectively with fellow employees.

### **Education and Experience:**

High School diploma or equivalent AND one (1) year or more of building custodial work, including floor care.

Or

Two years of building custodial work, including floor care.

Or

One year as a BGS Custodian Level I

### **Special Requirements:**

Some positions in this class may require a valid driver's license and/or own transportation for travel between work sites.

A criminal record check and/or child abuse registry check may be required for some positions within this class based on the locations where duties are to be performed.

Commissioner Beth Fastiggi  
120 State Street, Montpelier, VT 05620  
(802) 828-3491  
[DHR.General@vermont.gov](mailto:DHR.General@vermont.gov)

Position Code	Employee Code	Last Name	Classification Name	Fund Code	Fund Name	Organization Code	Organization Name	Classification
		Vacant	Custodian	22005	Federal Revenue Fund	2150020000	Military - air service contract	
		Vacant	Custodian	10000	General Fund	2150020000	Military - air service contract	

First Name	FTE	Salary Table	Grade	Step	Employee Promotion Date	Base Salary	Health	Dental	Retirement	Life	LTD	EAP	FICA	Total Salary Cost
	0.8	CLS	12	02		21,434.40	13,166.25	595.50	3,744.59	90.45	49.30	22.50	1,639.73	40,742.72
	0.3	CLS	12	02		7,144.80	4,388.75	198.50	1,248.20	30.15	16.43	7.50	546.58	13,580.91
														<b>54,323.63</b>
												<b>2 Positions</b>	Federal	81,485.45
													GF	27,161.82
														<b>108,647.26</b>

GL Unit	Dept	Fund	Account	Account Descr	Program	Project
02150	2150020000	10000	510400	Custodial	22210	U44_570F8
02150	2150020000	10000	510400	Custodial	22210	U44_570F8
02150	2150020000	10000	510400	Custodial	22210	U44_570F8
02150	2150020000	10000	510400	Custodial	22210	U44_570F8
02150	2150020000	10000	510400	Custodial	22210	U44_570F8
02150	2150020000	10000	510400	Custodial	22210	U44_570F8
02150	2150020000	10000	510400	Custodial	22210	U44_570F8
02150	2150020000	10000	510400	Custodial	22210	U44_570F8
02150	2150020000	10000	510400	Custodial	22210	U44_570F8
02150	2150020000	10000	510400	Custodial	22210	U44_570F8
02150	2150020000	10000	510400	Custodial	22210	U44_570F8
02150	2150020000	22005	510400	Custodial	22210	U44_570F8
02150	2150020000	22005	510400	Custodial	22250	F-CONTRACTS
02150	2150020000	22005	510400	Custodial	22250	F-CONTRACTS
02150	2150020000	22005	510400	Custodial	22210	U44_570F8
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02150	2150020000	22005	510400	Custodial	22210	U44_570F8
02150	2150020000	22005	510400	Custodial	22210	U44_570F8
02150	2150020000	22005	510400	Custodial	22250	F-CONTRACTS
02150	2150020000	22005	510400	Custodial	22250	F-CONTRACTS
02150	2150020000	22005	510400	Custodial	22210	U44_570F8
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02150	2150020000	22005	510400	Custodial	22250	F-CONTRACTS
02150	2150020000	22005	510400	Custodial	22210	U44_570F8
02150	2150020000	22005	510400	Custodial	22250	F-CONTRACTS
02150	2150020000	22005	510400	Custodial	22210	U44_570F8
02150	2150020000	22005	510400	Custodial	22250	F-CONTRACTS
02150	2150020000	22005	510400	Custodial	22210	U44_570F8
02150	2150020000	22005	510400	Custodial	22250	F-CONTRACTS
02150	2150020000	22005	510400	Custodial	22250	F-CONTRACTS

Class	Amount	SRC	Journal ID	Line #	Journal Date	Status	Tran Ref/AP Voucher
02016	960.110	APV	AP02193158	17	7/7/2016	P	00091571
02016	1200.140	APV	AP02217896	3	8/31/2016	P	00092609
02016	960.110	APV	AP02226160	114	9/21/2016	P	00093115
02016	960.110	APV	AP02226160	114	9/21/2016	P	00093116
02016	1200.140	APV	AP02259705	23	12/6/2016	P	00094527
02017	960.110	APV	AP02273248	53	1/6/2017	P	00095212
02017	960.110	APV	AP02273248	53	1/6/2017	P	00095213
02017	1200.140	APV	AP02285497	75	2/2/2017	P	00095727
02017	960.110	APV	AP02287474	37	2/8/2017	P	00095896
02017	960.110	APV	AP02300081	93	3/10/2017	P	00096388
02017	1200.140	APV	AP02319901	17	4/24/2017	P	00097255
	<b>11521.330</b>						

02016	2880.330	APV	AP02193158	18	7/7/2016	P	00091571
02016	247.000	APV	AP02200152	56	7/22/2016	P	00091978
02016	95.000	APV	AP02211934	51	8/19/2016	P	00092408
02016	3600.410	APV	AP02217896	4	8/31/2016	P	00092609
02016	152.000	APV	AP02223606	5	9/14/2016	P	00092934
02016	2880.330	APV	AP02226160	115	9/21/2016	P	00093115
02016	2880.330	APV	AP02226160	115	9/21/2016	P	00093116
02016	247.000	APV	AP02251459	67	11/16/2016	P	00094178
02017	190.000	APV	AP02251459	68	11/16/2016	P	00094176
02016	3600.410	APV	AP02259705	24	12/6/2016	P	00094527
02017	2880.330	APV	AP02273248	54	1/6/2017	P	00095212
02017	2880.330	APV	AP02273248	54	1/6/2017	P	00095213
02017	247.000	APV	AP02274627	40	1/10/2017	P	00095239
02017	228.000	APV	AP02278414	69	1/19/2017	P	00095505
02017	3600.410	APV	AP02285497	76	2/2/2017	P	00095727
02017	266.000	APV	AP02285497	77	2/2/2017	P	00095728
02017	2880.330	APV	AP02287474	38	2/8/2017	P	00095896
02017	2880.330	APV	AP02300081	94	3/10/2017	P	00096388
02017	228.000	APV	AP02303584	27	3/20/2017	P	00096545
02017	3600.410	APV	AP02319901	18	4/24/2017	P	00097255
02017	190.000	APV	AP02333946	44	5/23/2017	P	00097760
02017	247.000	APV	AP02341196	19	6/6/2017	P	00098116
	<b>36900.950</b>						



