



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.

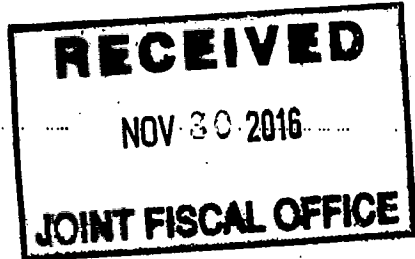
[JFO received 11/28/16]

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 2872



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: 10/11/2016

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):
Natinal Guard Bureau, ARNG Security Guard Activities Appendix 3,

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>
Assistant Security Guard (544100)	1	Military	1 October 2016 - 30 September 2019
Security Guard (701300)	5	Military	1 October 2016 - 30 September 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:
For Federal FY2017, the VT National Guard has received increased Security Guard (QPSM 131G39400) annual funding due to the ARNG change in the classification of facilities and training sites. As per this change in classification, to be enacted in FY17, Security Guard manning is now authorized at Camp Ethan Allen Training Site (CEATS) and the Army Aviation Support Facility.

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)).

Kenneth W. Gragg
Jr., Financial Director

Digitally signed by Kenneth W. Gragg Jr., Financial Director
DN: cn=Kenneth W. Gragg Jr., Financial Director, o=State of Vermont, email=kenneth.gragg@state.vt.gov, c=US
Date: 2016.11.22 10:22:09 -0500

Signature of Agency or Department Head _____ Date _____

Haley Paul
Approved/Denied by Department of Human Resources _____ Date 10/26/16

[Signature]
Approved/Denied by Finance and Management _____ Date 11/29/16

[Signature]
Approved/Denied by Secretary of Administration _____ Date 11/29/16

Recommend approval 11-22-16

Comments:

OCT 26 2016

Request for Classification Review Position Description Form A

For Department of Personnel Use Only

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

Incumbent Information:

Employee Name: Employee Number:

Position Number: Current Job/Class Title:

Agency/Department/Unit: Work Station: Zip Code:

Supervisor's Name, Title, and Phone Number:

How should the notification to the employee be sent: employee's work location or other address, please provide mailing address:

New Position/Vacant Position Information:

New Position Authorization: Request Job/Class Title: Assistant Security Supervisor/544100

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

Vacant Position Number: Current Job/Class Title: Assistant Security Supervisor/544100

Agency/Department/Unit: Military Depart./02150 Work Station: Underhill Zip Code: 05489

Supervisor's Name, Title and Phone Number: Michael Aher, Security Operations Supervisor, (802) 338-3379

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.

Provides immediate response to incidents, potential threats and alarms involving priority resources located in restricted areas. Maintains surveillance over area around, approach to and activity within the restricted area for potential security breaches. *Supervises the control of entry and exit of military and civilian personnel, vehicles and other equipment at entry points; and property within jurisdictional limits in accordance with instruction and applicable regulations and laws. Patrols the installation to insure federal property and National Guard resources are properly secured. *Oversees and assists with searches of persons and property within jurisdictional limitations and in accordance with instructions and provisions of applicable regulations and laws. Performs security measures required. Contacts local, federal or civil law enforcement officials to obtain assistance when National Guard resources are threatened. *Assists Security Operations Supervisor in response to accidents or incidents involving resources of the VTNG. Handles emergencies until appropriate key personnel are contacted, assuming responsibility until their arrival. Monitors intrusion detection equipment and maintains communications with the base patrol and other law enforcement agencies. Provides response to emergencies within the National Guard area of responsibility. *In the absence of the Security Operations Supervisor may function as Security Response Team leader responding to alarms, fires, sabotage, etc. Detains suspects within jurisdictional limitations in accordance with instructions and provisions of applicable regulations and laws. Performs duties as security controller to include armory certification, accountability and switchboard duties. *Supervises and oversees the daily operations of the gate guards; shift changes, pass ons, inspection of equipment to include; weapons clearing/accountability, vehicles, radios etc. *Reports discrepancies and issues to the Security Operations Supervisor. *Assists with scheduling and shift personnel issues. Performs related duties as assigned. New changes are notated with an asterisk (*).

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.

This position (entry control/base patrol) is one of the first that is encountered by not only assigned military and civilian employees; but one that has close contact with not only local agencies but, statewide agencies/personnel upon their arrival at the main gate. Law Enforcement; Public Safety, AOT, political dignataries (local, domestic and foreign). these involve security details.

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.

High School diploma or equivalent

(2) years or more of experience in the security or law enforcement field OR successful completion of a military law enforcement/security technical school or an approved police academy program.

A current valid State driver's license is required. Post certifications maintained through written, oral and practical testing.

A military driver's license.

An incumbent must also qualify with the appropriate firearms within the probationary period in accordance with National Guard standards.

Working knowledge of first aid procedures.

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:

Work is performed under the supervision of a higher level technical employee (Security Operations Supervisor). Supervision will be exercised over assigned state contract security guards workers on both assigned shifts. Positions in the class may be subject to rotating shifts in order to maintain constant coverage

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.

Will have contact/meet daily with Security Operations Supervisor to update and receive

updates necessary to the safeguarding and wellbeing of the base populace. Will need to work alone in the absence of the Security Operations Supervisor.

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.*

Dealing with the Public
Potential for Terrorism
Employee disciplinary issues
Personnel conflicts

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.*

Safety and well being of base populace; visitors etc.

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?
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Dealing with people	100%

- 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?
dangerous persons	more than one a year less than 6
vehicle accidents	avg 6 a year
Extreme temperatures	summer & winter; 1/2 a year

- 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?

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

Type	How Much of the Time?
Sitting	50%
Standing	50%

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?

Mentoring junior officers, assisting with training and skills development. Training is crucial for the appropriate reactions to situations that are presented in this career field, and could mean the difference between 'life & death' to co-workers, other employees or themselves, and/or destruction of government property (Federal/State/Personnel).

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 and authority to make immediate decisions based on any given situation and act on that decision. Hesitancy can result in negative results, i.e. injuries, loss of life, property, property damage. Also needs to serve in supervisory capacity and be representative to management when Supervisor is absent.

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

Vehicle Management, sedan, ATV and Ranger. Dispatching, maintenance, licensing and operational training.

4. Suggested Title and/or Pay Grade:

Assistant Security Supervisor/PG 20

Supervisor's Signature (required):



Date: 2 Nov 2016

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).

This position change will have a positive impact on daily operations, giving flexibility to both the Assistant and Operations Supervisor managing personnel and handling incidents or scheduled security needs base wide during the current shifts.

Suggested Title and/or Pay Grade:

Assistant Security Supervisor, PG 20

Personnel Administrator's Signature (required): Jay L. Cass Date: 11/4/2016

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:

Assistant Security Supervisor, PG 20

Kenneth W. [Signature]
Appointing Authority or Authorized Representative Signature (required)

11/4/2016
Date

Request for Classification Review Position Description Form A

For Department of Personnel Use Only

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

Incumbent Information:

Employee Name: Employee Number:

Position Number: Current Job/Class Title:

Agency/Department/Unit: Work Station: Zip Code:

Supervisor's Name, Title, and Phone Number:

How should the notification to the employee be sent: employee's work location or other address, please provide mailing address:

New Position/Vacant Position Information:

New Position Authorization: Request Job/Class Title:

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

Vacant Position Number: Current Job/Class Title:

Agency/Department/Unit: Work Station: Zip Code:

Supervisor's Name, Title and Phone Number:

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.

Main Gate: Provide detail protection and defense of Vermont Army National Guard's(VTARNG) resources against foreign and domestic sabotage and acts of terror/terrorism;

Provide security control to all base entry points; Ensure personnel accessing installations are authorized; Utilize all support equipment, i.e. under-vehicle camera system, electronic gates, computers, landline and portable radios, scanners etc.; Ensure safety precautions and procedures are followed; conduct extensive vehicle and cargo searches when required; must be familiar with Military customs and courtesies, terminology and language; must be able to enforce Army Threat Conditions and Anti-terrorism measures.

Base Patrol/Response: Must provide response force capabilities at all times; respond to all emergencies to include: alarm activations, insecure facilities; breaches in perimeters and assist local police, when required. Provide round the clock surveillance of perimeters (interior/exterior); restricted areas, ammo dump; Must be trained to operate vehicles, radio and surveillance equipment; when necessary stop destruction of Army resources; must be trained to deploy and move in tactical manner while coordinating with other patrols/forces;

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*.

Members will work with other Security personnel on installation; contact with personnel, entering/exiting installation through base entry/exit points, these include military, military dependents, civilians, civilian contractors, vendors; military and civilian dignitaries etc. Local and National law enforcement agencies and emergency services. Contacts are daily and are made for the purpose of security, anti-terrorism policies and procedures

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.

Must be able to qualify and use the following weapons: Smith and Wesson .40 cal Pistol.
Must be trained and certified on the use of the expandable baton and pepper spray.
Individual's must possess a current and valid State Driver's License, and be able to obtain a Military Driver's License (as applicable)
It is mandatory to qualify and maintain a Department of Defense (DOD) Secret Security Clearance.
Level I Anti-Terrorism Training (ATFP Level I) is required
Must be able to possess and maintain Hazmat First Responder course
Must possess and recertify, annually Army Computer and Internet guidelines
Must be able to drive ATV's and all military vehicles associated with security, including Might Mobility Multi-wheeled Vehicles.
Must meet guidelines for VTARNG restricted areas

4. Do you supervise?

In this question "supervise" means if you direct the work of others where you are held **directly** responsible for assigning work; performance ratings; training; reward and discipline or effectively recommend such action; and other personnel matters. List the names, titles, and position numbers of the classified employees reporting to you:

NO

5. In what way does your supervisor provide you with work assignments and review your work?

This question deals with how you are supervised. Explain how you receive work assignments, how priorities are determined, and how your work is reviewed. There are a wide variety of ways a job can be supervised, so

there may not be just one answer to this question. For example, some aspects of your work may be reviewed on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

Military Supervisors and Security Operations Supervisor will insure guard assignments are posted in advance.

Exercises/training will be conducted on a frequent basis to insure personnel are proficient in the performance of their duties.

Standard State of Vermont Performance Evaluations will be completed on an annual basis.

Security Operations Supervisor will coordinate with military supervisor/s regarding duty shift..

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.*

Security Guards must be able to make life and death decisions during emergency situations, i.e. Use of Force, weapons safety - in regards to themselves and the personnel on the installation

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.*

Security Guards are accountable for the base populace and multi-million dollar resources including all buildings, ammo dump, and equipment. Also responsible for the

safety, welfare and protection of visiting dignitaries, contractors, visitors and full time work force.

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?
Possibility of Terrorist Attacks	100%
Possibility of Use of Deadly Force	100%
Possibility of Injury/Death	100%

- 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?
Violent Customers	100%
Vehicle Accidents AND Hazmat Materials	100%
Adverse Weather Conditions	100%

- 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?
Security Barrels	30lbs	weekly
Duty gear, weapons and etc	30lbs	daily

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

Type	How Much of the Time?
Standing	25%
Walking	25%
Sitting	25%
driving	25%
TOTAL	100

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?

Those duties would be to insure the installation populace, equipment and resources are protected through the implementation of all anti-terrorist measures instructed to enforce. Patrols and gate guards are required to be aware of their surroundings; controlling installation access and providing timely and thorough checks of facilities and resource areas

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?

Security officers must use all of their training and experience to work as individual and/or a team to control any situation and make the correct decisions in the least amount of time.

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

agree with the accuracy of this evaluation.

4. Suggested Title and/or Pay Grade:

Security Guard, PG 18

Supervisor's Signature (required):



Date: 2 Nov. 2016

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).

N/A

Suggested Title and/or Pay Grade:

Security Guard, PG 18

Personnel Administrator's Signature (required): Jay L. Pass Date: 11/4/2016

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:

Security Guard, PG 18

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

11/4/2016
Date