

**State of Vermont**  
 Department of Finance & Management  
 109 State Street, Pavilion Building  
 Montpelier, VT 05620-0401

[phone] 802-828-2376  
 [fax] 802-828-2428



Agency of Administration

**STATE OF VERMONT  
 FINANCE & MANAGEMENT GRANT REVIEW FORM**

<b>Grant Summary:</b>	USDA Agricultural Marketing Service grant to the AAFM for the purpose of increasing maple sales and consumption. This grant, if approved, will partially fund a limited service position at AAFM.				
<b>Date:</b>	1/8/2019				
<b>Department:</b>	Agency of Agriculture, Food & Markets (AAFM)				
<b>Legal Title of Grant:</b>	Developing Markets and Increasing Awareness				
<b>Federal Catalog #:</b>	CDEA 10.174				
<b>Grant/Donor Name and Address:</b>	USDA - AMS 1400 Independence Ave, SW Room 4543-S Stop 0264 Washington, DC 20250-0264				
<b>Grant Period:</b>	<b>From:</b>	9/30/2018	<b>To:</b>	9/29/2021	
<b>Grant/Donation</b>	\$499,912				
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Total</b>	<b>Comments</b>
<b>Grant Amount:</b>	\$138,843	\$187,213	\$173,856	\$499,912	

	# Positions	Explanation/Comments
<b>Position Information:</b>	1	This a proposed Limited Service Position, and if approved, will be funded partially with this grant, and partially with a separate DHS-FDA grant for FSMA development (JFO #2857). The LSP will support both the FSMA and Maple development programs at AAFM.

**Additional Comments:**

<b>Department of Finance &amp; Management</b>		(Initial)
<b>Secretary of Administration</b>		(Initial)
<b>Sent To Joint Fiscal Office</b>	1/15/19	<b>Date</b>



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

Print 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: Agency of Agriculture, Food & Markets (AAFM) Date: 12/14/2018

Name and Phone (of the person completing this request): Laura Ginsburg 802-522-2252

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # 2857

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):

New - USDA - Agriculture Marketing Services; Acer Access and Development Program AND JFO #2857:  
 Department of Health and Human Services - Food and Drug Administration - Office of Partnership & Office of Regulatory Affairs

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>
Agriculture Development Specialist I	1	Ag Development	through September 29, 2021

\*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 Acer funding significantly expands the scope of work completed through the Ag Development Division and allows AAFCM to meaningfully engage with the maple industry. Food Safety Modernization Act (FSMA) related positional duties are critical to the success of the produce program, including producer engagement and compliance with federal regulations.

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)).

E-SIGNED by Alyson Eastman  
 on 2018-12-14 20:48:14 UTC

Signature of Agency or Department Head	Date
	12/17/18
Approved/Denied by Department of Human Resources	Date
	8-Jan-19
Approved/Denied by Finance and Management	Date
	1/8/19
Approved/Denied by Secretary of Administration	Date

Comments:

DEC 19 2018

**STATE OF VERMONT REQUEST FOR GRANT (\*) ACCEPTANCE (Form AA-1)**

**BASIC GRANT INFORMATION**

<b>1. Agency:</b>	Agency of Agriculture, Food & Markets (AAFM)		
<b>2. Department:</b>			
<b>3. Program:</b>	Acer Access and Development Program		
<b>4. Legal Title of Grant:</b>	Developing Markets & Increasing Awareness		
<b>5. Federal Catalog #:</b>	CDFA 10.174		
<b>6. Grant/Donor Name and Address:</b>	USDA - AMS 1400 Independence Ave, SW Room 4543-S Stop 0264 Washington, DC 20250-0264		
<b>7. Grant Period:</b>	<b>From:</b>	9/30/2018	<b>To:</b> 9/29/2021
<b>8. Purpose of Grant:</b>	Increasing maple sales and consumption through: a diverse public relations campaign; creation of online and social media promotional materials; assistance to VT Maple Sugar Makers Association in development of a strategic marketing plan; expansion of Maple Open House Weekend events; and, an international trade mission to develop and expand export opportunities.		
<b>9. Impact on existing program if grant is not Accepted:</b>	If this grant funding is not accepted, AAFM will not be able to increase its ability to provide marketing, technical, and promotional assistance to Vermont's maple industry, a major sector of the state's agricultural economy.		

**10. BUDGET INFORMATION**

	SFY 1	SFY 2	SFY 3	Comments
	FY 19	FY 20	FY 21	
<b>Expenditures:</b>				
Personal Services	\$103,951	\$143,449	\$109,503	
Operating Expenses	\$34,892	\$43,764	\$64,353	
Grants	\$	\$	\$	
<b>Total</b>	<b>\$138,843</b>	<b>\$187,213</b>	<b>\$173,856</b>	
<b>Revenues:</b>				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$123,691	\$167,589	\$153,043	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$15,152	\$19,624	\$20,813	
Other Funds:	\$	\$	\$	
Grant (source )	\$	\$	\$	
<b>Total</b>	<b>\$138,843</b>	<b>\$187,213</b>	<b>\$173,856</b>	

<b>Appropriation No:</b>	2200030000	<b>Amount:</b>	\$138,843
			\$
			\$
			\$
			\$


**DEC 19 2018**

**STATE OF VERMONT REQUEST FOR GRANT (\*) ACCEPTANCE (Form AA-1)**

		\$
		\$
	<b>Total</b>	\$138,843

**PERSONAL SERVICE INFORMATION**

**11. Will monies from this grant be used to fund one or more Personal Service Contracts?**  Yes  No  
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: Alyson Eastman Agreed by: \_\_\_\_\_ (initial)  **A.E.**

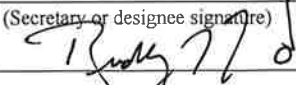
12. Limited Service Position Information:	# Positions	Title
	1	Agriculture Development Specialist I
<b>Total Positions</b>	1	

**12a. Equipment and space for these positions:**  Is presently available.  Can be obtained with available funds.

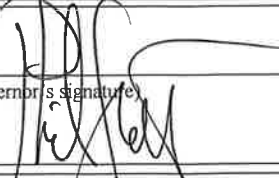
**13. AUTHORIZATION AGENCY/DEPARTMENT**

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature:	Date:
	Title:	
	Signature:	E-SIGNED by Alyson Eastman on 2018-12-14 20:47:43 UTC
	Title:	Date:

**14. SECRETARY OF ADMINISTRATION**

<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) 	Date: 1/9/19
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**15. ACTION BY GOVERNOR**

<input checked="" type="checkbox"/> Accepted	(Governor's signature) 	Date: 1/14/19
<input type="checkbox"/> Rejected		

**16. DOCUMENTATION REQUIRED**

**Required GRANT Documentation**

<input checked="" type="checkbox"/> Request Memo	<input type="checkbox"/> Notice of Donation (if any)
<input type="checkbox"/> Dept. project approval (if applicable)	<input type="checkbox"/> Grant (Project) Timeline (if applicable)
<input checked="" type="checkbox"/> Notice of Award	<input type="checkbox"/> Request for Extension (if applicable)
<input type="checkbox"/> Grant Agreement	<input type="checkbox"/> Form AA-1PN attached (if applicable)
<input checked="" type="checkbox"/> Grant Budget	

**End Form AA-1**

(\*) The term "grant" refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency, department, commission, board, or other part of state government (see 32 V.S.A. §5).



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**Agency of Agriculture Food & Markets**

116 State Street  
Montpelier, VT 05620  
[www.Agriculture.Vermont.gov](http://www.Agriculture.Vermont.gov)

## Memorandum

TO: Mike Middleman, Budget Analyst, Department of Finance and Management  
Dan Dickerson, Fiscal Analyst, Joint Fiscal Office

FROM: Anson Tebbetts, Secretary  
Agency of Agriculture, Food & Markets

E-SIGNED by anson tebbetts  
on 2018-12-14 20:31:46 UTC

DATE: December 14, 2018

SUBJECT: USDA ACER FUNDING FOR MAPLE MARKETING AND DEVELOPMENT

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This memo is to inform the Agency of Administration that the Vermont Agency of Agriculture, Food & Markets (VAAFAM) has been awarded \$499,912 from the United States Department of Agriculture (USDA) to implement a maple marketing and development program through September 2021. Enclosed is USDA's Notice of Grant Award outlining the grant award terms and conditions.

This federal funding from USDA will allow VAAFAM to execute a multi-pronged approach to increasing maple sales and consumption. In order to accomplish this, VAAFAM will:

- Develop and deploy a public relations campaign utilizing expertise from a contracted public relations agency, including tours to maple operations for media and social influencers, a fall media blitz, and a chef/tastemaker partnership;
- Create and release promotional materials for use online and in social media networks;
- Assist Vermont Maple Sugar Makers Association in developing a marketing plan to provide clarity and consistency for consumers with the assistance of a contracted professional firm;
- Expand the annual Maple Open House Weekend into a month long event through partnerships with Vermont Department of Tourism and Marketing, Vermont Maple Sugar Makers Association, Dig In Vermont, and Vermont Fresh Network to highlight maple production and the year round outdoor recreation and tourism opportunities that exist on or near sugarbushes; and
- Undertake an international trade mission with Vermont maple producers.

The receipt of this grant award includes funding for 50% of one limited service position PG23 – Agriculture Development Specialist I. This funding will be combined with FDA funding for Food Safety Modernization Act (FSMA) work (JFO #2857) in order to fully fund a new Limited Service Position.





## NOTICE OF AWARD

United States  
Department of  
Agriculture

September 10, 2018

Agricultural  
Marketing  
Services

ATTN: Marcey Hodgdon, Financial Director II  
MONTPELIER, VT

Acer Access and  
Development  
Program

SUBJECT: Agricultural Marketing Service (AMS) Notice of Award (NOA) for  
Agreement No. AM190100XXXXG002

1400  
Independence  
Ave, SW  
Room 4543-S  
Stop 0264  
Washington, DC  
20250-0264

CFDA#: 10.174

Project Director: Marcey Hodgdon

Project Title: Developing Markets and Increasing Awareness

Period of Performance: September 30, 2018-September 29, 2021

AMS Award Amount: \$499,912.00

Matching Funds Amount: \$0.00

Dear Marcey Hodgdon:

The Agricultural Marketing Service (AMS) hereby awards a grant to AGRICULTURE FOOD MARKETS VERMONT AGENCY OF in support of the above referenced program. This Award is pursuant to (CFDA# 10.174, Acer Access and Development Program) and is subject to:

1. Your organization's application package, including the SF-424, SF-424B, Application/Project Narrative, Budget Summary/Narrative, other supporting letters and documents, as applicable, match verification, as applicable, AD-3030, Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants, as applicable, and AD-3031, Assurance Regarding Felony Conviction or Tax Delinquent Status for Corporate Applicants, as applicable.
2. Agricultural Marketing Service Grants Division General Award Terms and Conditions (<https://www.ams.usda.gov/sites/default/files/media/AMSGrantsTermsandConditions.pdf>)

Acceptance of this award requires an authorized AGRICULTURE FOOD MARKETS VERMONT AGENCY OF representative to sign and date the Grant Award and submit to MARTIN ROSIER at [martin.rosier@ams.usda.gov](mailto:martin.rosier@ams.usda.gov).

If you have any questions about this NOA, please contact the Federal Agency Project Manager listed in Box 13 of the attached Grant Agreement.

Sincerely,

Arthur Neal

USDA, Agricultural Marketing Service

**Grant Agreement Face Sheet**

<b>1. Accounting Code:</b> 9000007119		<b>2. Vendor I.D. (EIN):</b>		<b>3. DUNS Number:</b> 809376718	
<b>4. Agreement Number:</b> AM190100XXXXG002		<b>5. Type of Instrument:</b> Grant Agreement		<b>6. CFDA Number:</b> 10.174	
<b>7. Title of Agreement:</b> Developing Markets and Increasing Awareness					
<b>8. Objective:</b> To support the efforts of States, tribal governments, and research institutions to promote the domestic maple syrup industry through the following activities: (1) Promotion of research and education related to maple syrup production; (2) Promotion of natural resource sustainability in the maple syrup industry; (3) Market promotion for maple syrup and maple-sap products; (4) Encouragement of owners and operators of privately held land containing species of trees in the genus Acer—(A) to initiate or expand maple-sugaring activities on the land; or (B) to voluntarily make the land available, including by lease or other means, for access by the public for maple-sugaring activities.					
<b>9. Statement of Work:</b> This agreement shall be carried out by the organizational units or officials of the Federal Agency and the Recipient in the manner and subject to the conditions provided in the Agricultural Marketing Service Grants Division General Award Terms and Conditions attached hereto and made a part of this agreement.					
<b>10. Legal Authority:</b> 7 U.S.C. 1632c, section 12306 of the Agricultural Act of 2014 (Public Law 113—79), Acer Access and Development Program					
<b>11. Federal Agency (Name and Address):</b> Acer Access and Development Program			<b>12. Recipient:</b> AGRICULTURE FOOD MARKETS VERMONT AGENCY OF 116 STATE STREET MONTPELIER, VT 05620-2901		
<b>13. Federal Agency Project Manager:</b> MARTIN ROSIER, NATIONAL PROGRAM MANAGER Telephone: Email: martin.rosier@ams.usda.gov			<b>14. Recipient Project Coordinator:</b> Marcey Hodgdon, Financial Director II Telephone: (802) 828-3567 Email: marcey.hodgdon@vermont.gov		
<b>15. Period of Performance:</b> September 30, 2018 through September 29, 2021			<b>16. Federal Agency Funding Amount:</b> \$499,912.00		<b>Non-Federal Matching Amount:</b> \$0.00
<b>PROVISIONS</b>					
This Agreement incorporates the following:  1. Approved application and budget including any mutually agreed upon budget revisions and other changes and amendments thereto. 2. Agricultural Marketing Service Grants Division General Award Terms and Conditions (August 2017) available at <a href="https://www.ams.usda.gov/sites/default/files/media/AMSGrantsTermsandConditions.pdf">https://www.ams.usda.gov/sites/default/files/media/AMSGrantsTermsandConditions.pdf</a> . 3. 2 CFR Part 200 and 2 CFR Part 400.					
<b>17. Federal Agency Representative Approval:</b> Arthur Neal Deputy Administrator Agricultural Marketing Service			<b>18. Recipient Representative Approval:</b> Name: <i>Anson Tebbetts</i> Title: <i>Secretary</i>		
<b>19. Federal Agency Representative Approval Signature:</b> Arthur Neal			<b>20. Recipient Representative Approval Signature:</b> <i>[Signature]</i>		
Date: 09/10/2018			Date: 9/25/18		



## VAAFMs Agriculture Development Specialist I

### Position Justification

The Vermont Agency of Agriculture, Food and Markets (VAAFMs) Agriculture Development Division will establish the following Limited Service Position:

#### Agriculture Development Specialist I

Under the supervision of the Ag Development Division Director, this new Limited Service Position will be responsible for the work plan outlined in the recently awarded USDA Acer Market Development grant. This will be combined with an additional scope of work using funding secured through the FDA Food Safety Modernization Act (JFO #2857) to create a full-time limited service position.

The Agriculture Development Specialist I will support VAAFMs's Ag Development Division by engaging in the following scope of work:

#### Maple

- Developing PR and social media campaigns that target consumers, media, and social influencers across New England and the United States;
- Assist the Vermont Maple Sugar Makers Association (VMSMA) in finalizing a marketing plan;
- Collaborate with supporting organizations, agencies, and departments to expand maple open house weekend into a more robust month-long event;
- Plan and assist in an international trade mission.

#### FSMA

- Develop producer focused educational materials;
- Provide outreach and technical assistance to producers and others associated with the produce industry about the Food Safety Modernization Act;
- Assist in coordinating events and presentations.

This position is new to VAAFMs's Ag Development Division and will be fully funded through two federal fund sources: USDA Acer (subject of this JFO request) and FDA FSMA (JFO #2857).

## 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.*

The duties of the Agriculture Development Specialist I (PG 23) will require the following knowledge, skills and abilities, education and experience:

**Leadership** - This position will assist program managers in fund management and program implementation to accomplish goals of the Agency. They will be responsible for the development and dissemination of outreach and educational materials.

**Accountability** - This position takes an active role in communicating effectively and persuasively, in person, by phone and in writing, with business owners and partner organizations. This position will be expected to review and offer feedback on policies relevant to the Agency and Agriculture Development Division.

**Independence** - The individual in this position must be able to maintain effective working relationships to build trust within the Agency and with external partners. This position will be expected to work successfully as part of a team and manage a multifaceted workload with direction and planning support.

**Fund Management** - This position is responsible for assisting in the annualized management of grant and program funding of less than \$250,000.

**Education and Experience** - Bachelor's degree in the field of agriculture, land use planning, natural resources conservation, forestry, economics, marketing, public relations, economic development, or a closely related field AND one (1) years' experience at or above a technical level in agriculture, marketing, environmental conservation, communications, land use planning or a relevant field.

## 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 individual will work frequently with other staff in the Agriculture Development Division and may collaborate with other division's staff. They will interact with community and state partners (nonprofit, for profit, and federal), other Vermont agencies and departments, policy

groups, and the public. They will attend off-site visits to producer and market sites, public events, farms, and schools to collaborate and develop ideas to further the goals of the Agency.

The individual will attend events, table, and participate in partner efforts.

**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.

Internal SOV candidates must complete Lean White Belt training to be eligible for this position.

**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:

This position may work with an intern.

**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.

This individual will have regular check in meetings to determine priorities, scope of work, and progress on current projects. Supervisor will review documents meant for public consumption, including items such as reports, press releases, and other written materials. Individual will perform work with independence in determining daily activities and tasks.

**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.*

The individual must be detail oriented with ability to organize and prioritize activities to accomplish objectives in a timely, efficient, and cost effective manner. This position will write reports and analyze data to assist in developing Division priorities. Requires work in occasionally contentious situations requiring effective communication skills.

## 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 individual is responsible for supporting the promotion, marketing, and development work of the Agency. This position will develop capacity within the Agency by assisting with communication, event preparation, management of program logistics, and funding. They must offer the necessary assistance to grow programs, offer technical and financial assistance to the variety of agricultural stakeholders, producers, and grantees engaged with the Agency.

Expanding markets for Vermont agricultural products is a requirement for our food suppliers to be successful. A strong and engaged team of development staff at the Agency is necessary to offer the market growth and producer sustainability required to protect Vermont's working landscape, agricultural heritage, and healthy communities.

Individuals in this position will assist with the management of annualized grant and program funding of less than \$250,000. They will be expected to have a basic knowledge of fund management.

## 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?
Manage multiple priorities	30 hours/week
Engaging with external partners	10 hours/week
Event assistance	5 hours/month

- 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?

- 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?
marketing supplies	30 lbs	4 x per year
trade show materials	50 lbs	2 x per year

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

Type	How Much of the Time?
sitting/standing	35 hours/week
driving	5 hours/week

**Additional Information:**

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

Employee's Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

**Supervisor's Section:**

Carefully review this completed job description, but **do not** alter or eliminate any portion of the original response. Please answer the questions listed below.

1. What do you consider the most important duties of this job and why?

The most critical aspects of this job are assistance in program implementation and funding management associated with specific program areas. This position is responsible for development of outreach and educational materials to be shared with stakeholders, industry groups and representatives. This position is critical to program reporting, trend identification, and story telling as a result of data collection and analysis.

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?

An employee in this job must be able to efficiently and effectively manage a multifaceted workload with direction and planning support from the program leadership. The ability to maintain effective working relationships to build trust with colleagues and partners is essential to developing and implementing program goals. Familiarity in production, marketing, policy, and program development ensures that the Division's goals remain relevant in an ever-changing agriculture landscape.

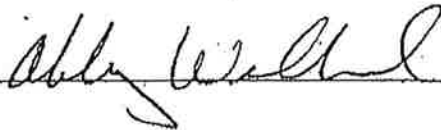
3. Comment on the accuracy and completeness of the responses by the employee. List below any missing items and/or differences where appropriate.

n/a

4. Suggested Title and/or Pay Grade:

Agriculture Development Specialist I (PG 23)

Supervisor's Signature (required):



Date: 8/31/18

**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).

[Empty box for describing organizational impact]

Suggested Title and/or Pay Grade:

[Empty box for suggested title and/or pay grade]

Personnel Administrator's Signature (required):

*Jana Modica*

Date:

*8/31/18*

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.

[Empty box for clarifying information and/or additional comments]

Suggested Title and/or Pay Grade:

[Empty box for suggested title and/or pay grade]

*[Handwritten Signature]*

Appointing Authority or Authorized Representative Signature (required)

*8/31/18*

Date



## **AGRICULTURE DEVELOPMENT SPECIALIST I**

**Job Code:** 305800

**Pay Plan:** Classified

**Pay Grade:** 23

**Occupational Category:** Agriculture and Forestry

**Effective Date:**

### **Class Definition:**

Position involves promotional, marketing, land use planning and development work for the Agency of Agriculture, Food, and Markets involving the expansion of markets for Vermont agricultural products. Incumbents assist in the implementation of comprehensive programs to address the Agency's mission, including protecting the farmland base in the state, developing the necessary infrastructure and markets to make farms more profitable, and promoting agricultural literacy. The individual must be able to work as part of a team, manage multiple projects in an efficient manner, communicate information clearly and effectively, collect and analyze data, and maintain partnerships. Work is performed under supervision of senior staff in the Agricultural Development Division.

### **Examples of Work:**

Job duties of the Agriculture Development Specialist I are based on programmatic responsibilities. The individual may:

- Assist program managers to accomplish goals of various Agency funding opportunities.
- Assist in fund management through grantee outreach and compiling information, including grant applications and reports, without sole responsibility for financial oversight.
- Assist as directed with development of outreach and educational materials to be shared with association representatives, buyers, partners and the media, in order to inform stakeholders, develop markets or promote agricultural products and industry, in multiple formats to include but not limited to web, print, video, and audio.
- Prepare promotional materials, including writing articles for publication in the Agency's newspaper - Agriview.
- Interact with partners to protect Vermont's agricultural land base, and develop markets and infrastructure.
- Support Agency participation in in-state and regional trade shows and events.
- Provide referrals to sources of technical, regulatory and financial assistance to agricultural producers.
- Assist with data collection and analysis to report on trends in the agricultural industry, domestic and international markets, and agricultural resource impacts and opportunities.
- Collaborate with other State Agencies and partners to create open lines of communication and strong working relationships.
- Represent the Agency at partner meetings and workshops.

- Develop, implement and accomplish an annual work plan that supports the vision and objectives of senior management.
- Performs related duties as required.

**Environmental Factors:**

Duties are performed in a variety of settings, including open floorplan office, producer and market sites, and public events, project sites and potential hearing settings. Some in-state and limited regional, out-of-state travel is involved for which private reliable means of transportation must be available. Occasional public communication, both verbally and in writing is required. An incumbent must coordinate activities with other departmental staff and interact considerably with agricultural and land development business people, interest groups and the general public. Certain required activities may occur outside of normal office hours.

**Minimum Qualifications**

**Knowledge, Skills and Abilities:**

- Knowledge of business marketing principles and/ or land use patterns and conservation principles
- Comfortable communicating effectively and persuasively, in person, by phone and in writing, with business owners and partner organizations.
- Ability to maintain effective working relationships to build trust with colleagues and partners.
- Ability to work as part of a programmatic team.
- Familiarity with outreach strategies and marketing principles.
- Familiarity with the economic factors involved in the production and marketing of agricultural or food products.
- Familiarity with the methodology of statistical data gathering, compilation and evaluation.
- Comfortable navigating applicable federal and state rules, regulations and procedures.
- Basic knowledge of fund management.
- Ability to manage a multifaceted workload with direction and planning support.
- Detail oriented with ability to organize activities to accomplish objectives in a timely and cost effective manner.
- Ability to review and offer feedback on relevant policies or controversial issues and report to management, as required.
- Working knowledge of software programs, as required (e.g. Microsoft Office).

**Education and Experience:**

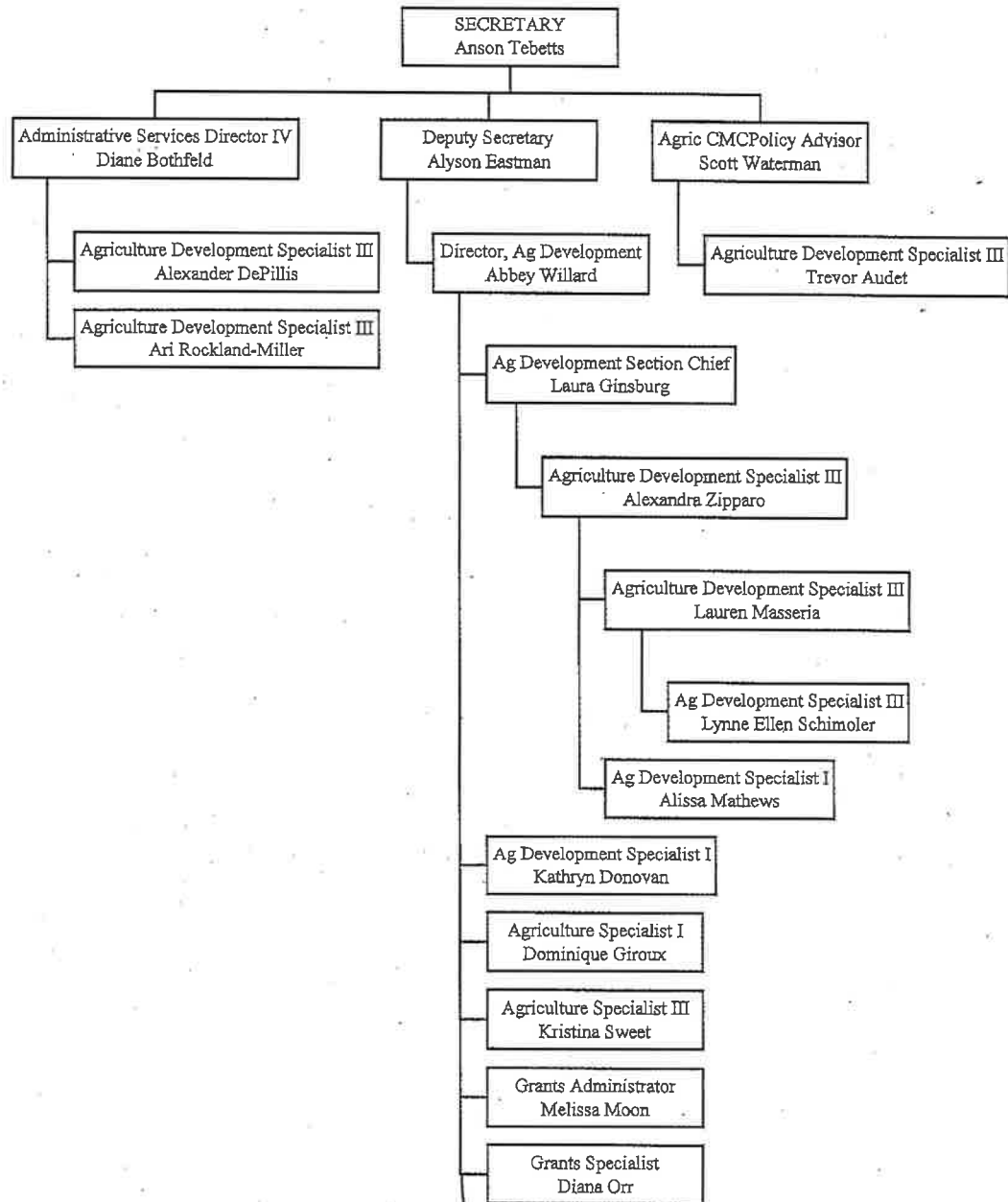
Bachelor's degree in the field of agriculture, land use planning, natural resources conservation, forestry, economics, marketing, public relations, economic development, or a closely related field AND one (1) years' experience at or above a technical level in agriculture, marketing, environmental conservation, communications, land use planning or a relevant field.

**Special Requirements:**

Internal SOV candidates must complete Lean White belt training to be eligible for this position.

Candidates must have experience of assistance in annualized management of grant and program funding of less than \$250,000.

AGRICULTURAL DEVELOPMENT DIVISION



New Position  
Ag Dev Specialist I

Vermont Agency of Agriculture, Food and Markets  
 USDA AMS- Acer Access and Development Program  
 FY18 Proposal: Developing Markets and Increasing Awareness for Vermont and U.S. Produced Maple  
 Fiscal Plan

<b>Description</b>	<b>Year 1 9/18-8/19</b>	<i>Year 1 Non- federal Match</i>	<b>Year 2 9/19-8/20</b>	<i>Year 2 Non- federal Match</i>	<b>Year 3 9/20-8/21</b>	<i>Year 3 Non- federal Match</i>	<b>Total Acer Request</b>
Personnel	\$33,525	\$9,000	\$42,210	\$17,500	\$44,175	\$17,500	\$119,910
Fringe Benefits	\$5,426	\$2,000	\$8,238	\$2,000	\$9,328	\$2,000	\$22,993
Travel	\$3,840		\$3,840		\$11,840		\$19,520
Equipment	\$2,900		\$600		\$600		\$4,100
Supplies	\$1,000		\$1,000		\$4,000		\$6,000
Contracts/Consultants	\$65,000		\$93,000		\$56,000		\$214,000
Other	\$12,000		\$18,700		\$27,100		\$57,800
<i>Indirect Costs</i>	\$15,152		\$19,624		\$20,813		\$55,589
<b>Yearly Totals</b>	<b>\$138,843</b>	<i>\$11,000</i>	<b>\$187,213</b>	<i>\$19,500</i>	<b>\$173,856</b>	<i>\$19,500</i>	<b>\$499,912</b>