



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Daniel Dickerson, Fiscal Analyst *DWD*
Date: February 1, 2018
Subject: Limited-Service Position Request #2908

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the administration.

JFO #2908 – One (1) limited-service position within the VT Agency of Agriculture, Food and Markets. The position would be titled Ag Development Coordinator. The position would manage ongoing federal grants for produce safety improvements and specialty crops, and would be responsible for local food and agriculture event support, and play a role in promoting Vermont agriculture and food business. The position would be funded through a mix of federal and state funds. Federal funding would come from the grants mentioned above relating to produce safety and specialty crops totaling approximately \$40k per year. The State funding would be \$11.6k annually in general fund dollars appropriated for the Farm-to-School program and \$30k annually in special fund dollars appropriated for the Eastern States Exposition. The state funds typically pay for a contractor (Eastern States Expo) and a temporary employee (Farm-to-School) to serve the functions associated with the funding and this limited-service position would maintain performance of the same functions in addition to performing the functions associated with the federal grants. The position would be funded through December 31, 2019. *[JFO received 01/31/18]*

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 February 16, 2018 we will assume that you agree to consider as final the Governor's acceptance of these requests.

JFO 2908

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: Agency of Agriculture, Food & Markets Date: November 29, 2017

Name and Phone (of the person completing this request): Abbey Willard, (802) 272-2885

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # 2857 & 2305

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):
Department of Health and Human Services - Food and Drug Administration - Office of Partnership and 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>
Ag Development Coordinator	1	Ag Development Division	1/1/18-12/31/19

*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:

As VAAFM implements its Vermont State Produce Safety Program, adequate capacity to manage both the Produce Safety Improvement Grants and the Specialty Crop Block Grants will be critical to the produce industry. This need for grant assistance combined with a desire for state staff to support the Vermont Building at the Eastern States Exposition and other local food promotion events, encourages creation of this position.

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)).

Abbey Willard Signature of Agency or Department Head Date 11/20/17

Abbey Willard Approved/Denied by Department of Human Resources Date 1/5/18

Abbey Willard Approved/Denied by Finance and Management Date 29 Jan 18

Abbey Willard Approved/Denied by Secretary of Administration Date 1/29/18

Comments:

JAN 08 2018

OK
STW 1/5/18



Agency of Agriculture Food & Markets

116 State Street
Montpelier, VT 05620

www.VermontAgriculture.com

Memorandum

To: Sam Winship, Asst Director Budget & Management; Finance & Management
Daniel Dickerson, Fiscal Analyst; Joint Fiscal Committee

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

Date: November 29, 2017

Subject: Request to establish one (1) limited service position

This memo is to request creation of one (1) limited service position in the Vermont Agency of Agriculture, Food, and Markets (VAAFAM) Ag Development Division. This Agriculture Development Coordinator position will assist in event support, grant program management, and agriculture and food business promotion. This scope of work is responding to expanding program development and industry feedback for additional outreach, education, and promotion assistance.

The Agriculture Development Coordinator position will assist in the on-site management and administrative support related to the Vermont building at the Eastern States Exposition in Springfield, Massachusetts; perform a critical event coordination role for other Agency of Agriculture supported events; administer various Ag Development Division grant programs supporting Vermont agriculture and food businesses; engage in maple and other industry group education and promotion activities.

This proposal redirects and aggregates a variety of state and federal funding sources, to support a full-time LSP.

The total position value is \$81,600.00:

- \$15,000 - Food Safety Modernization Act FDA Cooperative Agreement, JFO #2857
- \$25,000 - Specialty Crop Block Grant, JFO #2305
- \$30,000 - Eastern States Exposition (historically used to fund a contractor), and
- \$11,600 - Farm to School (this portion historically used to fund a temporary employee).

This memo is accompanied by our Agency's Limited Service Position Request form, position justification, and supporting Request for Reclassification materials.

We are submitting this memo in accordance with Title 32 Chapter 1 Section 5(a)(3).

Thank you for your review of this request.



VAAFMs Agriculture Development Coordinator: Position Justification

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

Agriculture Development Coordinator

Under the supervision of the Ag Development Division Director, this new Limited Service Position will be responsible for local food and agriculture event support, grant program management, and Vermont agriculture and food business promotion. This scope of work is responding to expanding program development and industry feedback for additional outreach, education, and promotion assistance.

The Agriculture Development Coordinator will support VAAFMs Ag Development Division by engaging in the following scope of work:

- Assist in the on-site management and administrative support related to the Vermont building at the Eastern States Exposition in Springfield, Massachusetts;
- Perform a critical event coordination role for other Agency of Agriculture supported events;
- Administer various Ag Development Division grant programs supporting Vermont agriculture and food businesses; and
- Engage in maple and other industry group education and promotion activities.

This position is new to VAAFMs Ag Development Division and will be fully funded by a combination of federal funding, JFO #2857 and #2305, and state sources that are being aggregated and redirected to support this full-time LSP.

VAAFM's Agriculture Development Coordinator: Position Justification

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

Agriculture Development Coordinator

Under the supervision of the Ag Development Division Director, this new Limited Service Position will be responsible for local food and agriculture event support, grant program management, and Vermont agriculture and food business promotion. This scope of work is responding to expanding program development and industry feedback for additional outreach, education, and promotion assistance.

The Agriculture Development Coordinator will support VAAFM's Ag Development Division by engaging in the following scope of work:

- Assist in the on-site management and administrative support related to the Vermont building at the Eastern States Exposition in Springfield, Massachusetts;
- Perform a critical event coordination role for other Agency of Agriculture supported events;
- Administer various Ag Development Division grant programs supporting Vermont agriculture and food businesses; and
- Engage in maple and other industry group education and promotion activities.

This position is new to VAAFM's Ag Development Division and will be fully funded by a combination of federal funding, JFO #2857 and #2305, and state sources that are being aggregated and redirected to support this full-time LSP.

AGRICULTURE DEVELOPMENT COORDINATOR

Job Code: 305800

Pay Plan: Classified

Pay Grade: 23

Occupational Category: Administrative Services, HR & Fiscal Operations

Effective Date: 01/13/2014

Class Definition:

Promotional, marketing, land use planning and development work for the Agency of Agriculture Food & Markets. This work may involve the expansion of markets for Vermont agricultural products or land use development review in a regulatory context. Duties include assistance to the agricultural community with advocacy, infrastructure development and technical assistance. Position will work under supervision of Deputy Secretary or other senior staff member in a team environment. Work product will be determined weekly depending on a particular program assignment.

Examples of Work:

Job duties include advocating on different aspects of the farming industry including preservation of farmland, promotion of local foods to school and institutions, and providing a variety of technical assistance. Assists in the implementation of comprehensive programs to address the Agency's mission of promoting agriculture as a business, protecting the farmland base in the state, and developing the necessary infrastructure and markets to make farms more profitable, and to protect the Agency's interests when appropriate. As part of technical assistance, the individual will conduct detailed analysis, and share information with appropriate

state officials, or industry representatives to further the goals of a specific program such as Working Lands Enterprise program, Farm to School program, or Act 250-Criterion 9(B). The individual may:

share information with commodity representatives, food buyers, chain stores, independent grocers, and the media, which develop markets and effective procedures for the promotion of specific agricultural products.

coordinate and provide information on sources of technical assistance to agricultural producers in developing new products and more efficient production methods.

provide assistance by preparing materials to arrange funding from governmental, industry, and interest groups for promotional campaigns.

review development plans for conformance with state land use law and provide recommendations to the District Environmental Commissions.

develop and implement outreach, communications and/or marketing plans for meeting the needs of a particular program within the purview of the Agency.

assist with the management of funding, including reports of outcomes from funding and or quarterly reporting of goals.

prepare a variety of promotional materials and/or program reports including writing articles for publication in the Agency's newspaper - Agriview.

make presentations in a variety of forums.

assist in Agency participation in in-state trade shows.

be primary liaison with quasi-state boards or commissions.

Performs related duties as required.

Environmental Factors:

Duties are performed in a variety of settings, including office, producer and market sites, and public events, project sites and potential hearing settings. Substantial in-state travel is involved for which private reliable means of transportation must be available. Public contact and communication, both verbally and in writing, is frequently necessary. 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 will occur outside of normal office hours.

Minimum Qualifications

Knowledge, Skills and Abilities:

Considerable knowledge of marketing principles and/ or land use principles.

Considerable ability to organize activities to accomplish objectives in a timely and cost effective manner.

Comfortable with to public speaking and engaging a variety of audiences in a positive and persuasive manner.

Working knowledge of the basic laws of economics.

Working knowledge of the methodology of statistical data gathering, compilation and evaluation.

Familiarity with Federal and state rules, regulations and procedures.

Ability to interpret plans and use online mapping programs.

Ability to communicate in multiple written formats such as technical writing, articles and correspondence.

Ability to establish and maintain effective work relationships.

Detail oriented and able to evaluate complex and controversial issues.

Education and Experience:

Bachelor's degree in the field of agriculture, land use planning, natural resource management, forestry, economics, marketing, public relations or communications AND two (2) years or more at or above a technical level in agriculture, marketing, public relations, communications, land use or natural resource planning, or advertising.

Special Requirements: n/a



Agency of Agriculture Food & Markets
116 State Street
Montpelier, VT 05620
www.VermontAgriculture.com

Memorandum

To: Sam Winship, Asst Director Budget & Management; Finance & Management
Daniel Dickerson, Fiscal Analyst; Joint Fiscal Committee

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

Date: November 29, 2017

Subject: Request to establish one (1) limited service position

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Thank you for your review of this request.



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: Agriculture Development Coordinator

Agency/Department/Unit: 02200- Agric/Agric Dev/ Gen Ad Work Station: Montpelier Zip Code: 05602

Supervisor's Name, Title and Phone Number: Abbey Willard, Food System Section Chief

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.

Promotional, marketing, land use planning and development work for the Agency of Agriculture Food & Markets. This work may involve the expansion of markets for Vermont agricultural products or land use development review in a regulatory context. Duties include assistance to the agricultural community with advocacy, infrastructure development and technical assistance. Work is performed under the supervision of the Food Systems Section Chief in conjunction with senior staff in the Ag Development Division or the Administration. Interaction with various agricultural producers, marketing groups, consultants, state agencies and quasi state agencies is involved.

Examples of Work:

Job duties include advocating on different aspects of the farming industry including preservation of farmland, promotion of local foods to school and institutions, and providing technical assistance. Assists in the implementation of comprehensive programs to address the Agency's mission of promoting agriculture as a business, protecting the farmland base in the state and developing the necessary infrastructure, market to make farms more profitable, and to protect the Agency's interests when appropriate. As part of technical assistance, the individual will conduct detailed analysis, and share information with appropriate state officials, or industry representatives to further the goals of a specific program such as Working Lands Enterprise program, Farm to School program, Act 250-Criterion 9(B). The individual may

- share information with commodity representatives, food buyers, chain stores, independent grocers, and the media, which develop markets and effective procedures for the promotion of specific agricultural products.
- coordinate and provide information on sources of technical assistance to agricultural producers in developing new products and more efficient production methods.
- provide assistance by preparing materials to arrange funding from governmental, industry, and interest groups for promotional campaigns.
- review development plans for conformance with state land use law and provide recommendations to the District Environmental Commissions.
- develop and implement outreach, communications and/or marketing plans for meeting the needs of a particular program within the purview of the Agency.
- assist with the management of funding, including reports of outcomes from funding and or

quarterly reporting of goals.

prepare a variety of promotional materials and/or program reports including writing articles for publication in the Agency's newspaper – Agriview.

•Make presentations in a variety of forums.

•assist in Agency participation in in-state trade shows.

•Be primary liaison with quasi-state boards or commissions. (What) Justifies the continued funding of the grant funded position.

(How) Reports quarterly on work to the Vermont Housing and Conservation Board.

(Why) To ensure continued technical support to the Act 250 District Commissions on the 9(B) Criterion this furthers the states ability to plan development so as to maintain the historic settlement pattern of compact village and urban centers separated by rural countryside [24 V.S.A. §4302 (c)].

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.*

Vermont Office of the Attorney General

Vermont Housing and Conservation Board

Natural Resources Board

Act 250 District Coordinators

Working Lands Enterprise Board

Vermont Agriculture and Forestry Development Board

Agency of Agriculture and Department of Forest and Parks personnel

Agricultural Industry in Vermont – farmers, value added processors, ag related businesses

Forestry Industry in Vermont – forest owners, loggers, value added processors and forestry related businesses

Partners in Agriculture and Forestry – UVM Extension, USDA County Foresters, Vermont Feed Dealers Association, Northeast Organic Farmers Association, Forest Products Association, Vermont Farm Bureau, Northern Woodlands Association, USDA Farm Services Agency, USDA Natural Resource Conservation Service and Vermont Association of Conservation Districts.

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.

Education: Bachelor's degree in the field of agriculture, land use planning, natural resource management, forestry, economics, marketing, public relations or communications AND two (2) years or more at or above a technical level in agriculture, marketing, public relations, communications, land use or natural resource planning, or advertising. .

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.

Position will work under supervision of Food Systems Section Chief or other senior staff member in a team environment. Work product will be determined weekly depending on a particular program assignment.

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.*

Considerable knowledge of marketing principles and/ or land use principles.

Familiarity with Federal and state rules, regulations and procedures.

Working knowledge of the basic laws of economics.

Working knowledge of the methodology of statistical data gathering, compilation and evaluation.

Ability to interpret plans and use online mapping programs.

Considerable ability to organize activities to accomplish objectives in a timely and cost effective manner.

Comfortable with to public speaking and engaging a variety of audiences in a positive and persuasive manner.

Ability to communicate in multiple written formats such as technical writing, articles and correspondence.

Ability to establish and maintain effective work relationships.

Detail oriented and able to evaluate complex and controversial issues.

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.*

Individual may be involved in assisting with potential granting programs by developing Requests for Proposals, reviewing incoming applications and assisting senior staff in review of applications. Individual may be involved assisting with the preservation of farmland and ensuring it's available for future producers throughout the state by assisting in the advocacy of the Agency's interests in the Act 250 permitting process. Individual may be involved in assisting in the development and implementation of marketing and promotion programs with senior staff.

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?
Multitasking and deadline management	25%

- 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?
N/A	

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?
promotional materials in boxes	25 lbs.	25%

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

Type	How Much of the Time?
Sitting	75%
walking/standing/driving	25%

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): N/A 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?

This position will establish a direct consumer marketing program focused on consumer access and producer marketing relationships with farmers' markets, farm stands and CSA (community supported agriculture) farms.

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?

Experience in working with food and farm businesses, understanding marketing principles, and collaboratively managing relationships within a network of agricultural producers, state and federal agencies, nonprofit partners, funders, and service providers. Communication, data collection and analysis experience is desired. Knowledge of local food systems or agritourism, event coordination, and strong group facilitation skills are key.

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 Coordinator, PG 23

Supervisor's Signature (required):



Date: 12/4/17

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).

No

Suggested Title and/or Pay Grade:

Agriculture Development Coordinator, PG 23

Personnel Administrator's Signature (required):

Jane Modica

Date:

12/1/17

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:

Agriculture Development Coordinator, PG 23

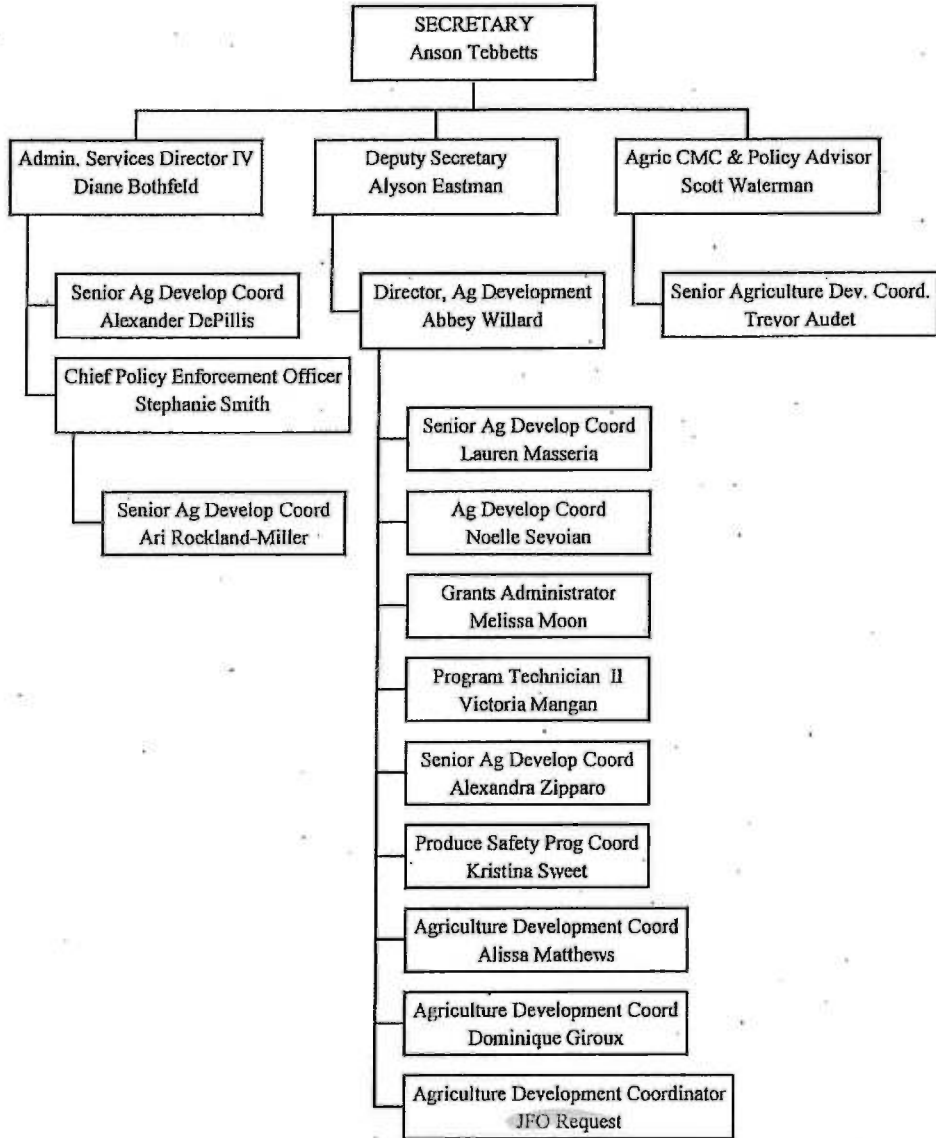
Alyssa L...

Appointing Authority or Authorized Representative Signature (required)

Date

12/1/17

AGRICULTURAL DEVELOPMENT DIVISION



VERMONT DEPARTMENT OF PERSONNEL
Request for Classification Review
Position Description Form A

- **This form is to be used by managers and supervisors to request classification of a position (filled or vacant) when the duties have changed, and by managers and supervisors to request the creation of a new job class/title (for a filled, vacant, or new position), and by employees to request classification of their position.**
- This form was designed in Microsoft Word to download and complete on your computer. This is a form-protected document, so information can only be entered in the shaded areas of the form.
- If you prefer to fill out a hard copy of the form, contact your Personnel Officer.
- To move from field to field use your mouse, the arrow keys or press Tab. Each form field has a limited number of characters. Use your mouse or the spacebar to mark and unmark a checkbox.
- Where additional space is needed to respond to a question, you might need to attach a separate page, and number the responses to correspond with the numbers of the questions on the form. Please contact your Personnel Officer if you have difficulty completing the form.
- The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office. All sections of this form are required to be completed unless otherwise stated.

INSTRUCTIONS: Tell us about the job. The information you provide will be used to evaluate the position. It will not be used in any way to evaluate an employee's performance or qualifications.

Answer the questions carefully. The information you give will help ensure that the position is fairly evaluated. Here are some suggestions to consider in completing this questionnaire:

- Tell the **facts** about what an employee in this position is actually expected to do.
- Give **specific examples** to make it clear.
- Write in a way so a person unfamiliar with the job will be able to understand it.
- Describe the job **as it is now**; not the way it was or will become.
- Before answering each question, read it carefully.

To Submit this Request for Classification Review: If this is a filled position, the employee must sign the original* and forward to the supervisor for the supervisor's review and signature. The Personnel Officer and the Appointing Authority must also review and sign this request before it is considered complete. The effective date of review is the beginning of the first pay period following the date the complete Request for Classification Review is date stamped by the Classification Division of the Department of Personnel.

*An employee may choose to sign the form, make a copy, submit original to supervisor as noted above, while concurrently sending the copy to the Classification Division, 144 State Street, Montpelier, with a cover note indicating that the employee has submitted the original to the supervisor and is submitting the copy as a **Concurrent filing**.

If this is a request (initiated by employees, VSEA, or management) for review of all positions in a class/title please contact the appropriate Classification Analyst or the Classification Manager to discuss the request prior to submitting.