



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee members  
From: Daniel Dickerson, Fiscal Analyst  
Date: August 19, 2016  
Subject: Position Request #2840

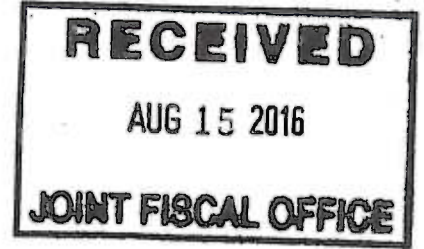
Enclosed please find one (1) item that the Joint Fiscal Office has received from the administration.

**JFO #2840** – One (1) limited-service position within the VT Agency of Agriculture, Food and Markets. The position will be titled Agriculture Development Coordinator and will focus on consumer access and producer marketing relationships with farmer's markets and community-supported agriculture (CSA) farms. Currently, these duties are performed by a temporary, part-time employee who will be leaving to accept a different job soon. The Agency would like to convert the position to full-time, limited-service due to the increasing demands placed on the position. The Agency will pay for the position with ongoing grant funding from the USDA Agriculture Marketing Service through September, 2017.

*[JFO received 8/15/16]*

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; [ddickerson@leg.state.vt.us](mailto:ddickerson@leg.state.vt.us)) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by September 2, 2016 we will assume that you agree to consider as final the Governor's acceptance of these requests.

JFO #2840



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: July 28, 2016

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 # 2729 & 2305

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

2729 - USDA, Agricultural Marketing Service, Market Development  
2305 - USDA, Agricultural Marketing Service, Specialty Crop Block Grant Program

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:

Title* of Position(s) Requested	# of Positions	Division/Program	Grant Funding Period/Anticipated End Date
Agriculture Development Coordinator	1	Ag Development	8/1/16-9/30/17

\*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 Vermont's local markets continue to grow, the consumer awareness of buying local expands, efforts to increase fruit and vegetable consumption increases, and the need for sustainable production of local foods continues to grow. This local food system expansion is driving demand for a full-time Direct to Consumer Coordinator at VAAFM. This position will be essential to the establishment of our direct to consumer marketing presence across Vermont.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).

[Signature]  
Signature of Agency or Department Head Date: 7/29/16

[Signature]  
Approved/Denied by Department of Human Resources Date: 8/4/16

[Signature]  
Approved/Denied by Finance and Management Date: 8/10/16

[Signature]  
Approved/Denied by Secretary of Administration Date: 08/16/16

Comments:

AUG 3 - 2016



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**Agency of Agriculture Food & Markets**

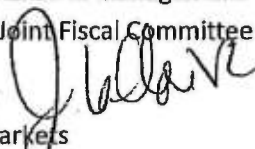
116 State Street  
Montpelier, VT 05620

[www.VermontAgriculture.com](http://www.VermontAgriculture.com)

## Memorandum

TO: Sam Winship, Budget Analyst, Finance & Management  
Daniel Dickerson, Fiscal Analyst, Joint Fiscal Committee

FROM: Jolinda LaClair, Deputy Secretary  
Agency of Agriculture, Food & Markets



DATE: July 29, 2016

SUBJECT: LIMITED SERVICE POSITION FOR DIRECT TO CONSUMER MARKETING EFFORTS

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This memo accompanies our Agency's Limited Service Position (LSP) Request Form. We intend to share the circumstances that directs our ask to expedite the approval process for this LSP.

We have had a temporary position, Local Foods Tracking Administrative Coordinator, for the past year who developed a program to collect, compile, and publicize local food pricing data from farmers' markets. But as the demand for more direct to consumer pricing data, statewide surveying, engagement in food access initiatives, and local food consumption efforts have grown, the need for this position to be full-time has arisen.

The individual occupying the temporary position has accepted another position in state government, with her last day at the Agency being August 5, 2016. This transition has elevated the need to accelerate the LSP permission process. The federal funding from USDA-AMS backing the temporary position remains available and accessible to a LSP. Additional longer term funding from USDA-AMS has been solicited and will be available later in August 2016.

We hoped to advertise for the Ag Development Coordinator Limited Service Position in early August, if possible. We can document the work need and the funding for the position.

Thank you for your consideration in expediting this process.



The Vermont Agency of Agriculture, Food and Markets (VAAFMM) will establish a direct to consumer marketing program with a full time staff person focused on consumer access and producer marketing relationships with farmers' markets, farm stands, and CSA (community supported agriculture) farms.

Direct to Consumer position duties will include:

**Objective 1: Collect and disseminate local food pricing data from farmers' markets and farm stands to both consumers and producers.**

- Continuation of local food pricing data collection program from farmers' markets to guide consumers informed food purchasing choices and collect data for producers to competitively price their products for direct markets
- Expansion of local food pricing data collection to include farm to school programs, farmstands and eventually food hubs

**Objective 2: Expand the promotion and marketing of local direct to consumer markets through an online, convenient directory.**

- Maintain a consumer directory of farmers' markets, CSAs, and farmstands for in-state consumers to visitors to Vermont to query for geographic and product availability
- Annual solicitation and maintenance of consumer directories of farmers' markets, CSAs, and farmstands
- Align directory data with VFN's DigIn, Farm to Plate, and VT Department of Tourism and Marketing

**Objective 3: Conduct annual producer surveys for farmers' markets, farm stands, and CSAs to capture economic impact and industry demographics.**

- Annual solicitation and maintenance of surveys to farmers' markets, CSAs, and farmstands capturing data on sales, market viability, product offerings, TA needed. *(Annual surveys will populate the online directories and provide marketing data)*

**Objective 4: Coordinate the producer associations and organizations that support direct to consumer marketing to strategize solutions to support consumer awareness and producer profitability.**

- Promotion and marketing of direct to consumer marketing opportunities
- Engagement with the VTFMA and other organizations and associations that support direct to consumer marketing
- Support partnership with public, private and nonprofit entities to increase the economic impact of agritourism on the working landscape

**Objective 5: Host local and regional events that support and promote local food markets and agritourism experiences.**

- Engage in coordinating events that support and promote local food marketing directly to consumers along with enhancing agritourism activities.
- Coordination of events that support and promote local food markets
  - Consumer Night at VT Farm Show
  - Statehouse Buy Local Market
  - Breakfast on the Farm
  - National Farmers Market Week
  - Open Farm Week

**Objective 6: Engage in food access initiatives across Vermont**

- Engage in EBT at farmers' market work group, led by NOFA-VT
- Support Farm to Family program activities in collaboration with DCF
- Collaboration with organizations like Salvation Farms and VT Food Bank

## Direct to Consumer position descriptive paragraph

### **Overview:**

This Agriculture Development Coordinator position will focus on consumer access and producer marketing relationships with farmers' markets, farmstands, and CSA (community supported agriculture) farms. Tasks will include collecting local food pricing data from farmers' markets, farm to school programs, and farmstands, to guide consumers informed food purchasing choices and collect data for producers to competitively price their products for direct markets; maintaining a consumer directory of farmers' markets, CSAs, and farmstands for in-state consumers and visitors to Vermont to query for geographic and product availability; and engaging in coordinating events that support and promote local food marketing directly to consumers along with enhancing agritourism activities. 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 is preferred. Communication, data collection and analysis experience is desired. Knowledge of local food systems or agritourism, event coordination, and strong group facilitation skills are ideal.

## Daniel Dickerson

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**From:** Willard, Abbey <Abbey.Willard@vermont.gov>  
**Sent:** Thursday, August 18, 2016 4:26 PM  
**To:** Daniel Dickerson  
**Subject:** RE: Request for info from JFO  
**Attachments:** FW: FY 2016 SCBGP VT State Plan Review; Reimbursement for Vermont

Hi Daniel,

Thank you for contacting me about this position and I apologize about the delay.

Attached are emails that confirm both additional federal funding sources for this LSP have been confirmed:

1. USDA-AMS SCBG state plan approved that includes our Direct to Consumer Marketing position outline and \$52,803 budget request
2. USDA-AMS Market News commitment of \$40,000

Local Foods Data Tracking Program/Direct to Consumer Position budget outline:

Local Foods Data Tracking Program position budget

Category	Resp. party	rate/hour	Duration (weeks)	# markets	total
Stipend	farmers market managers, schools & food hubs	\$15	20	15	\$4,500
		\$15	10	15	\$2,250
Staff Ag Dev Coordinator - PG 23	salary				\$48,110
	benefits				\$29,541
IT needs	cell phone	50	12		\$600
	citrix	135	1		\$135
PR/Communication					\$539
database development support					\$2,500

training/workshops					\$1,500
Vehicle use	VAAFM staff				\$3,128
<b>Total</b>					<b>\$92,803</b>
USDA AMS Market News					\$40,000
SCBG request					\$52,803

Please let me know if you need any additional information in reference to this LSP expedited request.  
Thank you

Thanks,  
Abbey

Abbey Willard  
Food Systems Section Chief

Vermont Agency of Agriculture, Food & Markets  
116 State St, Montpelier Vermont 05602-2901  
Tel:802-272-2885  
[abbey.willard@vermont.gov](mailto:abbey.willard@vermont.gov)  
<http://agriculture.vermont.gov/>

Connect with VAAFM on [Twitter](#) and [Facebook](#)  
Click [HERE](#) to sign up for the NEW VAAFM Agriview E-Newsletter!

**From:** Daniel Dickerson [<mailto:ddickerson@leg.state.vt.us>]  
**Sent:** Thursday, August 18, 2016 3:15 PM  
**To:** Willard, Abbey <[Abbey.Willard@vermont.gov](mailto:Abbey.Willard@vermont.gov)>  
**Subject:** Request for info from JFO

Hi Abbey,

Per our brief phone exchange, could you please forward emails pertaining to funding for the limited-service position that you have requested?

Thank you

**Daniel Dickerson**  
*Fiscal Analyst / Business Manager*  
Legislative Joint Fiscal Office  
One Baldwin Street | Montpelier, VT 05633-5701  
802.828.2472

## 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.



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.**

## 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.

Positon will work under supervision of Food Systems Section Chief or other senior staff member in a team enviroment. 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.

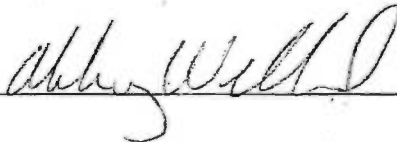
3. Comment on the accuracy and completeness of the responses by the employee. List below any missing items and/or differences where appropriate.

N/A

4. Suggested Title and/or Pay Grade:

Agriculture Development Coordinator, PG 23

Supervisor's Signature (required):



Date: 8/2/16

**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:

8/2/2016

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:

Agriculture Development Coordinator, PG 23

[Signature]

Appointing Authority or Authorized Representative Signature (required)

Date

8/2/16



AGRICULTURAL DEVELOPMENT DIVISION

