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STATE OF VERMONT
GENERAL ASSEMBLY
JOINT FISCAL COMMITTEE

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MEMORANDUM

To: Joint Fiscal Committee Members

From: Maria Belliveau *MB*

Date: March 3, 2017

Subject: JFO #2877 – Request from the Department of Public Safety for Two Limited Service Forensic Chemist II Positions

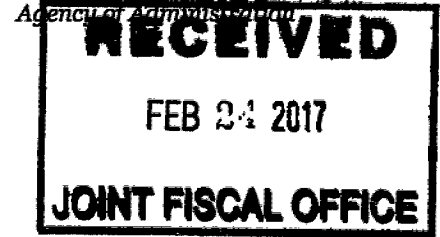
The Department of Public Safety has requested authority to establish two new limited service positions, Forensic Chemist II. These positions will be funded with an existing federal grant through the Governor's Highway Safety Program and will be a pay grade 24 that has a starting annual salary of \$49,691 plus benefits.

The two positions will work in the Vermont Forensic Laboratory and will perform in-state testing for drugged driving cases. The Governor's Highway Safety Program has allocated funds to purchase new equipment and instrumentation for this analysis work in addition to funding the two positions.

Please review the enclosed materials and notify the Joint Fiscal Office (Maria Belliveau at mbelliveau@leg.state.vt.us or Daniel Dickerson at ddickerson@leg.state.vt.us) if you have questions or would like this item held for legislative review. Unless we hear from you to the contrary by March 17, 2017 we will assume that you agree to consider as final the Governor's acceptance of this request.

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

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



NF 2/22/17

MEMORANDUM

TO: Andy Pallito, Commissioner, Finance and Management
FROM: Nick Foss, Budget Analyst, Finance and Management
RE: Limited Service Position Request from the Department of Public Safety
DATE: February 22, 2017

Attached please find a Limited Service Position Request Form to be delivered to the Joint Fiscal Committee for acceptance. The positions being requested is for two Forensic Chemist II, which will be funded through federal dollars from the Governor's Highway Safety Program, which is a federally funded program administered by the Vermont Agency of Transportation. Details on the position responsibilities, compensation, and accountability metrics are included in the package.

I recommend approval so this request may move forward.



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: Department of Public Safety Date: January 30, 2017

Name and Phone (of the person completing this request): Christopher Herrick 802-241-5376

Request is for:

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

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):
 Governor's Highway Safety Program through the Vermont Agency of Transportation

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>
Forensic Chemist II	2	VT Forensic Lab	FYI 18 with annual renewal from Governor's Highway Safety required

*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:
 See attached

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 of Agency or Department Head

Date

2/1/17

Approved/Denied by Department of Human Resources

Date

2/8/17

Approved/Denied by Finance and Management

Date

2/22/17

Approved/Denied by Secretary of Administration

Date

2/23/17

Comments:

Vermont prosecutors need a system for drugged driving cases that runs parallel to the system that has long been established for drunk driving cases; that is, a streamlined, in-state testing model that is supported by expert witnesses who are employed by the Vermont Forensics Lab (VFL). The groundwork for such a system is already in place, given the professional and expert staff at the VFL. An area for blood-drug testing has been identified, with impending renovations to be made using Capital funds. The Governor's Highway Safety Program has allocated funds to purchase new instrumentation and relevant equipment/supplies. However, the laboratory will require two additional staff members to analyze samples and offer expert testimony.

The Governor's Highway Safety Program is a federally funded program administered by the Vermont Agency of Transportation and these positions will not impact the general fund appropriation.

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.

Request for Classification Review Position Description Form A

For Department of Personnel Use Only

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

Incumbent Information:

Employee Name: Employee Number:

Position Number: Current Job/Class Title:

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

Supervisor's Name, Title, and Phone Number:

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

New Position/Vacant Position Information:

New Position Authorization: Request Job/Class Title:

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 Forensic Chemist II is the second level in the Forensic Chemist career ladder. The difference between the lower level Forensic Chemist I and this position is that a Forensic Chemist II has completed all trainee requirements, works without the close supervision and has at least one year of forensic laboratory experience or qualifying degree. In addition, the Forensic Chemist II must have attained sufficient expertise in one of the disciplines outlined for the Forensic Chemist I to work unaided and perform all tests in that discipline.

Each of the duties of the Forensic Chemist II outlined below is expected to be conducted with the highest level of quality and ethical standards as required by all members of the forensic science community.

Performs chemical, criminalistic, and physical analysis and comparisons of materials and samples. The Forensic Chemist II will work independently in the Toxicology section. The chemist will follow laboratory procedures to perform the analyses in order to provide the most accurate and unbiased results possible.

Interprets data, draws conclusions, and formulates opinions using techniques and instrumentation as necessary. The Forensic Chemist II will work independently to evaluate and draw conclusions from the analyses he/she has performed. Formulating an opinion regarding the results of analyses performed is a critical component of the work of a forensic chemist. It is vital to maintain the skills and knowledge required to formulate opinions that accurately reflect the results observed, taking care not to over- or under-state the results and what they mean.

Receives, maintains, records, and keeps custody of incoming physical samples and legal and criminal evidence in order to preserve and maintain chain of custody of evidence and information for use in future legal and criminal proceedings. The Forensic Chemist II will practice proper evidence handling, packaging, and sealing procedures as well as documentation of the chain of custody of evidence received by the VFL using the computerized LIMS system. The quality of the evidence analyzed, and therefore the quality of the analyses performed, rely on an intact chain of custody that provides confidence in the fact that the evidence has not changed during its time at the VFL.

Holds, returns, or disposes of materials and samples after analysis. The Forensic Chemist II will have knowledge of statutes and laboratory policies regarding the return or destruction of evidence after analysis at the VFL. The VFL does not store evidence after analysis, so chemists are responsible for understanding the procedures and the statutes, where appropriate, that dictate how long evidence is maintained and how that evidence is

disposed of.

Prepares interpretative reports of findings. The Forensic Chemist II will document his/her analyses, the results of those analyses, and the opinions developed from those results in an appropriate format. The chemist will also take part in the review process during which all analytical work is reexamined by another qualified chemist to ensure the quality of the work being performed. The nature of the field of forensic science requires an additional focus on quality--the review process in place that the Forensic Chemist II will participate in as a technical reviewer is standard in the forensic science community and is required by accrediting bodies.

Testifies under oath as an expert witness. The Forensic Chemist II will testify regarding his/her analytical work, chain of custody, and results and/or opinions resulting from his/her work. Forensic science is the meeting of science with the legal community. Therefore, a forensic chemist must be capable of presenting his/her work in a legal setting and explaining that work for a lay person to understand.

Performs routine and troubleshooting maintenance of instrumentation. Chemists utilize their experience, manufacturers' manuals and troubleshooting guides, and occasionally support from instrument manufacturers via telephone or email to keep the instrumentation that is vital to the ability of the laboratory to perform the analyses of evidence operational. Most of the instrumentation at the VFL does not have a back-up in place (in other words, the VFL does not have multiples of most of its instrumentation) so any down-time of instrumentation means a delay in analyzing evidence. The maintenance and troubleshooting of the instrumentation is vital to the timely evaluation of evidence by the VFL.

Prepares reagents, including those of a hazardous nature. The Forensic Chemist II will follow laboratory procedures for preparing the reagents required to perform the analytical procedures utilized by the respective sections of the VFL. The VFL is a relatively small laboratory, and as such each chemist is expected to play a role in maintaining the materials (including reagents) required to perform the analyses utilized within his/her section.

Attends courses, conferences, and seminars. The Forensic Chemist II will be expected to actively seek out continuing education and professional development opportunities. Accrediting bodies and the forensic science community at large require each chemist to remain current in his/her area of expertise. To do this, chemists must remain connected to the forensic science community through professional organizations and meetings as well as stay up-to-date with the current research in the field through continued trainings and readings.

Provides training and education to law enforcement and attorneys. Chemists provide regular support to officers and attorneys regarding specific questions they have for specific circumstances as well as providing more formal trainings through the Vermont Criminal Justice Training Council and trainings held at the VFL. Informing the officers collecting the evidence that is sent to the laboratory of the proper procedures for doing so is critical to obtaining valuable evidence and receiving requests for useful analyses. Informing the attorneys that are then responsible for presenting the evidence and/or analyses performed by the VFL to judges and juries is critical to ensuring that the evidence and subsequent results of the analyses are represented in an appropriate manner in court.

Stays current on statutes and case law that affect his/her areas of analysis. Chemists are expected to stay up-to-date and informed about new and changing state and federal laws that may affect the analyses he/she performs as well as any new case law that may similarly affect his/her work. The results of analyses performed by forensic chemists are

intended to be presented in court. Staying current on statutes and case law that affect our analyses and/or their admissibility into court is essential to ensuring that the work performed is fit for its purpose.

Performs related work as required. The VFL is a relatively small laboratory, and as such each member of the lab is occasionally tasked with taking on additional projects to assist the lab as a whole remain up to date with consistently more stringent standards. Some of these tasks may include, but are not limited to, performing method validations, writing and/or updating procedures and manuals, and researching new or updated standards that may affect the laboratory as a whole and sharing the learned information with the VFL.

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*.

Forensic chemists regularly interact professionally with prosecuting and defense attorneys, investigators and police officers (Vermont State Police, local police departments and other state and federal agencies), public defenders and their investigators, medical/hospital personnel, medical examiners and personnel attached to the Office of the Medical Examiner in the process of obtaining evidence and explaining the results of testing. Forensic chemists also interact with other chemists within the laboratory as well as with the general public through juries and tours of the laboratory. Chemists interact with personnel at the Vermont Police Academy and with interns. Chemists also regularly interact with peers in the various disciplines.

The nature of the contact with attorneys is often in preparation for trial or at deposition in individual cases. In this instance the chemist may have to educate the attorney in the technical aspects of the work performed, explaining both the method in general and the testing in reference to the case under discussion. This may also extend into giving advice on the types of examinations that could be conducted and the evidentiary value of that examination. The nature of the contacts with police and investigative personnel is usually in connection with evidence receipt/return and examination. As in the case with attorneys, police officers may require information about the value of evidence or how to properly collect and maintain the evidence. The nature of the contacts with personnel from the Office of the Medical Examiner is in regard to the materials that may be of value collected at autopsies.

Forensic chemists work closely with one another within the VFL as part of the mandatory review process. Each analysis performed by a forensic chemist must be reviewed by another qualified chemist in that area of analysis. Should discrepancies in opinions arise, the chemists must work together to determine the reason for the discrepancy and to arrive at a resolution.

When a case results in a trial, the forensic chemist must interact with the judge and jury to which his/her analyses, results and opinions are being presented. The chemist must present sometimes complicated and highly technical information in an understandable manner to an audience of individuals who have little or no knowledge of the topic. Chemists will also occasionally assist with tours of the laboratory to the general public to explain what the VFL can do and to educate them regarding forensic science.

The nature of contacts with personnel at the Vermont Police Academy is in providing

training for evidence collection and to update or initiate police personnel in the types of testing provided by the lab, both for basic and in-service classes. These sections of the laboratory will also supervise and train interns in the area of forensic science when they are available.

Forensic chemists are in contact with peers through professional meetings and through involvement in national working groups on methods development in various technical areas. The chemistry section is also active in research in the field and publishes and presents the results of research within the discipline.

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.

As a minimum, an entry level Forensic Chemist II must have a Bachelor's degree in biology, chemistry, toxicology or forensic science related area including eighteen (18) credit hours in chemistry and either two (2) years or more of professional laboratory experience performing biochemical, organic, physical, or toxicological chemical analysis or one (1) year or more of professional forensic laboratory experience performing biochemical, organic, physical, or toxicological chemical analysis on items of forensic evidence; or an entry level Forensic Chemist II must have a Master's degree in chemistry, biochemistry, physical chemistry, toxicology or forensic science related area. The Forensic Chemist II must also have the following:

Considerable knowledge of organic chemistry/biochemistry/biology.

Considerable knowledge of the principles and practices of analytical chemistry by bench analysis and instrumental analysis techniques.

Knowledge of biochemistry.

Knowledge of modern chemical laboratory methods, equipment, and materials.

Knowledge of inorganic physical chemistry and genetics.

Knowledge of the properties of hazardous and toxic material substances, their physiological effects, and proper methods and procedures for disposal.

Knowledge of the principles and practices of criminalistics in a major discipline such as toxicology.

Knowledge of the rules of evidence.

Knowledge of proper sample collection procedures in a major discipline as described.

Knowledge of basic forensic methods.

Skill in the use and care of chemical laboratory equipment and materials.

Ability to interpret raw data.

Ability to formulate valid conclusions on the basis of tests and data.

Ability to make and defend decisions.

Ability to communicate effectively orally and in writing.

Ability to pass a moot court in a major discipline.

For some disciplines, additional qualifications are required by governing bodies.

The Forensic Chemist II must also pass a background check.

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.

Priorities may be set by the Senior Forensic Chemist or by the requirements of court or by the needs of a police investigation. Frequently forensic chemists work independently and are responsible for seeing that incoming casework is attended to in a timely fashion.

Reviews of each case analyzed by a forensic chemist is required. A second qualified chemist will review the technical work performed, and an administrative review will also be conducted to ensure the quality of the work being produced.

Additionally, each forensic chemist must show initial competency to perform each type of analysis he/she will be conducting before he/she is permitted to perform those analyses on casework. Annual proficiency testing is also performed to demonstrate continued competency in the analyses being conducted. Annual internal audits and pre-determined external assessments are conducted which include review of analyst training and work product.

Finally, the VFL has the ability to conduct blind proficiency testing of any chemist at any time. Blind proficiency testing occurs when a mock case is presented to a chemist without the chemist's knowledge of it being something other than a regular case.

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 most mentally demanding aspect of the forensic chemist's job is the recognition of the fact that most often there is not a second chance if an error is made. Any error made by a forensic chemist has the potential to negatively impact another individual's life. The responsibility of that understanding is stressful. Due to the scrutiny placed on forensic scientists through the adversarial process and the standards in the field, mistakes can be career damaging or ending. This is also stressful.

The completion of the Forensic Chemist's tasks results in appearances in court as witnesses in the adversarial process. It is the job of the defense attorney to attack his/her work, credentials and integrity. While the Chemist's training and procedures help to prepare for this, it is nonetheless very stressful. The courtroom also forces the chemist to come face-to-face with individuals accused of violent and heinous acts. Testifying against someone who may be capable of such behavior truly is unsettling.

The responsibility for custody and handling of drug evidence is stressful due to the highly regulated nature of the material and its resale value. Any loss of evidence or other lack of accountability may cause the chemist to be suspected of theft or substance abuse.

On a daily basis the Forensic Chemist's have the potential to work with and analyze the evidence produced in violent crimes and are asked to consider the most unsavory aspects of human nature. It can be draining no matter how well trained. Testifying against some of these individuals may raise concerns about retaliation from the individual or their family.

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 mission of the Vermont Forensic Laboratory is to provide quality forensic services to the people of the State of Vermont with the highest degree of fairness, professionalism and integrity.

The forensic chemist contributes to this mission by providing the analyses that are best suited for the evidence being examined in a manner that is fair, professional, and with the utmost integrity required by the forensic community's ethics guidelines. The chemist is also responsible for ensuring that the analyses performed are done so correctly according to the laboratory's procedures and that the results and resulting opinions are fair, unbiased, and truly representative of the testing performed.

DPS's mission statement is: The Department of Public Safety provides planning, prevention, and protection services through the work of its five Divisions, to ensure a safe

and secure environment and enhanced quality of life for the Citizens of the State of Vermont.

The forensic chemist contributes to this mission by providing the quality forensic services referred to in the VFL's mission that assist the adversarial system to provide justice to the citizens of the state of Vermont. The analyses performed by chemists at the VFL aid in determining the guilt or innocence of individuals accused of crimes. Therefore, chemists are involved, though indirectly, in ensuring a safe and secure environment and enhanced quality of life for Vermont's citizens.

Many of the analyses performed by chemists at the VFL also save the law enforcement community investigative resources by directing their investigation towards or away from an individual. In some instances, this can save departments substantial amounts of time and money on these investigations.

Chemists at the VFL are also responsible for maintaining an efficient workspace and utilizing the laboratory's resources in an efficient manner. Case management of evidence awaiting analysis has saved substantial amounts of time and money by providing information that may result in evidence that no longer needs to be tested being returned to the requesting agency rather than continuing through unnecessary testing at the VFL. Chemists also work with the submitting agencies to determine the most valuable evidence and the types of analysis that will likely provide the most valuable information to prevent unnecessary testing.

The nature of the evidence submitted to the VFL also requires some level of confidentiality. Chemists are responsible for not discussing evidence and/or the results of analyses performed with individuals that do not have a professional connection with the case.

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?
Pressure to not make mistakes as mistakes can negatively impact the life of another.	100%
Pressure to meet deadlines for completion of analysis for court and/or investigatory needs and/or to find a specific result Pressure to alter personal schedules based on Court scheduling.	varies/often
Exposure to evidence produced during violent crimes during analysis and the individuals involved in such crimes at court.	varies/often

- 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,

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?

Job duties are accurate as written.

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?

Accurate as written.

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

Accurate as written.

4. Suggested Title and/or Pay Grade:

Forensic Chemist II, pay grade 24

Supervisor's Signature (required):

Date:

11/23/17

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).

N/A

Suggested Title and/or Pay Grade:

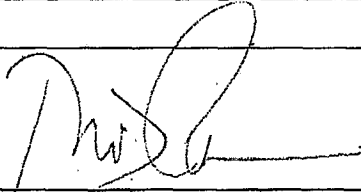
as assigned

Personnel Administrator's Signature (required): Sheryl M. Adams Date: 2/3/17

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:

 2/6/17
Appointing Authority or Authorized Representative Signature (required) Date

Good Afternoon Chris-

The Lab Analyst position was not included in the 2017 Highway Safety Plan because at the time the plan was developed our office received information that DPS would not be ready for the positions until FFY 18. We have since heard that DPS will be ready to recruit for the position(s) at some point during FFY 2017. GHSP will have to amend the 2017 HSP with NHTSA's approval to include up to two lab positions in this year's plan. GHSP is currently keeping track of a list of various changes that are needed in the next amendment to the 2017 HSP. If you let us know when you will need the funding for the positions, we will work to make sure the funding is in place by then.

Let us know if you have any questions.

Thanks
Bruce

Bruce Nyquist, P.E.
Director, Office of Highway Safety
One National Life Drive
Montpelier, VT 05633
(802) 828-2696
e-mail: bruce.nyquist@vermont.gov

Vermont Forensic Laboratory

Department of Public Safety
 CJS – Forensic Lab
 Organizational Chart
 January 23, 2017 - DRAFT

