



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: November 26, 2013
Subject: Grant/Position Requests

Enclosed please find four (4) items that the Joint Fiscal Office has received from the administration. Three limited service positions are associated with these items.

JFO #2651 – Request to establish **one (1) limited service position** in the Department of Fish and Wildlife. This position will be responsible for updating and maintaining the Department's database of information relating to rare, threatened, and endangered species. This information is used for conservation planning, land acquisitions, environmental regulatory review, and other research. Funding for this position is available through an existing federal grant.

[JFO received 11/20/13]

JFO #2652 – Request to establish **one (1) limited service position** in the Department of Fish and Wildlife. This position will provide perform various duties in service to the Bat Maternity Colony Technical Assistance Program. The program is a response to the impact of White Nose Syndrome on certain bat populations. The position will provide technical assistance, including educating homeowners about the risks and benefits of bat colonies, as well as working with homeowners to exclude bats from their homes. Funding for this position is available through an existing federal grant.

[JFO received 11/20/13]

JFO #2653 – \$710,941 grant from the U.S. Dept. of Commerce to the Vermont Department of Public Safety. These funds will be used to support Vermont's participation in the development of a national public safety broadband communications network. In Vermont, this work will consist of planning, developing, and implementing an interoperable wireless network to support the communication needs of first responders and other public safety operations. **One (1) limited service position** is associated with this request.

[JFO received 10/25/13]

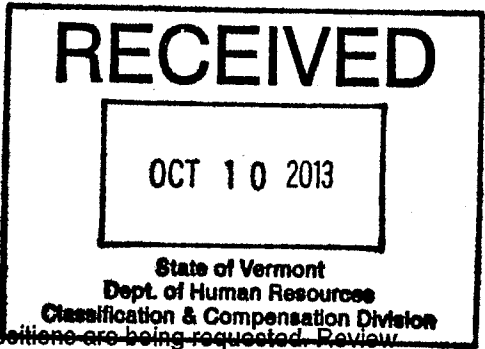
JFO #2654 – \$130,000 grant from Salvation Farms, Inc. to the Vermont Department of Corrections. These funds will be used to convert a building at Southeast State Correctional Facility into a food processing facility that will process large volumes donated surplus crops. Inmate labor will process the crops and make the food available to Vermont food banks. **Expedited review has been requested. Joint Fiscal Committee members will be contacted by December 10th with a request to waive the balance of the review period and accept this grant.**

[JFO received 10/25/13]

Please review the enclosed materials and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; nlavery@leg.state.vt.us) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by December 10 we will assume that you agree to consider as final the Governor's acceptance of these requests.

500 2651

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: Natural Resources/Vermont Fish and Wildlife Department Date: 10-2-2013

Name and Phone (of the person completing this request): Steve Parren; 802-371-7142

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):

USFWS:State Lands (75%PR:25%VHCB match) 25% of time; TA-Wildlife/Landscape Map (75%PR:25%Dept. match) 28% of time; TA-Info Requests (75%PR:25% Dept. match) 21% of time; TA-Interagency (75%PR:25% Dept. match) 8% of time; Species Greatest Conservation Need (65%SWG:35% Dept. match)18% of time

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
Scientist II-Information Management Biologist, 1, Wildlife/Wildlife Diversity;			funded annually with federal grants

*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

The Vermont Fish and Wildlife Department needs staff capacity to adequately manage spatial occurrence information for rare, threatened, and endangered species and significant natural communities. Quality control and timeliness is critical for servicing the many users and uses of this biological information for conservation planning, status assessments, land acquisition, environmental review, research, and monitoring

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 10/8/13

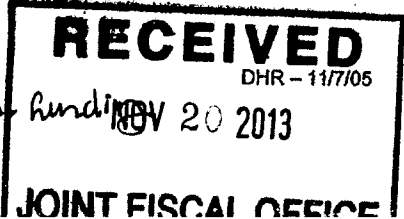
[Signature] Approved/Denied by Department of Human Resources Date 10/10/13

1. 10/15/13 [Signature] Approved/Denied by Finance and Management Date 10/10/13

[Signature] Approved/Denied by Secretary of Administration Date 10/25/13

Comments:

mop: no AA1
DHR approval contingent upon Fish approval of funding
~~SAZ: [unclear] on [unclear]~~



Managing and Sharing Essential Biological Information

Vermont Fish and Wildlife Department

Justification: Biological occurrence information for rare, threatened, and endangered species and significant natural communities best serves the conservation needs of Vermont when it is both accurate and up to date. This proposal recommends creating a limited service Scientist II –Information Management Biologist position in the Montpelier office primarily using federal funding sources matched by Vermont Housing and Conservation Board funds, in order to address serious staff capacity shortfalls. Quality control and timeliness is critical for servicing the many users and uses of this information for conservation planning, status assessments, land acquisition, environmental regulatory review, research, and monitoring. Ideally, this position would continue to support these critical Vermont Fish and Wildlife Department (VFWD) information/records management needs for the foreseeable future in order to efficiently and effectively service all the increasing demands of our information for important work by the state and other users. The VFWD is widely recognized as the source of high quality, current information on rare, threatened, and endangered species and significant natural communities across the state. To continue to meet the high expectations for critically important biological information, this position is needed.

Program Description: The Natural Heritage Database is maintained by the Natural Heritage Inventory as a vital and widely used source of conservation information within the VFWD. Information is provided to users across Vermont and beyond. As more information is gathered and more users seek access, the tasks of keeping the information current and providing it to users has grown. The Database is a powerful tool allowing staff to share current, spatially-referenced conservation information. The Department currently maintains more than 11,500 observation location records managed with the Biotics software that has built in GIS capabilities. The Database is the core of our information sharing system. All U.S. states and Canadian provinces and several countries in Central and South America are part of a continental network supported by NatureServe that collect information in a consistent manner using the same information management system. This relationship allows planning at multiple spatial scales and sharing of important information and expertise.

A limited service employee will be hired to gather the magnitude of data, maintain the current system, as well as keep up with the evolving complexity of spatial management tools. The employee will work closely with professional peers elsewhere in the international network and at NatureServe itself.

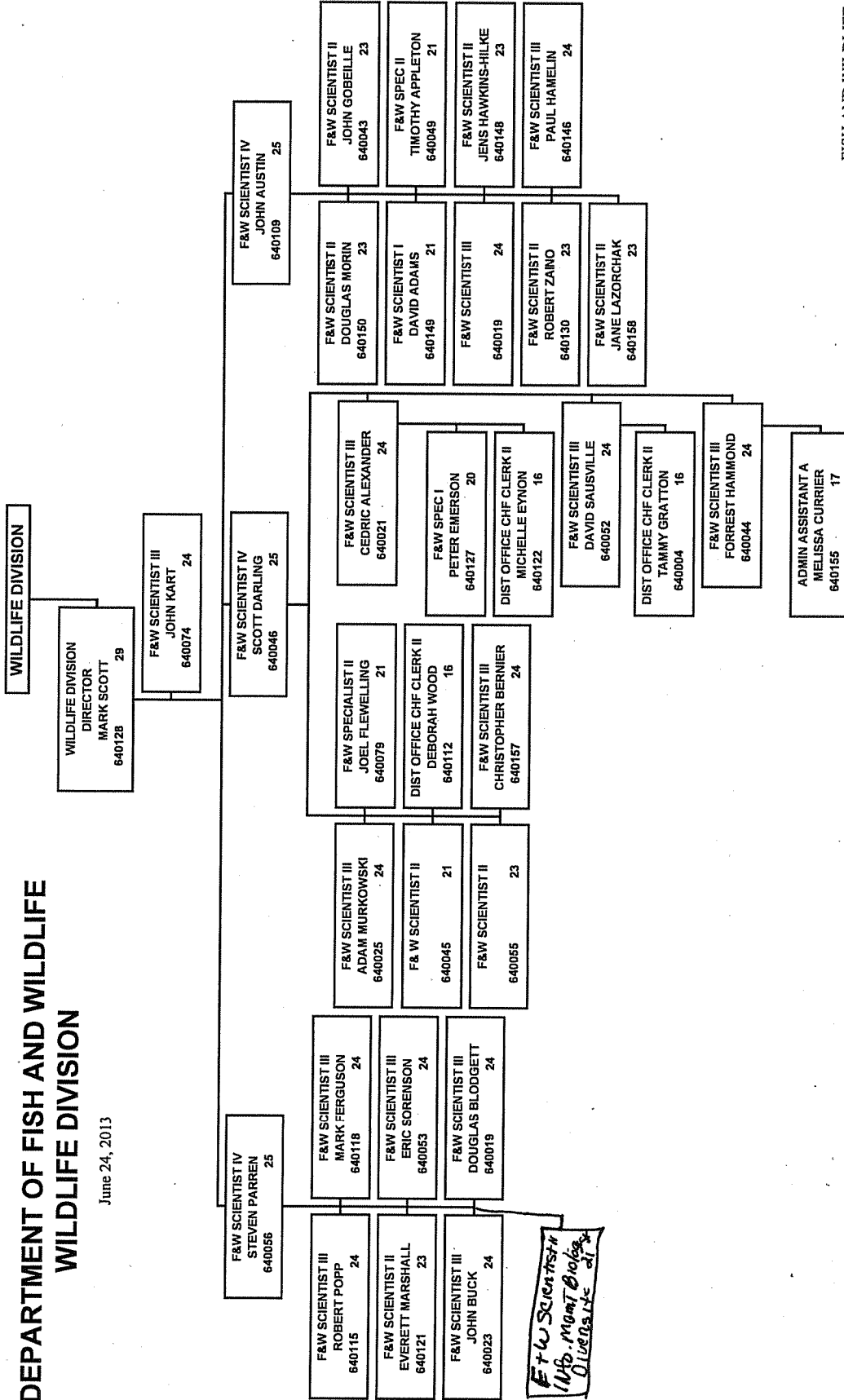
Other jurisdictions have multiple permanent positions dedicated to their information system, which provides a staffing resilience VFWD lack. This employee will help to keep our information current, otherwise planning, environmental review, and other applications of the conservation information suffer.

Expenses: The estimated cost for this position, including fringe, would be \$60,000. The position would be co-located with our senior Biological Information Manager.

Funding: This position can be funded by a mix of increased federal funds recently available to the VFWD and Vermont Housing and Conservation Board Funds (VHCB Funds). Recent increases in US Fish & Wildlife Services Wildlife Restoration apportionments available to the VFWD provide additional multiple-year federal funds for wildlife conservation and management. These federal funds require 25% state match; however, VFWD is now receiving new funds from VHCB to support this work.

DEPARTMENT OF FISH AND WILDLIFE WILDLIFE DIVISION

June 24, 2013



FISH AND WILDLIFE
WILDLIFE DIVISION
FW 19

Aronowitz, Jason

From: Gomez, Steve
Sent: Monday, October 14, 2013 4:28 PM
To: Aronowitz, Jason
Subject: F&W Scientist II (Database and Information Specialist)
Attachments: SWG2012Apportionment.pdf; SWG2013Apportionment.pdf

This position is funded with available SWG (CFDA 15.634) funding. This is available because other projects were closed and moved to other funding sources, leaving a balance of available funds. The match is coming from VHCB.

Steven Gomez
Financial Manager
Federal Aid Coordinator
Vermont Department of Fish & Wildlife
1 National Life Drive, Davis 2
Montpelier, VT 05620-3702

Cell 802-595-0797



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240



JAN 25 2012

In Reply Refer To:
FWS/AWSR/050443

To: State Fish and Wildlife Agencies
Secretary, Department of Natural Resources
of the Commonwealth of Puerto Rico
Governor of Guam
Governor of U.S. Virgin Islands
Governor of American Samoa
Governor of Commonwealth of the Northern Mariana Islands
Mayor of the District of Columbia

The purpose of this letter is to notify you of the Fiscal Year 2012 appropriations for the U.S. Fish and Wildlife Service (Service) which includes \$47,209,851 for the State Wildlife Grant program authorized by the Consolidated Appropriations Act of 2012, PL 112-74.

The FY 2012 apportionment includes \$650,216 in unobligated (reverted) FY 2010 State Wildlife Grant Program funds and \$1,255,092 in unobligated balances from prior year grant closures. Total funds available for the States and territories in the FY 2012 apportionment are \$49,115,159 (CFDA No. 15.634).

This program provides grants for the development and implementation of State programs to benefit wildlife and habitat. The apportionment, shown on the enclosed table, is for the fiscal year beginning October 1, 2011, and is available for obligation until September 30, 2013. After this date, the Service will reapportion any remaining unobligated and other reverted funds to all States and territories, together with any new funds appropriated for FY 2014.

The funds are distributed through apportionment formula in accordance with the Appropriations Act to States and to the District of Columbia, the Commonwealth of Puerto Rico, Guam, the United States Virgin Islands, the Commonwealth of the Northern Mariana Islands, and American Samoa. The formula for apportionment is based one-third on the land area of each State and two-thirds on the population of each State. In accordance with the Act, no State may receive less than 1 percent of the total available for apportionment, no more than five percent. The District of Columbia and the Commonwealth of Puerto Rico may each receive no more than one-half of one percent of the total, and Guam, the United States Virgin Islands, the Commonwealth of the Northern Mariana Islands, and American Samoa may each receive no more than one-fourth of one percent of the total.

Request for Review Position Description Form A/Notice of Action

For Department of Personnel Use Only		Date Received (Stamp)
Notice Of Action # _____		
Action Taken: _____		
New Job Title <u>FTW Scientist II</u>		
Current Class Code _____	New Class Code _____	
Current Pay Grade _____	New Pay Grade <u>23</u>	
Management Level _____ OT Cat. _____ EEO Cat. _____ FLSA _____		
Classification Analyst _____	Date _____	Effective Date: <u>12/15/02</u>
Comments: _____		Date Processed: _____
Willis Rating/Components: Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____ Working Conditions: _____ Total: _____		

Incumbent Information:

Employee Name: Vacant Employee Number:

Position Number: 640043 Current Job/Class Title: Wildlife Biologist

Agency/Department/Unit: Fish and Wildlife Work Station: Essex Zip Code: 05452

Supervisor's Name and Title: Thomas Decker, Wildlife Director

Position Type: Permanent Limited Service (end date)

Funding Source: Core Sponsored Partnership. For Partnership positions provide the funding breakdown: (% General Fund, 78% Federal, etc.)

How should the notification to the employee be sent: employee's work (or other) address, please provide mailing address: or via Email provide email address:

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.
- Concurrent:** A management or employee's concurrent request to review the classification of his/her current position. A copy of this signed form must be submitted to the Department of Personnel at 144 State Street in Montpelier. The signed original must be routed to the employee's supervisor for further review and signature.
- VSEA Class Review:** With the Department of Personnel's approval, VSEA may submit a Request for Review on behalf of employees in the same job class, filing one package of the same information as required in Article 16, section 3(b) of the Agreement between the State of Vermont and VSEA.

1. Job Duties

This is the *most critical* part of the form. Describe the activities and duties required in your job. 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.

(A) Incumbent is responsible for and directs statewide programs involving research, management, protection and regulation of numerous game and endangered wildlife species populations including Osprey and Cormorant, Grouse, Peregrine Falcons, Loons, and other selected species of wildlife. Design habitat conservation/protection strategies for these selected species.

Also design, coordinate and conduct the administration, planning, public input/involvement and ecosystem management functions to protect biodiversity on parcels of state owned land from 100 acres to 10,000 acres in size.

These major duties each require successfully juggling and negotiating through complex and dynamic environmental and social/political influences on management of the above. Position also requires full competence in the fields of forest/habitat management and also wildlife biology/management as well as high skill levels in interpersonal communications and relations. Specific methods employed to meet these job responsibilities include the following:

1. Assist in plan, review and prioritize wildlife species management and research program goals and objectives for described species. Establish the priority of biological and environmental data collection, design surveys, collect, process and analyze all appropriate harvest information as well as varying environmental (climatological, habitat) influences on specific wildlife populations. Promulgate harvest regulations to promote the conservation, protection and appropriate use of the wildlife resource. Strong, conflicting and often adversarial positions are frequently encountered by various affected interest groups on controversial issues such as hunting/trapping programs as well as with wildlife species highly regarded by the public.
2. Design and implement appropriate and complex public input/involvement plans, techniques/surveys to obtain broad, reliable public input into long-range species or land plans, via information open houses, mail/phone surveys, public meetings, focus groups etc. Serve as facilitator/spokesperson at public workshops/meetings/functions. One of the incumbent's greatest challenges is to successfully weave conflicting interest groups desires into biologically/environmentally acceptable strategies for management.
3. Serve as Department representative on multi-disciplinary Stewardship Team, to design and compose true, ecosystem management plans, incorporating all facets of the elements of biodiversity to large parcels of state-owned land. Drafting functional management plans with a comprehensive, ecosystem approach of this depth and complexity requires of the incumbent a broad depth of knowledge/understanding of complex interactions of a myriad of mammalian, avian, reptilian, amphibian species within their respective natural

communities. Successful landscape application of this type of complex, ecosystem management planning is unprecedented in the field of forest/wildlife management. Development of a comprehensive management plan requires that all participants concerns are addressed and are based on state-of-the-art science.

4. Develop sampling techniques/surveys, review current literature, and maintain information sources and reporting protocols that provide a current, accurate index to species population status and/or land management plan accomplishments.
5. Serve as the principle, accountable, information/knowledge reservoir, source and clearing house for a myriad of biological information/data on selected avian wildlife species. Disseminate information to the media, teachers, students, hunters, legislators, regulators, animal rights groups and public at large. Very few individuals nationally, possess comparable levels of expertise/experience on selected species, particularly elusive, rare species such as catamounts, rattlesnakes.
6. Perform general administrative work as required involving comprehensive planning, budget preparation, and activity reporting on various wildlife programs.
7. Annually review and recommend changes to Supervisor Vermont Regulations or legislation involving select wildlife species. Prepare and conduct public hearings, provide testimony, presentations to Vermont Fish and Wildlife Board and/or Legislators. Guide and administer proposed, promulgated regulations through the legislatively mandated Administrative Procedures Act to fruition.
8. Prepare for supervisor contracts with laboratories and other vendors and service providers.
9. Attend conferences, workshops, technical forums, conduct literature reviews, and review current professional journals to monitor developments in research.

(B) Initiate and investigate land acquisition proposals for The Agency. Assists in the development of grant proposals and coordinates strategies with other non-state agencies and municipalities. Provide biological reconnaissance, evaluations, reviews and subsequent recommendations on selected parcels to Lands Specialist and LARC Committee. Follow-up with any and all interested parties as necessary until resolution and purchase of the property. Examples include USDA, Duck Stamp Program, The Nature Conservancy, Vermont Land Trust, US Forest Service.

(C) With approval of supervisor act on the Department representative to forward and advocate department positions in inter-agency meetings, scoping sessions, and public task groups which identify wildlife issues and develop plans affecting wildlife resources. Represents the Commissioner and Department in interstate and federal wildlife restoration/management programs and participates in the development of program goals and strategies. Examples include: Regional/town planning commissions, endangered species recovery teams, US Fish and Wildlife Service technical working groups, etc.

(D) Responsible for the training and supervision of Fish and Wildlife Technician, District support staff as well as the hiring, training and supervision of seasonal and contractual employees.

(F) Consult, inform, educate, demonstrate and advise general publics as to methods and

techniques for improving wildlife habitat on private lands in a multi-county district. Provide professional on-the-ground expertise to landowners, make management recommendations.

(G) Perform initial Act 250 reviews and other environmental review in consultation with other wildlife biologist. Represent Department interests in regulatory matters affecting wildlife resources. Conduct environmental reviews and analysis and determine department position under authorities of state/federal statutes including Act 250, Act 248, State Wetland Rules, Water Resources Board rules, among others. Provide expert testimony regarding the impact of various development proposals at Act 250 and Water Resources Board hearings and/or other judicial proceedings.

(H) Disseminate information and education on wildlife/management and related issues to the general public and resource professionals via workshops, public speaking engagements, radio, television and print media. Develop and conduct public information and education programs pertaining to department activities and policies, and promote resources conservation and land ethic. Prepare technical, semi-technical and popular reports for publications on wildlife and related issues.

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*.

Maintain regular, collaborative contact and interaction with other professional state/federal agency or private biologists and administrators, ecologists, foresters, botanists, legislators, sportsmen groups, landowners, hunters, Fish and Wildlife Board members, ornithologists, water resource specialists, soil scientists, natural resource planners and researchers, highway engineers, GIS specialists, cartographers. My role is principally to provide expertise regarding wildlife species biology/management from the perspective of the state agency with statutory authority over publically owned wildlife resources in Vermont.

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.

Equipment/skills required for performance include applied wildlife/biological science and ecological principles: applied forestry sciences, understanding/ of ecosystem and biodiversity science; possess significant inter-personal and communication skills necessary to guide adversarial, opposing interest groups to common ground and problem resolutions; scientific and technical report writing; applied statistical methods and analysis; use of field and laboratory equipment (necroscopy, radio-telemetry, trapping equipment); data management/analysis and processing using personal computers/software, cartographic