



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Senior Staff Associate
Date: July 26, 2022
Subject: Position Request – JFO #3106

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration. This grant is being held for the JFC meeting scheduled for July 28, 2022.

JFO #3106 – Four (4) limited-service positions to the VT Agency of Agriculture, Dept. of Food and Markets. Positions funded through the American Rescue Plan Act. Additional ARPA investments and ongoing grant awards require staffing to continue to support these opportunities. The following positions are funded through 9/29/2026:

Two (2) Agriculture Development Specialist I
One (1) Agriculture Development Specialist II
One (1) Dairy Business Innovation Center Lead
[Received July 26, 2022]

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions prior to the JFC meeting scheduled for July 28, 2022.

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 and Markets Date: 5/16/22

Name and Phone (of the person completing this request): Abbey Willard

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # 2982

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

USDA-AMS Northeast Dairy Business Innovation Center grant award, Award # 21DBIVT1004-00, awarded 10/26/21; USDA-AMS Dairy Business Innovation Initiative funding (7 U.S.C. 1632d), American Rescue Plan Act (Pub. L. No. 117-2), committed 02/02/22

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 Specialist I	2	Agriculture Development Division	Grant ends 10/30/24; positions end 09/29/26
Agriculture Development Specialist II	1	Agriculture Development Division	Grant & positions end 09/29/26
Dairy Business Innovation Center Lead	1	Agriculture Development Division	Grant & positions end 09/29/26

*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:

Additional ARPA investments and ongoing annual NE-DBIC grant awards continue to contribute additional resources for the work of this Center. To sufficiently respond to this opportunity, execute the grant and contract agreements, and support dairy businesses needing investment, additional staff support is needed. These Limited Service Position will be needed into 2026 and we anticipate renewing LSP every 3 years, to support the development of new investment strategies, execute additional agreements, manage grantee/contractor stewardship, and report out final impact of awarded projects to USDA funder.

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)).

Allyson Eastman 5/16/2022
Signature of Agency or Department Head Date

Aimee Pope
Digitally signed by Aimee Pope
Date: 2022.06.09 14:06:21 -04'00'

Approved/Denied by Department of Human Resources Date
Adam Greshin
Digitally signed by Adam Greshin
Date: 2022.06.21 16:27:47 -04'00'

Approved/Denied by Finance and Management Date
Kristin L. Clouser

Approved/Denied by Secretary of Administration Date
[Signature]

Approved/Denied by Governor (required as amended by 2019 Leg. Session) Date
[Signature] 7/2/22

Comments:



116 State Street
 Montpelier, VT 05620
www.Agriculture.Vermont.gov

[phone] 802-828-2430 Agency of Agriculture Food & Markets
 [fax] 802-828-2361

Memorandum

TO: Kristin Clouser, Secretary
 Agency of Administration

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

DocuSigned by:

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DATE: May 16, 2022

SUBJECT: ADDITION OF FOUR LIMITED SERVICE POSITIONS TO SUPPORT THE
 NORTHEAST DAIRY BUSINESS INNOVATION INITIATIVE – JFO #2982

This memo is to inform the Agency of Administration that the Vermont Agency of Agriculture, Food & Markets (VAAFAM) has been awarded an additional \$19 million from the United States Department of Agriculture (USDA) to implement the Dairy Business Innovation Initiative (JFO #2982). Enclosed is USDA's correspondence of forthcoming additional funds.

This federal funding from USDA allows VAAFAM to perform work across the ten-state region of the Northeast and hire administrative staff assistance to complete the scope of the award. As one of four national Innovation Centers, work must: diversify markets, increase product consumption, and innovate across the value chain.

The following outlines the scope of work associated with this federal grant:

- Effective management of overlapping rounds of funding, including adherence to USDA guidance, budget oversight, and reporting, with current funding totaling \$31.7 million
- Distribution of funds as grants and contracts that meet state standards as outlined in bulletins 3.5 and 5.1, and federal standards per the USDA AMS terms and conditions
- Concurrent oversight of an existing 75+ agreements, with no less than \$20 million in subawards by 2024 and an additional 100+ subawards
- Frequent, in-depth communication and assistance to dairy sector stakeholders and collaborating organizations from across the 10-state region, national partners, and USDA personnel

VAAFAM is requesting the following limited service positions:

- Agriculture Development Specialist I – 2 positions
 - Primary duties of these positions include: serving as the primary point of contact for grant applicants; providing high-touch grantee stewardship to ensure project progress and adherence to federal standards; developing reports, communications, and capturing program metrics; and engaging with the state and regional dairy community.
 - These positions are estimated to be budgeted for \$90,845 (\$52,707 for salary, \$38,138 for benefits) per position. Funding is currently available per Notice of Award for funding that started October 31, 2021.



- Agriculture Development Specialist II – 1 position
 - Primary duties of this position include: leading external engagement of USDA grant funded opportunities; supporting events, educational programs, and market development opportunities; management of programmatic communications on multiple publication channels; adherence to USDA accessibility requirements; and engaging with the state and regional dairy community.
 - This position is estimated to be budgeted for \$87,529 (\$55,203 for salary, \$32,326 for benefits). Support for this position comes from monies accessible to AAFM via funds that were announced on March 8, 2022, which indicated AAFM as one of four eligible, noncompetitive applicants. Funding announcement and request for application attached.

- Dairy Business Innovation Center Lead – 1 position
 - Primary duties of this position include: overall grant program oversight inclusive of staff supervision, compliance with federal terms and conditions, grantee stewardship, and contract management; fund management and oversight; authoring of federal reports; leading regional and national collaborative efforts; acting as liaison and contact for leadership in agencies and departments of agriculture, USDA officials, and DBI center leaders; engaging with policy makers to provide dairy sector expertise; and direct engagement with regional and national dairy sector stakeholders.
 - This position is estimated to be budgeted for \$139,971 (\$85,938 for salary, \$54,033 for benefits). Support for this position comes from monies accessible to AAFM via funds that were announced on March 8, 2022, which indicated AAFM as one of four eligible, noncompetitive applicants. Funding announcement and request for application attached. This position could be classified by DHR at a later date.



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May 13, 2022

VAAFM's Agriculture Development – Northeast Dairy Business Innovation Center

Position Justifications

The Vermont Agency of Agriculture, Food and Markets (VAAFM) Agriculture Development Division will establish the following four (4) Limited Service Positions, necessitated by the addition of \$19 million in federal grant funds as of March 8, 2022. This new funding increases Northeast Dairy Business Innovation Center funds to \$31.7 million.

- **Agriculture Development Specialist I – 2 Positions**

Under the supervision of the Northeast Dairy Innovation Center Program Manager Kathryn Donovan, these two new Limited Service Positions (PG 23) will be responsible for supporting the work plan outlined in the USDA Dairy Business Innovation Initiative grant (JFO #2982).

The two Agriculture Development Specialist I will support VAAFM's Ag Development Division and the Northeast Dairy Business Innovation Center by engaging in the following scope of work which supports total federal grant funds of \$31.7 million:

- Act as a primary point of contact regarding federal subaward funds, accessible to dairy sector stakeholders via competitive grants, including provision of information and guidance to potential grant applicants and stewardship to grant recipients, including oversight of deliverables, payments, and reporting. Subawards will total no less than \$20 million by 2024.
- Conduct grantee site visits and author reports suitable for multiple publication channels
- Engage with the dairy community through events, farm visits, meetings, and other constituent contact opportunities

The LSP positions are new to VAAFM's Ag Development Division and will be fully funded through the USDA Dairy Business Innovation Initiative Award (JFO #2982). These positions are estimated to be budgeted for \$90,845 (\$52,707 for salary, \$38,138 for benefits) each based on budgeted costs for other Specialist I positions in the division. Support for these positions comes from monies already accessible to AAFM via funds that started October 31, 2021, with the Notice of Award attached.

- **Agriculture Development Specialist II – 1 position**

Under the supervision of the Northeast Dairy Innovation Center Lead, this new Limited Service Position (PG 24) will be responsible for supporting the work plan outlined in the USDA Dairy Business Innovation Initiative grant (JFO #2982).

The Agriculture Development Specialist II will support VAAFM's Ag Development Division and the Northeast Dairy Business Innovation Center by engaging in the following scope of work which supports total federal grant funds of \$31.7 million:



- Lead external engagement regarding USDA grant funded opportunities, inclusive of educational programs, events, and market development opportunities
- Oversee website management, digital outreach, and content development, and communication via multiple publication channels
- Ensure adherence to USDA mandated accessibility requirements
- Conduct grantee site visits and author case studies and funding spotlights
- Engage with the dairy community through events, farm visits, meetings, and other constituent contact opportunities

The LSP position is new to VAAFMs Ag Development Division and will be fully funded through the USDA Dairy Business Innovation Initiative Award (JFO #2982). This position is estimated to be budgeted for \$87,529 (\$55,529 for salary, \$32,326 for benefits) based on budgeted costs for other Specialist II positions in the division. Support for these positions comes from monies accessible to AAFM via funds that were announced on March 8, 2022, which indicated AAFM as one of four eligible, noncompetitive applicants. Funding announcement and request for application attached.

- **Dairy Business Innovation Center Lead – 1 position**

Under the supervision of the Agriculture Development Division Director, this new Limited Service Position will be responsible for the oversight and execution of the work plan outlined in the USDA Dairy Business Innovation Initiative grant (JFO #2982), including leadership in regional and national collaboration.

The Dairy Business Innovation Center Lead will lead the Northeast Dairy Business Innovation Center by engaging in the following scope of work which supports total federal grant funds of \$31.7 million:

- Oversight of the Program Manager (existing PG 25) and requested PG 24 as direct reports, and two indirect reports (requested two PG 23), ensuring compliance with federal fund terms and conditions, grantee stewardship, strong programmatic outreach and communication, and contract management. Funds under active subawards will total no less than \$20 million by 2024.
- Fund management of overlapping federal awards, including reconciliation of expenses, business office coordination, and regular federal reporting for each round of funds received
- Lead regional and national collaborative opportunities, working directly with leadership in agencies and departments of agriculture, USDA officials, and DBI center leaders
- Direct engagement with policy makers, philanthropic funders, and nonprofit organizations to promote dairy sector development
- Engage with the dairy community through events, farm visits, meetings, and other constituent contact opportunities

The LSP position is new to VAAFMs Ag Development Division and will be fully funded through the USDA Dairy Business Innovation Initiative Award (JFO #2982). This position is estimated to be budgeted for \$139,971 (\$85,938 for salary, \$54,033 for benefits) based on budgeted costs. Support for this position comes from monies already accessible to AAFM via funds that were announced on March 8, 2022, which indicated AAFM as one of four eligible, noncompetitive applicants. Funding announcement and request for application attached.



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 # _____ 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: _____	Date Received (Stamp)
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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 Northeast Dairy Business Innovation Center Lead will be responsible for the overall plan, development, and oversight of dairy marketing, market development and business assistance associated with the Northeast Dairy Business Innovation Center (NE-DBIC) as well as Vermont dairy-based initiatives. This position will require the following levels of knowledge, skills and abilities, education and experience:

Leadership - This position requires a professional level administrative, managerial, financial management, and programmatic leadership role, specific to state and regional dairy sector and in alignment with Division and Agency goals. They will engage state, regional, and national partners to develop and maintain critical dairy programs, policies, and funding. This position will hire, support, and evaluate programmatic staff to implement program goals and act as part of the Division leadership team to facilitate staff growth, cross-divisional opportunities, and implement Division and Agency goals. They will be responsible to set and manage staff's workload priorities to reach successful outcomes through collaboration and delegation. This position must connect and coordinate all major programmatic decisions with the Division Director.

Accountability - This position will maintain regular interaction with leadership of state government agencies, federal policy makers, funders, business owners, and other industry stakeholders across the northeast region to develop and maintain dairy programs and funding opportunities. They will assist the Agency Secretary in compiling reports and developing dairy program and policy recommendation for the Legislature, USDA, and partner organizations. They are expected to oversee various dairy program areas requiring group facilitation, financial accountability, community engagement, research, networking, and responsiveness to changing sector needs.

Independence - This position leads a critical and financially substantive northeast regional program, with national recognition and responsibilities, as well as leads and manages statewide dairy policy issues and programming. They work directly with partners, policy makers, and Agency and Division leadership to increase business viability, profitability, support of local and regional food systems, and expanded market opportunities. They have the autonomy to evaluate complex and controversial issues and recommend

solutions and course of action to Agency and Division leadership. They are the designated subject matter expert and key decision-maker on dairy focused programming for the Division but are expected to engage and seek approval from supervisor on significant programmatic and funding decisions.

Fund Management - This position is responsible for oversight and management of federal and state fund acquisition and management including program design and implementation, budget tracking, impact and results reporting. This includes significant grant and contract review processes and final grant funding recommendations to Agency and Division leadership to ensure regional representation. They are responsible for management of annual grant and program funding, on average of \$6,000,000 over the next four years, plus one additional ARPA appropriation to the NE-DBIC.

Education and Experience: Master's degree in field of agriculture, land use planning, business or economics or a closely related field AND four (4) years or more of professional level experience in program development, analysis or budeting INCLUDING one (1) year or more supervising (directly or indirectly) administrative functions for a moderate sized office, department or agency; OR Bachelor's degree in agriculture, agriculture business management, business or economics or a closely related field AND five (5) years or more of professional experience in program development, analysis or budgeting INCLUDING one (1) year or more supervising (directly or indirectly) administrative functions for a moderate sized office, department or agency; OR Seven (7) years or more of professional level experience in program development, analysis or budgeting INCLUDING one (1) year or more supervising (directly or indirectly) administrative functions for a moderate sized office, department or agency; OR At least two (2) years as an Agriculture Development Supervisor in Vermont State service.

2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (**not** an exhaustive or all-inclusive list of contacts) other than those persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are with other agencies or groups outside State government describe those interactions, and what your role is. For example: you may *collaborate, monitor, guide, or facilitate change*.

The individual will take the lead on managing frequent in-state and out-of-state partner engagement. They will interact with federal (USDA Agriculture Marketing Service, USDA Rural Development, Farm Service Agency, Small Business Administration, and Natural Resource Conservation Service), Vermont agencies and departments, state and national non-profit and for profit partner organizations, potential funders, policy makers, and the media. This individual has frequent interaction with commodity representatives, food buyers, chain stores, independent grocers, business people, and interest groups to recommend next steps to promote and facilitate development of new markets, and relocation of farmers and agricultural businesses to the State.

They will attend events, table, participate in partner efforts, sit on advisory committees, and represent the NE-DBIC to state and national dairy audiences. This position will be asked to testify before the Legislature and will be able to develop, defend, and testify regarding applicable dairy marketing, industry development, and sector growth policies. The individual in this position will be expected to coordinate with partners as well as Division Director to recommend, develop and implement projects, improving program outcomes and impact.

3. Are there licensing, registration, or certification requirements; or special or unusual skills necessary to perform this job?

Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools, technology, etc. (such as mainframe computers, power tools, trucks, road equipment, specific software packages). Be specific, if you must be able to drive a commercial vehicle, or must know Visual Basic, indicate so.

Internal SOV candidates must complete Green belt training, Supervising in State Government, and Strengths-Based Leadership trainings to be eligible for this position.

4. Do you supervise?

In this question "supervise" means if you direct the work of others where you are held **directly** responsible for assigning work; performance ratings; training; reward and discipline or effectively recommend such action; and other personnel matters. List the names, titles, and position numbers of the classified employees reporting to you:

This position will supervise at least two positions directly, two additional staff indirectly, and provide scope and workload focus and priorities for one other Division staff.

5. In what way does your supervisor provide you with work assignments and review your work?

This question deals with how you are supervised. Explain how you receive work assignments, how priorities are determined, and how your work is reviewed. There are a wide variety of ways a job can be supervised, so there may not be just one answer to this question. For example, some aspects of your work may be reviewed on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

This position is expected to understand and execute work duties and priorities without significant daily supervisor input. Routine meetings will occur with supervisor to share key decisions and outcomes, problem solve as needed, and discuss any pertinent issues that are effecting the employee, their team and their collective work. They will exhibit the ability to come to meetings prepared with items to discuss, developed independently or collaboratively with other team members. Supervisor does not expect to approve or edit outreach materials or programmatic documents prior to their release and expects daily and routine decisions can be made independently. This position is expected to request additional meetings as needed around big picture planning, regional partnerships, and funding priorities. Final funding, program design, and implementation decisions will be approved at the Agency and Division leadership level with significant input from this position. The incumbent is expected to keep both Agency and Division leadership engaged around new funding opportunities and programmatic priorities to ensure consistent messaging and marketing of the NE-DBIC efforts.

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.*

Individual will develop and oversee systems for organizing activities and accomplishing objectives in a timely, detail oriented, and cost effective manner. They will have numerous competing priorities, significant funding opportunities to promote and execute annually, and unforeseen urgent tasks that must be completed quickly and accurately - especially when required by USDA or state leadership. They will assist others within the NE-DBIC team in setting and managing workload priorities across multiple dairy program areas. This position will create required reports, analyze data and policies, and suggest future programmatic steps or changes to best represent VAAFMs priorities and impact on dairy market access and business development efforts. These recommendations will be made to Agency and Division leadership for approval. They also have fiscal management, quarterly reporting, and annual workplanning requirements due to USDA, regarding the programs associated funding. They will have a well-developed knowledge of economic factors associated with dairy production and marketing and will be able to provide accurate assistance to partners, grantees, and public inquiries.

Requires work in occasionally contentious, challenging and potentially hostile situations requiring professionalism, tact, and discretion to work toward a favorable outcome. This position will frequently engage in public speaking opportunities to a variety of audiences, including leading regular regional and national discussions around dairy innovation centers, investments, and dairy policy. Must be adept and confident at navigating applicable federal and state rules, regulations and procedures.

7. Accountability

This section evaluates the job's expected results. In weighing the importance of results, consideration should be given to responsibility for the safety and well-being of people, protection of confidential information and protection of resources.

What is needed here is information not already presented about the job's scope of responsibility. What is the job's most significant influence upon the organization, or in what way does the job contribute to the organization's mission?

Provide annualized dollar figures if it makes sense to do so, explaining what the amount(s) represent.

For example:

- A social worker might respond: *To promote permanence for children through coordination and delivery of services;*
- A financial officer might state: *Overseeing preparation and ongoing management of division budget: \$2M Operating/Personal Services, \$1.5M Federal Grants.*

The individual will take a leadership role in dairy promotion, marketing, and business development within Vermont and across the 10-state northeast region, specifically addressing the funding available through the NE-DBIC. This position will recommend and lead in the creation of programs, support innovative investment strategies, and develop technical and financial assistance efforts applicable to a variety of stakeholders, producers, and grantees engaged with the dairy industry. They will be responsible for significant fund management and acquisition, program development, as well as creation and reporting on metrics aligned with statewide and regional dairy goals.

This position will guide and develop funding initiatives that lead to market expansion and will serve as one of the Agency's dairy industry subject-matter experts to support Vermont's working landscape, agricultural heritage, and healthy communities.

Incumbent in this position will be responsible for management of annual grant and program funding, on average of \$6,000,000 over the next four years. Consequently, they will be expected to have a well-developed knowledge of fund management and grantee stewardship. Fiduciary responsibility will be shared with Agency leadership and Division Director.

All final programmatic, financial, and managerial decisions will be discussed and approved by the Division Director to ensure shared authority and alignment with Agency and Division priorities.

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?
managing expectations from partner organizations, staff needs, and/or Agency leadership	15 hrs/week
managing multiple priorities	30 hrs/week
public speaking/statewide or regional presentations	10 hrs/week

- b) What hazards, special conditions or discomfort are you exposed to? (Clarification of terms: **hazards** include such things as potential accidents, illness, chronic health conditions or other harm. Typical examples might involve exposure to dangerous persons, including potentially violent customers and clients, fumes, toxic waste, contaminated materials, vehicle accident, disease, cuts, falls, etc.; and **discomfort** includes exposure to such things as cold, dirt, dust, rain or snow, heat, etc.)

Type	How Much of the Time?

- c) What weights do you lift; how much do they weigh and how much time per day/week do you spend lifting?

Type	How Heavy?	How Much of the Time?
marketing supplies	30 lbs	4 x per year
trade show materials	50 lbs	2 x per year

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

Type	How Much of the Time?
sitting/standing and/or typing	40 hrs/week

driving and/or flying	10 hrs/week
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Additional Information:

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

Employee's Signature (**required**): _____ Date: _____

Supervisor's Section:

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

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

The most critical aspects of this job are oversight and management of federal funds and maintenance of regional partnerships and collaborations within the NE-DBIC and across national dairy innovation centers. This position serves as a subject matter expert in the state and the northeast region for dairy innovation and collaboration and will engage these efforts and leadership from USDA and other states independently while also maintaining daily operations, staff and program management of the NE-DBIC at VAAFM. This position is critical to successful grant programs, grantee stewardship, and reporting to ensure successful implementation of investments in the dairy sector. As a supervisor and program lead, this position will be required to understand multiple program areas, how they intersect, and be able to provide overarching and detailed programmatic guidance to Division Director in those program areas.

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?

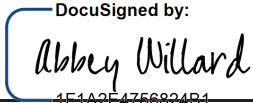
This position requires considerable knowledge of the principles, practices, and procedures critical for administration and program development - especially when receiving on average \$6M federal funding annually, plus a one-time ARPA appropriation. An employee in this job must be able to prioritize competing responsibilities, manage staff and collaborators, and independently lead on multiple projects. The ability to think strategically about the relationship of program and policies is critical to developing and implementing program goals. Considering the appropriate level of information sharing with Agency leadership and efficient engagement with Division Director on final funding and programmatic decisions will also be critical to the success of this position. Collaboration with state, regional, and national partners ensure that Vermont remains a leader in agricultural innovation and allows others to learn from our work. Expertise in dairy production, marketing, policy, and program development ensure that the Division's goals remain relevant in an evolving dairy industry.

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

[Empty text box for comment]

4. Suggested Title and/or Pay Grade:

Northeast Dairy Business Innovation Center Lead

Supervisor's Signature (required):  Date: 5/19/2022

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).

Suggested Title and/or Pay Grade:

DocuSigned by:

Jane Modica

5/20/2022

Personnel Administrator's Signature (**required**):

E85BB1C14C694E8...

Date:

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:

DocuSigned by:

Alyson Eastman

5/20/2022

DBD5D8C348494EE

Appointing Authority or Authorized Representative Signature (**required**)

Date

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 # _____ 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 _____ Comments: _____ Willis Rating/Components: Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____ Working Conditions: _____ Total: _____	Date Received (Stamp) Effective Date: _____ Date Processed: _____
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Incumbent Information:

Employee Name: Employee Number:

Position Number: Current Job/Class Title:

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

Supervisor's Name, Title, and Phone Number:

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

New Position/Vacant Position Information:

New Position Authorization: Request Job/Class Title:

Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored

Vacant Position Number: Current Job/Class Title:

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

Supervisor's Name, Title and Phone Number:

Type of Request:

Management: A management request to review the classification of an existing position, class, or create a new job class.

Employee: An employee's request to review the classification of his/her current position.

1. Job Duties

This is the **most critical** part of the form. Describe the activities and duties required in your job, **noting changes (new duties, duties no longer required, etc.) since the last review**. Place them in order of importance, beginning with the single most important activity or responsibility required in your job. The importance of the duties and expected end results should be clear, including the tolerance that may be permitted for error. Describe each job duty or activity as follows:

- **What** it is: The nature of the activity.
- **How** you do it: The steps you go through to perform the activity. Be specific so the reader can understand the steps.
- **Why** it is done: What you are attempting to accomplish and the end result of the activity.

For example a Tax Examiner might respond as follows: **(What)** *Audits tax returns and/or taxpayer records.* **(How)** *By developing investigation strategy; reviewing materials submitted; when appropriate interviewing people, other than the taxpayer, who have information about the taxpayer's business or residency.* **(Why)** *To determine actual tax liabilities.*

The duties of the Agriculture Development Specialist II (PG 24) will require the following knowledge, skills and abilities, education and experience:

Leadership - This position will assist program managers in fund management and provide strategic input to accomplish goals of the Agency. They will be responsible for the development and dissemination of outreach and educational materials. This position will collaborate frequently with state and regional partners on developing their program and achieving outcomes.

Accountability - This position takes an active role in communicating effectively and persuasively, in person, by phone and in writing, with business owners and partner organizations. This position will be expected to review and offer feedback on policies relevant to the Agency and Agriculture Development Division. They will be able to work independently and effectively collaborate while managing multiple priorities.

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

Fund Management - This position is responsible for assisting in the annualized management of grant and program funding between \$250,000 - \$500,000 with limited financial oversight and will perform some grantee stewardship activities.

Education and Experience - Bachelor's degree in the field of agriculture, land use planning, natural resources conservation, forestry, economics, marketing, public relations, economic development, or a closely related field AND three (3) years' experience at or above a technical level in agriculture, marketing, environmental conversation, communications, land use planning or a relevant field OR at least two (2) years as an Agriculture Development Specialist I in Vermont State service.

2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (**not** an exhaustive or all-inclusive list of contacts) other than those persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are

with other agencies or groups outside State government describe those interactions, and what your role is. For example: you may *collaborate, monitor, guide, or facilitate change*.

The individual will frequently collaborate with other staff within the Agency of Agriculture and will interact with community and state partners (nonprofit, for profit, and federal), other Vermont agencies and departments, policy groups, potential funders, and the public. They will attend off-site visits to producer and market sites, public events, farms, and schools to collaborate, develop ideas, and initiate projects to further the goals of the Agency. The individual will interact with the media to discuss program work and outcomes.

The individual will attend events, table, and participate in partner efforts in order to represent the Agency's priorities and projects to state and regional audiences. They may sit on advisory committees at the regional or state level.

3. Are there licensing, registration, or certification requirements; or special or unusual skills necessary to perform this job?

Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools, technology, etc. (such as mainframe computers, power tools, trucks, road equipment, specific software packages). Be specific, if you must be able to drive a commercial vehicle, or must know Visual Basic, indicate so.

Internal SOV candidates must complete Lean White Belt and facilitation trainings to be eligible for this position.

4. Do you supervise?

In this question "supervise" means if you direct the work of others where you are held **directly** responsible for assigning work; performance ratings; training; reward and discipline or effectively recommend such action; and other personnel matters. List the names, titles, and position numbers of the classified employees reporting to you:

This position may work with an intern.

5. In what way does your supervisor provide you with work assignments and review your work?

This question deals with how you are supervised. Explain how you receive work assignments, how priorities are determined, and how your work is reviewed. There are a wide variety of ways a job can be supervised, so there may not be just one answer to this question. For example, some aspects of your work may be reviewed on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

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

6. Mental Effort

This section addresses the mental demands associated with this job. Describe the most mentally challenging part of your job or the most difficult typical problems you are expected to solve. Be sure to give a specific response and describe the situation(s) by example.

- For example, a purchasing clerk might respond: *In pricing purchase orders, I frequently must find the cost of materials not listed in the pricing guides. This involves locating vendors or other sources of pricing information for a great variety of materials.*
- Or, a systems developer might say: *Understanding the ways in which a database or program will be used, and what the users must accomplish and then developing a system to meet their needs, often with limited time and resources.*

The individual must be detail oriented with ability to organize and prioritize activities to accomplish objectives in a timely, efficient, and cost effective manner. This position will write reports and analyze data and policies to assist in developing Division priorities. Requires work in occasionally contentious and challenging situations requiring effective communication skills to work towards an agreeable outcome. This position will be confident in navigating applicable federal and state funding rules, regulations, and procedures. They will have a working knowledge of economic factors associated with production and marketing and will be able to assist partners, grantees, and the public with inquiries. Expected to engage in public speaking opportunities.

7. Accountability

This section evaluates the job's expected results. In weighing the importance of results, consideration should be given to responsibility for the safety and well-being of people, protection of confidential information and protection of resources.

What is needed here is information not already presented about the job's scope of responsibility. What is the job's most significant influence upon the organization, or in what way does the job contribute to the organization's mission?

Provide annualized dollar figures if it makes sense to do so, explaining what the amount(s) represent.

For example:

- A social worker might respond: *To promote permanence for children through coordination and delivery of services;*
- A financial officer might state: *Overseeing preparation and ongoing management of division budget: \$2M Operating/Personal Services, \$1.5M Federal Grants.*

The individual is responsible for supporting and guiding the promotion, marketing, and development work of the Agency. This position will support the Agency by assisting with communication, events, program logistics, and funding, and may take the lead coordinating some local or regional events. They will be responsible for providing assistance to grow programs, offer technical and financial assistance to the variety of agricultural stakeholders, producers, and grantees engaged with the Agency.

Expanding markets for Vermont agricultural products is a requirement for our food suppliers to be successful. Assisting with program development and determining priorities is necessary to offer the market growth and producer sustainability required to protect Vermont's working landscape, agricultural heritage, and healthy communities.

Individuals in this position will assist with the management of annualized grant and program funding of \$250,000 - \$500,000. They will be expected to have a working knowledge of fund management.

8. Working Conditions

The intent of this question is to describe any adverse conditions that are routine and expected in your job. It is not to identify special situations such as overcrowded conditions or understaffing.

- a) What significant mental stress are you exposed to? All jobs contain some amount of stress. If your job stands out as having a significant degree of mental or emotional pressure or tension associated with it, this should be described.

Type	How Much of the Time?
Manage multiple priorities and expectations from within the Agency and external partners	30 hours/week
Engaging with external partners	15 hours/week
Event planning and coordination, public speaking	10 hours/month

- b) What hazards, special conditions or discomfort are you exposed to? (Clarification of terms: **hazards** include such things as potential accidents, illness, chronic health conditions or other harm. Typical examples might involve exposure to dangerous persons, including potentially violent customers and clients, fumes, toxic waste, contaminated materials, vehicle accident, disease, cuts, falls, etc.; and **discomfort** includes exposure to such things as cold, dirt, dust, rain or snow, heat, etc.)

Type	How Much of the Time?

- c) What weights do you lift; how much do they weigh and how much time per day/week do you spend lifting?

Type	How Heavy?	How Much of the Time?
marketing supplies	30 lbs	4 x per year
trade show materials	50 lbs	2 x per year

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

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

Additional Information:

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

--

Employee's Signature (**required**): _____ Date: _____

Supervisor's Section:

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

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

The most critical aspects of this job are assisting program managers in fund management and provide strategic input to accomplish goals of the Agency. This position is responsible for supporting and guiding the promotion, marketing, and development work of the Agency by assisting with communication, events, program logistics, and funding. This position may take the lead on coordinating some program activities or local/regional events and perform some grantee stewardship activities.

2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?

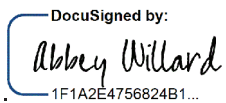
An employee in this job must be able to prioritize competing responsibilities while working independently on multiple projects, with general supervision. The ability to review and offer feedback on relevant policies and evaluate complex or controversial issues and propose recommendations to management. Collaboration with partners to create open lines of communication and strong working relationships. Considerable knowledge in production, marketing, policy, and program development ensure that the Division's goals remain relevant in an ever-changing agriculture landscape.

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

n/a

4. Suggested Title and/or Pay Grade:

Agriculture Development Specialist II

Supervisor's Signature (required):  Date: 5/17/2022

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).

Suggested Title and/or Pay Grade:

Personnel Administrator's Signature (**required**): DocuSigned by:
Jane Modica
4AFA4DAD856144D... Date: 5/17/2022

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:

Appointing Authority or Authorized Representative Signature (**required**): DocuSigned by:
Alyson Eastman
DBD5D8C348494EF Date: 5/17/2022

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 # _____ 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 _____ Comments: _____ Willis Rating/Components: Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____ Working Conditions: _____ Total: _____	Date Received (Stamp) Effective Date: _____ Date Processed: _____
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Incumbent Information:

Employee Name: Employee Number:
 Position Number: Current Job/Class Title:
 Agency/Department/Unit:
 Work Station: Zip Code:
 Supervisor's Name, Title, and Phone Number:
 How should the notification to the employee be sent: employee's work location or other address, please provide mailing address:

New Position/Vacant Position Information:

New Position Authorization: Request Job/Class Title:
 Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored
 Vacant Position Number: Current Job/Class Title:
 Agency/Department/Unit: Work Station: Zip Code:
 Supervisor's Name, Title and Phone Number:

Type of Request:

- Management:** A management request to review the classification of an existing position, class, or create a new job class.
- Employee:** An employee's request to review the classification of his/her current position.

1. Job Duties

This is the **most critical** part of the form. Describe the activities and duties required in your job, **noting changes (new duties, duties no longer required, etc.) since the last review**. Place them in order of importance, beginning with the single most important activity or responsibility required in your job. The importance of the duties and expected end results should be clear, including the tolerance that may be permitted for error. Describe each job duty or activity as follows:

- **What** it is: The nature of the activity.
- **How** you do it: The steps you go through to perform the activity. Be specific so the reader can understand the steps.
- **Why** it is done: What you are attempting to accomplish and the end result of the activity.

For example a Tax Examiner might respond as follows: **(What)** *Audits tax returns and/or taxpayer records.* **(How)** *By developing investigation strategy; reviewing materials submitted; when appropriate interviewing people, other than the taxpayer, who have information about the taxpayer's business or residency.* **(Why)** *To determine actual tax liabilities.*

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

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

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

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

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

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

2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (**not** an exhaustive or all-inclusive list of contacts) other than those persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are with other agencies or groups outside State government describe those interactions, and what your role is. For example: you may *collaborate, monitor, guide, or facilitate change*.

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

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

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

3. Are there licensing, registration, or certification requirements; or special or unusual skills necessary to perform this job?

Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools, technology, etc. (such as mainframe computers, power tools, trucks, road equipment, specific software packages). Be specific, if you must be able to drive a commercial vehicle, or must know Visual Basic, indicate so.

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

4. Do you supervise?

In this question "supervise" means if you direct the work of others where you are held **directly** responsible for assigning work; performance ratings; training; reward and discipline or effectively recommend such action; and other personnel matters. List the names, titles, and position numbers of the classified employees reporting to you:

This position may work with an intern.

5. In what way does your supervisor provide you with work assignments and review your work?

This question deals with how you are supervised. Explain how you receive work assignments, how priorities are determined, and how your work is reviewed. There are a wide variety of ways a job can be supervised, so there may not be just one answer to this question. For example, some aspects of your work may be reviewed on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

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

6. Mental Effort

This section addresses the mental demands associated with this job. Describe the most mentally challenging part of your job or the most difficult typical problems you are expected to solve. Be sure to give a specific response and describe the situation(s) by example.

- For example, a purchasing clerk might respond: *In pricing purchase orders, I frequently must find the cost of materials not listed in the pricing guides. This involves locating vendors or other sources of pricing information for a great variety of materials.*
- Or, a systems developer might say: *Understanding the ways in which a database or program will be used, and what the users must accomplish and then developing a system to meet their needs, often with limited time and resources.*

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

7. Accountability

This section evaluates the job's expected results. In weighing the importance of results, consideration should be given to responsibility for the safety and well-being of people, protection of confidential information and protection of resources.

What is needed here is information not already presented about the job's scope of responsibility. What is the job's most significant influence upon the organization, or in what way does the job contribute to the organization's mission?

Provide annualized dollar figures if it makes sense to do so, explaining what the amount(s) represent.

For example:

- A social worker might respond: *To promote permanence for children through coordination and delivery of services;*
- A financial officer might state: *Overseeing preparation and ongoing management of division budget: \$2M Operating/Personal Services, \$1.5M Federal Grants.*

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

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

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

8. Working Conditions

The intent of this question is to describe any adverse conditions that are routine and expected in your job. It is not to identify special situations such as overcrowded conditions or understaffing.

- a) What significant mental stress are you exposed to? All jobs contain some amount of stress. If your job stands out as having a significant degree of mental or emotional pressure or tension associated with it, this should be described.

Type	How Much of the Time?
Manage multiple priorities	30 hours/week
Engaging with external partners	10 hours/week
Event assistance	5 hours/month

- b) What hazards, special conditions or discomfort are you exposed to? (Clarification of terms: **hazards** include such things as potential accidents, illness, chronic health conditions or other harm. Typical examples might involve exposure to dangerous persons, including potentially violent customers and clients, fumes, toxic waste, contaminated materials, vehicle accident, disease, cuts, falls, etc.; and **discomfort** includes exposure to such things as cold, dirt, dust, rain or snow, heat, etc.)

Type	How Much of the Time?

- c) What weights do you lift; how much do they weigh and how much time per day/week do you spend lifting?

Type	How Heavy?	How Much of the Time?
marketing supplies	30 lbs	4 x per year
trade show materials	50 lbs	2 x per year

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

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

Additional Information:

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

--

Employee's Signature (required): _____ Date: _____

Supervisor's Section:

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

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

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

2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?

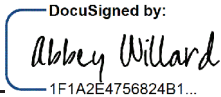
An employee in this job must be able to efficiently and effectively manage a multifaceted workload with direction and planning support from the program leadership. The ability to maintain effective working relationships to build trust with colleagues and partners is essential to developing and implementing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

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

n/a

4. Suggested Title and/or Pay Grade:

Agriculture Development Specialist I (PG 23)

Supervisor's Signature (required):  Date: 5/16/2022

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).

Suggested Title and/or Pay Grade:

Personnel Administrator's Signature (**required**): DocuSigned by:
Jane Modica
988E2A19CF164F3... Date: 5/17/2022

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:

DocuSigned by:
Alyson Eastman
DBD5D8C348494FE 5/17/2022

Appointing Authority or Authorized Representative Signature (**required**)

Date



United States Department of Agriculture
Agricultural Marketing Service

Notice of Award

Award# 21DBIVT1004-00

FAIN# 21DBIVT1004

Federal Award Date: 10/26/2021

Recipient Information

1. Recipient Name

AGRICULTURE, FOOD & MARKETS,
VERMONT AGENCY OF
116 State St
Agricultural Development
Montpelier, VT 05620-8800

2. Congressional District of Recipient

00

3. Payment System Identifier (ID)

036000264

4. Employer Identification Number (EIN)

036000264

5. Data Universal Numbering System (DUNS)

809376718

6. Recipient's Unique Entity Identifier

7. Project Director or Principal Investigator

Laura Ginsburg
laura.ginsburg@vermont.gov
802-522-2252

8. Authorized Official

Ms. Diane Bothfeld
diane.bothfeld@vermont.gov
802-498-3337

Federal Agency Information

Agricultural Marketing Service (USDA-AMS)

9. Awarding Agency Contact Information

Angela L. Davis
Grants Management Specialist
angela.davis@usda.gov
404-670-2900

10. Program Official Contact Information

Angela L. Davis
Grants Management Specialist
angela.davis@usda.gov
404-670-2900

Federal Award Information

11. Award Number

21DBIVT1004-00

12. Unique Federal Award Identification Number (FAIN)

21DBIVT1004

13. Statutory Authority

The Dairy Business Innovation (DBI) Initiatives are authorized by section 204(b) of the Agricultural Marketing Act of 1946 as supplemented by section 12513 of the Agriculture Improvement Act of 2018

14. Federal Award Project Title

Northeast Dairy Business Innovation Center

15. Assistance Listing Number

10.176

16. Assistance Listing Program Title

Dairy Business Innovation Initiatives

17. Award Action Type

New

18. Is the Award R&D?

No

Summary Federal Award Financial Information

19. Budget Period Start Date	10/31/2021	- End Date	10/30/2024
20. Total Amount of Federal Funds Obligated by this Action			\$6,133,333.33
20a. Direct Cost Amount			\$6,027,715.70
20b. Indirect Cost Amount			\$105,617.63
21. Authorized Carryover			\$0.00
22. Offset			\$0.00
23. Total Amount of Federal Funds Obligated this budget period			\$0.00
24. Total Approved Cost Sharing or Matching, where applicable			\$0.00
25. Total Federal and Non-Federal Approved this Budget Period			\$6,133,333.33
26. Project Period Start Date	10/31/2021	- End Date	10/30/2024
27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period			Not Available

28. Authorized Treatment of Program Income

ADDITIONAL COSTS

29. Grants Management Officer - Signature

Patrick A. Kelley
Lead Grants Management Specialist

30. Remarks



Notice of Award

Award# 21DBIVT1004-00

FAIN# 21DBIVT1004

Federal Award Date: 10/26/2021

Recipient Information		33. Approved Budget (Excludes Direct Assistance)			
Recipient Name AGRICULTURE, FOOD & MARKETS, VERMONT AGENCY OF 116 State St Agricultural Development Montpelier, VT 05620-8800 Congressional District of Recipient 00 Payment Account Number and Type 036000264 Employer Identification Number (EIN) Data 036000264 Universal Numbering System (DUNS) 809376718 Recipient's Unique Entity Identifier Not Available		I. Financial Assistance from the Federal Awarding Agency Only II. Total project costs including grant funds and all other financial participation			
		a. Salaries and Wages b. Fringe Benefits c. Total Personnel Costs d. Equipment e. Supplies f. Travel g. Construction h. Other i. Contractual	\$230,736.89 \$108,869.63 \$339,606.52 \$25,000.00 \$6,250.00 \$12,940.00 \$0.00 \$43,400.00 \$5,600,519.18		
		j. TOTAL DIRECT COSTS	\$6,027,715.70		
		k. INDIRECT COSTS	\$105,617.63		
		l. TOTAL APPROVED BUDGET	\$6,133,333.33		
31. Assistance Type Project Grant 32. Type of Award Other		m. Federal Share	\$6,133,333.33		
		n. Non-Federal Share	\$0.00		
34. Accounting Classification Codes					
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
DBII_No Year_AM00490000000000	21DBIVT1004	TM	4110	\$6,133,333.33	

35. Terms And Conditions

Terms and Conditions

1. The Agricultural Marketing Service (AMS) hereby awards a grant in support of the above referenced program.

This Award is pursuant to CFDA # 10.176, Dairy Business Innovation Initiatives Program and is subject to:

1. Your organization's application package, including the SF-424, Application/Project Narrative, Budget Summary/Narrative, other supporting letters and documents.
2. Acceptance of this award requires an authorized representative to sign and date the Notice of Award (NOA) and submit to AMS via the grants management electronic system. You may also submit a signed copy of the NOA via email: IPPGrants@usda.gov. If you have any questions about this NOA, please contact the Federal Agency Project Manager listed on the attached Grant Agreement.

Statement of Work:

This agreement shall be carried out by the organizational units or officials of the Federal Agency and the Recipient in the manner and subject to the conditions provided in the Agricultural Marketing Service Grants Division General Award Terms and Conditions attached hereto and made a part of this agreement.

PROVISIONS:

This Agreement incorporates the following - 1. Approved application and budget including any mutually agreed upon budget revisions and other changes and amendments thereto. 2. Agricultural Marketing Service Grants Division General Award Terms and Conditions (September 2020) available at [Agricultural Marketing Service \(AMS\) Grants Division General Terms and Conditions FY21 \(usda.gov\)](https://www.usda.gov) 3. 2 CFR Part 200 and 2 CFR Part 400. 4. 2 CFR §200.216 and 2 CFR §200.340.

Public Announcement Embargo

AMS Grants Division requests that awardees refrain from doing any form of publicity on their award recommendation until the Secretary's office has had a chance do a press release first or until your office receives official notification of this award from our awards management system. Failure to adhere to this request may put your award recommendation at risk and may make it subject to withdrawal.

Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0581-0240. Public reporting burden for this collection of information is estimated to average 2 hours per response, including time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project 0581-0240, Washington, DC 20503.

In accordance with Federal civil rights law and U.S. Department of Agriculture(USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in



Notice of Award

Award# 21DBIVT1004-00

FAIN# 21DBIVT1004

Federal Award Date: 10/26/2021

or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- 1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410.
- 2) fax: (202) 690-7442; or
- 3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

From: [Ginsburg, Laura](#)
To: [Willard, Abbey](#)
Subject: USDA email - New Programmatic Personnel
Date: Friday, April 15, 2022 9:17:07 AM

Hi Abbey-

See below for confirmation from USDA.

Thanks,

Laura Ginsburg (she/her)
Agricultural Development Section Chief | Vermont Agency of Agriculture, Food & Markets
116 State St., Montpelier Vermont 05602-2901 | <http://agriculture.vermont.gov>
Tel:802-522-2252

[Sign up for Dairy Business Innovation Center updates](#)

From: Davis, Angela L - AMS <Angela.Davis@usda.gov>
Sent: Thursday, March 31, 2022 12:11 PM
To: Ginsburg, Laura <Laura.Ginsburg@vermont.gov>
Cc: Donovan, Kathryn (she/her) <Kathryn.Donovan@vermont.gov>; Brockett, Rebecca <Rebecca.Brockett@vermont.gov>
Subject: New Programmatic Personnel

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Hi Laura,

Vermont Agency of Agriculture, Food & Markets may use a portion of the additional supplemental funding of \$19M to support new programmatic personnel. At least 50% of the allotted funds must be used for subawards to dairy businesses.

Please do not hesitate to contact me if you need further information.

Thank you.

Best regards,
Angela

Angela L. Davis
Grants Management Specialist
Initiatives and Partnerships Program
USDA, Agricultural Marketing Service
Email: Angela.Davis@usda.gov
Phone: (404) 670-2900

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AG DEVELOPMENT

