



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee members  
From: Daniel Dickerson, Fiscal Analyst  
Date: July 3, 2020  
Subject: Grant Requests – JFO #3007

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

**JFO #3007** – Two (2) limited-service positions within the VT Agency of Agriculture, Food and Markets. The positions would be titled Agriculture Development Specialist II, and Grants and Contracts Administrator. Both positions would be funded through an ongoing federal grant through the Dairy Business Innovation Initiative from the U.S. Dept. of Agriculture (USDA). This grant was previously approved by the Joint Fiscal Committee in 2019 (JFO #2982). \$6 million in additional funding was recently awarded to Vermont from this grant. The anticipated end date for both positions is 9/29/2023.

*[JFO received 06/29/20]*

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; [ddickerson@leg.state.vt.us](mailto:ddickerson@leg.state.vt.us)) if you have questions or would like this item held for legislative review. Unless we hear from you to the contrary by July 16, 2020 we will assume that you agree to consider as final the Governor's acceptance of this request.

Memorandum

TO: Mike Middleman, Budget Analyst  
Department of Finance and Management

Dan Dickerson, Fiscal Analyst,  
Joint Fiscal Office

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

DATE: February 24, 2020

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

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This memo is to inform the Agency of Administration that the Vermont Agency of Agriculture, Food & Markets (VAAFMM) has been awarded an additional \$6 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 allow VAAFMM to perform work across the Vermont, New York, and New England region and provide additional grant funds to farms and cooperatives beginning in year two, as required by USDA. As an Innovation Center, work must: diversify markets, increase product consumption, and innovate across the value chain.

The following outlines the scope of work for the initial round, and future rounds may have different focus areas as work progresses and new opportunities arise.

- Market research for goat, sheep, and high-attribute milk products
- Marketing and branding workshops for dairy farmers and processors
- Food safety and production education for cheesemakers
- Grazing transition technical assistance, utilizing a cohort model of delivery
- Dairy industry distribution and supply chain innovation

As indicated in the initial JFO request, this second request regarding positions is being submitted with the confirmation of additional funds from USDA. The two positions, one limited service PG24 – Agriculture Development Specialist II and one limited service position PG24 – Grants and Contracts Administrator, are critical to developing the program and deploying federal resources. Each position is being budgeted annually for \$73,030 (\$54,704 for salary, \$18,326 for benefits) for a total of \$146,060.



## VAAFM's Agriculture Development Specialist II and Grants and Contracts Administrator

### Position Justification

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

#### Agriculture Development Specialist II

Under the supervision of the Ag Development Division Section Chief, this new Limited Service Position (PG 24) will be responsible for the work plan outlined in the recently awarded USDA Dairy Business Innovation Initiative grant (JFO #2982).

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

- Develop constituent communications about the Innovation grant opportunity, scope of projects, and availability of funds
- Develop and implement work plan identified projects via competitive bids, including:
  - Grazing transition technical assistance
  - Cheese production food safety educational events
  - Market and brand strategy
  - Education regarding consumer communication and preferences
  - Market research for sheep and goat milk products
  - Distribution and supply chain innovation
- Assist with oversight of contractor deliverables and payments
- Assist with grant fund distribution, including development of grant request for proposals, review, and award execution
- Conduct grantee site visits
- Engage with the dairy community through events, farm visits, meetings, and other constituent contact opportunities

#### Grants and Contracts Administrator

Under the supervision of the Ag Development Division Director, this new Limited Service Position (PG 24) will be responsible for the grants and contracts work outlined in the recently awarded USDA Dairy Business Innovation Initiative grant (JFO #2982) and adherence to all SOV bulletins regarding grant and contract solicitation and funding. This position will also serve as the Grants and Contracts lead, with oversight of two existing Grants and Contracts Specialist I positions (PG 22).

These two positions are new to VAAFM's Ag Development Division and will be fully funded through the USDA Dairy Business Innovation Initiative Award (JFO #2982). Each position is being budgeted for \$73,030 (\$54,704 for salary, \$18,326 for benefits). A total for both positions annually is \$146,060.

**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: Agriculture, Food & Markets Date: 02/12/2020

Name and Phone (of the person completing this request): Laura Ginsburg 802-522-2252

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):

JFO #2982- United States Department of Agriculture - Agriculture Marketing Services; Dairy Business Innovation Initiative

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Agriculture Development Specialist II	1	Ag Development	through September 29, 2023
Grants and Contracts Administrator	1	Ag Development	through September 29, 2023

\*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:

With the addition of \$6 million dollars to the initial grant award of \$454k, these positions are critical to developing a robust dairy innovation center. Both positions are keys to successfully executing the work plan and getting all award monies obligated through grants and contracts.

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

Signature of Agency or Department Head

Date

Approved/Denied by Department of Human Resources

Date

Approved/Denied by Finance and Management

Date

Approved/Denied by Secretary of Administration

Date

Comments:

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

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

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

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

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

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

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

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

## Request for Classification Review Position Description Form A

For Department of Personnel Use Only

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

### Incumbent Information:

Employee Name:  Employee Number:

Position Number:  Current Job/Class Title:

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

Supervisor's Name, Title, and Phone Number:

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

### New Position/Vacant Position Information:

New Position Authorization:  Request Job/Class Title:

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

Vacant Position Number:  Current Job/Class Title:

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

Supervisor's Name, Title and Phone Number:

### Type of Request:

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

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

## 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:

2/24/20

**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**):

*Jane Modica*

Date:

*2/24/2020*

**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**)

*[Signature]*

Date

*2/25/2020*

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.
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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:

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- 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.
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**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.

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**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.**

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

## 1. Job Duties

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- **What it is:** The nature of the activity.
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- **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.

Drafts and processes contracts, grant agreements, memorandas of understanding, request for information, quotes and proposals. Performs a risk analysis for each agreement.

Provides administrative and technical support to division program staff. Serves as an expert for procurement procedures, state and federal grant procedures and related policies. Stays up to date with policy and procedure changes, communicates changes effectively to appropriate staff.

Provides recommendations, input and feedback on policy and procedures relative to grants, contracts and agreements and implements any changes that result.

Provides problem solving, creative solutions, and innovative responses to unique situations that arise.

Maintains tracking systems for agreements, monitors and follows up to ensure timely execution.

Processes grant, contract, and MOU payments. Monitors invoices against total grant/contract award. Assists with other payment processing activities with the Agency's Business Office staff during peak times.

Performs subrecipient monitoring activities.

Coordinates activities, timelines, and grant management activities with grant program staff.

Coordinate trainings and resource document development on systems and processing for efficient and effective funding opportunity management.

Lead continuous process improvement activities and metric tracking of team's efficiency efforts.

Oversees workplan, duties, and activities of grants and contracts team within the Division.

Supervises two Grants Specialists positions within the Division.

## 2. Key Contacts

on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

Work will generally be performed independently with direction from the Ag Development Division Director and other members of the Division's management team.

Agreements written by the contracts and grants specialist will periodically be reviewed.

All agreements assessed to be of higher risk will be reviewed by legal counsel.

Routine check-ins with Division Director and other management team members will occur to prioritize workload and discuss priorities.

## 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.*

Work independently to assess current processes and systems, make recommendations for improvements, effectively implement and communicate changes.

Communicate effectively and professionally both orally and in writing.

Able to transition seamlessly between tasks, maintain a high level of organization and manage interruptions with professionalism while handling multiple projects simultaneously.

Collaborate effectively with staff from across the Division as well as external contacts.

Provide guidance and support to staff and colleagues while maintaining professionalism.

## 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.*



**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: \_\_\_\_\_

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): Jane Modica Date: 2/24/2020

**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:

Contracts and Grants Administrator - PG 24

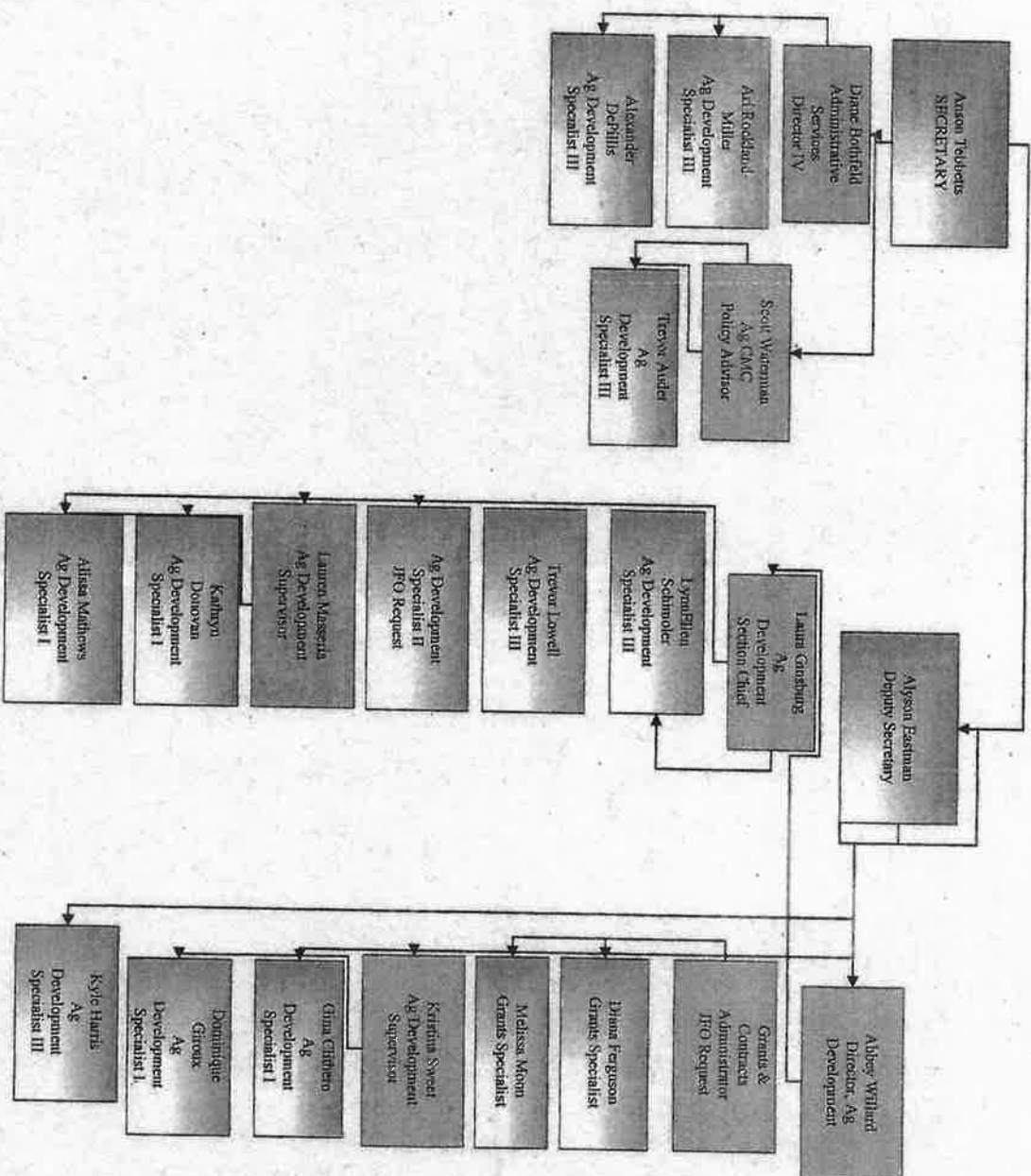


2/19/20

Appointing Authority or Authorized Representative Signature (required)

Date

# AG DEVELOPMENT



Further Consolidated Appropriations Act, 2020 - VAAFM

Davis, Angela L - AMS <Angela.Davis@usda.gov>

Tue 2/11/2020 03:26 PM

To: Ginsburg, Laura <Laura.Ginsburg@vermont.gov>

Cc: Smith, KarenMae <KarenMae.Smith@vermont.gov>

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

Good afternoon Laura,

Section 778 of the *Further Consolidated Appropriations Act, 2020* ([H.R. 1865](#)) appropriated \$20 million, to remain available until expended, for the Dairy Business Innovation Initiatives. This funding is meant to be distributed equally between the three regional innovation initiatives. AMS is currently working on a Request for Applications, requesting applications from the existing initiatives. We hope to publish this soon.

I hope this information is helpful.

Best regards,

Angela L. Davis  
Grants Management Specialist  
Initiatives and Partnerships Programs  
USDA, Agricultural Marketing Service  
Telephone: (404)670-2900  
Fax: (770)376-6746  
Email: [Angela.Davis@usda.gov](mailto:Angela.Davis@usda.gov)

*Have a  
Great Day!*

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## VAAFAM's Agriculture Development Specialist II and Grants and Contracts Administrator

### Position Justification

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

#### Agriculture Development Specialist II

Under the supervision of the Ag Development Division Section Chief, this new Limited Service Position (PG 24) will be responsible for the work plan outlined in the recently awarded USDA Dairy Business Innovation Initiative grant (JFO #2982).

The Agriculture Development Specialist II will support VAAFAM's Ag Development Division by engaging in the following scope of work:

- Develop constituent communications about the Innovation grant opportunity, scope of projects, and availability of funds
- Develop and implement work plan identified projects via competitive bids, including:
  - Grazing transition technical assistance
  - Cheese production food safety educational events
  - Market and brand strategy
  - Education regarding consumer communication and preferences
  - Market research for sheep and goat milk products
  - Distribution and supply chain innovation
- Assist with oversight of contractor deliverables and payments
- Assist with grant fund distribution, including development of grant request for proposals, review, and award execution
- Conduct grantee site visits
- Engage with the dairy community through events, farm visits, meetings, and other constituent contact opportunities

#### Grants and Contracts Administrator

Under the supervision of the Ag Development Division Director, this new Limited Service Position (PG 24) will be responsible for the grants and contracts work outlined in the recently awarded USDA Dairy Business Innovation Initiative grant (JFO #2982) and adherence to all SOV bulletins regarding grant and contract solicitation and funding. This position will also serve as the Grants and Contracts lead, with oversight of two existing Grants and Contracts Specialist I positions (PG 22).

These two positions are new to VAAFAM's Ag Development Division and will be fully funded through the USDA Dairy Business Innovation Initiative Award (JFO #2982). Each position is being budgeted for \$73,030 (\$54,704 for salary, \$18,326 for benefits). A total for both positions annually is \$146,060.

## Pope, Aimee

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**From:** Mercier, Amy  
**Sent:** Wednesday, February 26, 2020 3:12 PM  
**To:** Pope, Aimee; DHR - Positions  
**Cc:** Modica, Jane; Ginsburg, Laura; AGR - Business Office; Willard, Abbey  
**Subject:** FW: ]Dairy Innovation hiring question - Dairy Innovation Grant Funding- 2 positions  
**Attachments:** DBIC JFO Position Justification.docx

Good afternoon Aimee,

Below is the confirmation from USDA that we can use grant funding for additional positions for the Dairy Innovation Grant.

Please let us know if you have any questions, and thank you for your help!

### Amy Mercier

Financial Director | Agency of Agriculture, Food & Markets  
116 State Street, Montpelier, VT 05620-2901  
Office (802) 595-5043 | [www.agriculture.vermont.gov](http://www.agriculture.vermont.gov)



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**From:** Ginsburg, Laura <Laura.Ginsburg@vermont.gov>  
**Sent:** Wednesday, February 26, 2020 2:55 PM  
**To:** Mercier, Amy <Amy.Mercier@vermont.gov>  
**Subject:** ]Dairy Innovation hiring question

Hi Amy-

See below and attached.

Thanks,

Laura Ginsburg  
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

---

**From:** Davis, Angela L - AMS <Angela.Davis@usda.gov>  
**Sent:** Wednesday, February 26, 2020 01:42 PM  
**To:** Ginsburg, Laura <Laura.Ginsburg@vermont.gov>  
**Subject:** RE: [CAUTION: Suspicious Link]Dairy Innovation hiring question

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

Good afternoon Laura,

This email is confirming the FY20 grant funds can be used to hire additional staff.

Please let me know if you need any additional information.

Thank you.

Best regards,

Angela L. Davis  
Grants Management Specialist  
Initiatives and Partnerships Programs  
USDA, Agricultural Marketing Service  
Telephone: (404)670-2900  
Fax: (770)376-6746  
Email: [Angela.Davis@usda.gov](mailto:Angela.Davis@usda.gov)

*Have a  
Great Day!*

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**From:** Ginsburg, Laura <[Laura.Ginsburg@vermont.gov](mailto:Laura.Ginsburg@vermont.gov)>  
**Sent:** Wednesday, February 26, 2020 1:17 PM  
**To:** Davis, Angela L - AMS <[Angela.Davis@usda.gov](mailto:Angela.Davis@usda.gov)>  
**Subject:** [CAUTION: Suspicious Link]Dairy Innovation hiring question

**PROCEED WITH CAUTION:** This message triggered warnings of **potentially** malicious web content. Evaluate this email by considering whether you are expecting the message, along with inspection for suspicious links.

**Questions or Suspicious email submissions:** [Spam.Abuse@usda.gov](mailto:Spam.Abuse@usda.gov)

Hi Angela-

I've started the state's process for adding positions when we receive new grant funding, and the folks who oversee that have asked for confirmation that we can use the new funds to pay for positions since they are not captured in our initial narrative. For your reference, attached is the document I developed that outlines what each position will do. Can you please review and send an email back confirming that funds can be used for staff?

Thanks!

Laura Ginsburg  
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](tel:802-522-2252)