

**Office of State Budget and Management**  
**Establish New, Receipt-Supported Positions**  
(G.S. 143-34.1)

**Agency:** Department of Crime Control and Public Safety

**Division:** Emergency Management

**Budget Code:** 4900

**Center Title:** DOJ Domestic Prep Equipment Support Program

**Center Number:** 1510-5386-03

**\*\*\* Position Information \*\*\***

**Proposed Classification:** Office Assistant IV      **Proposed Salary Grade:** 59

**Salary Range:** \$20,576 - \$30,839

**Proposed Effective Date:** 05 / 01 / 04

**Number of Positions:** 2

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$ 13,908,000.00	\$ 240,000.00 (2 positions, 3 years)
Receipts	\$ 13,908,000.00	\$ 240,000.00 (2 positions, 3 years)
Appropriation	\$ -0-	\$ -0-

**Funding Source(s):** DHS Homeland Security Grants for FY2003-I, FY2003-II, and FY2004 (100% federally funded)

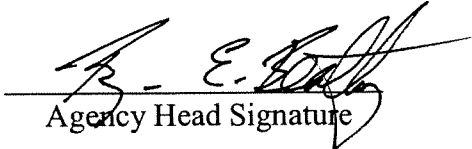
**Justification for Position (including description of duties and responsibilities):**


These two new positions provide clerical and administrative support to the Homeland Security Branch. This position provides essential assistance and office support to ensure that all Homeland Security Branch programs operate effectively. These programs include the federal Homeland Security Grants to North Carolina for FY2002, FY2003 Part I, FY2003 Part II, and FY2004 which total more than \$100 million. These positions are essential to the operations of the Homeland Security Branch, without which, the branch will be unable to properly track, maintain, and complete the grant management requirements established by the US Dept. of Homeland Security. The Office Assistants will be responsible for the tasks of maintaining electronic and paper filing, typing and data entry, maintaining budget & expense files, answering telephones, preparing mailings, scheduling meetings, note taking and transcribing, copying, faxing, and other duties assigned.

**Statutory Reference for Request**

Kenneth B. Taylor  
Presentation to be made by

Director  
Title

  
Agency Head Signature

  
State Budget Officer Signature

OK  
BKH

**Office of State Budget and Management**  
**Establish New, Receipt-Supported Positions**  
(G.S. 143-34.1)

Agency: Department of Crime Control and Public Safety

Division: Emergency Management

Budget Code: 4900

Center Title: Homeland Security Grant for Federal Fiscal Year 03

Center Number: 1510-519-2-03

**\*\*\* Position Information \*\*\***

Proposed Classification: Computing Consultant I Proposed Salary Grade: 70

Salary Range: \$31,940 - \$49,799

Proposed Effective Date: 03 / 01 / 04

Number of Positions: 1

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$ 36,840,000.00	\$ 114,000.00 (2 years)
Receipts	\$ 36,840,000.00	\$ 114,000.00 (2 years)
Appropriation	\$ -0-	\$ -0-

Funding Source(s): DHS Homeland Security Grant for FY2003 Part II (100% federally funded)

Justification for Position (including description of duties and responsibilities):

This new position provides assistance to operate and maintain databases of grant information for the DHS Homeland Security Grants of 2003 Part I and 2003 Part II. In addition, this position maintains a web site for local governments to apply for grants and provide status reports of grant performance. The position assists the state agencies and local governments in collecting DHS assessment information and entering that information into the DHS web site. The position also assists local governments and state agencies to work with databases of DHS and other federal agencies. The position also prepares analyses, software documentation, reports, and correspondence.

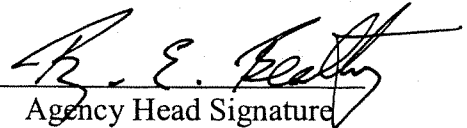
Statutory Reference for Request


Kenneth B. Taylor

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**Office of State Budget and Management**  
**Establish New, Receipt-Supported Positions**  
(G.S. 143-34.1)

**Agency:** Department of Crime Control and Public Safety

**Division:** Emergency Management

**Budget Code:** 4900

**Center Title:** Homeland Security Grant for Federal Fiscal Year 03

**Center Number:** 1510-519-3-03

**\*\*\* Position Information \*\*\***

**Proposed Classification:** Community Development Specialist I      **Proposed Salary Grade:** 70

**Salary Range:** \$31,940 - \$49,799

**Proposed Effective Date:** 03 / 01 / 04

**Number of Positions:** 6

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$ 36,840,000.00	\$ 114,000.00 (2 years)
Receipts	<u>\$ 36,840,000.00</u>	<u>\$ 114,000.00 (2 years)</u>
Appropriation	\$ -0-	\$ -0-

**Funding Source(s):** DHS Homeland Security Grant for FY2003 Part II (100% federally funded)

**Justification for Position (including description of duties and responsibilities):**

These six new positions are responsible for assisting local governments with the federal homeland security grants. The positions provide information to local governments about the federal and state guidelines and instructions. They also assists in developing the grant deliverables including equipment lists, exercise proposals, training proposals, and planning proposals. During the grant operation, the positions coordinate grant activities such as training and exercises with surrounding counties and state agencies. The positions identify grant problems and recommend solutions.

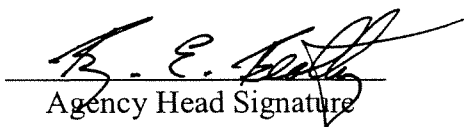
**Statutory Reference for Request**


Kenneth B. Taylor

Presentation to be made by

Director

Title

  
Agency Head Signature

  
State Budget Officer Signature

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**Office of State Budget and Management**  
**Establish New, Receipt-Supported Positions**  
(G.S. 143-34.1)

**Agency:** Department of Crime Control and Public Safety

**Division:** Emergency Management

**Budget Code:** 4900

**Center Title:** Homeland Security Grant for Federal Fiscal Year 03

**Center Number:** 1510-519-2-03

**\*\*\* Position Information \*\*\***

**Proposed Classification:** Community Development Specialist I      **Proposed Salary Grade:** 70

**Salary Range:** \$31,940 - \$49,799

**Proposed Effective Date:** 03 / 01 / 04

**Number of Positions:** 1

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$ 36,840,000.00	\$ 114,000.00 (2 years)
Receipts	\$ 36,840,000.00	\$ 114,000.00 (2 years)
Appropriation	\$ -0-	\$ -0-

**Funding Source(s):** DHS Homeland Security Grant for FY2003 Part II (100% federally funded)

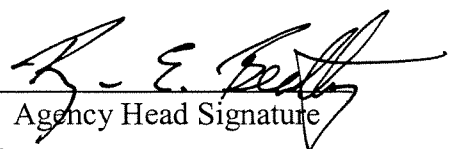
**Justification for Position (including description of duties and responsibilities):**

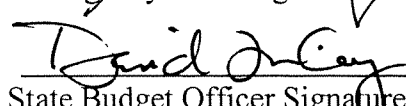
This new position is responsible for managing the strategic plan required for the US Department of Homeland Security (DHS) Grants to NC. The position develops the strategic plan as specified in the DHS guidelines. The position then manages the goals, objectives, and tasks assigned to state agencies and local governments to accomplish the strategic plan. The position is the primary advisor to senior state officials, including the Secretary of Crime Control and Public Safety and the Governor about the NC Homeland Security Strategic Plan. The position also prepares all reports and correspondence to the federal government about the Strategic Plan.

**Statutory Reference for Request**

Kenneth B. Taylor  
Presentation to be made by

Director  
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\_\_\_\_\_  
Agency Head Signature

  
\_\_\_\_\_  
State Budget Officer Signature

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**Office of State Budget and Management**  
**Establish New, Receipt-Supported Positions**  
(G.S. 143-34.1)

**Agency:** Department of Crime Control and Public Safety

**Division:** Emergency Management

**Budget Code:** 4900

**Center Title:** DOJ Domestic Prep Equipment Support Program for Federal Fiscal Year 03

**Center Number:** 1510-5386-03

**\*\*\* Position Information \*\*\***

**Proposed Classification:** Community Development Specialist I      **Proposed Salary Grade:** 70

**Salary Range:** \$31,940 - \$49,799

**Proposed Effective Date:** 05 / 01 / 04

**Number of Positions:** 4

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$ 13,908,000.00	\$720,000.00 (4 positions, 3 years)
Receipts	\$ 13,908,000.00	\$720,000.00 (4 positions, 3 years)
Appropriation	\$ -0-	\$ -0-

**Funding Source(s):** DHS Homeland Security Grants for FY2003-I, FY2003-II, and FY2004 (100% federally funded)

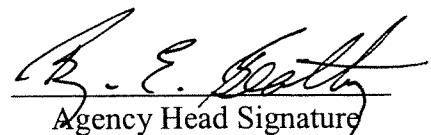
**Justification for Position (including description of duties and responsibilities):**

These four new positions manage the grants from the US Department of Homeland Security (DHS) State Homeland Security Grant Program (SHSGP) for FY2003, FY2003-II, FY2004, and FY2004 Urban Area Security Initiative which total more than \$100 million. The positions are responsible for developing, managing, and administering the distribution of federal funds to state agencies and local jurisdictions. The positions provide technical assistance on the use of the grant funds, which include equipment, exercises, training, and planning. They also assist local governments and municipalities in the development of their grant implementation efforts.

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Agency Head Signature

  
State Budget Officer Signature

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(G.S. 143-34.1)

**Agency:** Department of Crime Control and Public Safety

**Division:** Emergency Management

**Budget Code:** 4900

**Center Title:** Homeland Security Grant for Federal Fiscal Year 03

**Center Number:** 1510-519-2-03

**\*\*\* Position Information \*\*\***

**Proposed Classification:** Emergency Management Planner II      **Proposed Salary Grade:** 71

**Salary Range:** \$33,284 - \$52,061      **Proposed Effective Date:** 05 / 01 / 04

**Number of Positions:** 1

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$ 36,840,000.00	\$ 114,000.00 (2 years)
Receipts	<u>\$ 36,840,000.00</u>	<u>\$ 114,000.00 (2 years)</u>
Appropriation	\$ -0-	\$ -0-

**Funding Source(s):** DHS Homeland Security Grant for FY2003 Part II (100% federally funded)

**Justification for Position (including description of duties and responsibilities):**

This new position is responsible for managing the NC COOP plan authorized by the US Department of Homeland Security (DHS) Grants to NC, and the contract to develop a COOP plan for key state agencies. The position also coordinates the NC bioterrorism, foreign animal disease, and food security plans in the NC Emergency Operations Plan. The position is the primary advisor to senior state officials, including the Secretary of Crime Control and Public Safety and the Governor about the NC Continuity of Operations. It is a principal advisor about bioterrorism, foreign animal disease, and food security plans.

**Statutory Reference for Request**

Kenneth B. Taylor  
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Director  
Title

B. E. Taylor  
Agency Head Signature

David McCreary  
State Budget Officer Signature

OK  
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(G.S. 143-34.1)

**Agency:** Department of Crime Control and Public Safety

**Division:** Emergency Management

**Budget Code:** 4900

**Center Title:** Homeland Security Grant for Federal Fiscal Year 03

**Center Number:** 1510-519-3-03

**\*\*\* Position Information \*\*\***

**Proposed Classification:** Community Development Planner I      **Proposed Salary Grade:** 73

**Salary Range:** \$36,144 - \$56,965

**Proposed Effective Date:** 03 / 01 / 04

**Number of Positions:** 1

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$ 36,840,000.00	\$ 124,000.00 (2 years)
Receipts	\$ 36,840,000.00	\$ 124,000.00 (2 years)
Appropriation	\$ -0-	\$ -0-

**Funding Source(s):** DHS Homeland Security Grant for FY2003 Part II (100% federally funded)

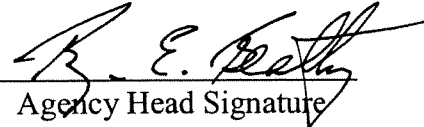
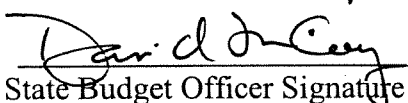
**Justification for Position (including description of duties and responsibilities):**

This new position is responsible for developing and maintaining the state Emergency Operations Plans for response to a Weapons of Mass Destruction (WMD) event, a terrorist event, a bio-terrorist event, an agri-terrorist event, and national alerts. The position is also responsible for coordinating state operations plans and strategic plans with the surrounding states, the federal government, and with local governments. The position is responsible for assisting local governments in North Carolina with developing their own terrorism operations and strategic plans. The position works closely with other state agencies involved with terrorism and WMD to integrate their responsibilities and resources into comprehensive plans. These agencies include State Bureau of Investigation, North Carolina National Guard, Division of Public Health, Office of Emergency Medical Services, Veterinary Division, and DENR.

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(G.S. 143-34.1)

**Agency:** Department of Crime Control and Public Safety

**Division:** Emergency Management

**Budget Code:** 4900

**Center Title:** DOJ Domestic Prep Equipment Support Program for Federal Fiscal Year 03

**Center Number:** 1510-538-6-03

**\*\*\* Position Information \*\*\***

**Proposed Classification:** Database Software Analyst      **Proposed Salary Grade:** 76

**Salary Range:** \$41,275 - \$65,370

**Proposed Effective Date:** 03 / 01 / 04

**Number of Positions:** 1

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$ 13,908,000.00	\$ 132,000.00 (2 years)
Receipts	\$ 13,908,000.00	\$ 132,000.00 (2 years)
Appropriation	\$ -0-	\$ -0-

**Funding Source(s):** DHS Homeland Security Grant for FY2003 Part I (100% federally funded)

**Justification for Position (including description of duties and responsibilities):**

This new position develops, operates, and maintains databases of grant information for the DHS Homeland Security Grants of 2003 Part I and 2003 Part II. In addition, this position also develops and maintains a web site for local governments to apply for grants and provide status reports of grant performance. The position also assists the state agencies and local governments in collecting DHS assessment information and entering that information into the DHS web site. The position also assists local governments and state agencies to work with databases of DHS and other federal agencies.

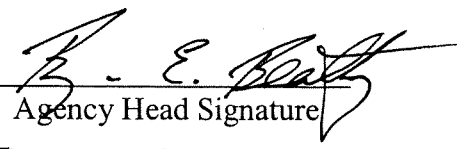
**Statutory Reference for Request**

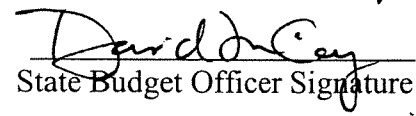
Kenneth B. Taylor

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