

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

**Agency:** North Carolina Department of Agriculture & Consumer Services

**Division:** Emergency Programs

**Budget Code:** 3700

**Center Title:** USDA Disease Surveillance and Animal Emergency Management

**Center Number:** 1017-0009

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

**Proposed Classification:** Program Assistant V

**Proposed Salary Grade:** 61

**Salary Range:** \$21,219 to \$33,562

**Proposed Effective Date:** November 15, 2003

**Number of Positions:** 1

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$188,280	27,743
Receipts	<u>188,280</u>	<u>27,743</u>
Appropriation	0	0
Funding Source(s):	<u>USDA Disease Surveillance and Animal Emergency Management (100% FFP).</u>	

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

Salary = \$22,000 plus benefits; 10 months with possibility of renewal for Oct. 1, 2004.

**DESCRIPTION OF WORK:**

This employee will perform a variety of program and administrative tasks in support of deliverables for the USDA Disease Surveillance and Animal Emergency Management Project. Responsibilities include coordinating, planning and implementing components related to this Project. This employee will serve as primary resource and principal administrative and project support regarding processes and procedures applicable to the project. This employee will report to the Administrative Assistant II for this project. This employee must possess significant knowledge of disease surveillance and animal emergencies and other program operations, policies and procedures to perform the work. This employee must use independent judgment in performing a variety of duties in program support and administrative tasks. Predominant functions of public contact, records and reports, and composition are responsibilities of this individual. Employee functions independent of regular supervision and is accountable for the completion of work. Employee has the responsibility for ensuring compliance with established guidelines and responding within established time frames. Work requires knowledge and use of a scanner, network color printer and copier, CD copier, and personal computer with Microsoft Office Suite XP, e-studio project tracker, and LAN.

Independent judgment is utilized to adapt project guidelines in problem-solving situations. This employee will compile, analyze and interpret varied and complex records and reports where results may impact the overall activities of the project.

Statutory Reference for Request

G.S. 143-34.1

Presentation to be made by

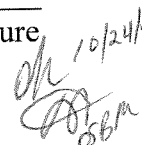
Dr. T.J. McGinn, III or Sandi Brown

Title



Agency Head Signature

State Budget Officer Signature



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

**Agency:** North Carolina Department of Agriculture & Consumer Services

**Division:** Emergency Programs

**Budget Code:** 3700

**Center Title:** USDA Disease Surveillance and Animal Emergency Management

**Center Number:** 1017-0009

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

**Proposed Classification:** Administrative Assistant II

**Proposed Salary Grade:** 65

**Salary Range:** \$24,761 to \$39,789

**Proposed Effective Date:** November 15, 2003

**Number of Positions:** 1

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$188,280	38,850
Receipts	<u>188,280</u>	<u>38,850</u>
Appropriation	0	0

Funding Source(s): USDA Disease Surveillance and Animal Emergency Management (100% FFP).

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

Salary = \$32,000 plus benefits; 10 months with possibility of renewal for Oct. 1, 2004.

**DESCRIPTION OF WORK**

This employee is responsible for independently organizing and implementing the administrative support at North Carolina Department of Agriculture, Division of Emergency Programs Division (EP) in relation to the deliverables listed in the Disease Surveillance and Animal Emergency Management Cooperative Agreement. Employee is responsible for interpreting and assisting in developing program policies and procedures. Work usually requires considerable organizational and analytical responsibilities.

This position will review grant applications, personnel actions and budget requests for appropriateness, completeness and compliance with federal, state and agency guidelines. Other responsibilities will be to write, edit or coordinate the preparation of grant progress reports and reimbursement requests, speeches or other printed material including determining necessary content as well as develop work procedures which impact other departments.

This position must have considerable knowledge of office techniques; ability to practice effective communication techniques both orally and in writing; considerable knowledge of effective supervisory practices and ability to plan and supervise the work of others where applicable. This person will also have the ability to analyze, interpret, recommend, and implement policy and procedural guidelines. This individual must have developed skills in organizing work flow and coordinating activities.

Statutory Reference for Request

G.S. 143-34.1

Presentation to be made by

Dr. T.J. McGinn, III or Sandi Brown

Title



Agency Head Signature

State Budget Officer Signature

*alc 10/24/03  
OSBM*

**Office of State Budget and Management**  
**Establish New, Receipt-Supported Positions**

(G.S. 143-34.1)

Agency: North Carolina Department of Agriculture & Consumer Services

Division: Emergency Programs

Budget Code: 3700

Center Title: USDA - NC Terrorism Vulnerability Self-Assessment and Threat Project

Center Number: 1017-0008

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

Proposed Classification: Applications Analyst Programmer II / GIS Projects App. Analyst Prog. II

Proposed Salary Grade: 78

Salary Range: \$43,055 to \$71,683

Proposed Effective Date: November 15, 2003 Ending 07/25/04

Number of Positions: 2

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$176,020	82,142
Receipts	<u>176,020</u>	<u>82,142</u>
Appropriation	0	0
Funding Source(s): <u>USDA - NC Terrorism Vulnerability Self-Assessment and Threat Project</u>		(100% FFP).

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

Salaries for 8 month period = \$34,000 plus benefits (period ends 07/27/04). This fund is supported by Congressman Price. He has requested renewal for an addition 12 month period with funds of \$300,000 plus.

**DESCRIPTION OF WORK:**

The Information Support Services (ISS) Section is responsible for developing and enhancing the most technically complex computer applications. The ISS Section maintains the multiple large data sets with multiple variables and provides application development and support for all NCDA & CS Divisions, Department of Health and Human Services, State Bureau of Investigation, and the Department of Justice for the Multi-Hazard Threat Database. This section is crucial to disease management, prevention, preparedness, surveillance, epidemiology, and planning to the NCDA & CS and the Swine and Poultry Industries of North Carolina, and have become valuable sources of information to other state agencies, local governments, and the United States Government. This section provides Modeling and Scenario Exercise capabilities for the United States Department of Agriculture (USDA), Department of Defense (DOD), National Defense University (NDU), Department of Homeland Security (DHS), and Federal Bureau of Investigation (FBI). The Section provides Geographic Information System Analysis and Reporting expertise to the entire North Carolina Department of Agriculture & Consumer Services (NCDA&CS) to aide in the decision making process and to aide in the prevention and preparedness of such Foreign Animal Diseases (FAD) as Foot and Mouth Disease (FMD) and Bovine Spongiform Encephalitis (BSE (i.e. Mad Cow Disease)). The same expertise is also provided to United States Department of Agriculture (USDA), Department of Defense (DOD), National Defense University (NDU), Department of Homeland Security (DHS), and Federal Bureau of Investigation (FBI).

**Primary Purpose of Positions:**

These positions assist the ISS Director by designing, planning, analyzing, reviewing, evaluating, and implementing applications to meet group objectives in completing deliverables for the NC Self Assessment and Threat Reduction Project and the Multi-Hazard Threat Database. These positions work at the project level of applications development and systems analyses. Doing so will entail the maintenance, modification, and enhancement of existing computer programs as well as analysis and programming of complex new programs, using SQL, AML, Avenue, and C++ in addition to Visual Basic, Pascal, ASP, JSP, VB.Net, and other programmer languages as needed. System Administration on both Hardware and Software will be maintained and/or implemented.

Statutory Reference for Request

G.S. 143-34.1

Presentation to be made by

David Wray / ISS Manager

Title



Agency Head Signature

State Budget Officer Signature

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