

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: CDC Bioterrorism Grant- Communicating Health Risks and Health Information
Dissemination (Focus F)

Center Number: 1017-0004

***** Position Information *****

Proposed Classification: PH Administrative Assistant II/Part Time- 30 hrs/wk

Proposed Salary Grade: 65

Salary Range: to \$18,571 – 29842

Proposed Effective Date: January 1, 2004

Number of Positions: 1

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$352,000	28,423
Receipts	<u>352,000</u>	<u>28,423</u>
Appropriation	0	0
Funding Source(s): CDC Public Health Preparedness and Response for Bioterrorism Grant (100% FFP).		

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

Salary = \$22,500 plus benefits

DESCRIPTION OF WORK

This employee is responsible for independently organizing and implementing the administrative support for field veterinarians at North Carolina Department of Agriculture, Division of Emergency Programs (EP). Employee is responsible for interpreting and assisting in developing program policies and procedures. Work usually requires considerable organizational and analytical responsibility.

This position will review grant applications, personnel actions and budget requests on an agency-wide scale 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, speeches or other printed material including determining necessary content as well as develop work procedures which impact interdepartmentally.

This position has 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. Also necessary is skill in organizing work flow and coordinating activities.

Statutory Reference for Request

G.S. 143-34.1

Presentation to be made by

Title

Agency Head Signature

State Budget Officer Signature