

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

Agency: North Carolina Department of Agriculture and Consumer Services

Division: Veterinary

Budget Code: 13700

Center Title: LPAI Control Program Cooperative Agreement

Center Number: To be established

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

Proposed Classification: Administrative Assistant I Proposed Salary Grade: 63

Salary Range: 25,886-38,297 Proposed Effective Date: 11 /01 / 05

Number of Positions: 1

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$ 60,000	\$ 37,761
Receipts	<u>60,000</u>	<u>37,761</u>
Appropriation	\$ 0	\$ 0

Funding Source(s): USDA APHIS – LPAI (Live Bird Market) Control Program Cooperative Agreement

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


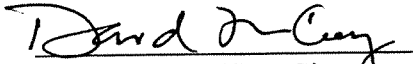
This full time, time-limited position is necessary to provide administrative support for the Low Pathogenicity Avian Influenza (LPAI) Control Program Cooperative Agreement. The employee will be responsible for interpreting and assisting in the development of the program policies and procedures. The work will require considerable organizational and analytical responsibility. This position is budgeted above the minimum in order to attract a highly qualified individual with the experience and skills needed to accomplish the duties and responsibilities of the job.

The position will maintain all data for the LPAI Control Program and will work closely with the Director of Poultry Health Programs to accomplish the goals of the program. The position will develop, with IT assistance, the database needed to maintain all necessary data. The position will be responsible for entering all required data and for preparing all required reports. Farm information will also be

entered into the farm database by this employee. The position will coordinate the activities of the field staff specific to the program and maintain all required supplies. This position will assist in organizing and coordinating educational events. Other responsibilities will include review of timesheets, travel logs and expense vouchers; communication with field staff and program participants; and other general office support duties. General knowledge of current database systems such as Excel and Access is required.

Statutory Reference for Request GS 143-34.1

Clara Gay
Presentation to be made by
Director of Budget & Finance
Title


Agency Head Signature

State Budget Officer Signature

SKS
10/12/05