

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

**Agency:** DENR **Division:** Clean Water Management Trust Fund  
**Budget Code:** 24305 **Center Title:** CWT-Clean Water Mgmt Admin **Center Number:** 2001

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

**Proposed Classification:** Administrative Assistant I **Proposed Salary Grade:** FR  
**Salary Range:** \$29,502 - \$45,334 **Proposed Effective Date:** 10/01/08  
**Number of Positions:** 1

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$2,558,542.00	\$47,484.00
Receipts	<u>\$2,558,542.00</u>	<u>\$47,484.00</u>
Appropriation	\$0.00	\$0.00

**Funding Source(s):** CWMTF administrative budget approved by CWMTF Board of Trustees in August 2008 and funded through FY08/09 appropriated funds. CWMTF receives \$100,000,000 annually which is appropriated to Fund 14301. The funds are transferred to Budget Code 24305.

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

As part of an effort to improve the effectiveness and efficiency of the CWMTF acquisition program, CWMTF contracted with the UNC-School of Government to study the CWMTF acquisition process, including a discussion of areas where the process seems to work smoothly as well as bottleneck areas and recommendations for possible improvements. As of July 1, 2008, CWMTF was managing over 250 active acquisition contracts. Since then, the Board of Trustees has approved an additional 57 acquisition projects that the acquisitions staff will need to develop new contracts for and manage their implementation. Given the magnitude of acquisition program, this new position is critical to the ability of the organization to manage the hundreds of acquisition contracts in a timely and accountable manner.

The proposed establishment of this position is a direct outgrowth of the recommendations of the UNC study. Currently, the work of the CWMTF acquisition program is carried out by the Real Property Counsel, a Paralegal, and two contract attorneys hired through Temporary Solutions who do most of the real estate closing work. The position of Acquisition Administrative Assistant would be a new position for CWMTF. Much of the administrative work of the Paralegal would be transferred to this new Administrative Assistant, thereby allowing the Paralegal to focus on drafting grant agreements and paralegal work. Day-to-day work would closely mirror that of the Restoration/Stormwater and Wastewater Administrative Assistant, with the exception of logging pre- and post-closing acquisition documents, drafting grant agreement amendments other than budget reallocations, receptionist and mail receipt/sorting responsibilities. The receptionist and mail duties would be transferred from the Restoration/Stormwater and Wastewater Administrative Assistant to this position. Establishment of this

position would result in work efficiencies, as well as a better match to staff skills and specialized training.

In response to UNC-SOG's recommendations, at their August 10, 2008 meeting in Raleigh, NC, the CWMTF Board of Trustees approved this position for immediate posting and hiring. This position is exempt from the State Personnel and Fair Labor Standards Acts and has a flat salary rate.

The Acquisition Administrative Assistant I will perform a variety of tasks to coordinate the grant agreement process related to CWMTF's acquisition projects and to serve as the receptionist for the CWMTF office. Acquisition project responsibilities will include drafting and sending funding approval or denial letters to grant recipients, preparing DENR transmittal forms for new contracts, reviewing all pre-funding documents, reviewing and processing grant payment requests for reimbursements including preparation of DENR transmittal forms, ensuring that all final grant closeout conditions are met, tracking expiration dates and extending grant agreements if needed, amending the grant agreement for budget reallocations, copying, and filing, and logging pre- and post-closing documents. The Acquisition Administration Assistant will also serve as the receptionist for the CWMTF office.

This position will be located in a proposed Administrative Services Group and be supervised by the CWMTF Business Officer I.

Statutory Reference for Request

Richard Rogers

Presentation to be made by

Executive Director

Title

[Signature]

Agency Head Signature

[Signature]

State Budget Officer Signature

OK  
DSC  
10/16/08

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

Agency: DENR Division: Clean Water Management Trust Fund  
Budget Code: 24305 Center Title: CWT-Clean Water Mgmt Admin Center Number: 2001

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

Proposed Classification: Attorney I Proposed Salary Grade: FR  
Salary Range: \$55,724 - \$92,922 Proposed Effective Date: 10/01/08  
Number of Positions: 1

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$2,558,542.00	\$90,216.00
Receipts	<u>\$2,558,542.00</u>	<u>\$90,216.00</u>
Appropriation	\$0.00	\$0.00

**Funding Source(s):** CWMTF administrative budget approved by CWMTF Board of Trustees in August 2008 and funded through FY08/09 appropriated funds. CWMTF receives \$100,000,000 annually which is appropriated to Fund 14301. The funds are transferred to Budget Code 24305.

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

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The proposed establishment of this position is a direct outgrowth of the recommendations of the UNC study. Currently, the work of the CWMTF acquisition program is carried out by the Real Property Counsel, a Paralegal, and two contract attorneys hired through Temporary Solutions who do most of the real estate closing work. The Real Property Attorney I would be a new position for CWMTF and would ultimately remove the need to employ attorneys through Temporary Solutions for real estate closings. The legal work for CWMTF would be handled by the Real Property Counsel, the Paralegal and this position. Establishment of this position would result in work efficiencies, as well as a better match to staff skills and interests.

In response to UNC-SOG's recommendations, at their August 10, 2008 meeting in Raleigh, NC, the CWMTF Board of Trustees approved this position for immediate posting and hiring. This position is exempt from the State Personnel and Fair Labor Standards Acts and has a flat salary rate.

The Real Property Attorney I position will work under the supervision of the CWMTF Deputy Director of Program Implementation, but will often work and make decisions independently in carrying out a wide range of complex tasks to support the real property acquisition process for CWMTF. Based on the funding decisions of the Board of Trustees, the Real Property Attorney I will function in a parallel role as the Real Property Counsel. For a subset of grant recipients, the Real Property Attorney I will participate in the review of acquisition applications, draft and give final approval to grant agreements and amendments, handle real estate closings for CWMTF, respond to miscellaneous legal inquiries, and coordinate with the Stewardship Coordinator on easement issues. The Real Property Attorney I will coordinate with other agencies and entities such as State agencies, non-profit land trusts, local governments, the State Property Office, and the Attorney General's Office. The Real Property Attorney I will work closely with the CWMTF Real Property Counsel, Paralegal and Stewardship Coordinator.

Statutory Reference for Request

Richard Rogers

Presentation to be made by

Executive Director

Title

[Signature]  
Agency Head Signature

[Signature]  
State Budget Officer Signature

ok  
DSC  
10/16/08