

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: September 1, 2003

Number of Positions: 1

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$430,000	28,423
Receipts	<u>430,000</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
Dr. Tom McGinn

Title
Director of Emergency Programs



Agency Head Signature

State Budget Officer Signature

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Budget Code: 3700 **Center Title:** CDC Bioterrorism Grant-
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Information Dissemination (Focus F)

Center Number: 1017-0004

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

Proposed Classification: PH Veterinary Specialist (Veterinary Medical Officer)

Proposed Salary Grade: 79

Salary Range: \$45,057-75,083

Proposed Effective Date: September 1, 2003

Number of Positions: 1

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	430,000	81,181
Receipts	<u>430,000</u>	<u>81,181</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 = \$70,000 plus benefits

This position is essential to success of the state's effort to prepare for and respond to threats against the agricultural interests of North Carolina from Foreign Animal Disease (FAD), multi-hazard disaster, terrorist act, or the introduction of any dangerous chemical, physical agent, or biological organism, or disease or condition.

This position will provide professional expertise in identifying, evaluating, and preventing threats to people, animals, and agriculture. The veterinarian in this position will promote awareness, preparedness, and participation in people and agricultural protection, as well as conduct site visits, facilities evaluations, government and industry contacts, public meetings, training programs, and written, verbal, and electronic communications. This person will also provide essential technical medical support to public health protection as a member of the Public Health Regional Surveillance Team 6 in Buncombe County.

Other duties include active participation in all emergency response organizations within the NCDA&CS and training, preparation, and response in accordance with the needs of the Department and the State. Further, the veterinarian in this position will assist in development of County Animal Response Teams (CART) to ensure agricultural preparedness at the county level. He/she will develop regional emergency planning initiatives depending on the specific needs of the geographical area.

Statutory Reference for Request

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Proposed Salary Grade: 79

Salary Range: \$45,057 – 75,083

Proposed Effective Date: September 1, 2003

Number of Positions: 1

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	430,000	81,181
Receipts	<u>430,000</u>	<u>81,181</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 = \$70,000 plus benefits

This position is essential to success of the state's effort to prepare for and respond to threats against the agricultural interests of North Carolina from Foreign Animal Disease (FAD), multi-hazard disaster, terrorist act, or the introduction of any dangerous chemical, physical agent, or biological organism, or disease or condition.

This position will provide professional expertise in identifying, evaluating, and preventing threats to people, animals, and agriculture. The veterinarian in this position will promote awareness, preparedness, and participation in people and agricultural protection, as well as conduct site visits, facilities evaluations, government and industry contacts, public meetings, training programs, and written, verbal, and electronic communications. This person will also provide essential technical medical support to public health protection as a member of the Public Health Regional Surveillance Team 7 based in Mecklenburg County.

Other duties include active participation in all emergency response organizations within the NCDA&CS and training, preparation, and response in accordance with the needs of the Department and the State. Further, the veterinarian in this position will assist in development of County Animal Response Teams (CART) to ensure agricultural preparedness at the county level. He/she will develop regional emergency planning initiatives depending on the specific needs of the geographical area.

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

Proposed Classification: PH Veterinary Surv. And Emergency Response Specialist
Proposed Salary Grade: 79

Salary Range: \$45,057 – 75,083

Proposed Effective Date: September 1, 2003

Number of Positions: 1

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$430,000	\$81,181
Receipts	<u>\$430,000</u>	<u>\$81,181</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 = \$70,000 plus benefits

As a Veterinary Risk Assessment Specialist, this position develops, coordinates and administers broad and complex veterinary bio-hazard risk assessment and vulnerability plans and programs, determines bio-security risks and vulnerabilities, and assists with risk assessment, vulnerability studies, bio-security vulnerability assessment training, risk and vulnerability data collection and processing in support of state wide risk and vulnerability reduction efforts and to support emergency response planning by NCDA&CS.

This position develops animal surveillance methodologies for the early detection of natural outbreaks of disease or intentional introduction of foreign animal disease and other bioterrorist agents. This position develops close working relationships between the NCDA&CS Emergency Programs Division and the Division of Public Health, NC Department of Health and Human Services (NCDHHS), as well as with all other state agencies, to develop veterinary focused zoonotic bio-security risk and vulnerability assessments for animals, humans and facilities as well as develop general bio-terrorism threat vulnerability assessments, and terrorism threat reduction strategies and objectives. Through these steps the veterinarian in this position significantly improves the overall bio- security of North Carolina and reduces overall vulnerability of this state.

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

Proposed Classification: PH Liaison Veterinarian **Proposed Salary Grade:** 80

Salary Range: \$47,111 – 78,603 **Proposed Effective Date:** September 1, 2003

Number of Positions: 1

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$ 430,000	\$ 92,288
Receipts	\$ 430,000	\$ 92,288
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 = \$80,000 plus benefits


This position is essential to success of the state's effort to prepare for and respond to threats against the agricultural interests of North Carolina from Foreign Animal Disease (FAD), multi-hazard disaster, terrorist act, or the introduction of any dangerous chemical, physical agent, or biological organism, or disease or condition. Additionally, animal issues may have a direct impact on bio-terrorism concerns from a public health standpoint due to the potential of animals to serve as hosts, vectors, reservoirs or even sentinels for many of the bio-terrorism agents. Because of these possibilities, cooperation between veterinary and public health resources is essential for an adequate response to the threat of bio-terrorism. Bio-terrorism planning, vulnerability assessment, threat reduction and emergency response efforts are as important for protection of crop and livestock interests in North Carolina as they are to human health due to the zoonotic character of most bio-weapons and the severe economic impact that a BT agent directed at these industries could have for the State.

This position serves as the primary liaison between NCDA&CS Division of Emergency Programs and NCDHHS Division of Public Health and develops and maintains a close working relationship between the NCDA&CS Emergency Programs Division other state agencies. This veterinarian provides technical advice and assistance to the NCDHHS Division of Public Health and county and local public health agencies on emergency veterinary response subjects, zoonotic diseases and bio-terrorism response. This position supervises the EP Veterinary Specialist and PH Veterinary Specialists assigned to the NCDHHS Regional Surveillance Teams and also coordinates response training, planning, readiness and integration of the NC County Animal Response Teams (CART) with the NCDHHS Regional Surveillance Teams and acts as an additional resource for the entire state for veterinary-related BT concerns.

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