

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

**Agency:** NC Department of Environment and Natural Resources

**Division:** Water Quality

**Budget Code:** 14300

**Center Title:** EPA Wetland Program Development Grant – Revamped Computer-based Tracking System

**Center Number:** 1725-7260

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

**Proposed Classification:** Administrative Assistant III **Proposed Salary Grade:** 67

**Salary Range:** \$26,882 - \$43,484

**Proposed Effective Date:** 4/1/04

**Number of Positions:** 1

	<u><b>Center Authorized Budget</b></u>	<u><b>Current Request</b></u>
Total Budget	\$ <u>\$230,662</u>	\$ <u>\$8,660</u>
Receipts	<u>\$230,662</u>	<u>\$8,660</u>
Appropriation	\$ <u>0</u>	\$ <u>0</u>

**Funding Source(s):** United States Environmental Protection Agency, Wetland Program Development Grant

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

This position is being established to administer a new EPA grant to the Division of Water Quality. The purpose of this position is to administer and coordinate the administrative activities related to a new EPA Wetland Program Development Grant. The purpose of this grant is to revise the computer-based tracking system for the 401 Water Quality Certification and Buffer Approval Programs. This position will conduct specific duties such as logging in projects, handling fees, ensuring timely review of projects, and preparing periodic reports for Administration and Legislature.

**Statutory Reference for Request**

Rex Whaley  
Presentation to be made by

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Agency Head Signature

Budget Director  
Title

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State Budget Officer Signature