

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 Emergency Programs

Budget Code: 13700

Center Title: USDA/APHIS/Rapid Response/Price Grant

Center Number: 10170008

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

Proposed Classification: Business & Technology Application Analyst **Proposed Salary Grade:** NG

Salary Range: 39,816 to 75,469 **Proposed Effective Date:** 12 /1 /2006

Number of Positions: 2

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	0	\$ 170,000
Receipts	<u>0.00</u>	<u>\$ 170,000</u>
Appropriation	\$0.00	\$0.00

Funding Source(s):

North Carolina Threat reduction Project (USDA Grant)

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

The Information Support Services (ISS) Section is responsible for developing and enhancing the most technically complex computer applications to reduce the vulnerability to, or the impact from, any disaster, disease or terrorist attack on the agriculture community of North Carolina. The ISS Section maintains multiple large data sets with multiple variables in a Storage array network (SAN) environment and provides application development and support for all NCDA&CS Divisions, Department of Health and Human Services, State Bureau of Investigation, Department of Justice, Federal Bureau of Investigations and United States Department of Agriculture. This section is crucial to disease management, prevention, preparedness, surveillance, epidemiology and planning to the NCDA&CS. This section also provides support to the 60 Plus Billion dollar Agriculture Industry including both the Swine and Poultry Industries of North Carolina, and has become a valuable source of information to other state agencies, local governments and the United States Government. This Section provides Modeling and Scenario Exercise expertise and capabilities for the United States Department of Agriculture (USDA), Department of Defense (DOD), National Defense University (NDU), Central Intelligence Agency (CIA) and Federal Bureau of Investigations (FBI). The Section provides Geographic Information System Analysis and Reporting expertise to the entire North

Carolina Department of Agriculture & Consumer Services (NCDA&CS) which aides in the decision making process and aides in the prevention and preparedness of such Foreign Animal Diseases (FAD) as Foot and Mouth Disease (FMD) and Bovine Spongiform Encephalitis (BSE (i.e. Mad Cow Disease) and Avian Influenza (AI)). The same expertise is also provided to United States Department of Agriculture (USDA), Department of Defense (DOD), National Defense University (NDU), Central Intelligence Agency (CIA) and Federal Bureau of Investigations (FBI). Finally, this section is responsible for developing and maintaining a data warehouse utilizing a 23 terabyte Storage Array Network (SAN) and Microsoft SQL Server Relational Database Management System. This technology provides access for local, state, and federal agencies and industry to the Multi-Hazard Threat Database (MHTD). These positions are needed to fulfill the demanding work requests and projects for the Emergency Programs Division.

Primary Purpose of Position

This position will be responsible for assisting the ISS Director with programming, analysis, web design and development, and maintenance of software and enterprise databases (RDMS) to meet the analysis and display needs of users internal to NCDA & CS and externally to other government agencies and industry partners. The data and information will be maintained using state of the art information technologies utilizing both the Microsoft software environment and SUSE Linux Open source environment using GoogleEarth Fusion and Application Server.

This person assists NCDA & CS Divisions and partners in meeting their emergency response information system needs. Duties entail the maintenance, modification, and enhancement of existing application programs as well as the independent design and analysis of complex new programs. This position will perform the analysis and design for such software and delegate programming activities to other technically trained staff or interns. Analysts' work involves determining the type of programming methodology needed, overseeing and directing the programming activities of other analysts and programmers, determining work assignment distribution, and recommending to the ISS Director changes in resource allocation when appropriate.

Planning, Design, and Evaluation* (30%)

Work involves investigating departmental operations, organizational structure, staffing, work flow, methods and procedures of operation; determining estimates of time, equipment and personnel; determining the feasibility of automating the particular work functions; evaluating hardware and software options available; developing the logical flow of the system designing input/output and file specifications for program creation; and writing the specifications for developing the logical flow of programming.

Plans, designs, and evaluates application software consisting of reporting, conversion, and special use software. This includes software to meet ad hoc reporting requirements of various NCDA & CS Divisions, the NC Legislature, animal industries, other state agencies, the general public, and the news media. This software is generally unique and meets the needs of a very focused or specialized data request.

Also plans, designs, and evaluates special use software to meet future needs. This development includes the use of space satellite supported location data, survey data, or local agency data sets. This person allocates these software development work activities to other technically trained staff. The analyst meet with staff to review timelines, observe progress, set milestones, goals, and objectives.

Identifies, locates, and plans for the integration of new data (into the Multi-Hazard Threat Database) that supports and enhances the goals of NCDA & CS, federal, state and private partners. The analyst and ISS staff acquire and incorporate a variety of data sets that provide multi-faceted utility to NCDA & CS and other users.

Analyst conduct needs assessments and advises NCDA & CS Divisions regarding design of software to restructure their data sets to incorporate them into a GIS environment. This technical process requires tremendous vision and understanding of applications and the technology that is currently available and will be most suitable in order to use the individual Divisions' data sets which were previously maintained as independent entities and will be accessed, displayed, and analyzed both geospatially and in a report format.

Communication* (20%)

The B&TAA meets and consults with the ISS Director on approximately a daily basis. In these meetings the ISS Director assigns specific projects. This position reports on its own technical activities and accomplishments. This reporting includes progress on assignments, problems encountered, solutions for problems, and results of work tasks. This position also reports on the progress of other analysts, interns and support personnel in the Emergency Programs Division to whom it has delegated tasks. Recommends assignment distribution and changes in resource allocation when appropriate. Receives periodic assignments to satisfy special requests for data or information.

Communicates with technical staff of other Divisions on an informal basis as required. Conveys specific technical analysis and programming assignments assigned to the group and the work activities required of the staff.

Analyst meet with industry and agency partners to assist in collecting addition information or assisting with technical matters related to end user input into the MHTD.

Analyst is requested to make formal presentations to interested parties and to users wanting to understand the capabilities of the MHTD and GoogleEarth applications.

Programming* (30%)

This work consists of the development of new and potentially complex programs as well as the maintenance, modification, and enhancement of existing programs. Programs will be written in AML, Avenue, Java, Visual Basic or C++, but may include Windows or other computer programming languages, as well as web-based languages such ASP, ASP.NET, JAVA and JAVA.NET.

Allocates programming responsibilities to other ISS staff. Meets with staff to review progress, goals, and objectives. Monitors progress and work activities.

Scheduling, Prioritizing, and Delegating* (10%)

Identifies and schedules group programming activities. Ensures that adequate time is allocated for programming tasks. Whenever special programming needs arise, adjusts the schedule to accommodate those needs. Reports schedule to the ISS Director and inform other staff of scheduling changes, deadlines, and milestones. Analyzes work, programming, and task priorities and delegates these in accordance with group and Section needs, goals, objectives, and schedules.

Resource Analysis* (10%)

Analyzes and reports on hardware and software utilization, integration, and performance. Also analyzes and reports on projected hardware and software needs. Evaluates various hardware and software products. Assists in the integration of new hardware and software products into the geographic information system architecture and keeps abreast of new programming products and technologies.

Statutory Reference for Request

Terri Duveton

Presentation to be made by

Director - Budget + Finance

Title

N. Duveton
Agency Head Signature
for William H. Traxler
David Duveton
State Budget Officer Signature

OLC
DSC
11/13/06

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 Emergency Programs

Budget Code: 13700

Center Title: DHHS-Public Health & DHHS-MHTD/OEMS

Center Number: 10170004 & 101700XX

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

Proposed Classification: Business & Technology Application Analyst **Proposed Salary Grade:** NG

Salary Range: **Proposed Effective Date:** 12/1/2006

Number of Positions:1

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$0.00	\$91,612.61
Receipts	<u>0.00</u>	<u>91,612.61</u>
Appropriation	\$0.00	\$ 0.00

Funding Source(s):

DHHS – Public Health & MHTD/OEMS contracts

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Statutory Reference for Request

Terri Overton
Presentation to be made by

Director - Budget + Finance
Title

[Signature]
Agency Head Signature
For Commissioner Trixter
[Signature]
State Budget Officer Signature

OK
DSC
11/13/06



Steve Troxler
Commissioner

North Carolina Department of Agriculture and Consumer Services

MEMORANDUM

TO: N. David Smith
Chief Deputy Commissioner

FROM: Steven W. Troxler *SWT*

DATE: November 9, 2006

RE: Authority to Sign

Pursuant to G.S. 143B-10, this is to authorize you, as Chief Deputy Commissioner to execute or sign any contract, agreement, memorandum of understanding, settlement, grant or any other document that I am authorized to sign as head of the Department of Agriculture and Consumer Services.

SWT/gr

smith-swt.doc

