Department of Environmental Quality Analysis of Vacant FTE

Position	FTE	Job Title	Job Function	Method to Complete Work when position is vacant	Critical to Mission	Point of Recruitment	Anticipated Date of Hire
PROGRAM 20 - Planning, Prevention & Assistance							
53120107	1.00	Accounting Technician	Prepares new contracts, modifications to existing contracts and payments, tracks match for grants for the division	Work is split between the other two members of the Fiscal Unit	4	internal promotion within Division; Currently Updating Job Profile	3/31/2007
53125007	1.00	Administrative Assistant	Administrative support and TMDL document editor and facilitator for a bureau.	work completed by other staff	4	FTE left state; New Hire was an internal applicant from Division	1/22/2007
53120152	1.00	Computer Systems Analyst	implementation support to bureau programs for relational database applications and custom computer programming, maintain program-OIT relationship and dialog concerning IT activities.	Work in not completed or delayed until Agency IT can complete it.	5	Internal Department coordination held up inititally; Filled on 2nd Recruitment	2/12/2007
53120159	1.00	Environmental Science Spc	Oversees development of TMDLs	Work is not completed in several watersheds within overall schedule requirements	5	Division; 8th Recruitment--not finding qualified applicants	Apr-07
53125009	1.00	Environmental Field Tch	Collect and analyze data in wadeable streams under a federal grant project Currently being reclassified to finalize grant project, and to perform duties as indicated for 40080 and 00555.	The work was stopped until the federal grant was extended and the results became available to continue the project. This happened in September 2006. Grant will end in August 2007.	5	Reclassifying position. Funding for this position after the grant ends will be provided by existing funding.	6/30/2007
53140080	1.00	Environmental Science Spc	Monitoring of MT surface waters to assess their beneficial use support	Because the position was vacant very few months, the work was temporarily assigned to other staff without causing a major impact on their assigned duties	5	Hired with internal Division Staff; 1 recruitment	1/8/2007
53100555	1.00	Environmental Field Tch	Monitoring of MT surface waters to assess their beneficial use support	Because the position was vacant very few months, the work was temporarily assigned to other staff without causing a major impact on their assigned duties	5	Hired with internal Division Staff; 1 recruitment	1/8/2007
53100326	1.00	Administrative Assistant	Provides administrative support to a bureau	A temporary employee has been hired but some work is still not being completed.	4	2nd Recruitment underway--no applicants	March-April 2007
53100354	1.00	Environmental Science Spc	Provides monitoring of ambient air quality in communities around Montana. Reviews data and assures that standards are being met to protect human health.	Other employees have been working extra hours to complete work and some work is behind schedule.	4	Classification will recruit spring 2007; FTE went to another internal Division position	May-June 2007
53140120	1.00	Public Relations Specialist	Educates local governments, schools and housing programs on how to identify and implement energy efficiency improvements in new and existing buildings. Work is necessary to fulfill requirements of federal grants.	Work has been shifted to over staff but not at the same level as a full FTE would complete.	4	FTE Retired and we are currently holding open for vacancy saving until anticipated hire date; JP is being Classified	May-June 2007
53143030	1.00	Mechanical Engineer PE	Provides evaluation of complex energy efficiency and renewable energy projects in state owned buildings to determine potential savings and ability to repay costs.	Due to the critical nature of this work it has been shifted to other bureau staff to be completed and their normal work load is not being completed.	5	3rd recruitment with an offer not yet accepted--2 previous offers made and not accepted due to salary	Apr-07
53100321	1.00	Environmental Science Spc	Provides monitoring of ambient air quality in communities around Montana. Reviews data and assures that standards are being met to protect human health.	Other employees have been working extra hours to complete work and some work is behind schedule.	4	Hired	1/16/2007

EXHIBIT 2
DATE 2-6-07
HB

Position	FTE	Job Title	Job Function	Method to Complete Work when position is vacant	Critical to Mission	Point of Recruitment	Anticipated Date of Hire
PROGRAM 30 - Enforcement							
53100024	1.00	Environmental Science Spc	Citizen complaint response and resolution, and formal enforcement case activities	Complaint resolution and formal enforcement cases not completed	4	Hired - Followed normal recruitment and is now filled.	1/29/2007
53100592	1.00	Environmental Science Spc	Citizen complaint response and resolution, and formal enforcement case activities	Complaint resolution and formal enforcement cases not completed	4	Hired - Vacant due to lack of funding, but now if filled.	1/22/2007
PROGRAM 40 - Remediation							
Financial & Administrative Services							
53101113	1.00	Financial Specialist	Site Response Section project officer	Work Not Done	4 - Recruit at Vacancy/May w/ cash accumulated	May 2007	Jun-07
53100315	1.00	Financial Specialist	Program Supervisor	Cobble together by 4 people catch as catch can	5 - Manages all funds and funding sources	2nd Posting	Mar-07
53100454	1.00	Administrative Assistant	Travel Claims/Purchasing/etc	Delay work as long as possible	5 - Filled -	Hired after 3rd Recruit	1/29/2007
53101103	1.00	Administrative Assistant	Reception/Records/Correspondence	Used combination: mobility assignment, temps, delay/not done	4	In recruitment	Feb-07
Hazardous Waste Site Cleanup Bureau							
53100359	1.00	Environmental Science Spc	Petroleum Release Section Project Officer	Work Not Done	5 - Tank Closure Position working on Backlog	Interviews	Feb-07
53104402	1.00	Environmental Science Spc	Site Response Section Project Officer	Work Not Done	5 -Tank Farm Hill @Cutbank - Ck Contaminated	Advertised	Mar-07
53184102	1.00	Environmental Science Spc	Site Response Section Project Officer	Work Not Done	5 - Waiting for Cash - HB 116	Pending	Jul-07
53100426	1.00	Environmental Science Spc	Petroleum Release Section Project Officer	Work Not Done	5 - Tank Release Cleanup LUST	Hired after 2nd recruit	NA
53100489	1.00	Environmental Science Spc	Site Response Section Project Officer	Project Work Not Done/grant work cobbled	5 - waiting for cash - HB 116	Pending	Jul-07
PROGRAM 50 - Permitting & Compliance							
PERMITTING ADMIN							
53143000	1.00	Administrative Assistant	Administrative support	Consolidated into another position. This position is being distributed to the rest of the division in parcels to make part time positions full time.	3		

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Industrial & Energy Minerals Bureau-Coal Program							
53100022	1.00	Environmental Science Spc	Conducts permit application, amendments, and revision reviews, bond release application reviews and EA's in the context of groundwater. Conducts regular, discipline-specific and bond release mining inspections.	Work is delegated to a second groundwater hydrologist which results in delays .	4	Not advertised	Unknown
53100027	1.00	Environmental Science Spc	Conducts permit application, amendments, and revision reviews, bond release application reviews and EA's in the context of groundwater. Conducts regular, discipline-specific and bond release mining inspections.	Work is delegated to other staff or to supervisorys resulting in delays of this work as well as other work.	5	Internal Upgrade--Offered	02/05/07
53100052	1.00	Administrative Assistant	Administrative support for the Billings office.	Some of the work performed by temporary hire, some not done.	5	2nd Advertisement	Mar-07
53100057	1.00	Environmental Science Spc	Conducts bond release application review and compliance inspections in the context of reclamation performance with an emphasis on revegetation assessment. Conducts regular and discipline-specific mining and prospecting site inspections.	Some of the work is delegated to the complaince supervisor which results in delays of work on both desks.	5	1st Advertisement	Mar-07
53100150	1.00	Environmental Engineering Spc	Conducts permit application, amendments, and revision reviews and bond release application reviews in the context of mine engineering. Reviews plans for mining, coal conservation, blasting, sediment and reclamation pond design and landscape stability and postmining topography. Conducts regular, discipline-specific and bond release mining inspections.	Work is delegated to the other engineering position resulting in delays in completion of work.	5	1st Advertisement	Mar-07
53100151	1.00	Environmental Engineering Spc	Conducts permit application, amendments, and revision reviews, bond release application reviews and EA's in the context of surface water hydrology. Conducts regular, discipline-specific and bond release mining inspections.	Work is delegated to a second surface water hydrologist which results in delays .	4	Internal Upgrade--Not advertised	Unknown
53100154	1.00	Database Analyst	Geospatial data and information management systems for the Coal and Uranium Program. AQ/QC of data and data management protocols, training & assistance, and map design and preparation. Responsible for electronic information management including mine-specific and discipline-specific coverages.	Minimal work assumed by another position. Most not done.	3	Not advertised	Unknown
Environmental Management Bureau-Hard Rock							
53100142	1.00	Environmental Science Spc	Reviews geochemical information in connection with Hard Rock permits and EIS's. Lead staff for chemically complex properties, water quality at mines, water treatment through biological or vonventional chemical means, developmetn of bonding for water treatment systems.	Work is postponed if possible, assigned to an EIS contractor if possible, or assigned to other staff to the best of their abilities	5	Interviewed 01/07	Mid-late Feb 2007
53100163	0.50	Environmental Field Tch	Arc Station mapping, air photo interpretation, GPS and GIS work, offsite document copying, assist with public inquiries, field assistance for reclamation specialties, records management, etc.	Some tasks are not being done, critical tasks accomplished through comp time worked by other staff	3.5	Internal transfer--Not advertised	Apr-07

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Public Water & Subdivision Bureau-Public Water							
53100531	1.00	Environmental Engineering Spc	Responsible for federal disinfectant/disinfection by products in public water supplies. Provides training & technical assistance to water system operators	Not being done. Duties & compliance determinations and assistance are on hold	5	Internal Upgrade--Interviewed	Feb-07
53100532	1.00	Environmental Engineer PE	Review plans and specifications for public water and wastewater systems for compliance.	Incoming plan reviews assigned to other staff causing increase in review times for all plans. Technical assistance is reduced.	5	Internal Upgrade--Hired	01/22/07
53100534	1.00	Data Control Specialist	Operation and maintenance of the program database. Develops compliance reports for DEQ staff. Downloads of information to a a federal database.	Not being done. Other staff have assumed non-complicanted database reporting activities. All other activities on hold.	5	2nd Advertisement	Feb-07
53100560	0.50	Environmental Engineer PE	Review plans and specifications for public water and wastewater systems for compliance.	Incoming plan reviews assigned to other staff causing increase in review times for all plans. Technical assistance is reduced.	5	2nd Advertisement	Feb-07
53154004	1.00	Environmental Science Spc	Develops & coordinates the implementation of new federal requirements. Point of contact for other state and federal agencies and special interest groups.	Workload distributed to other staff. Participation with outside agencies is reduced or eliminated.	4	Internal Upgrade--1st Advertisement	Feb-07
53154005	1.00	Environmental Science Spc	Implements public water supply regulations in Eastern Montana. Monitors system compliance, provides technical assistance and on-site training to water systems.	Workload distributed to other staff. Technical assistance is reduced. Non-mandatory activites such as training and assistance eliminated.	4	Hired	01/22/07
53154007	1.00	Environmental Science Spc	Responsible for federal regulations onlead and coper in public water supplies. Provides training and technical assistance to water system operators	Workload distributed to other staff. Technical assisstance is reduced. Non-mandatory activites such as training and assistance eliminated.	5	3rd advertisement-open until filled	Unknown
53105514	1.00	License Permit Technician	Provides training, testing, and certifcation of water treatment, water distribution, and wastewater treatment operators..	Workload distributed to other staff, non-critical dutes not done such as technical assistance and study material production.	3	Internal Upgrade--Hired	01/22/07
Public Water & Subdivision Bureau-Subdivision							
53100606	1.00	Environmental Science Spc	Review and approval of subdivision applications and technical assistance to developers, design engineers, county health departments, and the public.	In-coming plan reviews assigned to other staff. Review times are extended and technical assistance is reduced.	5	Updating Job Profile	Mar-07
Water Protection Bureau							
53100409	1.00	Environmental Science Spc	Data assistance to permit writers.	Not done-additional work for permit writers, slows down permits	4	Internal Transfer--Updating Job Profile	Apr-07
53100451	1.00	Environmental Science Spc	Team leader of groundwater permits, permit writer	Permit issuance delayed	5	Hired	01/22/07
53100503	1.00	Environmental Science Spc	Team leader of surface water permits, permit writer	Permit issuance delayed	5	Internal Upgrade--Updating Job Profile	Apr-07
53105511	1.00	Environmental Engineering Spc	Permit writer	Permit issuance delayed	5	Internal Upgrade--Preparing paperwork for advertising	Mar-07

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Waste & Underground Tank Management Bureau-Underground Tank Program							
53100459	1.00	Environmental Engineering Spc	Engineering technical support-reviews & approves construction plans & applications	2nd person on staff qualified to do on a temporary basis causing delays in completion of work.	5	Job Profile in signature process	Mar-07
Waste & Underground Tank Management Bureau-Solid Waste Program							
53100464	1.00	Environmental Science Spc	Pre-license hydrogeological reviews, ground water sampling plans, environemntal assessments	Work completed by other staff members, licensing review timeframes delayed	4	Paperwork in process to be sent to personnel	Mar-07
Waste & Underground Tank Management Bureau-							
53101101	1.00	Administrative Support Sup	Office manager, coordinator for administrative support for seven programs.	Temporary assignment to another employee, only respond to most critical job components of both jobs.	5	Internal Upgrade--Ready for advertisement	Mar-07
Air Resources Management Bureau-Air Program							
53100375	1.00	Environmental Engineering Spc	Permitting activities for major sources of air pollution, reviews permit applications, assessing control technology needs, air quality impacts, identifies associazted invronmental impacts, and establsiehd air quality permit conditions.	Work assigned to other permit staff resutling in less detailed reviews of permit applications. These reviews are assigned to mostly non-engineers potentially resutling in less technical analysis	5	5th advertisement	Apr-07
53100308	1.00	Environmental Engineering Spc	Compliance realted activities at major sources of air pollution. Reviews reports, witnesses stack test, inpsect facilities, documents compliance activities, offers compliance assistance of the most complex sources of air pollution that offer the greatest threat to public health and the environment.	Assigned to other staff resutling ina reduction in the number of compliance inspections and less detailed reviews of rerpots and other complinace information submitted by the regulated facilities.	5	5th advertisement	Apr-07
Total Vacant							
FTE	**50.00**						