

**VOLUNTARY BUYOUT PROGRAM
TENNESSEE DEPARTMENT OF AGRICULTURE
BUSINESS JUSTIFICATION**

I. Executive Summary

The Department of Agriculture has chosen to participate in the Voluntary Buyout Program (VBP). The 14 positions we have identified as eligible for the VBP are as follows:

The Division of Grants and Administration:

- One (1) Agricultural Enforcement Officer Supervisor position
- One (1) Facility Administrator 3 position

The Division of Consumer and Industry Services

- Two (2) Seed Analyst positions

The Division of Forestry

- Ten (10) Forestry Aide 1 positions statewide

A chart setting forth the designated positions, locations, business unit (division), and what the agency's plans for the positions are is attached.

Note: As addressed herein, this agency plan identifies positions that the Department of Agriculture presently believes will need to be eliminated, or relocated, or reclassified downward (to a lower pay level), or reclassified upward, regardless of whether VBP-eligible employees elect the VBP. However, no position eliminations, relocations or reclassifications will occur until after VBP participants have separated from employment on July 31, 2015. Any position eliminations or the like will be conducted in accordance with State law, including notice requirements.

II. Business Justification and Assessment

The Division of Grants and Administration:

- The Agricultural Crime Unit currently consists of one (1) Agricultural Enforcement Officer Supervisor position and eight (8) Agricultural Enforcement Officer positions. The Agricultural Enforcement Officer Supervisor position is a working supervisor in that the majority of responsibilities is non-supervisory and is front line Agricultural Enforcement Officer duties of law enforcement and criminal investigation. This position will be reclassified downward to the Agricultural Enforcement Officer classification by the end of the 2015 calendar year whether the employee in this classification accepts the offer or elects to

remain with the Department. The field officers with lead responsibilities and the Assistant Commissioner responsible for this unit would continue their leadership and administrative roles for the Crime Unit.

- The Division has only one (1) Facilities Administrator 3 position. With the facilities management provided by Jones Lang LaSalle, this position will be reclassified downward to a classification such as Grounds Worker or Building Maintenance Worker by the end of the calendar year whether the employee in this classification accepts the offer or elects to remain with the Department. The classification would be determined upon submission of the appropriate paperwork to the Classification/Compensation Division of the Department of Human Resources.

The Division of Consumer and Industry Services:

- There are only two (2) Seed Analysts positions in the Division primarily responsible for analyzing seed samples collected by the Pesticides Inspectors. This function would be outsourced to private industry and hopefully would provide faster results and eliminate the current concerns of backlog due to work volume in this unit. One position will be reclassified to a classification used in our laboratory such as a Chemist or Microbiologist. The other position will be reclassified to be used in our IT Division to move us toward the SAIC recommendations. These reclassifications will occur after the contract services have been put in place before the end of the 2015 calendar year.

The Division of Forestry:

- There are 24 full-time Forestry Aide 1 positions across the State in the four (4) Districts of the Division of Forestry (5 of these positions are currently vacant). Of those 24 positions, 10 employees meet the criteria to be offered the VBP. All 10 will be accepted if they should apply. The 24 full-time Forestry Aide 1 positions will be reclassified to Forestry Aide 2 positions. These 24 positions will be reclassified gradually, as the employees meet the minimum and necessary special qualifications and are willing to accept the additional responsibilities. If an employee in this classification is not interested in this promotional opportunity, they may continue to serve as a Forestry Aide 1. Any Forestry Aide 1 position that is vacant or becomes vacant will be upwardly reclassified to the Forestry Aide 2 classification. This changes our structure to provide a stronger workforce with regard to fire fighting and having more equipment operators available when needed. The Forestry Aide 1 classification will still be used for our seasonal fire-fighting employees who traditionally use hand tools and other manual methods for fighting fire.

III. Estimated Net Cost Savings

Please see attached spreadsheet.

Commissioner

Date