

DMNA ESSENTIAL PERSONNEL

1-Apr-21

NOTE: This is a fluid document. Position titles & essential requirements may change.

Current Titles:	
DMNA Leadership	The Adjutant General (TAG)/ Commissioner
	Assistant TAG - Army
	Assistant TAG - Air
	Chief of Staff - State
	Director of Legal Affairs
	Administrative Assistant 2, MC-18
Firefighting:	Airport Firefighter 1, SG-12
	Airport Firefighter 2, SG-15
	Airport Firefighter 3, MC-23
	Training Officer, MC-19
Security:	Air Base Security Guard (ABSG), SG-12
	Sr. ABSG, SG-15
	Security Services Assistant, SG-6
Facilities Operations/Maintenance	Director of Facilities and Engineering (FE), HQ
	Deputy Director FE/Facilities Operations Manager
	Director, Camp Smith Training Site
	Regional Supervisor Facilities Operations
	Maintenance Supervisor 1,2,3,4 (SG-14 thru 21)
	Sanitation Superintendent
	Water/Waste Water Treatment Plant Operator, SG-14
	Plant Utilitie Engineer, SG-14
	Billeting Manager, SG-14
	Regional General Mechanic, SG-14
	All Trades Positions (General Mechanics, Electricians, Plumbers, Carpenters, etc.) SG-12
	Maintenance Assistant, SG-9
	Facility O[erations Assistant 1, SG-6
	Electronic Security System Program Manager
	Electronic Alarms Specialist (1,2)
Budget & Finance	Director of Budget & Finance Management (BF)
*All positions required to support purchasing, procurement & federal reimbursement.	Deputy Director BF, Budget
	Deputy Director BF, Purchasing/Procurement
	Purchasing Agent, SG-18

DMNA ESSENTIAL PERSONNEL

Human Resources (State) *All positions required to support and process State Active Duty payroll.	Director, State Human Resources (HS)
	Deputy Director HS
	Associate Director HR 1 (Payroll Manager)
	Administrative Specialist 1, MC-18
	HR Specialist 1
Office Assistant 3	

Public Affairs	Director Public Affairs
	Webmaster

Legislative & Government Affairs	Director of Legislative & Community Affairs
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NY Military Forces	Naval Militia	Executive Officer NY Naval Militia
	NY Guard	Administrative Officer

Environmental & Financial Compliance	Environmental Program Specialist 1, SG-18
	Environmental Specialist, SG-14
	Grants Analyst, SG-18
	Resource Advisor and Resource Advisor 2, SG-12 & 14

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1-Apr-21

> Based on the success of telework during the COVID-19 pandemic, the following DMNA titles would be considered for telework in the event of a future large scale emergency. Some of the positions would telecommute full-time while others would be on a rotational or periodic basis (office and home). The decision regarding full-time or part-time telework will be assessed on an operational needs basis and may change as a crisis evolves and/or moves to resolution.

> Telework determinations will be in accordance with GOER guidance/directives, Director of State Human Resources (MNHS) and employee supervisors.

> All telework plans must be approved by the Director of MNHS or the appropriate designed.

TELEWORK Y/N	POSITION TITLE	F/T or P/T	AGENCY EQUIPMENT ISSUED
	ADMINISTRATIVE ASSISTANT 2		
	ADMINISTRATIVE COORDINATOR		
	ADMINISTRATIVE OFFICER		
	ADMNV AIDE		
	ADMNV ASSNT 1		
	ADMNV ASSNT 2		
	ADMNV SPEC 1		
	AGENCY LABOR RELATIONS REP 1		
	AGENCY PRGM AIDE		
	ANTITERRORISM PROGRAM MANAGER		
	AS INFORMATION SPEC SERVER ADM		
	ASSISTANT BUILDING MANAGER		
	ASSISTANT COUNSEL NS		
	ASSISTANT CURATOR		
	ASSOCIATE BUDGETING ANALYST		
	ASSOCIATE COUNSEL		

TELEWORK Y/N	POSITION TITLE	F/T or P/T	AGENCY EQUIPMENT ISSUED
	ASSOC DIR HR 1		
	BUILDING PROJECT COORDINATOR		
	BULDG CONST INSP		
	CHIEF BUDGETG ANALYST		
	CHIEF ENGRG RESOURCE MGT BRAN		
	CHIEF ENV BRANCH		
	CHIEF OF STAFF, STATE		
	COMPUTER ASSISTED DESIGN OPER		
	CONSTRUCTION PLANNING SPEC		
	CONSTRUCTION PROJECT ADMIN 2		
	CONSTRUCTION PROJECT ADMIN 3		
	CURATOR MILITARY		
	DEPUTY DIRECTORS		
	DIRECTORS		
	ELECTRONIC ALR SPEC 2		
	ELECTRONIC SEC SY P M		
	ENERGY PROGRAM MNGR		
	ENVIRNL PRGM SPEC 1		
	ENVIRNL SPEC 2		
	ENVIRONMETAL SPECIALIST		
	EXEC OFFICER NYNM		
	FACILITY MGMT SUPVR		
	FINANCIAL PROCESSES COORD		
	GEOGRAPHIC INFORMATION SYS MGR		
	GRANTS ANALYST 1		
	HEAD ACCOUNT CLERK		
	HEAD CLERK		
	HR SPEC 1		
	INFORMATION TECHNOLOGY SPEC 1		
	INFORMATION TECHNOLOGY SPEC 2		
	INSTALLATION EMG MGT PROG COORD		
	INTERNAL CONTROL & AUDIT SPEC		

TELEWORK Y/N	POSITION TITLE	F/T or P/T	AGENCY EQUIPMENT ISSUED
	LIBRARIAN		
	MAIL AND SUPPLY CLERK		
	MIL HIST TECH		
	OFFICE ASSNT 1		
	OFFICE ASSNT 2		
	OFFICE ASSNT 3		
	PLANS & PROG MNGR		
	PLANS & PROG ASSNT		
	POLICY OFFICER		
	PROG ADMIN 1- MULTIMEDIA		
	PROGRAM ADMINISTRATOR		
	PROGRAM AIDE		
	PURCHASING AGENT		
	PURCHASING AGENT		
	REAL PRPTY EXAMINER 1		
	RESOURCE ADVISOR		
	RESOURCE ADVISOR 2		
	SAFETY AND HEALTH PROGRAM MGR		
	SECRETARY 1		
	SECRETARY 2		
	SENR ENGRG TECH		
	SENR ENV ANALYST		
	WEBMASTER		

DMNA Building Density Plan (Work Shfits/Schedules)

1-Apr-21

NOTE: This is a fluid document. Plan may change to meet agency operations.

Coordination:

The agency's building density plan coordination will be a combined effort.
Primary POCs:
 Federal Human Resources Director, State Human Resources Director, Facilities Management & Engineering Director
Additional consultation:
 Air Base Facility Manager(s), and Army/Air Leadership, Medical Command and Base Medical Groups.

Implementation:

- > Implementation and density targets will be aligned with applicable statutory, CDC, NYS DOH and DoD guidance/directives. The coordinators will assess federal and state staffing, building/armory/base utilization in response to the emerging mission, PPE requirements and availability, data available about trends for spread and any other information necessary to set targets for building occupancy.
- > Unit/Directorate supervisors will be consulted for information about managing safety requirements such as social distancing, sanitizing, arrival/departure times, etc.
- > Human Resources Officers will communicate with the workforce to understand any challenges and concerns for returning to the worksite such as child care, health condition vulnerability, and vulnerability of household members.
- > Unit/Directorate supervisors will consult with their employees and submit schedules for full-time and part-time return to work plans to Human Resource Officers for review and approval.
- > Building density will be assessed on a regular basis, at a minimum monthly, to ensure targets are maintained in accordance with current trends of spread and well-being of the workforce.

Schedules:

Scatter start/end times	
Utilize Alternate Work Schedule (AWS)	
Implement Rotational Telework Schedules	
Scatter break times	
Provide "Employee Responsibility Sheet"	

DMNA Building Density Plan (Work Shfits/Schedules)**Facility Requirements:**

Limit Restroom Capacity
Limit Elevator Capacity
Limit Classroom/Meeting Room Capacity
Require appointments for visitors
Provide "Visitor Responsibility Sheet"
Provide plexiglass and other appropriate dividers to minimize exposure
Place markers on floors, walls and other appropriate locations to ensure distance requirements are maintained and directional flow assists with minimizing exposure
Install hand sanitizer and hand hygiene stations
Provide cleaning/sanitization stations
Regularly sanitize high use/high touch areas (restrooms, elevators, etc.)
Maintaining OSHA and other health standards, keep doors open to minimize exposure

DMNA Exposure Protocol**1-Apr-21**

NOTE: This is a fluid document. Protocols and processes may change to meet agency operations or requirements.

1	State Human Resources (MNHS) will be the primary contact on matters involving state employee exposure or suspected cases as well as review and changes to a designation of essential and non-essential personnel.
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2	MNHS will consult with DOH and/or GOER for any concerns/issues associated with state employee exposure and/or suspected cases.
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3	All employees feeling ill will be directed to go home immediately or stay home if onset is before arriving at work. MNHS will be contacted for further direction.
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4	If close contact or suspected close contact with an infected individual or pathogen is suspected, the employee should immediately isolate themselves in the workspace (office or other safe area). The employee should immediately contact their supervisor and State Human Resources. Human Resources and the supervisor will provide direction for the safest departure from the worksite to home of record or other safe location for quarantine.
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5	Employees exhibiting symptoms or who have been exposed to individuals suspected of having the communicable disease will be provided available information for obtaining testing and/or appropriate medical care.
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6	If an employee needs to be placed in quarantine or isolation, the procedures, including available leave options, will be thoroughly reviewed. Where appropriate, a written notification will be provided to the employee (e-mail, text, or mail).
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7	All employees reporting to a worksite will be required to undergo daily health screening. This will involve temperature checks upon arrival as well as every 12 hours of a shift. Further appropriate health screening questions will be conducted either in person and tracked on paper or via an online application if available.
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DMNA Exposure Protocol

8	All failed health screenings should be reported by supervisor to MNHS immediately for guidance. Where daily reporting is available online, MNHS will review.
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9	Visitor logs to minimally include name and phone number will be kept at every location for the purposes of contact tracing. Supervisors will be responsible for knowing all employees present and any visitors to a unit every day. Supervisors must have this information immediately available to MNHS if requested.
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