

DMNA ESSENTIAL PERSONNEL
Draft Work Product 1 May 2022

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
	General Counsel/Director of Legal Affairs

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 Utilities 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 Operations Assistant 1, SG-6
	Electronic Security System Program Manager
Electronic Alarms Specialist (1,2)	

Budget & Finance *All positions required to support purchasing, procurement & federal reimbursement.	Director of Budget & Finance Management (BF)
	Deputy Director BF, Budget
	Deputy Director BF, Purchasing/Procurement
	Purchasing Agent, SG-18

Human Resources (State) *All State Active Duty payroll team	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
Legislative & Government Affairs	Director of Legislative & Community Affairs
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

DMNA TELECOMMUTING

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> 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 designee.

TELEWORK Y/N	POSITION TITLE	F/T or P/T
	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	
	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	

TELEWORK Y/N	POSITION TITLE	F/T or P/T
	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	
	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)
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Coordination:	<p>The agency's building density plan coordination will be a combined effort.</p> <p>Primary POCs: Federal Human Resources Director, State Human Resources Director, Facilities Management & Engineering Director</p> <p>Additional consultation: Air Base Facility Manager(s), and Army/Air Leadership, Medical Command and Base Medical Groups.</p>
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Implementation:	<p>> 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.</p>
	<p>> Unit/Directorate supervisors will be consulted for information about managing safety requirements such as social distancing, sanitizing, arrival/departure times, etc.</p>
	<p>> 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.</p>
	<p>> 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.</p>
	<p>> 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.</p>

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

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

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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.
2	MNHS will consult with DOH and/or GOER for any concerns/issues associated with state employee exposure and/or suspected cases.
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.
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.
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.
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).
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.

8	All failed health screenings should be reported by supervisor to MNHS immediately for guidance. Where daily reporting is available online, MNHS will review.
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.