



THE UNITED STATES VIRGIN ISLANDS

OFFICE OF THE GOVERNOR
GOVERNMENT HOUSE

Charlotte Amalie, V.I. 00802
340-774-0001

October 23, 2008

VIA HAND DELIVERY

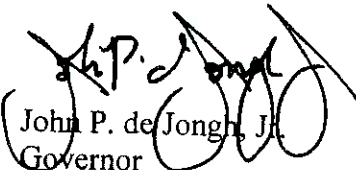
Mr. Ruben Roebuck
Christiansted, St. Croix
U.S. Virgin Islands 00820

Dear Mr. Roebuck:

You are hereby appointed to the position of Special Outreach Program Coordinator in the Department of Agriculture effective November 10, 2008. Your salary shall be Seventy Thousand Dollars (\$70,000.00).

Please accept my thanks and appreciation for your willingness to serve in this capacity.

Cordially,


John P. de Jongh, Jr.
Governor

pc: Director of Personnel
Director, Office of Management and Budget
Louis E. Petersen, Jr., Ph.D., Commissioner, Department of Agriculture



THE VIRGIN ISLANDS OF THE UNITED STATES
DEPARTMENT OF AGRICULTURE



[X] Rudolph Shulerbrandt Complex
Estate Lower Love
Kingshill, V.I. 00850
TEL: (340) 778-0991
FAX: (340) 778-7977

[] #7844 Estate Dorothea
St. Thomas, V.I. 00802

TEL: (340) 774-6182
FAX: (340) 774-1823

Office of the Commissioner
December 23, 2008

2009 JAN 12 AM 8:13
OFFICE OF THE GOVERNOR
CHIEF OF STAFF

The Honorable John P de Jongh, Jr.
Governor of the U.S. Virgin Islands
Government House
21-22 Kongens Gade
St. Thomas USVI 00802

Dear Governor de Jongh, Jr.

Season Greetings from the Virgin Islands Department of Agriculture (VIDOA)! This letter constitutes a request for your approval to create a new "exempt" position within the VIDOA.

Within the atmosphere of limited financial resources and having had a chance to look at existing staff – recognizing individual potential, recognizing recent retirement and resignations, anticipating at least one other retirement in fiscal year 2009 and recognizing the need to maximize productivity in the VIDOA, I wish to seek your approval to increase my staff in the best interest of the growth and development of Agriculture in the Virgin Islands.

Additionally, I am proposing to structure the salary associated with this addition so that it will not incur any additional cost to the Government of the Virgin Islands (GVI) than is currently budgeted for the VIDOA for fiscal year 2008/2009.

The following addition is envisioned:

Exempt Staff-VIDOA FY 2009

Position Title	Employee Name	Old Salary	New Salary	Difference in Salary	Justification
Special Outreach Program Coordinator	NEW POSITION (Rueben Roebuck)		\$70,000.00	\$70,000.00	Responsible for developing and implementing/monitoring outreach activities; serve as liaison between the VIDOA, farmers and partner agencies; conduct routine visits to assess farm plots and provide technical assistance.
Total Proposed Changes				\$70,000.00	


I anticipate utilizing the following vacant position to fund this proposed reorganization request:

Funding Source					
Position Title Budget Control	Employee Name	Status	FY 2009 Salary	FY 2009 Salary	Required Action
Eradication Field Coordinator T7501380	---	VACANT	\$30,000.00 (General Funds)	\$30,000.00	Delete
Eradication Special Assistant T7501620	----	VACANT	\$30,000.00 (General Funds)	\$30,000.00	Delete
Additional Salary Savings- FY 2009				\$10,000.00	
Total Funding Source				\$70,000.00	

To initiate this request, I ask for your "approval" so that I can begin to prepare the necessary personnel requisitions forms (PRF's) and related documents to the Office of Management and Budget and the Division of Personnel, respectively.

I anticipate that you will give this request your full support. However, if you have any questions or concerns in this regard you can contact me directly at 774-5182 or 778-0991.

Sincerely,




Louis E. Petersen, Jr., Ph.D.
Commissioner

LEP/NAE/nas

- cc: Debra E. Gottlieb, Director-OMB
- Lydia Magras, Budget Analyst-OMB
- Luther F. Renee, Assistant Commissioner-VIDOA
- Errol A. Chichester, Deputy Commissioner-VIDOA
- Norman A. Edwards, Jr., Dir., Admin. & Mgmt.-VIDOA
- File

Approval to increase additional "exempt" staffing at the Virgin Islands Department of Agriculture (VIDOA) for FY 2009:


APPROVED
 Hon. John P. de Jongh, Jr.
 Governor of the US Virgin Islands

DISAPPROVED
 Hon. John P. de Jongh, Jr.
 Governor of the US Virgin Islands

1/12/09
DATE

DEPT. OR AGENCY Agriculture		DIVISION Vet. Health		LOCATION St. Croix VI		FUND SOURCE Federal	
NOTIFICATION OF PERSONNEL ACTION				DOCUMENT NO. 009/830/09/STX		DATE November 7, 2008	
CHANGE TO:		J. MARRIED MALE K. MARRIED FEMALE 1. SINGLE MALE 2. SINGLE FEMALE		X. NO RETIREMENT I. NO ANN. LEAVE J. NO RETIREMENT NO ANN. LEAVE		1. UNCLASSIFIED 2. CLASSIFIED 3. TEMPORARY 4. PART-TIME	
EMPLOYEE No. 4-8 92687	HOURLY RATE 9-12 \$14.42	MARITAL STATUS 17 J	EXEMPTIONS 18-19 1	STATUS 20	CLASSIFICATION 21 3	ANNUAL SALARY 28-32 \$30,000.00	
NAME (FIRST MIDDLE LAST) Jose A. Bermudez		EFFECTIVE DATE OF ACTION MONTH 12 DAY 31 YEAR 2008		TO MONTH DAY YEAR		93-99	
ADDRESS (LINE 1) P.O. Box 2232		SEC. NO.	HEALTH INSURANCE 79 YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	BIRTH DATE 9-14 02-14-1966		ORIG. DATE OF ENTRY 15-20 10-01-2004	
ADDRESS (LINE 2) F'sted St. Croix VI 00841		BIRTH PLACE St. Croix VI		CITIZENSHIP 01		91-92	
POSITION OR CLASSIFICATION Eradication Field Coordinator		CLASS CODE 34-40	PAY PLAN 41-42	GRADE LEVEL 43-44 01	STEP 45-46		
NATURE OF ACTION LAYOFF		CODE 308	L ORG 7532	ACCT 15113	TASK -	OPT -	GC F5908V
CHANGE FROM:				B.C. #T7501380 (ERP Code: 20388008-512000-F8908)			
NAME		L ORG	ACCT	TASK	OPT	CC	
POSITION		CLASS CODE	PAY PLAN	GRADE LEVEL	STEP	SALARY	
DATE LEAVE OR SUSPENSION BEGINS		DATE LEAVE OR SUSPENSION TERMINATES			LAST DAY ON PAYROLL December 31, 2008		
LAST DAY WORKED December 31, 2008		ACCUMULATED ANNUAL LEAVE			ACCUMULATED SICK LEAVE		
SEPARATION DATA				EXPLANATORY REMARKS Layoff NOPA to reflect "TERMINATION" of program federal funding for the Tropical Bout Tick cooperative administered by the VI Department of Agriculture. (See attached termination of grant funding letter from USDA-APHIS)			
APPROVED FOR AVAILABILITY OF FUNDS Errol A. Chichester-Deputy Commissioner				DATE 11/14/08			
SIGNATURE OF DEPARTMENT HEAD				SIGNATURE OF EMP. IN CASE OF TRANSFER, DEMOTION, RESIGNATION OR LEAVE			
SIGNATURE OF DEPT. HEAD FROM WHICH EMPLOYEE TRANSFERRED				GOVERNOR	DATE	DIRECTOR OF PERS.	DATE

DIVISION OF PERSONNEL - ST. THOMAS

DEPT. OR AGENCY Agriculture		DIVISION Vet. Health		LOCATION St. Croix VI		FUND SOURCE Federal	
NOTIFICATION OF PERSONNEL ACTION				DOCUMENT NO. 004/830/09/STX		DATE November 6, 2008	
CHANGE TO:				J. MARRIED MALE K. MARRIED FEMALE 1. SINGLE MALE 2. SINGLE FEMALE		X. NO RETIREMENT I. NO ANN. LEAVE J. NO RETIREMENT NO ANN. LEAVE	
EMPLOYEE No. 4-8 56163		HOURLY RATE 9-12 \$14.42		MARITAL STATUS 17 1		ANNUAL SALARY 28-32 \$30,000.00	
NAME (FIRST MIDDLE LAST) Josefa E.L. Carrillo		EFFECTIVE DATE OF ACTION MONTH 12 DAY 31 YEAR 2008		STATUS 20 S		CLASSIFICATION 21 3	
ADDRESS (LINE 1) P.O. Box 503		HEALTH INSURANCE 79. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		BIRTH DATE 06-06-1969		ORIG. DATE OF ENTRY 08-30-2007	
ADDRESS (LINE 2) C'sted St. Croix VI 00821-0503		BIRTH PLACE St. Croix VI		CITIZENSHIP 01		STEP '45:46	
POSITION OR CLASSIFICATION Eradication Special Assistant		CLASS CODE 34-40		PAY PLAN 41-42		GRADE LEVEL 43-44	
NATURE OF ACTION LAYOFF		CODE 308		L'ORG 7532		ACCT 15113	
				TASK -		OPT -	
						CC F5908V	
CHANGE FROM:				B.C. #T7501620 (ERP Code: 20388008-512000-F8908)			
NAME		L'ORG		ACCT		TASK	
POSITION		CLASS CODE		PAY PLAN		GRADE LEVEL	
DATE LEAVE OR SUSPENSION BEGINS		DATE LEAVE OR SUSPENSION TERMINATES		LAST DAY ON PAYROLL December 31, 2008			
LAST DAY WORKED December 23, 2008		ACCUMULATED ANNUAL LEAVE		ACCUMULATED SICK LEAVE			
SEPARATION DATA				EXPLANATORY REMARKS Layoff NOPA to reflect "TERMINATION" of program federal funding for the Tropical Bont Tick cooperative administered by the VI Department of Agriculture. (See attached termination of grant funding letter from USDA-APHIS)			
Errol A. Chichester-Deputy Commissioner APPROVED FOR AVAILABILITY OF FUNDS Errol A. Chichester-Deputy Commissioner SIGNATURE OF DEPARTMENT HEAD				DATE 11/17/08 SIGNATURE OF EMP. IN CASE OF TRANSFER, DEMOTION, RESIGNATION OR LEAVE			
SIGNATURE OF DEPT. HEAD FROM WHICH EMPLOYEE TRANSFERED				GOVERNOR DATE DIRECTOR OF PERS. DATE			

DIVISION OF PERSONNEL - ST. THOMAS