

**AGENCY ANNEX B5
DEPARTMENT OF HUMAN RESOURCES**

I. MISSION

To provide centralized human resources management services for state government.

II. AUTHORITY

Title 3 VSA, Chapters 13, 27 & 45 (Sec 2283).

III. SITUATION AND ASSUMPTIONS

State agency and department heads and their staffs develop, plan and train to internal policies and procedures to meet preparedness, mitigation, response and recovery needs as identified in this plan including annexes, appendices, tabs and other supporting documents including the State Hazard Mitigation Plan. Training includes not only what may be accomplished within the agency but multi-level, interagency training and exercises to develop and maintain necessary capabilities.

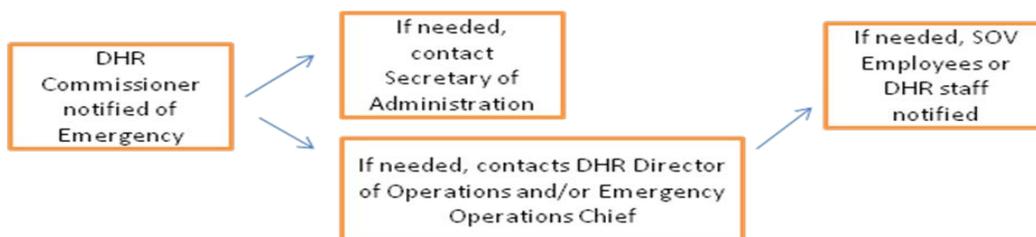
The Department of Human Resources is within the Agency of Administration and is responsible for the compensation and classification of state employees, payroll administration, maintenance of employee personnel records, training, health and wellness benefit plans administration, employee assistance program, recruitment and labor relations. A Commissioner appointed by the Secretary of Administration with the approval of the Governor, heads the Department.

Emergency or disaster situations within the State of Vermont are likely to affect state employees in the performance of their regularly assigned job duties or emergency functions assigned consistent with this plan and may also create conditions affecting state worksites, which are located statewide. Such situations will primarily require a continuance of the normal operations of the Department, or an extension thereof to meet the human resources needs of other affected State departments and/or employees. The Department's emergency responsibilities also include providing assistance in communicating with State employees and locating additional and/or specialized personnel for use in emergency or disaster situations.

The situation and assumptions in section ii of the Base Plan also apply.

IV. ORGANIZATION AND RESPONSIBILITIES

The following chart outlines the emergency response organization of the Agency:



The Commissioner of Human Resources, or designee, is responsible for the activation of the Department's emergency operations plan and for directing the overall departmental emergency response and recovery operations.

The ~~Deputy~~ Commissioner of Human Resources is responsible for coordination and oversight of operations pertaining to employee benefits, budget management, payroll, and information systems.

The Department is a support agency for State Support Function #5 (Emergency Management, Recovery & Mitigation), State Support Function #7 (Resource Support and State Support Function #14 (Public Information) and assumes the responsibilities as outlined in those annexes.

V. IMPLEMENTATION

This Annex will be implemented with the assigned responsibilities by means of direct coordination from the Commissioner, Department of Public Safety or Director, DEMHS with the Commissioner and/or upon the order of the Governor within the framework of the State Emergency Operations Plan (SEOP).

VI. ADMINISTRATION

The Commissioner is responsible for the overall emergency response of the Department.

VII. CONTINUITY OF GOVERNMENT

In accordance with the provisions of title 20, "agency heads will in addition to any deputy authorized pursuant to law, designate by title three emergency interim successors and specify their order of succession. These designations shall, each year, be reviewed and revised, as necessary, to ensure their current status."

Line of succession for the Department of Human Resources is as follows:

1. DHR Director of Operations, Department of Human Resources, Christine M Hetzel
2. General Counsel, Department of Human Resources, Steve Collier
3. Director, Department of Human Resources, Tom Ball