



Department for Children and Families
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MEMO

TO: Joint Fiscal Committee

FROM: Chris Winters, Commissioner, Department for Children and Families (DCF)

DATE: July 27, 2023

RE: Request for Position Changes

Justification for the Request:

Act 76 creates eleven positions to support implementation of changes resulting from the Act. These positions are described in subsection 7(b)(1) as:

- one Business Applications Support Manager
- **one Licensing Field Specialist I**
- **two Child Care Business Techs**
- one Administrative Services Coordinator II
- **one Program Integrity Investigator**
- one Grants and Contracts Manager – Compliance
- one Business Application Support Specialist
- **one Communications and Outreach Coordinator**
- one Financial Manager II; and
- one Grants and Contracts Manager.

This section also states that “The Department may seek permission from the Joint Fiscal Committee to replace a position authorized in this subsection with an alternative position”. After reviewing the needs of the division, CDD is proposing to replace four of the positions authorized in this subsection with these alternate positions:

- 1) We would like to replace the **Licensing Field Specialist I (PG 23) with a Licensing Supervisor (PG 25)**. The two licensing supervisors currently in CDD each supervise six licensors, and we believe that giving either supervisor a seventh direct report would be excessive. Adding a supervisor to the licensing team would still allow for a redistribution of the licensing team’s current caseload—the supervisor would take on case management responsibilities in addition to supervising licensors. A new supervisor would also allow for the supervision responsibilities across the team’s supervisors to be redistributed; each supervisor will now supervise four licensors, giving the supervisors a more manageable supervision workload.
- 2) We would like to replace **one of the Child Care Business Technicians (PG 21) with a CDD Process and Policy Administrator (PG 25) position**. While we would appreciate having more Technician support

within our licensing team, implementing Act 76 will require extensive systemic changes that will go beyond our licensing unit. These changes will include work with grants and contracts, rulemaking, policy revisions, and the articulation and implementation of systemic best practices as a part of internal resource development. The Policy and Process Administrator classification reflects these types of job responsibilities; this classification is also one of the 17 positions that CDD had originally put forward for consideration by the legislature to include in the bill, when H.217 was being drafted.

- 3) We would like to replace the **Program Integrity Investigator (PG 21) with a DCF Senior Quality Control Specialist (PG 24)**. This person will help support changes to the Child Care Financial Assistance Program, will help the other Quality Control specialist with monitoring providers' attendance and payroll records, and will perform Quality Assurance work for eligible families. The Senior QC specialist also allows for more complex work to be performed than could be performed through the Program Integrity Investigator, and for that work to be performed with more autonomy—this will include process and procedure development and implementation regarding monitoring and quality assurance.
- 4) We would like to replace the **Communications and Outreach Coordinator (PG 22) with a Communications Coordinator II (PG 24)**. CDD does not currently have a dedicated communications staff person; these responsibilities are handled part time by Nya Pike, whose primary role at the division is as a Process and Performance Analyst. Having a dedicated communications position is going to require communications systems development and implementation across the division—this will include a level of planning and decision-making responsibility that is more aligned with the Communications Coordinator II classification than with the classification language for a Communications and Outreach Coordinator.

There is sufficient funding in the administrative appropriation from H.217 to cover the costs of the Pay Grade Adjustments to these positions.