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Jeb Spaulding, Secretary

TO: Joint Fiscal Committee

FROM: Kate G. Duffy, Commissioner of the Department of Resources

COPY: Jeb Spaulding, Secretary of Administration

DATE: November 20, 2013

SUBJECT: Act 50, Section E.100 Report

Pursuant to Act 50, Section E.100 (c), the General Assembly requested the Secretary of Administration and the Commissioner of Human Resources to “provide a written report to the Joint Fiscal Committee at its November 2013 meeting on the status of positions authorized in this section and existing pool positions that have been assigned to date.” This memorandum will address the status of the 62 positions authorized in Act 50, Section E.100, including permanent classified positions, pool positions and limited service positions.

Section E.100 (a) authorized the creation of thirty-eight (38) permanent classified positions within 8 departments. The following table identifies the Department, Position, Title and Effective Date for each of the 38 permanent classified positions.

Department	Position # and Title	Effective Date/Position Created
Agency of Agriculture, Food & Markets	(1) 280126 – Policy Enforcement Officer	7/28/13
Department for Children and Families	(14) 751145 – 751158 – Benefits Program Specialists	7/1/13
Department for Children and Families	(1) 751159 – Quality Assurance Coordinator	7/28/13
Department for Housing & Community Development	(1) 670170 – Housing Policy Specialist	7/1/13
Department of Health, Hub & Spoke Program	(1) 740867 – Substance Abuse Program Manager	7/1/13
Department of Information and Innovation	(1) 030134 - IT Enterprise Architect	7/1/13
Department of Mental Health	(17) 840288 – 840304 – To Be Determined	
Forest, Parks & Recreation	(1) 650156 – Forester II	7/1/13
Treasurer’s Office	(1) 180042 - Investment Analyst	10/14/13

Section E.100 (a) also identified fourteen (14) Pool positions to be allocated to departments based on demonstrated need and fiscal capacity. Of these, one was authorized as exempt. The following table sets forth the Department, Position Number, Title and Effective Date of each of the 14 positions.

Department	Position # and Title	Effective Date/Position Created
Agency of Commerce & Community Development	(1) 670168 – Administrative Services Coordinator II	7/1/13
Agency of Human Services	(3) 720177 – 720179 – Project Manager	7/1/13
Agency of Human Services	(1) 720180 – Enterprise Business Analyst	7/1/13
Agency of Human Services	(1) 720181 – Business Systems Analyst	7/1/13
Department for Children and Families	(1) 751160 – Community Services Specialist	7/28/13
Department for Children and Families	(1) 751161 – Economic Services Supervisor	7/28/13
Department for Children and Families	(1) 751166 – Training & Curriculum Development Coordinator	9/15/13
Department for Children and Families	(1) 751167 – Training & Curriculum Development Chief	9/15/13
Department for Children and Families	(1) 751168 – Training & Curriculum Development Coordinator	10/6/13
Department of Public Safety	(1) 330360 – Public Assistance Coordinator	7/1/13
Forest, Parks & Recreation	(1) 650157 – ANR Lands Surveyor	7/1/13
Public Service Department	(1) 367018 – (<i>exempt</i>) Consumer Affairs Director	7/1/13

Section E.100 (b) specifically authorized the creation of 10 limited service positions in three departments. Nine of the limited service positions are classified limited service positions, and one is an exempt limited service position, as specified in the Act. The following table identifies the Department, Position Number, Title and Effective Date for each of the 10 limited service positions.

Department	Position # and Title	Effective Date/Position Created
Department of Buildings & General Services	(4) 061387 – 061390 – Buildings Project Managers	7/1/13
Department of Environmental Conservation	(1) 660412 - Business Tech Project Manager	7/1/13
Department of Environmental Conservation	(1) 660413 - Systems Developer II	7/1/13
Department of Environmental Conservation	(1) 660414 - Business Process Analyst	7/14/13
Department of Public Safety	(1) 330359 – Grants Management Specialist	7/1/13
Department of Public Safety	(1) 330361 – Public Assistance Coordinator	7/1/13
Department of Public Safety	(1) 337013 – (<i>exempt</i>) Public Assistance Administrator	7/1/13

At this time all positions authorized by Act 50, Section E.100 have been created, except for the 17 Department of Mental Health positions. These 17 positions were authorized for the new state hospital facility and as such will be held until needed. The majority of the newly authorized positions are filled at this time, and those not yet filled are under recruitment.