MEMORANDUM

To: Joint Fiscal Committee members

From: Sorsha Anderson, Senior Staff Associate

Date: August 17, 2022

Subject: LSP Request – JFO #3117

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration.

**JFO #3117** – One (1) limited-service position, Food & Lodging Specialist and Inspector, to the Vermont Agency of Human Services, Department of Health, to carry out National Environmental Health Association-FDA Retail Food grant requirements and deliverables. This position will also serve as an FDA trained Standardization Officer working with Vermont Health Department’s Public Health Inspectors to implement the program standards with the goal of reducing foodborne illness. This position is funded through 12/31/2024 by previously approved grant JFO #2820. [*Received August 11, 2022*]

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions or would like this item held for legislative review. Unless we hear from you to the contrary by August 31, 2022, we will assume that you agree to consider as final the Governor’s acceptance of this request.
STATE OF VERMONT
Joint Fiscal Committee Review
Limited Service - Grant Funded
Position Request Form

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: AHS/Health
Date: May 4th 2022

Name and Phone (of the person completing this request): Anna Swenson, 802-652-2043

Request is for:
- [ ] Positions funded and attached to a new grant.
- [X] Positions funded and attached to an existing grant approved by JFO # 2820

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):
NEHA-FDA Retail Flexible Funding Model Grant Program Award: 02/01/2022-12/31/2024:

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

<table>
<thead>
<tr>
<th>Title* of Position(s) Requested</th>
<th># of Positions</th>
<th>Division/Program</th>
<th>Grant Funding Period/Anticipated End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food &amp; Lodging Specialist and Inspector</td>
<td>1</td>
<td>Environmental Health</td>
<td>12/31/2024</td>
</tr>
</tbody>
</table>

*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:
This position will be assigned to carry out the grant requirements and deliverables, scheduling and facilitating meetings of the project team, assigning tasks and action steps, and ensuring progress implementing the standards over the grant period.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).

Mark A. Levine, MD

Signature of Agency or Department Head
Aimee Pope

Date

Approved/Denied by Depart. of Human Resources
Greshin

Date

Approved/Denied by Finance and Management

Date

Approved/Denied by Secretary of Administration

Date

Approved/Denied by Governor (required as amended by 2019 Leg. Session)

Date

Comments:

DHR – 09/12/2019

DocuSign Envelope ID: 3A267B1B-2ED4-4FE2-BC4A-9F5B7978C33D

6/22/2022
MEMORANDUM

TO: Jenney Samuelson, Secretary of Human Services
FR: Mark A. Levine, MD, Commissioner of Health
RE: NEHA-FDA Retail Flexible Funding Model Grant Funded Position Request

May 25th, 2022

Please find enclosed a request for a Food & Lodging Specialist limited service position required to carry out the ongoing work required for the NEHA-FDA Retail Food Grant and implementing and evaluating adaptation strategies that protect and promote human health. The Vermont Department of Health is requesting to hire a Food & Lodging Specialist that will be dedicated to managing the grant requirements and deliverables, scheduling and facilitating meetings of the project team, assigning tasks and action steps, and ensuring progress implementing the standards over the three-year grant period using project management skills. The Food & Lodging Specialist will also serve as an FDA trained Standardization Officer conducting field standardizations with the Health Department’s Public Health Inspectors to implement the training requirements of the standards.

The Food & Lodging Specialist will consult regularly with the FDA Retail Specialist, utilize the network of other jurisdictions implementing progress with the standards, and share best practices with similar mostly centralized state programs in our region (RI, ME, NH). The goals of capacity building in the region will be a focus, as a state program without local, city or county food safety programs. The program standards are the gold standard for retail food regulatory programs with the objective of reducing foodborne illness risk factors to the public.

This position will be funded through the award to our existing NEHA Retail Food grant for NEHA-FDA Retail Flexible Funding Model Grant. The Joint Fiscal Committee authorized acceptance of this grant via JFO #2820 in 2016.

Thank you in advance for your favorable consideration of this request.
February 15, 2022

Grant Number: G-OACB-202110-01219
Application Type: Capacity Building
Project Title: VT Retail Standards Coordinator
Project Summary: Vermont Department of Health is applying for capacity building funding to hire a Retail Standards Coordinator dedicated to managing advancement of the VNFRPS. Our progress implementing the standards to date has highlighted the importance of having a dedicated FTE to this project. The proposed Retail Standards Coordinator would be responsible for managing tasks assigned to staff, coordinating projects, meeting grant reporting requirements and deliverables, and identifying needs for implementing the standards.
Three-Year Award Amount: $300,000.00
Project Period: 2/1/2022 to 12/31/2024

Unique Federal Award Identification Number (FAIN): U2FF007358
CFDA Number: 93.103

Elisabeth Wirsing
Vermont Department of Health
108 Cherry Street
Burlington, VT 05402-0070

Dear Elisabeth:

Your application has been approved for VT Retail Standards Coordinator as part of the National Environmental Health Association (NEHA)-U.S. Food and Drug Administration (FDA) Retail Flexible Funding Model (RFFM) Grant Program, with funding provided by the FDA. Approval is based on review of the project plan and budget details in your submitted application.

As part of your application, your agency has made an assurance that it will comply with all applicable federal statutes and regulations in effect during the grant period, including applicable parts of 45 CFR Parts 75. Acceptance of this award and/or any funds provided by the NEHA-FDA Retail Flexible Funding Model Grant Program acknowledges agreement with all the terms and conditions in this award letter.

The amount of $300,000.00 represents the full amount of funds to which you are entitled. Grant awards are made with the understanding that NEHA-FDA Retail Flexible Funding Model Grant Program staff may require clarification of information within your application, as necessary, during the application, project, or reporting periods. These inquiries may be necessary to allow us to appropriately carry out our administrative responsibilities.

Specific Conditions of Your Award
In addition to the general Terms and Conditions of your award as listed below, following are additional conditions specific to your award:

Indirect Agreement: Before reimbursement of any Indirect Costs related to your award can be made, we will need a current copy of your Federal Indirect Cost Rate Agreement. To fulfill this requirement, please send your current document to retailgrants@neha.org. Be sure to reference your Grant Number (found at the top of this Notice of Award).
Budget
Your approved three-year award budget is broken down below. To review specific details of the approved budget in your grant award please log into the NEHA-FDA RFFM Grant Portal, where you can view and print your grant (including your budget justifications) and your budget worksheets.

Year 1 (CY 2022): $100,000.00
Year 2 (CY 2023): $100,000.00
Year 3 (CY 2024): $100,000.00
Total Award Amount: $300,000.00

Future year cost support is subject to the availability of funds, including approval of funds by Congress and continued funding of the NEHA Cooperative Agreement by FDA, and satisfactory progress of the project. Budget changes are allowable but must be justified and approved in advance and in writing by the NEHA-FDA RFFM Grant Program Support Team. None of the funds in this award shall be used to pay the salary of an individual at a rate in excess of the current Executive Level II of the Federal Executive Pay Scale for any specific funding year.

Terms and Conditions
Your award is based on the project application referenced in this Notice of Award, submitted to and approved by NEHA, and is subject to the following terms and conditions:

The grantee must complete the full scope of work and all tasks outlined in the approved grant application by the Project End Date, unless NEHA grants a written exception. The recipient agrees to comply with the current FDA general terms and conditions (HHS Grant Policy Statement).

Restrictions on the expenditure of funds in federal appropriations acts apply to this award, to the extent those restrictions are applicable to subawards made under federal grants. Please refer to 2 CFR 200.400 for guidance on relevant cost principles.

For the complete Terms and Conditions of this award, including links to all relevant federal guidance, please see the Reporting and Payments link on the NEHA-FDA RFFM Grant Program webpage (https://www.neha.org/retailgrants).

Reporting
Reports with due dates will be accessible by logging into the Grant Portal, found on the NEHA-FDA RFFM webpage. Reminders will be sent to the email address of your organization’s Point of Contact regarding upcoming and past due reports.

Interim Progress Reports will be required each year for awards made through this program to assure that each funded project remains on track for timely completion. For three-year awards, Annual Progress Reports will be required at the end of Year 1 and Year 2.

When all project objectives have been completed, a Final Project Report must be submitted through the online grant portal no later than 45 days after your Project End Date. As part of the final report, the grantee must provide a full accounting of all expenditures made with funds from this grant award, accompanied by the required documentation.

For complete information on required reporting, please see the Reporting and Payments link on the NEHA-FDA RFFM webpage.

Advance Payment and Reimbursement Requests
For three-year awards made through this grant program, the default reimbursement process will begin with an Advance Payment Request for the first full year of funding. If an alternative payment plan is required by your agency, please contact the NEHA-FDA RFFM Grant Program Support Team.

For project Years 2 and 3, additional funding will be provided either as advance or reimbursement payments contingent on project performance and the needs of your jurisdiction.

To initiate your first year Advance Payment Request, you can access, complete, and submit the request through the Reports section of your grantee portal. For additional details, please see the Reporting and Payments link on the NEHA-FDA RFFM webpage.
NEHA-FDA Retail Flexible Funding Model Grant Program  
Official Notice of Award for Three-Year Grants

February 15, 2022

Grant Number: G-BM&A-202110-01217  
Application Type: Maintenance & Advancement Base  
Project Title: VT Maintenance & Advancement Project  
Project Summary: The program has developed a Comprehensive Strategic Improvement Plan to identify timelines, tasks, and program personnel that will advance implementation of elements of all nine retail standards during the three-year grant period. The overall program goal is to meet and maintain 5 standards, partially achieve elements in 3 standards, and progress in conducting a public health metric project for Standard 9.

Three-Year Award Amount: $165,000.00  
Project Period: 2/1/2022 to 12/31/2024

Unique Federal Award Identification Number (FAIN): U2FFD007358  
CFDA Number: 93.103

Elisabeth Wirising  
Vermont Department of Health  
108 Cherry Street  
Burlington, VT 05402-0070

Dear Elisabeth:

Your application has been approved for VT Maintenance & Advancement Project as part of the National Environmental Health Association (NEHA)-U.S. Food and Drug Administration (FDA) Retail Flexible Funding Model (RFFM) Grant Program, with funding provided by the FDA. Approval is based on review of the project plan and budget details in your submitted application.

As part of your application, your agency has made an assurance that it will comply with all applicable federal statutes and regulations in effect during the grant period, including applicable parts of 45 CFR Parts 75. Acceptance of this award and/or any funds provided by the NEHA-FDA Retail Flexible Funding Model Grant Program acknowledges agreement with all the terms and conditions in this award letter.

The amount of $165,000.00 represents the full amount of funds to which you are entitled. Grant awards are made with the understanding that NEHA-FDA Retail Flexible Funding Model Grant Program staff may require clarification of information within your application, as necessary, during the application, project, or reporting periods. These inquiries may be necessary to allow us to appropriately carry out our administrative responsibilities.

Specific Conditions of Your Award
In addition to the general Terms and Conditions of your award as listed below, following are additional conditions specific to your award:

Indirect Agreement: Before reimbursement of any Indirect Costs related to your award can be made, we will need a current copy of your Federal Indirect Cost Rate Agreement. To fulfill this requirement, please send your current document to retailgrants@neha.org. Be sure to reference your Grant Number (found at the top of this Notice of Award). We look forward to working with you on this important Retail Program Standards-focused project.
Budget
Your approved three-year award budget is broken down below. To review specific details of the approved budget in your grant award please log into the NEHA-FDA RFFM Grant Portal, where you can view and print your grant (including your budget justifications) and your budget worksheets.

Year 1 (CY 2022): $55,000.00
Year 2 (CY 2023): $55,000.00
Year 3 (CY 2024): $55,000.00
Total Award Amount: $165,000.00

Future year cost support is subject to the availability of funds, including approval of funds by Congress and continued funding of the NEHA Cooperative Agreement by FDA, and satisfactory progress of the project. Budget changes are allowable but must be justified and approved in advance and in writing by the NEHA-FDA RFFM Grant Program Support Team. None of the funds in this award shall be used to pay the salary of an individual at a rate in excess of the current Executive Level II of the Federal Executive Pay Scale for any specific funding year.

Terms and Conditions
Your award is based on the project application referenced in this Notice of Award, submitted to and approved by NEHA, and is subject to the following terms and conditions:

The grantee must complete the full scope of work and all tasks outlined in the approved grant application by the Project End Date, unless NEHA grants a written exception. The recipient agrees to comply with the current FDA general terms and conditions (HHS Grant Policy Statement).

Restrictions on the expenditure of funds in federal appropriations acts apply to this award, to the extent those restrictions are applicable to subawards made under federal grants. Please refer to 2 CFR 200.400 for guidance on relevant cost principles.

For the complete Terms and Conditions of this award, including links to all relevant federal guidance, please see the **Reporting and Payments** link on the NEHA-FDA RFFM Grant Program webpage ([https://www.neha.org/retailgrants](https://www.neha.org/retailgrants)).

Reporting
Reports with due dates will be accessible by logging into the Grant Portal, found on the NEHA-FDA RFFM webpage. Reminders will be sent to the email address of your organization’s Point of Contact regarding upcoming and past due reports.

Interim Progress Reports will be required each year for awards made through this program to assure that each funded project remains on track for timely completion. For three-year awards, Annual Progress Reports will be required at the end of Year 1 and Year 2.

When all project objectives have been completed, a Final Project Report must be submitted through the online grant portal no later than 45 days after your Project End Date. As part of the final report, the grantee must provide a full accounting of all expenditures made with funds from this grant award, accompanied by the required documentation.

For complete information on required reporting, please see the **Reporting and Payments** link on the NEHA-FDA RFFM webpage.

Advance Payment and Reimbursement Requests
For three-year awards made through this grant program, the default reimbursement process will begin with an Advance Payment Request for the first full year of funding. If an alternative payment plan is required by your agency, please contact the NEHA-FDA RFFM Grant Program Support Team.

For project Years 2 and 3, additional funding will be provided either as advance or reimbursement payments contingent on project performance and the needs of your jurisdiction.

To initiate your first year Advance Payment Request, you can access, complete, and submit the request through the **Reports** section of your grantee portal. For additional details, please see the **Reporting and Payments** link on the NEHA-FDA RFFM webpage.
Retail FFM Budget Justifications

**M&A Base Grant**

**Year 1**

Funding to support hiring a Retail Standards Coordinator position that is dedicated 0.25 FTE to separate and distinct duties as an FDA trained Standardization Officer conducting field standardizations with Public Health Inspectors to implement the remaining training requirements of Standard 2 and the QAP requirements in Standard 4. The position will reserve a state Fleet vehicle approximately 1 day/week to conduct retail food standardization inspections with the 11 Public Health Inspectors.

Vermont uses 2,080 total work hours for calculating salary for a year. The first year is 11 months of work. The proposed new Retail Standards Coordinator position is a paygrade 24, Step 6 in the Vermont Department of Human Resources classification system = $30.75 hourly rate.

Salary: 520 hours (.25 FTE for 11 months) x $30.75 hour = $15,990

Fringe: $14,667 (salary) x 43% department estimated fringe rate = $6,307

Personnel Total: $14,667 (salary) + $6,307 (fringe) = **$20,974**

Travel: 30 days of Fleet car rental for conducting field standardizations x $100 Fleet car program charge per day = **$3,000**

Supplies: development and printing of outreach materials for operating during emergencies and updating regulations to 2017 Food Code = **$6,492**

Contracts: IT software vendor support for retail inspection form development, retail module enhancements, and/or annual system maintenance costs not to exceed $15,000.

Indirect Costs: $14,667 (salary) x 65% department Cost Allocation Plan (CAP) indirect rate = **$9,534**

TOTAL: $20,974 (personnel) + $3,000 (travel) + $6,492 (supplies) + $15,000 (contracts) + $9,534 (indirect CAP) = **$55,000**

**Year 2**

Continued funding to support a portion of the Retail Standards Coordinator position that is dedicated 0.25 FTE to separate and distinct duties as an FDA trained Standardization Officer conducting field standardizations with Public Health Inspectors to implement the remaining training requirements of Standard 2 and the QAP requirements in Standard 4. The position will reserve a state Fleet vehicle approximately 1 day/week to conduct retail food standardization inspections with the 11 Public Health Inspectors.

Vermont uses 2,080 total work hours for calculating salary for a year. The proposed Retail Standards Coordinator position is a paygrade 24, Step 6 in the Vermont Department of Human Resources classification system = $30.75 hourly rate.

Salary: 520 hours (.25 FTE) x $30.75 hour = **$15,990**
Fringe: $15,990 (salary) x 43% department estimated fringe rate = $6,875

Personnel Total: $15,990 (salary) + $6,875 (fringe) = $22,865

Travel: 30 days of Fleet car rental for conducting field standardizations x $100 Fleet car program charge per day = $3,000

Supplies: inspection supplies (thermometers, flashlights, sanitizer test kits, etc.) = $3,741

Contracts: IT software vendor support for retail inspection form development, retail module enhancements, and/or annual system maintenance costs not to exceed $15,000.

Indirect Costs: $15,990 (salary) x 65% department Cost Allocation Plan (CAP) indirect rate = $10,394

TOTAL: $22,865 (personnel) + $3,000 (travel) + $3,741 (supplies) + $15,000 (contracts) + $10,394 (indirect CAP) = $55,000

Year 3

Continued funding to support a portion of the Retail Standards Coordinator position that is dedicated 0.25 FTE to separate and distinct duties collecting data for the Public Health Metric project to meet requirements of Standard 9. The position will reserve a state Fleet vehicle as budgeted to collect data in the field working with Public Health Inspectors.

Vermont uses 2,080 total work hours for calculating salary for a year. The proposed Retail Standards Coordinator position is a paygrade 24, Step 6 in the Vermont Department of Human Resources classification system = $30.75 hourly rate.

Salary: 520 hours (.25 FTE) x $30.75 hour = $15,990

Fringe: $15,990 (salary) x 43% department estimated fringe rate = $6,875

Personnel Total: $15,990 (salary) + $6,875 (fringe) = $22,865

Travel: 30 days of Fleet car rental for data collection x $100 Fleet car program charge per day = $3,000

Supplies: inspection supplies (thermometers, flashlights, sanitizer test kits, etc.) = $3,741

Contracts: IT software vendor support for retail inspection form development, retail module enhancements, and/or annual system maintenance costs not to exceed $15,000.

Indirect Costs: $15,990 (salary) x 65% department Cost Allocation Plan (CAP) indirect rate = $10,394

TOTAL: $22,865 (personnel) + $3,000 (travel) + $3,741 (supplies) + $15,000 (contracts) + $10,394 (indirect CAP) = $55,000
Capacity Building Grant

Year 1

Funding to hire a Retail Standards Coordinator position dedicated 0.75 FTE to coordinating progress implementing the standards and grant deliverables. Working with a project team, the Retail Standards Coordinator is responsible for coordinating implementation of the Project Plan tasks, managing timelines, reporting progress, and completing documentation of deliverables.

Vermont uses 2,080 total work hours for calculating salary for a year. The first year is 11 months of work. The proposed new Retail Standards Coordinator position is a paygrade 24, Step 6 in the Vermont Department of Human Resources classification system = $30.75 hourly rate.

Salary: 1430 hours (.75 FTE for 11 months) x $30.75 hour = $43,972
Fringe: $43,972 (salary) x 43% department estimated fringe rate = $18,908
Personnel Total: $43,972 (salary) + $18,908 (fringe) = $62,880

Equipment: $2,000 for a computer for the position + $2,000 for a field tablet = $4,000
Supplies: $3,000 for program field inspection equipment (replacement thermometers, pH meters, flashlights, etc.) + $1538 for printing outreach materials = $4,538
Indirect Costs: $43,972 (salary) x 65% department Cost Allocation Plan (CAP) indirect rate = $28,582
TOTAL: $62,880 (personnel) + $4,000 (equipment) + $4,538 (supplies) + $28,582 (indirect CAP) = $100,000

Year 2

Continued funding for a Retail Standards Coordinator position dedicated 0.75 FTE to coordinating progress implementing the standards and grant deliverables. Working with a project team, the Retail Standards Coordinator is responsible for coordinating implementation of the Project Plan tasks, managing timelines, reporting progress, and completing documentation of deliverables.

Vermont uses 2,080 total work hours for calculating salary for a year. The proposed Retail Standards Coordinator position is a paygrade 24, Step 6 in the Vermont Department of Human Resources classification system = $30.75 hourly rate.

Salary: 1560 hours (.75 FTE) x $30.75 hour = $47,970
Fringe: $47,970 (salary) x 43% department estimated fringe rate = $20,627
Personnel Total: $47,970 (salary) + $20,627 (fringe) = $68,597
Supplies: miscellaneous supplies TBD = $223
Indirect Costs: $47,970 (salary) x 65% department Cost Allocation Plan (CAP) indirect rate = $31,180

TOTAL: $68,597 (personnel) + $223 (supplies) + $31,180 (indirect CAP) = $100,000

**Year 3**

Continued funding for a Retail Standards Coordinator position dedicated 0.75 FTE to coordinating progress implementing the standards and grant deliverables. Working with a project team, the Retail Standards Coordinator is responsible for coordinating implementation of the Project Plan tasks, managing timelines, reporting progress, and completing documentation of deliverables.

Vermont uses 2,080 total work hours for calculating salary for a year. The proposed Retail Standards Coordinator position is a paygrade 24, Step 6 in the Vermont Department of Human Resources classification system = $30.75 hourly rate.

Salary: 1560 hours (.75 FTE) x $30.75 hour = $47,970

Fringe: $47,970 (salary) x 43% department estimated fringe rate = $20,627

Personnel Total: $47,970 (salary) + $20,627 (fringe) = $68,597

Supplies: miscellaneous supplies TBD = $223

Indirect Costs: $47,970 (salary) x 65% department Cost Allocation Plan (CAP) indirect rate = $31,180

TOTAL: $68,597 (personnel) + $223 (supplies) + $31,180 (indirect CAP) = $100,000
# Request for Classification Action

## New or Vacant Positions

**EXISTING Job Class/Title ONLY**

Position Description Form C/Notice of Action

For Department of Personnel Use Only

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<thead>
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<th>Notice of Action #</th>
<th>Date Received (Stamp)</th>
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<tr>
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<td>Knowledge &amp; Skills:</td>
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<td>Working Conditions:</td>
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</table>

## Position Information:

Incumbent: **Vacant or New Position**

Position Number: [ ] Current Job/Class Title: **Food & Lodging Specialist and Inspector**

Agency/Department/Unit: **AHS/Health/Environmental Health**

GUC: [ ]

Pay Group: [ ] Work Station: **Burlington**

Zip Code: **05401**

Position Type: [ ] Permanent [X] Limited Service (end date) **12/31/2024**

Funding Source: [ ] Core [X] Sponsored [ ] Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.)

Supervisor's Name, Title and Phone Number: **Elisabeth Wrisng, Sr. Environmental Health Program Manager, 802-951-0109**

Check the type of request (new or vacant position) and complete the appropriate section.

[X] New Position(s):

a. REQUIRED: Allocation requested: Existing Class Code **445102** Existing Job/Class Title: **Food & Lodging Specialist and Inspector**

b. Position authorized by:
Vacant Position:

a. Position Number: 

b. Date position became vacant: 

c. Current Job/Class Code:  

Current Job/Class Title:  

d. REQUIRED: Requested (existing) Job/Class Code:  

Requested (existing) Job/Class Title:  

e. Are there any other changes to this position; for example: change of supervisor, GUC, work station? Yes ☐ No ☐ If Yes, please provide detailed information:  

For All Requests:

1. List the anticipated job duties and expectations; include all major job duties:  

The program was awarded grant funding to support 1.0 FTE to coordinate, implement, and report on retail program standards grant requirements over three years. This position will also conduct field standardizations as part of these duties. This job class is a combination of coordination of grant duties and specialized field inspection work in the Food & Lodging Program. This job class has completed additional food science and sanitation training, performs advanced technical work with independence, and provides training to lower-level staff and industry partners. This job class includes a developed technical specialty requiring advanced training, such as FDA Standardized Training Officer or knowledge and FDA training to conduct advanced manufactured food inspections and provide training to lower-level staff.  

Coordinate program work on FDA Voluntary Retail Program Standards Grant.  

This position serves as the lead coordinator of grant projects, reports, and deliverables of the FDA-NEHA Retail Flexible Funding Model grant award. The objective of this grant is to implement the best practices of the FDA Voluntary National Retail Food Regulatory Program Standards. Manages implementation of the program standards. Lead risk factor study project to collect and evaluate inspection data to meet grant deliverable. Develop and participate in the establishment and operation of quality assurance procedures, including monitoring of results. Document processes and procedures and assist with implementation and training of staff on new initiatives. Prepare and submit progress report information for grant deliverables. Develop compliance tools and outreach materials specific to retail food service operations. Attend grant-related national training workshops and represent the program. Other grant duties as assigned.  

Conduct Field Standardizations of Staff:  

Serve as a FDA Standardized Training Officer for conducting field inspection standardizations of Public Health Inspectors in the program to evaluate training and field competencies. Maintain standardization training with FDA Retail Specialist to perform these duties. The goal of standardization is to ensure that field inspection staff are making observations, interpreting regulations, and documenting violations consistently during food safety inspections across the program. Provide feedback and document standardization process. Coordinate with supervisors to maintain records and develop corrective action when indicated.
Food Facility Inspection, Investigation and Evaluation of Public Health Hazards:

Provides emergency response to outbreaks, natural disaster events, incidents involving fire, power outage, food or water contamination, and other investigations as needed. When requested, performs independent advanced level inspection and investigation work for the Food & Lodging Program. Investigates and evaluates licensed establishments and environments for public health hazards, environmental conditions, and compliance with rules, regulations and federal standards. Activities require advanced knowledge of food science and the causes, impacts, and prevention of public health problems and the ability to apply this knowledge while conducting job duties. May conduct work in challenging environments including outdoors, in heat or cold, and in areas of limited space such as a small active kitchen. This role demands excellent investigatory and problem-solving skills. The inspector must be knowledgeable of advanced food processing technologies, water system operation, environmental health hazards, and potential pathogens associated with global food products. Investigations may involve collecting and transporting food or environmental samples for laboratory analysis according to legal chain of custody requirements.

Provides Training to Industry and Lower Level Staff:

Coordinates or conducts training sessions on advanced food safety principles for establishment owners, operators, and food service workers. Examples include Hazard Analysis Critical Control Point (HACCP) systems and FDA Food Code requirements. Provides training to lower level Public Health Inspection staff and conducts joint training inspections with and acts as a mentor to new Public Health Inspection staff.

2. Provide a brief justification/explanation of this request: The Food & Lodging Program has been awarded FDA-NEHA grant funding to support a position with primary job duties of coordinating implementation of the FDA Voluntary National Retail Food Regulatory Program Standards. The retail program standards are national gold standard objectives for state and local retail food regulatory inspection programs to achieve. This position will also be responsible for conducting retail food standardizations of Public Health Inspection staff to ensure consistency of field inspection findings and documentation. The Food & Lodging Program is not able to take on this additional work without a new retail standards coordinator position managing grant deliverables and reporting.

3. If the position will be supervisory, please list the names and titles of all classified employees reporting to this position (this information should be identified on the organizational chart as well). N/A

Personnel Administrator’s Section:

4. If the requested class title is part of a job series or career ladder, will the position be recruited at different levels? Yes [ ] No [x]

5. The name and title of the person who completed this form: Elisabeth Wirsing

6. Who should be contacted if there are questions about this position (provide name and phone number): Elisabeth Wirsing (951-4088) or Hailey Ross (355-3643)

7. How many other positions are allocated to the requested class title in the department: 1

8. Will this change (new position added/change to vacant position) affect other positions within the organization? (For example, will this have an impact on the supervisor’s management level designation; will duties be shifted within the unit requiring review of other positions; or are there other issues relevant to the classification process.) No
Attachments:

- Organizational charts are required and must indicate where the position reports.
- Class specification (optional).
- For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, etc.
- Other supporting documentation such as memos regarding department reorganization, or further explanation regarding the need to reallocate a vacancy (if appropriate).

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Organizational charts are required and must indicate where the position reports.

Personnel Administrator's Signature (required)*

[Signature]

Date

Supervisor's Signature (required)*

[Signature]

Date

Appointing Authority or Authorized Representative Signature (required)*

[Signature]

Date

* Note: Attach additional information or comments if appropriate.