MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Senior Staff Associate
Date: July 26, 2022
Subject: Position Request – JFO #3107

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration. This grant is being held for the JFC meeting scheduled for July 28, 2022.

**JFO #3107** – Twenty-six (26) limited-service positions to the VT Agency Transportation from the Federal Highway Administration. Funding through the Investment Infrastructure and Jobs Act (IIJA) is expected to increase the Department workload by 30-50% over the next 5 years. Positions funded through 9/30/2026.

[Received July 26, 2022]

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions prior to the JFC meeting scheduled for July 28, 2022.
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 organizational pages as necessary to provide enough detail.

Agency/Department: Transportation / multiple divisions

Date: 5/18/2022

Name and Phone (of the person completing this request): Jayna Morse, (802) 917-3828

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO #

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):

   Federal Highway Administration, Title 23 Highway Trust Fund Apportionment, see attachment.

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:

   Title* of Position(s) Requested  # of Positions  Division/Program  Grant Funding Period/Anticipated End Date
   See Attached. 26 Positions

   *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:

   The IJA is expected to bring an additional $70-100M in annual investment for the next 5 years. The increased workload is anticipated to be 30-50% more than what the Agency currently is managing. These positions are critical to keeping up with current workloads and schedules as well as increased pressures from incoming funding streams. This includes recouping federal dollars spent on emergency response efforts. But for these positions AOT will not be able to successfully and promptly manage all available federal funding as it becomes available for apportionment to the State.

   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)).

   Date: 5/18/2022

   Signature of Agency/Department Head

   Date

   Approved/Denied by Department of Human Resources

   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:

   Attorney position will be made exempt.

   DHR – 08/12/2019
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>Administrative Services Manager I</td>
<td>1</td>
<td>F&amp;A/Emergency Mgmt.</td>
<td>Nov 1, 2021 - Sept 30, 2026</td>
</tr>
<tr>
<td>Administrative Services Manager I</td>
<td>2</td>
<td>F&amp;A/Finance &amp; Admin</td>
<td>Nov 1, 2021 - Sept 30, 2026</td>
</tr>
<tr>
<td>Continuous Improvement Program Manager III</td>
<td>1</td>
<td>F&amp;A/Performance</td>
<td>Nov 1, 2021 - Sept 30, 2026</td>
</tr>
<tr>
<td>AOT Process &amp; Performance Analyst</td>
<td>1</td>
<td>F&amp;A/Performance</td>
<td>Nov 1, 2021 - Sept 30, 2026</td>
</tr>
<tr>
<td>AOT Contracts Specialist I</td>
<td>2</td>
<td>F&amp;A/Contract Admin</td>
<td>Nov 1, 2021 - Sept 30, 2026</td>
</tr>
<tr>
<td>Civil Rights Program Coordinator</td>
<td>1</td>
<td>F&amp;A/Civil Rights</td>
<td>Nov 1, 2021 - Sept 30, 2026</td>
</tr>
<tr>
<td>AOT Audit Specialist I</td>
<td>1</td>
<td>F&amp;A/Audit</td>
<td>Nov 1, 2021 - Sept 30, 2026</td>
</tr>
<tr>
<td>Technical Training Manager</td>
<td>1</td>
<td>F&amp;A/VTTC</td>
<td>Nov 1, 2021 - Sept 30, 2026</td>
</tr>
<tr>
<td>Assistant Attorney General</td>
<td>1</td>
<td>F&amp;A / Legal (AGO)</td>
<td>Nov 1, 2021 - Sept 30, 2026</td>
</tr>
</tbody>
</table>

**Contact Person for these positions: Jayna Morse, 802-917-3828**

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<th>Division/Program</th>
<th>Grant Funding Period/Anticipated End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Engineer I</td>
<td>3</td>
<td>Highway/Asset Management Bureau</td>
<td>Nov 1, 2021 - Sept 30, 2026</td>
</tr>
<tr>
<td>AOT Technician VI</td>
<td>4</td>
<td>Highway/Operations &amp; Safety Bureau</td>
<td>Nov 1, 2021 - Sept 30, 2026</td>
</tr>
<tr>
<td>AOT Environmental Specialist I</td>
<td>1</td>
<td>Highway/Right of Way</td>
<td>Nov 1, 2021 - Sept 30, 2026</td>
</tr>
<tr>
<td>AOT Environmental Biologist I</td>
<td>1</td>
<td>Highway/Right of Way</td>
<td>Nov 1, 2021 - Sept 30, 2026</td>
</tr>
<tr>
<td>AOT Historic Preservation Specialist</td>
<td>1</td>
<td>Highway/Right of Way</td>
<td>Nov 1, 2021 - Sept 30, 2026</td>
</tr>
<tr>
<td>AOT Technician V</td>
<td>2</td>
<td>Highway/Right of Way</td>
<td>Nov 1, 2021 - Sept 30, 2026</td>
</tr>
</tbody>
</table>

**Contact Person for these positions: Robert M. White, 802-224-6592**

<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>Project Manager I</td>
<td>2</td>
<td>PPAID/Rail &amp; Aviation Bureau</td>
<td>Nov 1, 2021 - Sept 30, 2026</td>
</tr>
<tr>
<td>Public Transit Administrative Services Coordinator</td>
<td>1</td>
<td>PPAID/Public Transit</td>
<td>Nov 1, 2021 - Sept 30, 2026</td>
</tr>
</tbody>
</table>

**Contact Person for these positions: Dan Delabrue, 802-279-2647**

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Org charts enclosed. Thanks, Jayna.
Agency of Transportation
Highway Division
Project Delivery Bureau
Right of Way, Utilities & Survey

Utility Relocations
- Melissa Rutter, AOT Tech VII, 861342, 23
- Devin Nicholls, ROW Agent IV, 861919, 23
- Jeffrey Brunet, AOT Tech V, 860720, 22
- Alan Legacy, AOT Tech VII, 861272, 24

Documents
- Paul "Trey" Polk, AOT Mgr III, 860009, 28
- Jeffrey Blanchard, ROW Acquisition Chief, 860691, 25

Acquisitions
- VACANT Technician V, LIMITED SERVICE
- VACANT Technician V, LIMITED SERVICE

Negotiations
- VACANT ROW Agent II, 851416, 19
- Matthew Colburn, ROW Agent IV, 861318, 23
- Bonnie Taylor, ROW Agent IV, 860576, 23
- Eric Furs, ROW Agent IV, 861834, 23
- Barbara Dimick-Rowe, ROW Agent II, 860914, 19

Property Management
- VACANT ROW Agent II, 861005, 19
- VACANT ROW Agent II, 861005, 19

Appraisals
- Rosa Benoir, ROW Appraisal Chief, 860634, 27
- Joseph Castellano, ROW Appraiser I, 861826, 21
- Malgorzata Carr, ROW Appraiser II, 861379, 23
- Ryan Bonneau, ROW Agent II, 860294, 19
- Jessica Swan, Real Estate Valuation Agent II, 861052, 20

Route Survey
- Greg Hitchcock, Land Survey Spec I, 860488, 22
- Thomas Cattaneo, AOT Tech III, 861820, 20
- Christopher Cyr, AOT Tech IV, 860535, 21
- Richard Gilman, AOT Tech VI, 860765, 23
- Hugh McGowan, AOT Tech IV, 860264, 21
- Brad Herring, AOT Tech V, 861421, 22

ROW Boundary
- Lloyd MacComb, Land Survey Manager, 861095, 28

Plans & Titles
- Andrea Proulx, ROW Agent V, 861044, 24
- Anthony Egizi, ROW Agent IV, 860229, 23
- Foster Borch, ROW Agent I, 860860, 17
- Faith Ahearn Dall, ROW Agent II, 860162, 19
- Elias Wilder, ROW Agent II, 861367, 19
- Micheline Trottier, AOT Tech III, 861151, 20

LIMITED VACANT Technician V
LIMITED SERVICE Technician V

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