

MEMORANDUM

To: Joint Fiscal Committee members

From: Sorsha Anderson, Senior Staff Associate

Date: February 27, 2024

Subject: LSP Request – JFO #3187

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration. *The Department of Public Service has requested an expedited review. Please respond by Friday, March 1, 2024.*

JFO #3187: Two (2) limited-service positions to the Public Service Department, Vermont Community Broadband Board: Administrative Services Manager III and Data and Information Project Manager. Positions will carry out work related to the federal Broadband Equity, Access and Deployment (BEAD) program. This program has the potential to bring in additional Broadband investment, provided local applications are successful. Positions are fully funded through 11/30/2027 and are funded by previously approved JFO #3136. [Received February 26, 2024]

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. If we do not have a response by **March 1, 2024**, members will be polled.

PHONE: (802) 828-2295

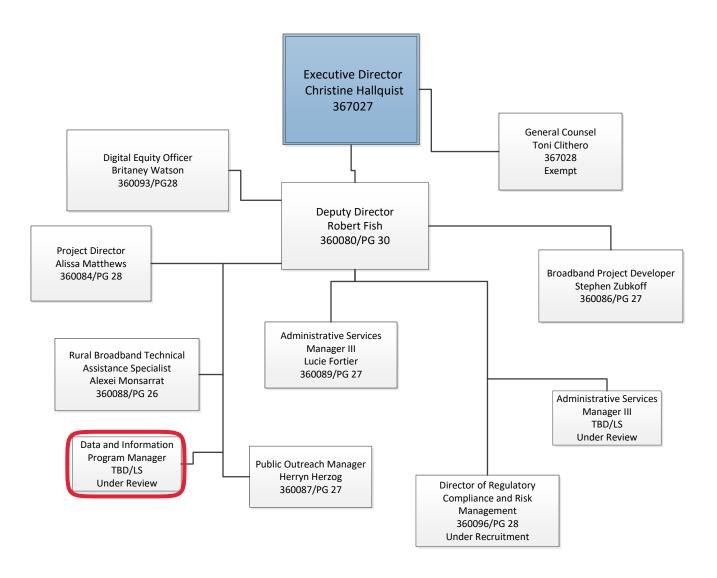
FAX: (802) 828-2483

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 <u>must</u> be obtained <u>prior to</u> 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:
Name and Phone (of the person completing this request): Robert Fish, 802-522-2617
Request is for: Positions funded and attached to a new grant. Positions funded and attached to an existing grant approved by JFO # 3136
 Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents): National Telecommunications and Information Administration Broadband Equity, Access, and Deployment (BEAD) Program \$5,000,000 in technical support to VCBB for BEAD deployment
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 <u>only</u> after JFC final approval:
Title* of Position(s) Requested # of Positions Division/Program Grant Funding Period/Anticipated End Date
Administrative Services Manager III 1 VCBB/BEAD 12/1/2022 to 11/30/2027 Data and Information Project Manager 1 VCBB/BEAD 12/1/2022 to 11/30/2027
Note: These are a result of changing capacity needs for the BEAD program. They were not initial requested when the grant was approved. *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 Vermont Community Broadband Board requires additional support to carry out the deployment of the federal BEAD program, which will bring over \$200,000,000 in additional broadband investment to the state, provided local applications are successful. The Executive Staff Assistant is required to manage an ever-increasing administrative workload, as the VCBB is required to assist not only the growing expansion of the CUD network via the ARPA program throughout Vermont, but the acquisition of BEAD funding as well. A Data and Information Project Manager is required to perform the research tasks necessary to ensure acquisition and deployment of BEAD. I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are
available (required by 32 NSA Sec. 5(b). June E. Tierrey 1/30/2024
Signature of Agency of Age
David Fuller 2/2/2024
Approved/Denied by Department of Human Resources Adam Greshin Greshin Date: 2024,02.22 19,02:16-05'00' Date
Approved/Denied by Finance and Walkagement Sarah Clark 044883200550438 Date 2/23/2024 12:37:41 ES
Approved/Denied by Secretary of Administration Approved/Denied by Governor (required as amended by 2019 Leg. Session) Date Date Date
Approved/Denied by Governor (required as amended by 2019 Leg. Session) Comments:

Chart I Vermont Community Broadband Board



RFR Form C October 2003

VERMONT DEPARTMENT OF PERSONNEL

Request for Classification Action New or Vacant Positions Existing Job Class/Titles ONLY Position Description Form C

- > This form is to be used by management to request the allocation of a new position, or reallocation of a vacant position, to an EXISTING class title.
- Employee requests must be submitted on the separate "Position Description Form A."
- Requests for full classification, to determine the appropriate pay grade for any job class must be submitted on "Position Description Form A."
- This form was designed in Microsoft Word to download and complete on your computer. This is a form-protected document, so information can only be entered in the shaded ______ areas of the form.
- To move from field to field use your mouse, the arrow keys or press Tab. Each form field has a limited number of characters. Use your mouse or the spacebar to mark and unmark a checkbox.
- Where additional space is needed to respond to a question, you will need to attach a separate page, and number the responses to correspond with the numbers of the questions on the form. Please contact your Personnel Officer if you have difficulty completing the form.
- All sections of this form are required to be completed unless otherwise stated.
- The form <u>must be complete</u>, including required attachments and signatures or it will be returned to the department's personnel office.

Position authorized by:

b.

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

1 of Department of Fersonner ose only	
Notice of Action #	Date Received (Stamp)
Action Taken:	
New Job Title	
Current Class Code New Class Code	
Current Pay Grade New Pay Grade	
Current Mgt Level B/U OT CatEEO CatFLSA	
New Mgt Level B/UOT CatEEO CatFLSA	
Classification AnalystDateDate	Effective Date:
	Date Processed:
Willis Rating/Components: Knowledge & Skills: Mental Demands: Working Conditions: Total:	Accountability:
Incumbent: Vacant or New Position Position Number: TBD Current Job/Class Title: Admin Services Manager II Agency/Department/Unit: PSD GUC: 2240020000	<u> </u>
Pay Group: Work Station: Home-Based Zip Code: 05602	
Position Type: Permanent Limited Service (end date) 2024	
Funding Source: Core Sponsored Partnership. For Partnership breakdown (% General Fund, % Federal, etc.) 100% federal	p positions provide the funding
Supervisor's Name, Title and Phone Number: Robert Fish 802-522-2617	
Check the type of request (new or vacant position) and complete the ap	propriate section.
New Position(s):	
a. REQUIRED: Allocation requested: Existing Class Code 0892 Admin Services Manager III	80 Existing Job/Class Title:

Request for Classification Action Position Description Form C Page 2

	Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)
	Other (explain) Provide statutory citation if appropriate.
☐ Vac	ant 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:
	Are there any other changes to this position; for example: change of supervisor, GUC, work station? Yes No If Yes, please provide detailed information:
Fam All Day	
For All Re	quests:
1. List the	anticipated job duties and expectations; include all major job duties:
•This positi	on will provide assistance to the general counsel's office and other executive staff.
The positio	n will provide central office management, including scheduling meetings in house and with other needed.
	support the extensive demands on the general counsel's office with tracking short and longer term riorities, deadlines and legislation.
-	n will also assist with general research and information gathering necessary information to support staff and other duties as required.
This position	on will prepare board materials, take notes, and capture minutes
This position	on will perform other tasks as necessary
support giv	a brief justification/explanation of this request: The VCBB requires additional administrative en the expansion of our duties to include Digital Equity an the Broadband Equity Access and (BEAD) program.
•	sition will be supervisory, please list the names and titles of all classified employees reporting to this is information should be identified on the organizational chart as well). N/A
Personnel	Administrator's Section:
4. If the release Ye	quested class title is part of a job series or career ladder, will the position be recruited at different s \square No \boxtimes
5. The nan	ne and title of the person who completed this form: Robert Fish, Deputy Director

Page 3

- 6. Who should be contacted if there are questions about this position (provide name and phone number): Rob Fish 802-522-2617
- 7. How many other positions are allocated to the requested class title in the department: 4
- 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 po	sition reports.			
 ☐ Class specification (optional). ☐ For new positions, include copies of the language authorizing the position, or any other informatio that would help us better understand the program, the need for the position, etc. 				
Docusigned by: Trisluia Brooks	1/25/2024			
Personnel Administrator's Signature (required)*	Date			
Docusigned by: Robert Fish	1/24/2024			
Supervisor's Signature (required)*	Date			
DocuSigned by: June E. Tierney 3B0ACAACB54C46E	1/24/2024			
Appointing Authority or Authorized Representative Signature (required)*	Date			

^{*} Note: Attach additional information or comments if appropriate.

RFR Form C October 2003

VERMONT DEPARTMENT OF PERSONNEL

Request for Classification Action New or Vacant Positions Existing Job Class/Titles ONLY Position Description Form C

- ➤ This form is to be used by management to request the allocation of a new position, or reallocation of a vacant position, to an EXISTING class title.
- Employee requests must be submitted on the separate "Position Description Form A."
- Requests for full classification, to determine the appropriate pay grade for any job class must be submitted on "Position Description Form A."
- This form was designed in Microsoft Word to download and complete on your computer. This is a form-protected document, so information can only be entered in the shaded _____ areas of the form.
- To move from field to field use your mouse, the arrow keys or press Tab. Each form field has a limited number of characters. Use your mouse or the spacebar to mark and unmark a checkbox.
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- All sections of this form are required to be completed unless otherwise stated.
- The form <u>must be complete</u>, including required attachments and signatures or it will be returned to the department's personnel office.

Position authorized by:

b.

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

	. с. доранином с с. с.		Date Received (Stamp)
Notice of Action #			zato ricconou (ciamp)
Action Taken:			
New Job Title			
Current Class Code	New Class Code		
Current Pay Grade	New Pay Grade		
Current Mgt Level B/U _	OT CatEEO Cat	FLSA	
New Mgt Level B/U _	OT CatEEO Cat	FLSA	
	Date _		Effective Date:
Comments:			Date Processed:
	Knowledge & Skills: Me Working Conditions: To		Accountability:
Agency/Department/Unit: PS Pay Group: Work Sta Position Type: Permanent Funding Source: Core	ent Job/Class Title: Data and In	e: 05602 e) 2027 For Partnership	<u>-</u>
•	,	·	
Supervisor's Name, Title and	Phone Number: Robert Fish 8	302-522-2617	
Check the type of request (n	ew or vacant position) and co	omplete the ap	propriate section.
New Position(s):			
	ocation requested: Existing Cl nation Project Manager	ass Code 0530	Existing Job/Class Title:

Request for Classification Action Position Description Form C Page 2

		☐ Joint Fiscal Office – JFO # 3136 Approval Date: 2/9/2023
		☐ Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)
		Other (explain) Provide statutory citation if appropriate.
	Vac	ant Position:
	a. F	Position Number:
		Date position became vacant:
		Current Job/Class Code: Current Job/Class Title:
		REQUIRED: Requested (existing) Job/Class Code: Requested (existing) Job/Class Title:
		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 Al	I Req	uests:
		anticipated job duties and expectations; include all major job duties:
		project lead for VCBB research and data projects, developing and managing project scopes and
		and ensuring deadlines are met
 Deve and vis 		CBB's research agenda for Digital Equity and strategic and operational plans for data managemen
		ts to manage, maintain, and develop data infrastructure (e.g., databases, workflows) to improve the
		data practices, collaborating with Agency of Digital Service staff as required
 Analy 	/ze a	nd provide recommendations for research design through research, surveys, and focus groups
• Build	out a	and maintain the digital equity office's internal and public-facing data resources, including data
		rganization, analysis, and communication of key findings
		ata collection, analysis, and visualization support to team members for digital equity office projects,
		, and presentations
		ta gaps and new data sources and/or establish data collection efforts when necessary to support dassessment of relevant indicators.
		rrent with digital inclusion research conducted at the local level, and develop new data analyses
and re	searc	h methods to inform the work of digital inclusion practitioners and policymakers
• Repr	esent	the digital equity office in meetings, presentations, and conferences both remotely and in person
		other tasks as needed in support Digital Equity and the Broadband Equity Access and
Deblo	/men	(BEAD) federal grant programs.
		a brief justification/explanation of this request: The Infrastructure Bill's Digital Equity Program at a driven approach to ensure equal access to broadband the tools generated by the investment.
FOGUIT	o a c	iata anvon approach to choure equal access to broadband the tools generated by the investment.

In crafting our Digital Equity Plan, a lack of reliable data was identified as a key deficiency.

3. If the position will be supervisory, please list the names and titles of all class position (this information should be identified on the organizational chart as we	
Personnel Administrator's Section:	
4. If the requested class title is part of a job series or career ladder, will the polevels? Yes \square No \boxtimes	sition be recruited at different
5. The name and title of the person who completed this form: Robert Fish, De	eputy Director
6. Who should be contacted if there are questions about this position (provide Fish 802-522-2617	name and phone number): Rob
7. How many other positions are allocated to the requested class title in the de	epartment: 0
8. Will this change (new position added/change to vacant position) affect othe organization? (For example, will this have an impact on the supervisor's manaduties be shifted within the unit requiring review of other positions; or are there classification process.) No	gement level designation; will
Attachments:	
Organizational charts are required and must indicate where the pos	sition reports.
Class specification (optional).	
For new positions, include copies of the language authorizing the p that would help us better understand the program, the need for the pos	
 Other supporting documentation such as memos regarding departners explanation regarding the need to reallocate a vacancy (if appropriate). 	nent reorganization, or further
DocuSigned by:	
Trishia Brooks	1/25/2024
Personnel Administrator's Signature (required)*	Date
Rola Vt Fish.	1/24/2024
8816ABEB62664F7	
Supervisor's Signature (required)*	Date
DocuSigned by:	1 /24 /2024
June E. Tierney	1/24/2024
Appointing Authority or Authorized Representative Signature (required)*	Date

Request for Classification Action Position Description Form C Page 4

* Note: Attach additional information or comments if appropriate.