



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Senior Fiscal Analyst
Date: October 6, 2014
Subject: Position Request #2709

Enclosed please find one (1) item that the Joint Fiscal Office has received from the administration. One (1) limited service position is associated with this request.

JFO #2709 – One (1) limited service position in the Vermont Agency of Education. This position will provide training and technical assistance to school administrators and food service directors to support compliance with the new federal School Nutrition Standards and related regulations. This position is funded for one year via an allocation of existing USDA grant funding.
[JFO received 10/06/14]

Please review the enclosed materials and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; nlavery@leg.state.vt.us) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by October 20 we will assume that you agree to consider as final the Governor's acceptance of these requests.

**STATE OF VERMONT
Joint Fiscal Committee Review
Limited Service - Grant Funded
Position Request Form**

JFO 2709

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: Education/General Supervision & Monitoring Date: 8/7/2014

Name and Phone (of the person completing this request): Laurie M Colgan, 479-1187

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):

USDA, Child Nutrition State Administration Reallocation Funds

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:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Child Nutrition Program Consultant	1	General Supervision & Monitoring Division, Child Nutrition Programs	August 2014 - September 30, 2015

*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:

Extensive changes in the Child Nutrition Programs regulations regarding competitive foods sold in schools through the Healthy, Hunger Free Kids Act is requiring increasing amounts of training and technical assistance that the current staffing cannot manage. The reallocation funds have been provided to us from USDA to pay for a trainer to provide technical assistance, training and support to Vermont schools to help them meet the new regulations.

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)).

[Signature] _____ Date: 8-26-14

[Signature: Molly Paul] _____ Date: 9.16.14

[Signature] _____ Date: 10/1/14

[Signature] _____ Date: 11/02/14

Comments:

SEP 22 2014

**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**

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 Cat. _____ EEO Cat. _____	FLSA _____
New Mgt Level _____ B/U _____	OT Cat. _____ EEO Cat. _____	FLSA _____
Classification Analyst _____	Date _____	Effective Date: _____
Comments: _____		Date Processed: _____
Willis Rating/Components:	Knowledge & Skills: _____	Mental Demands: _____
	Working Conditions: _____	Accountability: _____
	Total: _____	

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title:

Agency/Department/Unit: Education/GSM/ Child Nutrition Programs GUC: DEPT ID 5100073000

Pay Group: Work Station: Zip Code: 05641 BU 05100

Position Type: Permanent Limited Service (end date) 09/30/2015

Funding Source: Core Sponsored Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.) 100% Federal

Supervisor's Name, Title and Phone Number: Laurie M Colgan, Director, Child Nutrition Programs, 479-1187

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 536200 Existing Job/Class Title: Education Child Nutrition Cons

b. Position authorized by:

Joint Fiscal Office – JFO # Approval Date:

Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)

Other (explain) -- Provide statutory citation if appropriate.

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: This consultant will be responsible for providing training and technical assistance to school administrators and food service directors and managers on the new School Nutrition Standards for the Smart Snack rules and regulations. The consultant will be responsible for learning the new standards and developing training and implementation materials for use in Vermont schools. Training sessions will be planned, developed and implemented at many sites around the state as well as being offered in Webinars, at conferences, and other training sessions with affiliated agencies and departments. Consultant will also participate in monitoring visits to ensure that schools are meeting fundraising requirements with respect to foods offered for sale and to ensure that food service programs are sufficiently documenting all foods served and sold in the school nutrition environment to comply with federal standards.

2. Provide a brief justification/explanation of this request: The new federal rule went into effect on July 1, 2014. Many schools are not up aware of the requirements for all foods sold in schools and the impact of school fundraisers. Food service staff and school administrators are not aware of the implementation and documentation requirements. This limited service position is needed as current Child Nutrition Staff are working at full capacity with their current workloads with the new meal pattern rules and regulations and other new provisions of the Healthy, Hunger Free Kids Act.

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

5. The name and title of the person who completed this form: Laurie M Colgan

6. Who should be contacted if there are questions about this position (provide name and phone number):
Laurie M Colgan, 479-1187

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.) This will not negatively impact other positions in the Child Nutrition Programs workgroup. This position will undertake the work that current staff are not available to fully implement.

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).



Personnel Administrator's Signature (**required**)*

9/11/14

Date



Supervisor's Signature (**required**)*

8/20/14

Date



Appointing Authority or Authorized Representative Signature (**required**)*

8-25-14

Date

* Note: Attach additional information or comments if appropriate.

General Supervision & Monitoring

