

# MEMORANDUM

JOINT FISCAL OFFICE

To:

James Reardon, Commissioner of Finance & Management

From:

Nathan Lavery, Fiscal Analyst

Date:

September 30, 2010

Subject:

JFO #2458

No Joint Fiscal Committee member has requested that the following item be held for review:

JFO #2458 — Request from the Department of Public Service to establish one limited service position. This position will assist with reporting and monitoring requirements associated with ARRA energy initiatives; specifically including the administration of grants from the Clean Energy Development Fund. Funding for this position is available through an award from the American Recovery and Reinvestment Act that was included in the FY10 budget.

[JFO received 9/16/10]

The Governor's approval may now be considered final. We ask that you inform the Secretary of Administration and your staff of this action.

cc: David O'Brien, Commissioner

PHONE: (802) 828-2295

FAX: (802) 828-2483



# STATE OF VERMONT JOINT FISCAL OFFICE

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cc: David O'Brien, Commissioner

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FAX: (802) 828-2483



# MEMORANDUM

To:

Joint Fiscal Committee Members

From:

Nathan Lavery, Fiscal Analyst

Date:

September 22, 2010

Subject:

**Grant Requests** 

Enclosed please find five (5) requests that the Joint Fiscal Office has received from the administration. These requests include the establishment of two (2) limited service positions.

JFO #2458 — Request from the Department of Public Service to establish one limited service position. This position will assist with reporting and monitoring requirements associated with ARRA energy initiatives; specifically including the administration of grants from the Clean Energy Development Fund. Funding for this position is available through an award from the American Recovery and Reinvestment Act that was included in the FY10 budget. Only the position requires JFC approval. Expedited review of this item has been request by the Department. Joint Fiscal Committee members will be contacted by September 30 with a request to waive the statutory review period and accept this item.

[JFO received 9/16/10]

JFO #2459 — \$17,899 grant from the University of Delaware Research Office to the Agency of Agriculture, Food and Markets. Funding will be used to improve the human resource management skills of managers at Vermont dairy farms through a series of regional workshops.

[JFO received 9/16/10]

JFO #2460 — \$506,000 grant from the U.S. Department of Justice to the Department of Public Safety. Funding will be used upgrade communications equipment and technology, including the purchase of narrow band capable mobile and portable radios for law enforcement officers, related to the interoperable communications platform.

[JFO received 9/16/10]

JFO #2461 — \$6,000 grant from the Brookdale Foundation to the Department of Children and Families – Family Services Division. Funding will be used to increase awareness of relatives who are serving as caregivers and to support the expansion of support groups and training opportunities by implementing a statewide interagency task force.

[JFO received 9/21/10]

JFO #2462 — \$81,459 grant from the University of Southern Maine – Office of Sponsored Research to the Department of Vermont Health Access. Funding will be used to expand the Blueprint for Health, including the use of Health Information Technology infrastructure, to evaluate and improve

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FAX: (802) 828-2483

the quality of health care delivered to children as part of rolling out the Pediatric Blueprint. The establishment of one (1) limited service position is associated with this request.

[JFO received 9/21/10]

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; <a href="mailto:nlavery@leg.state.vt.us">nlavery@leg.state.vt.us</a>) if you have questions or would like an item held for Joint Fiscal Committee review. Unless we hear from you to the contrary by <a href="October 6">October 6</a> we will assume that you agree to consider as final the Governor's acceptance of these requests.

cc: James Reardon, Commissioner
David O'Brien, Commissioner
Roger Allbee, Secretary
Thomas Tremblay, Commissioner
Stephen Dale, Commissioner
Susan Besio, Commissioner

# STATE OF VERMONT GRANT POSITION ACCEPTANCE FORM

GRANT SUMMARY:

State Energy Plan and the Energy Efficiency and Conservation Block

Grant program (EECBG) grants, both under the American Recovery

and Reinvestment Act (ARRA)

DATE:

August 12, 2010

DEPARTMENT:

Department of Public Service (PSD)

**GRANT AMOUNT:** 

\$31,592,500

**GRANT PERIOD:** 

April 17, 2009 – April 30, 2012 (SEP) and Sept 20, 2012 (EECBG)

GRANTOR/DONOR:

U.S. Department of Energy (DOE)

# POSITIONS REQUESTED (LIMITED SERVICE):

One (1) Grants Specialist II (\$55,000 annual salary plus benefits) to facilitate ARRA grant program.

# ANY ON-GOING, LONG-TERM COSTS TO THE STATE:

Loss of ARRA funding if not disbursed by ARRA program deadline of September 20, 2012

# **COMMENTS:**

Applicable grants were included for legislative review and approval in PSD's Vermont FY 2010 budget (2009 Special Session Act 1, Sec. B.235). PSD plan to spend \$31 million in DOE ARRA during FY 2010, FY 2011 and FY 2012 got off to a slow start and has \$30 million left to spend by ARRA deadline. Federal program managers at DOE have committed financial support for this position to enable Vermont to meet ARRA deadlines for the ARRA funding.

DEPT. FINANCE AND MANAGEMENT:

SECRETARY OF ADMINISTRATION:

SENT TO JOINT FISCAL OFFICE:

INITIAL)

1017 8/12/17

(DATE)

018218

RECEIVED

SEP 16 2010 -

JOINT FISCAL OFFICE



State of Vermont Department of Public Service

112 State Street Drawer 20 Montpelier, VT 05620-2601 TEL: 802-828-2811 FAX: 802-828-2342 TTY VT: 800-734-8390 email: vtdps@state.vt.us http://publicservice.vermont.gov/

July 26, 2010

Commissioner James Reardon Finance and Management 109 State Street Montpelier, VT 05620

Mr. Stephen Klein Joint Fiscal Office 120 State Street Montpelier, VT 05620-2501

Dear Jim and Steve

Please accept this letter as a formal request from the CEDF Board, the CEDF Director and the Public Service Department for approval to add one limited service Grant Specialist position to the department of public service for ARRA energy initiatives. We are requesting to add a Grant Specialist position as the reporting/monitoring requirements associated with ARRA have been further defined and increased by U.S. Department of Energy (DOE) as we've progressed. Too, upon a site visit with a DOE project manager it was confirmed that additional staffing would be supported (through our current budget) and necessary.

CEDF co-chair Sam Swanson, Deputy Commissioner Stephen Wark and I all concur that these positions are necessary to meet the rigors of the grant management and reporting requirements imposed under ARRA.

Because of the workload demands imposed due to the granting of these funds, the department requires immediate permission to create and fill the full time limited service temporary position.

Thank you for your consideration.

Sincerely yours,

David O'Brien Commissioner

**PSD** 



# 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 <u>must</u> be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Public Service Department	Date: 07.26.2010
Name and Phone (of the person completing this request):	rk (802) 828-4052
Request is for: ☑Positions funded and attached to a new grant. ☑Positions funded and attached to an existing grant approved by	JFO #
Name of Granting Agency, Title of Grant, Grant Funding Detail (atta US Department of Energy SEP & EECBG Grant	ch grant documents):
. List below titles, number of positions in each title, program area, and ased on grant award and should match information provided on the R nal approval:	
Title* of Position(s) Requested # of Positions Division/Program	Grant Funding Period/Anticipated End Date
Grants Specialist II 1 Energy Resources & Finance	April 17, 2009 - April 30, 2012 (sep) & Sept 21, 2009 - Sept 20, 2012 (eecbg) Anticipated end date: 11/30/2012
inal determination of title and pay grade to be made by the Department of Human Reso Request for Classification Review.	ources Classification Division upon submission and review of
Justification for this request as an essential grant program need:	•
This position is fully funded through ARRA by the Department of Enwith the Department's Grant Monitoring policies and procedures as and contracts. Too, reviewing and processing invoices, preparing compliance with requirements attached to American Recovery and	well as to write and manage grant agreements juarterly and annual reports, along with ensuring
certify that this information is correct and that necessary funding, space vailable (required by 32 VSA Sec. 5(b).	ee and equipment for the above position(s) are
gnature of Agency or Department Head	Date
Molly Paul Le	7/30/10
pproved/Denied by Department of Human Resources	Date //> ///
oproved/Denied by Finance and Management	Date / 2//
pproved/Denied by Secretary of Administration	Date PB3

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capproval of funding

DHR - 11/7/05

# **Department of Human Resources**

# Agency of Administration

# **Job Specifications**

you are at: Home HR Services Job Classification Job Specifications

# **GRANTS SPECIALIST**

Job Code: 521800

Pay Plan: Classified

Pay Grade: 22

Occupational Category: Administrative Services, HR & Fiscal Operations

Effective Date: 02/06/2005

#### **Class Definition:**

Technical, fiscal, advisory and administrative work for a departmental agency within the State of Vermont. Duties include grant management, compliance monitoring, eligibility determination of funding and supervision. Supervision is exercised over subordinate professional and/or technical staff. Work is performed under the general supervision of an administrative supervisor.

### **Examples of Work:**

Manages and oversees state and federal grants, monitors and approves program budget and ensures compliance with federal and state regulations. Drafts proposals for acquisition of grant funds from the federal government and other sources. Reviews and advises on programmatic requirements for grant applications and assists in the development of programs which meet eligibility requirements. Works with granting sources to refine and revise submissions as needed. Provides technical and advisory assistance to ensure compliance for program funds. Monitors grant expenditures to ensure consistency with grant requirements with applicable laws and regulations and to maximize use of available funds. Prepares written reports of findings, defines or recommends corrective action. Ensures that reporting requirements on grants are fulfilled. Participates in public hearings, meetings, and committees. May develop and implement systems to project income and to monitor expenditure of funds. May provide training to staff on requirements of grant funding. Performs related duties as required.

**Environmental Factors:** Duties are performed primarily in a standard office setting. On-site compliance reviews, hearings, meetings and committee obligations requires travel for which private means of transportation should be available. Some work outside of regular work schedule may be anticipated. A need to confront grantees with contract and grant requirements may arise frequently. Some pressure from deadlines may be anticipated

#### **Minimum Qualifications**

# Knowledge, Skills and Abilities:

Working knowledge of financial management principals and practices, including accounting and budgeting procedures. Working knowledge of grant development and administration procedures. Working knowledge of state and federal fiscal monitoring procedures. Working knowledge of department programs and delivery systems. Ability to analyze grant requirements and to advise on required programmatic changes. Ability to draft grant applications. Ability to establish and maintain effective working relationships. Ability to communicate effectively.

#### **Education and Experience:**

Education: Bachelor's degree. Experience: Three years in the development, evaluation, administration, or fiscal monitoring of grants. Note: Additional work experience as described above may be substituted for the Bachelor's degree on a six months for a semester basis. Note: Graduate work in public administration or accounting may be substituted for up to two years of the required experience on a semester for six months basis.

Special Requirements: n/a

#### ATMENT OF PUBLIC SERVICE COMISSIONER **ORGANIZATIONAL CHART** David O'Brien ADMINISTRATIVE DEPUTY COMMISSIONER SECRETARY Steve Wark Judy Moody PLANNING & ENERGY RESOURCES TELECOMMUNICATIONS FINANCE **ENGINEERING** PUBLIC **ADVOCACY BUSINESS ADMIN** TELECOMMUNICATIONS & IT FIN & BA DIRECTOR UTILITIES ENGI. PLANNING & ENERGY RESOURCES PUBLIC ADVOCACY DIRECTOR DIRECTOR DIRECTOR Ronald Behms NEERING CHIEF Hans Mertens David Lamont Sarah Hofmann Leslie Cadwa UTILITIES FIN & ECON ANALYS John Becker TELECOMMUNICATIONS GAS UTILITY UTILITY ECONOMIC STAFF ATTYLL POLICY ANALYST ENGINEER ANALYST 3 Laura Beliveau G.C. Morris Sean Foley Louise Porter Deborah Shannon Job share UTILITY ECONOMIC STAFF ATTY N .. TELECOM INFRASTRUCTURE NUCLEAR ANALYST ENGINEER ANALYST 2 SPECIALIST Jim Porter LIMITED SERVICE POSITION Uldis Vanags George Nagle Gregg Trask SENIOR ELECTRICAL **ENERGY POLICY &** STAFF ATTY N TELECOM INFRASTRUCTURE UTILITIES FINANCIAL ANALYS Set Susan Martin SPECIALIST Corey Chase ENGINEER PROGRAM ANALYST Geoffrey Commons Steve Litkovitz Michael Kundrath ADMINISERVICES MGR.III. ELECTRICAL ASSISTANT DIRECTOR STAFF ATTY N Jeanne Ellas ENGINEER Kelly Launder Bill Jordan STAFF ATTY N . ENERGY PROGRAM John Beling SPECIALIST II TJ Poor ADMINISTRATIVE SERVICES TECH IV CLEAN ENERGY FUND DIRECTOR STAFF ATTY II GRANT SPECIALIST Andy Perchik Louise Porter ARRA LIMITED SERVICE POSITION Lisa Nisen Diane Reynolds Reports to CEDF Board ADMINISTRATIVE Administratively housed in PSD ASSISTANT A GRANT SPECIALIST ADMIN SECRETARY ARRA LIMITED SERVICE POSITION Pamela Hull Michelle Hughes Susan Pittsley FINANCIAL SPECIALIST III. LIMITED SERVICE POSITION ENERGY PROGRAM SPECIALIST ARRA LIMITED SERVICE POSITION CAPI Coordinator Ed Delhagen Tamera Parisegu EÎNÂNCIAL Administrator III ENERGY PROGRAM Erin Lawrence SPECIALIST II - LIMITED SERVICE \*Recruiting - EEU PROGRAM SERVICES CA & PI **ENERGY PROGRAM** CLERK SPECIALIST II SPECIALIST II - LIMITED SERVICE Theresa Kelty Susan Paruch \*Recruiting - EEU GRANTS SPECIALIST CA & PI LIMITED SERVICE POSITION Electrical Engineer SPECIALIST II \*Proposed ARRA LIMITED SERVICE 50 Jen Overton \*Recruiting CA&PI **GRANTS SPECIALIST** SPECIALIST IT. ARRA LIMITED SERVICE POSITION

# STATE OF VERMONT GRANT POSITION ACCEPTANCE FORM

GRANT SUMMARY:

State Energy Plan and the Energy Efficiency and Conservation Block

Grant program (EECBG) grants, both under the American Recovery

and Reinvestment Act (ARRA)

DATE:

August 12, 2010

DEPARTMENT:

Department of Public Service (PSD)

GRANT AMOUNT:

\$31,592,500

GRANT PERIOD:

April 17, 2009 – April 30, 2012 (SEP) and Sept 20, 2012 (EECBG)

GRANTOR/DONOR:

U.S. Department of Energy (DOE)

POSITIONS REQUESTED (LIMITED SERVICE):

One (1) Grants Specialist II (\$55,000 annual salary plus benefits) to facilitate ARRA grant program.

ANY ON-GOING, LONG-TERM COSTS TO THE STATE:

Loss of ARRA funding if not disbursed by ARRA program deadline of September 20, 2012

# **COMMENTS:**

Applicable grants were included for legislative review and approval in PSD's Vermont FY 2010 budget (2009 Special Session Act 1, Sec. B.235). PSD plan to spend \$31 million in DOE ARRA during FY 2010, FY 2011 and FY 2012 got off to a slow start and has \$30 million left to spend by ARRA deadline. Federal program managers at DOE have committed financial support for this position to enable Vermont to meet ARRA deadlines for the ARRA funding.

**DEPT. FINANCE AND MANAGEMENT:** 

SECRETARY OF ADMINISTRATION:

SENT TO JOINT FISCAL OFFICE:

INITIAL)

111

08 8/12/17

(INITIAL

(DATE)

RECEIVED

SEP 16 2010 -

JOINT FISCAL OFFICE



State of Vermont Department of Public Service

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July 26, 2010

Commissioner James Reardon Finance and Management 109 State Street Montpelier, VT 05620

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Thank you for your consideration.

Sincerely yours,

David O'Brien Commissioner

**PSD** 



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5						
Agency/Department: _	Public Servic	e Department			Date: 07.26.201	0 .
Name and Phone (of t	he person co	ompleting this rec	quest): Stephen War	k (802) 828-4052	•	
Request is for: ☑Positions funde ☑Positions funde			it. grant approved by J	FO#		•
1. Name of Granting	Agency, Title	of Grant, Grant	Funding Detail (attac	h grant documen	its):	
US Department of SEP & EECBG Gr	Energy	•		· .		
<ol><li>List below titles, nu based on grant award final approval:</li></ol>	mber of posi and should r	tions in each title natch information	, program area, and n provided on the RF	limited service er R) position(s) wil	nd date (informatio I be established <u>o</u>	on should be <u>nly</u> after JFC
Title* of Position(s	) Requested	# of Positions	Division/Program	Grant Funding F	Period/Anticipated	End Date
Grants Specialist I	1 · · · · · · · · · · · · · · · · · · ·	1	Energy Resources & Finance	Sept 21,	2009 - April 30, 20 2009 - Sept 20, 2 ded end date: 11/3	2012 (eecbg)
Final determination of title a Request for Class	and pay grade to ification Review	be made by the De	partment of Human Reso	urces Classification D	ivision upon submissio	on and review of
3. Justification for this	request as a	n essential gran	t program need:	•		
with the Department and contracts. Too	nt's Grant Mo o, reviewing a	onitoring policies and processing ir	e Department of End and procedures as v nvoices, preparing quican Recovery and F	vell as to write an uarterly and annu	id manage grant a al reports, along v	greements
certify that this informavailable (required by	ation is corre 32 VSA Sec.	ect and that nece 5(b).	ssary funding, space	and equipment	for the above posi	tion(s) are
Signature of Agency of	r Department	Head			Date	<del></del>
Molly Pe		·		71-	Date Date	
Approved/Denied by D		Human Resource	ces		<i>50   1</i> 0	
5	unco	109	Men	8	1/17/10	
Approved/Denied by F	nance and I	anagement	7	/	Date	
	an W	<u> </u>			[23/W	
Approved/Denied by S	ecretary of A	dministration			Date '	BBS
Comments: NUT	·· ( D >	ا ف ۱۰ م		المستحدث المستحدد		

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approval of funding

DHR - 11/7/05

# **Department of Human Resources**

# Agency of Administration

# **Job Specifications**

you are at: Home HR Services Job Classification Job Specifications

# GRANTS SPECIALIST

Job Code: 521800

Pay Plan: Classified

Pay Grade: 22

Occupational Category: Administrative Services, HR & Fiscal Operations

**Effective Date: 02/06/2005** 

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Special Requirements: n/a

#### ARTMENT OF PUBLIC SERVICE COMISSIONER ORGANIZATIONAL CHART David O'Brien DEPUTY **ADMINISTRATIVE** SECRETARY COMMISSIONER Steve Wark Judy Moody PLANNING & ENERGY RESOURCES PUBLIC TELECOMMUNICATIONS ENGINEERING ADVOCACY TELECOMMUNICATIONS & IT UTILITIES ENGI FIN & BA-DIRECTOR: PLANNING & ENERGY RESOURCES PUBLIC ADVOCACY DIRECTOR Ronald Behins NEERING CHIEF DIRECTOR-DIRECTOR Hans Mertens David Lamont Sarah Hofmann Leslie Cadwell STAFF ATTYIN TELECOMMUNICATIONS UTILITIES FIN & ECON ANALYST GAS UTILITY UTILITY ECONOMIC **ENGINEER** Laura Beliveau **POLICY ANALYST** ANALYST 3 Sean Foley Louise Porter Deborah Shannon G.C. Morris Job share NUCLEAR TELECOM INFRASTRUCTURE UTILITY ECONOMIC STAFF ATTY N. SPECIALIST. ENGINEER Jim Porter OUTILITIES RATE ANALYST 2 LIMITED SERVICE POSITION: George Nagle Uldis Vanags Gregg Trask SENIOR ELECTRICAL **ENERGY POLICY &** STAFF ATTY N TELECOM INFRASTRUCTURE UTILITIES FINANCIAL ANALYSI SPECIALIST ENGINEER PROGRAM ANALYST Geoffrey Commons Susan Martir Steve Litkovitz Michael Kundrath Corey Chase ADMIN SERVICES MGR III. ELECTRICAL STAFF ATTY N Sheri Rockcastie ASSISTANT DIRECTOR ENGINEER Kelly Launder Jeanne Elias Bill Jordan STAFF ATTY N ENERGY PROGRAM John Beling. SPECIALIST II TJ Poor CLEAN ENERGY FUND DIRECTOR ADMINISTRATIVE. SERVICES TECH IN STAFF ATTY GRANT SPECIALIST Louise Porter Andy Perchlik ARRA LIMITED SERVICE POSITION Diane Reynolds Reports to CEDF Board ADMINISTRATIVE, Administratively housed in PSD GRANT SPECIALIST ASSISTANT A ADMIN SECRETARY ARRA LIMITED SERVICE POSITION Pamela Hull Michelle Hughes Susan Pittsley FINANCIAU SPECIALISTAIL LIMITED SERVICE POSITIONU : ENERGY PROGRAM SPECIALIST ARRA LIMITED SERVICE POSITION Malcolm Matthew Ed Delhagen CAPI Coordinator Tamera Pariseau EINANCIAL ADMINISTRATOR(III Eff) Lawrence ENERGY PROGRAM SPECIALIST II - LIMITED SERVICE \*Recruiting - EEU PROGRAM SERVICES CA & PI. SPECIALIST II. . Susan Panuch ENERGY PROGRAM CLERK Therese Kelty SPECIALIST II - LINITED SERVICE \*Recruiting - EEU GRANTS SPECIALIST CA & PI Electrical Engineer LIMITED SERVICE POSITION: SPECIALIST II ARRA LIMITED SERVICE \*Proposed 50 Jen Overton \*Recruiting CA&PI **GRANTS SPECIALIST** SPECIALIST II ARRA LIMITED SERVICE POSITION

# STATE OF VERMONT GRANT POSITION ACCEPTANCE FORM

GRANT SUMMARY: State Energy Plan and the Energy Efficiency and Conservation Block

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DATE: August 12, 2010

**DEPARTMENT:** Department of Public Service (PSD)

GRANT AMOUNT: \$31,592,500

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DEPT. FINANCE AND MANAGEMENT:

SECRETARY OF ADMINISTRATION:

SENT TO JOINT FISCAL OFFICE:

(INITIAL

(DATE)

RECEIVED

SEP 16 2010

JOINT FISCAL OFFICE



State of Vermont Department of Public Service

112 State Street Drawer 20

Montpelier, VT 05620-2601

TEL: 802-828-2811

FAX: 802-828-2342 TTY VT: 800-734-8390 email: vtdps@state.vt.us

http://publicservice.vermont.gov/

July 26, 2010

Commissioner James Reardon Finance and Management 109 State Street Montpelier, VT 05620

Mr. Stephen Klein Joint Fiscal Office 120 State Street Montpelier, VT 05620-2501

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David O'Brien Commissioner

**PSD** 



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	7				
Agency/Department: Public Service Department	rtment		Date	07.26.2010	
Name and Phone (of the person completing	ng this req	uest): Stephen War	k (802) 828-4052		
Request is for:  Positions funded and attached to a Positions funded and attached to ar			=O#		
1. Name of Granting Agency, Title of Gran	nt, Grant F	Funding Detail (attac	h grant documents):		
US Department of Energy SEP & EECBG Grant	24				
2. List below titles, number of positions in based on grant award and should match in final approval:					
Title* of Position(s) Requested # of P	ositions	Division/Program	Grant Funding Period	d/Anticipated En	d Date
Grants Specialist II	1	Energy Resources & Finance	Sept 21, 2009	- April 30, 2012 3 - Sept 20, 2012 nd date: 11/30/2	2 (eecbg)
*Final determination of title and pay grade to be made Request for Classification Review.			rces Classification Division	upon submission ar	nd review of
<ol> <li>Justification for this request as an esser This position is fully funded through AF with the Department's Grant Monitoring and contracts. Too, reviewing and pro- compliance with requirements attached</li> </ol>	RRA by the g policies cessing in	e Department of Ene and procedures as v voices, preparing qu	vell as to write and ma parterly and annual rep	nage grant agre orts, along with	ements
I certify that this information is correct and available (required by 32 VSA Sec. 5(b).	that nece	ssary funding, space	and equipment for the	e above position	ı(s) are
Signature of Agency or Department Head			Date		
Molly Paul Ve	17)		7/30/	10	
Approved/Denied by Department of Human	n Resourc	ces	Date	1 0	
- Suran	109	Men	8/17	2/10	
Approved/Denied by Finance and Manage	ment	3	- Date	,	
(and			8/2	3/10	
Approved/Denied by Secretary of Administ	tration		Date		DB816/10
Comments: DHR approval is cont	injent.	upon FiM	review and		
approval of funding.					DHR - 11/7/05

RECTO AUG 0 4 2010

# **Department of Human Resources**

# **Agency of Administration**

# **Job Specifications**

you are at: Home HR Services Job Classification Job Specifications

# **GRANTS SPECIALIST**

Job Code: 521800

Pay Plan: Classified

Pay Grade: 22

Occupational Category: Administrative Services, HR & Fiscal Operations

**Effective Date:** 02/06/2005

#### **Class Definition:**

Technical, fiscal, advisory and administrative work for a departmental agency within the State of Vermont. Duties include grant management, compliance monitoring, eligibility determination of funding and supervision. Supervision is exercised over subordinate professional and/or technical staff. Work is performed under the general supervision of an administrative supervisor.

#### **Examples of Work:**

Manages and oversees state and federal grants, monitors and approves program budget and ensures compliance with federal and state regulations. Drafts proposals for acquisition of grant funds from the federal government and other sources. Reviews and advises on programmatic requirements for grant applications and assists in the development of programs which meet eligibility requirements. Works with granting sources to refine and revise submissions as needed. Provides technical and advisory assistance to ensure compliance for program funds. Monitors grant expenditures to ensure consistency with grant requirements with applicable laws and regulations and to maximize use of available funds. Prepares written reports of findings, defines or recommends corrective action. Ensures that reporting requirements on grants are fulfilled. Participates in public hearings, meetings, and committees. May develop and implement systems to project income and to monitor expenditure of funds. May provide training to staff on requirements of grant funding. Performs related duties as required.

**Environmental Factors:** Duties are performed primarily in a standard office setting. On-site compliance reviews, hearings, meetings and committee obligations requires travel for which private means of transportation should be available. Some work outside of regular work schedule may be anticipated. A need to confront grantees with contract and grant requirements may arise frequently. Some pressure from deadlines may be anticipated

### **Minimum Qualifications**

#### Knowledge, Skills and Abilities:

Working knowledge of financial management principals and practices, including accounting and budgeting procedures. Working knowledge of grant development and administration procedures. Working knowledge of state and federal fiscal monitoring procedures. Working knowledge of department programs and delivery systems. Ability to analyze grant requirements and to advise on required programmatic changes. Ability to draft grant applications. Ability to establish and maintain effective working relationships. Ability to communicate effectively.

### **Education and Experience:**

Education: Bachelor's degree. Experience: Three years in the development, evaluation, administration, or fiscal monitoring of grants. Note: Additional work experience as described above may be substituted for the Bachelor's degree on a six months for a semester basis. Note: Graduate work in public administration or accounting may be substituted for up to two years of the required experience on a semester for six months basis.

Special Requirements: n/a

#### PARTMENT OF PUBLIC SERVICE **ORGANIZATIONAL CHART** COMISSIONER David O'Brien DEPUTY **ADMINISTRATIVE** COMMISSIONER SECRETARY Steve Wark Judy Moody FINANCE **ENGINEERING PLANNING & ENERGY RESOURCES PUBLIC TELECOMMUNICATIONS** ADVOCACY **BUSINESS ADMIN** FIN & BA DIRECTOR UTILITIES ENGI-PLANNING & ENERGY RESOURCES **PUBLIC ADVOCACY TELECOMMUNICATIONS & IT** Ronald Behms **NEERING CHIEF** DIRECTOR DIRECTOR DIRECTOR Hans Mertens **David Lamont** Sarah Hofmann Leslie Cadwell **UTILITIES FIN & ECON ANALYST** GAS UTILITY UTILITY ECONOMIC STAFF ATTYIN **TELECOMMUNICATIONS** John Becker ENGINEER ANALYST 3 Laura Beliveau **POLICY ANALYST** G.C. Morris Sean Foley Louise Porter Deborah Shannon Job share NUCLEAR UTILITY ECONOMIC STAFF ATTY IV TELECOM INFRASTRUCTURE UTILITIES RATE ENGINEER ANALYST 2 Jim Porter SPECIALIST ANALYST Uldis Vanags George Nagle LIMITED SERVICE POSITION Nellie Gillander Gregg Trask UTILITIES SENIOR ELECTRICAL **ENERGY POLICY &** STAFF ATTY IV TELECOM INFRASTRUCTURE FINANCIAL ANALYST ENGINEER PROGRAM ANALYST Geoffrey Commons SPECIALIST Susan Martin Steve Litkovitz Michael Kundrath Corey Chase ADMIN SERVICES MGR III Sheri Rockcastle ELECTRICAL ASSISTANT DIRECTOR STAFF ATTY IV **ENGINEER** Kelly Launder Jeanne Elias Bill Jordan FINANCIAL STAFF ATTY IV SPECIALIST III **ENERGY PROGRAM** John Beling Christine Dewyea SPECIALIST II TJ Poor **ADMINISTRATIVE** CLEAN ENERGY FUND DIRECTOR SERVICES TECH IV **GRANT SPECIALIST** STAFF ATTY N Andy Perchlik Lisa Nisen ARRA LIMITED SERVICE POSITION Louise Porter Diane Reynolds Reports to CEDF Board **ADMINISTRATIVE** Administratively housed in PSD ASSISTANT A GRANT SPECIALIST Pamela Hull ARRA LIMITED SERVICE POSITION **ADMIN SECRETARY** Susan Pittsley Michelle Hughes FINANCIAL SPECIALIST III LIMITED SERVICE POSITION **ENERGY PROGRAM SPECIALIST** Malcolm Matthew ARRA LIMITED SERVICE POSITION **CAPI** Coordinator Ed Delhagen Tamera Pariseau FINANCIAL ADMINISTRATOR III **ENERGY PROGRAM** Erin Lawrence SPECIALIST II - LIMITED SERVICE \*Recruiting - EEU PROGRAM SERVICES CA & PI CLERK **ENERGY PROGRAM** SPECIALIST II SPECIALIST II - LIMITED SERVICE Theresa Kelty Susan Paruch \*Recruiting - EEU **GRANTS SPECIALIST** CA & PI LIMITED SERVICE POSITION Electrical Engineer \*Proposed ARRA LIMITED SERVICE SPECIALIST II 50 \*Recruiting Jen Overton CA & PI **GRANTS SPECIALIST** SPECIALIST II ARRA LIMITED SERVICE POSITION

# 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.

# 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 Date Received (Stamp) Notice of Action #\_\_\_\_\_ Action Taken: New Job Title New Class Code \_\_\_\_\_ Current 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: Knowledge & Skills: \_\_\_\_\_ Mental Demands: \_\_\_\_ Accountability: \_\_\_\_ Working Conditions: \_\_\_\_ Total: \_\_\_\_ Willis Rating/Components: Position Information: Incumbent: Vacant or New Position Position Number: | Current Job/Class Title: Agency/Department/Unit: PSD GUC: 36030 Pay Group: 36A Work Station: Zip Code: 05620 Position Type: Permanent Limited Service (end date ) 11/30/2012 Funding Source: Core Sponsored Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.) 100% ARRA Federal Supervisor's Name, Title and Phone Number: Stephen Wark, Deputy Commissioner, 828-4052 Check the type of request (new or vacant position) and complete the appropriate section. X New Position(s): Specialist II

Position authorized by:

b.

Request for Classification Action Position Description Form C Page 2

	☐ 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.
□ V	acant 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 R	Requests:
	e anticipated job duties and expectations; include all major job duties: May draft and provide for the Department's Grant Monitoring policies and procedures. May work extensively with energy
	and/or renewable energy grants and contracts. May be responsible for writing and managing grant
	nts and contracts, reviewing and processing invoices, preparing quarterly and annual reports, and
	ating information. May work with grant recipients on various issues and work to ensure compliance irements attached to American Recovery and Reinvestment Act (ARRA) funding. May audit and enter
	ouchers into the state's Vision payment system. Perform related duties as required.
2. Provid	le a brief justification/explanation of this request: We are requesting to add a Grant Specialist position
as the re	porting/monitoring requirements associated with ARRA have been further defined and increased by
	artment of Energy (DOE) as we've progressed. Too, upon a site visit with a DOE project manager it irmed that additional staffing would be supported (through our current budget) and necessary.
was com	irried that additional stanting would be supported (through our current budget) and necessary.
0 15 (1	
	position will be supervisory, please list the names and titles of all classified employees reporting to this this information should be identified on the organizational chart as well). $N/A$
poomon	uno miormatori oriotta do raoritmos ori uno organizational oriente monte.
Personn	el Administrator's Section:
	requested class title is part of a job series or career ladder, will the position be recruited at different ∕es
5. The na	ame and title of the person who completed this form: Sheri Rockcastle, Admin Service Mgr
6. Who s Same: 82	should be contacted if there are questions about this position (provide name and phone number):
	nany other positions are allocated to the requested class title in the department: 2

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 <b>required</b> and must indicate where the p	oosition reports.						
☐ Class specification (optional).	☐ Class specification (optional).						
For new positions, include copies of the language authorizing the that would help us better understand the program, the need for the positions.							
Other supporting documentation such as memos regarding depa explanation regarding the need to reallocate a vacancy (if appropriate							
Personnel Administrator's Signature (required)*	Date						
	· · · · · · · · · · · · · · · · · · ·						
Supervisor's Signature (required)*	Date						
	<b>,</b>						
	7/29/10						
Appointing Authority or Authorized Representative Signature (required)*	Date						

<sup>\*</sup> Note: Attach additional information or comments if appropriate.