MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Senior Staff Associate
Date: August 17, 2022
Subject: LSP Request – JFO #3116

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

**JFO #3116** – One (1) limited-service position, Business Application Support Specialist, to the Vermont Agency of Human Services, Department of Health, to support reporting, intervention and prevention of healthcare-associated infections and antimicrobial resistance in Vermont healthcare facilities. Position funded through July 31, 2024, with previously approved grant JFO #2478.

*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: Human Services – Vermont Department of Health Date: May 23, 2022

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

Request is for:

_____ Positions funded and attached to a new grant

___X___ Position funded and attached to an existing grant approved by JFO#: 2478

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):
   Centers for Disease Control: Epidemiology and Laboratory Capacity for Infectious Diseases (ELC), CFDA # 93.323
   Supplement: Strengthening Healthcare Associated Infections and Antimicrobial Resistance Prevention (HAI/AR) Program Capacity (SHARP)

2. Title of Position Requested   # of Positions   Division/Program   Grant Funding Period/Anticipated End Date
   Business Application Support Specialist 1 Health Surveillance 8/1/2021-7/31/2024

3. Justification for this request as an essential grant program need:

This position is essential in carrying out the ongoing work required under the Epidemiology and Laboratory Capacity for Infectious Diseases (ELC) - Strengthening Healthcare Associated Infections and Antimicrobial Resistance Prevention Program Capacity (SHARP) grant.

The Business Application Support Specialist will act as National Healthcare Safety Network (NHSN) Coordination Lead. This position will bolster Vermont's H.A.R.P. Program's (healthcare-associated infections and antimicrobial resistance prevention) use of the NHSN to identify areas of improvement in patient safety and health care quality for emerging and enduring health threats, including HAIs. This position will assist the H.A.R.P. Program with analysis of NHSN data in order to identify potential healthcare-associated infections and antimicrobial resistance problems at Vermont healthcare facilities as well as interventions to prevent or ameliorate such problems. Their role is to aid in automation of reporting from healthcare facilities into NHSN, acting as liaison regarding NHSN between the H.A.R.P. Program and healthcare facilities. This position will also provide technical assistance to facilities using the NHSN system.
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  

Approved/Denied by Department of Human Resources 
Adam Greshin  

Approved/Denied by Finance and Management  

Approved/Denied by Secretary of Administration  

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

Comments:

6/22/2022  

Aimee Pope  

Mark A. Levine, MD  

Adam Greshin  

DHR - 08/12/2019
# Notice of Award

**Award#** 6 NU50CK000520-03-03  
**FAIN#** NU50CK000520  
**Federal Award Date:** 10/26/2021

## Federal Award Information

<table>
<thead>
<tr>
<th>11. Award Number</th>
<th>6 NU50CK000520-03-03</th>
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<tbody>
<tr>
<td>12. Unique Federal Award Identification Number (FAIN)</td>
<td>NU50CK000520</td>
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<tr>
<td>13. Statutory Authority</td>
<td>301(A)AND317(K)(2)P&lt;INS42USC241(A)2473(K)(2)</td>
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<td>14. Federal Award Project Title</td>
<td>Epidemiology and Laboratory Capacity (ELC)</td>
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<td>15. Assistance Listing Number</td>
<td>93323</td>
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<td>16. Assistance Listing Program Title</td>
<td>Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)</td>
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<td>17. Award Action Type</td>
<td>Supplement</td>
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<tr>
<td>18. Is the Award R&amp;D?</td>
<td>No</td>
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## Summary Federal Award Financial Information

<table>
<thead>
<tr>
<th>19. Budget Period Start Date</th>
<th>08/01/2021 - End Date</th>
<th>07/31/2022</th>
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<tbody>
<tr>
<td>20. Total Amount of Federal Funds Obligated by this Action</td>
<td>$4,239,605.00</td>
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</tr>
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<td>20a. Direct Cost Amount</td>
<td>$4,239,605.00</td>
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<td>20b. Indirect Cost Amount</td>
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<td>21. Authorized Carryover</td>
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<td>22. Offset</td>
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<td>23. Total Amount of Federal Funds Obligated this budget period</td>
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<tr>
<td>24. Total Approved Cost Sharing or Matching, where applicable</td>
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</tr>
<tr>
<td>25. Total Federal and Non-Federal Approved this Budget Period</td>
<td>$9,750,754.00</td>
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<tr>
<td>26. Project Period Start Date</td>
<td>08/01/2021 - End Date</td>
<td>07/31/2024</td>
</tr>
<tr>
<td>27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period</td>
<td>Not Available</td>
<td></td>
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</tbody>
</table>

## 28. Authorized Treatment of Program Income

**ADDITIONAL COSTS**

## 29. Grants Management Officer – Signature

Ms. Freda Johnson  
Grants Management Officer

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## Recipient Information

1. **Recipient Name**  
   Human Services, Vermont Agency Of  
   280 State Dr  
   Waterbury, VT 05671-9501  
   [NO DATA]

2. **Congressional District of Recipient**  
   00

3. **Payment System Identifier (ID)**  
   103600027466

4. **Employer Identification Number (EIN)**  
   036000264

5. **Data Universal Numbering System (DUNS)**  
   809376155

6. **Recipient's Unique Entity Identifier**  
   7

7. **Project Director or Principal Investigator**  
   Ms. Julia Brennan  
   julia.brennan@vermont.gov  
   802-863-7225

8. **Authorized Official**  
   Mr. Bryan O'Connor  
   bryan.oconnor@vermont.gov  
   802-863-7214

## Federal Agency Information

**CDC Office of Financial Resources**

9. **Awarding Agency Contact Information**  
   Cathleen Franklin  
   Grants Management Specialist  
   qim08@cdc.gov  
   678-475-4552

10. **Program Official Contact Information**  
    Mr. Fred Maxineau  
    PMA  
    hyx2@cdc.gov  
    404.639.0869

## Remarks
Recipient Information

Recipient Name
Human Services, Vermont Agency Of
280 State Dr:
Waterbury, VT 05671-9501
[NO DATA]

Congressional District of Recipient
00

Payment Account Number and Type
10500000274A6

Employer Identification Number (EIN) Data
036000264

Universal Numbering System (DUNS)
809376155

Recipient's Unique Entity Identifier
Not Available

31. Assistance Type
Cooperative Agreement

32. Type of Award
Other

33. Approved Budget
(Excludes Direct Assistance)

I. Financial Assistance from the Federal Awarding Agency Only

a. Salaries and Wages
$580,132.00

b. Fringe Benefits
$260,079.00

c. Total Personnel Costs
$840,211.00

d. Equipment
$15,200.00

e. Supplies
$136,627.00

f. Travel
$41,766.00

g. Construction

h. Other
$8,170,850.00

i. Contractual
$111,000.00

j. TOTAL DIRECT COSTS
$9,315,654.00

k. INDIRECT COSTS
$435,100.00

I. TOTAL APPROVED BUDGET
$9,750,754.00

m. Federal Share
$9,750,754.00

n. Non-Federal Share
$0.00

34. Accounting Classification Codes

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<thead>
<tr>
<th>FY-ACCOUNT NO.</th>
<th>DOCUMENT NO.</th>
<th>ADMINISTRATIVE CODE</th>
<th>OBJECT CLASS</th>
<th>AMT ACTION FINANCIAL ASSISTANCE</th>
<th>APPROPRIATION</th>
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<td>2-9390GXV</td>
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<td>$2,076,782.00</td>
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<td>2-9390J1Q</td>
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<td>2-9390J4R</td>
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<td>$739,677.00</td>
<td>75-X-0151</td>
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</table>
**ADDITIONAL AWARD INFORMATION**

**Incorporation:** In addition to the federal laws, regulations, policies, and CDC General Terms and Conditions for Non-research awards at [https://www.cdc.gov/grants/federalregulationspolicies/index.html](https://www.cdc.gov/grants/federalregulationspolicies/index.html), the Centers for Disease Control and Prevention (CDC) hereby incorporates Notice of Funding Opportunity (NOFO) number CK19-1904, titled *Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC)*, which are hereby made a part of this Non-research award, hereinafter referred to as the Notice of Award (NOA).

**Supplemental Funding:** Additional funding in the amount $4,239,605 is approved for the Year 03 budget period, which is August 1, 2021 through July 31, 2022. The availability of funds is shown below.

<table>
<thead>
<tr>
<th>COVID Funded Component</th>
<th>Amount</th>
<th>End of Funding Availability</th>
<th>Suffix Document Number in PMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detection &amp; Mitigation of COVID in Homeless Service Sites &amp; Other Congregate Settings</td>
<td>$449,760</td>
<td>July 31, 2024</td>
<td>HOMEC6</td>
</tr>
<tr>
<td>Strengthening HAI &amp; AR Program Capacity (SHARP)</td>
<td>$2,076,782</td>
<td>July 31, 2024</td>
<td>SHRPC6</td>
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<tr>
<td>Nursing Home &amp; Long-term Care Facility Strike Teams - SNF</td>
<td>$783,486</td>
<td>July 31, 2024 or 12 months from the end of the Public Health Emergency (PHE) declaration for COVID-19, whichever comes first</td>
<td>SNFC6</td>
</tr>
<tr>
<td>Nursing Home &amp; Long-term Care Facility Strike Teams - NH &amp; LTC</td>
<td>$729,577</td>
<td>July 31, 2024 or 12 months from the end of the Public Health Emergency (PHE) declaration for COVID-19, whichever comes first</td>
<td>NLTCC6</td>
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<tr>
<td>Travelers Health Year 2</td>
<td>$200,000</td>
<td>December 31, 2022</td>
<td>TH2C6</td>
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</table>
## Strengthening HAI/AR Program Capacity

<table>
<thead>
<tr>
<th>Position #740801 - HAI Coordinator Nurse</th>
<th>Requested Number of Positions</th>
<th>Requested % FTE</th>
<th>Requested Months</th>
<th>Total Requested Salary</th>
<th>Total Requested Fringe</th>
<th>Total Requested Indirect</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>25%</td>
<td>30</td>
<td>$37,596</td>
<td>$16,918</td>
<td>$28,197</td>
</tr>
</tbody>
</table>

**Justification:** We need to re-hire for the HAI Nurse Coordinator position. This position will be integral in overseeing the process of providing training and certification. This position will ensure that the HAI/AR response and prevention expertise is available across the jurisdiction. This position will also conduct needs assessment for novel and targeted MDRO activities, as well as develop and implement a written MDRO prevention workplan (using the Needs Assessment). This person will serve as the HAI Outbreak Lead and ensure that staff are adequately trained in the HAI Outbreak Response.

<table>
<thead>
<tr>
<th>Position #740977 - Epidemiologist IV Epidemiologist</th>
<th>Requested Number of Positions</th>
<th>Requested % FTE</th>
<th>Requested Months</th>
<th>Total Requested Salary</th>
<th>Total Requested Fringe</th>
<th>Total Requested Indirect</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>25%</td>
<td>30</td>
<td>$39,351</td>
<td>$17,708</td>
<td>$29,513</td>
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</tbody>
</table>

**Justification:** This position will ensure capacity to assess and improve support for HAI/AR prevention in outpatient hemodialysis practices.

<table>
<thead>
<tr>
<th>Position #740911 - Medical Epidemiologist</th>
<th>Requested Number of Positions</th>
<th>Requested % FTE</th>
<th>Requested Months</th>
<th>Total Requested Salary</th>
<th>Total Requested Fringe</th>
<th>Total Requested Indirect</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>5%</td>
<td>6</td>
<td>$3,742</td>
<td>$1,684</td>
<td>$2,806</td>
</tr>
</tbody>
</table>

**Justification:** Dr. Read will coordinate access to antibiotic stewardship expertise, especially for settings where inequities in stewardship support exist.

<table>
<thead>
<tr>
<th>TBD NHSN Coordination Lead Epidemiologist</th>
<th>Requested Number of Positions</th>
<th>Requested % FTE</th>
<th>Requested Months</th>
<th>Total Requested Salary</th>
<th>Total Requested Fringe</th>
<th>Total Requested Indirect</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>100%</td>
<td>24</td>
<td>$113,15</td>
<td>$50,918</td>
<td>$84,864</td>
</tr>
</tbody>
</table>

**Justification:** This position will bolster the HAI Program’s use of NHSN to identify areas of improvement in patient safety and health care quality for emerging and enduring threats, including HAIs.

<table>
<thead>
<tr>
<th>Position #740948 - Epidemiologist IV Epidemiologist</th>
<th>Requested Number of Positions</th>
<th>Requested % FTE</th>
<th>Requested Months</th>
<th>Total Requested Salary</th>
<th>Total Requested Fringe</th>
<th>Total Requested Indirect</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>25%</td>
<td>30</td>
<td>$41,158</td>
<td>$18,521</td>
<td>$30,868</td>
</tr>
</tbody>
</table>

**Justification:** Jenna will coordinate Project Firstline Activities and she will be the primary liaison between VDH and groups such as CDC and healthcare facilities in the state.

<table>
<thead>
<tr>
<th>Position #740961 - Healthcare Training and Curriculum Development Coordinator</th>
<th>Requested Number of Positions</th>
<th>Requested % FTE</th>
<th>Requested Months</th>
<th>Total Requested Salary</th>
<th>Total Requested Fringe</th>
<th>Total Requested Indirect</th>
</tr>
</thead>
<tbody>
<tr>
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<td>25%</td>
<td>30</td>
<td>$34,229</td>
<td>$15,403</td>
<td>$25,672</td>
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</tbody>
</table>

**Justification:** The AR Coordinator will be responsible for scheduling trainings for hospital staffs to disseminate new information regarding AROs. He will be expected to work closely with the HAI epidemiologists to coordinate specimen submissions and surveillance screenings. He will utilize the HAI AR mailbox for communicating with the epi/lab team to distribute information as necessary. The AR Coordinator will be responsible for developing educational materials to share with hospital laboratories, and LTCF. He will also assist with planning and scheduling any hospital educational events. The AR Coordinator will be available to travel to new settings.

<table>
<thead>
<tr>
<th>New Business Application Support Specialist Health Information Systems Analyst</th>
<th>Requested Number of Positions</th>
<th>Requested % FTE</th>
<th>Requested Months</th>
<th>Total Requested Salary</th>
<th>Total Requested Fringe</th>
<th>Total Requested Indirect</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>100%</td>
<td>24</td>
<td>$113,152</td>
<td>$50,918</td>
<td>$84,864</td>
</tr>
</tbody>
</table>

**Justification:** We need a HAI/AR Data Specialist (position: Business Application Support Specialist) under the Health Information Systems and Surveillance Program (HISS) in Infectious Disease Epidemiology. The position will collaborate closely with the HAI Program. The goal will be to implement antibiotic use and resistance reporting, aid in automation of reporting into NHSN, act as liaison regarding NHSN, provide technical assistance to facilities using the system, and develop reports to help data analysis and reporting to enable a data driven program. The position will report to the HISS Team Lead as this team focuses on data reporting.

<table>
<thead>
<tr>
<th>TBD/HiSS Team Lead Position #740375 - Epidemiologist IV Epidemiologist</th>
<th>Requested Number of Positions</th>
<th>Requested % FTE</th>
<th>Requested Months</th>
<th>Total Requested Salary</th>
<th>Total Requested Fringe</th>
<th>Total Requested Indirect</th>
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<td>6</td>
<td>$1,843</td>
<td>$829</td>
<td>$1,382</td>
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**Justification:** This position will hire and train the HAI/AR Data Specialist Position.

<table>
<thead>
<tr>
<th>Salaries</th>
<th>Non-Contractual</th>
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<th>Contractual</th>
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<td>Fringe</td>
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<td>Personnel Indirect</td>
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<td>Grand Total</td>
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<td>$845,289</td>
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<td>$0</td>
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## 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

<table>
<thead>
<tr>
<th>Notice of Action #</th>
<th>Action Taken</th>
<th>New Job Title</th>
</tr>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Current Class Code</th>
<th>New Class Code</th>
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<table>
<thead>
<tr>
<th>Current Pay Grade</th>
<th>New Pay Grade</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Current Mgt Level</th>
<th>B/U</th>
<th>OT</th>
<th>EEO Cat</th>
<th>FLSA</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>New Mgt Level</th>
<th>B/U</th>
<th>OT</th>
<th>EEO Cat</th>
<th>FLSA</th>
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</thead>
<tbody>
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<th>Date</th>
<th>Effective Date</th>
<th>Date Processed</th>
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<table>
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<tr>
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<th>Knowledge &amp; Skills:</th>
<th>Mental Demands:</th>
<th>Accountability:</th>
<th>Working Conditions:</th>
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<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

### Position Information:

- **Incumbent:** Vacant or New Position

- **Position Number:** [ ]

- **Current Job/Class Title:** Business Application Support Specialist

- **Agency/Department/Unit:** AHS/VDH/Health Surveillance

- **GUC:**

- **Pay Group:**

- **Work Station:** Burlington

- **Zip Code:** 05401

- **Position Type:**
  - [ ] Permanent
  - [X] Limited Service (end date) 07/31/2024

- **Funding Source:**
  - [ ] Core
  - [X] Sponsored
  - [ ] Partnership

- **For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.)** 100

- **Supervisor’s Name, Title and Phone Number:** Patsy Kelso, State Epidemiologist 802-316-2462

### 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 486500

  Existing Job/Class Title: **Business Application Support Specialist**

  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: In order to bolster the healthcare-associated infections and antimicrobial resistance prevention (H.A.R.P.) Program's use of National Healthcare Safety Network (NHSN) data, an NHSN Coordination Lead will be hired. This new staff member will have the following duties:

   - Implement antibiotic use and antibiotic resistance reporting of data from NHSN.
   - Aid in automation of reporting from healthcare facilities into NHSN.
   - Act as liaison regarding NHSN between the H.A.R.P. Program and healthcare facilities.
   - Provide technical assistance to facilities using the NHSN system, and
   - Assist the H.A.R.P. Program with analysis of NHSN data in order to identify potential healthcare-associated infections and antimicrobial resistance problems at Vermont healthcare facilities as well as interventions to prevent or ameliorate such problems.

2. Provide a brief justification/explanation of this request: This position was developed as part of the workplan for the ELC Sharp grant in order to carry out required work under this grant. This position is the NHSN Coordination Lead (position, Business Application Support Specialist) under the Health Information Systems and Surveillance Program (HISS) in Infectious Disease Epidemiology. The position will collaborate closely with the HAI Program. The position will report to the HISS Team Lead as this team focuses on data reporting, database management, and electronic reporting and onboarding.

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). Not applicable
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: 

6. Who should be contacted if there are questions about this position (provide name and phone number): 

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

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.) 

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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Personnel Administrator’s Signature (required)*

Date

Supervisor’s Signature (required)*

Date

Paul Daley

Digitally signed by Paul Daley

Date: 2022.04.08 08:13:03 -04'00'

Appointing Authority or Authorized Representative Signature (required)*

* Note: Attach additional information or comments if appropriate.