



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Senior Staff Associate
Date: April 2, 2026
Subject: LSP Request - JFO #3276

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration. ***The Agency of Human Services has requested an expedited review of JFO #3276. Please respond by Tuesday, April 7, 2026.***

JFO #3276: Twelve (12) limited-service positions to the Agency of Human Services, various departments, to staff the Rural Health Transformation Initiative. The Rural Health Transformation grant, [JFO #3272](#) was approved at the Joint Fiscal Committee meeting on February 6, 2026. All limited-service positions are expected to be funded through 9/30/2031. *[Received March 31, 2026]*

Three (3) to the Central Office:

- Admin Services Director III: Deputy Project Director to help oversee all RHT Program activities
- Admin Services Director II: Responsible for overseeing the management and execution of RHT transformation grants (Planning/TA/Consultation)
- Blueprint Payment Ops Admin Project administrator: position to oversee Blueprint and transformation

Four (4) to the Department for Vermont Health Access

- Health Care Project Director: Responsible for overseeing the management and execution of RHT Technology and Shared Services Grants
- Financial Manager I: Responsible for overseeing and tracking the RHT grant expenditures
- Administrative Services Director II: Support the Regionalization Administrative Services Director in overseeing the implementation and execution of projects/activities
- Administrative Services Director II: Oversee the implementation and execution of all Regionalization projects/activities

One (1) to the Department of Aging and Independent Living

- Business Project Manager: manages key initiatives including budget, workplans, partner engagement, data analysis, and report writing.

One (1) to the Department of Mental Health

- Administrative Services Director I: Support the Grant Program Manager in the management, coordination and execution of grants in relation to RHT program

Three (3) to the Department of Health

- Public Health Specialist III: Support the research, development, implementation of statewide education and training strategy for EMS personnel and education staff, including consistent data entry practices and procedures.
- Public Health Program Manager I: Support RHTP grants management and oversight for Recovery Housing.
- Financial Administrator I: Performs accounting work, maintaining, reviewing, and reconciling financial records to ensure compliance with GAAP (Generally Accepted Accounting Principles).

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. Please submit concerns or approval by **Tuesday, April 7, 2026**. Members will be polled on Tuesday, April 7, 2026, if no response has been received.



State of Vermont
Agency of Human Services
Office of the Secretary
280 State Drive
Waterbury, VT 05671

TO: Sarah Clark, Secretary, Agency of Administration
Joint Fiscal Office

FROM: Jenney Samuelson, Secretary, Agency of Human Services

^{DS}
JS 2/24/2026

DATE: February 20, 2026

SUBJECT: Limited-Service Positions Request Rural Health Transformation Program (RHTP)
(Expedited Review)

The Rural Health Transformation Program (RHTP) was formally accepted on February 6th, 2026.
See JFO#3272.

As previously indicated, AHS now seeks the twelve (12) limited-service positions that are necessary to successfully implement this program.

AHS respectfully requests expedited review and approval of the attached Request for Limited-Service Positions for the RHTP award.

cc:
Tracy O'Connell, AHS
Tim Metayer, F&M

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: Agency of Human Services Date: 02/19/2026

Name and Phone (of the person completing this request): Nick Georges - 802-585-4314

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # 3272

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

Dept. of Health & Human Services Centers for Medicare & Medicaid Services - Rural Health Transformation Program

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>
<u>12 positions - See attached - 12/29/2025 - 09/30/2031</u>			

*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:

These positions are critical to the State's oversight of the Vermont's Rural Health Transformation Plan. The Rural Health Transformation Plan seeks to ensure long-term health care system sustainability in the face of rising costs and population health needs, workforce and housing shortages, and other challenges.

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)).

Signed by: Kristin Melure Date: 2/25/2026
 Signature of Agency or Department Head 2D24B62BE34A4C5...

Signed by: David Fuller Date: 3/5/2026
 Approved/Denied by Department of Human Resources C46C2CD0FC9240C...
Adam Greshin Digitally signed by Adam Greshin Date: 2026.03.25 12:48:43 -04'00' Date

Approved/Denied by Finance and Management Date: 3/26/2026 | 10:51:06 EDT
Nick Kramer

Approved/Denied by Secretary of Administration Date: _____
ET 10987A28F8AD0

Approved/Denied by Governor (required as amended by 2019 Leg. Session) Date: 3/31/26

Comments:

#	Position Title	Description	Pay Grade	BU
2	Admin Services Director III	Deputy Project Director to help oversee all RHT Program activities.	30	AHSCO
3	Admin Services Director II	Responsible for overseeing the management and execution of RHT transformation grants (Planning/TA/Consultation)	29	AHSCO
4	Blueprint Payment Ops Admin	Project administrator position to oversee Blueprint and transformation	28	AHSCO
5	Health Care Project Director	Responsible for overseeing the management and execution of RHT Technology and Shared Services Grants	29	DVHA
7	Financial Manager I	Responsible for overseeing and tracking the RHT grant expenditures	25	DVHA
8 II	Administrative Services Director II	Support the Regionalization Administrative Services Director in overseeing the implementation and execution of projects/activities	29	DVHA
9 II	Administrative Services Director II	Oversee the implementation and execution of all Regionalization projects/activities	29	DVHA
10	Business Project Manager	Project manages key initiatives including budget, workplans, partner engagement, data analysis, and report writing.	26	DAIL
11 I	Administrative Services Director I	Support the Grant Program Manager in the management, coordination and execution of grants in relation to RHT program	28	DMH
12	Public Health Specialist III	Support the research, development, implementation of statewide education and training strategy for EMS personnel and education staff, including consistent data entry practices and procedures.	24	VDH
13 I	Public Health Program Manager I	Support RHTP grants management and oversight for Recovery Housing.	25	VDH
14	Financial Administrator I	Performs accounting work, maintaining, reviewing, and reconciling financial records to ensure compliance with GAAP (Generally Accepted Accounting Principles).	22	VDH

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 must be complete, 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**

Notice of Action # _____ 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 _____ Comments: _____ Willis Rating/Components: Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____ Working Conditions: _____ Total: _____	Date Received (Stamp) Effective Date: _____ Date Processed: _____
---	---

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title:

Agency/Department/Unit: GUC:

Pay Group: Work Station: Zip Code:

Position Type: Permanent Limited Service (end date)

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

Supervisor's Name, Title and Phone Number:

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code Existing Job/Class Title:

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: The RHTP Project Deputy Director will serve as the primary operational partner to the RHTP Project Director, ensuring effective implementation of the Rural Health Transformation Program across strategic, programmatic, and administrative domains. This position will support coordination of cross-department and cross-agency workstreams, track and manage key deliverables tied to federal reporting, and provide oversight of internal and external stakeholders to advance shared services infrastructure, statewide health system transformation goals, and data integration efforts. The Deputy Director will help lead planning, execution, and evaluation activities, working closely with other programs, health system partners, community stakeholders, and Agency leadership to translate policy objectives into actionable project outcomes.

In addition, the Deputy Director will provide managerial leadership over administrative and operational elements of the RHTP portfolio, including coordination of budget and fiscal tracking associated with grant requirements, and alignment of internal processes with RHTP objectives. They will contribute substantively to the development of performance measurement frameworks, ensuring that project planning and reporting are consistent with organizational goals and grant compliance expectations. The Deputy Director will also represent the RHTP Director in internal and external forums as needed and serve as a key point of contact for partners both internally and externally.

2. Provide a brief justification/explanation of this request: The complexity, scale, and cross-system nature of the Rural Health Transformation Program require a distributed leadership structure to ensure robust implementation and accountability. While the RHTP Project Director provides strategic direction, a Deputy Director is necessary to support day-to-day operational leadership, advance interagency coordination, and maintain continuity across simultaneous workstreams, particularly those involving statewide shared services and data modernization efforts. A Deputy Director enhances organizational capacity by enabling deeper focus on performance monitoring, fiscal and grant compliance, and stakeholder engagement, ensuring that program goals are met on schedule and in alignment with both state priorities and federal requirements — ultimately supporting successful transformation outcomes for rural health systems.

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: Will Dempsey, Health Data Officer

6. Who should be contacted if there are questions about this position (provide name and phone number):
Sarah Rosenblum, 802-798-6437

7. How many other positions are allocated to the requested class title in the department: 1 (725001) temp position

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 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).

<p><small>DocuSigned by:</small> Chris McConnell <small>77DB7BD7018C4FA...</small></p>	<p>2/10/2026</p>
<p>Personnel Administrator’s Signature (required)*</p>	<p>Date</p>

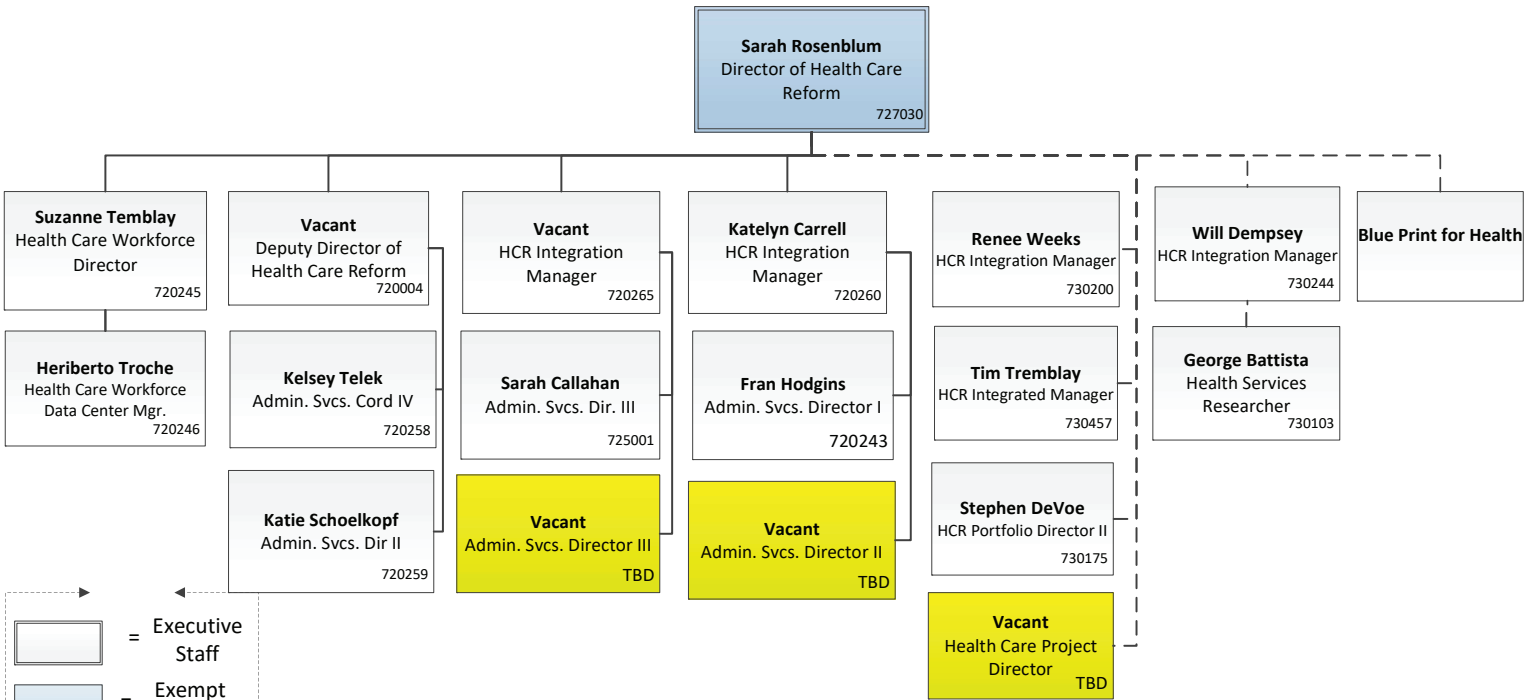
<p><small>Signed by:</small> Sarah Rosenblum <small>C3F56B251B004DF...</small></p>	<p>2/12/2026</p>
<p>Supervisor’s Signature (required)*</p>	<p>Date</p>

<p><small>Signed by:</small> Kristin McClure <small>2D24B62BE34A4C5...</small></p>	<p>2/18/2026</p>
<p>Appointing Authority or Authorized Representative Signature (required)*</p>	<p>Date</p>

* Note: Attach additional information or comments if appropriate.

Agency of Human Services Secretary's Office

Health Care Reform



Key

- = Executive Staff
- = Exempt Position
- = Classified Position
- = Designated Manager
- = Designated Supervisor

Updated 02/20/2026



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 must be complete, 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**

Notice of Action # _____ 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 _____ Comments: _____ Willis Rating/Components: Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____ Working Conditions: _____ Total: _____	Date Received (Stamp) Effective Date: _____ Date Processed: _____
---	---

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title:

Agency/Department/Unit: GUC:

Pay Group: Work Station: Zip Code:

Position Type: Permanent Limited Service (end date)

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

Supervisor's Name, Title and Phone Number:

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code Existing Job/Class Title:

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:

2. Provide a brief justification/explanation of this request:

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).

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):

Katelyn Carrell, 802-338-6643

7. How many other positions are allocated to the requested class title in the department: 0

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 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).

DocuSigned by:

Chris McConnell

77DB7BD7018C4FA...

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

2/10/2026

Date

Signed by:

Carrell, Katelyn

367792516C92464...

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

2/10/2026

Date

Signed by:

Kristin McClure

2D24B62BE34A4C5...

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

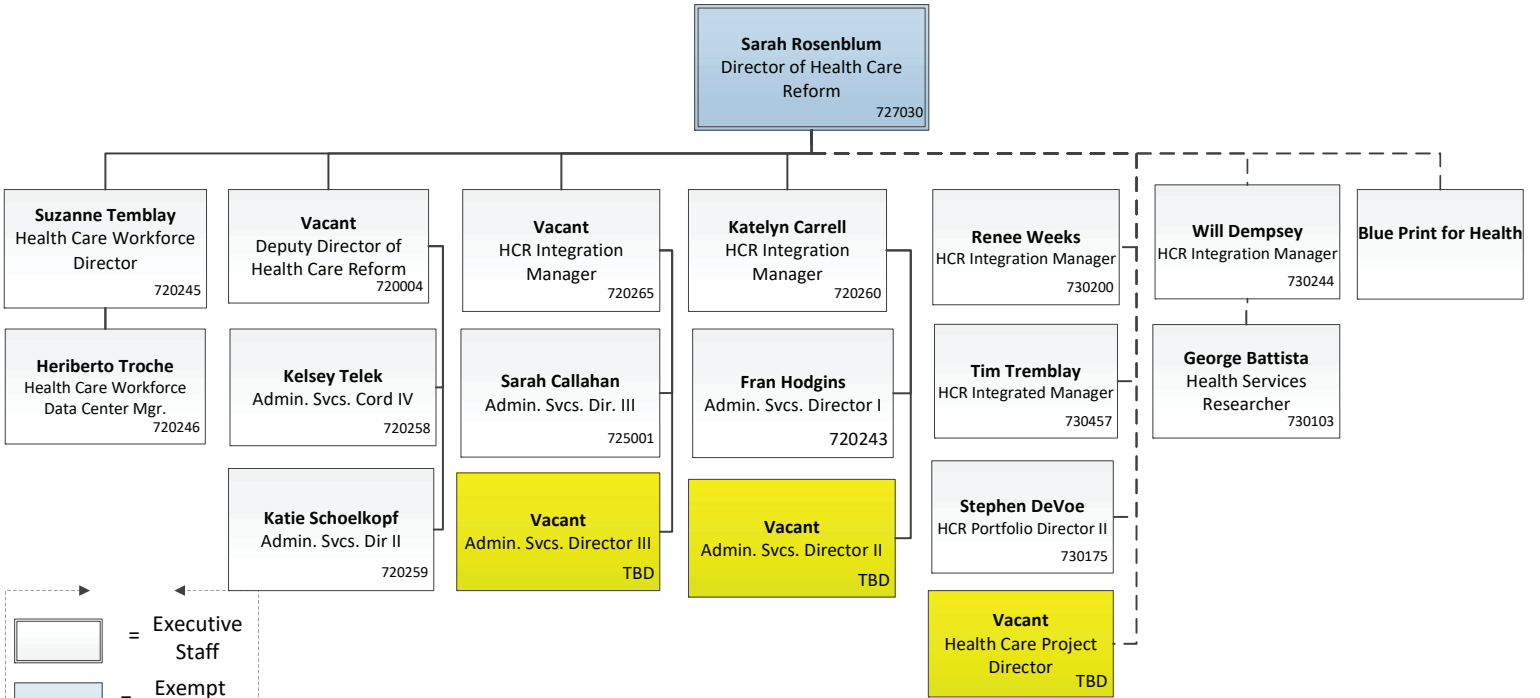
2/18/2026

Date

* Note: Attach additional information or comments if appropriate.

Agency of Human Services Secretary's Office

Health Care Reform



Key

- = Executive Staff
- = Exempt Position
- = Classified Position
- = Designated Manager
- = Designated Supervisor

Updated 02/20/2026



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 must be complete, 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

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: GUC:

Pay Group: Work Station: Zip Code:

Position Type: Permanent Limited Service (end date)

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

Supervisor's Name, Title and Phone Number:

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

New Position(s):

a. REQUIRED: Allocation requested: Existing Class Code Existing Job/Class Title:

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:

2. Provide a brief justification/explanation of this request:

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).

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: John M. Saroyan, MD
- 6. Who should be contacted if there are questions about this position (provide name and phone number):
John M. Saroyan, MD 802 585 8532
- 7. How many other positions are allocated to the requested class title in the department: 1 (730138)
- 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 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).

DocuSigned by:
Chris McConnell
77DB7BD7018C4FA...

2/6/2026

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

Date

Signed by:
John M. Saroyan, MD
EB92A788D8374D2...

2/6/2026

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

Date

Signed by:
Kristin McClure
2D24B62BE34A4C5...

2/6/2026

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

Date

* Note: Attach additional information or comments if appropriate.

February 1, 2026
AHS, VCCI, Blueprint, HIT
42

42 Positions

Managers & Supervisors*

*Does not represent bargaining unit classification

Sarah Rosenblum
Director of Health
Care Reform
727030

Will Dempsey
HCR Integration
Manager
730244-31
41434 - 73DVA03

John Saroyan
Blueprint for Health
Director
737100 (E)
41627 - 73DVA03

Renee Weeks
Director of Field
Services
Washington Co.
730200 - 32
41491 - 73DVA03

Geoffrey Battista
Blueprint Health
Services Researcher
730103 - 31
41434 - 73DVA33

Tim Tremblay
Health Reform
Portfolio Dir II
730457 - 30
41434 - 73DVA33

Julie Parker
Assistant Director
Blueprint for Health
730146 - 28
41627 - 73DVA54

Caleb Denton
Blueprint Data
Analytics & Info
Administrator
730140 - 28
41627 - 73DVA54

Heather McPhee
VCCI Nurse
Administrator II
Caledonia Co.
730201 - 29
41491 - 73DVA11

Stephen DeVoe
Health Reform
Portfolio Dir II
730175 - 30
41693 - 73DVA33

Mara Donohue
Assistant Director
Blueprint for Health
730147 - 28
41627 - 73DVA54

Kara Hooper
Blueprint Project
Administrator
730287- 25
41627 - 73DVA54

Heather Walton
Admin Services
Coordinator III
Washington Co.
730194 - 23
41491 - 73DVA11

VACANT
VCCI Nurse Case
Manager I
Washington Co.
730073 - 25
41491 - 73DVA11

Anni Savage-Prusaczyk
VCCI Nurse Case
Manager I
Rutland
730131 - 25
41491 - 73DVA11

Jessica Bernard
VCCI Reentry
Program Care Mgr
Washington
730155 - 27
41491 - 73DVA11

Elizabeth Hawgood
Health Reform
Portfolio Director
730177 - 29
41434 - 73DVA33

Addie Armstrong
Health Services
Researcher
730195 - 31
41627 - 73DVA54

Jennifer Herwood
Blueprint Payment
Operations Admin
730138 - 28
41627 - 73DVA54

Jody Taylor
VCCI Nurse Case
Manager II
Caledonia Co.
730074 - 26
41491 - 73DVA11

VACANT
VCCI Nurse Case
Manager I
Chitt. Co.
730210 - 25
41491 - 73DVA11

Melissa Torres
VCCI Nurse Case
Manager I
Rutland
730135 - 25
41491 - 73DVA11

John Hemphill
VCCI Comp Project
Mgr & Data Analyst
Washington
730148 - 26
41491 - 73DVA72

Melissa Sharkis
VCCI Reentry Care
Coordinator
Washington
730149 - 25
41491 - 73DVA72

VACANT
Blueprint Payment
Operations Admin
TBD
41627 - 73DVA54

Jennifer Whitaker
VCCI Nurse Case
Manager I
Washington Co.
730216 - 25
41491 - 73DVA11

Alexander Bobella
VCCI Outreach &
Support
Coordinator
Chitt. Co.
730132 - 22
41491 - 73DVA11

Amy Blanchard
VCCI Nurse Case
Manager I
Chitt. Co.
730215 - 25
41491 - 73DVA11

Tia Lewis
VCCI Reentry Care
Coordinator
Chittenden
730150 - 25
41491 - 73DVA72

VACANT
VCCI Nurse Case
Manager I
Windsor Co.
730192 - 25
41491 - 73DVA11

Angie White
VCCI Sr. Nurse
Case Mgr. II
Franklin Co.
730069 - 26
41491 - 73DVA11

Lou-Anne Wood
VCCI Nurse Case
Manager I
Franklin Co.
730133 - 25
41491 - 73DVA11

Renee Palin
VCCI Reentry Care
Coordinator
Chittenden
730151 - 25
41491 - 73DVA72

Jennifer Shooer
VCCI Nurse Case
Manager I
Windham Co.
730098 - 25
41491 - 73DVA11

Niki Twohig
VCCI Nurse Case
Manager I
Windsor Co.
730136 - 25
41491 - 73DVA11

Tammie Bruso
VCCI Nurse Case
Manager I
Bennington
730076 - 25
41491 - 73DVA11

VACANT
VCCI Reentry Care
Coordinator
Rutland
730152 - 25
41491 - 73DVA72

Tanner Kadleck
VCCI Nurse Case
Manager I
Washington Co.
730218 - 25
41491 - 73DVA11

Jessica McCrae-Massey
VCCI Nurse Case
Manager I
Bennington
730075 - 25
41491 - 73DVA11

Halle Bloom
Outreach & Support
Coordinator
Washington Co.
730091 - 22
41491 - 73DVA11

Matthew Meserve
VCCI Reentry Care
Coordinator
Windsor
730153 - 25
41491 - 73DVA72

Jamie Manzi
VCCI Nurse Case
Manager I
Caledonia Co.
730134 - 25
41491 - 73DVA11.

VACANT
VCCI Nurse Case
Manager I
Chitt. Co.
730094 - 25
41491 - 73DVA11

Dillion Palmer
VCCI Reentry Care
Coordinator
Orleans
730154 - 25
41491 - 73DVA72

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 must be complete, 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

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: GUC:

Pay Group: Work Station: Zip Code:

Position Type: Permanent Limited Service (end date)

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

Supervisor's Name, Title and Phone Number:

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code Existing Job/Class Title:

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:

2. Provide a brief justification/explanation of this request:

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).

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: Will Dempsey

6. Who should be contacted if there are questions about this position (provide name and phone number): Will Dempsey 802-798-4682 or Stephen DeVoe

7. How many other positions are allocated to the requested class title in the department: 0

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 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).


DocuSigned by:

 77DB7BD7018C4FA...

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

2/6/2026


 Date

DocuSigned by:

 207DF87591694AD...

 Supervisor’s Signature (**required**)*

2/6/2026

 Date

Signed by:

 2D24B62BE34A4C5...

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

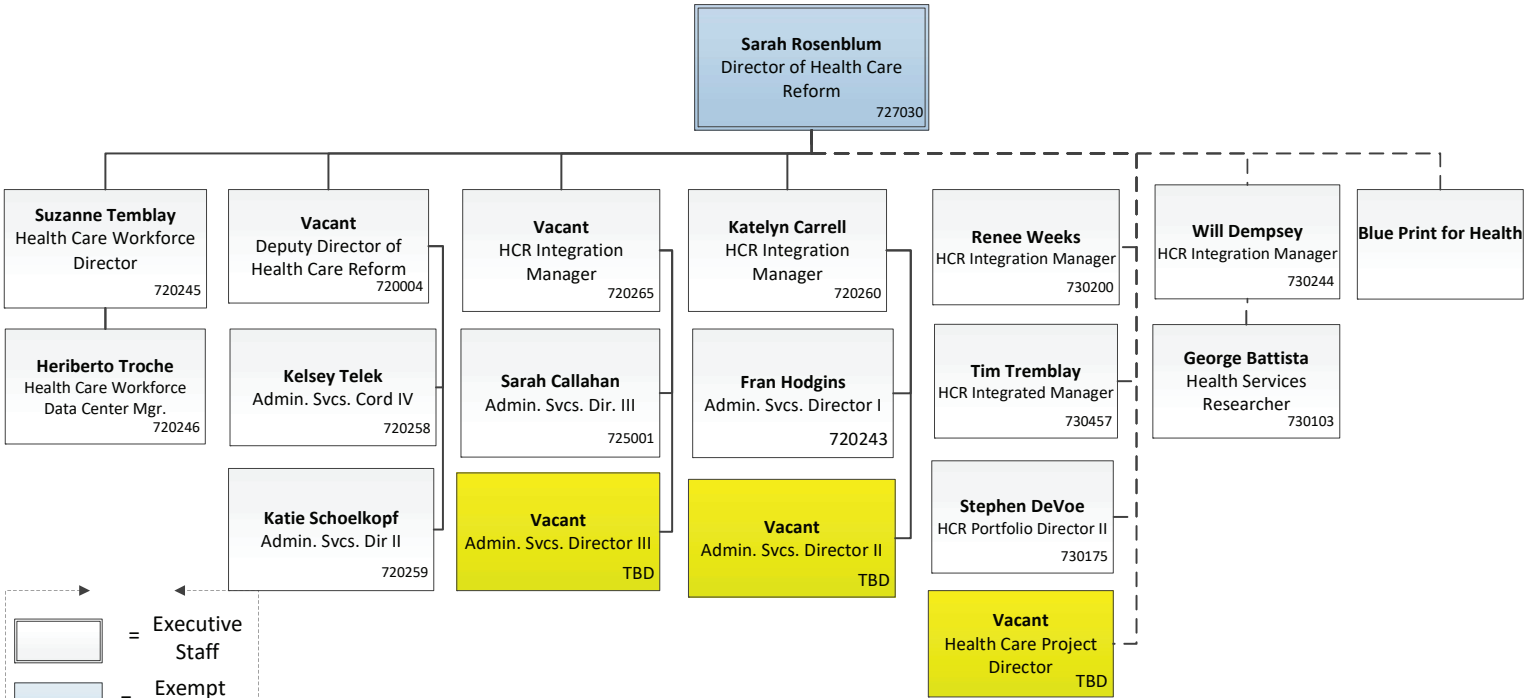
2/6/2026

 Date

* Note: Attach additional information or comments if appropriate.

Agency of Human Services Secretary's Office

Health Care Reform



Key

- = Executive Staff
- = Exempt Position
- = Classified Position
- = Designated Manager
- = Designated Supervisor

Updated 02/20/2026



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 must be complete, 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**

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: TBD Current Job/Class Title: N/A

Agency/Department/Unit: AHS/DVHA/Business Office GUC: U01

Pay Group: W40 Work Station: Waterbury Zip Code: 05676

Position Type: Permanent Limited Service (end date)

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

Supervisor's Name, Title and Phone Number: Meaghan Kelley, Financial Director

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 089080 Existing Job/Class Title: Financial Manager I

b. Position authorized by:

Joint Fiscal Office – JFO # Approval Date:

Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session) **Big Beautiful Bill Act of 2025, Section 71401**

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: **Budget development for major programs, an office or moderate sized department, or assists with budget development in a larger department. May serve as the budget officer or analyst for a large and complex budget. Prepares monthly financial reports. Responsible for department level internal control systems. Performs cost analysis. Supervises posting, balancing and reconciling accounting records. Directs the input of financial data into computerized systems. Prepares financial statements, summaries and reports for review. Prepares agency or department accounting and financial records. Maintains agency records and filing systems. May supervise a staff of employees in the maintenance of accounting and financial records such as budgeting, compliance, and auditing. Performs functional supervision over two or more complex accounting activities such as: compilation and analysis of complex data for federal reports, reconciliation of benefits accounts, processing payment for contractual services requiring utilization of cost distribution formulas, coordination systems for multiple offices or departments, analysis of accounting initiatives. Analyzes and distributes multi-program costs to appropriate funds. Tracks expenditures through electronic systems. Prepares journal vouchers for the transfer of funds. Serves as the liaison with federal agencies, other state departments, or local community partners. In the area of federal grants, may: develop and implement financial guidelines for state programs; provide guidance and assistance in the grant process; draft, negotiate, and execute grants; monitor grants; prepare and submit financial reports; and sub-recipient monitoring. Performs related duties as assigned**

2. Provide a brief justification/explanation of this request: **Business office position to help manage the Rural Health Transformation Grant.**

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: Hera Bosley, Administrative Services Director II

6. Who should be contacted if there are questions about this position (provide name and phone number):
Hera Bosley 802-585-6996

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.) No

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).

Denice Henrich

2/05/2026

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

Date

Meaghan Kelley

2/5/2026

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

Date

DaShawn Groves

2/5/2026

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

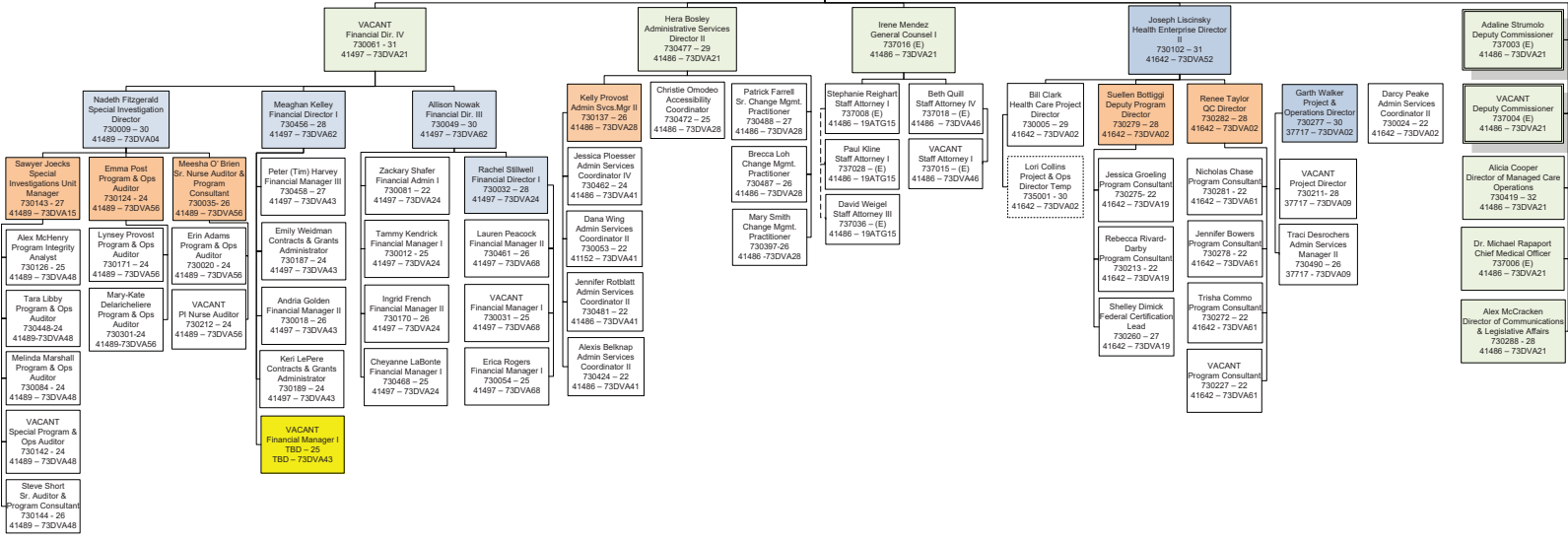
Date

* Note: Attach additional information or comments if appropriate.

DocuSign Envelope ID: 828B390D-8DA5-4665-9371-75F5F94EDADA
February 1, 2026
Commissioner's Office
51

DaShawn Groves
Department of Vermont Health Access
Commissioner
737092 (E)
41486 - 73DVA08

Senior Management Team
Management Team
Managers & Supervisors
*Does not represent bargaining unit classification



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 must be complete, 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**

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: TBD Current Job/Class Title: N/A

Agency/Department/Unit: AHS/DVHA/Managed Care GUC: U01

Pay Group: W40 Work Station: Waterbury Zip Code: 05676

Position Type: Permanent Limited Service (end date)

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

Supervisor's Name, Title and Phone Number: Alicia Cooper, Director of Managed Care Operations

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 089400 Existing Job/Class Title: Administrative Services Director II

b. Position authorized by:

Joint Fiscal Office – JFO # Approval Date:

Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)
Beautiful Bill Act of 2025, Section 71401

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 position is responsible for establishing and directing programmatic functions for Rural Health Transformation project. This involves working with a contractor to establish a statewide assessment and associated technical assistance to identify and advance policy options to improve access and affordability in Vermont's Marketplace. Support mobile clinic units to provide medical, dental, and integrated SUD services for remote areas in the state. Support first four years of operations for Vermont's first rural teaching health center family medicine residency programs. Support pilot program to broaden access to timely diagnosis and treatment through enhanced utilization of pharmacists operating at the top of their license. By leveraging pharmacists as accessible, community-based providers, this initiative will enhance primary care capacity, reduce unnecessary emergency visits, and strengthen Vermont's integrated rural care delivery system.

2. Provide a brief justification/explanation of this request: This position is allocated to DVHA for program development as part of the Rural Health Transformation Grant.

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: Hera Bosley, Administrative Services Director II

6. Who should be contacted if there are questions about this position (provide name and phone number):
Hera Bosley 802-585-6996

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.) No

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).

Denice Henrich

02/05/2026

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

Date

Alicia Cooper

Digitally signed by Alicia Cooper
Date: 2026.02.05 14:19:54 -05'00'

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

Date

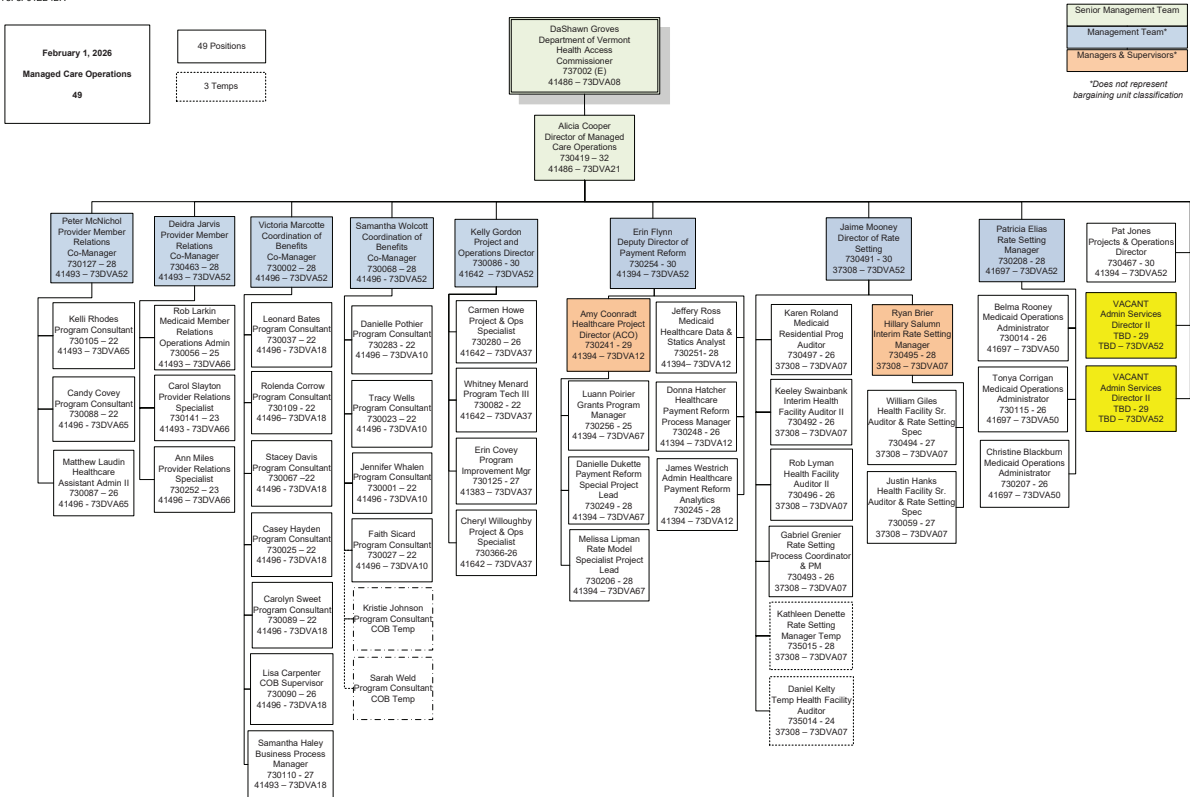
DaShawn Groves

Digitally signed by
DaShawn Groves
Date: 2026.02.05
14:22:28 -05'00'

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

Date

* Note: Attach additional information or comments if appropriate.



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 must be complete, 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**

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: TBD Current Job/Class Title: N/A

Agency/Department/Unit: AHS/DVHA/Managed Care GUC: U01

Pay Group: W40 Work Station: Waterbury Zip Code: 05676

Position Type: Permanent Limited Service (end date)

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

Supervisor's Name, Title and Phone Number: Alicia Cooper, Director of Managed Care Operations

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 089400 Existing Job/Class Title: Administrative Services Director II

b. Position authorized by:

Joint Fiscal Office – JFO # Approval Date:

Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)
Beautiful Bill Act of 2025, Section 71401

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 position is responsible for establishing and directing programmatic functions for Rural Health Transformation project. This involves working with a contractor to establish a statewide assessment and associated technical assistance to identify and advance policy options to improve access and affordability in Vermont's Marketplace. Support mobile clinic units to provide medical, dental, and integrated SUD services for remote areas in the state. Support first four years of operations for Vermont's first rural teaching health center family medicine residency programs. Support pilot program to broaden access to timely diagnosis and treatment through enhanced utilization of pharmacists operating at the top of their license. By leveraging pharmacists as accessible, community-based providers, this initiative will enhance primary care capacity, reduce unnecessary emergency visits, and strengthen Vermont's integrated rural care delivery system.

2. Provide a brief justification/explanation of this request: This position is allocated to DVHA for program development as part of the Rural Health Transformation Grant.

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: Hera Bosley, Administrative Services Director II

6. Who should be contacted if there are questions about this position (provide name and phone number):
Hera Bosley 802-585-6996

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.) No

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).

Denice Henrich

02/05/2026

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

Date

Alicia Cooper

Digitally signed by Alicia Cooper
Date: 2026.02.05 14:19:21 -05'00'

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

Date

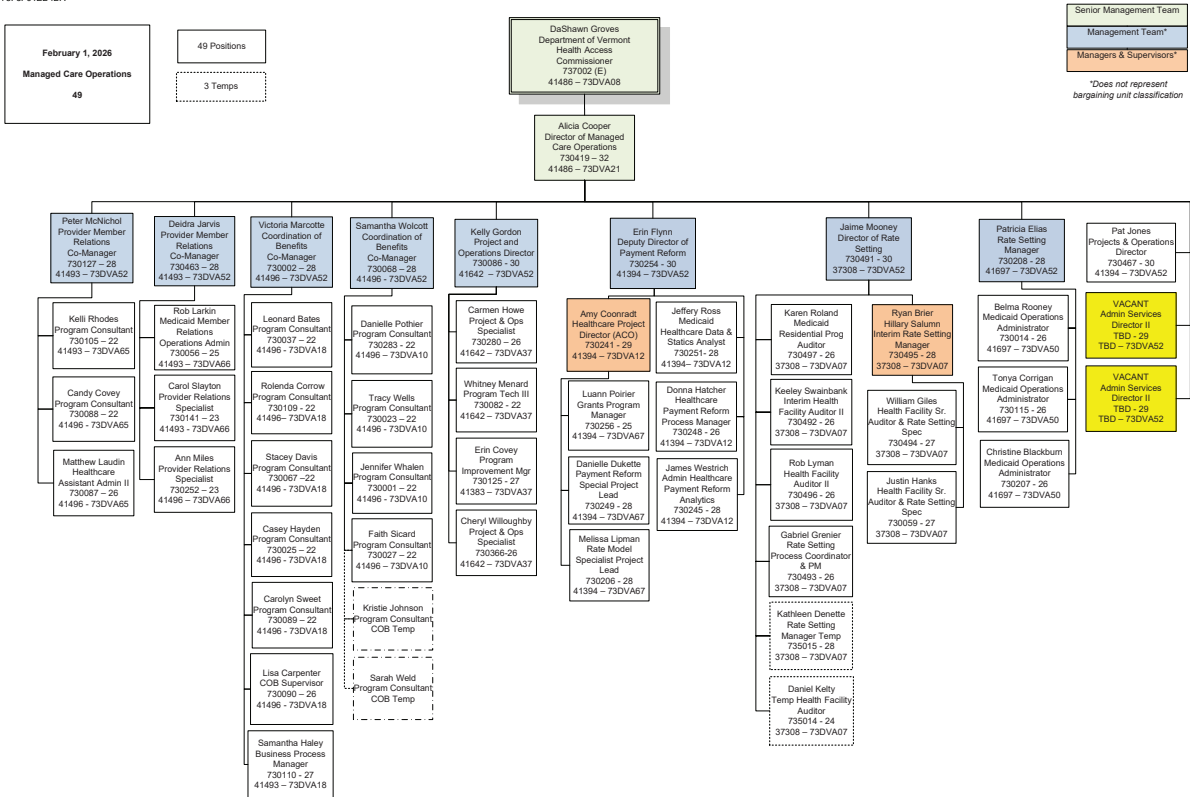
DaShawn Groves

Digitally signed by DaShawn Groves
Date: 2026.02.05 14:23:01 -05'00'

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

Date

* Note: Attach additional information or comments if appropriate.



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 must be complete, 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**

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: _____ Accountability: _____ Working Conditions: _____ Total: _____		

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title:

Agency/Department/Unit: GUC:

Pay Group: Work Station: Zip Code:

Position Type: Permanent Limited Service (end date)

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

Supervisor's Name, Title and Phone Number:

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code Existing Job/Class Title:

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:

2. Provide a brief justification/explanation of this request:

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).

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: Angela Smith-Dieng, Deputy Commissioner
- 6. Who should be contacted if there are questions about this position (provide name and phone number):
Angela Smith-Dieng, 802-989-0454
- 7. How many other positions are allocated to the requested class title in the department: 0
- 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.) n/a

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).

DocuSigned by:
Patrick Meloto
D2162412C7B7444...

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

2/6/2026

Date

Signed by:
Smith-Dieng, Angela
71083D067C7C4E6...

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

2/6/2026

Date

Signed by:
Jill Bowen, PhD
BFB39AB5478B4C4...

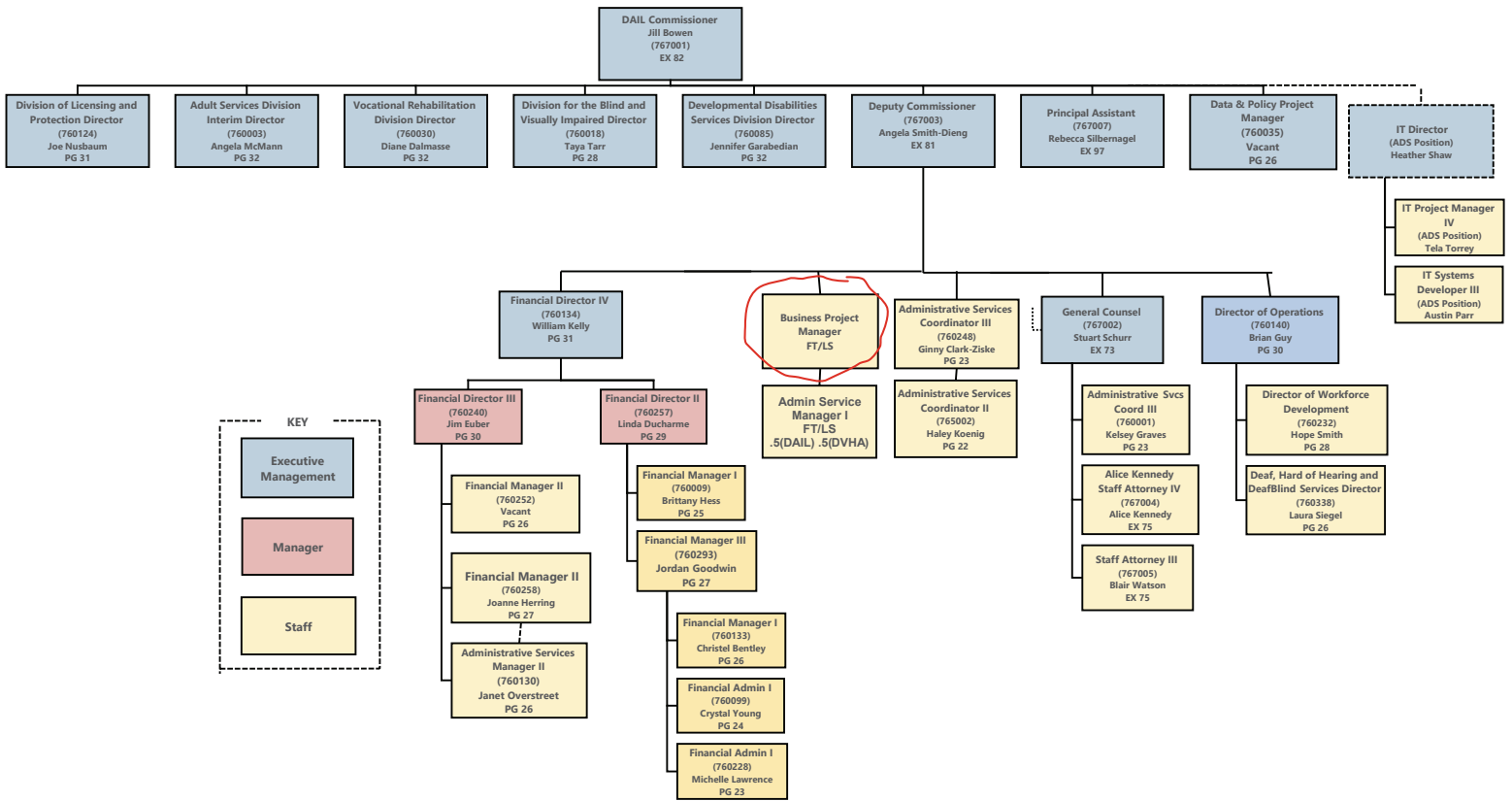
Appointing Authority or Authorized Representative Signature (**required**)*

2/6/2026

Date

* Note: Attach additional information or comments if appropriate.

Department of Disabilities, Aging and Independent Living
 Commissioner's Office
 Updated 2/5/2026



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 must be complete, 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**

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: TBD Current Job/Class Title: Administrative Services Director I

Agency/Department/Unit: Department of Mental Health GUC: 03150

Pay Group: 28 Work Station: Waterbury Zip Code: 05671

Position Type: Permanent Limited Service (end date) 9/30/2031

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: Samantha Sweet, Deputy Commissioner, 802-241-0090

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 089290 Existing Job/Class Title: Administrative Services Director I

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:

2. Provide a brief justification/explanation of this request:

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).

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: Emma Fedorchuk, Financial Director II
- 6. Who should be contacted if there are questions about this position (provide name and phone number): Emily Hawes, 802-241-0090
- 7. How many other positions are allocated to the requested class title in the department: 0
- 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 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).

Signed by:

577C7FA8685D4E3...

2/11/2026

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

Date

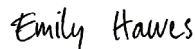
Signed by:

0B97B098C2F24B1...

2/11/2026

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

Date

DocuSigned by:

C50275615A62462...

2/11/2026

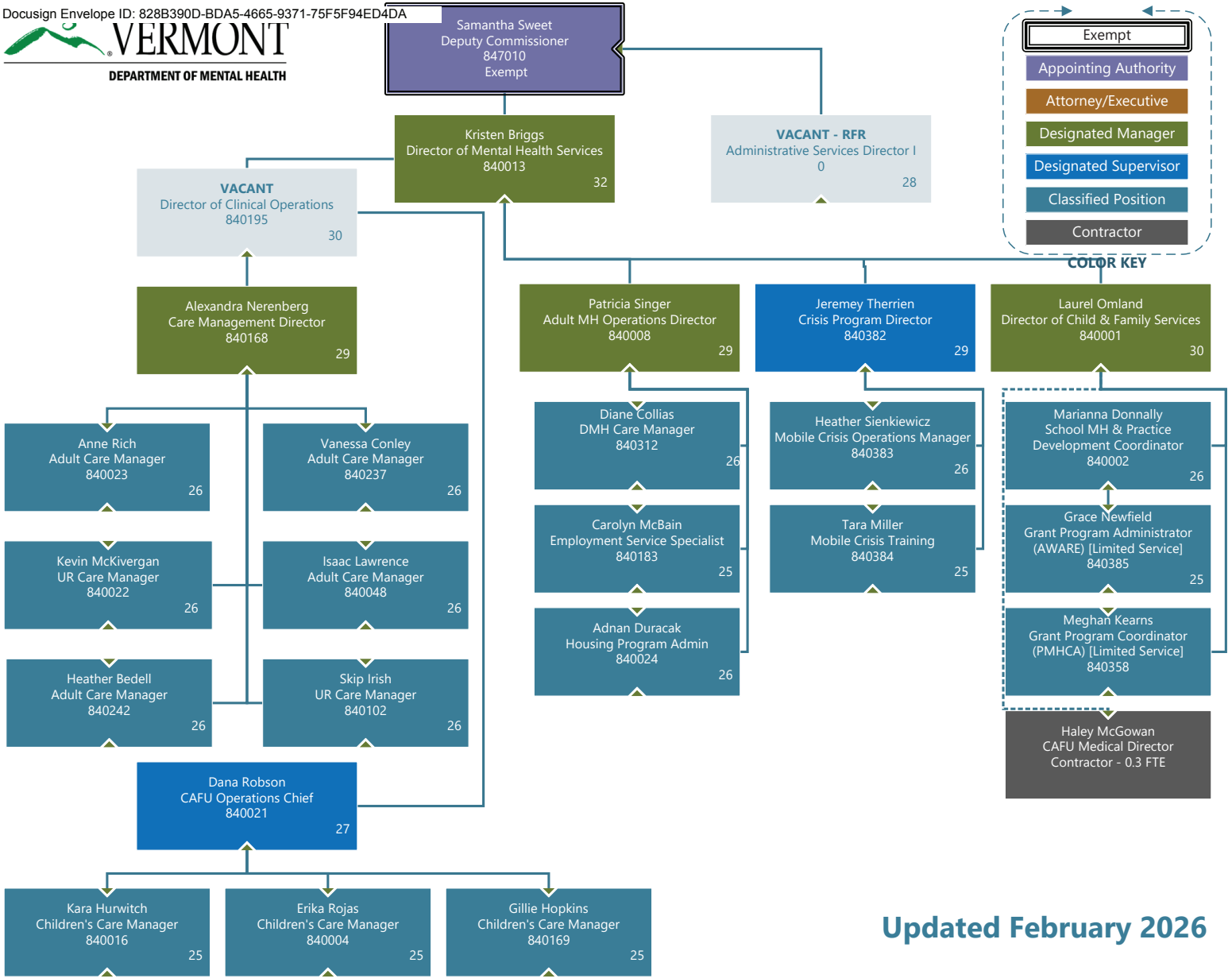
Appointing Authority or Authorized Representative Signature (**required**)*

Date

* Note: Attach additional information or comments if appropriate.



Docusign Envelope ID: 828B390D-BDA5-4665-9371-75F5F94ED4DA



Updated February 2026

VERMONT DEPARTMENT OF PERSONNEL
Request for Classification Review
Position Description Form A

- **This form is to be used by managers and supervisors to request classification of a position (filled or vacant) when the duties have changed, and by managers and supervisors to request the creation of a new job class/title (for a filled, vacant, or new position), and by employees to request classification of their position.**
- 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.
- If you prefer to fill out a hard copy of the form, contact your Personnel Officer.
- 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 might 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.
- The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office. All sections of this form are required to be completed unless otherwise stated.

INSTRUCTIONS: Tell us about the job. The information you provide will be used to evaluate the position. It will not be used in any way to evaluate an employee's performance or qualifications.

Answer the questions carefully. The information you give will help ensure that the position is fairly evaluated. Here are some suggestions to consider in completing this questionnaire:

- Tell the **facts** about what an employee in this position is actually expected to do.
- Give **specific examples** to make it clear.
- Write in a way so a person unfamiliar with the job will be able to understand it.
- Describe the job **as it is now**; not the way it was or will become.
- Before answering each question, read it carefully.

To Submit this Request for Classification Review: If this is a filled position, the employee must sign the original* and forward to the supervisor for the supervisor's review and signature. The Personnel Officer and the Appointing Authority must also review and sign this request before it is considered complete. The effective date of review is the beginning of the first pay period following the date the complete Request for Classification Review is date stamped by the Classification Division of the Department of Personnel.

*An employee may choose to sign the form, make a copy, submit original to supervisor as noted above, while concurrently sending the copy to the Classification Division, 144 State Street, Montpelier, with a cover note indicating that the employee has submitted the original to the supervisor and is submitting the copy as a **Concurrent** filing.

If this is a request (initiated by employees, VSEA, or management) for review of all positions in a class/title please contact the appropriate Classification Analyst or the Classification Manager to discuss the request prior to submitting.

Request for Classification Review Position Description Form A

For Department of Personnel Use Only

Notice of Action # _____ 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 _____ Comments: _____ Willis Rating/Components: Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____ Working Conditions: _____ Total: _____	Date Received (Stamp) Effective Date: _____ Date Processed: _____
--	---

Incumbent Information:

Employee Name: Employee Number:
 Position Number: Current Job/Class Title:
 Agency/Department/Unit: Work Station: Zip Code:
 Supervisor's Name, Title, and Phone Number:
 How should the notification to the employee be sent: employee's work location or other address, please provide mailing address:

New Position/Vacant Position Information:

New Position Authorization: JFO #3272 Request Job/Class Title:
 Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored
 Vacant Position Number: Current Job/Class Title:
 Agency/Department/Unit: Work Station: Zip Code:
 Supervisor's Name, Title and Phone Number:

Type of Request:

- Management:** A management request to review the classification of an existing position, class, or create a new job class.
- Employee:** An employee's request to review the classification of his/her current position.

1. Job Duties

This is the **most critical** part of the form. Describe the activities and duties required in your job, **noting changes (new duties, duties no longer required, etc.) since the last review**. Place them in order of importance, beginning with the single most important activity or responsibility required in your job. The importance of the duties and expected end results should be clear, including the tolerance that may be permitted for error. Describe each job duty or activity as follows:

- **What** it is: The nature of the activity.
- **How** you do it: The steps you go through to perform the activity. Be specific so the reader can understand the steps.
- **Why** it is done: What you are attempting to accomplish and the end result of the activity.

For example a Tax Examiner might respond as follows: **(What)** *Audits tax returns and/or taxpayer records.* **(How)** *By developing investigation strategy; reviewing materials submitted; when appropriate interviewing people, other than the taxpayer, who have information about the taxpayer's business or residency.* **(Why)** *To determine actual tax liabilities.*

1) Major Duty: Organize and implement program work plans

- What is it?

This position, as part of a multi-disciplinary team, will participate in several key initiatives. This includes the development, organization, and administration of a statewide education and training strategy for Emergency Medical Services (EMS) personnel and education staff; supporting the integration and implementation of data collection systems; and the development of educational, clinical, patient safety, and operational performance metrics to improve program and patient outcomes regionally and statewide. This position will be primarily regulatory in nature, will involve collaboration and coordination with state and community partners, and may participate in the management of a sub-recipient grant program.

- How do you do it?

Prehospital emergency and non-emergency medical care systems, like other public health programs, share certain core characteristics: 1) evidence of a need for intervention(s); 2) a range of evidence-based interventions to address the need; 3) effective training and education programs to prepare first responders to deliver care; 4) a means of collecting data; 5) establishing performance metrics specific to the selected intervention(s); 6) partnerships and coalitions with public and private sector organizations; 7) communication of accurate and timely information to the public and partners; and 8) ability to manage resources and support to sustain the interventions.

This position will be assigned duties that address these areas, requiring an advanced level of subject matter knowledge related to education and training, use of data collection system(s), establishing key performance metrics, combined with knowledge of the principles of planning, organizing, and communications. This position will work across programs and departments to achieve outcomes.

- Why is it done?

The mission of the Health Department is to promote the physical, mental, and social well-being of people in Vermont by advancing equity, protecting against disease and injury, and preparing for health emergencies. The incumbent in this class will work on public health programs specifically designed and operated to lead to improvements in population health.

2) Major Duty: Development, organization, and administration of a statewide education

and training strategy for EMS personnel and education staff

- What is it?

This position will participate in high-level strategic planning and priority setting around the development and implementation of a statewide education and training strategy for emergency and non-emergency medical care provided in the out of hospital, intra-hospital, home, and community setting.

- How do you do it?

This position will work as part of a multi-disciplinary team to develop and refine a statewide strategy for educating and training EMS personnel to work in several out-of-hospital environments and under emergency and non-emergency conditions. This will include an assessment of existing educational standards and methodologies; extensive research of best practices and emerging trends in workforce development; collaborating with individuals and centers of excellence involved in workforce education and training; and providing advice and recommendations on how to enhance the state's strategy for developing the EMS workforce. This position will participate in the development and execution of statewide policies, guides, and other materials issued by the Department that direct, guide, or inform education and training strategy.

- Why is it done?

As the regulator of EMS system, the Department is responsible for establishing the statewide emergency medical services system, this includes setting minimum standards for educating and training EMS personnel to provide basic and advanced life support. Establishing competency and verifying skill proficiency prior to national certification and state licensing are both essential for protecting the health and safety of those who receive out of hospital emergency and non-emergency care.

3) Major Duty: Integrate and implement a Mobile Integrated Healthcare data collection system into the existing State Incident Reporting Network (SIREN) system

- What is it?

This position, working closely with the Office of EMS Data Team and software vendor, will be assigned the responsibility of supporting the integration and implementation of a software platform for the purpose of collecting, storing, and analyzing data specific to Mobile Integrated Healthcare. This software platform will be integrated into the State Incident Reporting Network and will be utilized by Mobile Integrated Healthcare teams for the purpose of documenting their activities, monitoring results, and informing future program enhancements for clinical services provided in the home and community-based setting.

- How do you do it?

This position will participate in the integration of a community health software package into the existing SIREN system. In coordination with the EMS Data Team and software vendor, this position will learn the technical aspects of the software. By gaining a high level of system expertise, this position will develop, organize, and coordinate the delivery of system training for users, provide ongoing user support, and develop protocols, manuals, and other resources for system users.

- Why is it done?

Data, quality improvement, and evaluation, are the bedrock of healthcare. To ensure that Mobile Integrated Healthcare programs and services are effectively designed, implemented, and improved over time, a robust data collection system and program will be crucial to the long-term success of this program. Over time, new evidence will inform

changes in practice and program design, improving the care and experience of individuals enrolled in Mobile Integrated Healthcare programs.

4) Major Duty: Coordinate the development of education and clinical performance, patient safety, and operational metrics to improve program outcomes regionally and statewide.

- What is it?

This position will facilitate the development of various performance metrics and a continuous quality improvement (CQI) plan to objectively measure, track, and analyze the efficiency and effectiveness of processes, projects, programs.

- How do you do it?

This position may work closely with Office of EMS staff and/or a Program Evaluator to develop a CQI and/or evaluation plan to understand the impact of programming and services. This will include developing performance metrics for a range of programs and services. This position may assist in the analysis and interpretation of data. This position may be assigned responsibility for preparing a variety of reports. This position will also be expected to share program data to assist community partners better assess needs and plan interventions.

- Why is it done?

By providing concrete data, a continuous quality improvement (CQI) program will allow the Office of EMS and community partners to identify areas for improvement, make evidence informed decisions, inform the development of strategic goals, and improve program outcomes.

5) Major Duty: Participate in the development of a continuous quality improvement (CQI) program

- What is it?

A CQI program is a systematic, data-driven framework designed to improve EMS system organizational processes, services, and outcomes on an ongoing basis. It is a cyclical process that is utilized to identify challenges, implement evidence-based changes, and measures results iteratively to ensure long-term improvement.

- How do you do it?

Developing and implementing a CQI program involves creating a culture of ongoing, data-driven improvement using a methodology such as Plan-Do-Study-Act. This involves setting clear, measurable goals, engaging team members and community partners, analyzing current processes, with the common goal of improving systems.

- Why is it done?

A CQI program fosters proactive culture of never-ending, incremental improvements to processes, reducing waste and costs while increasing efficiency, safety, and patient satisfaction.

6) Major Duty: Establish, maintain, and foster community partnerships

- What is it?

The Office of Emergency Medical Services routinely works closely with statewide and community organizations to implement key functions of programmatic work and improving system of care.

- How do you do it?

This position will foster robust connections with internal and external entities and maintain

partnerships to further programmatic goals. This position actively collaborates and participates in the integration of systems across state government, community and healthcare partners. This position may maintain a wide variety of roles working with individuals and organizations outside of the health department. These could include providing technical assistance regarding best practices, guidelines, and state policies; participating in advisory groups, learning collaboratives, and other committees; developing, coordinate and deliver trainings; provide subject matter expertise; participate in CQI programs for components of the EMS system such as Mobile Integrated Healthcare and the education and training of EMS personnel.

- Why is it done?

The development and implementation of programmatic goals, such as a statewide Mobile Integrated Healthcare network, and enhancing our strategy for the development of the EMS workforce, will require extensive communication, collaboration, coordination, and trust building to address complex challenges. It takes partnerships at the state and community level to achieve programmatic goals related to workforce development, data collection and analysis, establishing and monitoring performance measures, and providing entities with the financial support needed to achieve regional and statewide goals.

7) Major Duty: Develop and administer subrecipient grants to community partners

- What is it?

This position will participate in the preparation and administration of subrecipient grants for the purpose of carrying out programmatic and federally funded project objectives.

- How do you do it?

This position will support the administration of subrecipients grants by participating in the development of scopes of work, reviewing applicant eligibility and documents, preparation of subrecipients grant documents, monitoring work performed by grant recipients, processing invoices, and maintaining records. Providing technical assistance and planning corrective actions on performance improvements may be required.

- Why is it done?

The Department acts as a conduit for state and federal funding intended for community partners participating in state and federal programs. Subrecipient grants reimburse community partners for expenses incurred during the planning, implementation, ongoing programming, and demobilization of approved programs. The Department both monitors program outcomes and ensures compliance with state and federal rules. Accurate record keeping and timely reimbursement for programmatic expenses are critical for both the Department and community partners. Ensuring the appropriate use of state and federal funding is essential for maintaining the public's trust.

8) Major Duty: Participates in the preparation of responses to programmatic inquiries from the public, governmental officials, and others

- What is it?

The public, through the media, often have significant inquiries about a wide range of public health topics, including new programs such as Mobile Integration Healthcare. Policy makers often request state officials to testify on new and existing programs, answer questions, and request reports to inform their discussions.

- How do you do it?

This position may contribute to media responses in designated subject area through the preparation of statements and talking points for a specific program. They may also

contribute to the development of a press release or social media approach around a public health topic or program announcement.

- Why is it done?

This position may contribute to the department's legislative testimony by preparing content for the State EMS Chief, Division Director or Commissioner to prepare. This position may also draft legislative reports for submission by the State EMS Chief, Division Director, Policy Director or Commissioner.

9) Major Duty: Promote health equity

- What is it?

Health Equity exists when all people have a fair and just opportunity to be healthy, especially those who have experienced socioeconomic disadvantages, historical injustice, and other avoidable systemic inequalities that are often associated with social categories of race, gender, ethnicity, social position, sexual orientation and disability.

How do you do it?

This position will be assigned to provide culturally and linguistically appropriate services; to participate in assigned training and other educational activities related to health equity; participate in activities related to health equity to improve the health of Vermonters. The department's goal is to contribute to the elimination of health disparities among Vermonters, and the individual in this position may be assigned specific duties to address health disparities, and to carry out their work informed by an understanding of impacts of health disparities on Vermonters. This position may be assigned to assist in efforts to identify current and potential public health risks based on knowledge of determinants of health, to carry out analysis of data, knowledge of department initiatives, program policies, and community resources.

- Why is it done?

The mission of the Health Department is to promote the physical, mental, and social well-being of people in Vermont by advancing equity, protecting against disease and injury, and preparing for health emergencies. The mission cannot be accomplished unless programs and services can be operated to ensure that all can benefit.

10) Demonstrate a commitment to emergency readiness and response

- What is it?

The Health Department must maintain the capability and the capacity to respond to a wide range of potential public health emergencies. The department's emergency response will be led by subject matter experts, supported by staff trained to carry out assigned roles in an emergency response.

How do you do it?

This position will be assigned to attend and complete emergency response training, exercises, and other educational programs related to emergency readiness and response. This position will be expected to understand and follow the chain of command in the event of a public health emergency. This position is expected to have a personal readiness plan in place in case of public health emergencies requiring an extended response.

This position will be expected to respond as indicated and directed in the event of a public health related emergency. This position will be trained and prepared to carry out assignments in a response that require an advanced knowledge of public health emergency response competency. This position may be expected to:

- Demonstrate knowledge on the use of the Incident Command System and the Department Health Operations Plan
- Contribute to the Health Operations Center (HOC); may be deployed to support specialized projects for teams or groups
- Facilitate connections with community response partners, organize meetings and develop agendas
- Collect response-oriented data
- Identify populations for prioritized messaging
- Prepare talking points
- Contribute to planning tactics for the Incident Action Plan
- Why is it done?

The mission of the Health Department includes protecting against disease and injury and preparing for health emergencies. To accomplish this, the department must be able to respond quickly and at sufficient scale to respond to public health emergencies.

2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (**not** an exhaustive or all-inclusive list of contacts) other than those persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are with other agencies or groups outside State government describe those interactions, and what your role is. For example: you may *collaborate, monitor, guide, or facilitate change*.

This position will have substantive assignments in project teams organized to accomplish a range of objectives required to develop, implament, support the ongoing enhancement of the statewide EMS system and Mobile Integrated Healthcare. This position will be assigned work in their area of subject matter expertise. When representing the program as part of intra and interdepartmental groups, this position will be expected to fully represent all aspects of their programatic responsibilities, and will be afforded authority to advocate for, and make decisions on behalf of their program after consultation with the program manager/director.

This position will have frequent contact with community or professional organizations. This includes committees, advisory group(s), learning collaborative, subrecipient grant administration, through community organizing and needs assessments, or through trainings and technical assistance offerings. This position will participate in local or statewide workgroups, taskforces, and committees, including community partners and state employees across AHS and other state departments and agencies.

This position will work with program applicants, and is expected to answer program questions, promote program outreach activities, explain rules and application procedures, review client eligibility, and assist in connecting individuals with community and partners from the healthcare sector.

3. Are there licensing, registration, or certification requirements; or special or unusual skills necessary to perform this job?

Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools, technology, etc. (such as mainframe computers, power tools, trucks, road equipment, specific software packages). Be specific, if you must be able to drive a commercial vehicle, or must know Visual Basic, indicate so.

This position does not require special licenses or registration. This position will be required to possess or acquire specialized subject matter knowledge and skills specific to the scope of their programmatic responsibilities. This position will be assigned duties that require competency in the use of data management tools specific to the program. This position will be assigned to conduct program research requiring the ability to locate, comprehend and apply academic and translational research relevant to the program. This position will be expected to understand evidence-based best practice and keep current on emerging issues and strategies to improve the education and training of EMS personnel, program specific software, continuous quality improvement, and the administration of subrecipient grants; as well as the delivery of home and community based care in the context of Mobile Integrated Healthcare.

4. Do you supervise?

In this question "supervise" means if you direct the work of others where you are held **directly** responsible for assigning work; performance ratings; training; reward and discipline or effectively recommend such action; and other personnel matters. List the names, titles, and position numbers of the classified employees reporting to you:

This position will not supervise.

5. In what way does your supervisor provide you with work assignments and review your work?

This question deals with how you are supervised. Explain how you receive work assignments, how priorities are determined, and how your work is reviewed. There are a wide variety of ways a job can be supervised, so there may not be just one answer to this question. For example, some aspects of your work may be reviewed on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

This position will be supervised by a Public Health Program Manager I, and will be assign duties where the activities and methods are broadly defined and the incumbent is expected to organize and carry out their assigned duties with only administrative direction at most times. The incumbent will be expected to carry out their full range of duties with broad freedom to act within the range of program scope, and to provide backup to their program lead or supervisor when needed.

6. Mental Effort

This section addresses the mental demands associated with this job. Describe the most mentally challenging part of your job or the most difficult typical problems you are expected to solve. Be sure to give a specific response and describe the situation(s) by example.

- For example, a purchasing clerk might respond: *In pricing purchase orders, I frequently must find the cost of materials not listed in the pricing guides. This involves locating vendors or other sources of pricing information for a great variety of materials.*

- Or, a systems developer might say: *Understanding the ways in which a database or program will be used, and what the users must accomplish and then developing a system to meet their needs, often with limited time and resources.*

This position will be assigned duties requiring the application of varying public health intervention techniques, some of which may be complex and require judgment in their specific application. Within the scope of their assigned duties, this position will encounter problems requiring analysis of program data, research, and independent solution development and implementation. This position may be the public health program's expert in subject matter or program implementation and serve as an expert resource to colleagues. This position may be assigned to lead special projects in their area of expertise.

This position will have contact with the public or in a regulatory role may experience complaints or conflict directed towards them. They may also have to deliver unpopular decisions and/or receive negative feelings directed at them.

This position may have to prepare materials that have high stakes, such as media responses and legislative testimony.

7. Accountability

This section evaluates the job's expected results. In weighing the importance of results, consideration should be given to responsibility for the safety and well-being of people, protection of confidential information and protection of resources.

What is needed here is information not already presented about the job's scope of responsibility. What is the job's most significant influence upon the organization, or in what way does the job contribute to the organization's mission?

Provide annualized dollar figures if it makes sense to do so, explaining what the amount(s) represent.

For example:

- A social worker might respond: *To promote permanence for children through coordination and delivery of services;*
- A financial officer might state: *Overseeing preparation and ongoing management of division budget: \$2M Operating/Personal Services, \$1.5M Federal Grants.*

This position will demonstrate independent decision-making within context of established processes and policies. This position will be assigned duties that have a substantial impact on program success and will be afforded the latitude to act within the scope of their assigned duties. The work assigned to this position will often have a significant direct impact on program outcomes.

This position will have primary responsibility for preparation, submission, and reporting on the use of federal or state funds. Failure to accurately comply with federal and state guidance and regulations could result in the state's inability to access current or future funds. Positions in this class also have authority to manage and track grant funding.

This position will have regulatory roles. Failure to accurately perform this role could have serious consequences for the health and safety of Vermonters.

8. Working Conditions

The intent of this question is to describe any adverse conditions that are routine and expected in your job. It is not to identify special situations such as overcrowded conditions or understaffing.

- a) What significant mental stress are you exposed to? All jobs contain some amount of stress. If your job stands out as having a significant degree of mental or emotional pressure or tension associated with it, this should be described.

Type	How Much of the Time?
Some positions in this class through direct contact with consumers or regulatory constituents may experience conflict.	10%

- b) What hazards, special conditions or discomfort are you exposed to? (Clarification of terms: **hazards** include such things as potential accidents, illness, chronic health conditions or other harm. Typical examples might involve exposure to dangerous persons, including potentially violent customers and clients, fumes, toxic waste, contaminated materials, vehicle accident, disease, cuts, falls, etc.; and **discomfort** includes exposure to such things as cold, dirt, dust, rain or snow, heat, etc.)

Type	How Much of the Time?
No lifting	

- c) What weights do you lift; how much do they weigh and how much time per day/week do you spend lifting?

Type	How Heavy?	How Much of the Time?

- d) What working positions (sitting, standing, bending, reaching) or types of effort (hiking, walking, driving) are required?

Type	How Much of the Time?
Work is performed in the office setting	>95%
Occasional field visits	<5%

Additional Information:

Carefully review your job description responses so far. If there is anything that you feel is important in understanding your job that you haven't clearly described, use this space for that purpose. Perhaps your job has some unique aspects or characteristics that weren't brought out by your answers to the previous questions. In this space, add any additional comments that you feel will add to a clear understanding of the requirements of your job.

Employee's Signature (required): _____ Date: _____

Supervisor's Section:

Carefully review this completed job description, but **do not** alter or eliminate any portion of the original response. Please answer the questions listed below.

1. What do you consider the most important duties of this job and why?

2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?

3. Comment on the accuracy and completeness of the responses by the employee. List below any missing items and/or differences where appropriate.

4. Suggested Title and/or Pay Grade:

Supervisor's Signature (**required**): William M. Moran Date: 02/11/2026

Personnel Administrator's Section:

Please complete any missing information on the front page of this form before submitting it for review.

Are there other changes to this position, for example: Change of supervisor, GUC, work station?

Yes No If yes, please provide detailed information.

Attachments:

Organizational charts are **required** and must indicate where the position reports.

Draft job specification is **required** for proposed new job classes.

Will this change affect other positions within the organization? If so, describe how, (for example, have duties been shifted within the unit requiring review of other positions; or are there other issues relevant to the classification review process).

N/A

Suggested Title and/or Pay Grade:

Personnel Administrator's Signature (required): Signed by:
Trisia Brooks
577C7FA8685D4E3... _____ Date: 2/11/2026

Appointing Authority's Section:

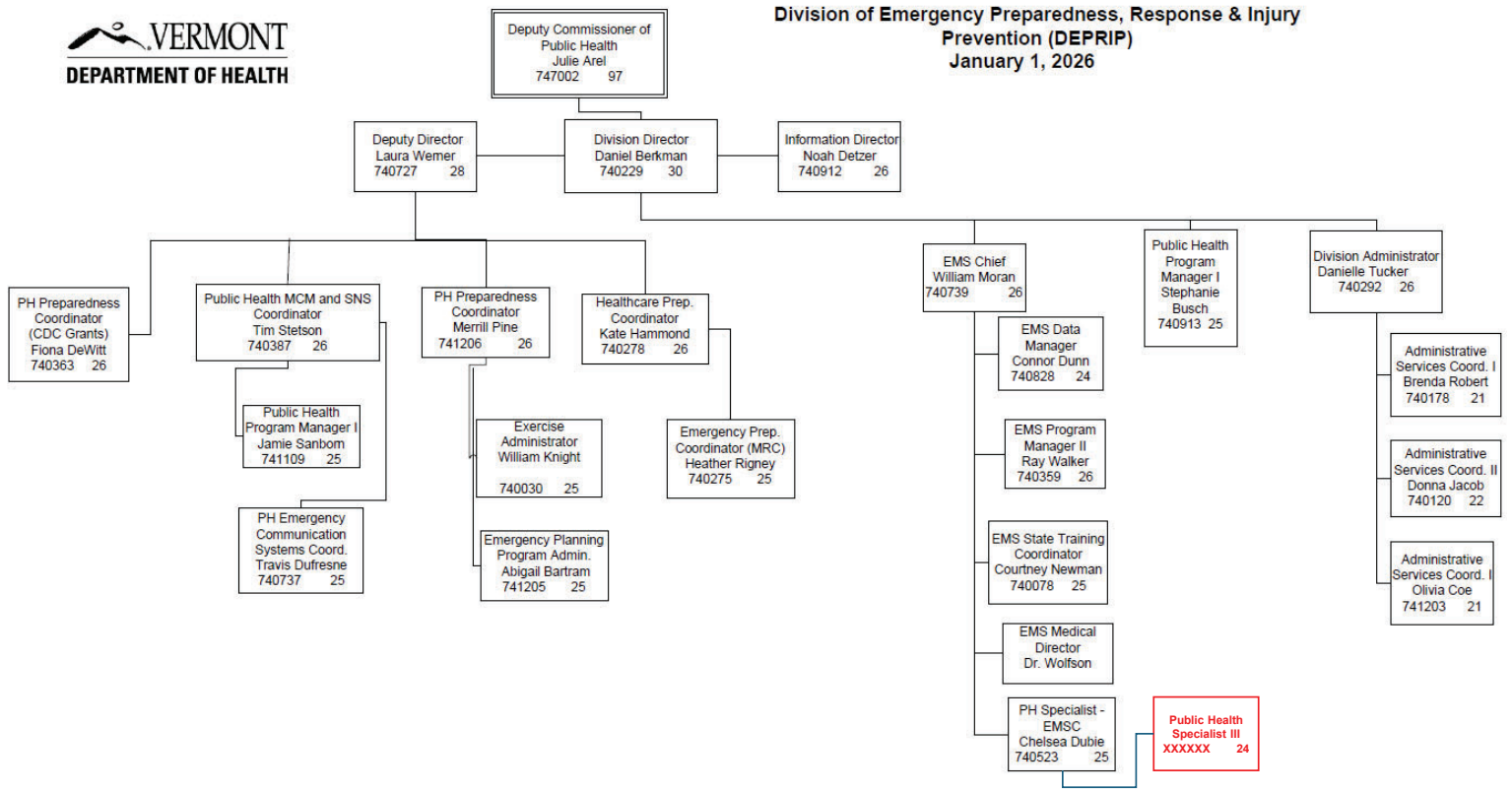
Please review this completed job description but **do not alter** or eliminate any of the entries. Add any clarifying information and/or additional comments (if necessary) in the space below.

Suggested Title and/or Pay Grade:

DocuSigned by:
Julie Aral
B4F263BC82A5444... _____ 2/11/2026
Appointing Authority or Authorized Representative Signature (required) Date



Division of Emergency Preparedness, Response & Injury Prevention (DEPRIP) January 1, 2026



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 must be complete, 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**

Notice of Action # _____ 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 _____ Comments: _____ Willis Rating/Components: Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____ Working Conditions: _____ Total: _____	Date Received (Stamp) _____ Effective Date: _____ Date Processed: _____
---	---

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title:

Agency/Department/Unit: GUC:

Pay Group: Work Station: Zip Code:

Position Type: Permanent Limited Service (end date)

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

Supervisor's Name, Title and Phone Number:

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code Existing Job/Class Title:

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. Federal Grant: Rural Health Transformation Program

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: Duties and responsibilities:

Job Duty #1: Program Management

WHAT: Responsible for the planning, program development, implementation and ongoing monitoring of a statewide, evidence-based system of recovery housing programs related to the Rural Health Transformation Grant Program.

HOW: Develop request for proposals and grants for substance use disorder recovery housing program activities. Grant development includes drafting scopes of work, deliverables and budget, as well as agreement negotiations with potential grantees. Develop and negotiate amendments to grants as required, including scopes of work, deliverables, budget and timeframes. Provide technical assistance to the applicable grantees, documenting communication and decisions made. Serve as the first point of contact for questions or concerns regarding grant expectations, including follow-up after complaints and critical incidents (serious events that have taken place at the service locations).

Job Duty #2: Performance Management and Monitoring

WHAT: Responsible for review and approval of grant deliverables.

HOW: Review and approve grant deliverables, reporting, and invoices. Coordinate with the program evaluation team to develop performance measures and reporting to monitor adherence the grant terms and conditions. Track reporting and data associated with the federal Rural Health Transformation Grant Program and other housing related data sets. Utilize grant reporting and other housing related data to provide transparency and technical assistance related to performance.

Job Duty #3: Grant Oversight

WHAT: Conduct site visits as required by federal/state/department policies and procedures.

HOW: Participate in completion of risk assessment for assigned grantees. Perform on-site and virtual site visits as required by risk assessment, including financial management review to examine backup documentation for invoices that have been reviewed, approved and paid by VDH for executed agreements. Coordinate with providers to supply backup documentation, including but not limited to receipts, paystubs, timesheets, and invoices. Review materials against paid invoices to ensure items are substantiated. Provide feedback and technical assistance. Complete a site visit checklist, documenting programmatic and financial findings related to site visit.

Job Duty #4: General Responsibilities

- Serve as back up to other VDH/DSU Units as needed to support the overall recovery housing goals and responsibilities.
- Provide prompt and accurate preparation or review of written reports and documents.
- Provide data to VDH/DSU staff to allow completion of all federal grant application reporting.
- Other duties as assigned.

2. Provide a brief justification/explanation of this request: VDH is required through state statute to plan, operate, and evaluate a consistent and effective array of substance use programs. VDH is required by their federal funding partners to perform effective and compliant grant management activities, to monitor activities supported by federal funds, and to report as required on the status of the activities, expenditures, and performance outcomes. Failure to perform these required activities risks ongoing funding to the State and subsequently risks the loss of programming supported by this funding.

With the increase in challenges for Vermonters in need of substance use disorder treatment and recovery services since the onset of the COVID pandemic, there is increased demand on the Preferred Provider treatment network and recovery services system. This funding opportunity more than triples the investments in recovery housing programming through the Vermont Department of Health, thus requiring additional staffing support to comply with the federal grant program expectations, the Federal Uniform Guidance (2 CFR Part 200), and the State of Vermont's Bulletins 3.5 and 5.

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: Emily Trutor, Division Director for Substance Use Programs

6. Who should be contacted if there are questions about this position (provide name and phone number): Emily Trutor, 802-651-1550, emily.trutor@vermont.gov

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.) N/A

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).

Signed by:

577C7FA8685D4E3...

2/10/2026

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

Date

DocuSigned by:

500EE1CD81F84D8...

2/10/2026

Supervisor’s Signature **(required)***

Date

DocuSigned by:

F0CF87D7DFD1420...

2/10/2026

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

Date

* Note: Attach additional information or comments if appropriate.

Request for Classification Review Position Description Form A

For Department of Personnel Use Only

Notice of Action # _____ 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: _____ _____ Willis Rating/Components: Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____ Working Conditions: _____ Total: _____	Date Received (Stamp)
--	-----------------------

Incumbent Information:

Employee Name: Employee Number:
 Position Number: Current Job/Class Title:
 Agency/Department/Unit: Work Station: Zip Code:
 Supervisor's Name, Title, and Phone Number:
 How should the notification to the employee be sent: employee's work location or other address, please provide mailing address:

New Position/Vacant Position Information:

New Position Authorization: Request Job/Class Title:
 Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored
 Vacant Position Number: Current Job/Class Title:
 Agency/Department/Unit: Work Station: Zip Code:
 Supervisor's Name, Title and Phone Number:

Type of Request:

- Management:** A management request to review the classification of an existing position, class, or create a new job class.
- Employee:** An employee's request to review the classification of his/her current position.

1. Job Duties

This is the **most critical** part of the form. Describe the activities and duties required in your job, **noting changes (new duties, duties no longer required, etc.) since the last review**. Place them in order of importance, beginning with the single most important activity or responsibility required in your job. The importance of the duties and expected end results should be clear, including the tolerance that may be permitted for error. Describe each job duty or activity as follows:

- **What** it is: The nature of the activity.
- **How** you do it: The steps you go through to perform the activity. Be specific so the reader can understand the steps.
- **Why** it is done: What you are attempting to accomplish and the end result of the activity.

For example a Tax Examiner might respond as follows: **(What)** *Audits tax returns and/or taxpayer records.* **(How)** *By developing investigation strategy; reviewing materials submitted; when appropriate interviewing people, other than the taxpayer, who have information about the taxpayer's business or residency.* **(Why)** *To determine actual tax liabilities.*

Major Job Duty: Financial administration of federal grants.

This position will assist in the financial administration of multiple projects funded by a five-year Rural Health Transformation Program (RHTP). The incumbent will work with the Health Department project manager for each activity to develop and track project budgets, to secure necessary approvals, and to fully account for project expenses. The incumbent will be the department liaison to the AHS-Financial Office financial manager responsible for overall financial administration of the program.

Major Job Duty: Compliance monitoring of federal grants.

The incumbent will be responsible for ensuring that all spending on the project is fully documented, that required prior approvals are secured, that grant reporting requirements are met, and that department's use of RHTP funds complies with the applicable federal, state and grantor regulations.

2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (**not** an exhaustive or all-inclusive list of contacts) other than those persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are with other agencies or groups outside State government describe those interactions, and what your role is. For example: you may *collaborate, monitor, guide, or facilitate change*.

The incumbent will be the primary financial member of the project teams for seven RHTP projects initially assigned to the department. The incumbent will work with each team to develop project budgets, and will be the liaison between the project team, the department business office, and the AHS Financial Office. The incumbent will either participate directly in governance structures at the department or agency level; or support a financial manager/financial director in that role.

Within the business office, the incumbent will be the go-to person for questions about the accounting for all spending associated with the RHTP projects, provide general guidance to the payroll and accounts payable staff about allowable spending and provide direction about specific transactions. The incumbent will review and approve every subrecipient grant or contract that is to be funded by one of the RHTP projects.

3. Are there licensing, registration, or certification requirements; or special or unusual skills necessary to perform this job?

Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools, technology, etc. (such as mainframe computers, power tools, trucks, road equipment, specific software packages). Be specific, if you must be able to drive a commercial vehicle, or must know Visual Basic, indicate so.

This position does not have any requirements for licensing, registration or certification. The position requires competence in several specialized areas. It required the ability to research and have a full understanding of the financial administration of federal grants. Position requires the ability to understand cost allocation accounting and its impact on program budgets.

4. Do you supervise?

In this question “supervise” means if you direct the work of others where you are held **directly** responsible for assigning work; performance ratings; training; reward and discipline or effectively recommend such action; and other personnel matters. List the names, titles, and position numbers of the classified employees reporting to you:

Position will not supervise

5. In what way does your supervisor provide you with work assignments and review your work?

This question deals with how you are supervised. Explain how you receive work assignments, how priorities are determined, and how your work is reviewed. There are a wide variety of ways a job can be supervised, so there may not be just one answer to this question. For example, some aspects of your work may be reviewed on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

Position will be provided with work assignments in specific terms and work will be reviewed by supervisor prior to submission. For routine items the incumbent will be expected to understand policies and procedures and organize their own work.

This position is part of a job series. If the knowledge, skills, and experience of the person hired into this position equip them to take on greater responsibility and accountability; either at time of hire or as the project proceeds, the nature of supervision could change.

6. Mental Effort

This section addresses the mental demands associated with this job. Describe the most mentally challenging part of your job or the most difficult typical problems you are expected to solve. Be sure to give a specific response and describe the situation(s) by example.

- For example, a purchasing clerk might respond: *In pricing purchase orders, I frequently must find the cost of materials not listed in the pricing guides. This involves locating vendors or other sources of pricing information for a great variety of materials.*
- Or, a systems developer might say: *Understanding the ways in which a database or program will be used, and what the users must accomplish and then developing a system to meet their needs, often with limited time and resources.*

The incumbent in this position will be assigned to a large new federal program that will require intra and inter-agency collaboration. This is start up grant, with all new staff and few established guidelines for financial allowability, reporting and compliance. The incumbent will need the intellectual and interpersonal skills to work effectively on projects with large budgets, tight deadlines, and uncertain federal guidance.

7. Accountability

This section evaluates the job’s expected results. In weighing the importance of results, consideration should be given to responsibility for the safety and well-being of people, protection of confidential information and protection of resources.

What is needed here is information not already presented about the job’s scope of responsibility. What is the job’s most significant influence upon the organization, or in what way does the job contribute to the organization’s mission?

Provide annualized dollar figures if it makes sense to do so, explaining what the amount(s) represent.

For example:

- A social worker might respond: *To promote permanence for children through coordination and delivery of services;*
- A financial officer might state: *Overseeing preparation and ongoing management of division budget: \$2M Operating/Personal Services, \$1.5M Federal Grants.*

The major duty of this position is to ensure financial accountability for RHTP projects assigned to the Health Department. The projects initially assigned have preliminary budgets of over \$26 million annually.

8. Working Conditions

The intent of this question is to describe any adverse conditions that are routine and expected in your job. It is not to identify special situations such as overcrowded conditions or understaffing.

- a) What significant mental stress are you exposed to? All jobs contain some amount of stress. If your job stands out as having a significant degree of mental or emotional pressure or tension associated with it, this should be described.

Type	How Much of the Time?
none	

- b) What hazards, special conditions or discomfort are you exposed to? (Clarification of terms: **hazards** include such things as potential accidents, illness, chronic health conditions or other harm. Typical examples might involve exposure to dangerous persons, including potentially violent customers and clients, fumes, toxic waste, contaminated materials, vehicle accident, disease, cuts, falls, etc.; and **discomfort** includes exposure to such things as cold, dirt, dust, rain or snow, heat, etc.)

Type	How Much of the Time?
none	

c) What weights do you lift; how much do they weigh and how much time per day/week do you spend lifting?

Type	How Heavy?	How Much of the Time?
none		

d) What working positions (sitting, standing, bending, reaching) or types of effort (hiking, walking, driving) are required?

Type	How Much of the Time?
none	

Additional Information:

Carefully review your job description responses so far. If there is anything that you feel is important in understanding your job that you haven't clearly described, use this space for that purpose. Perhaps your job has some unique aspects or characteristics that weren't brought out by your answers to the previous questions. In this space, add any additional comments that you feel will add to a clear understanding of the requirements of your job.

Employee's Signature (**required**): _____ New Position _____ Date: _____

Supervisor's Section:

Carefully review this completed job description, but **do not** alter or eliminate any portion of the original response. Please answer the questions listed below.

1. What do you consider the most important duties of this job and why?

RFR written by management and reflects most important duties.

2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?

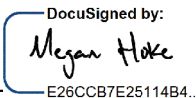
The job duties of this assignment will require the KSAs consistent with the Financial Administrator job series.

3. Comment on the accuracy and completeness of the responses by the employee. List below any missing items and/or differences where appropriate.

RFR written by management.

4. Suggested Title and/or Pay Grade:

Financial Administrator I - Pay Grade 22

Supervisor's Signature (**required**):  Date: 2/10/2026

Personnel Administrator's Section:

Please complete any missing information on the front page of this form before submitting it for review.

Are there other changes to this position, for example: Change of supervisor, GUC, work station?

Yes No If yes, please provide detailed information.

New position. Planned supervisor is Financial Director III position 740223.

Attachments:

- Organizational charts are **required** and must indicate where the position reports.
- Draft job specification is **required** for proposed new job classes.

Will this change affect other positions within the organization? If so, describe how, (for example, have duties been shifted within the unit requiring review of other positions; or are there other issues relevant to the classification review process).

The business office has 13 positions in the financial administrator job series. This position is being established to work on a large new project. Management is requesting the position

be established at the Financial Administrator I level, but may consider recruiting at multiple levels and hiring at the II or III level depending on qualifications of candidates.

Suggested Title and/or Pay Grade:

[Empty text box for suggested title and/or pay grade]

Personnel Administrator's Signature (required):

Signed by:
Trishia Brooks
577C7FA8685D4E3...

Date: 2/10/2026

Appointing Authority's Section:

Please review this completed job description but **do not alter** or eliminate any of the entries. Add any clarifying information and/or additional comments (if necessary) in the space below.

[Empty text box for appointing authority comments]

Suggested Title and/or Pay Grade:

Financial Administrator I Pay Grade 22

DocuSigned by:
Julie Aral
B4F263BC82A5444...

2/10/2026

Appointing Authority or Authorized Representative Signature (required)

Date

Health Department Administration – Business Office

