

STATE OF VERMONT JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management

From: Nathan Lavery, Fiscal Analyst

Date: January 19, 2010

Subject: JFO #2423

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

JFO #2423 — Request to establish three (3) limited service positions in the Department of Public Service. These positions are intended to provide administrative, financial, and technical support associated with increased workload generated by American Recovery and Reinvestment Act (ARRA) grants. Funding for these positions is provided by \$717,606.20 from the Energy Efficiency and Conservation Block Grants awarded under the American Recovery and Reinvestment Act, and approved in Sec. B.235 of Act 1 of the 2009 Special Session. [*JFO received 12/16/09*]

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

cc: Davis O'Brien, Commissioner



STATE OF VERMONT JOINT FISCAL OFFICE

MEMORANDUM

To: Representative Tony Klein

From: Nathan Lavery, Fiscal Analyst

Date: December 22, 2009

Subject: JFO #2423

Representative Michael Obuchowski asked that I forward to you a copy of the enclosed grant materials and cover memo. He requests your observations regarding the enclosed item.

cc: Rep. Michael Obuchowski Stephen Klein



STATE OF VERMONT JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members

From: Nathan Lavery, Fiscal Analyst

Date: December 22, 2009

Subject: Grant Requests

Enclosed please find two (2) requests that the Joint Fiscal Office has received from the administration. If approved, these requests would result in the establishment of 3 new limited service positions and create 12 new temporary positions, while maintaining 2 other temporary positions.

JFO #2423 — Request to establish three (3) limited service positions in the Department of Public Service. These positions are intended to provide administrative, financial, and technical support associated with increased workload generated by American Recovery and Reinvestment Act (ARRA) grants. Funding for these positions is provided by \$717,606.20 from the Energy Efficiency and Conservation Block Grants awarded under the American Recovery and Reinvestment Act, and approved in Sec. B.235 of Act 1 of the 2009 Special Session. [*JFO received 12/16/09*]

JFO #2424 — \$497,000 grant from the U.S. Department of Agriculture Forest Service to the Vermont Department of Forests, Parks & Recreation. These funds will be used to maintain or create jobs through the conducting of forest health management activities on federal forest lands and recreational sites on National Forest Service lands. The establishment of twelve (12) temporary positions is associated with this request, as is the retention of two existing positions. This grant is awarded under the American Recovery and Reinvestment Act and expedited review of this item has been requested. Joint Fiscal Committee members will be contacted within two weeks with a request to waive the statutory review period and accept this item. [*JFO received 12/21/09*]

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

cc: James Reardon, Commissioner Davis O'Brien, Commissioner Jason Gibbs, Commissioner

JEO 2423

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources <u>must</u> be obtained <u>prior to</u> review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report **must** be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Department of Public Service Date: 11/02/09

Name and Phone (of the person completing this request): Sheri Rockcastle - 828-4084

Request is for:

 \square Positions funded and attached to a new grant.

Positions funded and attached to an existing grant approved by JFO #_____

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

US Dept of Energy Energy Efficiency and Conservation Block Grants under The American Recovery & Reinvestment Act (ARRA-EECBG)

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established <u>only</u> after JFC final approval:

Title* of Position(s) Requested	# of Positions	Division/Program	Grant Funding Period/Anticipated End Date	
Financial Specialist III	1 .	ARRA EECBG	12/01/09 to 11/31/12	
Grants Specialist	2	ARRA EECBG	12/01/09 to 11/31/12	

*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.

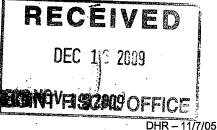
(Will use existing classified job specifications for the this position, types of work performed match the Financial Special III job specifications)

Positions requested:

Financial Specialist III - Job Code 08940 - Page Grade 21

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

The PSD will be responsible for performing the administrative processing, Federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for renewable energy and energy efficiency projects. These grants and the associated invoices will be processed through the PSD; the expected volume of activity is 10 times the normal volume. These positions are essential for the PSD to effectively handle the increased workload associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.



I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 XSA Sec. 5(b).

//:<u>//</u> Date Department Head Signature of Agency 11/30/05 Moli 1aul Date Approved/Denied by Department of Human Resources 210109 Date Denied by Finance and Management Approve& Dat

Approved/Denied by Secretary of Administration

Comments:

DHR - 11/7/05

/	~	That	king (e 8		Form ESR-2		
ARRA ACTIVITY ACC	EPTANCE REOI	· · · · · · · · · · · · · · · · · · ·		etitive Grant	Other 4	ARRA Activity		
			(Alternate Fo	1 2 4 1 4 1 4 1 4 1 4 1 4 1 4 1 4 1 4 1		ct to AA-1 Process)		
Revision? 🗌 Yes	Revision Date		(1110) / 10	•••••••••••	(1100 Subje	(, , , , , , , , , , , , , , , , , , ,		
INSTRUCTIONS: 7	This form must l	be complet ed in	its entirety a	nd is required 1	or:			
) acceptance of		승규는 가지 않는 것					
1) P RIOR to reco				d NO	16 2009		
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NOTE: Incomplete forms will be returned to departments and will result in the delay of spending authority release.								
BASIC ARRA INFORM					- <i>,</i>	<u></u>		
1. Agency (ARRA-F):			2. Departm	ent (ARRA-F): Put	lic Service:022	40		
3. ARRA Activity (ARR.					de (ARRA 2-1): 8	13312		
4. Legal Title of Grant			vation Block C	brants	• •			
4a. Federal Agency Aw	vard # (ARRA-B): I	DE-EE0000859	· · · · · · · · · · · · · · · · · · ·	4b. CFDA # (ARRA-E): 81.12	8		
5. Federal (or VT) Fun	ding Agency (AR	RA-A): U.S. D	epartment of E	nergy	5a. A	ward Date:?		
6. Award Amount or B		717,606.20		6a. Check if t	his amount is a	n estimate: 🛛		
7. Grant Period (ARRA-I	^{H)} 9/21/0	9	To:	9/2	20/12			
From: 7a. Date by which ARE) A funda muat h			Within 18 month	a of data of any			
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8. Purpose of Grant/Al	RRA Narrative (ARRA 2-02):			· · · · ·			
This program area will			cessary to acco	omplish administ	rative, financial	, technical and		
program-related tasks.					:	·		
9. Impact on existing p				-4- CC1	· . · · .	· · · ·		
There would be signific		release of ARRA	A lunds due to	starring snortag	es			
10. BUDGET INFORM								
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			SFY 2011		· · · · · · · · · · · · · · · · · · ·			
Fiscal Year	SFY 2009	SFY 2010	& Beyond	FFY 2009	FFY 2010	Comments		
		· · · ·	· · · · ·		· · · ·	\$263,474.10		
Expenditures:						balance to be used		
Personnel Costs	\$0	\$263,474.10	\$263,474.10	\$0	\$263,474.10	for FFY 2011		
				,		\$62,500 balance to be used		
3 rd Party Contracts	\$0	\$62,500	\$62,500	\$0	\$62,500			
Operating Expenses	\$0	\$32,829	\$32,829	\$0	\$32,829	\$32,829		
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Total Revenues:	\$0	\$358,803.10	\$358,803.10	\$0	\$358,803.10	in FFY 2011		
State Funds:	\$0	\$	\$	\$	\$			
Cash	\$0	\$	\$	· \$	\$			
In-Kind	\$0	\$	· \$	\$	\$.			
ARRA Federal Funds:	\$0	\$	\$	\$	\$			
			1 I.		• .	\$358,803.10		
(Direct Costs)	\$0	\$358,803.10	\$358,803.10	\$0	\$358,803.10	balance to be used in FFY 2011		
(Direct Costs)	\$0	\$358,803.10	\$358,803.10	\$0	\$358,803.10	m FFY 2011		

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For E	SR Use Only:	Assigned ESR Director's Signature:			Date:
	n u <u>d</u> er p <u>re</u>	e following sections are requir	red ONLY when Form	ESR-2 is used in licu of F	orm AA-1
15. S	ECRETARY	OF ADMINISTRATION			
	Check One Box Accepted	(Secretary's signature or designed	ee)		Date:
	Rejected				Date:
16. A	CTION BY G	OVERNOR			
	Check One Boy Request to JFO	K: (Governor's signature or design	ee)	<u>-</u>	Date:
	Rejected				Date:
17.8	ENT TO JFO				
	Sent to JFO				Date:
18. A	RRA GRANT I	DOCUMENTATION REQUIR	ED (check all that apply):		
Dept.	est Merno project approval (if applica e of Award	ble) Grant Agreement Governor's Certification Notice of Donation (if a		Grant (Project) Timeline (if applicable Request for Extension (if applicable) Form AA-1PN attached (if applicable)	

Request for Classification Action New or Vacant Positions

EXISTING Job Class/Title ONLY

Position Description Form C/Notice of Action

For Department of Personnel Use Only

		· · · · · · · · · · · · · · · · · · ·			Date Received (Stamp)	
Notice of Action #			<u>·</u> ·			
Action Taken:	· . ·				_	
New Job Title					- -	
Current Class Code		New Cla	ass Code			
Current Pay Grade		New Pa	ay Grade			
Current Mgt Level	₿́/U от	CatEEC) Cat	FLSA		
New Mgt Level	B/UOT	CatEEC	O Cat	FLSA		
Classification Analyst	<u> </u>	·	Date		Effective Date:	-
Comments:	•	·			Date Processed:	- -
Willis Rating/Componen		dge & Skills: conditions: _		ntal Demands tal:	: Accountability:	•

Position Information:

Incumbent: Vacant or New Position
Position Number: Current Job/Class Title: Grants Specialist
Agency/Department/Unit: Department of Public Service GUC: 36005
Pay Group: 36A Work Station: 112 State Street Montpelier Zip Code: 05620-2601
Position Type: Permanent Limited Service (end date) 11/31/2012
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: Sheri Rockcastle - 828-4084

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

New Position(s):

- a. REQUIRED: Allocation requested: Existing Class Code 521800 Existing Job/Class Title: Grants Specialist
- b. Position authorized by:

•	Request for Classification Action Position Description Form C
	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. The ARRA funds appropriated to the PSD will be transferred to the Clean Energy Development Fund and 10 V.S.A 6523 allows the PSD up to 5% of funds appropriated to be used for administration, in addition legislation passed in Bill S.1 allows the Clean Energy Development Fund Board to use up to 10% of ARRA funds for administrative purposes.
Va	acant Position:
a.	Position Number:
b.	Date position became vacant:
Ċ.	Current Job/Class Code: Current Job/Class Title:
d.	REQUIRED: Requested (existing) Job/Class Code: Requested (existing) Job/Class Title:
е.	Are there any other changes to this position; for example: change of supervisor, GUC, work station? Yes No If Yes, please provide detailed information:
r All R	equests:

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

Fo

2. Provide a brief justification/explanation of this request: The PSD will be responsible for performing the administrative processing, federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for renewable energy and energy efficiency projects. These grants and the associated financial duties required to process payments and monitor financial activity will be handled by the PSD; the expected volume of activity is 10 times the normal volume. This position is essential for the PSD to effectively handle the increased workload associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.

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 \square No \boxtimes

5. The name and title of the person who completed this form: Sheri Rockcastle, Administrative Services

6. Who should be contacted if there are questions about this position (provide name and phone number): Sheri Rockcastle - 828-4084

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.

 \boxtimes Class specification (optional).

For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, etc.

Other supporting documentation such as memos regarding department reorganization, or further explanation regarding the need to reallocate a vacancy (if appropriate).

Personnel Administrator's Signature (required)*

Date

Supervisor's Signature (required)*

Appointing Authority or Authorized Representative Signature (required)*

* Note: Attach additional information or comments if appropriate.

Date

Request for Classification Action New or Vacant Positions

EXISTING Job Class/Title ONLY

Position Description Form C/Notice of Action

For Department of Personnel Use Only

	· · · · ·			Date Received (St	amp)
Notice of Action #	·····				
Action Taken:	· ·		·		•
New Job Title		·	·	· ·	
Current Class Code	N	lew Class Code		· · · · · · · · · · · · · · · · · · ·	• •
Current Pay Grade	N	lew 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 & S Working Condit		ntal Demands: tal:	Accountability:	

Position Information:

Incumbent: Vacant or New Position
Position Number: Current Job/Class Title: Financial Specialist III
Agency/Department/Unit: Department of Public Service GUC: 36005
Pay Group: 36A Work Station: 112 State Street Montpelier Zip Code: 05620-2601
Position Type: Permanent Limited Service (end date) 11/31/2012
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: Sheri Rockcastle - 828-4084
Check the type of request (new or vacant position) and complete the appropriate section.

 \boxtimes New Position(s):

- a. REQUIRED: Allocation requested: Existing Class Code 089040 Existing Job/Class Title: Financial Specialist III
- b. Position authorized by:

1) Request for Classification Action Position Description Form C
	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. The ARRA funds appropriated to the PSD will be transferred to the Clean Energy Development Fund and 10 V.S.A 6523 allows the PSD up to 5% of funds appropriated to be used for administration, in addition legislation passed in Bill S.1 allows the Clean Energy Development Fund Board to use up to 10% of ARRA funds for administrative purposes.
	/acant Position:
	Position Number:
a	
b	
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 F	Requests:
	ne anticipated job duties and expectations; include all major job duties: Performs technical accounting
	ich as making cost allocations to various cost centers and auditing financial documents for federal
	s, special projects, grants, and loans for compliance with specifications. Compiles financial data for aration of financial reports. Assists in preparing budgets for programs. Prepares financial schedules.
	alances and reconciles accounting records. Processes financial transactions, invoices, disbursements.
	either manually or by data processing methods. Processes financial transactions, disbursements,
	expenditures and fund transfer requests. Makes corrections in accounting records. Performs and
	ncial and statistical analysis for review. Prepares payroll. Maintains time and attendance records.
	s inventory records. Calculates accounting adjustments. Performs related duties as assigned.
	le a brief justification/explanation of this request: The PSD will be responsible for performing the
	ative processing, federal reporting, financial monitoring, and reporting duties associated with the
	ECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for
	e energy and energy efficiency projects. These grants and the associated financial duties required to
	payments and monitor financial activity will be handled by the PSD; the expected volume of activity is
	the normal volume. This position is essential for the PSD to effectively handle the increased workload

associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.

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: Sheri Rockcastle, Administrative Services

6. Who should be contacted if there are questions about this position (provide name and phone number): Sheri Rockcastle - 828-4084

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).

Personnel Administrator's Signature (required)*

Supervisor's Signature (required)*

Appointing Authority or Authorized Representative Signature (required)*

* Note: Attach additional information or comments if appropriate.

1.20.2

Date

Date

TF() 2423

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources <u>must</u> be obtained <u>prior to</u> review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report **must** be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Department of Public Service Date: 11/02/09

Name and Phone (of the person completing this request): Sheri Rockcastle - 828-4084

Request is for:

Positions funded and attached to a new grant.

Positions funded and attached to an existing grant approved by JFO #___

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

US Dept of Energy

Energy Efficiency and Conservation Block Grants under The American Recovery & Reinvestment Act (ARRA-EECBG)

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established <u>only</u> after JFC final approval:

Title* of Position(s) Requested	# of Positions	Division/Program	Grant Funding Period/Anticipated End Date	
Financial Specialist III	1	ARRA EECBG	12/01/09 to 11/31/12	
Grants Specialist	2	ARRA EECBG	12/01/09 to 11/31/12	

*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.

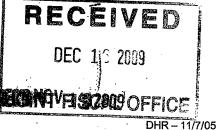
(Will use existing classified job specifications for the this position, types of work performed match the Financial Special III job specifications)

Positions requested:

Financial Specialist III - Job Code 08940 - Page Grade 21

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

The PSD will be responsible for performing the administrative processing, Federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for renewable energy and energy efficiency projects. These grants and the associated invoices will be processed through the PSD; the expected volume of activity is 10 times the normal volume. These positions are essential for the PSD to effectively handle the increased workload associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.



I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 / S).

' ٿ Date Signature of Agency or Department Head 11/30/00 Molic, Faul V Approved/Denied by Department of Human Resources Date 10109

Date

Date

Approved/Denied by Finance and Management

Approved/Denied by Secretary of Administration

Comments:

1 . *	-	Trae	king (= 8 ~ · ·		Form ESR-2
ARRA ACTIVITY ACC	EPTANC REOL		RRA Comn	etitive Grant	Other A	RRA Activity
			(Alternate Fo			t to AA-1 Process)
Revision? 🗌 Yes	Revision Date		(Alternate FU	іш АА-1)	(Inor subjec	t to AA-1 Process)
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BASIC ARRA INFORM		r			<u>-,,,,,,,, </u>	<u>interest</u>
1. Agency (ARRA-F):		•	2. Departm	ent (ARRA-F): Pub	lic Service:0224	0
3. ARRA Activity (ARRA	· · · · · · · · · · · · · · · · · · ·	X			de (ARRA 2-1): 81	3312
4. Legal Title of Grant			vation Block C		·	
4a. Federal Agency Aw	ard # (ARRA-B): I	DE-EE0000859		4b. CFDA # (<i>i</i>	ARRA-E): 81.128	} · · ·
5. Federal (or VT) Fun	ding Agency (ARI	RA-A): U.S. D	epartment of Er	nergy	5a. A	ward Date:?
6. Award Amount or B		/17,606.20		6a. Check if t	his amount is a	n estimate: 🛛
7. Grant Period (ARRA-I	^{H)} 9/21/09	•	To:	9/2	20/12	
From: 7a. Date by which ARE	A funds must h			Within 18 month	a of data of area	rd and /an
Spent by Date: 36 mont	· · · · · · · · · · · · · · · · · · ·	Ų	teu by Date:		s of date of awa	ra and/or 🖂
8. Purpose of Grant/AI						
This program area will a			cessary to acco	mplish administ	rative, financial	, technical and
program-related tasks.			·		:	· · · · · · · · · · · · · · · · · · ·
9. Impact on existing p					· · ·	· · · ·
There would be signific	······································	release of ARRA	A lunds due to	starring snortage	es	
10. BUDGET INFORM						
<i>.</i> .	←Sta	ite Fiscal Year	→	←Federal] -	Fiscal Year	
		· ·	SFY 2011			
Fiscal Year	SFY 2009	SFY 2010	& Beyond	FFY 2009	FFY 2010	Comments
			·		·	\$263,474.10
Expenditures:						balance to be used
Personnel Costs	\$0	\$263,474.10	\$263,474.10	\$0	\$263,474.10	for FFY 2011
						\$62,500 balance to be used
3 rd Party Contracts	\$0	\$62,500	\$62,500	\$0	\$62,500	in FFY 2011
Operating Expenses	\$0	- \$32,829	\$32,829	\$ 0	\$32,829	\$32,829
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			., \$ ***		\$	· .
Grants/Sub-Awards	. The contraction					
Grants/ Sub-Awarus	Φ U	•			· ·	\$358,803.10
						balance to be used
Total	\$0	\$358,803.10	\$358,803.10	\$0	\$358,803.10	in FFY 2011
<u>Revenues:</u> State Funds:	\$0	\$	\$	\$	\$	
Cash	\$0	\$	\$	<u>ъ</u> \$	\$ \$	
In-Kind	\$0	\$	\$	\$	\$.	
ARRA Federal Funds:	\$0	\$	\$	\$	\$	
						\$358,803.10
				I 1		
(Direct Costs)	\$0	\$358,803.10	\$358,803.10	\$0	\$358,803.10	balance to be used in FFY 2011

For ESR U	The fol	Assigned ESR ector's Signature:			
15 SF (1					Date:
- 1 .	DET A DE AL		ed ONLY when	Form ESR-2 is used in liet	L of Form AA-1
LO. DECL	RETARY OF A	DMINISTRATION		<u></u>	• I • • • • • • • • • • • • • • • • •
Che	eck One Box:	(Secretary's signature or designed	e) .		Date:
	cepted			•	
		• . •		· · · ·	Date:
🗌 🗌 Reje	ected				
16. ACT	ION BY GOVI	ERNOR			
	eck One Box:	(Governor's signature or designed	e)	· · · ·	Date:
	juest to JFO		•		
	1	enten			Date:
□ Rej	ected				· .
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	· · · · · · · · · · · · · · · · · · ·		· · · ·		Date:
Sen Sen	t to JFO				
18. ARRA	A GRANT DOCI	UMENTATION REQUIR	ED (check all that	apply):	
Request Mem	no : approval (if applicable)	Grant Agreement Governor's Certification Notice of Donation (if an	(if applicable)	Grant (Project) Timeline (if a Request for Extension (if app Form AA-1PN attached (if a	plicable)

Request for Classification Action New or Vacant Positions EXISTING Job Class/Title ONLY Position Description Form C/Notice of Action

For Department of Personnel Use Only

				Date Received (Stamp)
Notice of Action #		· · · ·		
Action Taken:				
New Job Title			· · ·	
Current Class Code		New Class Code) 	
Current Pay Grade		New Pay Grade		
Current Mgt Level	B/U OT C	atEEO Cat	FLSA	
New Mgt Level	B/UOT C	atEEO Cat	FLSA	
Classification Analyst_	·	Date _		Effective Date:
Comments:	•		· · · .	Date Processed:
Willis Rating/Component		e & Skills: M Conditions: Te		: Accountability:

Position Information:

Incumbent: Vacant or New Position
Position Number: Current Job/Class Title: Grants Specialist
Agency/Department/Unit: Department of Public Service GUC: 36005
Pay Group: 36A Work Station: 112 State Street Montpelier Zip Code: 05620-2601
Position Type: 🔲 Permanent 🛛 Limited Service (end date) 11/31/2012
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: Sheri Rockcastle - 828-4084

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

New Position(s):

- a. REQUIRED: Allocation requested: Existing Class Code 521800 Existing Job/Class Title: Grants Specialist
- b. Position authorized by:

Position Description Form C
Page 2
Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)
Other (explain) Provide statutory citation if appropriate. The ARRA funds appropriated to the PSD will be transferred to the Clean Energy Development Fund and 10 V.S.A 6523 allows the PSD up to 5% of funds appropriated to be used for administration, in addition legislation passed in Bill S.1 allows the Clean Energy Development Fund Board to use up to 10% of ARRA funds for administrative purposes.
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: Manages and oversees state
and federal grants, monitors and approves program budget and ensures compliance with federal and state
regulations. Drafts proposals for acquisition of grant funds from the federal government and other sources.

Vocification Act

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

2. Provide a brief justification/explanation of this request: The PSD will be responsible for performing the administrative processing, federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for renewable energy and energy efficiency projects. These grants and the associated financial duties required to process payments and monitor financial activity will be handled by the PSD; the expected volume of activity is 10 times the normal volume. This position is essential for the PSD to effectively handle the increased workload associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.

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: Sheri Rockcastle, Administrative Services

6. Who should be contacted if there are questions about this position (provide name and phone number): Sheri Rockcastle - 828-4084

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).

Personnel Administrator's Signature (required)*

Date

Supervisor's Signature (required)*

Appointing Authority or Authorized Representative Signature (required)*

* Note: Attach additional information or comments if appropriate.

Date

Request for Classification Action

New or Vacant Positions

EXISTING Job Class/Title ONLY

Position Description Form C/Notice of Action

For Department of Personnel Use Only

		1. A.			Date Receive	d (Stamp)
Notice of Action #			·			
Action Taken:		• 	·			
New Job Title		· ·	·	·····		•
Current Class Code		·	New Class Code	e		
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	<u> </u>	
Classification Analyst_			Date	· · · · · · · · · · · · · · · · · · ·	_ Effective Date:	· · ·
Comments:					Date Processed:	
Willis Rating/Compone					ds: Accountabil	ity:
	· V	vorking Cond	itions: T	otal:		<u> </u>

Position Information:

Incumbent: Vacant or New Position
Position Number: Current Job/Class Title: Financial Specialist III
Agency/Department/Unit: Department of Public Service GUC: 36005
Pay Group: 36A Work Station: 112 State Street Montpelier Zip Code: 05620-2601
Position Type: Permanent Limited Service (end date) 11/31/2012
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: Sheri Rockcastle - 828-4084
Check the type of request (new or vacant position) and complete the appropriate section.
New Position(s):
DEOLURED: Allocation requested: Evisting Class Code 000049 Evisting Job/Class Tills

- a. REQUIRED: Allocation requested: Existing Class Code 089040 Existing Job/Class Title: Financial Specialist III
- b. Position authorized by:

Request for Classification Action Position Description Form C
Page 2
Joint Fiscal Office – JFO # Approval Date:
Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)
Other (explain) Provide statutory citation if appropriate. The ARRA funds appropriated to the PSD will be transferred to the Clean Energy Development Fund and 10 V.S.A 6523 allows the PSD up to 5% of funds appropriated to be used for administration, in addition legislation passed in Bill S.1 allows the Clean Energy Development Fund Board to use up to 10% of ARRA
funds for administrative purposes.
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: Performs technical accounting
duties such as making cost allocations to various cost centers and auditing financial documents for federal
programs, special projects, grants, and loans for compliance with specifications. Compiles financial data for
the preparation of financial reports. Assists in preparing budgets for programs. Prepares financial schedules.
Posts, balances and reconciles accounting records. Processes financial transactions, invoices, disbursements, receipts either manually or by data processing methods. Processes financial transactions, disbursements,
receipts either manually of by data processing methods. Processes mancial dansactions, dispursements, receipts, expenditures and fund transfer requests. Makes corrections in accounting records. Performs and
edits financial and statistical analysis for review. Prepares payroll. Maintains time and attendance records.
Maintains inventory records. Calculates accounting adjustments. Performs related duties as assigned.
2. Provide a brief justification/explanation of this request: The PSD will be responsible for performing the
administrative processing, federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for
renewable energy and energy efficiency projects. These grants and the associated financial duties required to
process payments and monitor financial activity will be handled by the PSD; the expected volume of activity is
10 times the normal volume. This position is essential for the PSD to effectively handle the increased workload
associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.

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: Sheri Rockcastle, Administrative Services

6. Who should be contacted if there are questions about this position (provide name and phone number): Sheri Rockcastle - 828-4084

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.

 \boxtimes Class specification (optional).

For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, etc.

Other supporting documentation such as memos regarding department reorganization, or further explanation regarding the need to reallocate a vacancy (if appropriate).

Personnel Administrator's Signature (required)*

Date

Supervisor's Signature (required)*

Appointing Authority or Authorized Representative Signature (required)*

* Note: Attach additional information or comments if appropriate.

11.20.2009

Date

JFO 2423

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources <u>must</u> be obtained <u>prior to</u> review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report <u>must</u> be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Department of Public Service Date: 11/02/09

Name and Phone (of the person completing this request): Sheri Rockcastle - 828-4084

Request is for:

 \boxtimes Positions funded and attached to a new grant.

Positions funded and attached to an existing grant approved by JFO #_____

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

US Dept of Energy Energy Efficiency and Conservation Block Grants under The American Recovery & Reinvestment Act (ARRA-EECBG)

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established <u>only</u> after JFC final approval:

Title* of Position(s) Requested	<u># of Positions</u>	Division/Program	Grant Funding Period/Anticipated End Date
Financial Specialist III	1	ARRA EECBG	12/01/09 to 11/31/12
Grants Specialist	2	ARRA EECBG	12/01/09 to 11/31/12

*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.

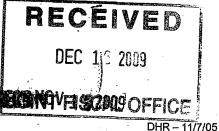
(Will use existing classified job specifications for the this position, types of work performed match the Financial Special III job specifications)

Positions requested:

Financial Specialist III - Job Code 08940 - Page Grade 21

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

The PSD will be responsible for performing the administrative processing, Federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for renewable energy and energy efficiency projects. These grants and the associated invoices will be processed through the PSD; the expected volume of activity is 10 times the normal volume. These positions are essential for the PSD to effectively handle the increased workload associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.



I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 /S).

of Department Head Signature of Agency 11/30/05 Molicy Faul Approved/Denied by Department of Human Resources Date 210109 Date Denied by Finance and Management Approved

Dat

Approved/Denied by Secretary of Administration

Comments:

1	-	That	king (e 8 -		Form ESR-2
ARRA ACTIVITY ACC	EPTANCE REO		ARRA Comm	etitive Grant	Other A	ARRA Activity
			(Alternate Fo	and the second		그는 것은 것을 잘 하는 것이 가지 않는 것이 없다.
Revision? 🗌 Yes	Revision Date		(Alternate Fu	гш АА-1)	(INOL SUDJE	ct to AA-1 Process)
	This form must	line i state di Allandia di	its entirety a	nd is required f	or:	
	I) acceptance of			•		8
	2) PRIOR to rec		방에 방법은 것 같은 전자에 있어?		d NO	100.
) PRIOR to rec					162000
NOTE: Incomplete						
BASIC ARRA INFORM		inited to depart		result in the dei	ay of spending a	authority release.
1. Agency (ARRA-F):			2. Departm	ent (ARRA-F): Pub	lic Service:022	40
3. ARRA Activity (ARR			inistration	3a. ARRA Co	de (ARRA 2-1): 8	
4. Legal Title of Grant	Energy Efficie	ncy and Conser	vation Block C	Brants	•	
4a. Federal Agency Av	vard # (ARRA-B): I	DE-EE0000859		4b. CFDA # (4	ARRA-E): 81.12	8
5. Federal (or VT) Fun	iding Agency (AR	RA-A): U.S. D	epartment of En	nergy	5a. A	ward Date:?
6. Award Amount or B	lest Estimate: \$"	717,606.20		6a. Check if t	his amount is a	n estimate: 🛛
7. Grant Period (ARRA-)	H) 9/21/0	9	To:	9/2	20/12	
From:	A funda must h					
7a. Date by which ARI Spent by Date: 36 mon			tied by Date:	Within 18 month	s of date of awa	rd and/or 🖂
8. Purpose of Grant/Al	RRA Narrative (ARRA 2-02):			· · · · · · · · · · · · · · · · · · ·	
This program area will	allow for funding	of positions ne	cessary to acco	omplish administ	rative, financial	, technical and
program-related tasks.	•• ••	•	•			
9. Impact on existing p There would be signific				staffing shortage	PC	
10. BUDGET INFORM			T Tunus due to	Summing shortug		
		ate Fiscal Year	````````````````````````````````	←Federal]	Fiscal Voar	T
				i eucrai -		
Fiscal Year	SFY 2009	SFY 2010	SFY 2011 & Beyond	FFY 2009	FFY 2010	Comments
· · ·	÷.	· · · · · · · · · · · · · · · · · · ·		· · · · · ·		
Expenditures:						\$263,474.10 balance to be used
Personnel Costs	\$0	\$263,474.10	\$263,474.10	\$0	\$263,474.10	for FFY 2011
						\$62,500
3 rd Party Contracts	\$0	\$62,500	\$62;500	\$0	\$62,500	balance to be used in FFY 2011
Operating Expenses	\$0	\$32,829	\$32,829	\$0	\$32,829	\$32,829
	·			A PARA	<u> </u>	
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			\$	Ψ	\$	
a material and a state to and	SO.					
Grants/Sub-Awards	\$0 -			· · · · · · ·		\$358,803.10
	, , , , , , , , , , , , , , , , , , ,					balance to be used
Total	\$0	\$358,803.10	\$358,803.10	\$0	\$358,803.10	in FFY 2011
Revenues:	<u>م</u> م	er.	¢	<u> </u>	<u>ф</u>	
State Funds: Cash	\$0 \$0	\$\$	<u>\$</u> \$	<u> \$ </u>	\$	· · ·
In-Kind	\$0	\$	\$	\$	<u> </u>	· · · · · · · · · · · · · · · · · · ·
ARRA Federal Funds:	\$0	\$	\$	\$	\$	
ARKA FEDERALFILLOS	1.04	.n · I	n	. h		
ARRA rederal runds:			·Φ	<u>.</u> Э	φ	\$358,803.10
(Direct Costs)	\$0	\$358,803.10	, \$358,803.10	ه \$0	\$358,803.10	\$358,803.10 balance to be used in FFY 2011

	28		·	<u>٦</u> .	· · · ·	Form ESR-2
	ESR Use Only: D	Assigned ESR irector's Signature:				Date:
		ollowing sections are require	ed ONLY when Form	ESR-2 is used in lie	1 of Form AA-	
15.5	SECRETARY OF	ADMINISTRATION				
	Check One Box: Accepted	(Secretary's signature or designed	e)			Date:
	Rejected					Date:
16.	ACTION BY GOV	/ERNOR		Line analis		
	Check One Box: Request to JFO	(Governor's signature or designed	e)	•		Date:
	Rejected			· .		Date:
17.9	SENT TO JFO					
	Sent to JFO				•••	Date:
18.	RRA GRANT DOO	CUMENTATION REQUIRI	ED (check all that apply):			
Dep	uest Memo t. project approval (if applicable) ce of Award	Grant Agreement Governor's Certification (Notice of Donation (if any		Grant (Project) Timeline (if a Request for Extension (if ap) Form AA-1PN attached (if a	olicable)	

Request for Classification Action New or Vacant Positions

EXISTING Job Class/Title ONLY

Position Description Form C/Notice of Action

For Department of Personnel Use Only

· · · · · ·		. · .	· .	•		Date Rec	eived (Stamp)
Notice of Action #				•			
Action Taken:	· ·	·					
New Job Title	. <u>.</u>					· .	•
Current Class Code		·	New Class	Code _		· · ·	
Current Pay Grade			New Pay C	Grade _		· .	:
Current Mgt Level	B/U _	OT Cat.	EEO C	;at	_FLSA		
New Mgt Level	B/U	OT Cat.	EEO C	at	_FLSA		
Classification Analyst_		<u> </u>	I	Date		Effective Date:	·
Comments:	•				· · ·	Date Processed:	
Willis Rating/Compone		Knowledge & Working Con		·	ntal Demands al:	: Account	ability:
Willis Rating/Compone				·		: Account	ability:

Position Information:

Incumbent: Vacant or New Position
Position Number: Current Job/Class Title: Grants Specialist
Agency/Department/Unit: Department of Public Service GUC: 36005
Pay Group: 36A Work Station: 112 State Street Montpelier Zip Code: 05620-2601
Position Type: Dermanent Z Limited Service (end date) 11/31/2012
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: Sheri Rockcastle - 828-4084

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

New Position(s):

- a. REQUIRED: Allocation requested: Existing Class Code 521800 Existing Job/Class Title: Grants Specialist
- b. Position authorized by:

·) () () () () () () () () () () () () ()
	Page 2
	Joint Fiscal Office – JFO # Approval Date:
	Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)
	Other (explain) Provide statutory citation if appropriate. The ARRA funds appropriated to
	the PSD will be transferred to the Clean Energy Development Fund and 10 V.S.A 6523 allows
	the PSD up to 5% of funds appropriated to be used for administration, in addition legislation
	passed in Bill S.1 allows the Clean Energy Development Fund Board to use up to 10% of ARRA
	funds for administrative purposes.
Π.	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 A	Il Requests:

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

2. Provide a brief justification/explanation of this request: The PSD will be responsible for performing the administrative processing, federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for renewable energy and energy efficiency projects. These grants and the associated financial duties required to process payments and monitor financial activity will be handled by the PSD; the expected volume of activity is 10 times the normal volume. This position is essential for the PSD to effectively handle the increased workload associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.

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: Sheri Rockcastle, Administrative Services Manager

6. Who should be contacted if there are questions about this position (provide name and phone number): Sheri Rockcastle - 828-4084

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).

Personnel Administrator's Signature (required)*

Date

Supervisor's Signature (required)*

Appointing Authority or Authorized Representative Signature (required)*

* Note: Attach additional information or comments if appropriate.

Date

Request for Classification Action

New or Vacant Positions

EXISTING Job Class/Title ONLY

Position Description Form C/Notice of Action

For Department of Personnel Use Only

			•	•		Date Rec	eived (Stamp)
Notice of Action #							• •	
Action Taken:			· · · · · · · · · · · · · · · · · · ·			• .		
New Job Title								
Current Class Code			New Class Cod	e				
Current Pay Grade		·	New Pay Grade	e	· .			
Current Mgt Level	_ B/U	OT Cat.	EEO Cat	FLSA	. ·	• •		
New Mgt Level	_ B/U	OT Cat.	EEO Cat	FLSA	 .		•	
Classification Analyst_			Date	· · · · · · · · · · · · · · · · · · ·	_ Effe	ctive Date:		·
Comments:			· ·		Date	Processed:	· · ·	
Willis Rating/Compone		nowledge & Vorking Con		/lental Demano Fotal:		Account	ability:	
				•				

Position Information:

Incumbent: Vacant or New Position
Position Number: Current Job/Class Title: Financial Specialist III
Agency/Department/Unit: Department of Public Service GUC: 36005
Pay Group: 36A Work Station: 112 State Street Montpelier Zip Code: 05620-2601
Position Type: Permanent Limited Service (end date) 11/31/2012
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: Sheri Rockcastle - 828-4084
Check the type of request (new or vacant position) and complete the appropriate section.
New Position(s):

- a. REQUIRED: Allocation requested: Existing Class Code 089040 Existing Job/Class Title: Financial Specialist III
- b. Position authorized by:

) Request for Classification Action Position Description Form	
	Position Description Form	
	Joint Fiscal Office – JFO # Approval Date:	2
÷.,	Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)	
	Other (explain) Provide statutory citation if appropriate. The ARRA funds appropriated to	
	the PSD will be transferred to the Clean Energy Development Fund and 10 V.S.A 6523 allows	
	the PSD up to 5% of funds appropriated to be used for administration, in addition legislation	
	passed in Bill S.1 allows the Clean Energy Development Fund Board to use up to 10% of ARRA	Ū.
	funds for administrative purposes.	3
	Turne for administratio perposed.	
	Vacant Position:	
	a. Position Number:	
	o. 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 I If Yes, please provide detailed information:	
For Al	Requests:	
-	he anticipated job duties and expectations; include all major job duties: Performs technical accounting	
duties	uch as making cost allocations to various cost centers and auditing financial documents for federal	

duties s programs, special projects, grants, and loans for compliance with specifications. Compiles financial data for the preparation of financial reports. Assists in preparing budgets for programs. Prepares financial schedules. Posts, balances and reconciles accounting records. Processes financial transactions, invoices, disbursements. receipts either manually or by data processing methods. Processes financial transactions, disbursements, receipts, expenditures and fund transfer requests. Makes corrections in accounting records. Performs and edits financial and statistical analysis for review. Prepares payroll. Maintains time and attendance records. Maintains inventory records. Calculates accounting adjustments. Performs related duties as assigned.

2. Provide a brief justification/explanation of this request: The PSD will be responsible for performing the administrative processing, federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for renewable energy and energy efficiency projects. These grants and the associated financial duties required to process payments and monitor financial activity will be handled by the PSD; the expected volume of activity is 10 times the normal volume. This position is essential for the PSD to effectively handle the increased workload associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.

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: Sheri Rockcastle, Administrative Services

6. Who should be contacted if there are questions about this position (provide name and phone number): Sheri Rockcastle - 828-4084

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.

 \boxtimes Class specification (optional).

For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, etc.

Other supporting documentation such as memos regarding department reorganization, or further explanation regarding the need to reallocate a vacancy (if appropriate).

Personnel Administrator's Signature (required)*

Date

Date

Supervisor's Signature (required)*

Appointing Authority or Authorized Representative Signature (required)*

* Note: Attach additional information or comments if appropriate.

11.20.2009

JFO 2423

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources <u>must</u> be obtained <u>prior to</u> review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report <u>must</u> be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Department of Public Service Date: 11/02/09

Name and Phone (of the person completing this request): Sheri Rockcastle - 828-4084

Request is for:

 \boxtimes Positions funded and attached to a new grant.

Positions funded and attached to an existing grant approved by JFO #_____

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

US Dept of Energy Energy Efficiency and Conservation Block Grants under The American Recovery & Reinvestment Act (ARRA-EECBG)

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established <u>only</u> after JFC final approval:

Title* of Position(s) Requested	# of Positions	Division/Program	Grant Funding Period/Anticipated End Date
Financial Specialist III	1	ARRA EECBG	12/01/09 to 11/31/12
Grants Specialist	2	ARRA EECBG	12/01/09 to 11/31/12

*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.

(Will use existing classified job specifications for the this position, types of work performed match the Financial Special III job specifications)

Positions requested:

Financial Specialist III - Job Code 08940 - Page Grade 21

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

The PSD will be responsible for performing the administrative processing, Federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for renewable energy and energy efficiency projects. These grants and the associated invoices will be processed through the PSD; the expected volume of activity is 10 times the normal volume. These positions are essential for the PSD to effectively handle the increased workload associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.



I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32)(S) Sec. 5(b).

//.20 Date or Department Head Signature of Adency 11/30/00 Molic, Coul Date Approved/Denied by Department of Human Resources 1210109 Date Denied by Finance and Management Approved Dat

Approved/Denied by Secretary of Administration

Comments:

DHR - 11/7/05

1	~	That	king (e 8		Form ESR-2	
ARRA ACTIVITY ACC	EPTANCE REQU		RRA Comp (Alternate Fo	etitive Grant rm AA-1)		RRA Activity at to AA-1 Process)	
INSTRUCTIONS: This form must be completed in its entirety and is required for:							
1) accentance of all ARRA Discretionary Grants and							
) PRIOR to rece		슬 이 이 비행되었다.		ı Nol	′_ <i>16200</i> 9 ₽	
3) PRIOR to receipts of all ARRA funding for Individual Entitlement Programs.							
NOTE: Incomplete forms will be returned to departments and will result in the delay of spending authority release. BASIC ARRA INFORMATION							
1. Agency (ARRA-F):				ent (ARRA-F): Pub	lic Service:0224	40	
3. ARRA Activity (ARR					de (ARRA 2-1): 81	3312	
4. Legal Title of Grant			vation Block C	1		D	
4a. Federal Agency Aw	· · · · · ·	· · · · ·		1 · · ·	ARRA-E): 81.12		
5. Federal (or VT) Fun 6. Award Amount or B			epartment of Er			ward Date:?	
7. Grant Period (ARRA-I	n	•		·•	his amount is a	n estimate: 🖂	
From:	9/21/09		To:		20/12		
7a. Date by which ARE Spent by Date: 36 mon			ted by Date: \	Within 18 month	s of date of awa	rd and/or 🛛	
8. Purpose of Grant/Al							
This program area will a program-related tasks.	allow for funding	of positions nee	cessary to acco	mplish administ	rative, financial	, technical and	
9. Impact on existing p							
There would be signific		release of ARRA	A funds due to	staffing shortage	es.		
10. BUDGET INFORM						T	
· · · ·	← Sta	ite Fiscal Year		←Federal] 	Fiscal Year		
Fiscal Year	SFY 2009	SFY 2010	SFY 2011 & Beyond	FFY 2009	FFY 2010	Comments	
Expenditures: Personnel Costs	\$0	\$263,474.10	\$263,474.10	\$0	\$263,474.10	\$263,474.10 balance to be used for FFY 2011	
					· .	\$62,500 balance to be used	
3 rd Party Contracts	\$0	\$62,500	\$62,500	\$0	\$62,500	in FFY 2011	
Operating Expenses	\$0	\$32,829	\$32,829	\$0	\$32,829	\$32,829	
· · · ·		- ++ \$		CA STATE			
			•	\$	¢		
and the second	Mar arts a fr		.		\$	· · ·	
Grants/Sub-Awards	\$0.						
						\$358,803.10 balance to be used	
Total	\$0	\$358,803.10	\$358,803.10	\$0	\$358,803.10	in FFY 2011	
Revenues:			<u>م</u>		<u>م</u>		
State Funds: Cash	· \$0 \$0	<u>\$</u> \$	\$	\$ \$	<u>\$</u> \$		
In-Kind	\$0	\$ <u>.</u>	\$	\$	\$.		
ARRA Federal Funds:	\$0	\$	\$	\$	\$	· · ·	
(Direct Costs)	\$0	\$358,803.10	\$358,803.10	ΦΛ	\$250 002 10	\$358,803.10 balance to be used	
(Difect Costs)	\$U	\$330,0U3.1U	φ330,003.10	\$0	\$358,803.10	in FFY 2011	

-	10				<u> </u>	· · · · ·	Form ESR
For F	SR Use Only:	Assigm Director's Sig	cu ESR nature:				Date:
			ctions are required ON	LY when Form	ESR-2 is used in lie	u of Form AA-	
15. 8	ECRETARY	OF ADMINIS	STRATION				
	Check One Bo Accepted	X: (Secretary'	s signature or designee)				Date:
	Rejected				• · ·		Date:
16. A	ACTION BY (GOVERNOR	1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 -		- a no traine. Note a trainer		24
	Check One Bo Request to JFC		s signature or designee)				Date:
	Rejected				· .		Date:
17. 5	SENT TO JFC)	napad Angeland Angeland				
	Sent to JFO			· · ·		· · ·	Date:
18. A	RRA GRANT	DOCUMENTA	TION REQUIRED (ch	eck all that apply):			
Dept	lest Memo . project approval (if applic ce of Award	able)	☐ Grant Agreement ☐ Governor's Certification (if applicab ☐ Notice of Donation (if any)	le) ∴	Grant (Project) Timeline (if Request for Extension (if ap Form AA-IPN attached (if	plicable)	

Request for Classification Action New or Vacant Positions EXISTING Job Class/Title ONLY

Position Description Form C/Notice of Action

For Department of Personnel Use Only

		· · ·	• • •			Date Rec	eived (Stamp)	
Notice of Action #				· ·				
Action Taken:	· · · ·					_		
New Job Title	<u> </u>					- · · ·	•	
Current Class Code		· · ·	New Clas	ss Code				
Current Pay Grade			New Pay	Grade		<u> </u>	· :	
Current Mgt Level	_ [.]	OT Cat.	EEO	Cat	FLSA			
New Mgt Level	_ B/U _	OT Cat.	EEO	Cat	FLSA	•	•	
Classification Analyst_		<u> </u>		_Date		Effective Date:	· .	_
Comments:	•		•		· · ·	Date Processed:		
Willis Rating/Compone		Knowledge & Norking Con			ntal Demands tal:	: Account	ability:	-
							. ,	

Position Information:

Incumbent: Vacant or New Position
Position Number: Current Job/Class Title: Grants Specialist
Agency/Department/Unit: Department of Public Service GUC: 36005
Pay Group: 36A Work Station: 112 State Street Montpelier Zip Code: 05620-2601
Position Type: Permanent Limited Service (end date) 11/31/2012
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: Sheri Rockcastle - 828-4084
Check the type of request (new or vacant position) and complete the appropriate section.
New Position(s):

- a. REQUIRED: Allocation requested: Existing Class Code 521800 Existing Job/Class Title: Grants Specialist
- b. Position authorized by:

		Position Description Form C
	•	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. The ARRA funds appropriated to the PSD will be transferred to the Clean Energy Development Fund and 10 V.S.A 6523 allows the PSD up to 5% of funds appropriated to be used for administration, in addition legislation passed in Bill S.1 allows the Clean Energy Development Fund Board to use up to 10% of ARRA funds for administrative purposes.
 ¹	Vac	cant Position:
` .	a.	Position Number:
	b.	Date position became vacant:
	c.	Current Job/Class Code: Current Job/Class Title:
	d.	REQUIRED: Requested (existing) Job/Class Code: Requested (existing) Job/Class Title:
· ·		Are there any other changes to this position; for example: change of supervisor, GUC, work station? Yes No If Yes, please provide detailed information:
For All	Red	quests:
1. List	the	anticipated job duties and expectations; include all major job duties: Manages and oversees state
and fec	leral	I grants, monitors and approves program budget and ensures compliance with federal and state
		Durthe number of the answer that finds from the federal any encount and other any of

Request for Classification Action

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

2. Provide a brief justification/explanation of this request: The PSD will be responsible for performing the administrative processing, federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for renewable energy and energy efficiency projects. These grants and the associated financial duties required to process payments and monitor financial activity will be handled by the PSD; the expected volume of activity is 10 times the normal volume. This position is essential for the PSD to effectively handle the increased workload associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.

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 \Box No \boxtimes

5. The name and title of the person who completed this form: Sheri Rockcastle, Administrative Services

6. Who should be contacted if there are questions about this position (provide name and phone number): Sheri Rockcastle - 828-4084

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.

 \boxtimes Class specification (optional).

For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, etc.

Other supporting documentation such as memos regarding department reorganization, or further explanation regarding the need to reallocate a vacancy (if appropriate).

Personnel Administrator's Signature (required)*

Date

Supervisor's Signature (required)*

Appointing Authority or Authorized Representative Signature (required)*

* Note: Attach additional information or comments if appropriate.

Date

Request for Classification Action New or Vacant Positions

EXISTING Job Class/Title ONLY

Position Description Form C/Notice of Action

For Department of Personnel Use Only

		•	•	Date Recei	ved (Stamp)
Notice of Action #	·				
Action Taken:	• ·		· <u>···</u>		• •
New Job Title		·	· · · · · · · · · · · · · · · · · · ·	•	
Current Class Code	Ne	w Class Code			
Current Pay Grade	Ne	w 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 & Ski Working Conditio			: Accountal	bility:

Position Information:

Incumbent: Vacant or New Position
Position Number: Current Job/Class Title: Financial Specialist III
Agency/Department/Unit: Department of Public Service GUC: 36005
Pay Group: 36A Work Station: 112 State Street Montpelier Zip Code: 05620-2601
Position Type: Permanent Limited Service (end date) 11/31/2012
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: Sheri Rockcastle - 828-4084
Check the type of request (new or vacant position) and complete the appropriate section.
New Position(s):
a. REQUIRED: Allocation requested: Existing Class Code 089040 Existing Job/Class Title: Financial Specialist III
b. Position authorized by:

) Request for Classification Action Position Description Form C
	Page 2
۰.	Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)
	Other (explain) Provide statutory citation if appropriate. The ARRA funds appropriated to the PSD will be transferred to the Clean Energy Development Fund and 10 V.S.A 6523 allows the PSD up to 5% of funds appropriated to be used for administration, in addition legislation passed in Bill S.1 allows the Clean Energy Development Fund Board to use up to 10% of ARRA funds for administrative purposes.
	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	I Requests:
•	
	the anticipated job duties and expectations; include all major job duties: Performs technical accounting
	such as making cost allocations to various cost centers and auditing financial documents for federal
<u> </u>	ms, special projects, grants, and loans for compliance with specifications. Compiles financial data for
	paration of financial reports. Assists in preparing budgets for programs. Prepares financial schedules.
Posts.	balances and reconciles accounting records. Processes financial transactions, invoices, disbursements,

receipts either manually or by data processing methods. Processes financial transactions, disbursements, receipts, expenditures and fund transfer requests. Makes corrections in accounting records. Performs and edits financial and statistical analysis for review. Prepares payroll. Maintains time and attendance records. Maintains inventory records. Calculates accounting adjustments. Performs related duties as assigned.

2. Provide a brief justification/explanation of this request: The PSD will be responsible for performing the administrative processing, federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for renewable energy and energy efficiency projects. These grants and the associated financial duties required to process payments and monitor financial activity will be handled by the PSD; the expected volume of activity is 10 times the normal volume. This position is essential for the PSD to effectively handle the increased workload associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.

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:

Page 3

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: Sheri Rockcastle, Administrative Services Manager

6. Who should be contacted if there are questions about this position (provide name and phone number): Sheri Rockcastle - 828-4084

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.

 \boxtimes Class specification (optional).

For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, etc.

Other supporting documentation such as memos regarding department reorganization, or further explanation regarding the need to reallocate a vacancy (if appropriate).

Personnel Administrator's Signature (required)*

Date

Date

Supervisor's Signature (required)*

Appointing Authority or Authorized Representative Signature (required)*

* Note: Attach additional information or comments if appropriate.

1.20.

TFO 2423

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

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources <u>must</u> be obtained <u>prior to</u> review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report <u>must</u> be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Department of Public Service Date: 11/02/09

Name and Phone (of the person completing this request): Sheri Rockcastle - 828-4084

Request is for:

 \boxtimes Positions funded and attached to a new grant.

Positions funded and attached to an existing grant approved by JFO #____

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

US Dept of Energy

Energy Efficiency and Conservation Block Grants under The American Recovery & Reinvestment Act (ARRA-EECBG)

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established <u>only</u> after JFC final approval:

Title* of Position(s) Requested	<u># of Positions</u>	Division/Program	Grant Funding Period/Anticipated End Date	
Financial Specialist III	1	ARRA EECBG	12/01/09 to 11/31/12	
Grants Specialist	2	ARRA EECBG	12/01/09 to 11/31/12	

*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.

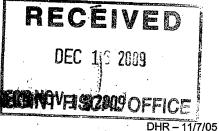
(Will use existing classified job specifications for the this position, types of work performed match the Financial Special III job specifications)

Positions requested:

Financial Specialist III - Job Code 08940 - Page Grade 21

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

The PSD will be responsible for performing the administrative processing, Federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for renewable energy and energy efficiency projects. These grants and the associated invoices will be processed through the PSD; the expected volume of activity is 10 times the normal volume. These positions are essential for the PSD to effectively handle the increased workload associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.



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

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32, 35). Sec. 5(b).

Date Signature of Agency of Department Head 11/30/00 Moley Faul y Approved/Denied by Department of Human Resources Date 10109

Date

12 Date

Approved/Denied by Finance and Management

Approved/Denied by Secretary of Administration

Comments:

l e se	-	That	king le	8		Form ESR-2
ARRA ACTIVITY ACCH	EPTANCE REQU	EST: A	RRA Comp	etitive Grant	Other A	RRA Activity
			(Alternate For	m AA-1)	(Not subject	to AA-1 Process)
Revision? 🗌 Yes	Revision Date:					
INSTRUCTIONS: T	his form must b	e completed in	its entirety a	nd is required fo) r:	
1)	acceptance of a	all ARRA Discr	etionary Gra	nts, and	Nou	
2)	PRIOR to rece	ipt of all ARRA	A Formula/Bl	ock Grants, and	1 101	16 2000
	PRIOR to rece	th Constraint Andrew Constraints (A. 1997) and the second se				
NOTE: Incomplete fo BASIC ARRA INFORMA		rned to departn	nents and will	result in the dela	iy of spending a	uthority release.
1. Agency (ARRA-F):				ent (ARRA-F): Pub	lic Service:0224	0
3. ARRA Activity (ARRA	1-01): EECBG-	Program Admi	nistration	· · · · · · · · · · · · · · · · · · ·	de (ARRA 2-1): 81	3312
4. Legal Title of Grant:			ation Block G		01.100	
4a. Federal Agency Awa				l	RRA-E): 81.128	
5. Federal (or VT) Fund			epartment of En			ward Date:?
6. Award Amount or B		17,606.20	1	6a. Check if t	his amount is a	n estimate: 🔀
7. Grant Period (ARRA-H From:) 9/21/09	Ð	To:	9/2	20/12	
7a. Date by which ARR	A funds must b	e: 🛛 Obligat	ted by Date: \	Vithin 18 month	s of date of awa	rd and/or 🛛
Spent by Date: 36 mont			- w/ ·			· · ·
8. Purpose of Grant/AR			•			
This program area will a	llow for funding	of positions nee	cessary to acco	mplish administ	rative, financial,	technical and
program-related tasks. 9. Impact on existing pr	ogram if grant	is not Accented	•	······································		· · · · · · · · · · · · · · · · · · ·
There would be signification	int delays in the	release of ARRA	A funds due to	staffing shortage	es.	
10. BUDGET INFORM	ATION					
	←Sta	ate Fiscal Year	>	←Federal]	Fiscal Year	
	<u> </u>	· · · · · · · · · · · · · · · · · · ·	SFY 2011		≯	
Fiscal Year	SFY 2009	SFY 2010	& Beyond	FFY 2009	FFY 2010	Comments
	*.			· ·		\$263,474.10
Expenditures:						balance to be used
Personnel Costs	\$0	\$263,474.10	\$263,474.10	\$0	\$263,474.10	for FFY 2011
						\$62,500 balance to be used
3 rd Party Contracts	\$0	\$62,500	\$62;500	\$0	\$62,500	in FFY 2011
Operating Expenses	\$0	• \$32,829 [*]	\$32,829	\$0	\$32,829	\$32,829
		12 A C				. *
		ч. Ф		\$	2	
		1. 1	S		\$	· .
Grants/Sub-Awards						<u> </u>
	, ·	•				\$358,803.10 balance to be used
Total	\$0	\$358,803.10	\$358,803.10	\$0	\$358,803.10	in FFY 2011
Revenues:	•					
State Funds:	<u>\$0</u>	\$	\$	\$	\$\$	· · ·
Cash In-Kind	\$0 \$0	\$\$	\$ \$	\$ \$	\$	
ARRA Federal Funds:		\$	\$	\$	\$	
AKKA FEUEFAI FUIIUS:		φ	ψ	φ	Ψ	\$358,803.10
				A	·· • • • • • • • • • • • • •	balance to be used
(Direct Costs)	\$0	\$358,803.10	\$358,803.10	\$0	\$358,803.10	in FFY 2011

Page 1 of 3

,	10		\sim				
For I	ESR Use Only:	Assigned ESR Director's Signature:				Date:	
	grand dike jawan ting yan	e following sections are require	d ONLY when Form F	SR-2 is used in lie	u of Form AA-1		
15.	SECRETARY	OF ADMINISTRATION					
	Check One Box Accepted	: (Secretary's signature or designee))	· ·		Date:	
	Rejected					Date:	
16.	ACTION BY G	OVERNOR	WILLIN A			1.0	
	Check One Boy Request to JFO	:: (Governor's signature or designee))			Date:	
	Rejected					Date:	
17.	SENT TO JFO						
	Sent to JFO				• .	Date:	
18. /	ARRA GRANT I	DOCUMENTATION REQUIRE	D (check all that apply):				
Dep	uest Memo t. project approval (if applica ice of Award	ble) Grant Agreement Governor's Certification (i Notice of Donation (if any)		Grant (Project) Timeline (if Request for Extension (if ap Form AA-1PN attached (if a	plicable)		

Request for Classification Action New or Vacant Positions EXISTING Job Class/Title ONLY

EXISTING JOD Class/The UNLT

Position Description Form C/Notice of Action

For Department of Personnel Use Only

		· · ·	• •	•		Date Rece	eived (Stamp	り
Notice of Action #			. <u>.</u>					
Action Taken:	, 	· · · ·			<u> </u>	· · · ·		
New Job Title	÷	<u> </u>				· · · ·	•	
Current Class Code		·	New Class	Code _				
Current Pay Grade			New Pay C	Grade _		, .	• :	
Current Mgt Level	B/U	OT Cat.	EEO C	;at	_FLSA	· .		
New Mgt Level	B/U	OT Cat.	EEO C	;at	_FLSA		2	:
Classification Analyst_			· [Date		Effective Date:		·
Comments:	•		· · ·		· · · .	Date Processed:		
Willis Rating/Compone		Knowledge & Working Con			ntal Demands: al:	Accounta	ıbility:	-
Willis Rating/Compone		•				· , .		_

Position Information:

Incumbent: Vacant or New Position
Position Number: Current Job/Class Title: Grants Specialist
Agency/Department/Unit: Department of Public Service GUC: 36005
Pay Group: 36A Work Station: 112 State Street Montpelier Zip Code: 05620-2601
Position Type: Permanent Limited Service (end date) 11/31/2012
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: Sheri Rockcastle - 828-4084

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

New Position(s):

- a. REQUIRED: Allocation requested: Existing Class Code 521800 Existing Job/Class Title: Grants Specialist
- b. Position authorized by:

	¹ Request for Classification Action Position Description Form C
	Page 2
	Joint Fiscal Office – JFO # Approval Date:
	Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)
	Other (explain) Provide statutory citation if appropriate. The ARRA funds appropriated to the PSD will be transferred to the Clean Energy Development Fund and 10 V.S.A 6523 allows the PSD up to 5% of funds appropriated to be used for administration, in addition legislation passed in Bill S.1 allows the Clean Energy Development Fund Board to use up to 10% of ARRA funds for administrative purposes.
 []'	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	I Requests:

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

2. Provide a brief justification/explanation of this request: The PSD will be responsible for performing the administrative processing, federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for renewable energy and energy efficiency projects. These grants and the associated financial duties required to process payments and monitor financial activity will be handled by the PSD; the expected volume of activity is 10 times the normal volume. This position is essential for the PSD to effectively handle the increased workload associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.

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 \Box No \boxtimes

5. The name and title of the person who completed this form: Sheri Rockcastle, Administrative Services

6. Who should be contacted if there are questions about this position (provide name and phone number): Sheri Rockcastle - 828-4084

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.

 \boxtimes Class specification (optional).

For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, etc.

Other supporting documentation such as memos regarding department reorganization, or further explanation regarding the need to reallocate a vacancy (if appropriate).

Personnel Administrator's Signature (required)*

Date

Supervisor's Signature (required)*

Appointing Authority or Authorized Representative Signature (required)*

* Note: Attach additional information or comments if appropriate.

Date

Request for Classification Action

New or Vacant Positions

EXISTING Job Class/Title ONLY

Position Description Form C/Notice of Action

For Department of Personnel Use Only

·					Date Rece	ived (Stamp)
Notice of Action #						(
Action Taken:		·	· · · · · · · · · · · · · · · · · · ·		· · ·	
New Job Title		. · ·	- 	······	· .	
Current Class Code			New Class Co	de	<u> </u>	
Current Pay Grade		<u> </u>	New Pay Gra	de	· ,	
Current Mgt Level	_ B/U	OT Cat.	EEO Cat.	FLSA	_	
New Mgt Level	_ B/U	OT Cat.	EEO Cat.	FLSA		
Classification Analyst_			Date	ə	Effective Date:	<u> </u>
Comments:		•		•	Date Processed:	· · · · ·
Willis Rating/Compone				Mental Deman Total:	ds: Accounta	bility:
	<u> </u>	<u> </u>	· ·	·	· · · · · · · · · · · · · · · · · · ·	

Position Information:

Incumbent: Vacant or New Position
Position Number: Current Job/Class Title: Financial Specialist III
Agency/Department/Unit: Department of Public Service GUC: 36005
Pay Group: 36A Work Station: 112 State Street Montpelier Zip Code: 05620-2601
Position Type: Permanent Limited Service (end date) 11/31/2012
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: Sheri Rockcastle - 828-4084

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

New Position(s):

- a. REQUIRED: Allocation requested: Existing Class Code 089040 Existing Job/Class Title: Financial Specialist III
- b. Position authorized by:

) Request for Classification Action Position Description Form C
	Page 2
	Joint Fiscal Office – JFO # Approval Date:
· .	Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)
·	Other (explain) Provide statutory citation if appropriate. The ARRA funds appropriated to the PSD will be transferred to the Clean Energy Development Fund and 10 V.S.A 6523 allows the PSD up to 5% of funds appropriated to be used for administration, in addition legislation passed in Bill S.1 allows the Clean Energy Development Fund Board to use up to 10% of ARRA
	funds for administrative purposes.
	acant Position:
a.	Position Number:
b.	Date position became vacant:
C.	Current Job/Class Code: Current Job/Class Title:
d.	REQUIRED: Requested (existing) Job/Class Code: Requested (existing) Job/Class Title:
e.	Are there any other changes to this position; for example: change of supervisor, GUC, work station? Yes 🗌 No 🛄 If Yes, please provide detailed information:
For All R	equests:
	e anticipated job duties and expectations; include all major job duties: Performs technical accounting thas making cost allocations to various cost centers and auditing financial documents for federal
	, special projects, grants, and loans for compliance with specifications. Compiles financial data for
	ration of financial reports. Assists in preparing budgets for programs. Prepares financial schedules.
Posts, bal	ances and reconciles accounting records. Processes financial transactions, invoices, disbursements,
	ither manually or by data processing methods. Processes financial transactions, disbursements,
the second se	expenditures and fund transfer requests. Makes corrections in accounting records. Performs and
the second se	ncial and statistical analysis for review. Prepares payroll. Maintains time and attendance records.
Maintains	inventory records. Calculates accounting adjustments. Performs related duties as assigned.
2. Provide	e a brief justification/explanation of this request: The PSD will be responsible for performing the
	ative processing, federal reporting, financial monitoring, and reporting duties associated with the
The subscription of the second division of th	CBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for
in the second se	energy and energy efficiency projects. These grants and the associated financial duties required to
	ayments and monitor financial activity will be handled by the PSD; the expected volume of activity is
	he normal volume. This position is essential for the PSD to effectively handle the increased workload
associated	d with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.

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). $\overline{N/A}$

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: Sheri Rockcastle, Administrative Services

6. Who should be contacted if there are questions about this position (provide name and phone number): Sheri Rockcastle - 828-4084

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).

Personnel Administrator's Signature (required)*

Date

Supervisor's Signature (required)*

Appointing Authority or Authorized Representative Signature (required)*

11.20.2009

Date

Date

* Note: Attach additional information or comments if appropriate.

TF() 2423

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

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources <u>must</u> be obtained <u>prior to</u> review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report <u>must</u> be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Department of Public Service Date: 11/02/09

Name and Phone (of the person completing this request): Sheri Rockcastle - 828-4084

Request is for:

 \boxtimes Positions funded and attached to a new grant.

Positions funded and attached to an existing grant approved by JFO #____

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

US Dept of Energy Energy Efficiency and Conservation Block Grants under The American Recovery & Reinvestment Act (ARRA-EECBG)

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established <u>only</u> after JFC final approval:

Title* of Position(s) Requested	# of Positions	Division/Program	Grant Funding Period/Anticipated End Date	
Financial Specialist III	1	ARRA EECBG	12/01/09 to 11/31/12	
Grants Specialist	2	ARRA EECBG	12/01/09 to 11/31/12	

*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.

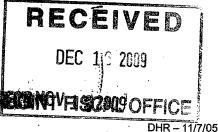
(Will use existing classified job specifications for the this position, types of work performed match the Financial Special III job specifications)

Positions requested:

Financial Specialist III - Job Code 08940 - Page Grade 21

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

The PSD will be responsible for performing the administrative processing, Federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for renewable energy and energy efficiency projects. These grants and the associated invoices will be processed through the PSD; the expected volume of activity is 10 times the normal volume. These positions are essential for the PSD to effectively handle the increased workload associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.



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

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32) SA Sec. 5(b).

ے ' Date Signature of Agency of Department Head 11/30/00 Molic, Faul ye Approved/Denied by Department of Human Resources Date 10109

Date

Date

Approved/Denied by Finance and Management

Approved/Denied by Secretary of Administration

Comments:

A	-	That	king (-8		Form ESR-2
ARRA ACTIVITY ACC	EPTANCE REQU	JEST: A	RRA Comp	etitive Grant	Other A	RRA Activity
			(Alternate Fo			t to AA-1 Process)
Revision? 🗌 Yes	Revision Date					
INSTRUCTIONS: T	his form must b	e completed in	its entirety a	nd is required f	or:	<u> </u>
) acceptance of :					
) PRIOR to rece				NOV	162009
	PRIOR to rece	49 - BURDEN		ol da son se ve ve	t itlem ent Progr	~ 0 <i>2000</i> ams
NOTE: Incomplete f						
BASIC ARRA INFORM		incu to ucparte	<u></u>	<u></u>	<u>-,</u>	tereney recouse.
1. Agency (ARRA-F):			2. Departm	ent (ARRA-F): Pub	lic Service:0224	0
3. ARRA Activity (ARRA					de (ARRA 2-1): 81	3312
4. Legal Title of Grant:	Energy Efficient	ncy and Conserv	ation Block G	rants	•	· · · · · · · · · · · · · · · · · · ·
4a. Federal Agency Aw	ard # (ARRA-B): I	DE-EE0000859	· · · · · · · · · · · · · · · · · · ·	4b. CFDA # (4	ARRA-E): 81.128	l
5. Federal (or VT) Fun	ding Agency (ARI	RA-A): U.S. D	epartment of Er	lergy	5a. Av	ward Date:?
6. Award Amount or B	est Estimate: \$7	17,606.20		6a. Check if t	his amount is a	n estimate: 🛛
7. Grant Period (ARRA-H	^{F)} 9/21/09	,)	To:	9/2	20/12	-
From:	A funda muat h		. L	Vithin 18 month	a of data of aire	rd and/an M
7a. Date by which ARR Spent by Date: 36 mont			ted by Date:			
8. Purpose of Grant/AR						
This program area will a	allow for funding	of positions nee	cessary to acco	mplish administ	rative, financial,	, technical and
program-related tasks. 9. Impact on existing pr	rogram if grant	is not Acconted				
There would be signification				staffing shortage	es.	
10. BUDGET INFORM				88		
		te Fiscal Year	→	←Federal	Fiscal Year	
					>	
Fiscal Year	SFY 2009	SFY 2010	SFY 2011 & Beyond	FFY 2009	FFY 2010	Comments
		<u> </u>			·	\$263,474.10
Expenditures:						balance to be used
Personnel Costs	\$0	\$263,474.10	\$263,474.10	\$0	\$263,474.10	for FFY 2011
						\$62,500 balance to be used
3 rd Party Contracts	\$0	\$62,500	\$62,500	\$0	\$62,500	in FFY 2011
Operating Expenses	\$0	\$32,829	\$32,829	\$0	\$32,829	\$32,829
		s Here	A BROWN AND			
×		Ψ		\$	*	
		in the state			\$	· ·
-Grants/Sub-Awards	So.					
CAURTON DUD I STITUE GU		· · · · · · · · · · · · · · · · · · ·	· ·		· · ·	\$358,803.10
			60 CD 000 10		Ø3 50 800 10	balance to be used
Total Powonues:	\$0	\$358,803.10	\$358,803.10	\$0	\$358,803.10	in FFY 2011
Revenues: State Funds:	\$0	\$	\$	\$	\$	
Cash	\$0	\$	\$	\$	\$	
In-Kind	\$0	\$ <u>.</u>	\$	\$	\$.	
ARRA Federal Funds:	\$0	\$	\$	\$	\$	
				•	·	\$358,803.10
(Direct Costs)	\$0	\$358,803.10	\$358,803.10	\$0	\$358,803.10	balance to be used in FFY 2011
	ΨΥ	ψυυυ;ουυ.τυ	ψυυυ,ουυ.10	ψŲ	ψυυυ,ουυ.τυ	MITI 7 7011

Page 1 of 3

18				<u>}.</u>	Form ES1
For ESR Use Only	y: Dir	Assigned ESR ector's Signature:			Date:
	The fol	lowing sections are required ON	LY when Form ESR-	2 is used in lieu of F	orm AA-1
15. SECRETA	RY OF A	DMINISTRATION			
Check One Accepted	e Box:	(Secretary's signature or designee)			Date:
Rejected	<u> </u>				Date:
16. ACTION B	N GOV	ERNOR			
Check One Request to	e Box:	(Governor's signature or designee)			Date:
Rejected					Date:
17. SENT TO .	JFO				
Sent to JF			•		Date:
18. ARRA GRA	NT DOC	UMENTATION REQUIRED (c	heck all that apply):		
Request Memo Dept. project approval (in Notice of Award		Grant Agreement Governor's Certification (if applic Notice of Donation (if any)	able) Gr.	ant (Project) Timeline (if applicable quest for Extension (if applicable) rm AA-1PN attached (if applicable)	
					· · ·

Request for Classification Action New or Vacant Positions EXISTING Job Class/Title ONLY

Position Description Form C/Notice of Action

For Department of Personnel Use Only

		· · ·	• •			Date Re	eceived (Starr	np)
Notice of Action #		<u></u>		· ·				
Action Taken:		···				- ·	· · ·	
New Job Title								
Current Class Code		······	New Clas	ss 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_		<u> </u>		_Date		Effective Date:		••
Comments:	•		· .		· · ·	Date Processe	:d:	
Willis Rating/Compone	nts:	Knowledge & Working Con			ntal Demands tal:	s: Accou	ntability:	
					• • •		•	

Position Information:

Incumbent: Vacant or New Position
Position Number: Current Job/Class Title: Grants Specialist
Agency/Department/Unit: Department of Public Service GUC: 36005
Pay Group: 36A Work Station: 112 State Street Montpelier Zip Code: 05620-2601
Position Type: Permanent Limited Service (end date) 11/31/2012
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: Sheri Rockcastle - 828-4084

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

New Position(s):

- a. REQUIRED: Allocation requested: Existing Class Code 521800 Existing Job/Class Title: Grants Specialist
- b. Position authorized by:

Position Description Actio, Position Description Forma	2
Doint Fiscal Office – JFO # Approval Date:	2.
Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)	
Other (explain) Provide statutory citation if appropriate. The ARRA funds appropriated to the Clean Energy Development Fund and 10 V.S.A 6523 allows	•
the PSD up to 5% of funds appropriated to be used for administration, in addition legislation	
passed in Bill S.1 allows the Clean Energy Development Fund Board to use up to 10% of ARRA]
funds for administrative purposes.	3
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: Manages and oversees state	
and federal grants, monitors and approves program budget and ensures compliance with federal and state	
regulations. Drafts proposals for acquisition of grant funds from the federal government and other sources.	
Reviews and advises on programmatic requirements for grant applications and assists in the development of	

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

2. Provide a brief justification/explanation of this request: The PSD will be responsible for performing the administrative processing, federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for renewable energy and energy efficiency projects. These grants and the associated financial duties required to process payments and monitor financial activity will be handled by the PSD; the expected volume of activity is 10 times the normal volume. This position is essential for the PSD to effectively handle the increased workload associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.

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 \square No \boxtimes

5. The name and title of the person who completed this form: Sheri Rockcastle, Administrative Services

6. Who should be contacted if there are questions about this position (provide name and phone number): Sheri Rockcastle - 828-4084

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.

 \boxtimes Class specification (optional).

For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, etc.

Other supporting documentation such as memos regarding department reorganization, or further explanation regarding the need to reallocate a vacancy (if appropriate).

Personnel Administrator's Signature (required)*

Date

Supervisor's Signature (required)*

Appointing Authority or Authorized Representative Signature (required)*

* Note: Attach additional information or comments if appropriate.

Date

Request for Classification Action

New or Vacant Positions

EXISTING Job Class/Title ONLY

Position Description Form C/Notice of Action

For Department of Personnel Use Only

		1. A.		•			Date Rece	ived (Stamp)	
Notice of Action #	·		·	-			:		
Action Taken:	,		`	•	<u></u>		· .	· ·	
New Job Title			•	3			•		
Current Class Code			New Clas	ss 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 _	· .	Effe	ective Date:	·	
Comments:					•	Dat	e Processed:	· · ·	
Willis Rating/Component		owledge & orking Conc					Accounta	bility:	
		<u> </u>			· .		··		

Position Information:

Incumbent: Vacant or New Position
Position Number: Current Job/Class Title: Financial Specialist III
Agency/Department/Unit: Department of Public Service GUC: 36005
Pay Group: 36A Work Station: 112 State Street Montpelier Zip Code: 05620-2601
Position Type: 🔲 Permanent 🛛 Limited Service (end date) 11/31/2012
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: Sheri Rockcastle - 828-4084

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

New Position(s):

- a. REQUIRED: Allocation requested: Existing Class Code 089040 Existing Job/Class Title: Financial Specialist III
- b. Position authorized by:

1				1)	F		Classification Action Description Form C
			Laint Eined		~ # []		-t [٦		Page 2
			Joint Fisca	al Office – JF	0#	Approval D				
۰.			Legislature	e – Provide s	tatutory cita	tion (e.g. Ac	ct XX, Sect	ion XXX(x	x), XXXX ε	session)
		\boxtimes							فغالية ومعانيه وجهيا الأكار	appropriated to
		·		لتفريحها كالبتر متغنيته والكوي بتباريهم						A 6523 allows
		the second se	the second s	5% of funds		the second s				and the second se
			and the second	نكبهي أكلاك كالتشنين الكرايي البيهي		ergy Develo	pment Fun	d Board to	o use up t	o 10% of ARRA
		fun	ds for admi	nistrative pu	rposes.					·
			·							
	Va	cant Po	sition							-
	.¥ G					•				
	a.	Positio	n Number:		•				•	
	b.	Date po	osition beca	me vacant:						•
•	с.	Current	t Job/Class	Code:	Current	Job/Class Ti	itle:]		
	d.	REQUI	RED: Requ	uested (exist	ing) Job/Cla	ass Code: [Req	uested (e	xisting) Jo	b/Class Title:
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2. Provide a brief justification/explanation of this request: The PSD will be responsible for performing the administrative processing, federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for renewable energy and energy efficiency projects. These grants and the associated financial duties required to process payments and monitor financial activity will be handled by the PSD; the expected volume of activity is 10 times the normal volume. This position is essential for the PSD to effectively handle the increased workload associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.

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). $\overline{N/A}$

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 NoX

5. The name and title of the person who completed this form: Sheri Rockcastle, Administrative Services

6. Who should be contacted if there are questions about this position (provide name and phone number): Sheri Rockcastle - 828-4084

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.

 \boxtimes Class specification (optional).

For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, etc.

Other supporting documentation such as memos regarding department reorganization, or further explanation regarding the need to reallocate a vacancy (if appropriate).

Personnel Administrator's Signature (required)*

Date

Date

Supervisor's Signature (required)*

Appointing Authority or Authorized Representative Signature (required)*

* Note: Attach additional information or comments if appropriate.

1.20.20

JFU 2423

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

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources <u>must</u> be obtained <u>prior to</u> review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report **must** be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Department of Public Service Date: 11/02/09

Name and Phone (of the person completing this request): Sheri Rockcastle - 828-4084

Request is for:

Positions funded and attached to a new grant.

Positions funded and attached to an existing grant approved by JFO #____

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

US Dept of Energy Energy Efficiency and Conservation Block Grants under The American Recovery & Reinvestment Act (ARRA-EECBG)

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established <u>only</u> after JFC final approval:

Title* of Position(s) Requested	# of Positions	Division/Program	Grant Funding Period/Anticipated End Date
Financial Specialist III	1	ARRA EECBG	12/01/09 to 11/31/12
Grants Specialist	2	ARRA EECBG	12/01/09 to 11/31/12

*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.

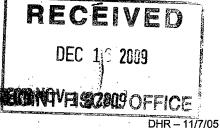
(Will use existing classified job specifications for the this position, types of work performed match the Financial Special III job specifications)

Positions requested:

Financial Specialist III -- Job Code 08940 -- Page Grade 21

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

The PSD will be responsible for performing the administrative processing, Federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for renewable energy and energy efficiency projects. These grants and the associated invoices will be processed through the PSD; the expected volume of activity is 10 times the normal volume. These positions are essential for the PSD to effectively handle the increased workload associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.



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

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32) SA Sec. 5(b).

Signature of Agency of Department Head

Date 11/30/00

Approved/Denied by Department of Human Resources

Date 1210109

Date

Date

Approved/Denied by Finance and Management

Approved/Denied by Secretary of Administration

Comments:

ARRA ACTIVITY ACCEPTANCE REC Revision? Yes Revision Data INSTRUCTIONS: This form must 1) acceptance o 2) PRIOR to re 3) PRIOR to re 3) PRIOR to re NOTE: Incomplete forms will be re BASIC ARRA INFORMATION 1. 1. Agency (ARRA-F): 3. 3. ARRA Activity (ARRA 1-01): EECBG 4. Legal Title of Grant [Energy Efficidies 4a. Federal Agency Award # (ARRA-B): 5. 5. Federal (or VT) Funding Agency (Aigency (Aigency)) 6. 6. Award Amount or Best Estimate: 7. 7. Grant Period (ARRA-H) 9/21/ From: 9/21/ 7a. Date by which ARRA funds must Spent by Date: 36 months of date of av 8. Purpose of Grant/ARRA Narrative This program area will allow for fundim program-related tasks. 9. Impact on existing program if gran There would be significant delays in the 10. BUDGET INFORMATION Expenditures: \$0 Personnel Costs \$0 3 rd Party Contracts \$0 Grants/Sub-Awards \$0 Grants/Sub-Awards \$0	be completed i i all ARRA Dis ceipt of all ARI ceipts of all ARI ceipts of all ARI ceipts of all ARI urned to depar - Program Adn ency and Conse DE-EE0000859 RRA-A): U.S. 1 S717,606.20 D9 be: Oblig vard (ARRA 2-02): g of positions no t is not Accepte e release of ARR	(Alternate Formula (Alternate Formula (Alternate Formula (Alternate)) cretionary Gr A Formula (Alternation) (Alternation) (Alternation) (Alternation) (Alternate)	and is required ants, and lock Grants, an or Individual Ed I result in the de nent (ARRA-F): Pul 3a. ARRA C Grants 4b. CFDA # nergy 6a. Check if 1 9/ Within 18 month omplish adminis	(Not subject for: d ntitlement Prog lay of spending blic Service:022 ode (ARRA 2-1): 8 (ARRA-E): 81.12 5a. A this amount is a 20/12 hs of date of awa trative, financial ges.	authority release. 40 13312 8 ward Date:? in estimate: 🛛
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Operating Expenses \$0 Grants/Sub-Awards \$0	\$62,500	\$62;500	\$0	\$62,500	\$62,500 balance to be used in FFY 2011
Grants/Sub-Awards \$0	\$32,829			\$32,829	\$32,829
	\$ 11 S	\$	\$	\$	
Total \$0	1. No. 10				
Total \$0					\$358,803.10 balance to be used
Revenues:		\$358,803.10	\$0	\$358,803.10	in FFY 2011
State Funds: \$0	\$358,803.10	I.	4		
Cash \$0 In-Kind \$0	\$	\$	\$	\$	· · · ·
	\$ \$	\$	\$	\$	
ARRA Federal Funds: \$0 (Direct Costs) \$0	\$				

	14)) ·		FORM ESK-2
For F	SR Use Only:		Assigned ESR or's Signature:				Date:
		The follow	ing sections are rec	juired ONLY when F	orm ESR-2 is used in l	ieu of Form AA-1	
15. 5	SECRETARY	OF AD	MINISTRATION				
	Check One Bo Accepted	DX: (S	ecretary's signature or des	signee)			Date:
	Rejected	-	······································	~~ · · ·		· · · · · · · · · · · · · · · · · · ·	Date:
16.	CTION BY	GOVER	NOR				
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	Rejected			· · · · · ·			Date:
17.8	ENT TO JFO)					
	Sent to JFO					· · · ·	Date:
18. A	RRA GRANT	DOCUM	ENTATION REQU	JIRED (check all that ap	ply):		
Dept.	est Memo project approval (if applic e of Award	cable)	Grant Agreement Governor's Certific Notice of Donation		Grant (Project) Timeline Request for Extension (if Form AA-1PN attached (applicable)	

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

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Position Information:

Incumbent: Vacant or New Position
Position Number: Current Job/Class Title: Grants Specialist
Agency/Department/Unit: Department of Public Service GUC: 36005
Pay Group: 36A Work Station: 112 State Street Montpelier Zip Code: 05620-2601
Position Type: Permanent Limited Service (end date) 11/31/2012
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: Sheri Rockcastle - 828-4084

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

New Position(s):

- a. REQUIRED: Allocation requested: Existing Class Code 521800 Existing Job/Class Title: Grants Specialist
- b. Position authorized by:

Position Description Form	;
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. The ARRA funds appropriated to the PSD will be transferred to the Clean Energy Development Fund and 10 V.S.A 6523 allows the PSD up to 5% of funds appropriated to be used for administration, in addition legislation passed in Bill S.1 allows the Clean Energy Development Fund Board to use up to 10% of ARRA funds for administrative purposes.	
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: Manages and oversees state	
and federal grants, monitors and approves program budget and ensures compliance with federal and state	
regulations. Drafts proposals for acquisition of grant funds from the federal government and other sources	

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

2. Provide a brief justification/explanation of this request: The PSD will be responsible for performing the administrative processing, federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for renewable energy and energy efficiency projects. These grants and the associated financial duties required to process payments and monitor financial activity will be handled by the PSD; the expected volume of activity is 10 times the normal volume. This position is essential for the PSD to effectively handle the increased workload associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.

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 \Box No \boxtimes

5. The name and title of the person who completed this form: Sheri Rockcastle, Administrative Services

6. Who should be contacted if there are questions about this position (provide name and phone number): Sheri Rockcastle - 828-4084

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.

 \boxtimes Class specification (optional).

For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, etc.

Other supporting documentation such as memos regarding department reorganization, or further explanation regarding the need to reallocate a vacancy (if appropriate).

Personnel Administrator's Signature (required)*

Date

Supervisor's Signature (required)*

Appointing Authority or Authorized Representative Signature (required)*

* Note: Attach additional information or comments if appropriate.

Date

Request for Classification Action New or Vacant Positions

EXISTING Job Class/Title ONLY

Position Description Form C/Notice of Action

For Department of Personnel Use Only

						Date Rece	elved (Stamp)
Notice of Action #			<u></u>				
Action Taken:		·	· · · · · · · · · · · · · · · · · · ·			· ,	• •
New Job Title	•		·			•	
Current Class Code			New Class C	ode			· · ·
Current Pay Grade		. <u> </u>	New Pay Gra	ade	· .		· ·
Current Mgt Level	_ B/U	OT Cat.	EEO Cat	FLSA	. •	• •	· · · ·
New Mgt Level	_ B/U	OT Cat.	EEO Cat	FLSA	·		
Classification Analyst_			Da	te	Effec	tive Date:	- -
Comments:			· ·		Date	Processed:	· · · ·
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Position Information:

Incumbent: Vacant or New Position
Position Number: Current Job/Class Title: Financial Specialist III
Agency/Department/Unit: Department of Public Service GUC: 36005
Pay Group: 36A Work Station: 112 State Street Montpelier Zip Code: 05620-2601
Position Type: Permanent Limited Service (end date) 11/31/2012
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: Sheri Rockcastle - 828-4084

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

New Position(s):

- a. REQUIRED: Allocation requested: Existing Class Code 089040 Existing Job/Class Title: Financial Specialist III
- b. Position authorized by:

Request for Classification Action
Position Description Form C
Page 2

		Joint Fiscal Office – JFO # Approval Date:
• .		Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)
		Other (explain) Provide statutory citation if appropriate. The ARRA funds appropriated to
		the PSD will be transferred to the Clean Energy Development Fund and 10 V.S.A 6523 allows
		the PSD up to 5% of funds appropriated to be used for administration, in addition legislation
		passed in Bill S.1 allows the Clean Energy Development Fund Board to use up to 10% of ARRA
		funds for administrative purposes.
	Va	acant Position:
	a.	Position Number:
	b.	Date position became vacant:
	c.	Current Job/Class Code: Current Job/Class Title:
	d.	REQUIRED: Requested (existing) Job/Class Code: Requested (existing) Job/Class Title:
	e.	Are there any other changes to this position; for example: change of supervisor, GUC, work station? Yes No If Yes, please provide detailed information:
For A	AI Re	equests:
		anticipated job duties and expectations; include all major job duties: Performs technical accounting
م م الله ، إما		has making east allocations to various east contars and auditing financial desumants for federal

1: L duties such as making cost allocations to various cost centers and auditing financial documents for federal programs, special projects, grants, and loans for compliance with specifications. Compiles financial data for the preparation of financial reports. Assists in preparing budgets for programs. Prepares financial schedules. Posts, balances and reconciles accounting records. Processes financial transactions, invoices, disbursements, receipts either manually or by data processing methods. Processes financial transactions, disbursements, receipts, expenditures and fund transfer requests. Makes corrections in accounting records. Performs and edits financial and statistical analysis for review. Prepares payroll. Maintains time and attendance records. Maintains inventory records. Calculates accounting adjustments. Performs related duties as assigned.

2. Provide a brief justification/explanation of this request: The PSD will be responsible for performing the administrative processing, federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for renewable energy and energy efficiency projects. These grants and the associated financial duties required to process payments and monitor financial activity will be handled by the PSD; the expected volume of activity is 10 times the normal volume. This position is essential for the PSD to effectively handle the increased workload associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.

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: Sheri Rockcastle, Administrative Services Manager

6. Who should be contacted if there are questions about this position (provide name and phone number): Sheri Rockcastle - 828-4084

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.

 \boxtimes Class specification (optional).

For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, etc.

Other supporting documentation such as memos regarding department reorganization, or further explanation regarding the need to reallocate a vacancy (if appropriate).

Personnel Administrator's Signature (required)*

Date

Supervisor's Signature (required)*

Appointing Authority or Authorized Representative Signature (required)*

* Note: Attach additional information or comments if appropriate.

11.20.20

Date