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
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
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; nlavery@leg.state.vt.us) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by January 6 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
STATE OF VERMONT
Joint Fiscal Committee Review
Limited Service - Grant Funded
Position Request Form

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

Agency/Department: 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 only after JFC final approval:

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

*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 position, types of work performed match the Financial Specialist 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.

RECEIVED
DEC 1 2009

DHR – 11/7/05
I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b).

Signature of Agency or Department Head Date 11/20/09

Approved/Denied by Department of Human Resources Date 11/20/09

Approved/Denied by Finance and Management Date 12/9/05

Approved/Denied by Secretary of Administration Date

Comments:
INSTRUCTIONS: This form must be completed in its entirety and is required for:
1) acceptance of all ARRA Discretionary Grants, and
2) PRIOR to receipt of all ARRA Formula/Block Grants, and
3) PRIOR to receipt 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 ARRANGEMENT INFORMATION

1. **Agency (ARRA-F):**
2. **Department (ARRA-F):** Public Service: 02240
3. **ARRA Activity (ARRA 1-01):** EECPG - Program Administration
4a. **ARRA Code (ARRA 2-1):** 813312
5a. **Award Date:**
6. **Award Amount or Best Estimate:** $717,606.20
6a. **Check if this amount is an estimate:**
7. **Grant Period (ARRA-H):** From: 9/21/09 To: 9/20/12
7a. **Date by which ARRA funds must be Obligated by Date:** Within 18 months of date of award and/or
   **Spent by Date:** 36 months of date of award
8. **Purpose of Grant/ARRA Narrative (ARRA 2-02):** This program area will allow for funding of positions necessary to accomplish administrative, financial, technical and program-related tasks.
9. **Impact on existing program if grant is not Accepted:** There would be significant delays in the release of ARRA funds due to staffing shortages.
10. **BUDGET INFORMATION**

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<td><strong>Total</strong></td>
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<td>$358,803.10</td>
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<tr>
<td><strong>Revenues:</strong></td>
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<td>$358,803.10 balance to be used in FFY 2011</td>
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<td>State Funds:</td>
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<td>(Direct Costs)</td>
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15. SECRETARY OF ADMINISTRATION

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<th>Check One Box:</th>
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<tr>
<td>Rejected</td>
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</tr>
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16. ACTION BY GOVERNOR

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<tr>
<td>Rejected</td>
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17. SENT TO JFO

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18. ARRA GRANT DOCUMENTATION REQUIRED (check all that apply):

<table>
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<tr>
<th>Request Memo</th>
<th>Grant Agreement</th>
<th>Grant (Project) Timeline (if applicable)</th>
<th>Grant (Project) Timeline (if applicable)</th>
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<tr>
<td>Dept. project approval (if applicable)</td>
<td>Governor's Certification (if applicable)</td>
<td>Request for Extension (if applicable)</td>
<td>Form AA-1PN attached (if applicable)</td>
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<tr>
<td>Notice of Award</td>
<td>Notice of Donation (if any)</td>
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</tbody>
</table>
Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
Position Description Form C/Notice of Action
For Department of Personnel Use Only

Notice of Action # __________________________
Action Taken: ______________________________________________________
New Job Title ______________________________________________________
Current Class Code _______ New Class Code __________
Current Pay Grade _______ New Pay Grade __________
Current Mgt Level _______ B/U ______ OT Cat. ______ EEO Cat. ______ FLSA ______
New Mgt Level _______ B/U ______ OT Cat. ______ EEO Cat. ______ FLSA ______
Classification Analyst _______________ Date __________ Effect Date: __________
Comments: ________________________________

Willis Rating/Components:
Knowledge & Skills: ______ Mental Demands: ______ Accountability: ______
Working Conditions: ______ Total: ______

Position Information:

Incumbent: Vacant or New Position
Position Number: ______ Current Job/Class Title: Grants Specialist
Agency/Department/Unit: Department of Public Service GUC: 36005
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:
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 supervisor, 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)*

Date

Appointing Authority or Authorized Representative Signature (required)*

11.20.09

Date

* Note: Attach additional information or comments if appropriate.
Position Description Form C/Notice of Action
For Department of Personnel Use Only

<table>
<thead>
<tr>
<th>Notice of Action #</th>
<th>Action Taken:</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Job Title:</td>
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<td>OT Cat.</td>
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<tr>
<td>EEO Cat.</td>
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<tr>
<td>FLSA</td>
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<tr>
<td>Classification Analyst</td>
<td>Date</td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
</tr>
</tbody>
</table>

Willis Rating/Components: Knowledge & Skills: ______ Mental Demands: ______ Accountability: ______
Working Conditions: ______ Total: ______

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**
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:
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:  
- Position Number:  
- Date position became vacant:  
- Current Job/Class Code:  Current Job/Class Title:  
- 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 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, 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.
- 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)*  Date

Appointing Authority or Authorized Representative Signature (required)*  Date

* Note: Attach additional information or comments if appropriate.
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 VSA Sec. 5(b)).

Signature of Agency or Department Head 11/20/09

Approved/Denied by Department of Human Resources 11/30/09

Approved/Denied by Finance and Management 12/1/09

Approved/Denied by Secretary of Administration 12/9/05

Comments:
ARRA ACTIVITY ACCEPTANCE REQUEST: ☑ Other ARRA Activity
(Alternate Form AA-1)
☐ ARRA Competitive Grant
(Not subject to AA-1 Process)

INSTRUCTIONS: This form must be completed in its entirety and is required for:
1) acceptance of all ARRA Discretionary Grants, and
2) PRIOR to receipt of all ARRA Formula/Block Grants, and
3) PRIOR to receipt 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): [Blank]
2. Department (ARRA-F): Public Service:02240
3. ARRA Activity (ARRA 1-01): EE CBG- Program Administration
4. Legal Title of Grant (ARRA 2-01): Energy Efficiency and Conservation Block Grants
4a. Federal Agency Award # (ARRA-B): DE-EE0000859
4b. CFDA # (ARRA-E): 81.128
5. Federal (or VT) Funding Agency (ARRA-A): U.S. Department of Energy
6. Award Amount or Best Estimate: $717,606.20
6a. Check if this amount is an estimate: ☑
7. Grant Period (ARRA-1): From: 9/21/09 To: 9/20/12
7a. Date by which ARRA funds must be:
   ☑ Obligated by Date: Within 18 months of date of award and/or
   ☑ Spent by Date: 36 months of date of award
8. Purpose of Grant/ARRA Narrative (ARRA 2-02):
   This program area will allow for funding of positions necessary to accomplish administrative, financial, technical and program-related tasks.
9. Impact on existing program if grant is not Accepted:
   There would be significant delays in the release of ARRA funds due to staffing shortages.

10. BUDGET INFORMATION:

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<td>(Direct Costs)</td>
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<td>$0</td>
<td>$358,803.10</td>
<td>$358,803.10 balance to be used in FFY 2011</td>
</tr>
</tbody>
</table>
**For ESR Use Only:**
**Assigned ESR**
**Director's Signature:**

**The following sections are required ONLY when Form ESR-2 is used in lieu of Form AA-1:**

### 15. SECRETARY OF ADMINISTRATION

- **Check One Box:** (Secretary's signature or designee)
  - [ ] Accepted
  - [ ] Rejected

**Date:**

### 16. ACTION BY GOVERNOR

- **Check One Box:** (Governor's signature or designee)
  - [ ] Request to JFO
  - [ ] Rejected

**Date:**

### 17. SENT TO JFO

- [ ] Sent to JFO

**Date:**

### 18. ARRA GRANT DOCUMENTATION REQUIRED (check all that apply):

- [ ] Request Memo
- [ ] Dept. Project Approval (if applicable)
- [ ] Notice of Award
- [ ] Grant Agreement
- [ ] Governor’s Certification (if applicable)
- [ ] Notice of Donation (if any)
- [ ] Grant (Project) Timeline (if applicable)
- [ ] Request for Extension (if applicable)
- [ ] Form AA-1PN attached (if applicable)

**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

<table>
<thead>
<tr>
<th>Notice of Action #</th>
<th>Action Taken:</th>
</tr>
</thead>
<tbody>
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</table>

<table>
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<tr>
<th>New Job Title</th>
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<table>
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<tr>
<th>Current Class Code</th>
<th>New Class Code</th>
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<th>EEO Cat.</th>
<th>FLSA</th>
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<tr>
<th>New Mgt Level</th>
<th>B/U</th>
<th>OT Cat.</th>
<th>EEO Cat.</th>
<th>FLSA</th>
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</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Classification Analyst: ___________________________ Date: ____________ Effective Date: ____________

Comments: _______________________________________

Willis Rating/Components:  Knowledge & Skills: _______  Mental Demands: _______  Accountability: _______
Working Conditions: _______  Total: _______

Position Information:

Incumbent: **Vacant or New Position**

<table>
<thead>
<tr>
<th>Position Number:</th>
<th>Current Job/Class Title:</th>
<th>Grants Specialist</th>
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<th>GUC: 36005</th>
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<table>
<thead>
<tr>
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<th>Work Station:</th>
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<tbody>
<tr>
<td>36A</td>
<td>112 State Street Montpelier</td>
<td>05620-2601</td>
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<tr>
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<table>
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<tr>
<th>Position Type:</th>
<th>Permanent</th>
<th>Limited Service (end date)</th>
<th>11/31/2012</th>
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</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>Funding Source:</th>
<th>Core</th>
<th>Sponsored</th>
<th>Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.)</th>
<th>100% Federal</th>
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</table>

<table>
<thead>
<tr>
<th>Supervisor's Name, Title and Phone Number:</th>
<th>Sheri Rockcastle - 828-4084</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:
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 ☐ 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)*

Supervisor's Signature (required)*

Appointing Authority or Authorized Representative Signature (required)*

* Note: Attach additional information or comments if appropriate.
Request for Classification Action

New or Vacant Positions

EXISTING Job Class/Title ONLY

Position Description Form C/Notice of Action

For Department of Personnel Use Only

Notice of Action # _____________________________

Action Taken: ___________________________________________

New Job Title ___________________________________________

Current Class Code _________ New Class Code _________

Current Pay Grade _________ New Pay Grade _________

Current Mgt Level ________ B/U _____ OT Cat. _______ EEO Cat. _______ FLSA _______

New Mgt Level _________ B/U ______ OT Cat. _______ EEO Cat. _______ FLSA _______

Classification Analyst ______________________ Date _____________ Effective Date: _____________

Comments: ________________________________________________

Date Processed: ______________

Willis Rating/Components: Knowledge & Skills: ______ Mental Demands: ______ Accountability: ______

Working Conditions: ______ Total: ______

Position Information:

Incumbent: Vacant or New Position

Position Number: ______ Current Job/Class Title: Financial Specialist III

Agency/Department/Unit: Department of Public Service GUC: 36005


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:
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  

For All Requests:


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)* ________________________________ Date __________

Appointing Authority or Authorized Representative Signature (required)* ________________________________ Date 11.20.2009

* Note: Attach additional information or comments if appropriate.
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 VSA Sec. 5(b)).

[Signature]

Signature of Agency or Department Head

[Date]

11/20/09

11/30/09

11/14/09

12/9/05

Approved/Denied by Department of Human Resources

Approved/Denied by Finance and Management

Approved/Denied by Secretary of Administration

Comments:
ARRA ACTIVITY ACCEPTANCE REQUEST:  □ ARRA Competitive Grant (Alternate Form AA-1)  □ Other ARRA Activity (Not subject to AA-1 Process)

INSTRUCTIONS: This form must be completed in its entirety and is required for:
1) acceptance of all ARRA Discretionary Grants, and
2) PRIOR to receipt of all ARRA Formula/Block Grants, and
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

3. ARRA Activity (ARRA 1-0): EECBG- Program Administration 3a. ARRA Code (ARRA 2-1): 813312
4. Legal Title of Grant: Energy Efficiency and Conservation Block Grants
4a. Federal Agency Award # (ARRA-B): DE-EE0000859 4b. CFDA # (ARRA-E): 81.128

5. Federal (or VT) Funding Agency (ARRA-A): U.S. Department of Energy
5a. Award Date:?

6. Award Amount or Best Estimate: $717,606.20 6a. Check if this amount is an estimate: ☐

7. Grant Period (ARRA-F) From: 9/21/09 To: 9/20/12
7a. Date by which ARRA funds must be: ☒ Obligated by Date: Within 18 months of date of award and/or ☒ Spent by Date: 36 months of date of award

8. Purpose of Grant/ARRA Narrative (ARRA 2-02): This program area will allow for funding of positions necessary to accomplish administrative, financial, technical and program-related tasks.

9. Impact on existing program if grant is not Accepted: There would be significant delays in the release of ARRA funds due to staffing shortages.

10. BUDGET INFORMATION

<table>
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<tr>
<th>Fiscal Year</th>
<th>SFY 2009</th>
<th>SFY 2010</th>
<th>SFY 2011 &amp; Beyond</th>
<th>FFY 2009</th>
<th>FFY 2010</th>
<th>Comments</th>
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<tbody>
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<td>Expenditures:</td>
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</tr>
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<td>In-Kind</td>
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<td>(Direct Costs)</td>
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<td>$358,803.10</td>
<td>$358,803.10</td>
<td>$0</td>
<td>$358,803.10</td>
<td></td>
</tr>
</tbody>
</table>
For ESR Use Only: Assigned ESR Director's Signature: 

The following sections are required ONLY when Form ESR-2 is used in lieu of Form AA-1.

15. SECRETARY OF ADMINISTRATION

☐ Check One Box: (Secretary's signature or designee) 

☐ Accepted 

☐ Rejected 

Date:

16. ACTION BY GOVERNOR

☐ Check One Box: (Governor's signature or designee) 

☐ Request to JFO 

☐ Rejected 

Date:

17. SENT TO JFO

☐ Sent to JFO 

Date:

18. ARRA GRANT DOCUMENTATION REQUIRED (check all that apply):

☐ Request Memo

☐ Dept. project approval (if applicable)

☐ Grant Agreement

☐ Governor's Certification (if applicable)

☐ Notice of Award

☐ Notice of Donation (if any)

☐ 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

Notice of Action # ____________________________

Action Taken: ____________________________

New Job Title ____________________________

Current Class Code ____________ New Class Code ____________

Current Pay Grade ____________ New Pay Grade ____________

Current Mgt Level ______ B/U ______ OT Cat. ______ EEO Cat. ______ FLSA ______

New Mgt Level ______ B/U ______ OT Cat. ______ EEO Cat. ______ FLSA ______

Classification Analyst ____________________________ Date ____________________________

Comments:

Date Processed: ____________________________

Willis Rating/Components:

Knowledge & Skills: ______ Mental Demands: ______ Accountability: ______

Working Conditions: ______ Total: ______

Position Information:

Incumbent: Vacant or New Position

Position Number: ______ Current Job/Class Title: Grants Specialist

Agency/Department/Unit: Department of Public Service GUC: 36005


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:
Joint Fiscal Office – JFO # 
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 ☐ 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: ☐

8. Will this change (new position added/change to vacant position) affect other positions within the organization? (For example, will this have an impact on the supervisor's management level designation; will duties be shifted within the unit requiring review of other positions; or are there other issues relevant to the classification process.) ☐

Attachments:

☐ Organizational charts are required and must indicate where the position reports.
☐ Class specification (optional).
☐ For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, etc.
☐ Other supporting documentation such as memos regarding department reorganization, or further explanation regarding the need to reallocate a vacancy (if appropriate).

__________________________________________________________
Personnel Administrator's Signature (required)*

Date

__________________________________________________________
Supervisor's Signature (required)*

Date

[Signature]

11.20.09

Appointing Authority or Authorized Representative Signature (required)*

Date

* Note: Attach additional information or comments if appropriate.
Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
Position Description Form C/Notice of Action
For Department of Personnel Use Only

Notice of Action # ____________________________
Action Taken: ________________________________
New Job Title: ________________________________
Current Class Code: __________ New Class Code: __________
Current Pay Grade: __________ New Pay Grade: __________
Current Mgt Level: ______ B/U ______ OT Cat. ______ EEO Cat. ______ FLSA ______
New Mgt Level: ______ B/U ______ OT Cat. ______ EEO Cat. ______ FLSA ______
Classification Analyst: ______________________ Date: __________ Effective Date: __________
Comments: ________________________________________________________________

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
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:
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:


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)*  
Date

Appointing Authority or Authorized Representative Signature (required)*  
Date

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

Agency/Department: 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 only after JFC final approval:

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<tr>
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<tr>
<td>Financial Specialist III</td>
<td>1</td>
<td>ARRA EECBG</td>
<td>12/01/09 to 11/31/12</td>
</tr>
<tr>
<td>Grants Specialist</td>
<td>2</td>
<td>ARRA EECBG</td>
<td>12/01/09 to 11/31/12</td>
</tr>
</tbody>
</table>

   *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 VSA Sec. 5(b)).

Signature of Agency or Department Head

[Signature]  
Date: 11/20/09

Approved/Denied by Department of Human Resources

[Signature]  
Date: 11/30/09

Approved/Denied by Finance and Management

[Signature]  
Date: 12/9/05

Approved/Denied by Secretary of Administration

[Signature]  
Date:

Comments:

DHR - 11/7/05
ARRA ACTIVITY ACCEPTANCE REQUEST:

- ARRA Competitive Grant
- Other ARRA Activity

Revision? ☐ Yes  Revision Date:

INSTRUCTIONS: This form must be completed in its entirety and is required for:
1) acceptance of all ARRA Discretionary Grants, and
2) PRIOR to receipt of all ARRA Formula/Block Grants, and
3) PRIOR to receipt 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):

2. Department (ARRA-F): Public Service: 02240

3. ARRA Activity (ARRA-01): EECBG - Program Administration

4. Legal Title of Grant: Energy Efficiency and Conservation Block Grants

4a. Federal Agency Award # (ARRA-B): DE-EE0000859

4b. CFDA # (ARRA-E): 81.128

5. Federal (or VT) Funding Agency (ARRA-A): U.S. Department of Energy

5a. Award Date: 9/21/09

6. Award Amount or Best Estimate: $717,606.20

6a. Check if this amount is an estimate: ☒

7. Grant Period (ARRA-1)

From: 9/21/09 To: 9/20/12

7a. Date by which ARRA funds must be: ☒ Obligated by Date: Within 18 months of date of award and/or ☒ Spent by Date: 36 months of date of award

8. Purpose of Grant/ARRA Narrative (ARRA 2-02):

This program area will allow for funding of positions necessary to accomplish administrative, financial, technical and program-related tasks.

9. Impact on existing program if grant is not Accepted:

There would be significant delays in the release of ARRA funds due to staffing shortages.

10. BUDGET INFORMATION

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<td><strong>Revenues:</strong></td>
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</table>
17. SENT TO JFO

- Sent to JFO

Date:

18. ARRA GRANT DOCUMENTATION REQUIRED (check all that apply):

- Request Memo
- Dept. project approval (if applicable)
- Notice of Award
- Grant Agreement
- Governor's Certification (if applicable)
- Notice of Award (if any)
- Grant (Project) Timeline (if applicable)
- Request for Extension (if applicable)
- Form AA-IPN 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

<table>
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<tr>
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<td>Action Taken:</td>
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</tr>
<tr>
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</tr>
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</tr>
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<td>Current Mgt Level</td>
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</tr>
<tr>
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<td>Classification Analyst</td>
<td>Date Effective Date:</td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
</tr>
<tr>
<td>Willis Rating/Components: Knowledge &amp; Skills: Mental Demands: Accountability: Working Conditions: Total:</td>
<td></td>
</tr>
</tbody>
</table>

Position Information:

Incumbent: **Vacant or New Position**

Position Number: [ ] Current Job/Class Title: **Grants Specialist**

Agency/Department/Unit: **Department of Public Service**  GUC: 36005


Position Type: [ ] Permanent  [x] Limited Service (end date) 11/31/2012

Funding Source: [x] 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.

- [x] New Position(s):
  
a. REQUIRED: Allocation requested: Existing Class Code 521800 Existing Job/Class Title: **Grants Specialist**
  
b.  Position authorized by:
Joint Fiscal Office — JFO # Approval Date:
Legislature — Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)
Other (explain) — Provide statutory citation if appropriate. 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:

- Position Number: 
- Date position became vacant: 
- Current Job/Class Code: Current Job/Class Title: 
- 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, workstation? 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 ☐ No X

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: ☐

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)*                                     Date

Appointing Authority or Authorized Representative Signature (required)*  Date

* Note: Attach additional information or comments if appropriate.
**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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**Willis Rating/Components:**

- Knowledge & Skills: 
- Mental Demands: 
- Accountability: 
- Working Conditions: 
- Total: 

**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, 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):**
  - REQUIRED: Allocation requested: Existing Class Code 089040
  - Existing Job/Class Title: Financial Specialist III
  - Position authorized by:
Vacant Position:

- Position Number: 
- Date position became vacant: 
- Current Job/Class Code:  
- Current Job/Class Title:  
- 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 Requests:


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.  

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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: 0

8. Will this change (new position added/change to vacant position) affect other positions within the organization? (For example, will this have an impact on the supervisor's management level designation; will duties be shifted within the unit requiring review of other positions; or are there other issues relevant to the classification process.) No

Attachments:

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

☑ Class specification (optional).

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

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

_________________________
Personnel Administrator's Signature (required)*

Date

_________________________
Supervisor's Signature (required)*

Date

Appointing Authority or Authorized Representative Signature (required)∗

11.20.2009

Date

* Note: Attach additional information or comments if appropriate.
STATE OF VERMONT
Joint Fiscal Committee Review
Limited Service - Grant Funded
Position Request Form

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

Agency/Department: 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 only after JFC final approval:

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*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 Ill 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 V.S.A. Sec. 5(b)).

Signature of Agency or Department Head: [Signature]  
Date: 11/20/09

Approved/Denied by Department of Human Resources: [Signature]  
Date: 11/30/09

Approved/Denied by Finance and Management: [Signature]  
Date: 11/4/09

Approved/Denied by Secretary of Administration: [Signature]  
Date: 12/9/09

Comments:

DHR - 11/7/05
ARRA ACTIVITY ACCEPTANCE REQUEST:

Revision? □ Yes Revision Date:

☐ ARRA Competitive Grant
(Alternate Form AA-1)

☒ Other ARRA Activity
(Not subject to AA-1 Process)

INSTRUCTIONS: This form must be completed in its entirety and is required for:
1) acceptance of all ARRA Discretionary Grants, and
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NOTE: Incomplete forms will be returned to departments and will result in the delay of spending authority release.

BASIC ARRA INFORMATION

2. Department (ARRA-F): Public Service: 02240
3. ARRA Activity (ARRA 1-01): EECBG- Program Administration
4. Legal Title of Grant: Energy Efficiency and Conservation Block Grants
4a. Federal Agency Award # (ARRA-B): DE-EE0000859
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6. Award Amount or Best Estimate: $717,606.20
6a. Check if this amount is an estimate: ☒
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   From: 9/21/09 To: 9/20/12
7a. Date by which ARRA funds must be:
   ◐ Obligated by Date: Within 18 months of date of award and/or ☒
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<td>$0</td>
<td>$358,803.10</td>
<td>$358,803.10 balance to be used in FFY 2011</td>
</tr>
<tr>
<td>Revenues:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Funds:</td>
<td>$0</td>
<td>$</td>
<td></td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>$0</td>
<td>$</td>
<td></td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>In-Kind</td>
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<td>$</td>
<td></td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>ARRA Federal Funds:</td>
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<td></td>
<td></td>
<td>$</td>
<td>$</td>
<td>$358,803.10 balance to be used in FFY 2011</td>
</tr>
<tr>
<td>(Direct Costs)</td>
<td>$0</td>
<td>$358,803.10</td>
<td>$358,803.10</td>
<td>$0</td>
<td>$358,803.10</td>
<td>$358,803.10 balance to be used in FFY 2011</td>
</tr>
</tbody>
</table>
The following sections are required ONLY when Form ESR-2 is used in lieu of Form AA-1.

### 15. SECRETARY OF ADMINISTRATION

- **Check One Box:**
  - Accepted (Secretary’s signature or designee)  
  - Rejected

- **Date:**

### 16. ACTION BY GOVERNOR

- **Check One Box:**
  - Request to JFO (Governor’s signature or designee)  
  - Rejected

- **Date:**

### 17. SENT TO JFO

- **Sent to JFO**

- **Date:**

### 18. ARRA GRANT DOCUMENTATION REQUIRED (check all that apply):

- **Request Memo**
- **Dept. project approval (if applicable)**
- **Notice of Award**
- **Grant Agreement**
- **Governor’s Certification (if applicable)**
- **Notice of Donation (if any)**
- **Grant (Project) Timeline (if applicable)**
- **Request for Extension (if applicable)**
- **Form AA-1PN attached (if applicable)**

- **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*

<table>
<thead>
<tr>
<th>Notice of Action #</th>
<th>Action Taken:</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>New Job Title</th>
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<table>
<thead>
<tr>
<th>Current Class Code</th>
<th>New Class Code</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Current Pay Grade</th>
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<tr>
<th>Current Mgt Level</th>
<th>B/U</th>
<th>OT Cat.</th>
<th>EEO Cat.</th>
<th>FLSA</th>
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<tbody>
<tr>
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<tr>
<th>New Mgt Level</th>
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<th>EEO Cat.</th>
<th>FLSA</th>
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<th>Classification Analyst</th>
<th>Date</th>
<th>Effective Date:</th>
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<tr>
<td></td>
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<table>
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<tr>
<th>Comments:</th>
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<tr>
<th>Willis Rating/Components: Knowledge &amp; Skills:</th>
<th>Mental Demands:</th>
<th>Accountability:</th>
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<tr>
<td></td>
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<table>
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<tr>
<th>Working Conditions:</th>
<th>Total:</th>
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<tr>
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**Position Information:**

**Incumbent: Vacant or New Position**

<table>
<thead>
<tr>
<th>Position Number:</th>
<th>Current Job/Class Title:</th>
<th>Grants Specialist</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Agency/Department/Unit:</th>
<th>Department of Public Service</th>
<th>GUC: 36005</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Pay Group:</th>
<th>Work Station:</th>
<th>Zip Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>36A</td>
<td>112 State Street Montpelier</td>
<td>05620-2601</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Position Type:</th>
<th>Permanent</th>
<th>Limited Service (end date)</th>
<th>11/31/2012</th>
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<table>
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<tr>
<th>Funding Source:</th>
<th>Core</th>
<th>Sponsored</th>
<th>Partnership</th>
<th>100% Federal</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Supervisor's Name, Title and Phone Number:</th>
<th>Sheri Rockcastle - 828-4084</th>
</tr>
</thead>
</table>

**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:
El Joint Fiscal Office — JFO # Approval Date:

El 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 □ No x

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)* __________________________ Date __________________________

Appointing Authority or Authorized Representative Signature (required)* __________________________ Date 11.20.09

* Note: Attach additional information or comments if appropriate.
Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
Position Description Form C/Notice of Action
For Department of Personnel Use Only

Notice of Action #______________________________ Date Received (Stamp)
Action Taken: ________________________________________________
New Job Title: ________________________________________________
Current Class Code:_________ New Class Code:_________
Current Pay Grade:_________ New Pay Grade:_________
Current Mgt Level:______ B/U _____ OT Cat. ______ EEO Cat. ______ FLSA ______
New Mgt Level:______ B/U _____ OT Cat. ______ EEO Cat. ______ FLSA ______
Classification Analyst:__________________________ Date:__________ Effective Date:_______
Comments: ___________________________________________________________
Date Processed:__________

Willis Rating/Components: Knowledge & Skills:____ Mental Demands:____ Accountability:____
Working Conditions:____ Total:____

Position Information:

Incumbent: Vacant or New Position
Position Number:____ Current Job/Class Title: Financial Specialist III
Agency/Department/Unit: Department of Public Service GUC: 36005
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:
Vacant Position:

a. Position Number: 

b. Date position became vacant: 

c. Current Job/Class Code:  

 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:


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)*

Supervisor's Signature (required)*

Appointing Authority or Authorized Representative Signature (required)*

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

Agency/Department: 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 only after JFC final approval:

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

   *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 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 V.S.A. Sec. 5(b).

[Signature]

Signature of Agency or Department Head

Date

[Signature]

Approved/Denied by Department of Human Resources

Date

[Signature]

Approved/Denied by Finance and Management

Date

[Signature]

Approved/Denied by Secretary of Administration

Date

Comments:

Date

DHR – 11/7/05
ARRA ACTIVITY ACCEPTANCE REQUEST:

Revision? □ Yes Revision Date: □ ARRA Competitive Grant (Alternate Form AA-1) □ Other ARRA Activity (Not subject to AA-1 Process)

INSTRUCTIONS: This form must be completed in its entirety and is required for:
1) acceptance of all ARRA Discretionary Grants, and
2) PRIOR to receipt of all ARRA Formula/Block Grants, and
3) PRIOR to receipt 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): Public Service:02240
2. Department (ARRA-F): Public Service:02240
3. ARRA Activity (ARRA-1-01): EECBG- Program Administration
4. Legal Title of Grant: Energy Efficiency and Conservation Block Grants
4a. Federal Agency Award # (ARRA-B): DE-EE0000859
4b. CFDA # (ARRA-E): 81.128
5. Federal (or VT) Funding Agency (ARRA-A): U.S. Department of Energy
5a. Award Date:
6. Award Amount or Best Estimate: $717,606.20
6a. Check if this amount is an estimate: ☒
7. Grant Period (ARRA-H) From: 9/21/09 To: 9/20/12
7a. Date by which ARRA funds must be: ☒ Obligated by Date: Within 18 months of date of award and/or ☒ Spent by Date: 36 months of date of award

8. Purpose of Grant/ARRA Narrative (ARRA 2-02):
This program area will allow for funding of positions necessary to accomplish administrative, financial, technical and program-related tasks.

9. Impact on existing program if grant is not Accepted:
There would be significant delays in the release of ARRA funds due to staffing shortages.

10. BUDGET INFORMATION

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<tr>
<th>Fiscal Year</th>
<th>SFY 2009</th>
<th>SFY 2010</th>
<th>SFY 2011 &amp; Beyond</th>
<th>FFY 2009</th>
<th>FFY 2010</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Expenditures:</td>
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<td></td>
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<tr>
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<td>Grants/Sub-Awards</td>
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<tr>
<td>Total</td>
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<td>$358,803.10</td>
<td>$358,803.10</td>
<td>$0</td>
<td>$358,803.10</td>
<td>$358,803.10 balance to be used in FFY 2011</td>
</tr>
</tbody>
</table>

| Revenues: |          |          |                   |          |          |          |
| State Funds: | $0       | $        | $                 | $        | $        | $        |
| Cash | $0       | $        | $                 | $        | $        | $        |
| In-Kind | $0       | $        | $                 | $        | $        | $        |
| ARRA Federal Funds: | $0       | $        | $                 | $        | $        | $438,803.10 balance to be used in FFY 2011 |
| (Direct Costs) | $0       | $358,803.10 | $358,803.10      | $0       | $358,803.10 | $358,803.10 |

ARRA Activity Acceptance_Form ESR-2.dot v1.3 Program ID: 59
**ARRA Activity Acceptance, Form ESR-2.dot_v1.3**

**15. SECRETARY OF ADMINISTRATION**

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<thead>
<tr>
<th>Check One Box:</th>
<th>(Secretary's signature or designee)</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Accepted</td>
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<td></td>
</tr>
<tr>
<td>Rejected</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**16. ACTION BY GOVERNOR**

<table>
<thead>
<tr>
<th>Check One Box:</th>
<th>(Governor's signature or designee)</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request to JFO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rejected</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**17. SENT TO JFO**

Sent to JFO | Date: |

**18. ARRA GRANT DOCUMENTATION REQUIRED (check all that apply):**

<table>
<thead>
<tr>
<th>Document Required</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Memo</td>
<td></td>
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<tr>
<td>Dept. project approval (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Notice of Award</td>
<td></td>
</tr>
<tr>
<td>Grant Agreement</td>
<td></td>
</tr>
<tr>
<td>Governor's Certification (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Notice of Donation (if any)</td>
<td></td>
</tr>
<tr>
<td>Grant (Project) Timeline (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Request for Extension (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Form AA-1PN attached (if applicable)</td>
<td></td>
</tr>
</tbody>
</table>
Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
Position Description Form C/Notice of Action
For Department of Personnel Use Only

Notice of Action # ____________________________

Action Taken: ________________________________

New Job Title ________________________________

Current Class Code _______ New Class Code _______

Current Pay Grade _______ New Pay Grade _______

Current Mgt Level ______ B/U ______ OT Cat. ______ EEO Cat. ______ FLSA ______

New Mgt Level ______ B/U ______ OT Cat. ______ EEO Cat. ______ FLSA ______

Classification Analyst ___________________________ Date ____________ Effective Date: ____________

Comments:

Date Processed: ______________

Willis Rating/Components: Knowledge & Skills: ______ Mental Demands: ______ Accountability: ______

Working Conditions: ______ Total: ______

Position Information:

Incumbent: Vacant or New Position
Position Number: ______ Current Job/Class Title: Grants Specialist
Agency/Department/Unit: Department of Public Service GUC: 36005
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:
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 □ No X

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)* Date

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

* Note: Attach additional information or comments if appropriate.
Request for Classification Action

New or Vacant Positions

EXISTING Job Class/Title ONLY

Position Description Form C/Notice of Action

For Department of Personnel Use Only

<table>
<thead>
<tr>
<th>Notice of Action #</th>
<th>Action Taken:</th>
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<tbody>
<tr>
<td>Date Received (Stamp)</td>
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<tr>
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</tbody>
</table>

Classification Analyst

Date

Effective Date:

Comments:

Date Processed:

Willis Rating/Components:

Knowledge & Skills: ______ Mental Demands: ______ Accountability: ______

Working Conditions: ______ Total: ______

Position Information:

Incumbent: **Vacant or New Position**

Position Number: [ ] Current Job/Class Title: **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  **X** Limited Service (end date) **11/31/2012**

Funding Source: **X** 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.

**X** New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code **089040** Existing Job/Class Title: **Financial Specialist III**

b. Position authorized by:
Joint Fiscal Office — JFO # Approval Date:

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

Other (explain) — Provide statutory citation if appropriate. 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:


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 [x]

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: [ ]

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:

- [x] Organizational charts are required and must indicate where the position reports.
- [ ] Class specification (optional).
- [x] 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)*

Date

Appointing Authority or Authorized Representative Signature (required)*

11/20/2009

Date

* Note: Attach additional information or comments if appropriate.
STATE OF VERMONT  
Joint Fiscal Committee Review  
Limited Service - Grant Funded  
Position Request Form

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

Agency/Department: 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 only after JFC final approval:

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

*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 this position, types of work performed match the Financial Specialist 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 V.S.A. Sec. 5(b).

Signature of Agency or Department Head Date

Approved/Denied by Department of Human Resources Date

Approved/Denied by Finance and Management Date

Approved/Denied by Secretary of Administration Date

Comments:
ARRA ACTIVITY ACCEPTANCE REQUEST:  [ ] ARRA Competitive Grant (Alternate Form AA-1)  [X] Other ARRA Activity (Not subject to AA-1 Process)

Revision? [ ] Yes  Revision Date:  

INSTRUCTIONS: This form must be completed in its entirety and is required for:
1) acceptance of all ARRA Discretionary Grants, and
2) PRIOR to receipt of all ARRA Formula/Block Grants, and
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): 
2. Department (ARRA-F): Public Service: 02240
3. ARRA Activity (ARRA 1-01): EECBG- Program Administration  3a. ARRA Code (ARRA 2-1): 813312
4. Legal Title of Grant: Energy Efficiency and Conservation Block Grants
4a. Federal Agency Award # (ARRA-B): DE-EE0000859
4b. CFDA # (ARRA-E): 81.128

5. Federal (or VT) Funding Agency (ARRA-A): U.S. Department of Energy
5a. Award Date:

6. Award Amount or Best Estimate: $717,606.20  6a. Check if this amount is an estimate: [ ]

7. Grant Period (ARRA-H)
From: 9/21/09  To: 9/20/12
7a. Date by which ARRA funds must be:
[ ] Obligated by Date: Within 18 months of date of award and/or  [ ] Spent by Date: 36 months of date of award

8. Purpose of Grant/ARRA Narrative (ARRA 2-02):
This program area will allow for funding of positions necessary to accomplish administrative, financial, technical and program-related tasks.

9. Impact on existing program if grant is not Accepted:
There would be significant delays in the release of ARRA funds due to staffing shortages.

10. BUDGET INFORMATION

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>SFY 2009</th>
<th>SFY 2010</th>
<th>SFY 2011 &amp; Beyond</th>
<th>FFY 2009</th>
<th>FFY 2010</th>
<th>Comments</th>
</tr>
</thead>
</table>
| Expenditures:
Personnel Costs | $0 | $263,474.10 | $263,474.10 | $0 | $263,474.10 | $263,474.10 balance to be used for FFY 2011 |
| 3rd Party Contracts | $0 | $62,500 | $62,500 | $0 | $62,500 | $62,500 balance to be used in FFY 2011 |
| Operating Expenses | $0 | $32,829 | $32,829 | $0 | $32,829 | $32,829 |
| Grants/Sub-Awards | $0 | | | | | |
| Total | $0 | $358,803.10 | $358,803.10 | $0 | $358,803.10 | $358,803.10 balance to be used in FFY 2011 |
| Revenues:
State Funds: | $0 | $ | $ | $ | $ | $ |
| Cash | $0 | $ | $ | $ | $ | $ |
| In-Kind | $0 | $ | $ | $ | $ | $ |
| ARRA Federal Funds: | $0 | $ | $ | $ | $ | $358,803.10 balance to be used in FFY 2011 |
| (Direct Costs) | $0 | $358,803.10 | $358,803.10 | $0 | $358,803.10 | $358,803.10 balance to be used in FFY 2011 |
**Form ESR-2**

The following sections are required ONLY when Form ESR-2 is used in lieu of Form AA-1.

### 15. SECRETARY OF ADMINISTRATION

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<thead>
<tr>
<th>Check One Box:</th>
<th>(Secretary’s signature or designee)</th>
<th>Date:</th>
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</thead>
<tbody>
<tr>
<td>Accepted</td>
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<td></td>
</tr>
<tr>
<td>Rejected</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 16. ACTION BY GOVERNOR

<table>
<thead>
<tr>
<th>Check One Box:</th>
<th>(Governor’s signature or designee)</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request to JFO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rejected</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 17. SENT TO JFO

<table>
<thead>
<tr>
<th>Sent to JFO</th>
<th>Date:</th>
</tr>
</thead>
</table>

### 18. ARRA GRANT DOCUMENTATION REQUIRED (check all that apply):

- Request Memo
- Dept. project approval (if applicable)
- Notice of Award
- Grant Agreement
- Governor’s Certification (if applicable)
- Notice of Donation (if any)
- 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

Notice of Action # ____________________________

Action Taken: ________________________________

New Job Title: ________________________________

Current Class Code: __________ New Class Code: __________

Current Pay Grade: __________ New Pay Grade: __________

Current Mgt Level: ______ B/U ______ OT Cat. ______ EEO Cat. ______ FLSA ______
New Mgt Level: ______ B/U ______ OT Cat. ______ EEO Cat. ______ FLSA ______

Classification Analyst: __________________ Date: __________ Effective Date: __________

Comments: __________________

Date Processed: __________

Willis Rating/Components: Knowledge & Skills: ______ Mental Demands: ______ Accountability: ______
Working Conditions: ______ Total: ______

Position Information:

Incumbent: Vacant or New Position

Position Number: ______ Current Job/Class Title: Grants Specialist
Agency/Department/Unit: Department of Public Service  GUC: 36005
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:
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 ☐ 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)*                               Date

Appointing Authority or Authorized Representative Signature (required)*  11.20.09

* Note: Attach additional information or comments if appropriate.
## 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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**New Job Title**

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<th>New Class Code</th>
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**Classification Analyst**

<table>
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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:** [X] 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.

- [X] New Position(s):
  a. REQUIRED: Allocation requested: Existing Class Code 089040 Existing Job/Class Title: Financial Specialist III
  b. Position authorized by:
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:


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.

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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 ☒

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Attachments:

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

☐ Class specification (optional).

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☐ 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)*

Date

Appointing Authority or Authorized Representative Signature (required)*

11.20.2009

Date

* Note: Attach additional information or comments if appropriate.