



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Staff Associate
Date: March 10, 2021
Subject: Expedited Grant Requests – JFO #3040

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration. **The VT Agency of Human Services has requested an expedited review of JFO #3040. Please respond by Wednesday, March 17, 2021.**

JFO #3040 - Two (2) limited service positions, both Financial Manager I, to ensure financial record compliance for the anticipated \$200 million in COVID-19 related public assistance awards to the VT Agency of Human Services from the Federal Emergency Management Agency. Positions will be funded through previously approved JFO grant #3015. *[Note: Grant #3015 is a public assistance grant to reimburse eligible costs borne by state, local and non-profit entities in the COVID-19 emergency response – further info can be found here:*

https://ljfo.vermont.gov/custom_reports/grants/default.html

[JFO received 3/8/2021, expedited review requested on 3/9/2021]

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions or would like this item held for legislative review. If no response has been received by Wednesday, March 17, 2021, members will be polled.



State of Vermont
Agency of Human Services
Administrative Services
Office of the Secretary
280 State Drive
Waterbury, VT 05671-1000
www.humanservices.vermont.gov

Michael K. Smith, Secretary

[phone] 802-241-0418
[fax] 802-241-9050

MEMORANDUM

TO: Aimee Pope, DHR Deputy Director for Classification and Position Management
FROM: Sarah Clark, AHS Chief Financial Officer
DATE: February 18, 2021
RE: Limited Service Positions request

Please find the attached Limited Service position form. The Agency of Human Services Fiscal Unit is requesting two Financial Manager I positions.

These positions will be dedicated to the financial management of the FEMA funding which AHS will be receiving for the COVID-19 pandemic. At this time, AHS is projected to receive over \$200M in FEMA Public Assistance awards. During this pandemic period, AHS Central Office has been responsible for paying for non-congregate sheltering at hotels, and emergency food, cleaning, and security at those hotels. In addition, AHS Central Office holds the contracts for COVID-19 testing, the vaccine call center, and community vaccine clinics. These Financial Manager positions will be critical to ensuring all financial management records are in accordance with FEMA grant conditions.

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

- **This form is to be used by managers and supervisors to request classification of a position (filled or vacant) when the duties have changed, and by managers and supervisors to request the creation of a new job class/title (for a filled, vacant, or new position), and by employees to request classification of their position.**
- This form was designed in Microsoft Word to download and complete on your computer. This is a form-protected document, so information can only be entered in the shaded areas of the form.
- If you prefer to fill out a hard copy of the form, contact your Personnel Officer.
- To move from field to field use your mouse, the arrow keys or press Tab. Each form field has a limited number of characters. Use your mouse or the spacebar to mark and unmark a checkbox.
- Where additional space is needed to respond to a question, you might need to attach a separate page, and number the responses to correspond with the numbers of the questions on the form. Please contact your Personnel Officer if you have difficulty completing the form.
- The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office. All sections of this form are required to be completed unless otherwise stated.

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

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

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

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

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

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

Request for Classification Review Position Description Form A

For Department of Personnel Use Only

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

Incumbent Information:

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

New Position/Vacant Position Information:

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

Type of Request:

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

1. Job Duties

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

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

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

Managerial responsibility for fiscal operations of the federal grants associated with COVID-19 pandemic. AHS Central Office has been a recipient of FEMA Category B Public Assistance funds and Coronavirus Relief funds and needs positions dedicated to the proper accounting and financial monitoring of these complex federal funding programs. This position will oversee accounting work in the maintenance, review and reconciliation of financial records to ensure compliance with accepted accounting principles and federal funding requirements.

Examples of Work:

Responsible for: All aspects of financial reporting, fiscal oversight & budgets. Obtain & compile complex expenditure data from a multitude of departmental financial documents for the purposes of submitting quarterly federal expenditure reports. The integrity, accuracy and reasonableness of the data is evaluated and trends or anomalies are identified and investigated. Monthly financial reports. Department level internal control systems. Cost analysis. Posting, balancing, and reconciling accounting records. Advises on fiscal processes and procedures. Financial statements, summaries, reports and auditing. Complex accounting activities such as: compilation and analysis of complex data for federal reports, processing payment for inter-agency reimbursement in alignment with established budgets, coordination of systems for multiple offices or departments, analysis of accounting initiatives. Analysis and distribution of multi-program/project costs including set-up/framework for fiscal project management. Duties are necessary to meet federal and state reporting deadlines, monitor compliance with federal regulations, improve State's cash flow, and to seek & implement methods to maximize federal revenue. Serves as fiscal liaison as needed with federal health care agencies, federal education agencies, other state departments or local community partners. Fiscal management of federal health care grant, federal education grant and federal program fiscal administration.

2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (**not** an exhaustive or **all-inclusive** list of contacts) other than those persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are

with other agencies or groups outside State government describe those interactions, and what your role is. For example: you may *collaborate, monitor, guide, or facilitate change*.

Collaborate with Senior Financial Directors/Managers in AHS Departments and other State Agencies/Departments; Coronavirus Fiscal Office (AOA), Technical Assistance contractors

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

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

Exemplary skills in relation to task management, problem-solving and effective communication.

The ability to facilitate and participate in meetings effectively and efficiently is extremely important, as this position collaborates with numerous people throughout state government.

Proficiency in Microsoft Excel and Word is essential in this position.

Highly skilled knowledge of the VISION, VTHR, and federal reporting financial systems are critical.

4. Do you supervise?

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

No.

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

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

Work is performed under the general direction of the Financial Manager III and Financial Directors with significant latitude for independent initiative. Many duties occur on a regular basis and there is responsibility to meet all deadlines; while there is a general framework of specific duties assigned, there will be latitude in completion of these duties. This requires independently initiating tasks (meetings, e-mails, financial analyses, VISION/VTHR reports, etc.) in order to complete these duties accurately and on-time. Most work products are not directly reviewed by the supervisor but come under indirect review through various internal controls and/or audit processes.

6. Mental Effort

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

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

The complexity of COVID-19 financing and federal reporting requirements is significant. Federal reporting deadlines requiring accurate and timely reporting are continuous, data is often unavailable in advance and meeting deadlines can be difficult; obtaining data and cooperation from departmental staff, over which there is no direct authority and different priorities, can be challenging; the ability to work expeditiously; accurately and with full awareness of the potential fiscal consequences is essential; the ability to interpret complex federal regulations and then determine applicability requires critical thinking & comprehension skills; problem-solving skills involving financial and programmatic elements are essential.

7. Accountability

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

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

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

For example:

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

Understanding complex and at times conflicting state and federal regulations and funding formulas. AHS Central Office spending on the COVID-19 response will likely exceed \$150M.

8. Working Conditions

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

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

Type	How Much of the Time?
------	-----------------------

Complex financing and federal reporting requirements.	Daily

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

Type	How Much of the Time?

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

Type	How Heavy?	How Much of the Time?

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

Type	How Much of the Time?
Sitting/Standing at desk/work station	majority

Additional Information:

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

Review o

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

Supervisor's Section:

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

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

Review of the financial transactions associated with COVID-19 pandemic response. Assuring the expenses are assigned to the appropriate federal funding costs centers.
Accuracy, and timeliness, as regards internal and external financial reporting.

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

Accounting abilities and organizational skills including schedule management.

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

4. Suggested Title and/or Pay Grade:

Financial Manager I

Supervisor's Signature (**required**): _____ Date: _____

Personnel Administrator's Section:

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

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

Yes No If yes, please provide detailed information.

Attachments:

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

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

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

Suggested Title and/or Pay Grade:

Personnel Administrator's Signature (**required**): _____ Date: _____

Appointing Authority's Section:

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

Suggested Title and/or Pay Grade:

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

Date

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

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

Agency/Department: Human Services - Central Office Date: 02/05/2021

Name and Phone (of the person completing this request): Sarah Clark, Chief Financial Officer

Request is for:

- Positions funded and attached to a new grant.
 Positions funded and attached to an existing grant approved by JFO # 3015

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

FEMA, Public Assistance Category B

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:

Title* of Position(s) Requested	# of Positions	Division/Program	Grant Funding Period/Anticipated End Date
Financial Manager I	2	Business Office	01/01/2020 - 12/31/2022

*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

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

AHS Central Office has been a critical partner to the COVID-19 Pandemic response. AHSCO is paying for all SEOC expenses associated with non-congregate sheltering, security and mass feeding. In addition, AHSCO has been paying for COVID-19 testing, vaccines call centers, and vaccine community clinics. The volume of spending and invoicing has grown exponentially and we need dedicated positions to ensure FEMA claims are accounted for and submitted properly.

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 2-4-21

Aimee Pope
Digitally signed by Aimee Pope
Date: 2021.02.22 08:07:41 -05'00'

Approved/Denied by Department of Human Resources _____ Date _____

Adam Greshin
Digitally signed by Adam Greshin
Date: 2021.02.23 16:28:58 -05'00'

Approved/Denied by Finance and Management _____ Date _____

Kristin Clouser
Digitally signed by Kristin Clouser
Date: 2021.02.24 09:02:53 -05'00'

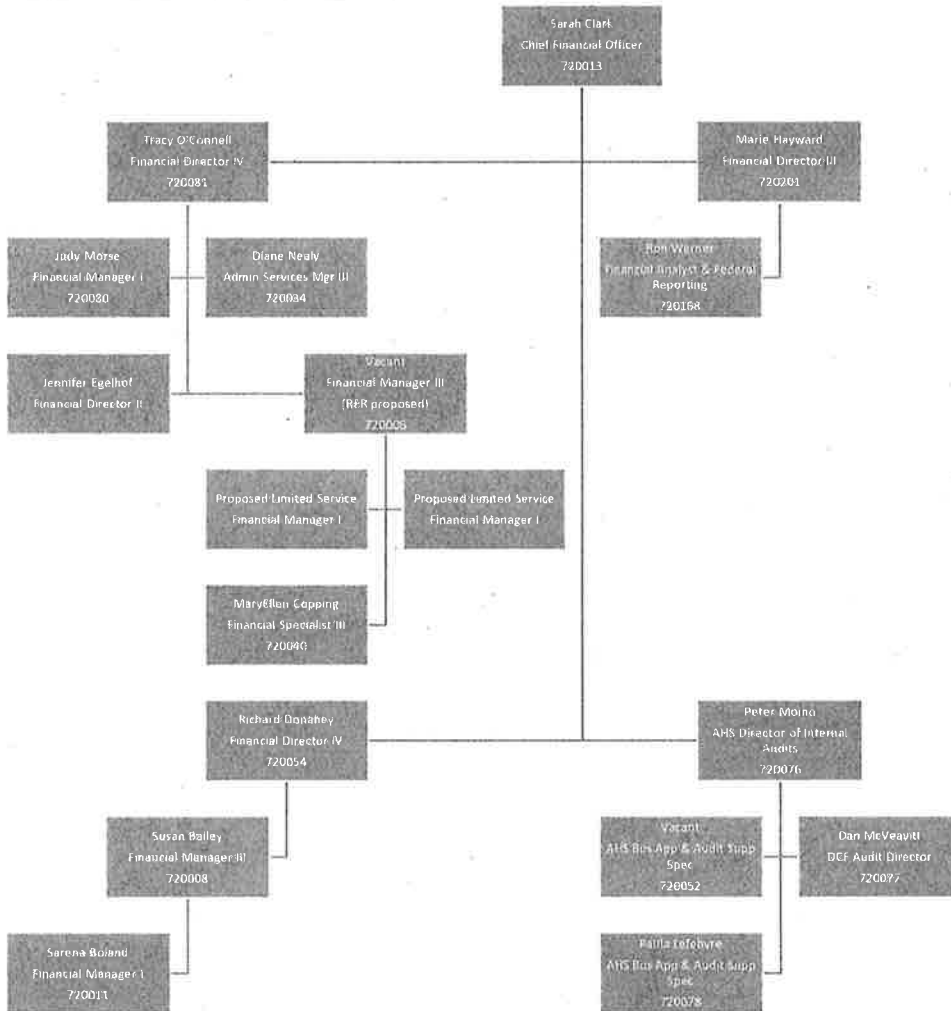
Approved/Denied by Secretary of Administration _____ Date _____

Approved/Denied by Governor (required as amended by 2019 Leg. Session) _____ Date 3/5/21

Comments:

Candace Elmquist
Digitally signed by Candace Elmquist
Date: 2021.02.23 10:44:32 -05'00'

Agency of Human Services – Secretary’s Office
Fiscal Unit (proposed)



Murphy, Ariel

From: O'Connell, Tracy E
Sent: Thursday, February 18, 2021 11:59 AM
To: Pope, Aimee; Clark, Sarah
Cc: O'Toole, Dawn; Elmquist, Candace
Subject: RE: AHS - Limited Service Position Request
Attachments: DR-4532-VT.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Aimee,

The initial JFO# 3015 covered the entire FEMA Public Assistance (PA) Disaster. Under that Disaster, AHS has received a Management cost award (see attached). The positions will be funded under this portion of the PA grant.

Thank you,
Tracy

Tracy O'Connell
Financial Director
State of Vermont
Agency of Human Services
802-236-2919

From: Pope, Aimee <Aimee.Pope@vermont.gov>
Sent: Thursday, February 18, 2021 11:46 AM
To: Clark, Sarah <Sarah.Clark@vermont.gov>
Cc: O'Connell, Tracy E <Tracy.OConnell@vermont.gov>; O'Toole, Dawn <Dawn.OToole@vermont.gov>; Elmquist, Candace <Candace.Elmquist@vermont.gov>
Subject: RE: AHS - Limited Service Position Request

Hi Sarah,
All of the attachments look complete. Forgive me though, I reviewed the grant information on the JFO website (3015), and I don't see specifically where positions are identified in that grant. Maybe Finance has more detail behind the PA grant to help me confirm the position is eligible?

Thank you.

Aimée Pope
Deputy Director for Classification and Position Management
120 State Street-5th Floor | Montpelier, VT 05620-2505
e-mail: aimee.pope@vermont.gov
phone: 802-461-9903

From: Clark, Sarah <Sarah.Clark@vermont.gov>
Sent: Thursday, February 18, 2021 10:27 AM
To: Pope, Aimee <Aimee.Pope@vermont.gov>

Cc: O'Connell, Tracy E <Tracy.OConnell@vermont.gov>; O'Toole, Dawn <Dawn.OTOole@vermont.gov>; Elmquist, Candace <Candace.Elmquist@vermont.gov>

Subject: AHS - Limited Service Position Request

Good morning Aimee,

Attached please find a limited service position request for two Financial Manager I's at AHS. Please let me know if you have any questions.

- Limited Service position request memo
- Limited Service position request form
- RFR for Financial Manager
- Proposed org chart

Thanks,
Sarah

Sarah Clark
Chief Financial Officer
Agency of Human Services

Desk: 802-241-9007
Cell: 802-505-0285

Date: 10/19/2020 20:59

Federal Emergency Management Agency
 Project Status Report
 Disaster: FEMA-4532-DR-VT

Number of Records: 1

Reference No.	Applicant Name	Applicant ID	Application Title	Project Amount (100%)	Cat	Project Size	Bundle #	Fedshare Approved (\$)	Elig	Status	Project Closeout Date	Submission Date	Obligation Date	Proj. Oblig. Date	Pop End Date	EXT
PA-01-VT-4532-PW-00032(0)_P	VT AGENCY OF HUMAN SERVICES	000-ULJRU-00	147296 - 03400 Management Costs	840,416.00	Z	L	PA-01-VT-4532-PW-00032(10)	840,416.00	Eligible	Awarded		09-17-2020	10-19-2020		04-08-2028	No

Murphy, Ariel

From: Pope, Aimee
Sent: Tuesday, February 23, 2021 10:33 AM
To: Elmquist, Candace
Cc: Murphy, Ariel
Subject: RE: AHS - Limited Service Position Request

I'm not worried about it in this case because the CFO of AHS forwarded the e-mail, agreeing to the documents. After the JFO approves the positions I'll work with AHS to get the docs signed.
Appreciate you checking.

Thank you.

Aimée Pope
Deputy Director for Classification and Position Management
120 State Street-5th Floor | Montpelier, VT 05620-2505
e-mail: aimee.pope@vermont.gov
phone: 802-461-9903

From: Elmquist, Candace <Candace.Elmquist@vermont.gov>
Sent: Tuesday, February 23, 2021 9:58 AM
To: Pope, Aimee <Aimee.Pope@vermont.gov>
Cc: Murphy, Ariel <Ariel.Murphy@vermont.gov>
Subject: RE: AHS - Limited Service Position Request

Hi Aimee,

Does AHS need to sign the Limited Service position requests RFR document? I see blank lines in the supervisor and appointing authority sections which are usually filled in with a signature.

Thanks,

Candace

From: Pope, Aimee <Aimee.Pope@vermont.gov>
Sent: Monday, February 22, 2021 8:12 AM
To: Murphy, Ariel <Ariel.Murphy@vermont.gov>
Cc: O'Connell, Tracy E <Tracy.OConnell@vermont.gov>; O'Toole, Dawn <Dawn.OTOole@vermont.gov>; Elmquist, Candace <Candace.Elmquist@vermont.gov>; Clark, Sarah <Sarah.Clark@vermont.gov>
Subject: RE: AHS - Limited Service Position Request

Hello Ariel,

Please find attached documents associated with a request for 2 Joint Fiscal positions associated with a FEMA Public Assistance grant. Please let me know if you have any questions.

Thank you.

Aimée Pope
Deputy Director for Classification and Position Management
120 State Street-5th Floor | Montpelier, VT 05620-2505

e-mail: aimee.pope@vermont.gov

phone: 802-461-9903

From: Clark, Sarah <Sarah.Clark@vermont.gov>

Sent: Thursday, February 18, 2021 10:27 AM

To: Pope, Aimee <Aimee.Pope@vermont.gov>

Cc: O'Connell, Tracy E <Tracy.OConnell@vermont.gov>; O'Toole, Dawn <Dawn.OToole@vermont.gov>; Elmquist, Candace <Candace.Elmquist@vermont.gov>

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Thanks,
Sarah

Sarah Clark
Chief Financial Officer
Agency of Human Services

Desk: 802-241-9007

Cell: 802-505-0285