MEMORANDUM

To: Joint Fiscal Committee members
From: Daniel Dickerson, Fiscal Analyst
Date: February 12, 2015
Subject: Grant Request #2738, #2739, #2740, #2741, #2743

Enclosed please find five (5) items that the Joint Fiscal Office has received from the administration. Two (2) limited-service positions are associated with these requests.

**JFO #2738** – One (1) limited-service position within the Department of Public Safety to provide maintenance and repair services for all transmitting/receiving equipment, lifeline voting systems (unrelated to electoral voting, these filter out poor signals when receiving radio transmissions), the C3 Maestro IP radio consoles installed at the State Public Safety Answering Points (PSAPs) and testing equipment, all in support of the SOV Lifeline.

[JFO received 2/5/15]

**JFO #2739** – $166,000 grant from the Reclaiming Futures National Program Office at Portland State University, Oregon. The grant is to the Vermont Court Diversion Program through the Attorney General’s Office. These funds will be used to improve the juvenile justice system in Vermont through the use of substance abuse and mental health screening and assessment and SBIRT (Screening, Brief Intervention, and Referral to Treatment). The funds will support contracts, training, and operational costs associated with the implementation of the project plans.

[JFO received 2/5/15]

**JFO #2740** – $15,000 grant from the Falconwood Foundation Inc. to the Vermont Department of Finance and Management. These funds will cover a portion of the costs associated with implementation and administration of the new law that requires labeling of food produced from genetic engineering. The donated funds will be deposited in the Vermont Food Fight Fund.

[JFO received 2/5/15]

**JFO #2741** – $25,000 grant from the Cropp Cooperative, Inc. Organic Valley to the Vermont Department of Finance and Management. These funds will cover a portion of the costs associated with implementation and administration of the new law that requires labeling of food produced from genetic engineering. The donated funds will be deposited in the Vermont Food Fight Fund.

[JFO received 2/5/15]
**JFO #2743** – One (1) limited-service position within the Department of Health to be funded from the Environmental Public Health Tracking Grant, originally approved by the Joint Fiscal Committee in 2009. The title of the position will be Epidemiologist IV and will provide capacity to conduct analysis of epidemiological data and perform outreach efforts.

*JFO received 2/8/15*

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; ddickerson@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 **February 25, 2015** we will assume that you agree to consider as final the Governor’s acceptance of these requests.
MEMORANDUM

To: Jim Giffin, AHS CFO
From: Paul Daley, Financial Director
Re: Limited Service Position Request for the Environmental Public Health Tracking Program Grant
Date: 12/30/14

The Health Department is requesting approval of a new limited service position to be funded from the Environmental Public Health Tracking Program grant, originally approved in 2009 through JFO #2406. Three limited service positions were authorized initially. In 2011, a fourth position was authorized through JFO #2535. These four positions remain funded by the grant.

The project period of this grant continues through 7/31/2017. Funding for an additional epidemiologist position is authorized in the current year’s grant budget, with funding expected to continue through the balance of the project period.

Please find enclosed a Position Request Form, an RFR with Organization Chart, and a copy of the grant award document.

After review by your office and approval from the Secretary’s Office, please forward to Molly Paulger at DHR.

We appreciate your support in moving this request forward. Please let me know if you have questions or need additional information. Thank you.
STATE OF VERMONT
Joint Fiscal Committee Review
Limited Service - Grant Funded
Position Request Form

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

Agency/Department: Agency of Human Services / Department of Health

Name and Phone (of the person completing this request): David Grass (802) 951 4064

Request is for:
- [ ] Positions funded and attached to a new grant.
- [x] Positions funded and attached to an existing grant approved by JFO #2406

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):
   - Centers for Disease Control and Prevention
   - Vermont Environmental Public Health Tracking Program
   - Grant Number: 2U38EH000625-06, Grant Project Period: 08/01/2009 – 07/31/2017

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>Epidemiologist IV</td>
<td>1</td>
<td>Environmental Health</td>
<td>08/01/2014 to 07/31/2017</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.

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

   The first five years of the Environmental Public Health Tracking grant focused on developing a web portal to present standardized environmental hazard and human health data. The focus of the current three-year grant is to analyze trends and patterns in these data and communicate results to support public health actions. This position will provide the needed capacity to conduct these epidemiological analyses and outreach efforts.

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: DEC 19 2014

Approved/Denied by Department of Human Resources:

signature: ____________________________
Date: 1/20/15

Approved/Denied by Finance and Management:

signature: ____________________________
Date: 2/14/15

Approved/Denied by Secretary of Administration:

signature: ____________________________
Date: 3/18/15

Comments: __________________________________________________________

JAN 30 2015
# 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>Date Received (Stamp)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Taken:</td>
<td></td>
</tr>
<tr>
<td>New Job Title</td>
<td></td>
</tr>
<tr>
<td>Current Class Code</td>
<td>New Class Code</td>
</tr>
<tr>
<td>Current Pay Grade</td>
<td>New Pay Grade</td>
</tr>
<tr>
<td>Current Mgt Level</td>
<td>B/U OT Cat. EEO Cat. FLSA</td>
</tr>
<tr>
<td>New Mgt Level</td>
<td>B/U OT Cat. EEO Cat. FLSA</td>
</tr>
<tr>
<td>Effective Date:</td>
<td></td>
</tr>
<tr>
<td>Date Processed:</td>
<td></td>
</tr>
</tbody>
</table>

### Classification Analyst: [Name] [Date] [Comments]

**Willis Rating/Components:**
- Knowledge & Skills: [Score]
- Mental Demands: [Score]
- Accountability: [Score]
- Working Conditions: [Score]
  - Total: [Total Score]

## Position Information:

- **Incumbent:** Vacant or New Position
- **Position Number:** [Number]
- **Current Job/Class Title:** Epidemiologist III
- **Agency/Department/Unit:** AHS/Health/Environmental Health
- **GUC:** 03420
- **Pay Group:** W40
- **Work Station:** Burlington
- **Zip Code:** 05402
- **Position Type:** [ ] Permanent [X] Limited Service (end date) 07/31/17
- **Funding Source:** [ ] Core [X] Sponsored [ ] Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.) 100% Federal
- **Supervisor’s Name, Title and Phone Number:** David Grass, Environmental Health Surveillance Chief (802) 951 4064

## 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 007400
    Existing Job/Class Title: Epidemiologist IV
  - **b.** Position authorized by:
For All Requests:

1. List the anticipated job duties and expectations; include all major job duties: This position will be responsible for compiling Nationally Consistent Data and Measures. This position will prepare clear and concise data feeds, transforming data into the appropriate format for submission to CDC and to the Vermont Tracking portal. This position will also coordinate the collection, validation, analysis of program indicators specified in the evaluation and performance measurement plan. This position will assist with content management for the Vermont Tracking portal and facilitate the transition to a new web design that will be implemented across all department web pages. This will include coordinating and implementing updates to the Tracking landing page, as well as responsibility for updating Tracking content pages in order to better integrate data, analysis, and interpretation into the information already provided. This position will also be responsible for developing and implementing new state-specific environmental health indicators (e.g. developing an interactive web map of environmental health indicators for public schools). Duties will include coordination and outreach to promote the use of these resources by local partners to inform decisions and promote policies that prevent exposure and protect public health.

2. Provide a brief justification/explanation of this request: The first five years of the Environmental Public Health Tracking grant focused on developing a web portal to present standardized environmental hazard and human health data. The focus of the current three-year grant is to analyze trends and patterns in the health and environmental data and communicate these results to support public health actions. This position will provide the needed capacity to conduct these epidemiological analyses and data-driven outreach efforts.

3. If the position will be supervisory, please list the names and titles of all classified employees reporting to this position (this information should be identified on the organizational chart as well). Not supervisory
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: David Grass, Environmental Health Surveillance Chief

6. Who should be contacted if there are questions about this position (provide name and phone number): David Grass, (802) 363 9461

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)*

[Signature]

12/16/14
Date

Supervisor's Signature (required)*

[Signature]

12/19/2014
Date

Appointing Authority or Authorized Representative Signature (required)*

[Signature]

DEC 1 9 2014
Date

* Note: Attach additional information or comments if appropriate.