MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: September 10, 2013
Subject: Position Request

Enclosed please find one (1) item that the Joint Fiscal Office has received from the administration.

JFO #2640 – Request from the Vermont Department of Health Access to establish four (4) limited service positions. These positions will manage and support the appeals process under Vermont’s health care exchange. Funding for these positions was approved by the Joint Fiscal Committee as part of JFO #2582. Expedited review has been requested.
[JFO received 09/10/13]

This item will be placed on the Joint Fiscal Committee’s September 11, 2013 agenda.
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: Vermont Health Access
Name and Phone (of the person completing this request): Kate Jones, 802-879-8256

Request is for:
- [ ] Positions funded and attached to a new grant.
- [x] Positions funded and attached to an existing grant approved by JFO # 2582

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):
   Center of Consumer Information and Insurance Oversight, U.S. Dept of Health and Human Services, Cooperative Agreement to Support Establishment of State Operated Health Insurance Exchanges

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>Health Care Program Specialist</td>
<td>1</td>
<td>DCF/ESD</td>
<td>8/1/2013 - 12/31/2014</td>
</tr>
<tr>
<td>Staff Attorney III</td>
<td>1</td>
<td>AHS</td>
<td>8/1/2013 - 12/31/2014</td>
</tr>
<tr>
<td>Staff Attorney II</td>
<td>2</td>
<td>DCF</td>
<td>8/1/2013 - 12/31/2014</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:
   Failure to enact the establishment of an exchange to fulfill the federal mandates included in the Affordable Care Act, signed into law in March of 2010.

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: 8/29/13

Approved/Denied by Department of Human Resources: [Signature]
Date: 8/29/13

Approved/Denied by Finance and Management: [Signature]
Date: 9/1/13

Approved/Denied by Secretary of Administration: [Signature]
Date: 9/1/13

Comments: [Comments]
TO: Martha Heath, Chair of Joint Fiscal Committee

THRU: Jeb Spaulding, Secretary Agency of Administration

FROM: Dlxle Henry, Deputy Secretary Agency of Human Services

DATE: August 29, 2013

SUBJECT: Limited Service Position Request

The Department of Vermont Health Access was awarded the State Planning and Establishment Grants for the Affordable Care Act's Exchange by the Center of Consumer Information and Insurance Oversight, U.S. Department of Health and Human Services in August of 2012. The grant was accepted by JFC later that month under JFC approval # 2582 which included approval of 20 limited Service positions to assist with building the Vermont Health Connect. The Agency Of Human Services is now seeking approval for 4 additional positions that were included in that grant (Level Two grant) to support the anticipated work required to handle Fair Hearing appeals.

We are requesting creation of the following 4 additional positions to manage the appeals process: 1 Classified Limited Service Position for DCF/ESD and 3 Exempt Limited Service Attorney positions, 1 of which will be assigned to the AHS Central Office and 2 of which will be assigned to the Attorney General’s Office for DCF. Additional positions to support this work, including 2 Human Services Board Hearing Officers and 1 Administrative Assistant B were recently approved under JFO approval #2632. At the time we requested the HSB positions in July, we had thought the four positions in this request had been approved previously. We subsequently learned that was not the case and are now seeking approval of these 4 positions to complete the teams necessary to handle the anticipated appeals.

We are asking for expedited approval process for this agreement due to the aggressive timelines and required completion date for this specific project of 12/31/2014. All required and relevant documentation has been attached. If you require further documentation that what has been provided or if you have any questions, please feel free to contact me. Thank you for your attention in this matter.
Note: DCF - Economic Services AAG’s also provide additional administrative hearing support for DVHA
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: ______
Agency/Department/Unit: Department Children & Family Services GUC: ______
Pay Group: ______ Work Station: Essex Zip Code: ______
Position Type: ☑ Permanent ☐ Limited Service (end date) 6/30/14 12/31/2014
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: ______

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

☑ New Position(s):
a. REQUIRED: Allocation requested: Existing Class Code 469300 Existing Job/Class Title: DCF
Health Care Program Specialist
b. Position authorized by:
☐ Joint Fiscal Office – JFO # __________ Approval Date: Pending
☐ Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session) [Blank]
☐ Other (explain) – Provide statutory citation if appropriate. [Blank]

☐ Vacant Position:
  a. Position Number: [Blank]
  b. Date position became vacant: [Blank]
  c. Current Job/Class Code: [Blank] Current Job/Class Title: [Blank]
  d. REQUIRED: Requested (existing) Job/Class Code: [Blank] Requested (existing) Job/Class Title: [Blank]
  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: [Blank]

For All Requests:

1. List the anticipated job duties and expectations; include all major job duties: [This Health Care Program specialist will provide additional capacity for the anticipated increase in Appeals due to the implementation of Vermont Health Connect. The Health Care Program Specialist will provide informal review and resolution of individual appeals.]

2. Provide a brief justification/explanation of this request: [The State of Vermont expects a significant and temporary spike in the number of appeals filed during the initial year of the Exchange. Appeals positions are needed within the Agency of Human Services (Department for Children and Families), at the Human Services Board, and at the Attorney General’s Office. With funding from the Level Two grant, the State plans to implement an informal review system, with new staffing in both DCF/ESD and DVHA as well as the Attorney General’s office. Through business requirements and program development efforts, the State now also expects the number of individual eligibility appeals that result in Fair Hearing to increase significantly. The introduction of a 72 hour expedited Fair Hearing process (an ACA requirement) creates operational readiness hurdles that require additional staffing capacity. This position is critical to ensure Vermont Health Connect is operational ready and can successfully meet the needs of Vermonters.]

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). [This position will not be 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: [Blank]
6. Who should be contacted if there are questions about this position (provide name and phone number): 

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

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

Attachments:

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

☒ Class specification (optional).

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

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

Personnel Administrator's Signature (required)*  

[Signature]

Date 8/28/13

Supervisor's Signature (required)*

[Signature]

Date 8/28/13

Appointing Authority or Authorized Representative Signature (required)*

[Signature]

Date 8/28/13

* Note: Attach additional information or comments if appropriate.