



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Daniel Dickerson, Fiscal Analyst
Date: October 29, 2015
Subject: Grant Request #2791, #2792

Enclosed please find two (2) items that the Joint Fiscal Office has received from the administration. Three (3) limited-service positions are associated with one of these requests.

JFO #2791 – \$25,000 grant from Meadows Bee Farm to the Vermont Agency of Agriculture, Food and Markets. The grant funds will be used to provide sub-grants to eligible schools and organizations located in southern Vermont in need of technical assistance and implementation funding relating to the Vermont Farm-to-School program.
[JFO received 10/26/15]

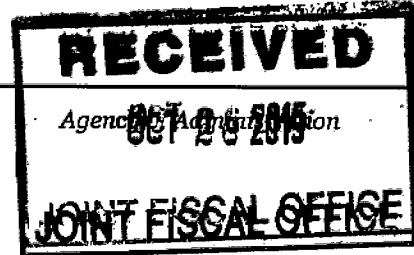
JFO #2792 – \$3,760,000 grant from the Centers for Disease Control and Prevention (CDC) to the Vermont Department of Health. The grant funds will be used to support projects to expand the licit prescription drug and illicit opioid overdose prevention efforts using certain strategies suggested by the CDC. Grant work will include data collection, implementing community or insurer/health systems interventions, and rapid response projects. **Three (3) limited-service positions**, a Substance Abuse Program Manager, Public Health Information Director, and Public Health Analyst II, are associated with this request.

Representatives from the Department of Health have indicated that because this request is quite similar to two existing requests (JFO #2787 and 2788) that are being reviewed at the November 13, 2015 Joint Fiscal Committee meeting, the Department would like to present this request for approval at the meeting as well. Please let me know as soon as possible if you would like this item held so that I can notify Theresa and she can add it to the current agenda.
[JFO received 10/26/15]

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 November 13, 2015 we will assume that you agree to consider as final the Governor's acceptance of these requests.



JFO 2792



State of Vermont
Department of Finance & Management
109 State Street, Pavilion Building
Montpelier, VT 05620-0401

[phone] 802-828-2376
[fax] 802-828-2428

STATE OF VERMONT FINANCE & MANAGEMENT GRANT REVIEW FORM

Grant Summary: This grant funding will be utilized by using three CDC suggested strategies to address misuse and abuse of licit and illicit opioids with long term specific outcomes related to a decrease in the rate of opioid overdoses. Grant work includes shorter data collection intervals, implement community or insurer/health systems interventions and rapid response project using ethnographic hot spot and high need population detection.

Date: October 19, 2015

Department: Vermont Department of Health

Legal Title of Grant: Prescription Drug Overdose Prevention for States

Federal Catalog #: 93.136

Grant/Donor Name and Address: Centers for Disease Control and Prevention, 2920 Brandywine Road, Mailstop: E-01; Atlanta GA 30341

Grant Period: From: 09/01/2015 To: 08/31/2019

Grant/Donation

	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$676,006	\$940,000	\$940,000	\$3,760,000	The remaining grant funds will be spent in FY4 and 5.

Position Information:	# Positions	Explanation/Comments
	3	Limited services positions to include Substance Abuse Program Manager, Public Health Information Director, Public Health Analyst II to provide grant management and program support.

Additional Comments:

Department of Finance & Management

Secretary of Administration

[Signature] 10/20/15 (Initial)
[Signature] 10/21/15 (Initial)



STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

BASIC GRANT INFORMATION			
1. Agency:	Agency of Human Services		
2. Department:	Health		
3. Program:	ADAP		
4. Legal Title of Grant:	Prescription Drug Overdose Prevention for States		
5. Federal Catalog #:	93.136		
6. Grant/Donor Name and Address: Department of Health & Human Services, Centers for Disease Control and Prevention			
7. Grant Period:	From:	9/1/2015	To: 8/31/2019
8. Purpose of Grant: See attached summary.			
9. Impact on existing program if grant is not Accepted: None			

10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 16	FY 17	FY 18	
Personal Services	\$307,666	\$571,660	\$571,660	
Operating Expenses	\$7,948	\$7,948	\$7,948	
Grants	\$360,392	\$360,392	\$360,392	
Total	\$676,006	\$940,000	\$940,000	
Revenues:				
State Funds:	\$0	\$0	\$0	
Cash	\$0	\$0	\$0	
In-Kind	\$0	\$0	\$0	
Federal Funds:	\$676,006	\$940,000	\$940,000	
(Direct Costs)	\$613,706	\$838,451	\$838,451	
(Statewide Indirect)	\$3,738	\$6,093	\$6,093	
(Departmental Indirect)	\$58,562	\$95,456	\$95,456	
Other Funds:	\$0	\$0	\$0	
Grant (source)	\$0	\$0	\$0	
Total	\$676,006	\$940,000	\$940,000	

Appropriation No:	Amount:	\$
3420010000		\$29,281
3420060000		\$646,725
		\$
		\$
		\$
		\$
Total		\$676,006

Has current fiscal year budget detail been entered into Vantage? Yes No

STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

PERSONAL SERVICE INFORMATION

11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.
 Appointing Authority Name: Harry Chen, Commissioner of Health Agreed by: HC (initial)

12. Limited Service Position Information:	# Positions	Title
	1	Substance Abuse Program Manager
	1	Public Health Information Director/AC Substance Abuse
	1	Public Health Analyst II
Total Positions	3	

12a. Equipment and space for these positions: Is presently available. Can be obtained with available funds.

13. AUTHORIZATION AGENCY/DEPARTMENT

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):

Signature:		Date: <u>9/16/15</u>
Title:	Commissioner of Health	
Signature:		Date: <u>10/1/15</u>
Title:	Deputy Secretary Arts	

14. SECRETARY OF ADMINISTRATION

Approved: (Secretary or designee signature) 9/30/15 Date: 10/21/15

15. ACTION BY GOVERNOR

Check One Box:
 Accepted Date: 10-21-15
 Rejected (Governor's signature) Date:

16. DOCUMENTATION REQUIRED

- Required GRANT Documentation**
- | | |
|---|--|
| <input type="checkbox"/> Request Memo
<input type="checkbox"/> Dept. project approval (if applicable)
<input type="checkbox"/> Notice of Award
<input type="checkbox"/> Grant Agreement
<input type="checkbox"/> Grant Budget | <input type="checkbox"/> Notice of Donation (if any)
<input type="checkbox"/> Grant (Project) Timeline (if applicable)
<input type="checkbox"/> Request for Extension (if applicable)
<input type="checkbox"/> Form AA-1PN attached (if applicable) |
|---|--|

End Form AA-1

(*) The term "grant" refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency, department, commission, board, or other part of state government (see 32 V.S.A. §5).

**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: AHS / Health Date: 9/15/15

Name and Phone (of the person completing this request): Paul Daley, 802-863-7284

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):

Department of Health & Human Services, Centers for Disease Control & Prevention; Prescription Drug Overdose Prevention for States; grant # 1U17CE002746-01.

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:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Substance Abuse Program Manager	1	ADAP	9/1/15 - 8/31/19
Public Health Information Director/ AC Substance Abuse	1	ADAP	9/1/15 - 8/31/19
Public Health Analyst II	1	ADAP	9/1/15 - 8/31/19

*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:

These positions will provide grant management and program support to the new Prescription Drug Overdose Prevention funding as described in the budget justification as part of the federal application and approved by the granting Agency.

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] _____ Date: 9/14/15
Signature of Agency or Department Head

[Signature: Molly Paul] _____ Date: 10.8.15
Approved/Denied by Department of Human Resources

[Signature] _____ Date: 10/20/15
Approved/Denied by Finance and Management

[Signature] _____ Date: 10/24/15
Approved/Denied by Secretary of Administration


Comments:

State of Vermont
Department of Health
108 Cherry Street, PO Box 70
Burlington, VT 05402

[phone] 802-863-7200
[fax] 802-865-7754

MEMORANDUM

To: Sarah Clark, AHS CFO

From: Paul Daley, Financial Director 

Re: Limited Service Position Request for the Prescription Drug Overdose Prevention Grant

Date: 9/15/15

.....

The Department of Health has received a grant from the United States Department of Health & Human Services, Centers for Disease Control & Prevention, providing \$3,940,000 over four years to enhance efforts to prevent overdose deaths related to prescription opioids.

We are requesting approval to receive these funds and are enclosing: the Grant Acceptance Request (AA-1) and attached summary, a copy of the grant award document, a copy of the grant application, a Position Request Form for three limited service positions, and the RFR's for those positions.

After review by your office and approval from the Secretary of Human Services, this package should be forwarded in its entirety 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.

Request for Grant Acceptance
Prescription Drug Overdose Prevention Program
Summary 9/15/2015

The Department of Health has received a grant from the Department of Health & Human Services, Centers for Disease Control & Prevention, providing \$3,940,000 for 4 years to enhance efforts to prevent overdose deaths related to prescription opioids.

This funding will support projects to expand the prescription drug overdose prevention efforts in collaboration with multiple stakeholders on a statewide basis. This approach will address the specified long-term outcomes through improved functionality and usability of the existing Vermont Prescription Drug Monitoring System (VPMS), training and technical assistance for medical professionals, improved communication, expanded surveillance capacity, and improved understanding of the views of those abusing prescription drugs and heroin.

Three of the four CDC-suggested strategies to address misuse and abuse of licit (prescription) and illicit opioids and decrease the rate of opioid overdoses will be implemented. Strategy 1, Enhance and Maximize Prescription Drug Monitoring Program's (PDMP), to arrive at shorter data collection intervals, increased rate of unsolicited reports, increased timeliness and use of standard population-based PDMP reports for surveillance, and new/quarterly distribution of reports on CDC surveillance metrics. Strategy 2, Implement Community or Insurer/Health System, for expanded uptake of evidence-based opioid prescribing guidelines, implementation of quality improvement programs to enhance guideline adherence, and interventions and practices that expand access to medication assisted treatment. Strategy 3, Rapid Response Project, for increased identification of high burden communities, increased accuracy of PDMP threshold definitions, and increased interventions to people misusing opioids.

Grant funds will be provided to: 1) Department of Vermont Health Access to hire Practice Facilitators to provide organizational, development, project management, and practice improvement services to primary care practices statewide and, 2) UVM School of Medicine Office of Primary Care to provide consultation, prescriber relations, facilitator training, and technical assistance and quality improvement services to outlier providers. Three personal service contracts will be established to provide specialized services to: enhance the existing VPMS contract, provide marketing and research, and provide ethnographic investigation. Funding is also provided for three limited service positions necessary to manage grant activities as well as some travel and supplies.

The Health Department is hereby seeking approval to receive \$676,006 in new Federal funds in State Fiscal Year 2016 and the establishment of three limited service positions. The remainder of the Federal funding will be included in the Department's future budget requests. We have attached the grant award document and a copy of the grant application as well as the Position Request Form.

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 _____
Comments: _____	Effective Date: _____
	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: Substance Abuse Program Manager

Agency/Department/Unit: AHS/VDH/ADAP GUC: 74604

Pay Group: 74A Work Station: Burlington Zip Code: 05401

Position Type: Permanent Limited Service (end date) 9/14/19

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: Anne Van Donsel, Director of Performance Management and Evaluation, 802-652-4142

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 526301 Existing Job/Class Title: Substance Abuse Program Manager

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.

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: Serve as program manager for Vermont Department of Health (VDH), Division of Alcohol and Drug Abuse Programs (ADAP) for the Prescription Drug Overdose Prevention initiative: a four year Center for Disease Control initiative to fund changes to the Vermont Prescription Monitoring System, physician and pharmacist training, technical assistance, and quality improvement services, and ground breaking ethnographic research to prevent overdose injury and death related to prescription drugs. This individual will work at a high level with the project director, ADAP's Director of Performance Management and Evaluation, the Vermont Department of Health Division of Health Surveillance, the VPMS information technology contractor, collaborating partners including the Division of Vermont Health Access Blueprint for Health and the University of Vermont Office's Office of Primary Care, physician practices, and three Stakeholder workgroups (Policy & Health Information & Health Disparity), as well as other members in the Division.
2. Responsible for management of all aspects of the grant including but not limited to the following: manage a \$1,000,000/year annual budget, develop and manage the grant work plan, adjusting as needed in order to reflect changes in priorities or activities, grant extensions and other variables. Develop and issue RFPs for grant-funded services and write grant and contract deliverables for subcontractors and grantees consistent with all State and Federal laws and rules. Monitor subcontractors and subgrantees grant deliverables and make payment decisions based on performance and milestones, coordinate evaluation activities. Lead advisory and stakeholder groups, oversee activities of other grant-funded positions, and negotiate terms with grantees.
3. The PDOP Manager is accountable to assure the success of the CDC PDOP grant goals and objectives through the implementation of strategies to: a) enhance and maximize use of prescription drug monitoring program by physicians and pharmacies through changes to the VPMS system, addition of proactive reporting to prescribers, more frequent uploading by pharmacies, and increased health surveillance and data dissemination b) implement community and insurer systems interventions including increased use of evidence based opioid prescribing guidelines through data dissemination, provision of technical assistances, provider education and marketing/communication, and continuous quality improvement processes c) coordinate a study to understand the use patterns and

methods used to option opioid pain relievers and illicit opiates and use the learnings to develop algorithms used within VPMS to identify and predict problematic use and minimized false notifications.

4. The PDOP Manager will coordinate communication with the CDC, assure that CDC needs and concerns have been addressed, and assemble data for, write and submit all required grant reporting.
5. The PODP Manager will be accountable for representing the Department in all public speaking engagements including formal presentations to state agencies, law enforcement, professional associations, educational institutions and patient advocacy groups.
6. The POPD Manager must have knowledge of the broad field of public health, with emphasis upon planning, consultation, quality improvement, and information technology due to the wide variety of activities that will be undertaken through this grant.
7. The POPD Manager will plan, direct and evaluate efforts to maximize healthcare quality in Vermont in accordance with the mission and strategic goals of VDH, Vermont's health reform initiatives, federal and state laws and regulations, and nationally recognized quality standards.

2. Provide a brief justification/explanation of this request: The Vermont Department of Health, Division of Alcohol and Drug Abuse Programs has received a \$4 million/4 year federal grant award from the Center for Disease Control. This position was requested as part of the application. The notice of grant award is attached.

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: Anne Van Donsel, Director of Performance Measurement and Evaluation/Emily Trutor, Director, ADAP Operations

6. Who should be contacted if there are questions about this position (provide name and phone number): Anne Van Donsel 802-652-4142

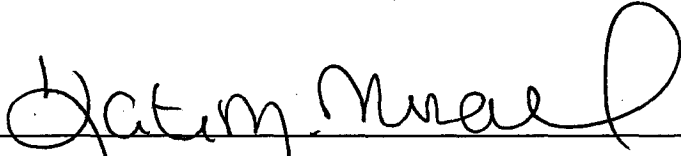
7. How many other positions are allocated to the requested class title in the department: 7

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

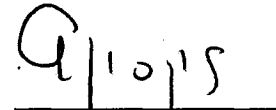
Attachments:

- 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.

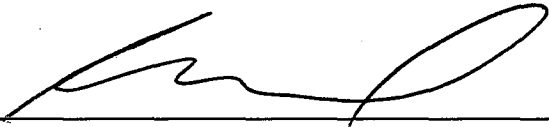
Other supporting documentation such as memos regarding department reorganization, or further explanation regarding the need to reallocate a vacancy (if appropriate).



Personnel Administrator's Signature (required)*



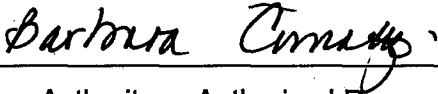
Date



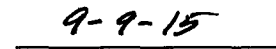
Supervisor's Signature (required)*



Date



Appointing Authority or Authorized Representative Signature (required)*

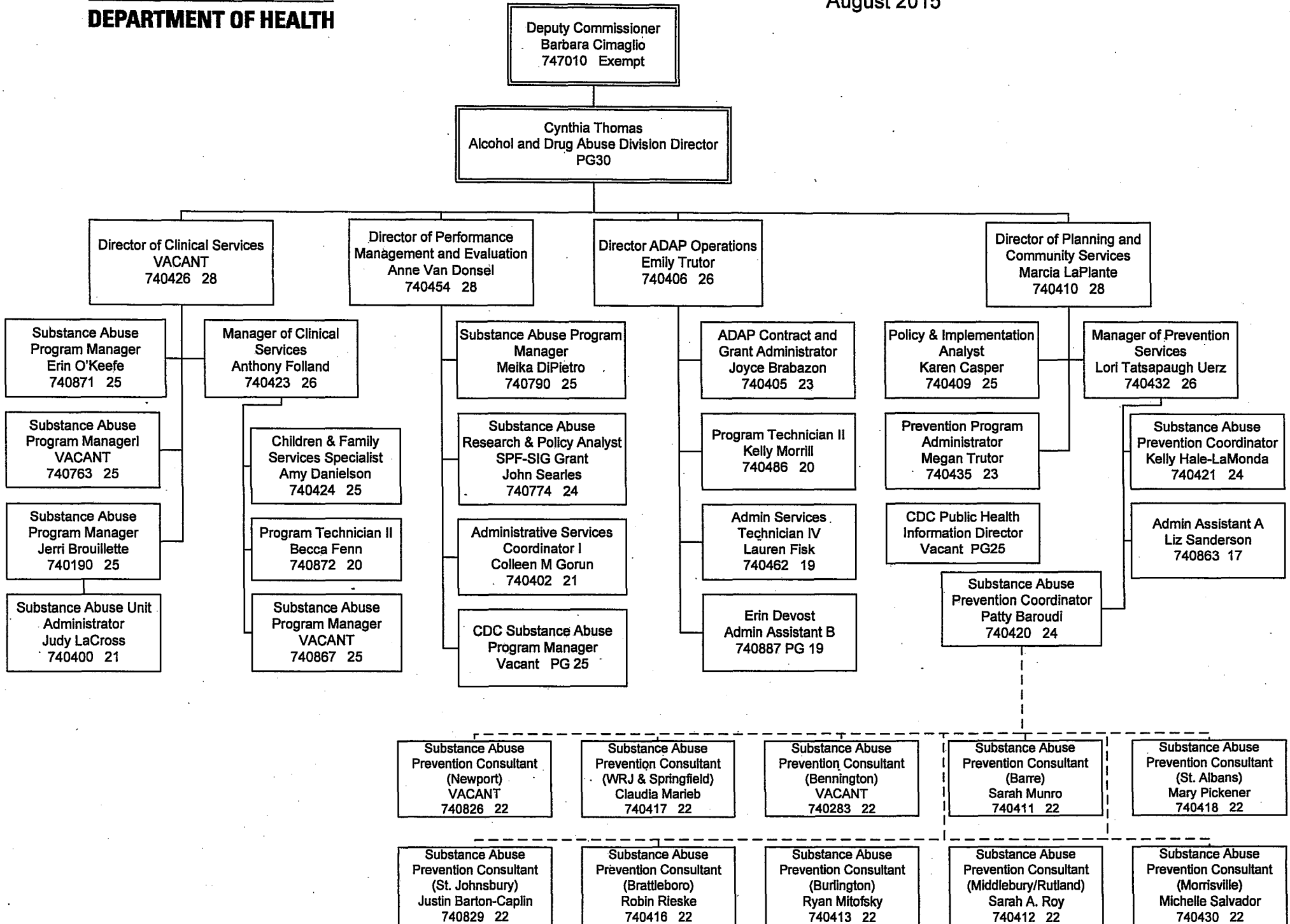


Date

* Note: Attach additional information or comments if appropriate.

Division of Alcohol & Drug Abuse Programs

August 2015



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 _____	Effective Date: _____
Comments: _____		Date Processed: _____
Willis Rating/Components: _____	Knowledge & Skills: _____	Mental Demands: _____
	Working Conditions: _____	Accountability: _____
	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: PH Information Director/AC Substance Abuse
Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored
Vacant Position Number: Current Job/Class Title:
Agency/Department/Unit: AHS/VDH/ADAP Work Station: Burlington Zip Code: 05401
Supervisor's Name, Title and Phone Number: Marcia LaPlante, Director of Planning and Community Services, 802-651-1560

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.*

#1 What: Provide communications consulting to program managers in the Division of Alcohol and Drug Abuse Programs on public health communications and evidence-based behavior change strategies.

How:

1(a) Assess current public health policy issues to identify educational needs in line with ADAP strategic plan.

1(b) Use evidence-based practices to develop creative, high-impact messages and compelling content to educate Vermonters about the importance of substance abuse prevention, intervention, treatment and recovery.

1(c) Design and implement social marketing campaign evaluation tools (or select key performance indicators for social media campaigns) to assess how effectively the messages were delivered to the targeted audience.

1(d) Recommend strategies for health promotion/social marketing projects based on the budget and timing of the project.

1(e) Provide training, coaching and technical assistance to ADAP program coordinators on principles of public health communications, behavior change theory and communications program planning and the development of communications tools.

1(g) Nurture and maintain a collaborative relationship with Communications Office and communications staff of other Divisions. This may include joint planning of communications initiatives of consequence to ADAP.

1(h) Co-operatively plan health and safety promotion and social marketing campaigns with other statewide organizations, such as the Departments of Public Safety and Transportation on communications campaigns addressing alcohol and drug issues.

1(g) Enlist community stakeholder feedback on the development of communications priorities and campaigns. Lead or participation in the ADAP Communications Workgroup

Why: To effect behavior change, reduce morbidity and mortality.

#2 What: Manage Social Marketing and other Communications Campaigns

How:

- 2(a) Lead staff and stakeholder planning for campaign development
- 2(b) Analyze data to drive health communications campaign development
- 2(c) Conduct, review and or assess formative research to guide proper audience segmentation, effective message development and delivery, and successful implementation
- 2(d) Develop deliverables and budgets for competitive communications bids
- 2(e) Manage bid selection processes
- 2(f) Negotiate work scopes, timelines and reporting requirements with community contractors
- 2(g) Develop project management plan with timelines and assure that meetings and conferences are scheduled
- 2(h) Track contract performance
- 2(i) Manage draft concepts, materials and media products through the ADAP and VDH approval process
- 2(j) Maintain effective communication with contractor

Why: To change behaviors and attitudes aimed at the prevention of substance use and the reduction of substance use disorders

#3 What: Manage social media and other electronic communications

How:

- 3(a) Monitor and manage social media channels including Facebook, Twitter and YouTube. Increase engagement, reach and consumption of health information on social media.
- 3(b) Independently post articles on Facebook and Twitter accounts, and monitor daily comments.
- 3(c) Develop strategies and policies to guide social media conversations - specifically those that involve controversial alcohol and drug abuse topics. Create safe places for people to discuss these topics on social media.
- 3(d) Work with ADAP staff to maintain content on the VDH website.
- 3(e) Proactively review web pages that relate to substance abuse topics, and maintain a schedule for ongoing review.
- 3(f) Collaborate with subject matter experts to update and refresh content on web pages.
- 3(g) Develop new web pages as topics arise.
- 3(f) Provide backup content management and support when the webmaster is out of the office.

#4 What: Provide program managers with guidance and editing expertise with written

communications and media.

How:

4(a) Write and edit documents including letters, brochures, flyers, fact sheets, web pages and advertising copy.

4(b) Create health education materials such as booklets, brochures and webpages for a variety of audiences including providers, parents and the general public.

4(c) Write and edit newsletters, annual reports, articles for placement in publications and manuals.

4(d) Work with vendors and manage production and distribution of educational materials.

4(e) Engage with media (reporters, TV news producers and editors) to promote coverage of substance abuse prevention, treatment and recovery initiatives.

4(d) Write and edit press releases for the Communications Office as well as "swiss cheese" presse releases for District Offices and community grantees

4(e) Provide training, coaching and technical assistance to ADAP staff on concise journalistic writing styles

Why:

Raise public awareness of health promotion strategies and the substance abuse prevention, intervention, treatment and recovery system of care

#5 What: Assist program managers with the planning and implementation of events and training.

How:

5(a) Provide guidance to program managers as they develop training programs on substance abuse topics.

5(b) Assist with writing SMART objectives to meet the learning goals for the training. Develop interactive training sessions to maximize learning among adults.

5(c) Write and edit training manuals and PowerPoint presentations.

Why: The impact of education is improved with effective training of providers who interact with the public.

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*.

1.) Collaborate with the VDH Communications Office to create effective educational materials in print and online that will help raise awareness, educate and support behavior change among Vermonters.

2.) Guide the efforts of a communications contractors in the development of effective public health messages regarding substance abuse with a primary focus on prescription drug overdose prevention.

- 3.) Collaborate with a social media strategist from HMC Advertising (or other contractor) to monitor social media channels connected to ongoing social marketing campaigns.
- 4.) Regular interaction with information directors of other state agencies and departments such as the Agency of Transportation and the Agency of Education on messaging and campaign development.)
- 5) Contact with VDH Division Directors, the Director of the Office of Local Health and Commissioner and Deputy Commissioners of Health on media campaigns and localized community roll-out.

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.

- Knowledge of substance abuse prevention, intervention, treatment and recovery.
- Strong background in public health communications and media relations
- Understand the theories and best practices related to social marketing, which is necessary to plan, implement and evaluate an effective social marketing campaign.
- Trained in social media strategy, and can monitor a social media campaign that also requires skills in communicating with the public and writing for a well-informed audience.
- Proficient with Adobe Contribute. Have privileges as an administrator on the Health Department's website content management system, can create new webpages and publish content.

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.

Meet one-on-one on a weekly basis to review progress, set priorities and coordinate efforts. This position works independently, and is expected to request guidance as needed.

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.*

This position is responsible for managing the Division's public presence on multiple media channels. Substance abuse is a very high profile, highly charged, political and provocative issue with a complex set of stakeholders and advocacy groups. VDH receives an extremely high volume of requests for information from media outlets. Concise messages must be developed on very short time frames on multiple substance, strategies and issues. This leads to a high stress environment.

This position is responsible for concurrently managing multiple small and large-scale social marketing campaigns, and the development of educational materials and that involve multiple funding streams, contractors and stakeholders.

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.*

To inform and educate Vermonters about community resources and best practices in reducing substance abuse, and encourage healthy behavior and system change. Oversees communications budgets ranging from \$150,000 to \$1,000,000, depending on the number of projects managed at a given time.

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?
Deadline pressures - see above	20%
Mental Stress - This position is responsible for managing the Division's public presence on multiple media channels. Substance abuse is a very high profile, highly charged, political and provocative issue with a complex set of stakeholders and advocacy groups. VDH receives an extremely high volume of requests for information from media outlets. Concise messages must be developed on very short time frames on multiple substance, strategies and issues. This leads to a high stress environment.	30%

- 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?
N/A	

- 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?
Office Materials/books/papers	<10 lb	5%

- 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/walking/bending	>95%
Driving	<5%

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.

This position is much needed in ADAP due to the increasing communication needs around substance abuse. This position is specifically requested as part of Center for Disease Control Prescription Drug Overdose Prevention grant.

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?

The most important duties of this position are the provision of public health communications/ behavior change consulting to the Division, and the management of communications campaigns. The science of social marketing as a substance abuse prevention and behavior change strategy has matured and this specialty is a badly needed skillset in the Division's program if we are to make progress in addressing substance abuse. Second, the focus on substance abuse programming has dramatically increased the public demand for concise actionable electronic information to enhance other substance abuse programs.

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?

Knowledge of principles and practices of health communications, social marketing and electronic social media strategies. Project management skills. Ability to apply research into communication strategies. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective working relationships and implement projects as part of a team.

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

N/A

4. Suggested Title and/or Pay Grade:

PG 25 Public Health Information Director Associated Class: Substance Abuse
(Similar to PG 25 Chronic Disease Information Director)

Supervisor's Signature (required): Minnie N. LaPlante Date: 9/8/15

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):

[Handwritten Signature] Date: 9/10/15

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.

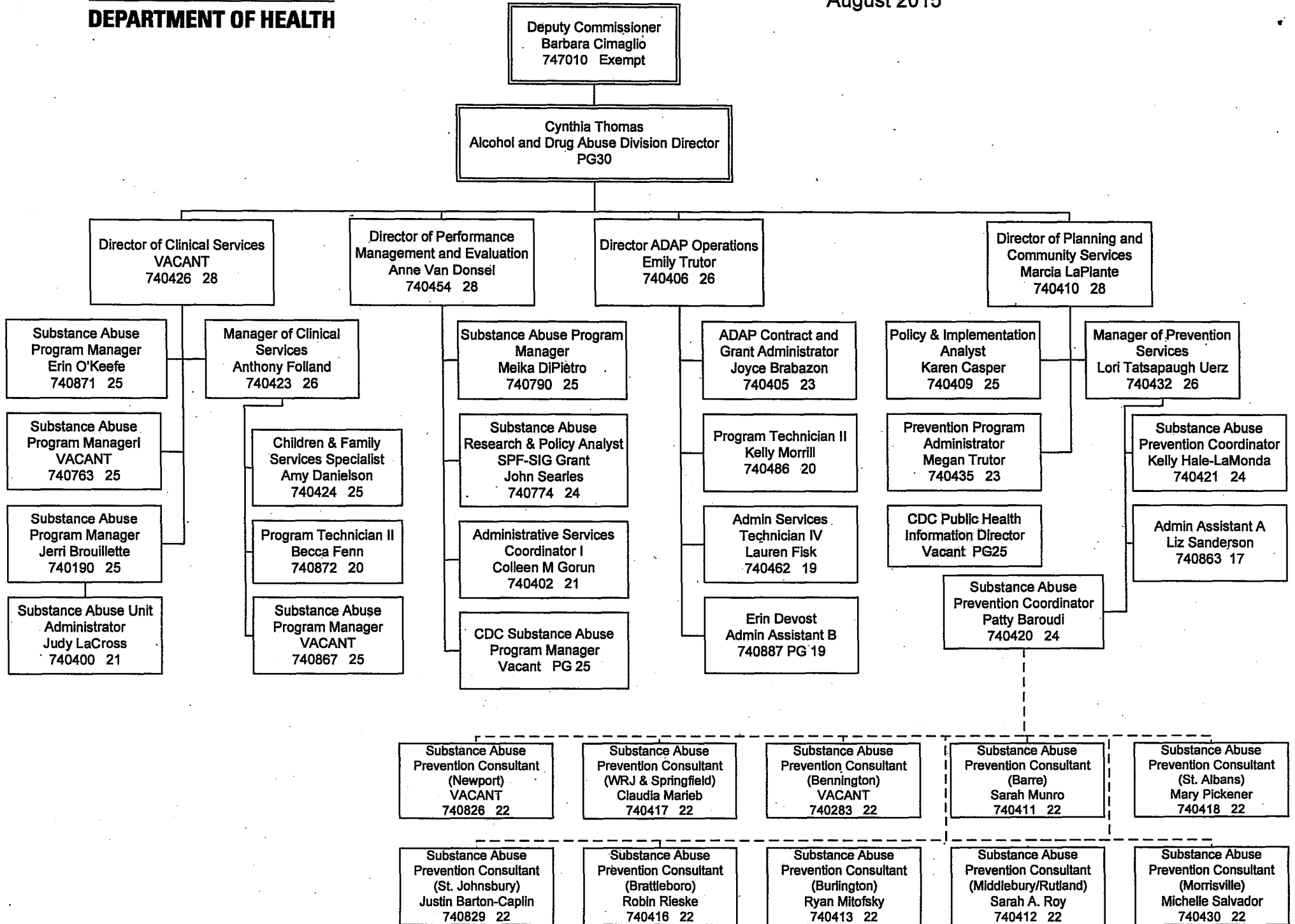
Suggested Title and/or Pay Grade:

Bartonia Cruise

Appointing Authority or Authorized Representative Signature (required)

9-9-15

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

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:

Agency/Department/Unit: GUC:

Pay Group: Work Station: Zip Code:

Position Type: Permanent Limited Service (end date)

Funding Source: Core Sponsored Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.)

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 Existing Job/Class Title:

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.

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: Evaluate the quality of existing data, and integrate it to ensure its usefulness for decision-making. Identify and develop studies needed to monitor prescribing and filling of schedule II, III and IV drugs in Vermont. Coordinate the development, testing and implementation of Prescription Monitoring System enhancements. Assist with the transition to daily pharmacy uploading for dispensed prescriptions. Develop, implement and distribute surveillance program(s) related to the Vermont Prescription Monitoring System. Coordinate among users and providers of data in the development of the surveillance systems. Evaluate the effectiveness of surveillance systems. Select statistical and epidemiological methods for analysis of data. Assist in the development and implementation of program evaluation criteria, techniques, and data needs. Assist in process to determine if contractors/vendors have met contract/grant deliverables. Support data collection and analytic needs of the CDC grant "Prescription Drug Overdose Prevention". Perform related duties as required.

2. Provide a brief justification/explanation of this request: VDH / ADAP was recently awarded the CDC's Prescription Drug Overdose Prevention for States grant. The work necessary under this grant can not be undertaken by current staff, in addition to their regular duties. Currently the Vermont Prescription Monitoring System (VPMS) has an Public Health Analyst I, which is an entry-level position. The regular duties required to maintain VPMS are a full time position. In addition, the work required by the new grant is more statistically advanced than required for a PHA I, thus the need to have a higher-level position to meet the work required by the grant.

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: Shayla Livingston, Public Health Analyst III

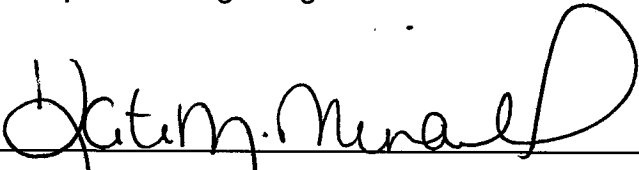
6. Who should be contacted if there are questions about this position (provide name and phone number):
Shayla Livingston, 802-863-6337

7. How many other positions are allocated to the requested class title in the department: 6


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)*

9/10/15
Date

 For Shayla Livingston
Supervisor's Signature (required)*

9/8/15
Date


Appointing Authority or Authorized Representative Signature (required)*

9-9-15
Date

* Note: Attach additional information or comments if appropriate.

September 1, 2015

