



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Senior Staff Associate
Date: June 28, 2023
Subject: Limited-Service Position Request – JFO #3152

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration.

JFO #3152: One (1) limited-service position, Public Health Analyst II, to the Agency of Human Services, Department of Health, to carry out ongoing work for the Vermont Addressing Suicide Together (VAST) grant. Funds authorized with previously approved JFO grant #3036. Position funded through 8/31/2025.

[Received June 22, 2023]

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. Unless we hear from you to the contrary by July 15, 2023, we will assume that you agree to consider as final the Governor's acceptance of this request.



**Department of Health
Office of the Commissioner**
108 Cherry Street – PO Box 70
Burlington, VT 05402-0070
healthvermont.gov

[phone] 802-863-7280
[fax] 802-951-1275
[tdd] 800-464-4343

Agency of Human Services

MEMORANDUM

To: Jenney Samuelson, Secretary of Human Services

From: Mark A. Levine, MD, Commissioner of Health 

Re: Limited-Service Position

Date: 04/12/2023

Please find enclosed a request for a limited-service position required to carry out the ongoing work for the Vermont Addressing Suicide Together (VAST) grant. The objective of this federally funded project is to increase and sustain the capacity of a coordinated statewide public health approach to suicide prevention, and to reduce the morbidity and mortality rate of Vermonters due to suicide and self-directed violence. The project is co-led by the Departments of Health and Mental Health.

The performance period of the project is 9/1/2020 to 8/31/2025. The Joint Fiscal Committee authorized acceptance of this grant via JFO #3036 in 2021 and authorized three positions to be funded by the grant.

This request is for a public health analyst to conduct syndromic surveillance designed to increase timeliness of nonfatal suicide-related outcomes analysis and reporting. The analyst will collaborate with the project's epidemiologist to alert partners of suicide-related hotspots/upticks and emerging trends. The position is fully funded in the current year's grant award and is included in the budget for the balance of the project period.

Thank you in advance for your favorable consideration of this request.

Cc: Rich Donahey, AHS Chief Financial Officer



**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 – Vermont Department of Health** Date: 04/12/2023

Name and Phone (of the person completing this request): Megan Hoke 802-651-1670

Request is for:

X Position funded and attached to an existing grant approved by JFO #: 3036

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

Department of Health and Human Services – Substance Abuse and Mental Health Services Administration – Center for Mental Health Services; Vermont Addressing Suicide Together (VAST); NU50CE002594

<u>Title of Position Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Public Health Analyst II	1	HSI	09/01/2022 – 8/31/2025

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

This position will conduct syndromic surveillance designed to increase timeliness of nonfatal suicide-related outcomes analysis and reporting. The analyst will collaborate with the project’s epidemiologist to alert partners of suicide-related hotspots/upticks and emerging trends.

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. 544)

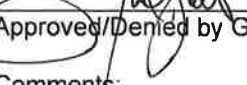
 Signature of Agency or Department Head	 Vonda W. Dadoz	4/25/2023	4/12/2023
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 Aimee Pope	Digitally signed by Aimee Pope Date: 2023.05.01 11:33:09 -04'00'	Date
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 Adam Greshin	Digitally signed by Adam Greshin Date: 2023.05.03 15:10:38 -04'00'	Date
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 Douglas Farham	Digitally signed by Douglas Farham Date: 2023.05.03 15:10:38 -04'00'	Date
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 Douglas Farham	Digitally signed by Douglas Farham Date: 2023.05.03 15:10:38 -04'00'	Date
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 Tracy O'Connell	Digitally signed by Tracy O'Connell Date: 2023.05.03 15:10:38 -04'00'	Date
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Approved/Denied by Governor (required as amended by 2019 Leg. Session) Date 6/22/23

Comments:



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Centers for Disease Control and Prevention

Notice of Award

Award# 5 NU50CE002594-03-00

FAIN# NU50CE002594

Federal Award Date: 07/01/2022

Recipient Information

1. Recipient Name

Human Services Vermont Agency Of
280 State Dr
Vermont Department of Health
Waterbury, VT 05671-9501
[NO DATA]

2. Congressional District of Recipient

00

3. Payment System Identifier (ID)

1036000264D4

4. Employer Identification Number (EIN)

036000264

5. Data Universal Numbering System (DUNS)

809376155

6. Recipient's Unique Entity Identifier (UEI)

YLQARK22FMQ1

7. Project Director or Principal Investigator

Stephanie A Busch
Manager
stephanie.busch@vermont.gov
802-863-7313

8. Authorized Official

Mr. Paul Daley.
Financial Director
AHS.VDHPedGrantOperations@vermont.gov
802-863-7284

Federal Agency Information

CDC Office of Financial Resources

9. Awarding Agency Contact Information

Ms. Robyn Bryant
Grants Management Specialist
ppa4@cdc.gov
404-488-2698

10. Program Official Contact Information

Skylla Hall
N/A
mlo3@cdc.gov
770.488.0984

Federal Award Information

11. Award Number

5 NU50CE002594-03-00

12. Unique Federal Award Identification Number (FAIN)

NU50CE002594

13. Statutory Authority

301, 391(a)(2) and 392(a)(1) of the Public Health Service Act

14. Federal Award Project Title

Vermont Addressing Suicide Together (VAST)

15. Assistance Listing Number

93.136

16. Assistance Listing Program Title

Injury Prevention and Control Research and State and Community Based Programs

17. Award Action Type

Non-Competing Continuation

18. Is the Award R&D?

No

Summary Federal Award Financial Information

19. Budget Period Start Date	09/01/2022	- End Date	08/31/2023	
20. Total Amount of Federal Funds Obligated by this Action				\$893,000.00
20a. Direct Cost Amount				\$737,590.00
20b. Indirect Cost Amount				\$155,410.00
21. Authorized Carryover				\$0.00
22. Offset				\$0.00
23. Total Amount of Federal Funds Obligated this budget period				\$0.00
24. Total Approved Cost Sharing or Matching, where applicable				\$0.00
25. Total Federal and Non-Federal Approved this Budget Period				\$893,000.00
26. Period of Performance Start Date	09/01/2020	- End Date	08/31/2025	
27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance				\$2,413,000.00

28. Authorized Treatment of Program Income

ADDITIONAL COSTS

29. Grants Management Officer - Signature

Ms. Pamela Render
Grants Management Officer

30. Remarks

Vermont Department of Health (VDH)
Division of Emergency Preparedness and Response and Injury Prevention (DEPRIP):
Grant Number: NU50CE002594

Vermont's Comprehensive Suicide Prevention
Budget Narrative Year 3

Year 3 Budget Period September 1, 2022 – August 31, 2023:

- A. Personnel:** Provide employee(s) (including names for each identified position) of the applicant/recipient organization, including in-kind costs for those positions whose work is tied to the grant project.

Position	Name	Annual Salary/Rate	Level of Effort	Months	Total Salary Charge to Award
(1) Program Manager	Nick Nichols	\$96,450 Annual Salary	90%	12 Months	\$86,805
(2) Epidemiologist /Public Health Analyst	Caitlin Quinn	\$64,952 Annual Salary	100%	12 Months	\$64,952
(3) Communications/ Media Director	Allie Breyer	\$67,047 Annual Salary	10% FTE In Kind	12 Months	\$0
(4) DMH Co-Principal Investigator I	Alison Krompf	\$125,507 Annual Salary	10% FTE In Kind	12 Months	\$0
(5) VDH Co- Co-Principal Investigator II	Stephanie Busch	\$69,120 Annual Salary	10% FTE	12 Months	\$6,912
(6) DMH Medical Director	Kelley Klein	\$260,000 Annual Salary	5% FTE In Kind	12 Months	\$0
(7) Syndromic Surveillance Public Health Analyst	To Be Hired	\$60,871 Annual Salary	100% FTE	12 Months	\$60,871
PERSONNEL TOTAL					\$219,540

JUSTIFICATION: Describe the role and responsibilities of each position.

- (1) The Program Manager (PM) (Nick Nichols) will conduct administrative work for the grant. The position is reasonable for the implementation, administration, coordination, quality control and evaluation of Vermont's Comprehensive Suicide Prevention Program. The PM will provide daily oversight and management, and engage in discussions and planning with stakeholders, coordinate, update, develop and conduct trainings. Duties include planning assessments, coordinating planned activities, program monitoring, quality improvement and evaluation, technical assistance, and education for the suicide prevention program. The PM will work directly with other state agencies and community partners to deliver the program. The PM (key staff) will conduct administrative work for the grant. The Position is responsible for the implementation, administration, coordination, quality control and evaluation of the VAST project.
- (2) The Epidemiologist/Public Health Analyst (Caitlin Quinn) (100% FTE) will coordinate and direct the development and implementation of project data collection, coordinating with contracted evaluator and data analysis activities, representing the project on data issues in communication with the grant team and CDC.
- (3) The Communications/ Media Director (Allie Breyer) (10% FTE In Kind) will oversee the contacted 50% FTE Communications Coordinator position. Ms. Breyer will ensure that the contacted communications work will align with proper suicide prevention information provided through media means is tailored appropriately for affected population groups. The Division Communications Director and Communications Coordinator will be responsible for controlling all communication information that is given to both public and private entities. The Communications/ Media Coordinator will be contracted in order to meet or exceed the 50% FTE requirement. This position will ensure that proper suicide prevention information provided through media means is tailored appropriately for affected population groups. The Communications/ Media Director is responsible for controlling all communication information that is given to both public and private entities.
- (4 & 5) CO-PIs Mrs. Krompf and Ms. Busch will be responsible for strategic planning, performance and progress tracking, and ensuring proper resources and staffing for VAST project. Both Co-PI's will provide executive oversight to the grant at the level of effort of 10% each. Co-PI, Mrs. Krompf has 15+ years of experience in the healthcare and mental health fields, currently leading suicide prevention activities for DMH. Co-PI, Stephanie Busch, has been with the Vermont Department of Health as the Injury Prevention manager since 2018. Busch has 10 years of healthcare and public health experience working to integrate mental health, and injury prevention initiatives into emergency services.
- (6) The Medical Director, Dr. Tom Weigel, will provide oversight of the state of Vermont EMS system including providing EMS clinical care oversight, developing

protocols, and ensuring the continuous availability of a physician to resolve EMS system problems. He will provide of effort of 5% in-kind.

(7) Syndromic Surveillance Public Health Analyst (To be hired) (100% FTE) The Syndromic Surveillance Analyst will increase timeliness of nonfatal suicide-related outcomes analysis and reporting. The analyst will work closely with the VAST epidemiologist to alert partners of suicide-related hotspots/upticks and emerging trends.

FEDERAL REQUEST (enter in Section B column 1 line 6a of form SF424A) **\$219,540**

B. Fringe Benefits (\$98,793)

The actual cost of fringe benefits (not a fringe benefit rate) will be reported as a direct cost of the program. The actual cost of fringe benefits varies from employee to employee based on salary, employee choice of health care plan, and employee election of certain other benefits. The usual major components of this cost are FICA at, retirement of salary and a portion of medical, life and dental insurance. The actual costs of the medical, dental and life insurance vary depending on the coverage selected by the employee. The cost of each employee's fringe benefits will be allocated to the program based on hours worked in the program relative to all hours worked by the employee. Based on the current cost of fringe benefits for employees in similar programs, we are estimating the cost of these fringe benefits at 45% of salary.

FEDERAL REQUEST **\$98,793**

C. Consultant Costs: Not applicable.

D. Equipment: Not applicable.

E. Supplies:

Item(s)	Unit Cost	Amount Requested
Office supplies	N/A	\$3,000
2 cell phones and data plans	\$600	\$1,200
Adequate computer and software needed for new staff		\$ 8,279
SUPPLIES TOTAL		\$12,479

Supplies:

Office supplies These funds will be used for office supplies including but not limited to mailing, office supplies, etc

Phones: These funds will also provide the program manager and communications with phones for access to emails and a telephone as a part of divisions costs.

Computer and tech: Adequate computer and software needed for new staff. Developer Laptop \$1,980, Monitor \$299, SAS analytic software license \$6,000.

F. Travel:

Travel	Location	Item	Rate	Total Cost
Local travel	Vermont	Mileage	3000 miles at .545 per mile	\$1,635
Required grantee meeting (Atlanta) for three staff	Atlanta GA	N/A	Airfare (\$550), Lodging (\$450, 3 nights @ \$150/night), Per Diem (\$128, 4 days @ \$32/day), Ground Transport (\$100)	\$3,684
AAS or other related public health conferences	TBD	N/A	\$2800 per person per conference for a total of 2 staff.	\$5,600
TRAVEL TOTAL				\$10,919

JUSTIFICATION:

1. Local travel is needed to provide on-site technical assistance to the contractors and relevant state entities, including formal presentations to state agencies, legislators, law enforcement, media, professional associations, and educational institutions. Local travel rate for the Vermont Department of Health is .545/mile
2. Grantee In-person meeting: As per the NOFO requirements, money is requested for the Program Manager and 2 additional staff to attend the required meeting or reverse site visit. As per the NOFO requirements, money is requested for the Program Manager and one additional staff to attend the required meeting or reverse site visit. Costs to travel for this are estimated at \$1,228 per person (Airfare (\$550), Lodging (\$450, 3 nights @ \$150/night), Per Diem (\$128, 4 days @ \$32/day), Ground Transport (\$100).
3. American Association of Suicidology or public health related conferences (such as APHA), money is requested for two staff to attend AAS (or related conference) to share knowledge and leverage knowledge of current best practices in the field. American Association of Suicidology or public health suicide prevention-related conference (APHA), money is requested for the Program Manager and one additional staff to attend AAS (or related conference) to share knowledge and leverage knowledge of current best practices in the field. Costs to travel for this are estimated at \$1,425 per person (Airfare (\$550), Lodging (\$600, 4 nights @ \$150/night), Per Diem (\$175, 5 days @ \$32/day), registration (Approximately \$500), Ground Transport (\$100). \$2,800 per conference per person.

FEDERAL REQUEST (enter in Section B column 1 line 6c of form SF424A) \$10,919

G. Other:

Item(s)	Number Needed	Unit Cost	Amount Requested
Material Printing \$1/brochure x 8390	8390	\$1	\$8,390
OTHER TOTAL			\$8,390

JUSTIFICATION: Explain the use of each item requested.

Printing These funds will be used to print developed program material and resources including but not limited to data reports, infographics, etc.

FEDERAL REQUEST – (enter in Section B column 1 line 6h of form SF424A) \$8,390

H. Contractual Costs:

Contract: A contractual arrangement will be used to carry out a portion of the programmatic effort or for the acquisition of routine goods or services under the grant. Such arrangements may be in the form of consortium agreements or contracts. A consultant is an individual retained to provide professional advice or services for a fee. The applicant/grantee must establish written procurement policies and procedures that are consistently applied. All procurement transactions shall be conducted in a manner to provide to the maximum extent practical, open and free competition.

Vendor	Explanation	Amount Requested
VCHIP	Evaluation Contracted Service	\$67,208
Small Mammal/ HMC (master contactor)	Communications Media and Marketing Project(s)/Paid Media Buy	\$20,000
CHL/ Vermont Suicide Prevention Center	Contracted delivery of training and grant activities	\$105,150
Invest EAP/DAIL	Peer Support Hub training and development	\$80,000
VPQHC	Emergency Department Zero Suicide project	\$105,866
TOTAL		\$378,224

JUSTIFICATION: Explain the need for each contractual agreement and how it relates to the overall project.

Evaluation Services

\$67,208

Tom Delaney from VCHIP is the contracted lead evaluator coordinating and directing the development and implementation of project evaluation, conducting evaluation data and data

analysis activities, representing the project on evaluation issues in communication with the grant team, and project officer. This consultant work will be with VCHIP is a quality improvement and healthcare services research program in the Dept. of Pediatrics of the University of Vermont Larner College of Medicine. Evaluation cost anticipate a 3% increase annually.

Communications Media Project(s) /Paid Media Buy **\$20,000**

Funds support media campaigns/projects needed to meet project goals and objectives; the campaign will work to reduce stigma around mental health, seeking help, and promote community, as well as enhance the reach of the project. The project director, communications coordinator (which will meet or exceed the required 50% FTE), and partners will work with the VDH communications office to develop a multimedia plan to include public education and outreach efforts to engage the community about grantee activities, safe messaging, and provision of presentations at public meetings and community events to stakeholders, community, and families.

Vermont Suicide Prevention Center **\$105,150**

Trainings, Technical Assistance, Consultation, Coordination in the following areas: CHL/VTSPC will provide a variety of services including trainings, technical assistance, consultation on a variety of activities in the project. Their involvement will allow for greater capacity of the project to carry out the purpose of the targeted work by providing technical expertise in suicide prevention including, but not limited to people with lived experience. The actual contract amount will adjust depending on actual trainings and number of trained individuals in the year. Trainings, Technical Assistance, Consultation, Coordination in the following areas: Participation in Implementation Committee; oversight of The Coalition, Gatekeeper training, AHS departments and SS organizations, online trainings, Gatekeeper training, Training of Trainer, Engage Partners in Safe Storage education, CALM training, Suicide Prevention Symposium, Support DA OSAs, Partner engagement, EBP CAMS Training, Training in Screening and Assessment, Caring Contacts TA, and Project Administrative costs.

DAIL/Invest EAP **\$80,000**

Costs are allocated include the implementation of at least two rural peer hubs per year, for a minimum total of 10 peer hubs throughout the State. In addition, budget costs include administrative and logistical support to provide for oversight and uniform service delivery across all peer hubs. Contract would support Centers for Wellbeing Program Oversight and Supervision, Peer Program Coordinator, Peer Program Clinical Supervisor, Peer Program Outreach, In-State Travel, Bi-monthly Clinical Supervision of Peer Support Groups, Equipment/Supplies (website, postage, etc.), Crisis Intervention and Wellness Trainings

VPQHC **\$105,866**

Funds will be used to provide consultation, technical assistance and training to Vermont hospital emergency departments on the implementation of Zero Suicide in emergency departments. VPQHC will support continuous quality improvement planning, training, and technical assistance to implement a suicide-safe screening, assessment, brief intervention, lethal means counseling, safe transitions of care in hospital emergency department's location in Vermont.

Funds will also support training for mental health providers on the provision of suicide-safe treatment using telehealth technology.

FEDERAL REQUEST – (enter in Section B column 1 line 6f of form SF424A) \$378,224

I. Total Direct Costs: (\$728,345)

J. Indirect Costs: (\$164,655)

The Vermont Department of Health uses a Cost Allocation Plan, not an indirect rate. The Vermont Department of Health is a department of the Vermont Agency of Human Services, a public assistance agency, which uses a Cost Allocation Plan in lieu of an indirect rate agreement as authorized by OMB Circular A-87, Attachment D. This Cost Allocation Plan was approved by the US Department of Health and Human Services effective October 1, 1987. A copy of the most recent approval letter is attached. The Cost Allocation Plan summarizes actual, allowable costs incurred in the operation of the program. These costs include items which are often shown as direct costs, such as telephone and general office supply expenses, as well as items which are often included in an indirect rate, such as the cost of office space and administrative salaries. These costs are allocated to the program based on the salaries and wages paid in the program. Because these are actual costs, unlike an Indirect Cost Rate, these costs will vary from quarter to quarter and cannot be fixed as a rate. Based on costs allocated to similar programs during recent quarters, we would currently estimate these allocated costs at 75% of the direct salary line item.

Year 3 Budget Period September 1, 2022 – August 31, 2023

TOTAL DIRECT CHARGES: FEDERAL REQUEST – \$728,345

INDIRECT CHARGES: FEDERAL REQUEST – \$164,655

TOTAL FEDERAL REQUEST –\$893,000

<u>Budget Summary:</u>	Total
A. Salaries and Wages	\$219,540
B. Fringe Benefits	\$ 98,793
C. Consultant Costs	\$ 0
D. Equipment	\$ 0
E. Supplies	\$ 12,479
F. Travel	\$ 10,919
G. Other	\$ 8,390
H. Contractual Costs	\$ 378,224
I. Total Direct Costs (sum A-H)	\$ 728,345
j. Indirect Costs	\$ 164,655
k. TOTAL (sum of i and j)	\$ 893,000

Total Project Period (5 years) September 1, 2020 – August 31, 2025

**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:

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. 301, 391(a)(c) and 392 (a)(1) of the Public Service Act

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: Assess data related to non-fatal suicide related outcomes utilizing syndromic surveillance emergency department data (ESSENCE). Determine the best manner for automating data transfer to dashboards and reports. Provide suicide prevention partners and communities with timely, location specific non-fatal suicide related outcome data reports, dashboards and maps. Refine case definitions and methodology for tracking suicide related emergency department visits and reporting quarterly to the CDC and VT suicide prevention partners per the grant required activities. Identify, create and disseminate data products to be used by statewide and local suicide prevention partners to make targeted and timely prevention actions. Utilize known data sources, statistical and epidemiological methods for validation of definitions and case identification. Share key findings through meetings, presentations, reports and data briefs to key stakeholders and organizations working to prevent suicide. Participate in monthly grant required calls, associated webinars and complete other tasks as required.

2. Provide a brief justification/explanation of this request: VDH/HS was recently awarded supplementary funding for the CDC Comprehensive Suicide Prevention grant to add the collection and dissemination of nonfatal suicide related surveillance data to improve planning, implementation and evaluation of suicide prevention programs. The work necessary under this grant can not be undertaken by current staff, in addition to their regular duties. Currently, VDH does not have an analyst that can automate and produce the data needed to accomplish the work of this grant. The work required by the new grant is statistically advanced and requires the attention of a PHA II with coding skills to be able to automate data processing.

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 *TB*

5. The name and title of the person who completed this form: Jennifer Hicks, Research, Epi and Evaluation Unit Chief

6. Who should be contacted if there are questions about this position (provide name and phone number):
Jennifer Hicks, 802-863-7264 or 802-985-0155

7. How many other positions are allocated to the requested class title in the department: 18

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).

DocuSigned by:
Trishia Brooks
577C7FA8885D4E3

Personnel Administrator's Signature (required)*

12/6/2022

Date

Jennifer Hicks

Supervisor's Signature (required)*

12/5/2022

Date

DocuSigned by:
Julia Aral
B4F263BC82A5444

Appointing Authority or Authorized Representative Signature (required)*

12/8/2022

Date

* Note: Attach additional information or comments if appropriate.



Division of Health Statistics and Informatics

4/4/23

