

STATE OF VERMONT  
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MEMORANDUM

To: Joint Fiscal Committee Members

From: Maria Belliveau *MB*

Date: February 24, 2017

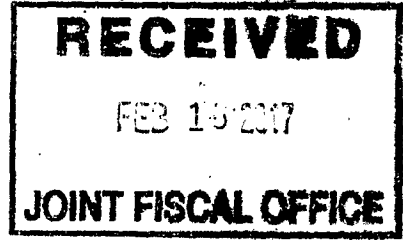
Subject: JFO #2876 – Request from the Criminal Justice Training Council

The Criminal Justice Training Council has requested authority to establish one new limited service position, Impaired Driving Training Coordinator. This position will be funded with an existing federal grant through the Governor's Highway Safety Program and will be a pay grade 23 that has a starting annual salary of \$46,862 plus benefits.

The position will be responsible for developing continuing education courses for the Vermont law enforcement community and will oversee all training involving impaired operation and related highway safety issues.

Please review the enclosed materials and notify the Joint Fiscal Office (Maria Belliveau at [mbelliveau@leg.state.vt.us](mailto:mbelliveau@leg.state.vt.us) or Daniel Dickerson at [ddickerson@leg.state.vt.us](mailto:ddickerson@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 March 10, 2017 we will assume that you agree to consider as final the Governor's acceptance of this request.

JFO # 2876



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: CJTC Date: 12/05/2016

Name and Phone (of the person completing this request): Richard B. Gauthier 802-483-2738

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):

VT Agency of Transportation  
2017 Impaired Driving Training Programs

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>
Impaired Driving Training Coordinator	1	CJTC	10/01/2016 - 09/30/2017 (Annual Renewal)

\*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:

Impaired driver training currently is not well-coordinated, nor is there a central point of contact or person responsible for identifying and providing training opportunities, especially on a regional basis. This grant addresses those shortcomings and will significantly improve the delivery of training to VT law enforcement officers.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 2 VSA Sec. 5(b)).

Signature of Agency or Department Head [Signature] Date 12-05-16

Approved/Denied by Department of Human Resources [Signature] Date 2.6.17

Approved/Denied by Finance and Management [Signature] Date 2-8-17

Approved/Denied by Secretary of Administration [Signature] Date 2-10-17

Comments:

## 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: _____ Accountability: _____
	Working Conditions: _____ Total: _____

### Incumbent Information:

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

### New Position/Vacant Position Information:

New Position Authorization:  Request Job/Class Title: Law Enforcement Certification & Training  
Coordinator AC: Impaired Operation  
Position Type:  Permanent or  Limited / Funding Source:  Core,  Partnership, or  Sponsored  
Vacant Position Number:  Current Job/Class Title:   
Agency/Department/Unit: Criminal Justice Training Council Work Station: Pittsford Zip Code: 05763  
Supervisor's Name, Title and Phone Number: Cindy Taylor-Patch, Director of Training, 483-2741

### 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.

Develops continuing education courses for the Vermont law enforcement community. In-service Training at the Vermont Police Academy includes required courses for re-certification of all sworn officers, mandated programs, and general professional development. Oversees all training involving impaired operation and related highway safety issues. Ensures that programs are based on current research, national standards, and best practice. Assists in developing a strategic comprehensive impaired driving plan informed by current research, data, Governor's Highway Safety Program (GHSP) Highway Safety Program (HSP), and state/national priorities. Assists in the statewide coordination and oversight of initiatives and efforts within the impaired driving countermeasures and other assigned program areas within the GHSP Highway Safety Plan. Participates as an active member of the Vermont Highway Safety Alliance (VHSA) "Impaired Driving Task Force" and attends meeting with impaired driving task forces and other work groups. Provides coordination for impaired driving related training, equipment and other support activities to include Drug Recognition Experts (DRE), Standard Field Sobriety Tests (SFST), Advanced Roadside Impaired Driving Enforcement (ARIDE), courtroom testimony and report writing. Participates in the selection of DRE, ARIDE and SFST instructors. Reviews and interprets local, state and national Traffic Safety data and schedule, presents and directs information to relevant staff/partners. In coordination with the GHSP, works with the State DRE Coordinator, Traffic Safety Resource Prosecutor (TSRP), Judicial Outreach Liaison (JOL) and legislature to advance Impaired Driving legislation. Assists GHSP Law Enforcement Liaisons (LEL) in coordination of required resources for all impaired driving related field activities throughout the state.

Determines the type of instruction necessary and coordinates and supervises the presentations by various instructors. Coordinates and supervises adjunct training assistants and faculty as necessary. Speaks before service groups and interested groups of citizens on those aspects of law enforcement and law enforcement training related to impaired operation. Assists in scheduling courses for local officers throughout the State. Assists in analyzing the training needs of various police and enforcement agencies and adjusts training to these needs. May act as grant administrator for those grants approved. May personally design training programs based on the needs of the law enforcement community. Consults with the Director of Training on analysis and improvement of the

organizational structure, program plans, operational procedures, team relationships, productivity levels, and similar issues in order to enhance program results. May prepare notices of training events, solicit candidates for specific offerings and screen applications for programs. Arranges space and equipment for specific training events. Travel in-state and out-of-state may be required to attend meetings, conferences and training. Performs related work as required.

## 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.

Extensive liaison required with department managers and staff, adjunct faculty, contractual parties and students relative to impaired operation training. (Many of these groups are discussed in response to #1.)

## 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.

Successfully pass background investigation.

Extensive knowledge of the detection and enforcement of impaired driving laws.

Extensive knowledge of professional employee training practices, adult learning theory, Vermont's criminal and motor vehicle laws.

Working knowledge of computer systems, audio-visual equipment, word-processing software, Power Point, spreadsheets software.

Valid Vermont Driver's license.

## 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:

This position has no direct reports, however, may have to supervise and direct activities of contracted instructors.

## 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.

This position will work closely with the CJTC Director of Training and the Governor's Highway Safety Program to plan and coordinate trainings both at the police academy and regionally. This TC must:

- possess strong organizational skills
- be adaptable to a fast-paced environment with frequent juggling of priorities
- be self-directed and work autonomously
- possess strong communication skills

## 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.*

Academy training coordinators engage in a set of activities that go well beyond simply developing a course and scheduling classes. Developing and maintaining a curriculum that is continuously creating or responding to change requires the coordinator to:

- conduct best practice through literature review
- stay updated on case law and statutory changes
- maintain a network of state and national sources for consultation
- adapt research and national best practice models to the specific needs of Vermont

## 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.*

The position has primary responsibility and accountability for the quality and frequency of impaired operation training, managing an annual grant budget of approximately \$250,000 to develop and pay training contractors, purchase material.

**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?
Responsible for consolidating all impaired operation training in the state for all law enforcement officers, ensuring high quality and statewide access.	50% of the time

- 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?
Providing or assisting in training will expose the training coordinator to inclement weather and nighttime conditions.	Difficult to estimate at this time, given this is a new position.

- 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?
Transporting training equipment to off-site locations.	40-60 lbs.	6-10 times annually.

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

Type	How Much of the Time?

Standing/Walking	75%
Sitting/Driving	25%

**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.

--

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?

[Empty box for answer to question 1]

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?

[Empty box for answer to question 2]

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

[Empty box for answer to question 3]

4. Suggested Title and/or Pay Grade:

Law Enforcement Certification & Training Coordinator AC: Impaired Operation, PG 23

Supervisor's Signature (required):

*Cynthia J Taylor Ptd*

Date:

01/31/17

**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.

[Empty box for answer to question 4]

**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).

Trainings around impaired operation tend to be dispersed among two or more coordinators, which not only don't give the trainings the attention they deserve, but also don't allow the coordinators to provide a larger variety of in-service trainings. The addition of a training

coordinator focused solely on impaired operation will increase the effectiveness of training coordination on those topics as well as freeing the other coordinators up and allow them to expand their own offerings.

Suggested Title and/or Pay Grade:

Law Enforcement Certification & Training Coordinator AC: Impaired Operation, PG 23

Personnel Administrator's Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

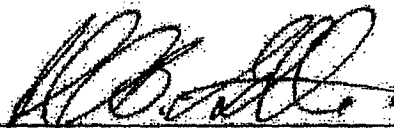
**Appointing Authority's Section:**

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

Position is funded via grant from Governor's Highway Safety Program, and as such can only work on issues directly related to impaired operation.

Suggested Title and/or Pay Grade:

Law Enforcement Certification & Training Coordinator AC: Impaired Operation, PG 23



Appointing Authority or Authorized Representative Signature (required)

07-01-17

Date

coordinator focus solely on impaired operation will increase the effectiveness of training coordination on these topics as well as leading the other coordinators up and allow them to expand their own offerings.

**Suggested Title and/or Pay Grade:**

Law Enforcement Certification & Training Coordinator / C: Impaired Operation, PG 23

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

*R. Royce* Date: 2/3/2017

**Appointing Authority's Section:**

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

Position is not exempt from Government's Equal Opportunity Policy, and as such can only work on issues directly related to impaired operation.

**Suggested Title and/or Pay Grade:**

Law Enforcement Certification & Training Coordinator / C: Impaired Operation, PG 23

**Appointing Authority's Authorized Representative's Signature (required):**

*[Signature]*  
Date: 02-01-17



U.S. Department  
of Transportation  
**National Highway  
Traffic Safety  
Administration**

Region 1  
Connecticut  
Maine  
Massachusetts  
New Hampshire  
Rhode Island  
Vermont

Volpe Center  
Kendall Square  
55 Broadway, RTV-8E  
Cambridge, MA 02142-1093  
Tel. 617-494-3427  
Fax 617-494-3646

August 23, 2016

The Honorable Peter Shumlin  
Governor of Vermont  
109 State Street, Pavilion  
Montpelier, Vermont 05609-0101

Dear Governor Shumlin:

We have reviewed Vermont's fiscal year 2016 Highway Safety Plan as received on June 30, 2015. Based on this submission and subsequent revisions, we find your State's Highway Safety Plan to be in compliance with the requirements of 23 CFR Part 1200.

However, NHTSA is placing conditions on approval of the Vermont FY 2017 highway safety program to ensure Federal funds are used effectively and efficiently. Details regarding the conditions have been provided to your State Representative for Highway Safety, Secretary of Transportation Christopher Cole.

We congratulate Vermont on its accomplishments in advancing our traffic safety mission; however, there is more work to do. As stewards of public funds, it is critical that we continue to fulfill our shared responsibility of using these limited safety dollars in the most effective and efficient manner. To that end, I pledge our continued support to you and the GHSP and look forward to achieving our mutual goals of reduced fatalities, injuries, and crashes on Vermont's roads.

If you would like any additional information on State's Highway Safety Plan review please feel free to contact me at 617-494-3427.

Sincerely,

Arthur Kinsman  
Regional Administrator

cc: Christopher Cole, Secretary, Vermont Agency of Transportation  
Scott Davidson, Highway Safety Program Chief, Vermont Agency of Transportation  
Matthew Hake, Division Administrator, FHWA  
Maggie Gunnels, NHTSA, Associate Administrator ROPD

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FEB 6 - 2017



U.S. Department  
of Transportation  
**National Highway  
Traffic Safety  
Administration**

Region 1  
Connecticut  
Maine  
Massachusetts  
New Hampshire  
Rhode Island  
Vermont

Volpe Center  
Kendall Square  
55 Broadway, RTV-8E  
Cambridge, MA 02142-1093  
Tel. 617-494-3427  
Fax 617-494-3646

August 23, 2016

Christopher Cole, Secretary  
Agency of Transportation  
Governors Highway Safety Representative  
One National Life Drive  
Montpelier, VT 05633-5001

Dear Secretary Cole:

We have reviewed Vermont's fiscal year 2017 Highway Safety Plan (HSP) as received on July 1, 2016. Based on this submission and subsequent revisions, we find your State's Highway Safety plan to be in compliance with the requirements of 23 CFR Part 1300.

However, NHTSA is placing conditions on our approval of the Vermont FY 2017 highway safety program to ensure Federal funds are used effectively and efficiently. Below are the details regarding the conditions and/or funding restriction;

DUI Mobile Task Force, Task 3 of Impaired Driving:

Regulation: 23 CFR 1200.11(c)(4)(ii)

In order for this project to be approved, please provide the participating agencies in the enforcement projects and allocation of funds by agency.

Statewide 24/7 Sobriety Checkpoint, Task 13 of Impaired Driving:

Regulation: 23 CFR 1200.11(c)(1-3)

There is a concern about replacing general cost of government for this vehicle. This project will not be approved in FY 2017 until the current subrecipient can resolve this concern.

Please respond to this determination and conditions no later than October 1, 2016. These conditions will remain in effect throughout FY 2017 or until you are notified in writing they have been removed.

As a reminder, approval of the HSP does not constitute approval of equipment purchases over \$5,000. Please provide a written request along with adequate justification for all purchases exceeding the per unit threshold of \$5,000

This determination does not constitute an obligation of Federal funds for the fiscal year identified above or an authorization to incur costs against those funds. The obligation of Section 402 program funds will be effected in writing by the NHTSA Administrator at the commencement of the fiscal year identified above. However, Federal funds reprogrammed from the prior-year HSP (carry-forward funds) will be available for immediate use by the State on October 1, 20156.



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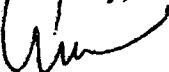
FEB 6 - 2017

Reimbursement will be contingent upon the submission of an updated HS Form 217 (or the electronic equivalent) and an updated project list, consistent with the requirement of 23 CFR §1200.15(d), within 30 days after either the beginning of the fiscal year identified above or the date of this letter, whichever is later.

We congratulate Vermont on its accomplishments in advancing our traffic safety mission; however, there is more work to do. As stewards of public funds, it is critical that we continue to fulfill our shared responsibility of using these limited safety dollars in the most effective and efficient manner. To that end, I pledge our continued support to you and the GHSP and look forward to achieving our mutual goals of reduced fatalities, injuries, and crashes on Vermont's roads.

I and the entire Region 1 team are committed to working with your office toward a fully compliant HSP. We are at your service in any appropriate way you believe necessary.

Sincerely,



Arthur Kinsman  
Regional Administrator

cc: Scott Davidson, Highway Safety Program Chief, Vermont Department of Public Safety  
Matthew Hake, Division Administrator, FHWA  
Maggie Gunnels, NHTSA, Associate Administrator, ROPD



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