



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Staff Associate
Date: August 7, 2020
Subject: Grant Request – JFO #3016

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

JFO #3016 – Fourteen (14) limited-service positions for the VT Agency of Human Services/Department of Health to carry out activities required for an effective response to the SARS-CoV-2 pandemic. **[The positions are listed in the attached materials.]** Funding for these positions is included in previously approved JFO Grant #2478 from the Center for Disease Control and Prevention. *This request does stem from the state or federal response to the COVID-19 pandemic.*

[JFO received 8/4/2020]

This item is being held for the Joint Fiscal Committee meeting on August 12, 2020.

MEMORANDUM

July 15, 2020

TO: Michael K. Smith, Secretary of Human Services

FR: Mark Levine, MD, Commissioner of Health 

RE: ELC Enhancing Detection Position Request

Please find enclosed a request for fourteen limited service positions required to carry out the activities required for an effective public health response to SARS-CoV-2. These additional staff are essential to the successful implementation of Vermont's plans to aggressively test for SARS-CoV-2, to do rapid and complete tracing of contacts, to contain and suppress outbreaks, and to prevent the spread of infection in congregate living settings. These staff are also essential as we prepare for mass immunization for SARS-CoV-2 when a vaccine is widely available.

Funding for these positions is included in the budget for a supplemental award to our CDC Epidemiology and Laboratory Capacity (ELC) grant in the amount of \$55,078,471 with funds made available under the Paycheck Protection Program and Health Care Enhancement Act of 2020 (COVID 3.5). These positions were included in the budget for this supplement that you reviewed and approved prior to our submission. The Joint Fiscal Committee authorized acceptance of the ELC grant via JFO #2478 in December 2010.

I ask that the Governor request expedited review of this request by the Joint Fiscal Committee, so that these positions may be established and filled at the earliest possible opportunity.

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



**STATE OF VERMONT
Joint Fiscal Committee Review
Limited Service - Grant Funded
Position Request Form**

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

Agency/Department: **Agency of Human Services/ Department of Health** Date: **July 15, 2020**

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

Request is for: **X Positions funded and attached to an existing grant approved by JFO # 2478**

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

**Centers for Disease Control and Prevention
Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)**

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:

Position Title Requested	# of Positions	Division	End Date
Public Health Preparedness Coordinator	1	Health Surveillance	31-Jul-24
Health Data Administrator II	1	"	31-Jul-24
Business Application Support Specialist	1	"	31-Jul-24
Public Health Analyst I	2	"	31-Jul-24
Nurse Program Coordinator I	2	"	31-Jul-24
Communications/Media Coordinator	1	"	31-Jul-24
Lab Safety Compliance Specialist	1	"	31-Jul-24
Administrative Services Coordinator I	1	"	31-Jul-24
PH Lab Scientist IV: AC Microbiology	1	"	31-Jul-24
PH Lab Scientist III: AC Microbiology	1	"	31-Jul-24
PH Lab Scientist II: AC Microbiology	1	"	31-Jul-24
Epidemiology Program Chief	1	"	31-Jul-24

*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 are required to accomplish the required objectives of the grant award:

- Expand testing capacity
- Modernize public health surveillance systems and data reporting
- Testing vulnerable and at-risk populations.

The work to be performed by the staff hired is essential to the successful implementation of Vermont's plans to aggressively test for SARS-CoV-2, to do rapid and complete tracing of contacts, to contain and suppress outbreaks, and to prevent the spread of infection in congregate living settings. These staff are also essential as the state prepares for mass immunization for SARS-CoV-2 when a vaccine is widely available.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).



Signature of Department Head 7/18/20 Date

E-SIGNED by Jenney Samuelson
on 2020-07-28 12:46:59 GMT

Signature of Agency Head Date

Aimee Pope

7/29/2020

Approved/Denied by Department of Human Resources Date

Approved/Denied by Finance and Management Date

Approved/Denied by Secretary of Administration Date

Approved/Denied by Governor (required as amended by 2019 Leg. Session) Date

Comments:

DHR – 08/12/2019

E-SIGNED by tracy oconnell
on 2020-07-27 18:46:38 GMT

1. DATE ISSUED MM/DD/YYYY 05/18/2020

1a. SUPERSEDES AWARD NOTICE dated 04/23/2020
except that any additions or restrictions previously imposed remain in effect unless specifically rescinded

2. CFDA NO. 93.323 - Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)

3. ASSISTANCE TYPE Cooperative Agreement

4. GRANT NO. 6 NU50CK000520-01-05 Formerly

5. TYPE OF AWARD Demonstration

4a. FAJN NU50CK000520

5a. ACTION TYPE Post Award Amendment

6. PROJECT PERIOD MM/DD/YYYY
From 08/01/2019 Through 07/31/2024

7. BUDGET PERIOD MM/DD/YYYY
From 08/01/2019 Through 07/31/2020

8. TITLE OF PROJECT (OR PROGRAM)
Epidemiology and Laboratory Capacity (ELC)

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Centers for Disease Control and Prevention

2939 Brandywine Road
Atlanta, GA 30341

NOTICE OF AWARD
AUTHORIZATION (Legislation/Regulations)
301(A)AND317(K)(2)PHS42USC241(A)247B(K)2

9a. GRANTEE NAME AND ADDRESS
Human Services, Vermont Agency Of
280 State Dr
Waterbury, VT 05671-9501

9b. GRANTEE PROJECT DIRECTOR
Ms. Julia Brennan
280 State Dr
Waterbury, VT 05671-9501
Phone: 802-863-7225

10a. GRANTEE AUTHORIZING OFFICIAL
Mr. Bryan O'Connor
280 STATE DR
WATERBURY, VT 05671-9501
Phone: 802-863-7384

10b. FEDERAL PROJECT OFFICER
Mr. Wayne Brathwaite
1600 Clifton Rd
C-18
Division of Preparedness and Emerging Infections
Atlanta, GA 30333

ALL AMOUNTS ARE SHOWN IN USD

11. APPROVED BUDGET (Excludes Direct Assistance)	
I Financial Assistance from the Federal Awarding Agency Only	I
II Total project costs including grant funds and all other financial participation	
a. Salaries and WageS	750,807.00
b. Fringe Benefits	246,308.00
c. Total Personnel Costs	997,115.00
d. Equipment	262,000.00
e. Supplies	132,685.00
f. Travel	27,908.00
g. Construction	450,000.00
h. Other	60,691,042.00
i. Contractual	139,500.00
j. TOTAL DIRECT COSTS	62,700,250.00
k. INDIRECT COSTS	350,675.00
l. TOTAL APPROVED BUDGET	63,050,925.00
m. Federal Share	63,050,925.00
n. Non-Federal Share	0.00

12. AWARD COMPUTATION	
a. Amount of Federal Financial Assistance (from item 11m)	63,050,925.00
b. Less Unobligated Balance From Prior Budget Periods	0.00
c. Less Cumulative Prior Award(s) This Budget Period	7,972,454.00
d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION	55,078,471.00
13. Total Federal Funds Awarded to Date for Project Period	63,050,925.00

14. RECOMMENDED FUTURE SUPPORT (Subject to the availability of funds and satisfactory progress of the project):			
YEAR	TOTAL DIRECT COSTS	YEAR	TOTAL DIRECT COSTS
a. 2		d. 5	
b. 3		e. 6	
c. 4		f. 7	

15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:

- a. DEDUCTION
- b. ADDITIONAL COSTS
- c. MATCHING
- d. OTHER RESEARCH (Add / Deduct Option)
- e. OTHER (See REMARKS)

b

16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARING AGENCY ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:

- a. The grant program legislation
- b. The grant program regulations.
- c. This award notice including terms and conditions, if any, noted below under REMARKS.
- d. Federal administrative requirements, cost principles and audit requirements applicable to this grant.

In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.

REMARKS (Other Terms and Conditions Attached - Yes No)
ELC Enhancing Detection Funding: Financial Assistance in the amount of \$55,078,471.00.

GRANTS MANAGEMENT OFFICIAL:

Kathy Raible
2920 Brandywine Rd
Mailstop E09
Atlanta, GA 30341-5539
Phone: 770-488-2045

17. OBJ CLASS 41.51	18a. VENDOR CODE 1036000274A6	18b. EIN 036000264	19. DUNS 809376155	20. CONG. DIST. 00
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	AMT ACTION FIN ASST	APPROPRIATION
21. a. 0-9390EWQ	b. 19NU50CK000520C3	c. CK	d. \$0.00	e. 75-2024-0943
22. a. 0-9390F7F	b. 19NU50CK000520C4	c. CK	d. \$55,078,471.00	e. 75-X-0140
23. a.	b.	c.	d.	e.

Budget Narrative**A. Personnel****\$18,551,568**

Title	Months	Number People	FTE	Annual Salary	Requested Salary
Public Health Preparedness Coordinator	30	1	1	\$59,411	\$148,527
Electronic Health Data Administrator II	24	1	1	\$49,726	\$99,452
Business Application Support Specialist	24	1	1	\$52,709	\$105,418
Public Health Analyst I	24	1	1	\$52,709	\$105,418
GIS Analyst - Public Health	24	1	1	\$52,709	\$105,418
Nurse Program Coordinator I	24	1	1	\$55,881	\$111,762
Communications/Media Coordinator	24	1	1	\$49,726	\$99,452
Public Health Lab Safety Compliance Specialist	24	1	1	\$63,234	\$126,468
Administrative Services Coordinator I	24	1	1	\$44,453	\$88,906
PH Laboratory Scientist IV: AC Microbiology	24	1	1	\$55,923	\$111,847
PH Laboratory Scientist III: AC Microbiology	24	1	1	\$52,709	\$105,418
PH Laboratory Scientist II: AC Microbiology	24	1	1	\$46,974	\$93,948
Nurse Program Coordinator I	24	1	1	\$55,881	\$111,762
Epidemiology Program Chief	24	1	1	\$63,234	\$126,468
COVID-19 Response Staff	20	146	Varied	\$10,206,782	\$17,011,304
					\$18,551,568

- **Public Health Preparedness Coordinator (New)**

The Vermont Department of Health (VDH) will hire a Grant Manager/Preparedness Coordinator to oversee implementation, monitoring, administration of subrecipient grants and contracts, and federal reporting requirements for the Epidemiology and Laboratory Capacity (ELC) Enhancing Detection grant. This position works collaboratively with local, state, and federal partners, to manage one of the largest grants at the Department of Health. The ELC grant

provides vital resources to prevent and control COVID-19 and other emerging infectious diseases in Vermont. The Grant Manager/Preparedness Coordinator will work extensively with the Infectious Disease program and Public Health Laboratory, ensuring approved grant activities are implemented and sufficient for preventing and controlling infectious diseases. The work for this position will include, but is not limited to, the planning and monitoring of workplans; updating, managing and redirecting the budget; tracking and reporting progress towards meeting federal ELC grant requirements, which have changed rapidly during the COVID-19 response; building organized systems and processes to complete work, and clearly communicating with all stakeholders

- **Electronic Health Data Administrator II (New)**

Currently one staff member is devoted to the routine activities involved in adding facilities for electronic reporting for infectious disease epidemiology, but with the increase in non-traditional lab reporters with COVID-19 testing (e.g. pharmacies, healthcare providers) the need for managing facilities and validating content is growing. This position is critical to the COVID-19 response to continue the efforts of receiving lab reports electronically. This position will take lead on electronic case reporting (eCR). The purpose of these efforts is to develop and enhance health information systems infrastructure, support standards-based electronic data exchange, and support information systems interoperability. It allows the department to maintain and enhance an integrated surveillance information system and improve reporting, especially critical during the COVID-19 response.

- **Business Application Support Specialist (New)**

This position will provide professional systems support, analysis, troubleshooting of business application systems for the National Electronic Disease Surveillance System-Based System (NBS). NBS is the integrated surveillance system used for all infectious disease case management, including COVID-19 case and contact tracing management. Outside of the response there are 80+ users and during the response the number of users has increased to 200. The system is in constant need of upgrades, COVID page enhancement, troubleshooting, etc. One epidemiologist acts as Product Owner and has limited time capacity to devote to the needs of the critical system. The Product Owner will represent epidemiology and/or lab infrastructure enhancements in an Agile environment. This position will perform as lead subject matter expert in helpdesk like capacity to support systems users and will manage the system-impact analysis of enhancement requests due to business process changes.

- **Public Health Analyst I (New)**

Currently there are nine analysts across state agencies and VDH who are deployed to the Data Team for the COVID-19 response. The Infectious Disease Epidemiology Program has no devoted analyst to continue the COVID-19 data management, reporting, and analysis needs. This position would be responsible for COVID-19 case, lab, and contact tracing data management, reporting internally, externally, and to CDC, as well as routine and ad-hoc analysis.

- **GIS Analyst - Public Health (New)**

Currently there is limited VDH GIS capacity for the COVID-19 response. More than 1 FTE's worth of COVID-19 GIS work is being delegated to Vermont Center for Geographic Information. To achieve sustainable workflow for internal and external dashboard maintenance and development, there needs to be additional VDH COVID-19 GIS staff member devoted to the work. To increase efficiency and security of data management and application development the

work that is currently being done externally needs to be transitioned to internal staff. The GIS Analyst - Public Health would lead the maintenance and enhancements through application development of the current COVID-19 VDH data dashboards and other geographic analysis.

- **Nurse Program Coordinator I (New)**

Currently there are twenty nurses and four epidemiologists across VDH deployed to the Epidemiology Operations Team for the COVID-19 response. However, the Infectious Disease Epidemiology Program does not have a devoted Nurse Program Coordinator to continue the COVID-19 epidemiology operations management after deployments end. Operations management includes developing and coordinating training, coordinating and collaborating with district office staff for COVID-19 work, coordinating contact tracing, case follow-up, primary prevention, infection prevention or outbreak response in the district offices. This position would be responsible for coordinating Infectious Disease Epidemiology and district office response activities, training, and communicating with the Infectious Disease Epidemiology COVID-19 Program Lead.

- **Communications/Media Coordinator (New)**

This position will provide critical ongoing communications support to the Infectious Disease Epidemiology team and the Health Operations Center for the COVID-19 response. Currently, 21 people from across VDH and some from partner agencies are deployed to the Crisis and Emergency Risk Communications (CERC) team. When staff are inevitably redeployed to do more of their typical duties, a full time person embedded in Infectious Disease Epidemiology will help VDH to avoid losing some of the vast ground we have gained in our COVID-19 communications efforts. This person will support public health messaging related to COVID-19, including creating website content, informational documents, talking points for community outreach, and more. They will also help triage and field questions from the media related specifically to the Epidemiology branch. This person will develop specialized knowledge related to the Epidemiology branch's work so that they can provide timely, agile support when needed.

- **Public Health Lab Safety Compliance Specialist (New)**

The COVID-19 response effort has presented the public health laboratory with unique and complex challenges related to biosafety and compliance. Currently, the lab has one staff member dedicated to this function across three program areas: microbiology, chemistry, and inorganic chemistry. With the expansion of COVID-19 testing, the lab needs a biosafety and compliance specialist dedicated solely to microbiology programs, along with lab-wide responsibilities that serve as a back-up to the Lab Safety Compliance Officer.

- **Administrative Services Coordinator I (New)**

The public health laboratory spends an average of over \$1 million per year on laboratory supplies prior to COVID-19, however, it does not have a staff person dedicated to ordering, supply chain management or inventory needs. This has led to duplication of work, inefficient processes, and delays in testing in the COVID-19 testing program as well as others. Significant supply chain issues with COVID-19 testing reagents, collection kit supplies, and PPE persist. This position will ensure the laboratory orders are entered, tracked, and received as expected and that alternate supply route are explored as needed, among other activities.

- **PH Laboratory Scientist IV: AC Microbiology (New)**

Microbiologist to serve on the serology testing team as it expands to include COVID-19 serology testing. Currently, the lab only has two fully trained staff in serology, and it would not be possible to add COVID-19 serology testing without augmenting the staffing model.

- **PH Laboratory Scientist III: AC Microbiology (New)**
Microbiologist dedicated to performing COVID-19 testing and ensuring testing demands are met.
- **PH Laboratory Scientist II: AC Microbiology (New)**
Microbiologist dedicated to performing COVID-19 testing and ensuring testing demands are met.
- **Nurse Program Coordinator I (New)**
As part of the response to COVID-19, infection control assessments were conducted at Vermont's long-term care facilities, both in response to cases and proactively. This involved the effort of dozens of public health nurses and received praise from senior leadership at CDC. Strategy 5 in this award involves building on those efforts and seeing that the relative success Vermont has experienced in its high-risk facilities is sustained, particularly as this work expands to involve more settings like homeless shelters. This Nurse Program Coordinator will serve as an infection control subject matter expert. This need was appreciated throughout the COVID-19 response, and the external assistance that was brought to meet this need is only working for the Health Department temporarily.
- **Epidemiology Program Chief (New)**
Currently the Infectious Disease Epidemiology team has four epidemiologists who oversee distinct program areas and approximately 100 reportable conditions. There is no Epidemiology Program Lead for COVID-19 or other emerging conditions. The Epidemiology Program Chief will lead the epidemiology team for the COVID-19 program area including surveillance, contact tracing and case follow-up, leading outbreak investigations. They will coordinate COVID-19 work with the Nurse Epidemiology, the District Public Health Nurses, the Hospital Acquired Infection Team, the Data and Informatics team and Vermont Department of Health Senior Leadership to ensure a coordinated and rapid detection and response to COVID-19 cases, clusters, or outbreaks.
- **COVID-19 Response Staff (Existing and Vacant)**
Funding is requested for 146 other staff members with varied FTEs to ensure success and efficiency in VDH's COVID-19 response. In alignment with the VDH incident command structure for the COVID-19 response, names and titles were provided as an example of what our Health Operations Committee (HOC) structure for various branches currently reflect. Names, titles, and salaries may change, pending availability of staff, illness, and required scaling to meet response needs of this rapidly evolving event. Positions vary and support the response in various ways for the Epidemiology, Lab, Operations, Logistics, CERC, Local Health, and other branches of the HOC.

B. Fringe Benefits

\$ 8,348,206

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, retirement, and a portion of the actual costs of the medical, dental and life insurance 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 working in this program, we are estimating the cost of these fringe benefits at 45% of salary.

C. Travel \$ 163,912

- In-State Travel
\$6,829.67 per month x 24 months = \$ 163,912

The cost associated with mileage and incidentals for employees working to support testing and infection prevention across the state including, but not limited to: travel to/from testing sites, locations with congregate living arrangements, and to conduct epidemiological investigations or other surveillance, and other related work, as driven by response needs. Costs are estimated based on current spending with an anticipated increase, and as the response expands over the next few months.

D. Equipment \$ 1,141,488

- ThermoFisher Kingfisher Flex Auto-extractor 96 plate instruments
\$53,243 x 2 instruments = \$106,486

The 2 new ThermoFisher Kingfisher Flex Auto-extractor 96 plate instruments will be purchased to enhance test throughput for COVID-19 testing.

- Applied Biosystems PCR Machines
\$75,000 x 4 machines = \$300,000

This equipment is used to complete the PCR testing of COVID-19 samples. VDHL is requesting four ABI machines in total, two to replace existing machines and two new machines. The replacement ABI's are for aging machines that are at risk of failure. The additional ABI's are to increase testing capacity. Testing volumes for COVID-19 are expected to remain high for the next several months, at least. Additionally, it is expected that VDHL will return their testing capacity for other diseases to near normal levels in the coming months. Purchase and implementation of the ABI machines will ensure that testing capacity for COVID-19 is high.

- GeneXpert
\$150,000 x 1 instrument = \$150,000

This instrument provides capacity for results on short turn-around and will be of value for high priority specimens. VDHL currently has one GeneXpert and as the lab returns to testing other for other conditions the ability to access it for COVID-19 will be limited. Purchase of another will enable one instrument to be dedicated to COVID-19.

- Biomerieux BioFire
\$150,000 x 1 instrument = \$150,000

VDHL does not currently have a BioFire instrument. This instrument has the capability to test for multiple respiratory diseases at the same time. This is not a capability VDHL currently has but will be valuable as the next flu season approaches and is entered.

- Roche MagNA Pure 96
\$160,000 x 1 instrument = \$160,000

VDHL does not currently have the high throughput capability afforded by this instrument. Adding this to the lab's infrastructure will enable more efficient COVID-19 testing. An additional benefit is that it can also be used for pan-flu extraction as well.

- Roche Cobas 6800
\$250,000 x 1 instrument = \$250,000

This instrument provides multi-purpose COVID-19 testing, as well as automated extraction and PCR testing. This is not a capacity VDHL currently has. Implementation of this instrument will allow for diversification of COVID-19 testing types and increase the amount of staff time available for other testing and activities.

- BSL Training Lab Intercom
\$10,000 x 1 intercom = \$10,000

The training lab does not currently have an intercom. As a result, it is challenging to get the attention of and convey messages to those working in this space. The lack of an intercom jeopardizes the safety of those both in the lab as well as those who may have to come into the space to communicate with those working in the lab.

- Fit Tester for Lab
\$15,000 x 1 instrument = \$15,000

This instrument will assist in protecting the safety of lab staff by ensuring fit testing for appropriate PPE that will be utilized at the VDHL.

E. Supplies **\$ 3,462,000**

- COVID-19 Testing Supplies
50,000 COVID-19 tests x \$40 each = \$2,000,000

Costs for COVID-19 Testing Supplies such as Reagents, Swabs, other items associated with completing approximately 50,000 COVID-19 tests via the MagMax King Fisher Instrument currently in use by VDHL. Should a different testing mechanism become more prevalent during this grant period, the associated costs are expected to be similar. Changes in this budget item would be submitted to CDC for approval.

- COVID-19 Specimen Collection Kits
365,500 collection kits x \$4 each = \$1,462,000

This funding will be to support the purchase of swabs, transfer media, tubes, labels, bags, and other required supplies to be used for sample collection at pop- up testing sites. Costs are estimated at 8500 tests per week x 20 months x 4.3 weeks per months = 731,000 kits required. Half of these kits will be contributed by FEMA, so VDH will purchase 365,500 kits.

F. Other \$ 3,829,220

- Workstation Laptops for New Staff
\$2,000 x 16 workstation laptops = \$32,000

New computer (laptop, monitors and docking stations) for 14 new positions and 2 vacant positions that will be filled.

- SAS Licenses
\$15,100 x 3 licenses = \$45,300

Request for 3 additional SAS licenses to enable data cleaning, management, and analysis for new positions request. The first year cost for each license is \$11,700. The second year cost for each license is \$3,400. Total Cost is $(\$11,700 \times 3) + (\$3,400 \times 3) = \$45,300$.

- Pro PowerBI Licenses
\$900 x 10 licenses = \$9,000

PowerBI is a visualization tool being utilized at VDH for the COVID-19 response. It aims to provide interactive visualizations capabilities with an interface simple enough for end users to create their own reports and dashboards. It would be useful for the infectious disease epidemiologists to have access to this tool to create visualizations, monitor trends, and improve data quality. We are requesting 10 instances of the pro license to share and build report/dashboards among the epi staff to improve analysis, visualization, and data quality for COVID-19.

- Laptops for Laboratory
\$2,000 x 16 laptops = \$32,000

Four of the laptops purchased through this grant will be used for the new ABI PCR machines purchased as these instruments require laptops to function properly. The remaining 12 laptops will be provided to existing microbiology staff, allowing them greater flexibility in workstation.

- Terabyte Hard Drives
\$500 x 2 hard drives = \$1,000

These portable hard drives will be used to provide back-up storage of COVID-19 laboratory testing data.

- Proficiency Tests
\$3,500 x 2 tests = \$7,000

COVID PCR and serology proficiency tests are required to demonstrate VDHL's ability to complete the tests.

- Laboratory Grade Chairs
\$800 x 30 chairs = \$24,000

The chairs currently in use by microbiology staff are failing and leading to unexpected movements while performing laboratory testing. This jeopardizes the safety of staff and the quality of the testing. Chairs listed for purchase will be interchangeable between laboratories and allow for flexibility in COVID-19 testing, in that testing can be moved to alternate laboratory space as needed. Additionally, the 30 new chairs will improve scientist safety and prevent overuse injuries.

- StarLIMS Infrastructure Improvements
\$676,200 x 2 years + \$215,760 = \$1,568,160

An upgrade of the VDHL LIMS system to STARLIMS version 12 is required because the current version is not being supported and no service agreement is in place. The current system is not stable or sustainable and an issue were to occur it would not be able to be serviced, jeopardizing VDHL's ability to report out COVID-19 results. With the upgraded version of StarLIMS, VDHL will also be able to report COVID-19 results directly to providers. The StarLIMS lab Information System is currently at version 10.08 and with this funding we plan to move to version 12. This will require between 12 and 18 months of coordinated Lab, ADS IT and vendor effort with most of the upgrade being handled by the vendor. \$676,200 per year for 2 years of staff time, contractors, vendor upgrade. \$215,760 for ongoing maintenance hours.

- NBS Infrastructure Improvements
\$470,400 x 2 years + \$76,560 = \$1,017,360

National Electronic Disease Surveillance System-Based System (NBS) Infrastructure Improvements will include an upgrade to version 5.4 by 7/15/2020, upgrade to version 6.0 by 12/31/2020 Upgrade to 6.0, COVID-19 Message mapping guide implementation by 10/30/2020, and implementation of additional mapping guides by 2/1/2021. There are operating costs for ADS Project Manager, Enterprise Architect, Business Analyst, and System Developers to work on improvements, as well as a server improvement. \$470,400 per year for 2 years = \$940,800. \$76,560 for ongoing maintenance hours.

- Epi Info Infrastructure Improvements
\$33,280 x 2 years + \$16,640 = \$83,200

Ongoing maintenance for outbreak needs captured by Epi Info system, including SQL back end (Azure). Operating costs for ADS Business Analyst and System Developers. \$33,280 per year for 2 years = \$66,560. \$16,640 for ongoing maintenance hours.

- Sara Alert Infrastructure Improvements
\$78,000 x 2 years + \$55,120 = \$211,120

Sara Alert Infrastructure Improvements include consuming API for replacement for manual processes by 7/15/2020, and evaluating Sara Alert for possible migration (Inductive) by 9/1/2020. Operating costs for ADS Project Manager, Enterprise Architect, Business Analyst, and System Developers. \$78,000 per year for 2 years = \$156,000. \$55,120 for ongoing maintenance hours.

- Electronic Case Reporting
\$110,400 + \$87,560 + \$22,360 = \$220,360

Identify direct or HIE eCR reporting by 9/1/2020, prepare NBS for eCR consumption by 12/31/2020, receive test eCR (direct or HIE) by 3/1/2021, create single production eCR feed of authored RCKMS condition by 12/31/2021. Operating costs for ADS Project Manager, Enterprise Architect, Business Analyst, and System Developers, as well as training. \$110,440 for year 1, \$87,560 for year 2, and \$22,360 for ongoing maintenance hours.

- Registration System for Testing
\$345,060 + \$167,480 + \$66,180 = \$578,720

A Testing and Vaccination Clinic Registration system will be developed on the Salesforce platform. The registration system will allow users to register for clinics and receive electronic test results. Costs are estimated and include Business Analyst and Developer hours and well as implementation and licensing from Salesforce. First year \$345,060, Second Year \$167,480 and ongoing maintenance \$66,180.

G. Contracts/Grants \$ 3,813,244

- HARK Contract
\$8,000 x 12.5 months = \$100,000

VDH will contract with HARK to support an agile, interactive, multi-channel communications campaign that promotes communication strategies informed by health and crisis communication and behavior change principles to keep individuals safe and healthy during the COVID-19 response. This campaign will elevate awareness of and access to resources that support populations who are at greater risk. This connection is critical to the work of the Health Department in enhancing surveillance and testing across the state by establishing connections with newly engaged individuals and maintaining connections with engaged individuals and sustaining these connections over time. costs are anticipated as follows: Content creation and Templates \$5,000, Campaign Management \$3,000 = \$8,000 per month.

- EMS Contracts
\$50,000 x 2 additional EMS agencies = \$100,000

VDH has partnered with EMS Agencies across the state to provide skilled surge staffing for scheduled sample collection events being conducted as a part of coronavirus disease outbreak investigations. EMS Agencies agree to provide personnel for initial training covering PPE and sample collection procedures, maintain availability of trained personnel able to be mobilized within three hours of a request of service. Costs are estimated to the best of our ability and will be driven by response needs as the incident accelerates and contracts.

- AALV Translation Services = \$66,000

VDH will contract with the Association of Africans Living in Vermont (AALV) to provide physical translation services at sampling/testing sites and community town halls in areas of Vermont with large populations of individuals with Limited English Proficiencies. Costs are estimated and are dependent upon the demand and as the response expands.

- Community Provider Grants
\$40,000 x 8 community providers x 2 years = \$640,000

VDH will partner with 8 community providers for assistance in contact tracing and community outreach to vulnerable populations.

- Translation Services
\$256 x 8 documents x 11 languages x 2 years + \$16,476 = \$557,148

VDH has translated COVID-related materials for testing and contact tracing into different languages including Nepali, Kirundi, Somali, Swahili, Karen, Kibembe, French, Spanish, Arabic, Vietnamese, and Burmese. Translation costs are estimated at \$256 per document x 8 documents average per month x 11 languages x 24 months = \$540,672. We anticipate additional documents may need translation as the response unfolds and will include translation costs for an additional 10 documents, for a total line item cost of \$557,148.

- Warehousing
\$150,000 x 2 years = \$300,000

VDH will contract with a vendor for warehousing space to support storage for PPE and Lab Supplies.

- NBS Contract
\$50,000 x 2 years = \$100,000

Vendor contract for NBS enhancements focused around converting legacy pages to GenV2 and other Message Mapping Guide templates, if available, for the National Notifiable Disease Surveillance System Modernization Initiative (NMI), NBS upgrade to 5.4.1, reporting queries, and other enhancements. Specific Message Mapping Guides will be available for COVID-19 condition case report form and an expectation to report via NBSHL7 message to CDC. Total cost over two years is estimated at \$100,000.

- Maintenance Agreement for Applied Biosystems PCR Machine = \$40,000

All VDHL instruments require maintenance on an ongoing basis. New instruments come with a 1-year maintenance agreement, but service after that time requires another maintenance agreement.

- Maintenance Agreement for GeneXpert = \$13,000

All VDHL instruments require maintenance on an ongoing basis. New instruments come with a 1-year maintenance agreement, but service after that time requires another maintenance agreement.

- Maintenance Agreement for Biomeriux BioFire = \$30,000

All VDHL instruments require maintenance on an ongoing basis. New instruments come with a 1-year maintenance agreement, but service after that time requires another maintenance agreement.

- Maintenance Agreement for MagNA Pure 96 = \$15,000

All VDHL instruments require maintenance on an ongoing basis. New instruments come with a 1-year maintenance agreement, but service after that time requires another maintenance agreement.

- Maintenance Agreement for Roach Cobas 6800 = \$75,000

All VDHL instruments require maintenance on an ongoing basis. New instruments come with a 1-year maintenance agreement, but service after that time requires another maintenance agreement.

- iConnect Contract
\$228,800 x 2 years + \$57,200 = \$514,800

iConnect Contractors help VDH with the StarLIMS system. Costs are estimated at \$228,800 per year for 2 years and \$57,200 for ongoing maintenance hours.

- Courier Services
\$8,667 per month x 24 months = \$208,008

Courier services are needed to collect samples and transport them to testing sites. VDH has three companies that are currently providing service from across the state. Total cost requested is estimated at based on current spending and an anticipated increase in demand for these services, the number of collection events and newly diagnosed COVID-19 cases.

- Gender/Race Equity Training = \$15,000

VDH has identified the need to build internal capacity and infrastructure to advance health equity. Our workforce is committed to fulfilling the goals and strategies outlined in the State Health Improvement Plan, and would benefit from sensitivity training, especially around issues of gender and racial equity. This investment will improve our understanding of systemic oppression and therefore improve the public health response, especially for vulnerable populations.

- MiSeq Maintenance Agreement = \$39,288

MiSeq sequencer preventative maintenance plan. The laboratory has received a quote for Illumina for \$39,288 for a 3-year contract.

- UVM Medical Center Contract = \$1,000,000

The VDH Laboratory is directly connected to the University of Vermont Medical Center Laboratory (UVVMC). At the end of March 2020, the State signed an Agreement with UVMMC, designating it as the main triage center for all specimens in the State. Additionally, the Health Department has a contract with UVMMC to run any overflow priority specimens that exceed the Public Health Laboratory capacity. UVMMC works with outside laboratories, and coordinates with other Vermont hospital laboratories to help manage laboratory capacity. The Public Health Laboratory is working in collaboration with a group of Vermont hospital laboratories as the Health Department prepares for an increase in testing related to long-term care facilities.

H. Indirect Charges \$ 15,768,833

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. 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 85% of the direct salary line item.

I. Total \$ 55,078,471

**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: _____
	Working Conditions: _____	Accountability: _____
	Total: _____	

Position Information:

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

New Position Information:

New Position Authorization: **JFO #2478**

Request Job/Class Title: Public Health Preparedness Coordinator (445500)

Position Type: **Limited**

Agency/Department/Unit: **AHS/Health/Health Surveillance**

Work Station: Zip Code: 05401

Department ID:

For All Requests:

1. List the anticipated job duties and expectations; include all major job duties: The Department of Health will hire a grant manager to oversee implementation, monitoring, administration of subrecipient grants and contracts, and federal reporting requirements for the Epidemiology and Laboratory Capacity (ELC) Enhancing Detection grant. This position works collaboratively with local, state, and federal partners, to manage one of

the largest grants at the Department of Health. The ELC grant provides vital resources to prevent and control COVID-19 and other emerging infectious diseases in Vermont. The grant manager/Preparedness Coordinator will work extensively with the Infectious Disease program and Public Health Laboratory, ensuring approved grant activities are implemented and sufficient for preventing and controlling infectious diseases. The work for this position will include, but is not limited to, the planning and monitoring of workplans; updating, managing and redirecting the budget; tracking and reporting progress towards meeting federal ELC grant requirements, which have changed rapidly during the COVID-19 response; building organized systems and processes to complete work, and clearly communicating with all stakeholders.

2. Provide a brief justification/explanation of this request: With the new ELC Enhancing Detection grant award, CDC has asked that recipients hire a full-time grant manager to manage all the new reporting requirements and other work. The overall value of the ELC grant award exceeds 60 million dollars. Of that, 55 million is for the Enhancing Detection supplement which supports Vermont's COVID-19 response. It will also be necessary to have someone coordinating with the Public Health Emergency Preparedness (PHEP) grant manager to ensure efficiencies with grant-funded COVID-19 projects.

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). NA

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:

6. Who should be contacted if there are questions about this position (provide name and phone number):
Todd Perry, 8026511955

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

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

Attachments:

- Organizational charts are **required** and must indicate where the position reports.
- 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).

E-SIGNED by Kate Minall
on 2020-07-13 11:14:48 EST

July 13, 2020

Personnel Administrator's Signature (required)*

Date

Todd M Perry

Supervisor's Signature **(required)***

7/7/20

Date

E-SIGNED by Tracy Dolan
on 2020-07-13 14:30:20 EST

July 13, 2020

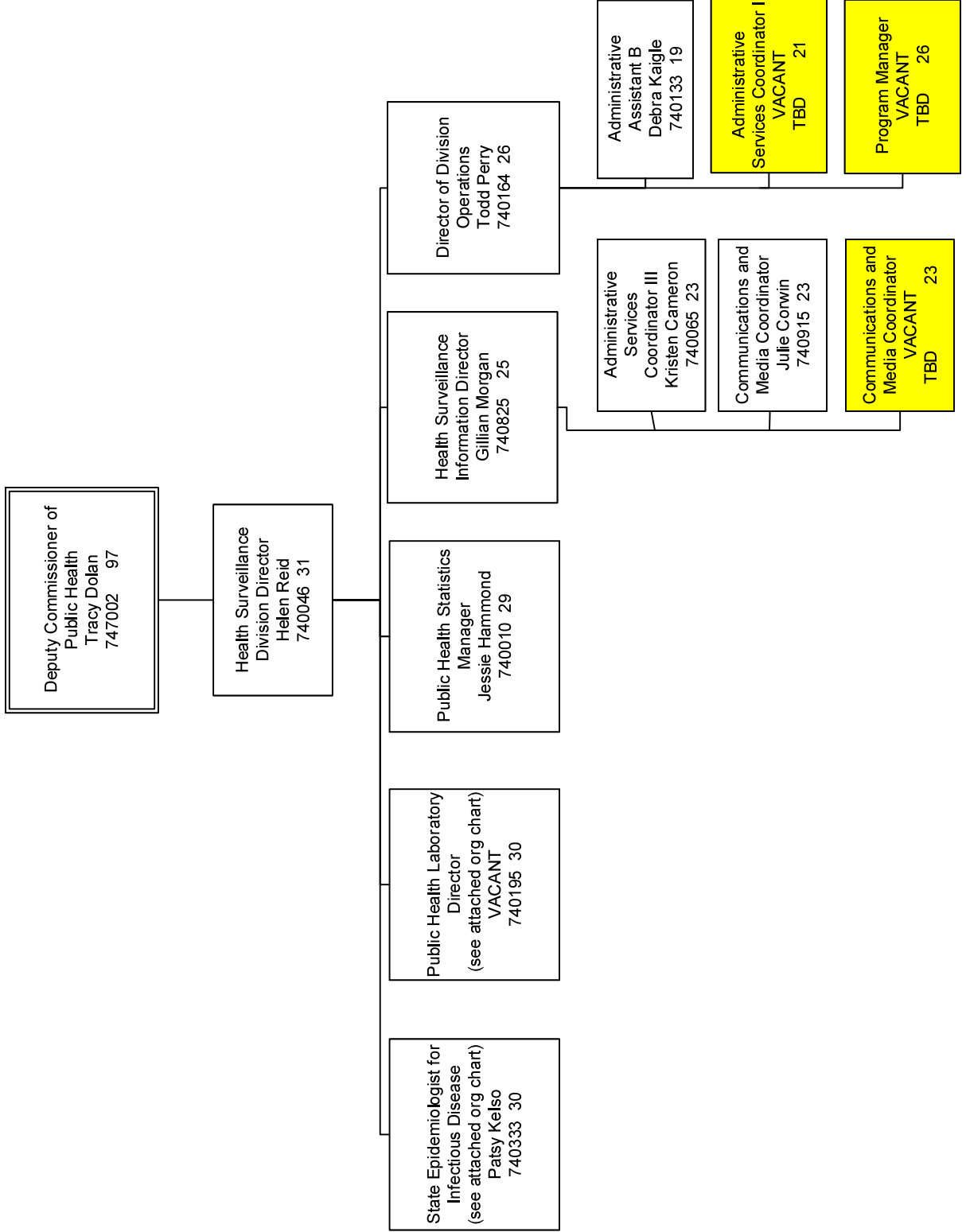
Appointing Authority or Authorized Representative Signature **(required)***

Date

* Note: Attach additional information or comments if appropriate.

Division of Health Surveillance

June 24, 2020



**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: _____
	Working Conditions: _____	Accountability: _____
	Total: _____	

Position Information:

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

New Position Information:

New Position Authorization: **JFO #2478**

Request Job/Class Title: Health Data Administrator II (017110)

Position Type: **Limited**

Agency/Department/Unit: **AHS/Health/Health Surveillance**

Work Station: Zip Code: 05401

Department ID:

For All Requests:

1. List the anticipated job duties and expectations; include all major job duties:

The fundamental duty of this position is critical to the COVID-19 response and to continuing the efforts of receiving laboratory reports electronically. This will position will take lead on electronic case reporting (eCR).

The purpose of these efforts is to develop and enhance health information systems infrastructure, support standards-based electronic data exchange, and support information systems interoperability. It will allow the Department to maintain and enhance an integrated surveillance information system and improve reporting, which is especially critical during the COVID-19 response. This position will work diligently to ensure data quality, maintenance of reporting system integrity, and efficient analysis and dissemination of data. Qualifications include skills in communicating with informaticians, IT system developers, software vendors, epidemiologists and system users, knowledge of current vocabulary standards (LOINC, SNOMED, ICD) and technology relating to electronic reporting of diseases, ability to present ideas orally and in writing in a clear, concise manner to partners/stakeholders; and ability to make decisions and recommendations to improve database design, data structure, and data quality

Furthermore, for the Electronic Laboratory Reporting Project:

- This position will provide timely technical feedback on content quality of electronic laboratory reports for infectious disease epidemiology.
- The position will coordinate and prioritize hospital and reference laboratories for electronic reporting capabilities.
- The position will monitor laboratory reporting volume by every hospital and reference laboratory to ensure no reporting feeds have been dropped.

National Electronic Disease Surveillance System Modernization Initiative (NMI)

- The position will work with Infectious Disease Epidemiology Team and Health Information Exchange to adopt finalized Message Mapping Guides to standardize data content needed for electronic case notifications to CDC for nationally notifiable infectious diseases or conditions.
- The position will collaborate with CDC during the new notification feed testing to solve issues with messages as the VDH point person.

Electronic Case Reporting (eCR)

- The position will work with the Surveillance Coordinator and Health Information Exchange to build the technical knowledge for Electronic Case Reporting for reportable conditions.
- This position will facilitate Reportable Condition Knowledge Management System authoring for Vermont.

2. Provide a brief justification/explanation of this request: Currently only one staff member is devoted to the routine, day-to-day activities involved in adding facilities for electronic reporting for infectious disease epidemiology. With the increase in non-traditional lab reporters with COVID-19 testing (e.g. pharmacies, healthcare providers), as well as the increased testing volumes, the need for managing facilities and validating content is growing.

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). NA

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:

6. Who should be contacted if there are questions about this position (provide name and phone number):
Veronica Fialkowski, 8029514063.

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

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

Attachments:

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

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).

E-SIGNED by Kate Minall
on 2020-07-13 11:15:17 EST

July 13, 2020

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

Date

Veronica Fialkowski

07/07/2020

Supervisor's Signature **(required)***

Date

E-SIGNED by Tracy Dolan
on 2020-07-13 14:30:31 EST

July 13, 2020

Appointing Authority or Authorized Representative Signature **(required)***

Date

* Note: Attach additional information or comments if appropriate.

**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: _____
	Working Conditions: _____	Accountability: _____
	Total: _____	

Position Information:

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

New Position Information:

New Position Authorization: **JFO #2478**

Request Job/Class Title: **Business Application Support Specialist (486500)**

Position Type: **Limited**

Agency/Department/Unit: **AHS/Health/Health Surveillance**

Work Station: Zip Code: 05401

Department ID:

For All Requests:

1. List the anticipated job duties and expectations; include all major job duties: The Business Application Support Specialist/Product Owner will represent epidemiology and/or lab infrastructure enhancements in an agile environment, providing system support for the National Electronic Disease Surveillance System-Based System (NBS). This position will be the lead subject matter expert in a help-desk like capacity to support

systems users and will manage the system-impact analysis of enhancement requests when there are business process changes. The position will prioritize requests and advise users on the most efficient way to resolve a given problem. Qualifications include expert knowledge of all technology software and systems as they relate to what the organization and analyze complex activities, issues, and situations to identify problems and draw logical conclusions and develop necessary recommendations.

Major Job Duties include: NBS support, ensure timely upgrades, primary liaison between NBS developers and VDH IT, provide NBS trainings, enhance NBS investigation pages

2. Provide a brief justification/explanation of this request: There needs to be professional systems support, analysis, troubleshooting of business application systems for the NBS. NBS is the integrated surveillance system used for all infectious disease case management, including COVID-19 case and contact tracing management. Outside of the COVID-19 response there are approximately 80 users, and during the response the number of users has increased to 200 and counting. The system is in constant need of upgrades, COVID-19 page enhancement, troubleshooting, etc. One epidemiologist acts as Product Owner and has limited time capacity to devote to the needs of the critical system.

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). NA

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:

6. Who should be contacted if there are questions about this position (provide name and phone number):
Veronica Fialkowski, 8029514063.

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

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

Attachments:

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

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).

E-SIGNED by Kate Minall
on 2020-07-13 11:15:25 EST

July 13, 2020

Personnel Administrator's Signature (required)*

Date

Veronica Fialkowski

Supervisor's Signature **(required)***

07/07/2020

Date

E-SIGNED by Tracy Dolan
on 2020-07-13 14:30:40 EST

Appointing Authority or Authorized Representative Signature **(required)***

July 13, 2020

Date

* Note: Attach additional information or comments if appropriate.

**Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
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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: _____	

Position Information:

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

New Position Information:

New Position Authorization: **JFO #2478**

Request Job/Class Title: **Public Health Analyst I (028000)**

Position Type: **Limited**

Agency/Department/Unit: **AHS/Health/Health Surveillance**

Work Station: Zip Code: 05401

Department ID:

For All Requests:

1. List the anticipated job duties and expectations; include all major job duties: This position would be responsible for complex epidemiological analysis such as COVID-19 case, lab, and contact tracing data management, which includes reporting internally, externally, and to CDC, as well as routine and ad-hoc data analysis. The position will work to successful integrate COVID-19 data into decision-making processes that will

have positive impacts on the state's policy decisions. Qualifications include ability to analyze complex public health datasets and experience in statistical coding language like SAS.

Major job duties will include: Lead analyst on COVID-19 data, provide updated data for COVID-19 dashboard, report case and lab data to CDC through the National Notifiable Disease Surveillance System and DCIPHER, update weekly summary reports, fulfil data requests, monitor data for clusters, build PowerBi dashboards as needed

2. Provide a brief justification/explanation of this request: Currently there are nine analysts across state agencies and the Vermont Health Department deployed to the Data Team for the COVID-19 response. The Infectious Disease Epidemiology Program has no devoted analyst to continue the COVID-19 data management, reporting, and analysis needs to do this work after the deployment of other analysts ends.

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). NA

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:

6. Who should be contacted if there are questions about this position (provide name and phone number):
Veronica Fialkowski, 8029514063.

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

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

Attachments:

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

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).

E-SIGNED by Kate Minall
on 2020-07-13 11:15:30 EST

July 13, 2020

Personnel Administrator's Signature (required)*

Date

Veronica Fialkowski

07/07/2020

Supervisor's Signature **(required)***

Date

E-SIGNED by Tracy Dolan
on 2020-07-13 14:30:51 EST

July 13, 2020

Appointing Authority or Authorized Representative Signature **(required)***

Date

* Note: Attach additional information or comments if appropriate.

**Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
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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: _____	Total: _____
		Accountability: _____

Position Information:

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

New Position Information:

New Position Authorization: **JFO #2478**

Request Job/Class Title - Public Health Analyst I (GIS) - 028000

Position Type: **Limited**

Agency/Department/Unit: **AHS/Health/Health Surveillance**

Work Station: Zip Code: 05401

Department ID: 3420021201

For All Requests:

1. List the anticipated job duties and expectations; include all major job duties: The GIS Analyst – Public Health would lead the maintenance and enhancements through application and database development of the current COVID-19 VDH data dashboards and other geographic analysis. A big part of this work would be assessing health data needs and gaps for the dashboards and integrating new and existing data to ensure

optimal usefulness in public health and state decision making. Qualifications required include specific GIS training in spatial data analysis and representation, advanced knowledge of ESRI products, including ArcGIS Online Web Applications and Dashboards, and ArcGIS Pro, and experience in scripting language relevant to GIS data management and application development (e.g. Python, Arcade).

2. Provide a brief justification/explanation of this request: Currently there is limited VDH GIS capacity for the COVID response. More than 1 FTE of COVID-19 GIS work is being delegated to Vermont Center for Geographic Information. In order to create sustainable workflow for internal and external dashboard maintenance and development, there needs to be an additional VDH COVID-19 GIS position devoted to the work. This work that is currently being done externally needs to be transitioned to an internal staff member to increase efficiency and security of data management and application development.

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). NA

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:

6. Who should be contacted if there are questions about this position (provide name and phone number):
Jessie Hammond - 863-7663

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

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.

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).

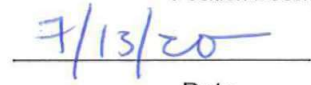
E-SIGNED by Kate Minall
on 2020-07-13 11:17:37 EST

Personnel Administrator's Signature (required)*

Date



Supervisor's Signature (required)*



Date

E-SIGNED by Tracy Dolan
on 2020-07-13 14:31:02 EST

July 13, 2020

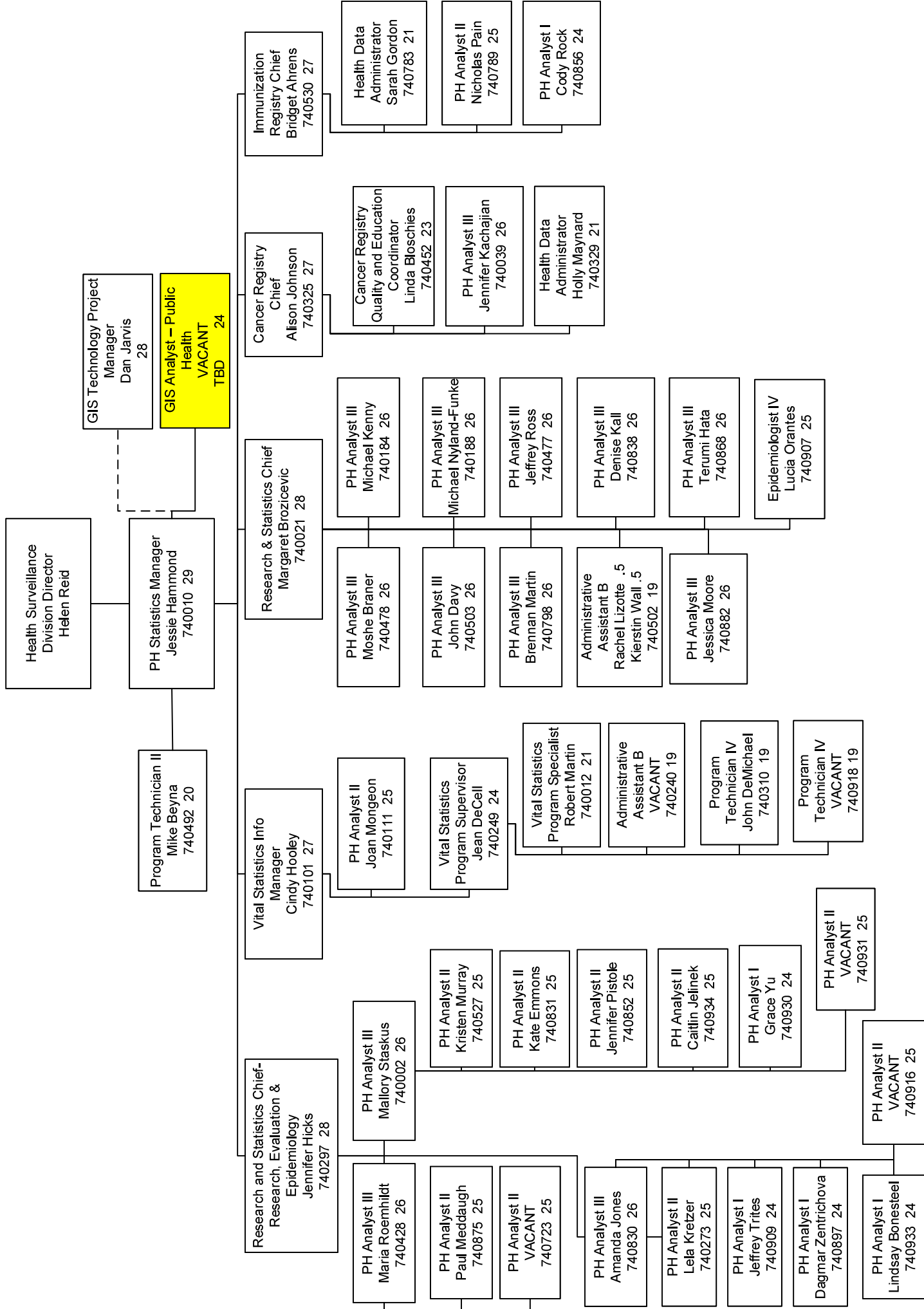
Appointing Authority or Authorized Representative Signature (required)*

Date

* Note: Attach additional information or comments if appropriate.

Division of Health Surveillance – Public Health Statistics

July 13, 2020



**Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
Position Description Form C/Notice of Action
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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: _____	

Position Information:

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

New Position Information:

New Position Authorization: **JFO #2478**

Request Job/Class Title: **Nurse Program Coordinator I (00087)**

Position Type: **Limited**

Agency/Department/Unit: **AHS/Health/Health Surveillance**

Work Station: Zip Code: 05401

Department ID:

For All Requests:

1. List the anticipated job duties and expectations; include all major job duties: This position would be responsible for coordinating Infectious Disease Epidemiology and district office response activities, training, and communicating with the Infectious Disease Epidemiology COVID-19 Program Lead. Key expectations of this position include developing and coordinating epidemiology trainings, coordinating and collaborating with

Office of Local Health staff for COVID-19 work, and coordinating contact tracing, case follow-up, primary prevention, infection prevention, and outbreak response in the district offices. This position should also provide any consultation or technical assistance on health intervention strategies, and epidemiology if the need arises. Qualifications include strong epidemiology, surveillance and analysis skills, leadership and communication skills, experience with program management and the ability to assess rapidly evolving situations and anticipate complex needs and problems solve.

2. Provide a brief justification/explanation of this request: Currently there are twenty nurses and four epidemiologists across the Department of Health deployed to the Epidemiology Operations Team for the COVID-19 response. The Infectious Disease Epidemiology Program does not have a devoted Nurse Epidemiologist to continue COVID-19 epidemiology operations management.

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). May supervise Infectious Disease Epidemiology staff as needed.

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:

6. Who should be contacted if there are questions about this position (provide name and phone number): Julia Brennan, 8028637225.

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

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

Attachments:

- Organizational charts are **required** and must indicate where the position reports.
- 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).

E-SIGNED by Kate Minall
on 2020-07-13 11:17:41 EST

July 13, 2020

Personnel Administrator's Signature (required)*


Date

_____Julia Brennan_____

Supervisor's Signature **(required)***

_____7/7/20_____

Date

 E-SIGNED by Tracy Dolan
on 2020-07-13 14:31:12 EST

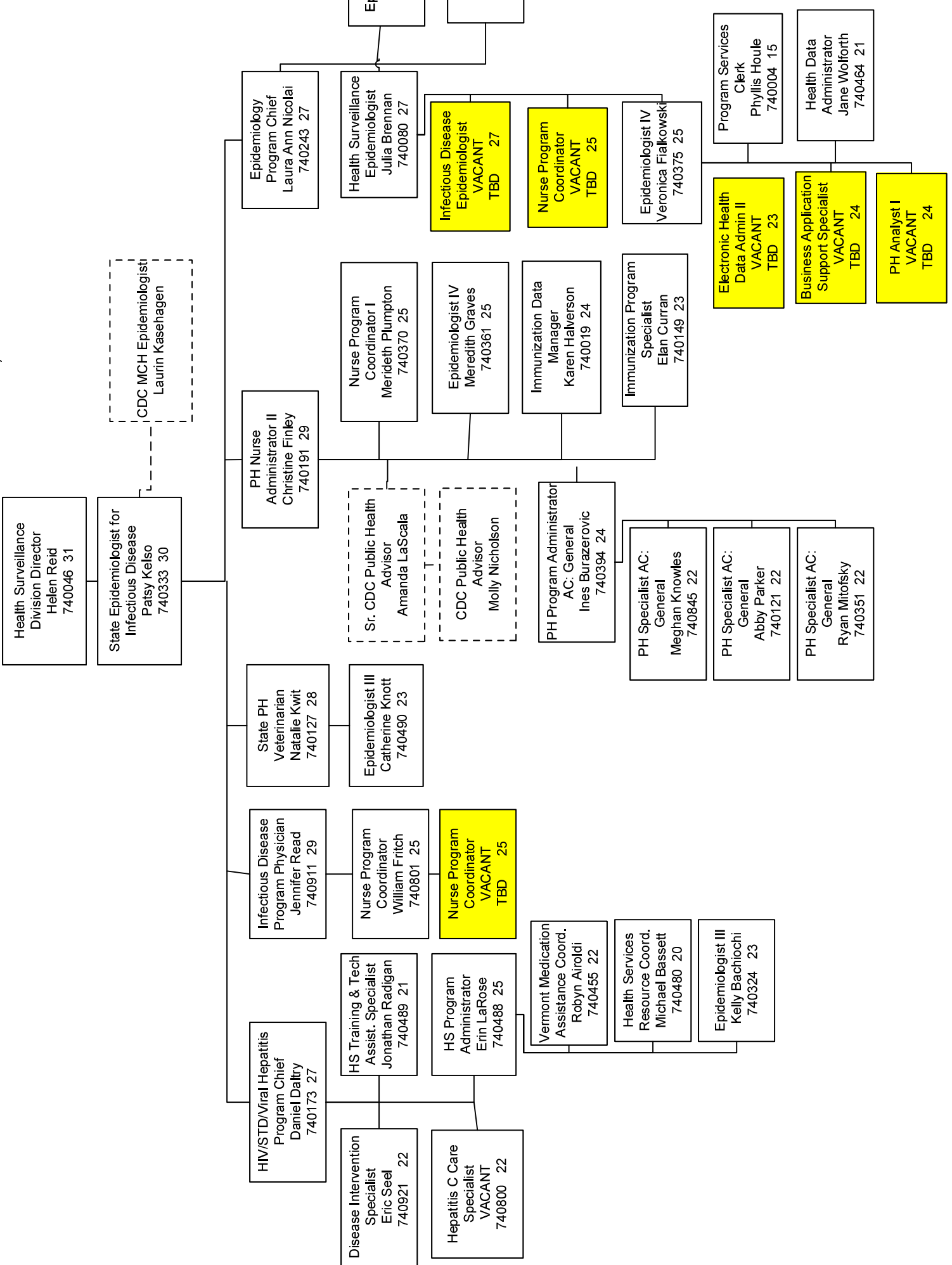
July 13, 2020

Appointing Authority or Authorized Representative Signature **(required)***

Date

* Note: Attach additional information or comments if appropriate.

June 24, 2020



**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: _____
	Working Conditions: _____	Accountability: _____
	Total: _____	

Position Information:

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

New Position Information:

New Position Authorization: **JFO #2478**

Request Job/Class Title: **Communications/Media Coordinator (125000)**

Position Type: **Limited**

Agency/Department/Unit: **AHS/Health/Health Surveillance**

Work Station: Zip Code: 05401

Department ID:

For All Requests:

1. List the anticipated job duties and expectations; include all major job duties: This position will provide critical ongoing communications support to the Infectious Disease Epidemiology team and the Health Operations Center for the COVID-19 response, related to the Epidemiology and Laboratory Capacity (ELC) Enhancing Detection grant. This position will develop specialized knowledge related to the Epidemiology

branch's work so that they can provide timely, agile support when needed.

Major job duties will include: Support public health messaging related to COVID-19, including creating website content, informational documents, talking points for community outreach, and more; develop a resource/document tracking system to better manage evolving COVID-19 messaging using Microsoft Teams/SharePoint; and support the Health Surveillance Information Director to implement and distribute necessary data reports.

2. Provide a brief justification/explanation of this request: Currently, 21 people from across the Health Department and some people from other partner agencies are deployed to the Crisis and Emergency Risk Communications (CERC) team for the COVID-19 response. When staff are inevitably redeployed back to their typical duties, a full time person embedded in Infectious Disease Epidemiology will help the Health Department avoid losing some of the vast ground and interest from the public that has been gained in our COVID-19 communications efforts. A strong communications infrastructure will continue to be central to Vermont's COVID-19 response.

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). NA

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:

6. Who should be contacted if there are questions about this position (provide name and phone number): Gillian Morgan, 8025582750.

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

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

Attachments:

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

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.

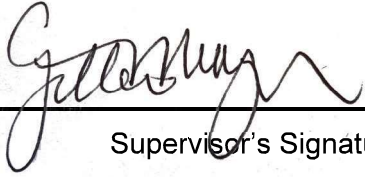
Other supporting documentation such as memos regarding department reorganization, or further explanation regarding the need to reallocate a vacancy (if appropriate).

E-SIGNED by Kate Minall
on 2020-07-13 11:17:46 EST

July 13, 2020

Personnel Administrator's Signature (required)*

Date



Supervisor's Signature **(required)***

07/07/2020

Date

E-SIGNED by Tracy Dolan
on 2020-07-13 14:31:21 EST

July 13, 2020

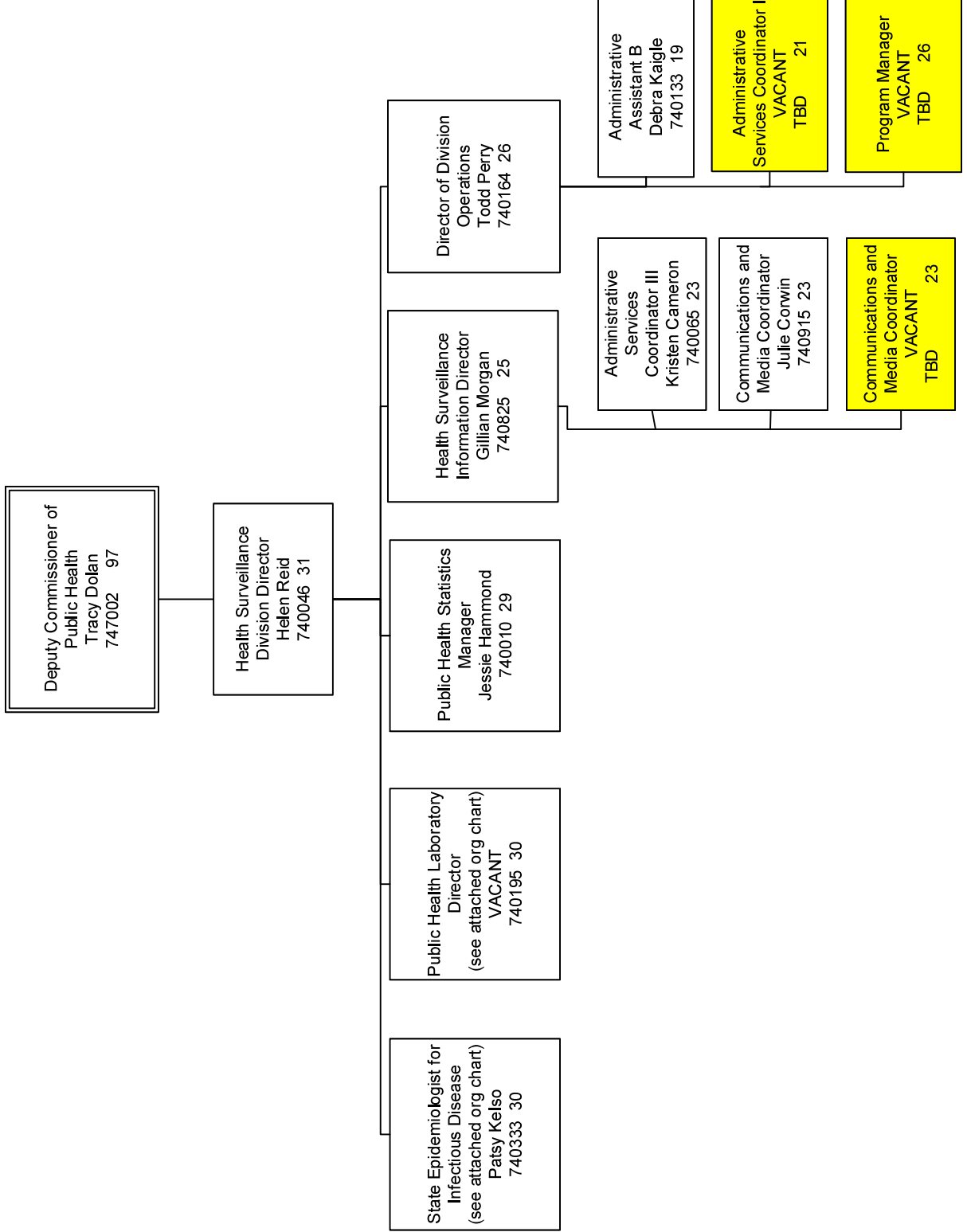
Appointing Authority or Authorized Representative Signature **(required)***

Date

* Note: Attach additional information or comments if appropriate.

Division of Health Surveillance

June 24, 2020



**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: _____
	Working Conditions: _____	Accountability: _____
	Total: _____	

Position Information:

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

New Position Information:

New Position Authorization: **JFO #2478**

Request Job/Class Title: **Lab Safety Compliance Specialist (417300)**

Position Type: **Limited**

Agency/Department/Unit: **AHS/Health/Health Surveillance/Laboratory**

Work Station: Zip Code: 05446

Department ID:

For All Requests:

1. List the anticipated job duties and expectations; include all major job duties: With the expansion of COVID-19 testing and associated biosafety risks, the VDH Laboratory needs a biosafety and compliance specialist dedicated to microbiology programs, along with lab-wide responsibilities. This position would work closely with the Lab Safety Compliance Officer to ensure that biosafety protocols are followed by staff and adjustments are

made as testing volumes fluctuate and risk levels change. They would be certified in DOT/IATA laboratory shipping protocols and knowledgeable about biosafety concerns related to collection kits supplies, distribution and specimen receiving. The individual would assist with the maintenance and cleaning of the BSL-3 suite and BSL-3 training lab under the guidance of the Lab Safety Compliance Officer. They would also assist with monitoring concerns related to staff overuse injuries and drafting a plan for addressing these issues in consultation with the Compliance Officer and Lab Director.

Qualifications Include: Knowledge of public health laboratory functions and protocols including but not limited to occupational hazards, safety standards and procedures; handling of biological samples and the precautions required; properties of hazardous and toxic material substances, their physiological effects and proper methods for disposal; chemical and biological laboratory safety procedures, equipment and practices, including Biosafety Levels 1, 2, 3, 4; laboratory quality systems and principals of Corrective Action Preventative Action system (CAPA). Knowledge of laboratory Ethics, confidentiality, and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) also required. Abilities to understand complex technical chemical, microbiological and radiological issues and operations, assess laboratory safety risks and apply effective remedial action and mitigation plans, and read and understand state and federal regulations which are used or required for safely perform testing activities.

2. Provide a brief justification/explanation of this request: The COVID-19 response effort has presented the public health laboratory with unique and complex challenges related to biosafety and compliance, especially as the lab processes a record high number of species and begins to restart other testing programs. Currently, the lab has one staff member dedicated to this function across three program areas: microbiology, chemistry, and inorganic chemistry. This is an insufficient staffing level to protect a laboratory of 45 staff, at least half of which is dedicated in some capacity to COVID-19 testing and handling.

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). NA

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:

6. Who should be contacted if there are questions about this position (provide name and phone number):
Helen Reid, 802-338-4740.

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

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

Attachments:

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

- 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).

E-SIGNED by Kate Minall
on 2020-07-13 11:17:51 EST

July 13, 2020

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

Date

Helen Reid, Acting Lab Director

07/08/20

Supervisor's Signature **(required)***

Date

E-SIGNED by Tracy Dolan
on 2020-07-13 14:31:31 EST

July 13, 2020

Appointing Authority or Authorized Representative Signature **(required)***

Date

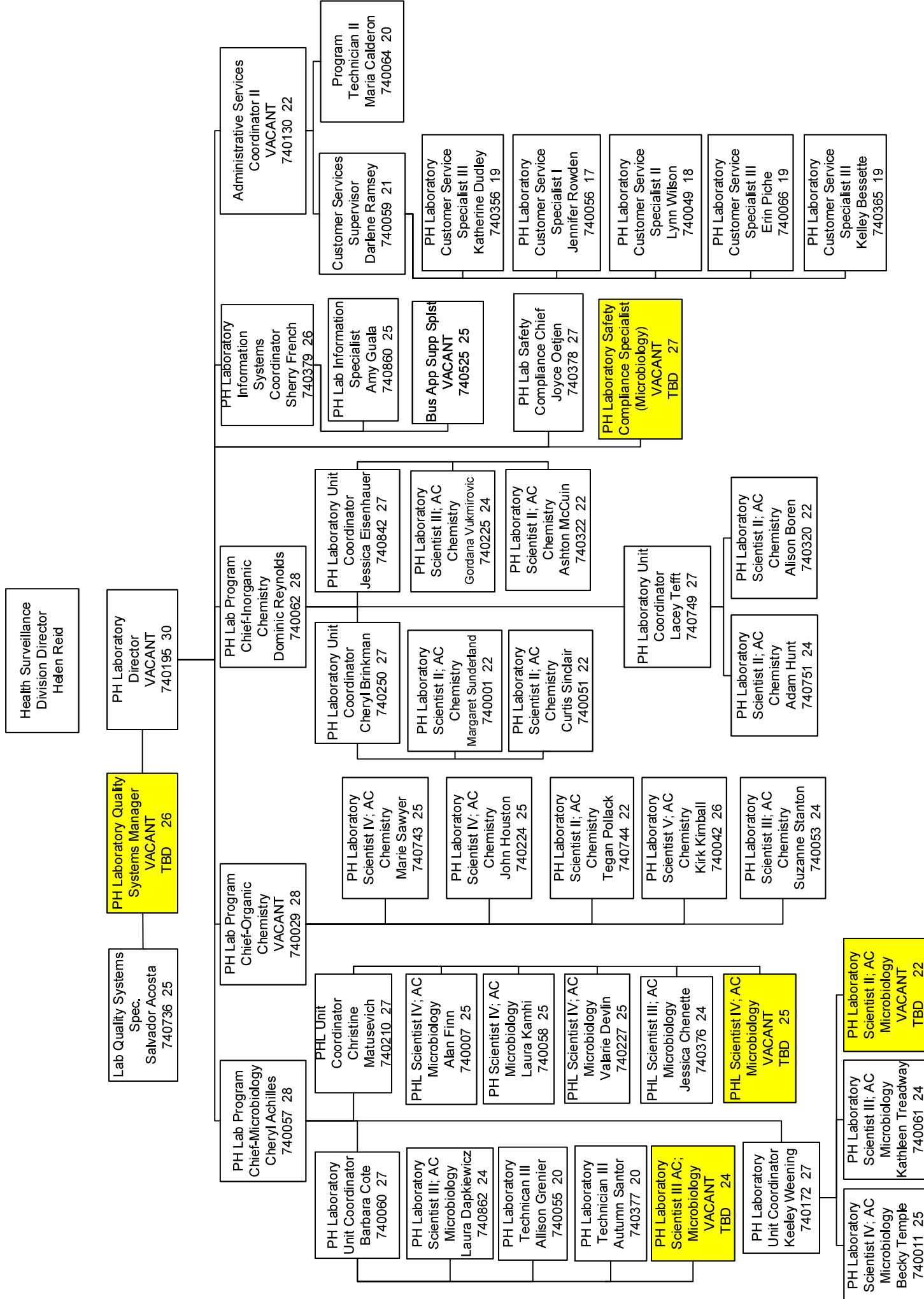
* Note: Attach additional information or comments if appropriate.



DEPARTMENT OF HEALTH

Health Surveillance – Public Health Laboratory

June 24, 2020



**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: _____
	Working Conditions: _____	Accountability: _____
	Total: _____	

Position Information:

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

New Position Information:

New Position Authorization: **JFO #2478**

Request Job/Class Title: **Administrative Services Coordinator I (089220)**

Position Type: **Limited**

Agency/Department/Unit: **AHS/Health/Health Surveillance/Laboratory**

Work Station: Zip Code: 05446

Department ID:

For All Requests:

1. List the anticipated job duties and expectations; include all major job duties: This position will coordinate a variety of functions to ensure that laboratory supply orders are entered, tracked, and received within expected timeframes to ensure COVID-19 testing occurs without interruption. If need be, they will problem solve to identify alternate supply routes and communicate with staff about alternate supply options if desired product

isn't available. They will prepare and keep detailed records of all supply orders and other administrative tasks such as monitoring supply levels, alerting leadership when supply levels are low and determining proper storage needs for supplies. Qualifications Include: Experience with supply chain and inventory management, including applied experience at a large-scale facility. Other qualifications include knowledge of the principles and practices of public administration; budgeting and accounting practices; and computer technology and implementation of automated systems. Laboratory supply experience desired, but not required.

2. Provide a brief justification/explanation of this request: The public health laboratory spent over \$1 million per year on laboratory supplies prior to COVID-19. Despite this, the lab does not have a staff person dedicated to ordering, supply chain management or inventory needs. Ever since the beginning of the pandemic, not having a staff person dedicated to the above needs has led to duplication of work by multiple staff people, inefficient and ineffective processes and product loss and waste. If not monitored properly, it also presents a threat to COVID-19 testing capacity and turn-around times. Since March 2020, we have experienced unprecedented supply chain shortages with COVID-19 testing reagents, testing plastics (i.e. pipette tips), collection kit supplies, and PPE, among others. These supply chain issues persist and necessitate the addition of a full-time coordinator to monitor, track and manage these products.

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). NA

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:

6. Who should be contacted if there are questions about this position (provide name and phone number):
Todd Perry, 8026511955.

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

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

Attachments:

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- 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).

E-SIGNED by Kate Minall
on 2020-07-13 11:17:56 EST

July 13, 2020

Personnel Administrator's Signature (required)*

Date

Todd M Perry

Supervisor's Signature **(required)***

7/7/20

Date

E-SIGNED by Tracy Dolan
on 2020-07-13 14:31:41 EST

July 13, 2020

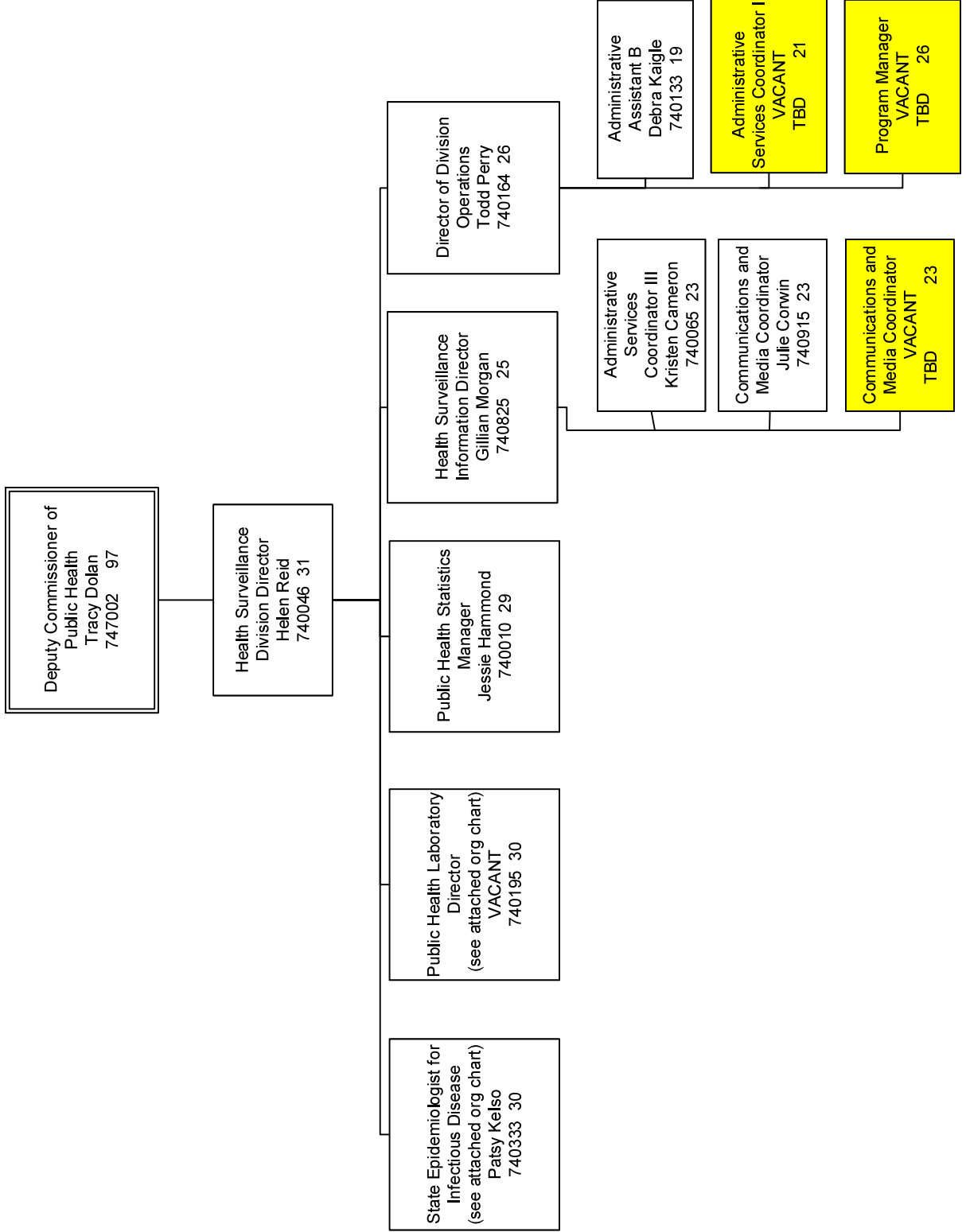
Appointing Authority or Authorized Representative Signature **(required)***

Date

* Note: Attach additional information or comments if appropriate.

Division of Health Surveillance

June 24, 2020



**Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
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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: _____	

Position Information:

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

New Position Information:

New Position Authorization: **JFO #2478**

Request Job/Class Title: **PH Lab Scientist IV; AC Microbiology (416900)**

Position Type: **Limited**

Agency/Department/Unit: **AHS/Health/Health Surveillance/Laboratory**

Work Station: Zip Code: 05446

Department ID:

For All Requests:

1. List the anticipated job duties and expectations; include all major job duties: This Microbiologist would serve on the serology testing team at the VDH Laboratory as the team expands to include COVID-19 serology testing. This position will perform clinical, microbiological, and response analysis on COVID-19 specimens. Qualifications include: Considerable knowledge of biology and mathematics, including the principles and

practices of microbiology by bench analysis and instrumental analysis techniques; skill in use and care of microbiology laboratory equipment and materials. Also must possess abilities to interpret raw data and formulate conclusions and prepare reagents, analytical standards, quality control standards, test media including those of a hazardous nature and be responsible for quality control assurance. Serology testing experience is required. Performs all work under a Quality Management System (QSM), which includes areas required by VDHL regulators such as: standard operating procedures (SOPs), data management procedures and system; records management system; document control system; quality control procedures, internal and external audit systems; Corrective and Preventative Action (CAPA) system and ethics/data integrity training. Performs all work according to a high ethical standard. Must be able to work in laboratory conditions with exposure to biohazards by handling samples that either is a bodily fluid or may be contaminated with bodily fluid(s) or highly infectious pathogens. May be required to undergo a medical evaluation and fit testing for respirator use. Must be willing to be called upon with short notice (sometimes only hours) to respond to a public health emergency or natural disaster affecting a large segment of the Vermont population and able to accurately analyze samples in such a short timeframe. May need to explain laboratory data and testing to the general public, explain what the VDHL can do and to educate them regarding public health science.

2. Provide a brief justification/explanation of this request: Currently, the lab only has two fully trained staff in serology and they are fully dedicated to COVID-19 PCR testing and other microbiology testing areas. The CDC expects Vermont to begin offering serology testing as part of our COVID-19 testing plan and response, however, we do not have any trained staff who can take on a new program at this time. It will not be possible to add COVID-19 serology testing and meet CDC's expectations without augmenting the staffing model.

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). NA

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:

6. Who should be contacted if there are questions about this position (provide name and phone number):
Christine Matusевич, 8023384713.

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

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

Attachments:

- Organizational charts are **required** and must indicate where the position reports.
- 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).

E-SIGNED by Kate Minall
on 2020-07-13 11:18:00 EST

July 13, 2020

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

Date

Christine Matusевич

07/08/2020

Supervisor's Signature **(required)***

Date

E-SIGNED by Tracy Dolan
on 2020-07-13 14:31:50 EST

July 13, 2020

Appointing Authority or Authorized Representative Signature **(required)***

Date

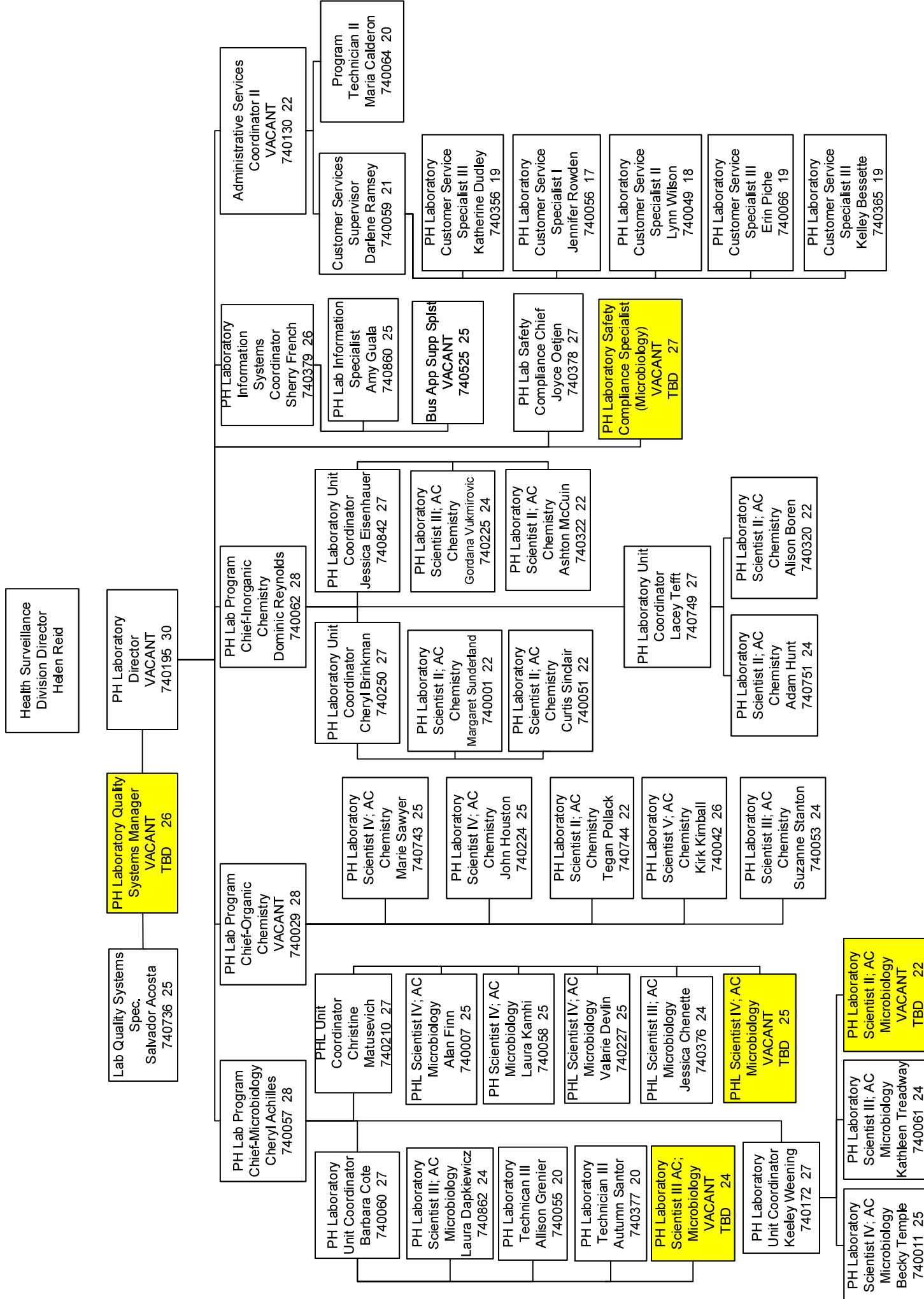
* Note: Attach additional information or comments if appropriate.



DEPARTMENT OF HEALTH

Health Surveillance – Public Health Laboratory

June 24, 2020



**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: _____
	Working Conditions: _____	Accountability: _____
	Total: _____	

Position Information:

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

New Position Information:

New Position Authorization: **JFO #2478**

Request Job/Class Title: **PH Lab Scientist III; AC Microbiology (416700)**

Position Type: **Limited**

Agency/Department/Unit: **AHS/Health/Health Surveillance/Laboratory**

Work Station: Zip Code: 05446

Department ID:

For All Requests:

1. List the anticipated job duties and expectations; include all major job duties: This Microbiologist would be dedicated to performing COVID-19 testing and ensuring testing demands are met. Qualifications include: Considerable knowledge of biology and mathematics, including the principles and practices of microbiology by bench analysis and instrumental analysis techniques; skill in use and care of microbiology laboratory

equipment and materials. Also must possess abilities to interpret raw data and formulate conclusions and prepare reagents, analytical standards, quality control standards, test media including those of a hazardous nature and be responsible for quality control assurance. Performs all work under a Quality Management System (QSM), which includes areas required by VDHL regulators such as: standard operating procedures (SOPs), data management procedures and system; records management system; document control system; quality control procedures, internal and external audit systems; Corrective and Preventative Action (CAPA) system and ethics/data integrity training. Performs all work according to a high ethical standard. Must be able to work in laboratory conditions with exposure to biohazards by handling samples that either is a bodily fluid or may be contaminated with bodily fluid(s) or highly infectious pathogens. May be required to undergo a medical evaluation and fit testing for respirator use. Must be willing to be called upon with short notice (sometimes only hours) to respond to a public health emergency or natural disaster affecting a large segment of the Vermont population and able to accurately analyze samples in such a short timeframe. May need to explain laboratory data and testing to the general public, explain what the VDHL can do and to educate them regarding public health science.

2. Provide a brief justification/explanation of this request: The State of Vermont has set a testing goal of 1,000/tests per day to identify the opportunity for outbreaks and prevent the spread of COVID-19 across Vermont. As the number of COVID-19 tests per day increases, the public health laboratory has been identified as the laboratory that will test all outbreak specimens as well as testing for vulnerable populations like long-term care facilities, Department of Corrections, psychiatric patients, homeless populations and others. We need additional microbiologists to meet these growing testing demands. It is anticipated that these increased testing demands will be long-term and it simply won't be possible to perform the increased amount of testing without augmenting the staffing model.

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). NA

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:

6. Who should be contacted if there are questions about this position (provide name and phone number): Barb Cote, 8023384731.

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

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

Attachments:

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

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).

E-SIGNED by Kate Minall
on 2020-07-13 11:18:13 EST

July 13, 2020

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

Date

----- *Barbara Cote* -----

----- 7/7/2020 -----

Supervisor's Signature **(required)***

Date

E-SIGNED by Tracy Dolan
on 2020-07-13 14:32:06 EST

July 13, 2020

Appointing Authority or Authorized Representative Signature **(required)***

Date

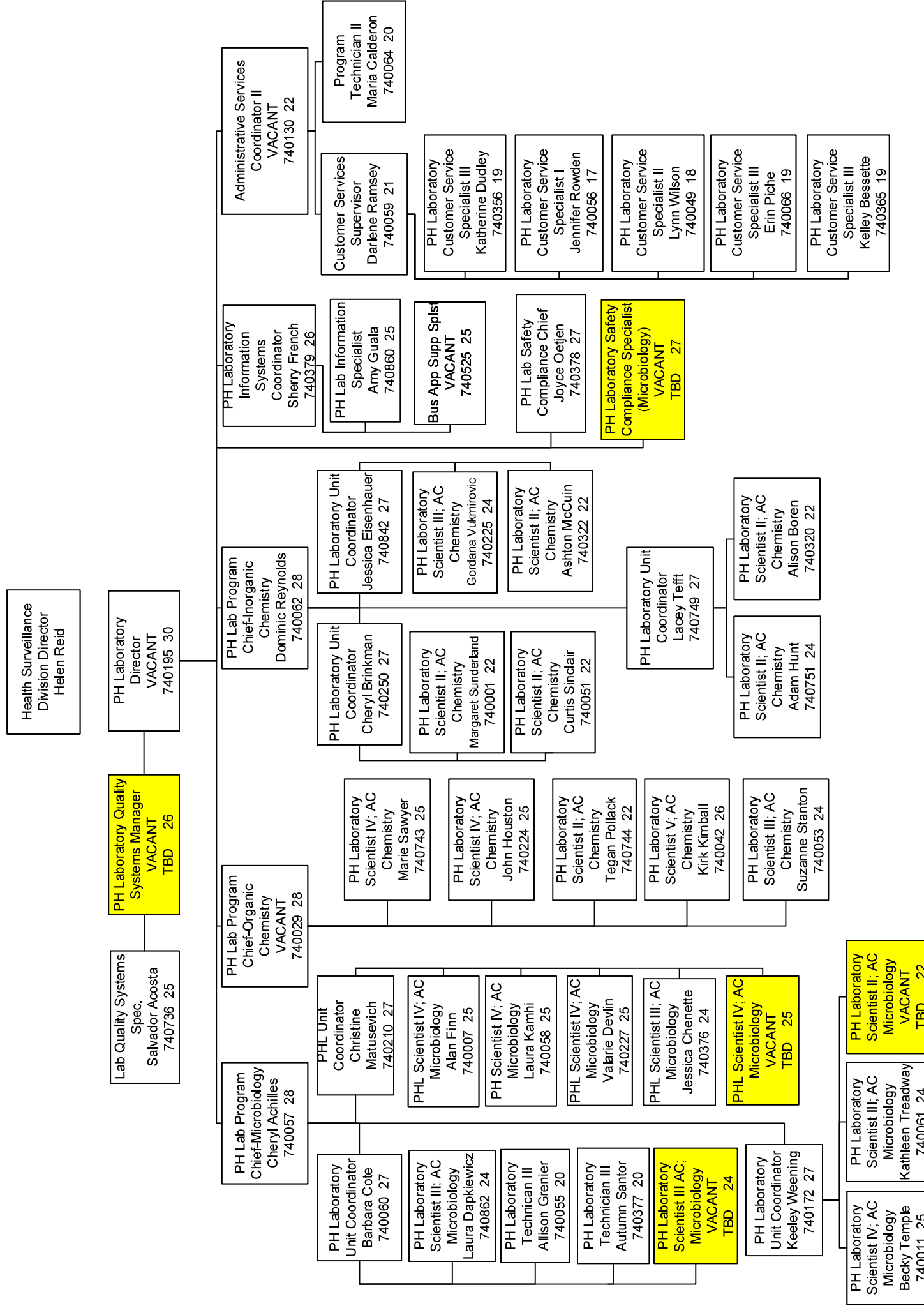
* Note: Attach additional information or comments if appropriate.



DEPARTMENT OF HEALTH

Health Surveillance – Public Health Laboratory

June 24, 2020



**Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
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Notice of Action # _____		Date Received (Stamp)
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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: _____	

Position Information:

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

New Position Information:

New Position Authorization: **JFO #2478**

Request Job/Class Title: **PH Lab Scientist II; AC Microbiology (416600)**

Position Type: **Limited**

Agency/Department/Unit: **AHS/Health/Health Surveillance/Laboratory**

Work Station: Zip Code: 05446

Department ID:

For All Requests:

1. List the anticipated job duties and expectations; include all major job duties: This Microbiologist would be dedicated to meeting ongoing COVID-19 testing demands. Qualifications Include: Considerable knowledge of biology and mathematics, including the principles and practices of microbiology by bench analysis and instrumental analysis techniques; skill in use and care of microbiology laboratory equipment and materials.

Also must possess abilities to interpret raw data and formulate conclusions and prepare reagents, analytical standards, quality control standards, test media including those of a hazardous nature and be responsible for quality control assurance. Performs all work under a Quality Management System (QSM), which includes areas required by VDHL regulators such as: standard operating procedures (SOPs), data management procedures and system; records management system; document control system; quality control procedures, internal and external audit systems; Corrective and Preventative Action (CAPA) system and ethics/data integrity training. Performs all work according to a high ethical standard. Must be able to work in laboratory conditions with exposure to biohazards by handling samples that either is a bodily fluid or may be contaminated with bodily fluid(s) or highly infectious pathogens. May be required to undergo a medical evaluation and fit testing for respirator use. Must be willing to be called upon with short notice (sometimes only hours) to respond to a public health emergency or natural disaster affecting a large segment of the Vermont population and able to accurately analyze samples in such a short timeframe. May need to explain laboratory data and testing to the general public, explain what the VDHL can do and to educate them regarding public health science."

2. Provide a brief justification/explanation of this request: As the Vermont economy continues to reopen, the opportunity for outbreaks increases as does the need for greater testing capacity at the public health lab. To meet the ongoing testing demands and testing surge created by outbreaks, the lab needs another microbiologist. As outlined in the testing plan, it is anticipated that these increased testing demands will be long-term and it wouldn't be possible to perform the increased amount of testing without augmenting the staffing model.

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). NA

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:

6. Who should be contacted if there are questions about this position (provide name and phone number): Keeley Weening, 8023384779.

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

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

Attachments:

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

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).

E-SIGNED by Kate Minall
on 2020-07-13 11:18:17 EST

July 13, 2020

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

Date

Cheryl Achilles

Supervisor's Signature **(required)***

7-9-20

Date

E-SIGNED by Tracy Dolan
on 2020-07-13 14:32:15 EST

July 13, 2020

Appointing Authority or Authorized Representative Signature **(required)***

Date

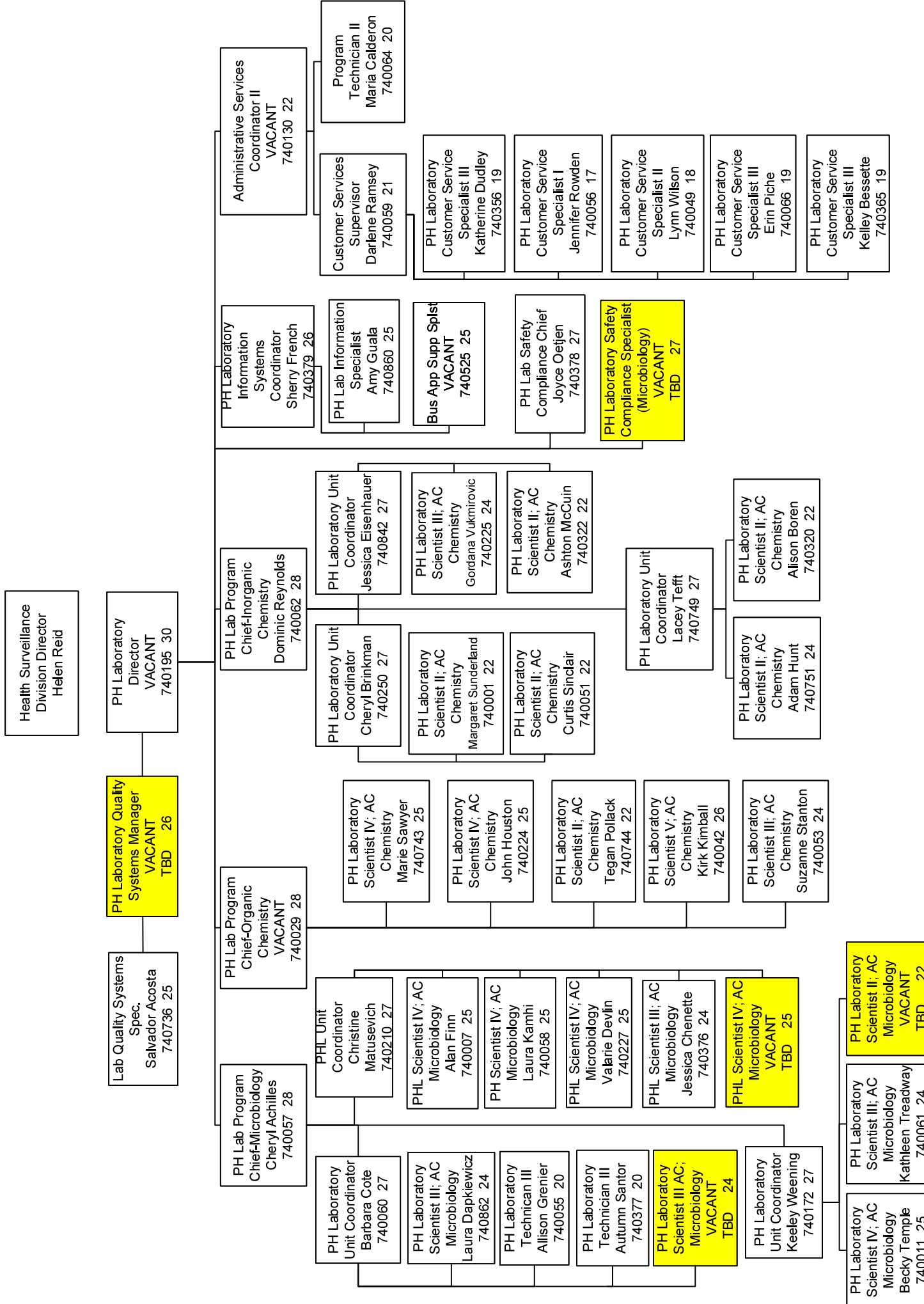
* Note: Attach additional information or comments if appropriate.



DEPARTMENT OF HEALTH

Health Surveillance – Public Health Laboratory

June 24, 2020



**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: _____
	Working Conditions: _____	Accountability: _____
	Total: _____	

Position Information:

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

New Position Information:

New Position Authorization: **JFO #2478**

Request Job/Class Title: **PH Nurse Coordinator I (000087)**

Position Type: **Limited**

Agency/Department/Unit: **AHS/Health/Health Surveillance**

Work Station: Zip Code: 05401

Department ID:

For All Requests:

- List the anticipated job duties and expectations; include all major job duties: This position will serve as an infection control subject matter expert and will provide consultation and technical assistance on infection control matters. This position will have two primary responsibilities: 1) This position will spearhead an effort to drastically expand infection control capacity and competency throughout the Department of Health.

Specifically, this position will develop a roster of each Local Health Nurse working with Epidemiology/Healthcare-Associated Infection (HAI) responsibilities and will develop a system for tracking the trainings they have received and their demonstrated competencies. This position will present to Local Health Nurses statewide on standing monthly calls. At least quarterly, they will make presentations using CDC-developed Infection Prevention Control (IPC) training materials. At least biannually, the Nurse Program Coordinator will conduct regional interactive trainings for Local Health Nurses, including demonstration of competency in tasks such as Personal Protective Equipment (PPE) donning and doffing. 2) This position will build on previous efforts as part of the COVID-19 response when infection control assessments were conducted at Vermont's long-term care facilities, both in response to cases and proactively to prevent new cases. This involved the effort of dozens of public health nurses. This position will ensure that the relative success Vermont has experienced in its high-risk facilities is sustained, particularly as this work expands to involve more nuanced settings like homeless shelters. Specifically, this position will ensure that local health nurses and other local health office staff: a) partner with central office staff to develop/update inventories of high-risk settings and vulnerable population groups for each jurisdiction; b) follow-up with every high-risk employment setting or congregate living setting in which a confirmed case has been identified; c) conduct outreach to high-risk settings in their jurisdiction at least quarterly to disseminate COVID-19 prevention materials and to emphasize the need for and mechanism of prompt reporting; d) prioritize for outreach (in partnership with the State Licensing/Survey Agency) high-risk long-term care facilities; e) participate in at least one Infection Control Assessment and Response (ICAR) or tele-ICAR in long term care facilities, assisted living facilities, retirement communities, residential care homes, therapeutic community residences, or other congregate settings (e.g., homeless shelters); and f) lead at least one ICAR or tele-ICAR in long term care facilities, assisted living facilities, retirement communities, residential care homes, therapeutic community residences, or other congregate settings (e.g., homeless shelters).

2. Provide a brief justification/explanation of this request: Throughout the Department's COVID-19 response to date, external assistance was brought in to meet this need to help with infection control. In order to sustain successful efforts that are underway, there needs to be a full-time position doing this job.

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). NA

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:

6. Who should be contacted if there are questions about this position (provide name and phone number):
Jennifer Read, 8024485681.

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

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

Attachments:

- Organizational charts are **required** and must indicate where the position reports.
- 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).

E-SIGNED by Kate Minall
on 2020-07-13 11:18:22 EST

July 13, 2020

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

Date

Jennifer S. Read, MD

Supervisor's Signature (**required**)*

Date

E-SIGNED by Tracy Dolan
on 2020-07-13 14:32:24 EST

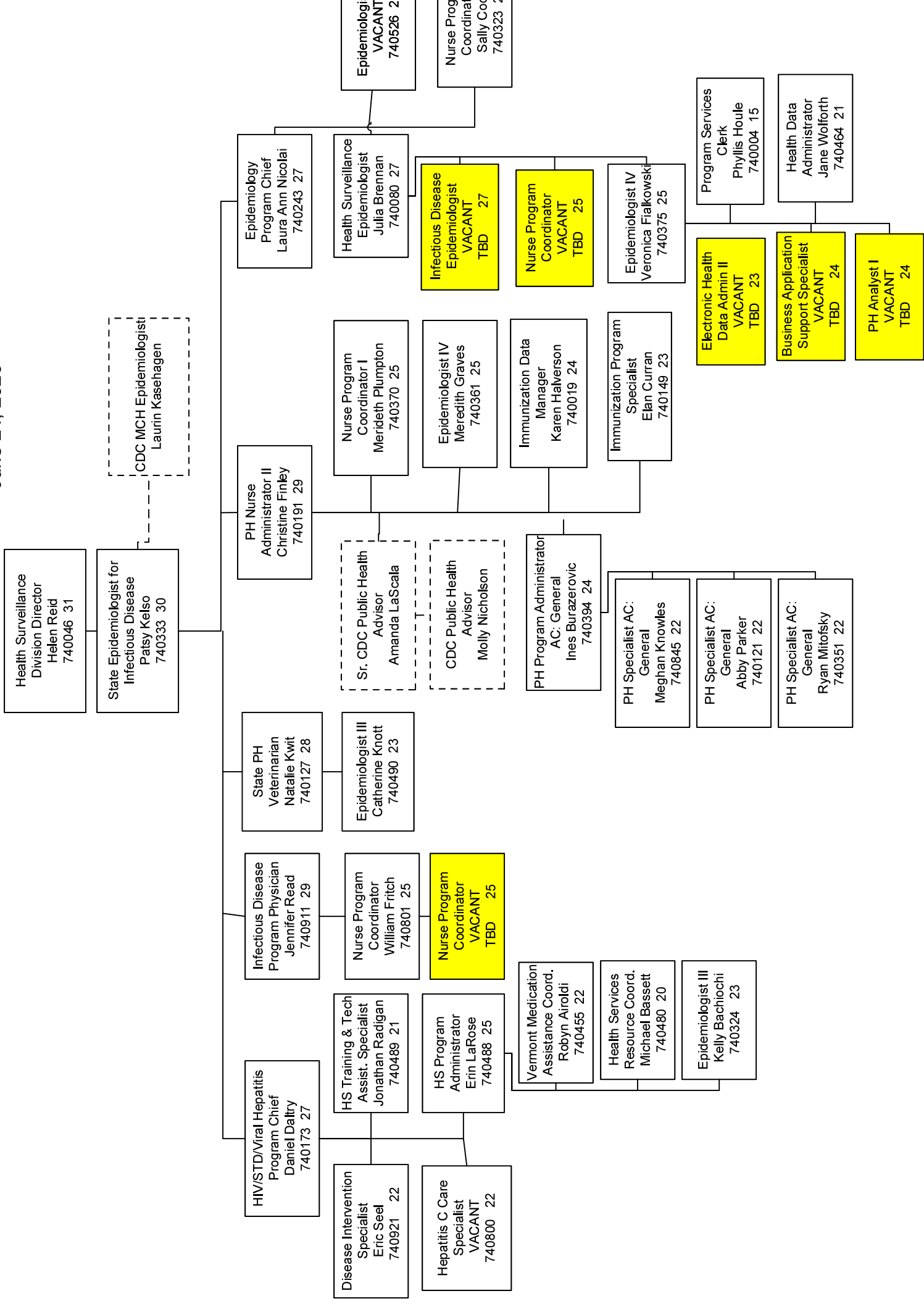
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June 24, 2020



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	Working Conditions: _____	Accountability: _____
	Total: _____	

Position Information:

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

New Position Information:

New Position Authorization: **JFO #2478**

Request Job/Class Title: **Epidemiology Program Chief (403900)**

Position Type: **Limited**

Agency/Department/Unit: **AHS/Health/Health Surveillance**

Work Station: Zip Code: 05401

Department ID:

For All Requests:

1. List the anticipated job duties and expectations; include all major job duties: The COVID-19 Epidemiologist/Epidemiology Program Chief will: Conduct ongoing surveillance for detecting and tracking Coronavirus Disease 2019 (COVID-19). They will also lead and conduct activities for the epidemiology team for COVID-19 program area including surveillance, contact tracing and case follow-up, leading outbreak

investigations. Additionally, they will coordinate COVID-19 work with the Nurse Epidemiologist, the Office of Local Health Public Health Nurses, and the Healthcare-Associated Infection (HAI) Team. They will also coordinate with the Data and Informatics Team and have extensive interactions with VDH Senior Leadership to ensure a well-planned and rapid response to COVID-19 cases, clusters, or outbreaks. They will analyze data when necessary and investigate and communicate their findings related to COVID-19 to diverse stakeholder groups. Qualifications include strong epidemiology, surveillance and analysis skills, leadership and communication skills, experience with program management and the ability to assess rapidly evolving situations and anticipate complex needs and problems solve.

2. Provide a brief justification/explanation of this request: Currently the Infectious Disease Epidemiology team has four epidemiologists who oversee distinct program areas and approximately 100 reportable conditions. There is no Epidemiology Program Lead for COVID-19 or other emerging conditions, so this position is necessary given the seriousness of the COVID-19 pandemic and its anticipated long-lasting effects.

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). May supervise additional staff as required

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:

6. Who should be contacted if there are questions about this position (provide name and phone number):
Julia Brennan, 8028637225.

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

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

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

E-SIGNED by Kate Minall
on 2020-07-13 11:18:27 EST

July 13, 2020

Personnel Administrator's Signature (required)*

Date

Julia Brennan

Supervisor's Signature **(required)***

7/7/20

Date

E-SIGNED by Tracy Dolan
on 2020-07-13 14:32:33 EST

July 13, 2020

Appointing Authority or Authorized Representative Signature **(required)***

Date

* Note: Attach additional information or comments if appropriate.

June 24, 2020

