



STATE OF VERMONT
LEGISLATIVE JOINT FISCAL OFFICE

MEMORANDUM

TO: Joint Fiscal Committee Members

FROM: Maria Belliveau, Associate Fiscal Officer

Handwritten initials 'MB' in black ink, written in a cursive style.

DATE: November 10, 2015

SUBJECT: JFO #2794 – Request from the Vermont Department of Public Safety

The Vermont Department of Public Safety has submitted a request to authorize the establishment of one new limited service Financial Manager 1 position in the Administration Division. This position will be funded with indirect charges to existing federal grants. The final determination of the position title and pay grade will be made by the Department of Human Resources. The position is needed due to the increase in the complexity of federal grant programs and will provide DPS with the resources to fulfill the oversight requirements of the Agency of Administration Bulletin 5 and 5.5, as well as Fed2 CFR 200.

Please review the enclosed materials and notify the Joint Fiscal Office (Maria Belliveau at (802) 828-5971; mbelliveau@leg.state.vt.us, or Dan Dickerson 802-828-2472; ddickerson@leg.state.vt.us) if you have questions or would like this item held for legislative review. Unless you respond to the contrary by November 24, 2015 it will be assumed that you agree to consider as final the Governor's acceptance of this grant.

JFO # 2794

RECEIVED

NOV 4 2009

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: Public Safety Date: 8/14/15

Name and Phone (of the person completing this request): Joanne L. Chadwick, 241-5496

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # (see #1 below)

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

DPS has a federally approved indirect rate. This position will be funded by indirect funds drawn from all federal awards DPS receives that allow indirect draws. DPS receives federal funding from US Department of Homeland Security/FEMA, US Dept. of Justice, and the US Department of Transportation

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:

Title* of Position(s) Requested	# of Positions	Division/Program	Grant Funding Period/Anticipated End Date
Financial Manager I effective until amended	One Position	Administration Division	Indirect rate approved 7/1/14 and is

*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:

The requested position is needed to provide DPS with the resources to fulfill the oversight requirements under Agency of Administration Bulletin 5 & 5.5, as well as 2 CFR 200. This position will provide direct supervision of the DPS positions that manage federal grant programs and monitor State federal funds budgets. This position is necessary due to the increase in complexity of our federal grant programs and to ensure successful audits.

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]
Signature of Agency or Department Head Date 10/5/15

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

[Signature]
Approved/Denied by Finance and Management Date 10/28/15

[Signature]
Approved/Denied by Secretary of Administration Date 10/29/15

Comments:

recommend approval DS 1028-15

OCT 07 2015

Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
Position Description Form C/Notice of Action
For Department of Personnel Use Only

Notice of Action # _____	Date Received (Stamp) _____
Action Taken: _____	
New Job Title _____	
Current Class Code _____	New Class Code _____
Current Pay Grade _____	New Pay Grade _____
Current Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____	
New Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____	
Classification Analyst _____	Date _____ Effective Date: _____
Comments: _____	Date Processed: _____
Willis Rating/Components: Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____	
Working Conditions: _____ Total: _____	

Position Information:

Incumbent: **Vacant or New Position**

Position Number: TBD Current Job/Class Title: NA

Agency/Department/Unit: Public Safety / 02140 GUC:

Pay Group: P38ES840S Work Station: Waterbury Zip Code: 05671

Position Type: Permanent Limited Service (end date) funding is ongoing based upon approved federal indirect rate and ongoing federal indirect draws. Current indirect rate is approved until amended.

Funding Source: Core Sponsored Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.) 100% 21500 (Interdepartmental)

Supervisor's Name, Title and Phone Number: Marie Hayward, Financial Manager III (802)241-5413 & Richard Hallenbeck, Financial Manager III 5339

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 089080 Existing Job/Class Title: Financial Manager I

b. Position authorized by:

Joint Fiscal Office – JFO # This RFR to support attached JFC Request Approval Date:
TBD

Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)

Other (explain) – Provide statutory citation if appropriate.

Vacant Position:

a. Position Number:

b. Date position became vacant:

c. Current Job/Class Code: Current Job/Class Title:

d. REQUIRED: Requested (existing) Job/Class Code: Requested (existing) Job/Class Title:

e. Are there any other changes to this position; for example: change of supervisor, GUC, work station? Yes No If Yes, please provide detailed information:

For All Requests:

1. List the anticipated job duties and expectations; include all major job duties: Supervising the development of federal grant applications according to DPS policy and procedures.

Supervises the Financial Office (FO) positions that monitor all State appropriation budgets including the Federal funds budget.

Supervises the FO positions that administer DPS pass-through grant programs by: assisting with Subgrant solicitation, funding decisions, Subgrant agreement development and execution, monitoring and reporting, closeout, audit, all in compliance with all DPS, State, and Federal regulations. Will be responsible for training Subrecipients on grant administration once a DPS training program has been developed.

Supervises the FO positions that interact closely with, advise, and otherwise support Subrecipients to ensure that passed-through funds are being managed according to federal and state regulations.

Supervises FO positions that participate in working groups or committees which make decisions about how funds will be distributed/spent.

Supervises the monitoring of the overall grant programs that are awarded to DPS, and should be an expert on the rules and regulations that govern each particular grant program.

Supervises and maintains internal control systems that have been established thru FO policies and procedures.

Supervises the compilation of complex data for state and federal reports.

Supervises cost analysis that may be performed for grant programs.

Supervises the tracking of expenditures through electronic systems.

Supervises budget development, tracking, and reporting for state and federally funded programs.

Supervises the maintenance of department records and filing systems related to Grant Management.

Participates in federal and state audits or monitoring visits.

Performs related duties as assigned

2. Provide a brief justification/explanation of this request: This position is needed to provide DPS with the resources to fulfill the oversight requirements under Agency of Administration Bulletin 5 & 5.5, as well as Fed 2 CFR 200. This position will provide direct supervision of the seven DPS positions that manage federal grant programs and monitor State federal funds budgets. This position is necessary due to the increase in complexity of our federal grant programs. This position will co-supervise with another Financial Manager I position in our newly re-organized structure where we have combined our former State budget financial monitoring positions with our Federal Programs monitoring positions to form our Financial Office. This is to ensure a broader scope and improved outcomes in managing our federal programs. The new FO staff will understand the whole picture of how federal programs interrelate with the State's fiscal year budget to help to better support the Department's program managers, to better manage risk by improving internal controls/consistency, and thus to improve DPS federal and state audit outcomes.

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). The following seven positions will be co-supervised by this and one other Position #330150 (incumbent Allison Laflamme): Cynthia Grant, Grant Management Specialist; Karen Mae Smith, Grant Management Specialist; Debra Hamilton, Grant Management Specialist; Flora Lamson, Grant Management Specialist; Sara Small, Grant Management Specialist; Rhonda Camley, Financial Administrator II; Debbie Cummings, Financial Administrator II

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: Joanne Chadwick, Public Safety, Director of Administration/Finance

6. Who should be contacted if there are questions about this position (provide name and phone number): Marie Hayward; (802)241-5413

7. How many other positions are allocated to the requested class title in the department: none currently, but one other position has been submitted for reclassification to this job title (current title is Grant Programs Manager. These two positions will jointly supervise the DPS Financial Office, comprised of seven positions and two supervisors that manage all DPS federal and state program budgets and monitoring. These changes are in conjunction with a Division re-organization project designed to help us to manage the increased workload and monitoring complexity we are experiencing to ensure better oversight and monitoring of our federal and state funded programs and budgets.

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.) I am currently in the process of developing a proposed Job Series plan which when completed and approved will allow for decentralized reallocation of positions within various series throughout the Division. This will allow staff to promote within a specific job series based on performance, time in service,

would hope to include this new position in an approved Job Series. The positions that this position would supervise would also be part of a Job Series. This is intended to decrease turnover by allowing for promotion within a single position and to allow DPS to retain experienced staff.

Attachments:

- Organizational charts are **required** and must indicate where the position reports.
- Class specification (optional).
- For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, etc.
- Other supporting documentation such as memos regarding department reorganization, or further explanation regarding the need to reallocate a vacancy (if appropriate).

Personnel Administrator's Signature (required)*

Date

Richard G. Hall

8/14/15

Supervisor's Signature (required)*

Date

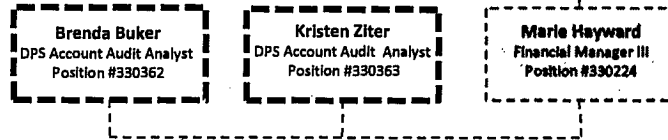
Appointing Authority or Authorized Representative Signature (required)*

Date

* Note: Attach additional information or comments if appropriate.

Department of Public Safety
 Organizational Chart
 Administration Division
 August 2015

Audit Staff Reports Directly to Commissioner on matters of DPS Internal Audit



Keith Flynn
 Commissioner of
 Public Safety
 Position # 337001

Joanne Chadwick
 Financial Director III
 Position # 330072

Rosemary Gretkowski
 General Counsel
 Position # 337005

Thomas Tarnow
 Staff Attorney IV
 Position #337007

Paco Aumand
 Deputy
 Commissioner
 Position #337008

Thomas L'Esperance
 Deputy
 Commissioner
 Position #340001

Pink fill indicates an Assistant Director level position
 Green fill indicates a Supervisory position

