



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Senior Staff Associate
Date: August 17, 2022
Subject: LSP Request – JFO #3117

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

JFO #3117 – One (1) limited-service position, Food & Lodging Specialist and Inspector, to the Vermont Agency of Human Services, Department of Health, to carry out National Environmental Health Association-FDA Retail Food grant requirements and deliverables. This position will also serve as an FDA trained Standardization Officer working with Vermont Health Department's Public Health Inspectors to implement the program standards with the goal of reducing foodborne illness. This position is funded through 12/31/2024 by previously approved grant JFO #2820. *[Received August 11, 2022]*

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions or would like this item held for legislative review. Unless we hear from you to the contrary by August 31, 2022, we will assume that you agree to consider as final the Governor's acceptance 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: AHS/Health Date: May 4th 2022

Name and Phone (of the person completing this request): Anna Swenson, 802-652-2043

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # 2820

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

NEHA-FDA Retail Flexible Funding Model Grant Program Award: 02/01/2022-12/31/2024:

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Food & Lodging Specialist and Inspector	1	Environmental Health	12/31/2024

*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:

This position will be assigned to carry out the grant requirements and deliverables, scheduling and facilitating meetings of the project team, assigning tasks and action steps, and ensuring progress implementing the standards over the grant period.

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)).

DocuSigned by: Mark A. Levine 6/22/2022

Signature of Agency or Department Head Aimee Pope Date

Approved/Denied by Department of Human Resources Adam Greshin Date

Approved/Denied by Finance and Management Tracy O'Connell Date

Approved/Denied by Secretary of Administration [Signature] Date

Approved/Denied by Governor (required as amended by 2019 Leg. Session) [Signature] Date 8/10/22

Comments:

DocuSigned by: Tracy O'Connell 6/22/2022



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

[phone] 802-863-7280

Agency of Human Services

MEMORANDUM

May 25th, 2022

TO: Jenney Samuelson, Secretary of Human Services

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

A handwritten signature in blue ink, appearing to read "Mark A. Levine".

RE: NEHA-FDA Retail Flexible Funding Model Grant Funded Position Request

Please find enclosed a request for a Food & Lodging Specialist limited service position required to carry out the ongoing work required for the NEHA-FDA Retail Food Grant and implementing and evaluating adaptation strategies that protect and promote human health. The Vermont Department of Health is requesting to hire a Food & Lodging Specialist that will be dedicated to managing the grant requirements and deliverables, scheduling and facilitating meetings of the project team, assigning tasks and action steps, and ensuring progress implementing the standards over the three-year grant period using project management skills. The Food & Lodging Specialist will also serve as an FDA trained Standardization Officer conducting field standardizations with the Health Department's Public Health Inspectors to implement the training requirements of the standards.

The Food & Lodging Specialist will consult regularly with the FDA Retail Specialist, utilize the network of other jurisdictions implementing progress with the standards, and share best practices with similar mostly centralized state programs in our region (RI, ME, NH). The goals of capacity building in the region will be a focus, as a state program without local, city or county food safety programs. The program standards are the gold standard for retail food regulatory programs with the objective of reducing foodborne illness risk factors to the public.

This position will be funded through the award to our existing NEHA Retail Food grant for NEHA-FDA Retail Flexible Funding Model Grant. The Joint Fiscal Committee authorized acceptance of this grant via JFO #2820 in 2016.

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





**NEHA-FDA Retail Flexible Funding Model Grant Program
Official Notice of Award for Three-Year Grants**

February 15, 2022

Grant Number: G-OACB-202110-01219

Application Type: Capacity Building

Project Title: VT Retail Standards Coordinator

Project Summary: Vermont Department of Health is applying for capacity building funding to hire a Retail Standards Coordinator dedicated to managing advancement of the VNRFRPS. Our progress implementing the standards to date has highlighted the importance of having a dedicated FTE to this project. The proposed Retail Standards Coordinator would be responsible for managing tasks assigned to staff, coordinating projects, meeting grant reporting requirements and deliverables, and identifying needs for implementing the standards.

Three-Year Award Amount: \$300,000.00

Project Period: 2/1/2022 to 12/31/2024

Unique Federal Award Identification Number (FAIN): U2FFD007358

CFDA Number: 93.103

Elisabeth Wirsing
Vermont Department of Health
108 Cherry Street
Burlington, VT 05402-0070

Dear Elisabeth:

Your application has been approved for VT Retail Standards Coordinator as part of the National Environmental Health Association (NEHA)-U.S. Food and Drug Administration (FDA) Retail Flexible Funding Model (RFFM) Grant Program, with funding provided by the FDA. Approval is based on review of the project plan and budget details in your submitted application.

As part of your application, your agency has made an assurance that it will comply with all applicable federal statutes and regulations in effect during the grant period, including applicable parts of 45 CFR Parts 75. Acceptance of this award and/or any funds provided by the NEHA-FDA Retail Flexible Funding Model Grant Program acknowledges agreement with all the terms and conditions in this award letter.

The amount of \$300,000.00 represents the full amount of funds to which you are entitled. Grant awards are made with the understanding that NEHA-FDA Retail Flexible Funding Model Grant Program staff may require clarification of information within your application, as necessary, during the application, project, or reporting periods. These inquiries may be necessary to allow us to appropriately carry out our administrative responsibilities.

Specific Conditions of Your Award

In addition to the general Terms and Conditions of your award as listed below, following are additional conditions specific to your award:

Indirect Agreement: Before reimbursement of any Indirect Costs related to your award can be made, we will need a current copy of your Federal Indirect Cost Rate Agreement. To fulfill this requirement, please send your current document to retailgrants@neha.org. Be sure to reference your Grant Number (found at the top of this Notice of Award).

Budget

Your approved three-year award budget is broken down below. To review specific details of the approved budget in your grant award please log into the NEHA-FDA RFFM Grant Portal, where you can view and print your grant (including your budget justifications) and your budget worksheets.

Year 1 (CY 2022): \$100,000.00

Year 2 (CY 2023): \$100,000.00

Year 3 (CY 2024): \$100,000.00

Total Award Amount: \$300,000.00

Future year cost support is subject to the availability of funds, including approval of funds by Congress and continued funding of the NEHA Cooperative Agreement by FDA, and satisfactory progress of the project. Budget changes are allowable but must be justified and approved in advance and in writing by the NEHA-FDA RFFM Grant Program Support Team. None of the funds in this award shall be used to pay the salary of an individual at a rate in excess of the current Executive Level II of the Federal Executive Pay Scale for any specific funding year.

Terms and Conditions

Your award is based on the project application referenced in this Notice of Award, submitted to and approved by NEHA, and is subject to the following terms and conditions:

The grantee must complete the full scope of work and all tasks outlined in the approved grant application by the Project End Date, unless NEHA grants a written exception. The recipient agrees to comply with the current FDA general terms and conditions (HHS Grant Policy Statement).

Restrictions on the expenditure of funds in federal appropriations acts apply to this award, to the extent those restrictions are applicable to subawards made under federal grants. Please refer to 2 CFR 200.400 for guidance on relevant cost principles.

For the complete Terms and Conditions of this award, including links to all relevant federal guidance, please see the **Reporting and Payments** link on the NEHA-FDA RFFM Grant Program webpage (<https://www.neha.org/retailgrants>).

Reporting

Reports with due dates will be accessible by logging into the Grant Portal, found on the NEHA-FDA RFFM webpage. Reminders will be sent to the email address of your organization's Point of Contact regarding upcoming and past due reports.

Interim Progress Reports will be required each year for awards made through this program to assure that each funded project remains on track for timely completion. For three-year awards, Annual Progress Reports will be required at the end of Year 1 and Year 2.

When all project objectives have been completed, a Final Project Report must be submitted through the online grant portal no later than 45 days after your Project End Date. As part of the final report, the grantee must provide a full accounting of all expenditures made with funds from this grant award, accompanied by the required documentation.

For complete information on required reporting, please see the **Reporting and Payments** link on the NEHA-FDA RFFM webpage.

Advance Payment and Reimbursement Requests

For three-year awards made through this grant program, the default reimbursement process will begin with an Advance Payment Request for the first full year of funding. If an alternative payment plan is required by your agency, please contact the NEHA-FDA RFFM Grant Program Support Team.

For project Years 2 and 3, additional funding will be provided either as advance or reimbursement payments contingent on project performance and the needs of your jurisdiction.

To initiate your first year Advance Payment Request, you can access, complete, and submit the request through the **Reports** section of your grantee portal. For additional details, please see the **Reporting and Payments** link on the NEHA-FDA RFFM webpage.



NEHA-FDA Retail Flexible Funding Model Grant Program Official Notice of Award for Three-Year Grants

February 15, 2022

Grant Number: G-BM&A-202110-01217

Application Type: Maintenance & Advancement Base

Project Title: VT Maintenance & Advancement Project

Project Summary: The program has developed a Comprehensive Strategic Improvement Plan to identify timelines, tasks, and program personnel that will advance implementation of elements of all nine retail standards during the three-year grant period. The overall program goal is to meet and maintain 5 standards, partially achieve elements in 3 standards, and progress in conducting a public health metric project for Standard 9.

Three-Year Award Amount: \$165,000.00

Project Period: 2/1/2022 to 12/31/2024

Unique Federal Award Identification Number (FAIN): U2FFD007358

CFDA Number: 93.103

Elisabeth Wirsing
Vermont Department of Health
108 Cherry Street
Burlington, VT 05402-0070

Dear Elisabeth:

Your application has been approved for VT Maintenance & Advancement Project as part of the National Environmental Health Association (NEHA)-U.S. Food and Drug Administration (FDA) Retail Flexible Funding Model (RFFM) Grant Program, with funding provided by the FDA. Approval is based on review of the project plan and budget details in your submitted application.

As part of your application, your agency has made an assurance that it will comply with all applicable federal statutes and regulations in effect during the grant period, including applicable parts of 45 CFR Parts 75. Acceptance of this award and/or any funds provided by the NEHA-FDA Retail Flexible Funding Model Grant Program acknowledges agreement with all the terms and conditions in this award letter.

The amount of \$165,000.00 represents the full amount of funds to which you are entitled. Grant awards are made with the understanding that NEHA-FDA Retail Flexible Funding Model Grant Program staff may require clarification of information within your application, as necessary, during the application, project, or reporting periods. These inquiries may be necessary to allow us to appropriately carry out our administrative responsibilities.

Specific Conditions of Your Award

In addition to the general Terms and Conditions of your award as listed below, following are additional conditions specific to your award:

Indirect Agreement: Before reimbursement of any Indirect Costs related to your award can be made, we will need a current copy of your Federal Indirect Cost Rate Agreement. To fulfill this requirement, please send your current document to retailgrants@neha.org. Be sure to reference your Grant Number (found at the top of this Notice of Award). We look forward to working with you on this important Retail Program Standards-focused project.

Budget

Your approved three-year award budget is broken down below. To review specific details of the approved budget in your grant award please log into the NEHA-FDA RFFM Grant Portal, where you can view and print your grant (including your budget justifications) and your budget worksheets.

Year 1 (CY 2022): \$55,000.00

Year 2 (CY 2023): \$55,000.00

Year 3 (CY 2024): \$55,000.00

Total Award Amount: \$165,000.00

Future year cost support is subject to the availability of funds, including approval of funds by Congress and continued funding of the NEHA Cooperative Agreement by FDA, and satisfactory progress of the project. Budget changes are allowable but must be justified and approved in advance and in writing by the NEHA-FDA RFFM Grant Program Support Team. None of the funds in this award shall be used to pay the salary of an individual at a rate in excess of the current Executive Level II of the Federal Executive Pay Scale for any specific funding year.

Terms and Conditions

Your award is based on the project application referenced in this Notice of Award, submitted to and approved by NEHA, and is subject to the following terms and conditions:

The grantee must complete the full scope of work and all tasks outlined in the approved grant application by the Project End Date, unless NEHA grants a written exception. The recipient agrees to comply with the current FDA general terms and conditions (HHS Grant Policy Statement).

Restrictions on the expenditure of funds in federal appropriations acts apply to this award, to the extent those restrictions are applicable to subawards made under federal grants. Please refer to 2 CFR 200.400 for guidance on relevant cost principles.

For the complete Terms and Conditions of this award, including links to all relevant federal guidance, please see the **Reporting and Payments** link on the NEHA-FDA RFFM Grant Program webpage (<https://www.neha.org/retailgrants>).

Reporting

Reports with due dates will be accessible by logging into the Grant Portal, found on the NEHA-FDA RFFM webpage. Reminders will be sent to the email address of your organization's Point of Contact regarding upcoming and past due reports.

Interim Progress Reports will be required each year for awards made through this program to assure that each funded project remains on track for timely completion. For three-year awards, Annual Progress Reports will be required at the end of Year 1 and Year 2.

When all project objectives have been completed, a Final Project Report must be submitted through the online grant portal no later than 45 days after your Project End Date. As part of the final report, the grantee must provide a full accounting of all expenditures made with funds from this grant award, accompanied by the required documentation.

For complete information on required reporting, please see the **Reporting and Payments** link on the NEHA-FDA RFFM webpage.

Advance Payment and Reimbursement Requests

For three-year awards made through this grant program, the default reimbursement process will begin with an Advance Payment Request for the first full year of funding. If an alternative payment plan is required by your agency, please contact the NEHA-FDA RFFM Grant Program Support Team.

For project Years 2 and 3, additional funding will be provided either as advance or reimbursement payments contingent on project performance and the needs of your jurisdiction.

To initiate your first year Advance Payment Request, you can access, complete, and submit the request through the **Reports** section of your grantee portal. For additional details, please see the **Reporting and Payments** link on the NEHA-FDA RFFM webpage.

Retail FFM Budget Justifications

M&A Base Grant

Year 1

Funding to support hiring a Retail Standards Coordinator position that is dedicated 0.25 FTE to separate and distinct duties as an FDA trained Standardization Officer conducting field standardizations with Public Health Inspectors to implement the remaining training requirements of Standard 2 and the QAP requirements in Standard 4. The position will reserve a state Fleet vehicle approximately 1 day/week to conduct retail food standardization inspections with the 11 Public Health Inspectors.

Vermont uses 2,080 total work hours for calculating salary for a year. The first year is 11 months of work. The proposed new Retail Standards Coordinator position is a paygrade 24, Step 6 in the Vermont Department of Human Resources classification system = \$30.75 hourly rate.

Salary: 477 hours (.25 FTE for 11 months) x \$30.75 hour = \$14,667

Fringe: \$14,667 (salary) x 43% department estimated fringe rate = \$6,307

Personnel Total: \$14,667 (salary) + \$6,307 (fringe) = **\$20,974**

Travel: 30 days of Fleet car rental for conducting field standardizations x \$100 Fleet car program charge per day = **\$3,000**

Supplies: development and printing of outreach materials for operating during emergencies and updating regulations to 2017 Food Code = **\$6,492**

Contracts: IT software vendor support for retail inspection form development, retail module enhancements, and/or annual system maintenance costs not to exceed \$15,000.

Indirect Costs: \$14,667 (salary) x 65% department Cost Allocation Plan (CAP) indirect rate = **\$9,534**

TOTAL: \$20,974 (personnel) + \$3,000 (travel) + \$6,492 (supplies) + \$15,000 (contracts) + \$9,534 (indirect CAP) = \$55,000

Year 2

Continued funding to support a portion of the Retail Standards Coordinator position that is dedicated 0.25 FTE to separate and distinct duties as an FDA trained Standardization Officer conducting field standardizations with Public Health Inspectors to implement the remaining training requirements of Standard 2 and the QAP requirements in Standard 4. The position will reserve a state Fleet vehicle approximately 1 day/week to conduct retail food standardization inspections with the 11 Public Health Inspectors.

Vermont uses 2,080 total work hours for calculating salary for a year. The proposed Retail Standards Coordinator position is a paygrade 24, Step 6 in the Vermont Department of Human Resources classification system = \$30.75 hourly rate.

Salary: 520 hours (.25 FTE) x \$30.75 hour = \$15,990

Fringe: \$15,990 (salary) x 43% department estimated fringe rate = \$6,875

Personnel Total: \$15,990 (salary) + \$6,875 (fringe) = **\$22,865**

Travel: 30 days of Fleet car rental for conducting field standardizations x \$100 Fleet car program charge per day = **\$3,000**

Supplies: inspection supplies (thermometers, flashlights, sanitizer test kits, etc.) = **\$3,741**

Contracts: IT software vendor support for retail inspection form development, retail module enhancements, and/or annual system maintenance costs not to exceed \$15,000.

Indirect Costs: \$15,990 (salary) x 65% department Cost Allocation Plan (CAP) indirect rate = **\$10,394**

TOTAL: \$22,865 (personnel) + \$3,000 (travel) + \$3,741 (supplies) + \$15,000 (contracts) + \$10,394 (indirect CAP) = \$55,000

Year 3

Continued funding to support a portion of the Retail Standards Coordinator position that is dedicated 0.25 FTE to separate and distinct duties collecting data for the Public Health Metric project to meet requirements of Standard 9. The position will reserve a state Fleet vehicle as budgeted to collect data in the field working with Public Health Inspectors.

Vermont uses 2,080 total work hours for calculating salary for a year. The proposed Retail Standards Coordinator position is a paygrade 24, Step 6 in the Vermont Department of Human Resources classification system = \$30.75 hourly rate.

Salary: 520 hours (.25 FTE) x \$30.75 hour = \$15,990

Fringe: \$15,990 (salary) x 43% department estimated fringe rate = \$6,875

Personnel Total: \$15,990 (salary) + \$6,875 (fringe) = **\$22,865**

Travel: 30 days of Fleet car rental for data collection x \$100 Fleet car program charge per day = **\$3,000**

Supplies: inspection supplies (thermometers, flashlights, sanitizer test kits, etc.) = **\$3,741**

Contracts: IT software vendor support for retail inspection form development, retail module enhancements, and/or annual system maintenance costs not to exceed \$15,000.

Indirect Costs: \$15,990 (salary) x 65% department Cost Allocation Plan (CAP) indirect rate = **\$10,394**

TOTAL: \$22,865 (personnel) + \$3,000 (travel) + \$3,741 (supplies) + \$15,000 (contracts) + \$10,394 (indirect CAP) = \$55,000

Capacity Building Grant

Year 1

Funding to hire a Retail Standards Coordinator position dedicated 0.75 FTE to coordinating progress implementing the standards and grant deliverables. Working with a project team, the Retail Standards Coordinator is responsible for coordinating implementation of the Project Plan tasks, managing timelines, reporting progress, and completing documentation of deliverables.

Vermont uses 2,080 total work hours for calculating salary for a year. The first year is 11 months of work. The proposed new Retail Standards Coordinator position is a paygrade 24, Step 6 in the Vermont Department of Human Resources classification system = \$30.75 hourly rate.

Salary: 1430 hours (.75 FTE for 11 months) x \$30.75 hour = \$43,972

Fringe: \$43,972 (salary) x 43% department estimated fringe rate = \$18,908

Personnel Total: \$43,972 (salary) + \$18,908 (fringe) = **\$62,880**

Equipment: \$2,000 for a computer for the position + \$2,000 for a field tablet = **\$4,000**

Supplies: \$3,000 for program field inspection equipment (replacement thermometers, pH meters, flashlights, etc.) + \$1538 for printing outreach materials = **\$4,538**

Indirect Costs: \$43,972 (salary) x 65% department Cost Allocation Plan (CAP) indirect rate = **\$28,582**

TOTAL: \$62,880 (personnel) + \$4,000 (equipment) + \$4,538 (supplies) + \$28,582 (indirect CAP) = \$100,000

Year 2

Continued funding for a Retail Standards Coordinator position dedicated 0.75 FTE to coordinating progress implementing the standards and grant deliverables. Working with a project team, the Retail Standards Coordinator is responsible for coordinating implementation of the Project Plan tasks, managing timelines, reporting progress, and completing documentation of deliverables.

Vermont uses 2,080 total work hours for calculating salary for a year. The proposed Retail Standards Coordinator position is a paygrade 24, Step 6 in the Vermont Department of Human Resources classification system = \$30.75 hourly rate.

Salary: 1560 hours (.75 FTE) x \$30.75 hour = \$47,970

Fringe: \$47,970 (salary) x 43% department estimated fringe rate = \$20,627

Personnel Total: \$47,970 (salary) + \$20,627 (fringe) = **\$68,597**

Supplies: miscellaneous supplies TBD = **\$223**

Indirect Costs: \$47,970 (salary) x 65% department Cost Allocation Plan (CAP) indirect rate = **\$31,180**

TOTAL: \$68,597 (personnel) + \$223 (supplies) + \$31,180 (indirect CAP) = \$100,000

Year 3

Continued funding for a Retail Standards Coordinator position dedicated 0.75 FTE to coordinating progress implementing the standards and grant deliverables. Working with a project team, the Retail Standards Coordinator is responsible for coordinating implementation of the Project Plan tasks, managing timelines, reporting progress, and completing documentation of deliverables.

Vermont uses 2,080 total work hours for calculating salary for a year. The proposed Retail Standards Coordinator position is a paygrade 24, Step 6 in the Vermont Department of Human Resources classification system = \$30.75 hourly rate.

Salary: 1560 hours (.75 FTE) x \$30.75 hour = \$47,970

Fringe: \$47,970 (salary) x 43% department estimated fringe rate = \$20,627

Personnel Total: \$47,970 (salary) + \$20,627 (fringe) = \$68,597

Supplies: miscellaneous supplies TBD = \$223

Indirect Costs: \$47,970 (salary) x 65% department Cost Allocation Plan (CAP) indirect rate = \$31,180
TOTAL: \$68,597 (personnel) + \$223 (supplies) + \$31,180 (indirect CAP) = \$100,000

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

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

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title: Food & Lodging Specialist and Inspector

Agency/Department/Unit: AHS/Health/Environmental Health GUC:

Pay Group: Work Station: Burlington Zip Code: 05401

Position Type: Permanent Limited Service (end date) 12/31/2024

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

Supervisor's Name, Title and Phone Number: Elisabeth Wirsing, Sr. Environmental Health Program Manager, 802-951-0109

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 445102 Existing Job/Class Title: Food & Lodging Specialist and Inspector

b. Position authorized by:

- Joint Fiscal Office – JFO # Approval Date:
- Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)
- Other (explain) -- Provide statutory citation if appropriate.

Vacant Position:

- a. Position Number:
- b. Date position became vacant:
- c. Current Job/Class Code: Current Job/Class Title:
- d. REQUIRED: Requested (existing) Job/Class Code: Requested (existing) Job/Class Title:
- e. Are there any other changes to this position; for example: change of supervisor, GUC, work station? Yes No If Yes, please provide detailed information:

For All Requests:

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

Food Facility Inspection, Investigation and Evaluation of Public Health Hazards:

Provides emergency response to outbreaks, natural disaster events, incidents involving fire, power outage, food or water contamination, and other investigations as needed. When requested, performs independent advanced level inspection and investigation work for the Food & Lodging Program. Investigates and evaluates licensed establishments and environments for public health hazards, environmental conditions, and compliance with rules, regulations and federal standards. Activities require advanced knowledge of food science and the causes, impacts, and prevention of public health problems and the ability to apply this knowledge while conducting job duties. May conduct work in challenging environments including outdoors, in heat or cold, and in areas of limited space such as a small active kitchen. This role demands excellent investigatory and problem-solving skills. The inspector must be knowledgeable of advanced food processing technologies, water system operation, environmental health hazards, and potential pathogens associated with global food products. Investigations may involve collecting and transporting food or environmental samples for laboratory analysis according to legal chain of custody requirements.

Provides Training to Industry and Lower Level Staff:

Coordinates or conducts training sessions on advanced food safety principles for establishment owners, operators, and food service workers. Examples include Hazard Analysis Critical Control Point (HACCP) systems and FDA Food Code requirements. Provides training to lower level Public Health Inspection staff and conducts joint training inspections with and acts as a mentor to new Public Health Inspection staff.

2. Provide a brief justification/explanation of this request: The Food & Lodging Program has been awarded FDA-NEHA grant funding to support a position with primary job duties of coordinating implementation of the FDA Voluntary National Retail Food Regulatory Program Standards. The retail program standards are national gold standard objectives for state and local retail food regulatory inspection programs to achieve. This position will also be responsible for conducting retail food standardizations of Public Health Inspection staff to ensure consistency of field inspection findings and documentation. The Food & Lodging Program is not able to take on this additional work without a new retail standards coordinator position managing grant deliverables and reporting.

3. If the position will be supervisory, please list the names and titles of all classified employees reporting to this position (this information should be identified on the organizational chart as well). N/A

Personnel Administrator's Section:

4. If the requested class title is part of a job series or career ladder, will the position be recruited at different levels? Yes No

5. The name and title of the person who completed this form: Elisabeth Wirsing

6. Who should be contacted if there are questions about this position (provide name and phone number): Elisabeth Wirsing (951-4088) or Halley Ross (355-3643)

7. How many other positions are allocated to the requested class title in the department: 1

8. Will this change (new position added/change to vacant position) affect other positions within the organization? (For example, will this have an impact on the supervisor's management level designation; will duties be shifted within the unit requiring review of other positions; or are there other issues relevant to the classification process.) No

Attachments:

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

DocuSigned by:
Kate Minall
5E888815FB574DB

4/7/2022

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

Date

DocuSigned by:
Elisabeth Wirsing
91020DBEAD554CB

4/13/2022

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

Date

Digitally signed by Paul
Daley
Date: 2022.04.14 09:58:10
-04'00'

Paul Daley

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

Date

* Note: Attach additional information or comments if appropriate.



Division of Environmental Health

