



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee members  
From: Daniel Dickerson, Fiscal Analyst  
Date: September 21, 2017  
Subject: Limited-Service Position Requests #2894 - #2895

Enclosed please find two (2) items, which the Joint Fiscal Office has received from the administration.

**JFO #2894 – One (1) limited-service position** within the Dept. of State's Attorneys and Sheriffs. The position would be titled Traffic Safety Resource Prosecutor and would be tasked with prosecuting motor vehicle laws, assisting the DUI courts and helping to train law enforcement. This position would complement one existing position of the same title and would be paid for from an increase in ongoing Governor's Highway Safety Program (GHSP) grant funding. The position is being requested for a one-year period but the Department has stated that it will continue to request the increased grant funding from the GHSP so that the position could potentially be renewed on an annual basis.

*[JFO received 9/18/17]*

**JFO #2895 – One (1) limited-service position** within the Military Department. The position would be titled Financial Specialist II and is being requested to replace a temporary position. The temporary position is currently funded with 75% federal/25% state, while the limited-service position would be 100% federally funded. The position would be funded through 9/30/2019.

*[JFO received 9/18/17]*

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; [ddickerson@leg.state.vt.us](mailto:ddickerson@leg.state.vt.us)) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by October 5, 2017 we will assume that you agree to consider as final the Governor's acceptance of these requests.

JFO 2895

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: Military Department Date: 5/9/2017

Name and Phone (of the person completing this request): Ken Gragg, 802-338-3110

Request is for:

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

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

National Guard Bureau, Master Cooperative Agreement, Appendix 1, ARNG Facilities

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>
Financial Specialist II, PG 19	1	Army Services	10/1/2014 - 9/30/2019

\*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:

Requesting this position as a permanent part-time position at 24 hours per week (60%) funded at 100% federal funding. It will replace temporary position 325030 which is currently funded 75% Federal/25% GF and supports approximately 24 hours per week. The workload more than supports a part-time position versus a full-time position. The organization would lag behind day-to-day timelines without the position.

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)).

Kenneth W. Gragg Jr. Digitally signed by Kenneth W. Gragg Jr., Financial Director  
DN: cn=Kenneth W. Gragg Jr., Financial Director,  
o=Military Department, ou=State of Vermont,  
email=kenneth.gragg@state.vt.gov, c=US  
Date: 2017.05.09 11:40:17 -0400 5/9/2017

Signature of Agency or Department Head \_\_\_\_\_ Date \_\_\_\_\_

 \_\_\_\_\_ Date 5/18/17

Approved/Denied by Department of Human Resources \_\_\_\_\_ Date \_\_\_\_\_

Approved/Denied by Finance and Management \_\_\_\_\_ Date 14 Sept 17

Approved/Denied by Secretary of Administration \_\_\_\_\_ Date 9/14/17

Comments \_\_\_\_\_

MAY 22 2017

## Request for Classification Review Position Description Form A

For Department of Personnel Use Only

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

### Incumbent Information:

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

### New Position/Vacant Position Information:

New Position Authorization:  Request Job/Class Title:   
Position Type:  Permanent or  Limited / Funding Source:  Core,  Partnership, or  Sponsored  
Vacant Position Number:  Current Job/Class Title:   
Agency/Department/Unit:  Work Station:  Zip Code:   
Supervisor's Name, Title and Phone Number:

### Type of Request:

- Management:** A management request to review the classification of an existing position, class, or create a new job class.
- Employee:** An employee's request to review the classification of his/her current position.

## 1. Job Duties

This is the **most critical** part of the form. Describe the activities and duties required in your job, **noting changes (new duties, duties no longer required, etc.) since the last review**. Place them in order of importance, beginning with the single most important activity or responsibility required in your job. The importance of the duties and expected end results should be clear, including the tolerance that may be permitted for error. Describe each job duty or activity as follows:

- **What** it is: The nature of the activity.
- **How** you do it: The steps you go through to perform the activity. Be specific so the reader can understand the steps.
- **Why** it is done: What you are attempting to accomplish and the end result of the activity.

For example a Tax Examiner might respond as follows: **(What)** Audits tax returns and/or taxpayer records. **(How)** By developing investigation strategy; reviewing materials submitted; when appropriate interviewing people, other than the taxpayer, who have information about the taxpayer's business or residency. **(Why)** To determine actual tax liabilities.

### 1. Process Purchase Orders/Vouchers in VISION Financial System

Considerable knowledge of Department budgets/funding codes are required for this position. Following are the different budgets for the Military Department: Building Maintenance (100% State Funds), Capital Construction (100% State Funds), Environmental (100% Federal Funds), Training Ranges (100% Federal Funds), Training Site (100% Federal Funds; 25% State Funds/75% Federal Funds; 50% State Funds/50% Federal Funds). It is also important to understand the State and Federal Fiscal Years.

The following steps are accomplished prior to paying an invoice in VISION:

- a. Once a purchase is approved and made or a service completed and approved for payment, a Purchase Order/Material Services Request (Internal Military Business Applications program) is created/verified with the correct funding information and correct prices, to include any available discounts and/or freight charges.
- b. The VISION Purchase Order is now created obligating the funds. It is very important to have correct funding information when this is done, so budgets can be analyzed correctly. It is also very important to accomplish this in a timely manner.
- c. Once the VISION purchase order is created the purchase order number is filled in on the Military Applications Purchase Order/Material Services Request and then approved by the project manager/supervisor. At this point a voucher is created in the Military Applications system verifying that items have been received or service was performed.

When invoices are received, the information is verified for accuracy (correct amount invoiced per quote or contract). At this point a VISION voucher can be created to pay the vendor for the items or service. Invoices that offer a discount if paid within a defined time are verified to ensure we receive all the discounts available.

After vouchers are created in VISION there is a follow-up to confirm payment status and verify funding and account information for correctness. Create Journal Vouchers in VISION to correct any information as needed.

Once invoices are processed in VISION, they are entered/posted into the Department Military Business Applications system Expense Journal to track the different accounts and budgets. Before these entries are posted they are balanced and reconciled to ensure accuracy. This is used to analyze the budget/funding needs and track expenses to different facilities.

2. Time Slip Entry

Run VISION Query (VT\_TL\_COMMENT\_\_DETAIL) each pay day to show employees hours worked and comments. Then use this information to enter into Military Business Applications Time Module to track expenses for labor and facility charges by workorders.

3. Miscellaneous copying, scanning and filing as needed.

4. Assisting co-workers as needed with a variety of duties,

2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (**not** an exhaustive or all-inclusive list of contacts) other than those persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are with other agencies or groups outside State government describe those interactions, and what your role is. For example: you may *collaborate, monitor, guide, or facilitate change*.

Considerable contact with Military Storekeeper regarding purchases, etc.

Contact with Vendors to clear up any discrepancies on invoices or to receive copies of invoices, etc.

Contact with employees at other locations regarding purchases and delivery slips/invoices, etc.

3. Are there licensing, registration, or certification requirements; or special or unusual skills necessary to perform this job?

Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools, technology, etc. (such as mainframe computers, power tools, trucks, road equipment, specific software packages). Be specific, if you must be able to drive a commercial vehicle, or must know Visual Basic, indicate so.

Considerable knowledge and understanding of the VISION Financial System. Also, Considerable knowledge of Department Military Business Applications software, other computer programs such as Outlook, Excel, Microsoft Word, etc. Knowledge of copiers, fax machines, printers, scanners, etc. is also very important.

4. Do you supervise?

In this question "supervise" means if you direct the work of others where you are held **directly** responsible for assigning work; performance ratings; training; reward and discipline or effectively recommend such action; and other personnel matters. List the names, titles, and position numbers of the classified employees reporting to you:

No

5. In what way does your supervisor provide you with work assignments and review your work?

This question deals with how you are supervised. Explain how you receive work assignments, how priorities are determined, and how your work is reviewed. There are a wide variety of ways a job can be supervised, so

there may not be just one answer to this question. For example, some aspects of your work may be reviewed on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

Much of the work assignments for this position are given by immediate supervisor. There is a lot of independent work expected in which employee sets their own priorities to accomplish the tasks as needed.

## 6. Mental Effort

This section addresses the mental demands associated with this job. Describe the most mentally challenging part of your job or the most difficult typical problems you are expected to solve. Be sure to give a specific response and describe the situation(s) by example.

- For example, a purchasing clerk might respond: *In pricing purchase orders, I frequently must find the cost of materials not listed in the pricing guides. This involves locating vendors or other sources of pricing information for a great variety of materials.*
- Or, a systems developer might say: *Understanding the ways in which a database or program will be used, and what the users must accomplish and then developing a system to meet their needs, often with limited time and resources.*

In coding invoices for payment, it is very important to know the correct funding codes to use to be able to accurately track funds and know where the budget stands on different kinds of funds (State vs. Federal) at any given time.

## 7. Accountability

This section evaluates the job's expected results. In weighing the importance of results, consideration should be given to responsibility for the safety and well-being of people, protection of confidential information and protection of resources.

What is needed here is information not already presented about the job's scope of responsibility. What is the job's most significant influence upon the organization, or in what way does the job contribute to the organization's mission?

Provide annualized dollar figures if it makes sense to do so, explaining what the amount(s) represent.

For example:

- A social worker might respond: *To promote permanence for children through coordination and delivery of services;*
- A financial officer might state: *Overseeing preparation and ongoing management of division budget: \$2M Operating/Personal Services, \$1.5M Federal Grants.*

Considerable savings for the Department due to taking extra time to apply discounts on invoices when available.

## 8. Working Conditions

The intent of this question is to describe any adverse conditions that are routine and expected in your job. It is not to identify special situations such as overcrowded conditions or understaffing.

- a) What significant mental stress are you exposed to? All jobs contain some amount of stress. If your job stands out as having a significant degree of mental or emotional pressure or tension associated with it, this should be described.

Type	How Much of the Time?
End of Fiscal Year Deadlines	2 times a year

- b) What hazards, special conditions or discomfort are you exposed to? (Clarification of terms: **hazards** include such things as potential accidents, illness, chronic health conditions or other harm. Typical examples might involve exposure to dangerous persons, including potentially violent customers and clients, fumes, toxic waste, contaminated materials, vehicle accident, disease, cuts, falls, etc.; and **discomfort** includes exposure to such things as cold, dirt, dust, rain or snow, heat, etc.)

Type	How Much of the Time?
N/A	

- c) What weights do you lift; how much do they weigh and how much time per day/week do you spend lifting?

Type	How Heavy?	How Much of the Time?
N/A		

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

Type	How Much of the Time?
Sitting	90%
Walking	10%

**Additional Information:**

Carefully review your job description responses so far. If there is anything that you feel is important in understanding your job that you haven't clearly described, use this space for that purpose. Perhaps your job has some unique aspects or characteristics that weren't brought out by your answers to the previous questions. In this space, add any additional comments that you feel will add to a clear understanding of the requirements of your job.

Employee's Signature (required):   N/A   Date: \_\_\_\_\_

**Supervisor's Section:**

Carefully review this completed job description, but **do not** alter or eliminate any portion of the original response. Please answer the questions listed below.

1. What do you consider the most important duties of this job and why?

The most important duty of this position would be the processing of VISION Purchase Orders and Vouchers with correct funding information, so that vendors can be paid in a timely manner and budgets can be accurately analyzed.

2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?

I consider knowledge of and experience using the VISION Financial System to be the most important ability for this position.

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

N/A

4. Suggested Title and/or Pay Grade:

Financial Specialist II, PG 19

Supervisor's Signature (required): Bonnie Pedgen Date: 4-12-17

**Personnel Administrator's Section:**

Please complete any missing information on the front page of this form before submitting it for review.

Are there other changes to this position, for example: Change of supervisor, GUC, work station?

Yes  No If yes, please provide detailed information.

Attachments:

- Organizational charts are **required** and must indicate where the position reports.
- Draft job specification is **required** for proposed new job classes.

Will this change affect other positions within the organization? If so, describe how, (for example, have duties been shifted within the unit requiring review of other positions; or are there other issues relevant to the classification review process).



No

Suggested Title and/or Pay Grade:

Financial Specialist II

Personnel Administrator's Signature (required): Joy R. Bass Date: 4/12/2017

**Appointing Authority's Section:**

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

Suggested Title and/or Pay Grade:

Financial Specialist II

Kenneth W. Gragg  
Jr., Financial Director

Digitally signed by Kenneth W. Gragg Jr., Financial Director  
DN: cn=Kenneth W. Gragg Jr., Financial Director,  
o=Military Department, ou=State of Vermont,  
email=ken.gragg@vermont.gov, c=US  
Date: 2017.05.09 11:45:26 -0400

5/9/2017

Appointing Authority or Authorized Representative Signature (required)

Date

**MPIO/ENVIRONMENTAL – CAMP JOHNSON**

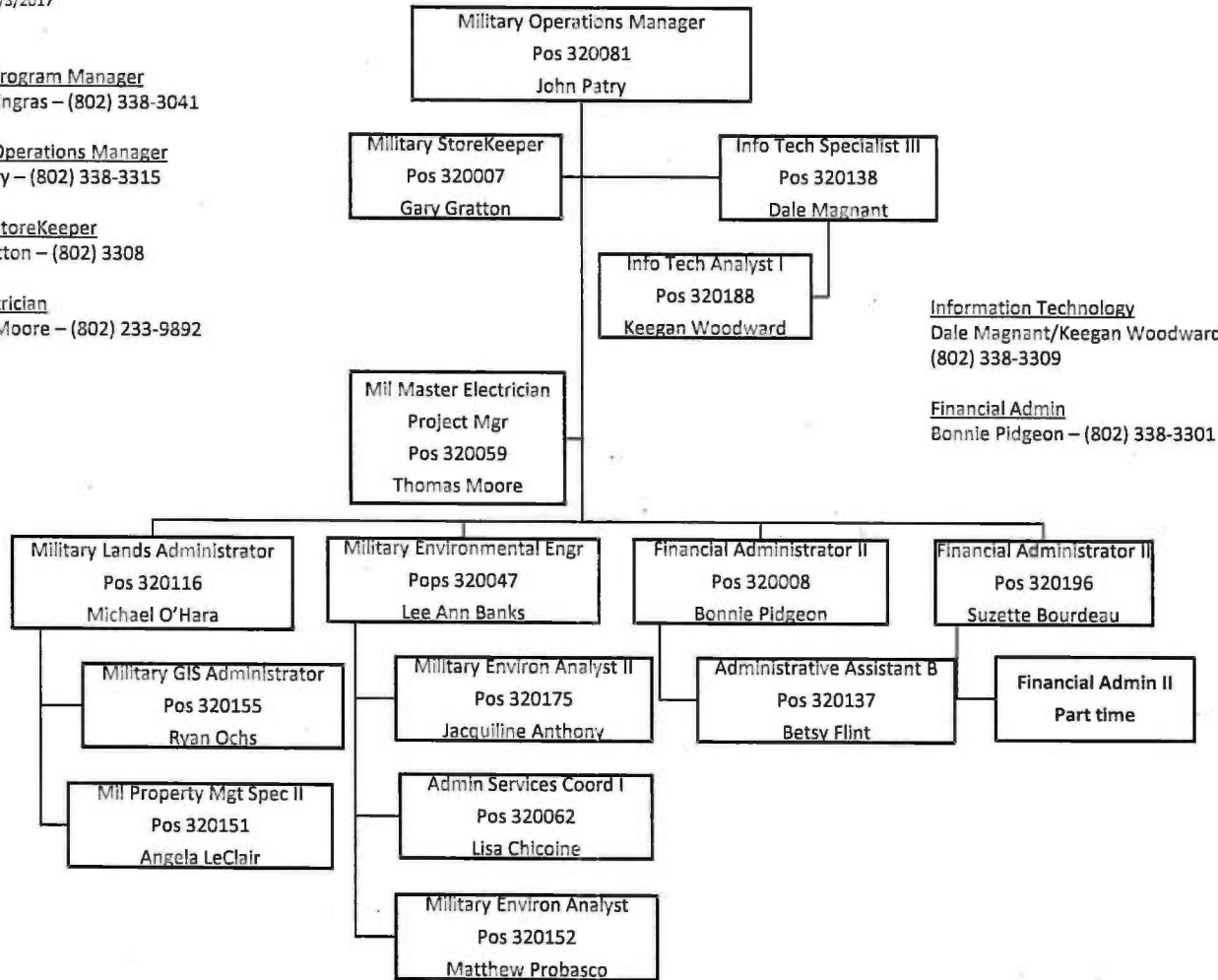
UPDATED 4/5/2017

Federal Program Manager  
Robert Gingras – (802) 338-3041

Military Operations Manager  
John Patry – (802) 338-3315

Military StoreKeeper  
Gary Gratton – (802) 3308

BGS Electrician  
Thomas Moore – (802) 233-9892



Information Technology  
Dale Magnant/Keegan Woodward  
(802) 338-3309

Financial Admin  
Bonnie Pidgeon – (802) 338-3301

# **FINANCIAL SPECIALIST II**

**Job Code:** 089030

**Pay Plan:** Classified

**Pay Grade:** 19

**Occupational Category:** Office & Administrative Support

**Effective Date:** 02/14/2010

## **Class Definition:**

Professional accounting work in the maintenance, review and reconciliation of financial records to ensure compliance with accepted accounting principles and standards. Work may involve performing a wide variety of routine accounting and bookkeeping tasks in multiple or complex fiscal programs, participating in the work of a unit within a centralized accounting operation, or acting as a lead worker within a large fiscal operation. Duties are performed under the general supervision of an administrative supervisor.

## **Examples of Work:**

Performs advanced technical accounting duties such as making cost allocations to various cost centers and auditing financial documents for state and federal programs, special projects, grants, infrastructure projects, or capital construction projects to insure compliance with specifications. Assists in compiling financial data for the preparation of financial reports. Prepares financial schedules. Posts, balances and reconciles accounting records. Processes financial transactions, disbursements, receipts, expenditures and fund transfer requests. Makes corrections in accounting records. Performs and edits financial and statistical analysis for review. Assists professional staff in preparing and maintaining accounting systems. Prepares payrolls. Maintains time and attendance records. Maintains inventory records. Calculates accounting adjustments. Performs related duties as assigned.

**Environmental Factors:**

Work is performed in a standard office setting.

**Minimum Qualifications****Knowledge, Skills and Abilities:**

Thorough knowledge of accounting & bookkeeping practices.

Thorough knowledge of fiscal procedures, including automated fiscal recordkeeping and electronic spreadsheets.

Working knowledge of basic contract requirements.

Working knowledge of purchasing practices and procedures, particularly as applies to competitive bidding and/or contract procedures.

Working knowledge of cost allocation practices and procedures.

Ability to make mathematical computations with speed and accuracy.

Ability to analyze, interpret and evaluate accounting problems

Ability to develop checkpoints to maintain over-all integrity of the financial system.

Ability to interpret and apply rules and regulations of considerable complexity.

Skill in preparing accurate financial and statistical reports.

Ability to communicate effectively orally and in writing.

Ability to establish and maintain effective working relationships.

**Education and Experience:**

High School diploma or equivalent AND two (2) years or more of experience in accounting, bookkeeping or clerical work involving accounting or financial records.

OR

Completion of a vocational/technical training program in business, office administration, financial support or related area AND one (1) year or more of experience in accounting, bookkeeping or clerical work involving accounting or financial records.

OR

Associate's degree in accounting, business administration, office administration or a related field.

OR

Two years or more full-time college coursework in accounting, business administration, office administration or a related field.

OR

One (1) year or more of experience as a Financial Specialist I with the State of Vermont.

**Special Requirements:**

For some positions experience working with the VISION system (VISION is the State of Vermont PeopleSoft financial management system) may be required.