



STATE OF VERMONT
LEGISLATIVE JOINT FISCAL OFFICE

MEMORANDUM

TO: Members, Joint Fiscal Committee

FROM: Maria Belliveau, Associate Fiscal Officer

MB

DATE: June 26, 2015

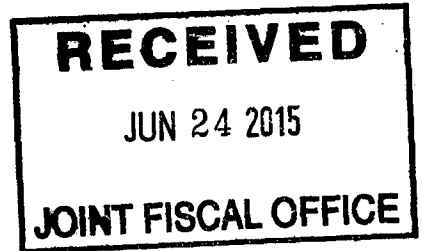
SUBJECT: JFO #2766 Request from the Military Department for one new Administrative Assistant A position.

The Joint Fiscal Committee has received a request from the Military Department for the authority to establish one new limited service Administrative Assistant A position. This position will be fully funded with federal Department of Defense Starbase funds. The position will be responsible for budget and financial functions including processing purchase orders, reconciling invoices, inventory of equipment, and budget tracking, among other duties.

Please review the attached materials and notify me at the Joint Fiscal Office by email or telephone (802-828-5971) if you have questions or would like this item held for legislative review. Unless you respond to the contrary by July 10, 2015 I will assume that you agree to consider as final the request to approve the establishment of one new Administrative Assistant A position in the Military Department.

JFO# 2766

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: SOV Military Department Date: 4/3/2015

Name and Phone (of the person completing this request): Dan Myers 802-660-5201

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # 1987

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

Department of Defense Starbase Program Cooperative Agreement, Agreement # W912LN-14-2-4002
National Guard Bureau Funding Authorization Document # 97 97 2015/2015 0100.3602 2015 O&M Defense
Department of Defense Instruction # 1025.7

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>
Administrative Asst A	1	Starbase	Federal Fiscal Year

*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 DoD Manning Model for Starbase includes an admin position. The Starbase Vermont budget was increased specifically to hire an admin person. The position is 100% federally funded. The position is needed for budget & finance, monthly reconciliation of invoices & reimbursements, inventory tracking, files/records management, etc.

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)).

Michael Hester Signature of Agency or Department Head Date: 5 MAY 2015

Melny Paul Approved/Denied by Department of Human Resources Date: May 20, 2015

[Signature] Approved/Denied by Finance and Management Date: 6/12/15

[Signature] Approved/Denied by Secretary of Administration Date: 06/12/15

Recommend approval DB 6-10-15

Comments:

JUN - 5 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: Current Job/Class Title:

Agency/Department/Unit: Military GUC: 32062

Pay Group: 32A Work Station: South Burlington Zip Code: 05403

Position Type: Permanent Limited Service (end date)

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

Supervisor's Name, Title and Phone Number: Dan Myers, Starbase Administrator, (802) 660-5201

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 050100 Existing Job/Class Title: Administrative Assistant A

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: Budget/Financial (Vendor information, Purchase orders, Budget tracking, Reconciliation of invoices, Monthly reimbursement to State). Inventory of equipment, computers, and furniture. Inventory of supplies. Inventory of Starbase t-shirts and hats. Newsletters (Production, Newsletter mailing database, Mailing hardcopies, Electronic mailing) Files/Records Management (hardcopies and electronic, including back up files – Financial, Administrative, and Educational). Janitorial scheduling/coordination.

2. Provide a brief justification/explanation of this request:

Because of the success of, and the demands on, the Vermont program our FY2015 federal budget was increased to include a part-time administrative position. In order to fulfill our mission to the high standard set by our federal funding source the Starbase Vermont Program needs a part-time administrative position. This position is 100% federally funded. Not filling this position will yield the following consequences for the State of Vermont:

•The nearly \$60,000 budget increase for the position will be returned at the end of FY15; a net financial loss for the State of Vermont (something we cannot afford, especially in these difficult economic times).

•A lost opportunity to invest approved federal dollars into the State of Vermont by providing employment at a time of economic stress (at no cost to the state).

•Diminished quantity and quality of the Starbase Program; we strive to reach as many students as we can with limited resources and the added position will help us do just that.

•The State of Vermont not living up to it's commitment to the federal government under the Master Youth Program Cooperative Agreement.

We need to begin the recruitment process as soon as possible to have our Administrative Assistant in place to help fulfill our program needs.

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: Dan Myers, Starbase Administrator

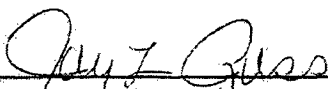
6. Who should be contacted if there are questions about this position (provide name and phone number): Dan Myers, (802) 660-5201

7. How many other positions are allocated to the requested class title in the department: one (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.) N/A

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)*

5/4/2015
Date


Supervisor's Signature (required)*

4 May 2015
Date


Appointing Authority or Authorized Representative Signature (required)*

5 May 2015
Date

* Note: Attach additional information or comments if appropriate.

Starbase Vermont

