



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Daniel Dickerson, Fiscal Analyst *DWD*
Date: August 9, 2018
Subject: Position and Grant Requests – JFO #2921- #2922

Enclosed please find two (2) items, including four (4) limited-service positions, which the Joint Fiscal Office has received from the administration.

JFO #2921 – Three (3) limited-service positions within the VT Dept. of Children and Families – Child Development Division. The positions would be titled Licensing Field Specialist and would be charged with inspecting regulated child care facilities. The Child Care Development and Block Grant Act, passed by Congress in 2014, requires that all regulated child care facilities are visited once per year. The State has previously received waivers for this mandate but must now comply, hence the request for three positions. All three positions would be funded by federal dollars from the ongoing federal Child Care and Development Fund (CCDF) block grant, which was recently re-awarded to the state with increased funding. The additional federal money was appropriated in Act 11 (the FY19 big bill) but the positions were not authorized. The positions would have an end date of 7/31/2021.
[JFO received 7/27/18]

JFO #2922 – \$449,011 from the U.S. Dept. of Health and Human Services to the VT Dept. of Disabilities, Aging and Independent Living (DAIL). **One (1) limited-service position is associated with this request.** The grant money would be used to improve the infrastructure of the traumatic brain injury (TBI) system of care in Vermont. The Department will perform this work in partnership with the Brain Injury Association of Vermont (BIA), the VT Dept. of Health and the VT Dept. of Corrections. The partners will provide in-kind match funding of approximately \$258,650. No general funds will be obligated within DAIL or within State-affiliated partners. A new limited-service position would be created and titled TBI Program Grant Manager to oversee the use of grant funding and coordinating with grant partners. This is a three-year program with grant funding and the position authorization expiring 5/31/2021. Approval of this request would authorize use of \$149,011 of federal grant funds in State FY2019 and the remainder would be built into DAIL's budget request for FY20 and FY21.
[JFO received 8/1/18]

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; 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 August 24, 2018 we will assume that you agree to consider as final the Governor's acceptance of these requests.

JFO # 2921

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

RECEIVED
JUL 27 2018
JOINT FISCAL OFFICE

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/DCF/Child Development Division Date: 07/09/2018

Name and Phone (of the person completing this request): Doreen Marquis 802.241.0936

Request is for: See comments section below.

- 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):

Child Care and Development Fund (CCDF) federal block grant - ACT 11 (Big Bill) - Sec. E.318.2 Child Care Funding Allocations (a) of the funds appropriated in Sec.B.318 of this act: (1) \$247,388 may be used to fill licensing staff positions.

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

Licensing Field Specialist - 3 positions - DCF/Child Development Division - CCDF Block Grant - no end date - on-going

7/15/18 - 7/31/2021

*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:

CCDGB Act of 2014 requires that every regulated child care facility is visited once per year. To date, CDD has received waivers allowing for more time to meet this mandate. CDD must now comply - thus the request for 3 additional licensing field specialists to inspect the regulated facilities on an annual basis.

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] _____ Date: 7/10/18
Signature of Agency or Department Head

[Signature] _____ Date: 7/12/18
Approved/Denied by Department of Human Resources

[Signature] _____ Date: 19 July 18
Approved/Denied by Finance and Management

[Signature] _____ Date: 7/19/18
Approved/Denied by Secretary of Administration

Comments: request is for positions funded with new money in an existing & on going - block grant. See attached. Reflects increased funding of \$2,860,005.00

RECEIVED
JUN 19 1954
JOINT FISCAL OFFICE



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Grants
Management Division of
Mandatory Grants
330 C Street, SW
Washington, DC 20201

May 1, 2018

RECEIVED
MAY 07 2018

Vermont
Vermont Agency of Human Services
Secretary's Office - Fiscal Unit
Center Building
280 State Drive
WATERBURY, VERMONT 05671 1000

BY: _____

Re: Notice of Grant Award - FY 2018

Dear Grantee:

This grant award represents obligation to the State for fiscal year 2018 for the Child Care Development Fund. Mandatory and Matching funds are subject to the requirements of Section 418 of Title IV-A of the Social Security Act as amended by Title VI of the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, P.L. 104-193, effective October 1, 1996 (CFDA 93.596). Discretionary funds are subject to the requirements of the Child Care and Development Block Grant Act of 1990, as amended (CFDA 93.575).

Appropriation	CAN	Allotment	This Action	Cumulative
75-18-1515	2018,G996005,ACF	\$6,571,916.00	\$3,666,411.00	\$5,588,582.00

2018,G996005,ACF Discretionary

EIN: 1036000274A8
Document Number: G1801VTCCDF

This award is subject to the requirements listed in the enclosed terms and conditions. The use of Federal funds from this award constitutes the State's acceptance of these terms and conditions.

Funds included in this award will be made available through the DHHS Payment Management System (PMS). Questions pertaining to payments should be directed to DHHS Division of Payment Management, Post Office Box 6021, Rockville, MD 20852; telephone 1-877-614-5533. Please refer any other questions about this grant to Yan Rong, the Financial Analyst assigned to this program, at (202) 401-5154.

Sincerely,

Monica Evans
Grants Officer



APR 6 2018

ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Grants
Management Division of
Mandatory Grants
330 C Street, SW
Washington, DC 20201

March 30, 2018

Vermont
Vermont Agency of Human Services
Secretary's Office - Fiscal Unit
Center Building
280 State Drive
WATERBURY, VERMONT 05671 1000

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Appropriation	CAN	Allotment	This Action	Cumulative
75-18-1515	2018,G996005,ACF	3,711,911	858,995	1,922,171
2018,G996005,ACF Discretionary				

EIN: 1036000274A8
Document Number: G1801VTCCDF

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Sincerely,

Monica Evans
Grants Officer

This Notice of Grant Award has been issued under a continuing resolution (CR). The allotment is subject to change.

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. Enforcement of Regulations

What: To put into operation the state's child care laws and regulations. **How:** Make compliance visits to regulated programs across the state and within an assigned geographic region. Each Licensor has on average a caseload of 275 regulated child care programs. The national standard is 1 licensor to 75 programs. Understand, apply and explain regulations for the appropriate regulated setting (ie registered family child care regulations, licensed center regulations, legally exempt child care regulations). Independently determine and execute the appropriate regulatory action in a wide variety of situations, sometimes contentious. Perform compliance monitoring activities with supporting documentation, provide routine technical assistance, consultation and training, refer programs in regulatory difficulty for support to community child care support agencies and other local and state resources, recommend preventive maintenance plans to assist with compliance as needed. Compose timely and accurate violation reports with corrective action plans and negotiated agreements of understanding. Apply case management skills and duties for assigned territory, manage changes in terms or conditions of a license, changes of license status, make thorough and considered, fact-based recommendations to supervisory staff regarding the need for suspension, revocation, denial of a license, refusal to renew a license and injunction. **Why:** Ensure compliance for public assurance of minimum health and safety standards in out of home group child care settings. Preserve access to safe child care settings. Protect complying providers from unfair competition from illegal child care operations. Serve as a motivational deterrent to noncompliance. Improve or eliminate unsafe and unlawful child care facilities.

2. Management of complaint investigations

What: Conduct investigations of varied complexity at regulated child care facilities (licensed early childhood programs, licensed family child care homes, school age programs, non-recurring programs, registered family day care homes, legally exempt programs) and reported illegally operating providers as assigned. This includes investigation of allegations of fraudulent billing to the fiscal unit of CDD. **How:** receive information from child care consumer concern line compliance specialist of reported allegations of violations. Evaluate risk of harm and/or level of non-compliance to determine immediacy in which concern must be addressed, based on priority level of concern and other assigned duties. Investigative techniques include observations, records review, interviews, affidavits and written statements, photographs and surveillance.

Initiate contact with complainant, possible witnesses (children and adult), other persons and/or agencies. Review regulatory file to determine history. Integrate appropriate recommended complaint procedures as established by CDD policy. This includes obtaining accurate information about alleged violations of regulations; adherence to due process and fairness of balancing the need for safety of children in care and the rights of licensee. Determine regulatory violations and decide if remedial action is necessary. Determine substantiation of complaints in the field at own discretion. Participate in legal case building, testify in legal proceedings and represent Department in appeals or denials. In fraud investigations the licenser, collects and analyzes inter and intra agency documentation, including but not limited to, subsidy records, federal child and adult care food program records, and program attendance records. In child safety unit investigations regarding allegations of abuse and neglect in child care settings, the Licenser collaborates with DCF, Family Services Division. Why: to respond to concerns brought forth to the CDD regarding compliance to Vermont's regulations. To protect children and protect the Department from civil liability issues related to the department's legal responsibility to protect children. When regulatory problems and a licensee is either unwilling or unable to comply with child care regulations, the licenser is obliged to provide evidence for enforcement.

3. Utilize CDD's web-based Bright Futures Information System (BFIS)

What: Learn and effectively use the web-based data management tool to create and maintain complete and accurate provider case files, document and generate site visit findings, document and determine results of complaint investigations, access and interpret additional provider information from other CDD programs such as subsidy and professional development. Organize and manage workload with accountability using the work management functions of BFIS. Possess and apply intermediate level computer skills and typing ability to data management and processing. Apply basic understanding of networks, file structure, and connectivity to the use of a web-based application. Understand and promote the provider aspects of BFIS as well as the internal uses. Apply intermediate-level knowledge of web research to support technical assistance activities. Retrieve reports and indicators from BFIS to inform work management and outcomes.

How: Use this web-based technology tool through the use of laptops in the field to manage caseloads, receive assignments, consult on cases, check related database, do research on child caring issues, and generate data and reports through word processing and spreadsheets. Why: to improve efficiency and quality of licensers work and thus the services to CDD customers including, providers, parents, children and public.

4. Issuance of child care licensure

What: Thoroughly assess and review and approve or deny new and renewal license applicants for early childhood programs, nonrecurring programs, afterschool programs and licensed family child care homes as well as registered home providers. How: A) For Licensed program applications: manage the licensing portfolio process. This includes the following: Coordinate on-site inspection with applicant. Perform inspection to determine viability of proposed program site. Counsel applicant on documentation required to obtain site specific license. Provide technical assistance upon request from applicant, including but not limited to further site evaluations, responding to other agency requests for information, and telephone and/or email inquiries from applicant. Conduct final on-site inspection and regulation review with applicant and/or program director to assure compliance with regulations, laws and permits. Examine and assess portfolio for accuracy

to ensure that all documentation adheres to requirements for public building permits, Department of Health Asbestos and Lead requirements, local zoning codes, Department of Labor and Industry fire safety codes, Department of Environmental Conservation water and wastewater disposal permits and licensing regulations. Evaluate portfolio for approval or denial of license application and make associated recommendations to Licensing Supervisor. B) For registered home provider applications: review and approve application file received from licensing technicians including "Welcome to Child Care visit". Approval may include discussion and documentation of compliance and conditions for registration. When situations warrant, visit applicant's home prior to approval to verify corrections as needed. Provide technical assistance to licensing technicians and regional "Welcome to Child Care" visitors. Why: Preserve and expand the availability of child care facilities meeting the state defined basic health and safety standards for regulated status through predetermination of qualifications prior to licensure, registration or certification.

5. Review of regulatory variances:

What: Evaluate regulatory variance requests from regulated child care providers, when strict adherence to regulations would create a hardship, ensuring that the level of child protection is not negated and the intent of the regulation is fulfilled by alternate means. How: Review requests for variances to regulations and approve or deny these requests based on an established set of criteria, provide case facts and professional judgment. Licensing specialists review written requests, review regulatory histories and brings requests for decision making based on known history of program/provider and how, if request is approved, children will be safeguarded and program will maintain otherwise satisfactory compliance to regulations. If a negative determination is reached, and applicant appeals, the license case manager participates in the gathering of documentation and deliberations and decision making of a review committee. Why: To ensure that the variance request and approval process designed to protect children is timely, fair and equitable.

6. Assessment of Regulatory history:

What: Assessment of regulatory history of all programs within an assigned geographic region including CDD's specialized child care services (protective services child care, family support child care and children with special health needs) and quality enhancement initiatives. How: Evaluate and assess programs to determine and recommend whether a specific provider/program is in good regulatory standing and meets the regulatory criteria of CDD's quality enhancement initiatives such as protective services child care, quality enhancement grants, etc. Recommend addition or termination of services based on factual regulatory information and assessment as appropriate. Provide consultation to Family Services staff related to child placement in appropriate child care settings. Analyze requests and make professional recommendations for federally funded grants such as improvement to programs, education and professional development of staff and expansion/start up funds, applications range between \$500 and \$25,000. Review grant applications for completeness and correctness, and discern whether request is appropriate, identify quality enhancement, and recommend approval or denial of grant requests. Why: Vermont's child care regulations are the foundation for improving the quality of child care programs. Programs that are in good regulatory standing are well positioned to go above and beyond regulatory standards and achieve higher quality. Manage follow up and intervention with programs not in good regulatory standing.

7. Professional Development

What: Design and deliver basic professional development and continuing education opportunities for child care providers, colleagues, and the individual licensers. **How:** Train and educate child care providers about regulatory compliance and interpretation issues. Provide input and assist in development and delivery of higher education courses designed for early and school age care and education providers such as through the Child Care provider Career Development Center and the VT Child Care Apprenticeship Program. Licensers present components of this coursework at institutions for higher education as well as in community based settings. Mentor and train new licensers and licensing unit staff to provide appropriate introduction to field work and case management. Engage in regular licensing peer review to assist with consistency of principles in managing more complicated or unusual issues, participate in new studies and regulatory research to identify and align strategies to assure best work in the field and to offer recommendations to supervisors and administrators about current trends and patterns in field work. **Why:** Serve as regulatory experts to child care providers to ensure a strong resource statewide for regulatory guidance. Maintain and expand personal knowledge of standards of care and quality in early and school-age care and education programs for children so regulatory intervention and compliance monitoring is research-based, current and effective.

8. Technical Assistance

What: Provide routine technical assistance to child care providers in a variety of settings through one-on-one technical assistance as well as facilitation of educational and informational meetings with child care facility operators, advocates, parents, the general public and officials, municipalities and other departments. **How:** a) Licenser of the day role: a rotating designated licenser evaluates and responds to all incoming phone calls related to regulatory questions, providing immediate response to broad range of issues from the public, other agencies, providers and others. B) Provide information to the public and other agencies or schools by responding to questions related to licensing regulations, developmentally appropriate child caring practice, emergency evacuation procedures and a variety of similar issues related to the care of children in out of home care setting. Collaborate in design of information/educational materials, such as Vermont's Emergency Response Planning Guide. Provide technical assistance on emerging issues, including lead, asbestos, water, solid waste management, communicable disease, etc. for situations encountered in the field. **Why:** Providers, parents and public require accurate, timely and easy to understand information so as to have a clear understanding of Vermont's child care regulations and the resources that support these regulations.

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.*

Work daily with regulated child care providers and persons interested in becoming or

required to become regulated. Collaborate with local Community Child Care Support Agencies and other local resources that support child care regulations through training, mentoring, business development resources. Work closely with DCF's Family Services, Special Investigations Unit related to child abuse and neglect investigations that involve regulated child care programs and illegally operating child care programs. Work with other state agencies, Departments and Programs who are involved in the permitting or approval of child care environments meeting specific regulations such as the Department of Labor and Industry, Vermont's Department of Health's Immunization and lead Prevention programs and the Child and Adult Care Food Program, Department of Education. Work with other child development specialists in providing on-site team assessment and consultation. Work with colleagues within CDD involved with other units or programs benefitting children and families to ensure seamless approach to service delivery.

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.

Bachelor's Degree with courses in child development. Comfort and familiarity with web-based technology requires enhanced (at least intermediate level) computer skills including word processing and ability to use and apply standard Microsoft Office applications and spreadsheets. Advanced knowledge of Vermont's child care statutes and all associated regulations and the set of skills necessary for enforcement of such regulations. Knowledge of child development and developmentally appropriate practice. Ability to communicate clearly, respectfully, and effectively in contentious or conflictual situations. Ability to make decisions, manage workload, time and travel and work independently making effective judgements.

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.

Licensers are assigned work by geography by their supervisor. Licensers caseload can be as high as 275 programs per licenser and priority setting is a very critical and necessary skill for licensers to independently manage their caseload to meet division goals and objectives. Licensers operate with a large amount of independent assessment and

decision making within Licensing regulations and procedures to determine how to conduct regulatory compliance and licensing interventions. Licensers conduct their work independently in the field up to 4 days of the week with 1 day in the central office. Licensers meet monthly with their peers and weekly with their supervisor to review and consult on more complicated regulatory situations. Using individual discretion, licensers consult with their supervisor or licensing peers for feedback and additional guidance.

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.*

Licensing specialists must exercise authority of their position with respect for the rights, needs and sensitivities of the public and the child care provider community. They must stand publicly accountable for making hard choices and stand privately accountable to their own conscience to know that all that can be done within Vermont statutes and regulations has been done to avoid or reduce harm. Often these decisions must be made within a very limited time frame.

Decisions are made objectively. The licensor must assure that a licensing action ensures that the child care industry is connected rather than competitive in orientation to others and must have a comprehensive understanding of who might be impacted by decisions. Licensers perform regulatory functions and act within a body of law that many citizens do not understand, appreciate or accept as a legitimate role of the "state". They must balance sometimes conflicting interests of consumers, licensees, and general public and made decisions on factors the public does not perceive, understand or accept such as risks, statutory requirements, policy equity considerations, undisclosed or confidential information etc. This creates mental stress associated with unknown situations, conflict and the risk of harm.

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.*

To assure the health and safety of Vermont's 35,000 young and school age children who participate in child care programs. To maintain and monitor a regulated child care industry that can effectively meet the needs of working parents of young and school age children. Currently there are 3523 regulated child care programs or providers in Vermont.

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?
Use of negative enforcement techniques to assure regulatory compliance. Immediate response necessary to address serious regulatory complaints that place children at risk of harm.	40%
Constant high caseload impacted by documentation deadlines, technology issues and travel requirements	100%
Lack of appreciation by programs and public of the role of regulations in assuring positive child outcomes	30%

- 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?
Exposure to potentially volatile situations during regulatory visits to programs.	50%
Exposure to hazardous driving conditions as licensers are on the road 4 days of the week	80%
Exposure to the possibility of motor vehicle accidents	40%

- 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?
Files and educational materials during visits	minimal	80%

Laptop and case files	minimal	10%
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d) What working positions (sitting, standing, bending, reaching) or types of effort (hiking, walking, driving) are required?

Type	How Much of the Time?
driving	30%
walking	20%
sitting and standing	30% and 30%

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.

Additional working conditions: exposure to indoor and outdoor environmental hazards; dogs, cats, snow, ice, uneven terrain, allergens, smoke, illness, remote locations.

Employee's Signature (required): vacant 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?

Regulatory enforcement and accurate data entry. The purpose of the Licensing Unit is to insure safe, healthy and enriching opportunities for children. Child Care providers must maintain a basic level of regulatory compliance if minimal quality is to be achieved and the Licensing Field Specialists enforce basic compliance. The completion of accurate data entry into the new data management system is a critical component for holding providers accountable for regulatory compliance histories, completing mandated corrective actions and making available to the public accurate regulatory histories on all providers.

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?

Extensive knowledge of Licensing Regulations: the ability to assess, interpret and apply regulations in a broad range of situations, the ability to manage a diverse caseload in a timely manner while demonstrating respect and professionalism in the field.

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

Job Duty #1) Licensing Field Specialists have maintained an average caseload of 275 providers in an assigned geographic region. This included management of complaints and extensive support services to programs in regulatory difficulty. The tenure of existing Licensing Field Specialists has frequently created expanded caseloads for specialists i.e. one or two specialists taking extended time off required remaining specialists to take on the responsibilities of absent licensers. With the addition of two Senior Licensing Field Specialist positions and two new Licensing Field Specialists (the latter with limited leave time at their disposal) there will be greater support services available to manage a less-complex caseload for current field specialists.

Job Duty #2) Licensing Field Specialists no longer conduct complex investigations at regulated child care facilities. The creation of two Senior Licensing Field Specialist positions in November 2006 removed that responsibility from the Licensing Field Specialists. Current Field Specialists do not evaluate risk of harm and/or level of noncompliance and determine immediacy of response on a routine basis - those responsibilities belong to the Senior Licensing Field Specialists. Licensing Field Specialists do not initiate contact with complainants or witnesses nor do they collect and analyze inter/intra agency documentation outside current billing from within the Child Care Subsidy Unit since those tasks are completed by the Senior Licensing Field Specialists.

Job Duty #7). The participation in "regular licensing peer review" is voluntary and does not constitute a duty. One day per month licensers meet in a geographically central location for a day of self-initiated discussions excluding any supervision. In the past five months, the Licensing Supervisor has instituted a weekly conference call between all licensers, the supervisor and Licensing Director as a means of addressing issues previously slated for peer review. This streamlines discussions, creates well-informed decisions and helps guide policy and regulatory interpretation among all licensing team members without necessitating the loss of an entire workday and this call is considered a duty.

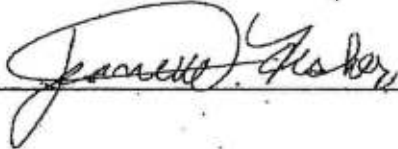
#2 Key Contact - Licensing Field Specialists conduct minimal on-site team assessments and

consultations. The Senior Licensing Field Specialists now determine the scope and sequence for the more extensive technical assistance teams previously assembled by Licensing Field Specialists. The Specialist may be a part of the team but no longer directs extended interactions with multiple agencies.

4. Suggested Title and/or Pay Grade:

Licensing Field Specialist pg 22

Supervisor's Signature (required):



Date:

11/5/12

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:

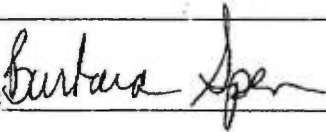
- Organizational charts are **required** and must indicate where the position reports.
- Draft job specification is **required** for proposed new job classes.

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).

Suggested Title and/or Pay Grade:

Child Care Licensing Specialist pg 22

Personnel Administrator's Signature (required):



Date:

11/6/12

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.

per recommendation

Suggested Title and/or Pay Grade:

Licensing Field Specialist pg. 22

Green A. Margolis

Appointing Authority or Authorized Representative Signature (required)

11.5.2012

Date

