



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee members  
From: Sorsha Anderson, Senior Staff Associate  
Date: November 15, 2021  
Subject: Grant Request – JFO #3071

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

**JFO #3071** – Two (2) limited-service positions for the VT Department of Health: Recovery Substance Abuse Program Manager and Contracts and Grants Administrator. The positions will administer a COVID-specific supplemental award to an existing Substance Abuse Block Grant. These supplemental funds will address the increased incidence of mental health and substance abuse disorders exacerbated by the COVID-19 pandemic. Positions funded through 3/14/2023. *[Received November 12, 2021]*

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 November 28, 2021 we will assume that you agree to consider as final the Governor's acceptance of this request.



**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

October 18, 2021

TO: Michael K. Smith, Secretary of Human Services

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

RE: Substance Abuse Block Grant Supplement Funded Position Request

Please find enclosed a request for 2 limited-service positions required to support this supplemental funding, a Recovery Substance Abuse Program Manager and a Contracts and Grants Administrator.

Public Health recommendations such as social distancing, while necessary to reduce the spread of COVID-19, can result in people with Substance Use Disorder feeling isolated and lonely which can lead to increased stress and, in turn, increased substance use. These positions are essential to the management of this new funding to promote and maximize the strategies necessary to mitigate deaths during this pandemic.

These positions will be funded through a supplemental award to our existing SAMHSA Substance Abuse Block Grant, COVID emergency relief funding.

After review and approval by your office, please forward to DHR Classification for review.

Thank you in advance for your favorable consideration 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: **Human Services – Vermont Department of Health**    Date: **October 18, 2021**

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

Request is for:

Positions funded and attached to a new grant

Positions funded and attached to an existing grant approved by JFO #: (unknown)

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

Department of Health & Human Services, Substance Abuse & Mental Health Services Administration, Block Grants for Prevention and Treatment of Substance Abuse (CFDA 93.959)

2. List below titles, number of positions in each title, program area, and limited-service end date:

Title of Positions Requested	# of Positions	Division	Grant Funding End Date
Recovery Substance Abuse Program Manager	1	ADAP	3/14/2023
Contracts and Grants Administrator	1	ADAP	3/14/2023

3. Justification for this request as an essential grant program need:

The requested positions are required to support the Substance Abuse Block Grant Supplement, COVID emergency relief funding, for the purpose of:

- Promoting effective planning, monitoring, and oversight of efforts to deliver SUD prevention, intervention, treatment, and recovery services;
- Promote support for providers;
- Maximize efficiency by leveraging the current infrastructure and capacity;
- Address local SUD related needs during the COVID pandemic

The COVID-19 pandemic has had significant impacts on people with Substance Use Disorder (SUD). Public Health recommendations such as social distancing, while necessary to reduce the spread of COVID-19, can result in people with SUD feeling isolated and lonely which can lead to increased stress and, in turn, increased substance use. These positions are essential to the management of this new funding to develop the strategies necessary to mitigate deaths during this pandemic.

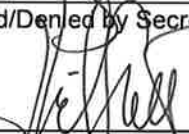
I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).

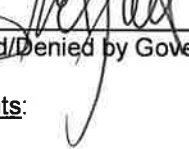
 DocuSigned by: Jenny Samuels 10/19/2021  
Signature of Agency or Department Head Date  
C3FD05F53301183

Aimee Pope  
Digitally signed by Aimee Pope  
Date: 2021.10.29 12:23:40 -04'00'

Approved/Denied by Department of Human Resources Date  
Adam Greshin  
Digitally signed by Adam Greshin  
Date: 2021.11.02 17:07:03 -04'00'

Approved/Denied by Finance and Management Date  
Kristin Clouser  
Digitally signed by Kristin Clouser  
Date: 2021.11.04 11:47:19 -04'00'

Approved/Denied by Secretary of Administration Date  


Approved/Denied by Governor (required as amended by 2019 Leg. Session) Date  
 11/10/21

Comments:

DHR – 08/12/2019

DocuSigned by: Tracy O'Connell 11/10/2021  
E30932098A6F482

## Request for Classification Review Position Description Form A

### For Department of Personnel Use Only

Notice of Action # _____ 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: _____ _____ _____ Willis Rating/Components:    Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____ Working Conditions: _____ Total: _____	Date Received (Stamp)
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**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.*

### MAJOR JOB DUTY #1:

**WHAT:** Program and grant management at a state level and federal level; sub-receptient agreement development and management; management of \$1.1 million in state and federal funding for the 12 Recovery Services and the Vermont Association for Mental Health and Addiction Recovery (VAMHAR) subreceptients.

**HOW:** In conjunction with ADAP Grants and Contracts Administrator, Division Management and Program Staff: develop and publish Requests for Proposal (RFP), Requests for Application (RFA) and Requests for Information (RFI); develop and prepare scope of work, performance measures, reporting requirements and ensure compliance with all state and federal rules and regulations and development of payment provisions for ADAP subagreements. Once agreements are executed, work with subawardee to ensure compliance with agreement and fidelity with program standards.

**WHY:** To ensure state and federal funding is spent efficiently and to the fidelity of its intended purpose in supporting Vermonters to achieve and maintain recovery.

### MAJOR JOB DUTY #2:

**WHAT:** Management of the statewide recovery system: development of a strategic plan and evaluation plan for recovery services in Vermont.

**HOW:** In conjunction with ADAP Division Management, health equity staff, the Community Development and Planning Unit and the Performance Evaluation Units in ADAP, develop goals, objectives short term and long term outcomes, activities, and an evaluation plan for the Vermont recovery system. Implement this work with the 12 recovery centers and VAMHAR and make recommendations to ADAP leadership on improvements to the system to align with the Division and Department's strategic plans.

**WHY:** Developing this strategic plan and evaluation plan will further determine a standard by which programs and activities implemented within Vermont related to recovery must meet. This will ensure that all Vermonters have access to the same standard of support, and also ensure Vermont's recovery system is supportive of the overall strategic goals of ADAP and the Health Department.

### MAJOR JOB DUTY#3:

**WHAT:** Development of sustainable funding structure for recovery services utilizing Medicaid funding or other mechanism.

**HOW:** In conjunction with ADAP and DVHA leadership, identify a funding structure and mechanism for recovery centers to utilize Medicaid funding for allowable services. If Medicaid funding is not available, support the recovery centers in identifying a sustainable funding source and structure to support the growing need and resources for recovery services in Vermont. This individual will lead the development of this funding structure and will implement this change over the next 3 years with the 12 recovery centers throughout Vermont.

**WHY:** Recovery services continue to grow in Vermont to meet the need of Vermonters struggling with substance use. Much of these needed services are currently funded by federal grants. A more sustainable and stable funding mechanism needs to be developed to ensure Vermonters receive ongoing access to recovery services without being dependent upon federal allocations.

## 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*.

For the purpose of completing the major job duties as described above, this position interacts with the following:

1. Division of Alcohol and Drug Abuse Programs - Management, Operations and Recovery and Harm Reduction Unit Program Staff, ADAP Program Staff developing priorities for inclusion into sub-awards and development of new funding structure.
2. 12 Recovery Center Directors and program staff managing their sub-awards and supporting the development and implementation of new funding structure.
3. Vermont Association of Mental Health and Addiction Recovery (VAMHAR) Executive Director and program staff managing their sub-award, developing technical assistance for the new funding structure, and receiving data reporting from all recovery centers through VAMHAR's data platform.
4. Department of Vermont Health Access Medicaid staff to identify potential funding structure and to ensure reporting deliverables are provided on time for Medicaid Reporting.

## 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.

1. Thorough knowledge and skills in project management.

2. Considerable knowledge of requirements, language, terms and conditions relative to

- personal services contracts and grants, especially performance based.
3. Considerable knowledge of State and Agency policies and procedures pertaining to personal service contracting, procurement and grant administration.
  4. Considerable knowledge of the principles and practices of public substance use recovery and behavior change theories.
  5. Work requires a level of expertise, and breadth of knowledge of Vermont's Medicaid program, coding, and allowable services.
  6. Ability to establish and maintain effective working relationships with contractors, grantees, Agency staff and other municipal, state and federal government staff members.
  7. Considerable knowledge of computer technology and its application to automated systems.
  8. Considerable knowledge of Microsoft Office suite of software applications, e.g. Word, Excel, PowerPoint, Visio
  9. Ability to exercise judgment and discretion in applying and interpreting departmental policies, rules and regulations.
  10. Ability to communicate effectively, both orally and in writing.
  11. Ability to develop long-term budgets and funding sustainability plans.

**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:

N/A

**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 of this position will be determined by federal and state funding as determined by Divisional leadership and the legislature, as these entities will determine allowable activities included in the sub-awards this position will manage. This position will work closely with Division Management and their supervisor to develop and implement a new funding structure for recovery services in Vermont. This position and their supervisor will develop a workplan to guide this work and will review progress and activities on a regular basis through structured supervision and ad hoc meetings.

**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.*

1. Considerable knowledge of requirements, language, terms and conditions relative to personal service contracts and grants, especially those that are performance based agreements when developing agreements to meet deadlines and the needs of contractors and grantees.
2. Considerable knowledge of the principles and practices of substance use recovery and behavior change theories.
3. Knowledge of the principles and practices of contract and grant management
4. Knowledge of long-term and sustainable funding planning while meeting the needs of organizations, State of Vermont, and individuals receiving recovery services in Vermont.
5. Knowledge of Medicaid programming, coding, and allowable services and how to request additional services become allowable.

## 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 ensure equitable, sustainable, and evidence based recovery services to all Vermonters experiencing substance use disorders, as well as their families through the development and management of grant agreements, contracts, and funding structures.

## 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?
Interactions with Division Management, Operations and Program Staff under intense deadlines.	20%
Interactions with grantees and contractors.	25%
Interactions with the Department of Vermont Health Access with quick turn around deadlines.	10%

- 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	100%
Standing	0%

**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.

N/A

Employee's Signature (required): \_\_\_\_\_ 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?

ADAP has increased its federal funding for recovery services substantially over the last 5 years; management of the subagreements and ensuring fidelity to federal guidelines is a priority for current funding and the potential to acquire future federal funding. The acquisition of this position was approved by the Substance Abuse and Mental Health Services Administration; this position has a significant impact on most of the Division's funding. Additionally, planning for a future funding structure to ensure continuation of services at our current level to meet the needs of Vermonters even if federal allocations change, will be a key aspect of this position and needed for Vermont.

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?

The most important skills and the abilities are project management and grant management skills, ability to work closely with partner organizations to implement organizational changes statewide, and understanding of Medicaid services and programs.

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

I developed the response in partnership with my Deputy Division Director, Emily Trutor, and it is accurate.

4. Suggested Title and/or Pay Grade:

Substance Abuse Program Manager, PG 25

E-SIGNED by Nicole Rau  
on 2021-09-29 18:26:40 GMT

Supervisor's Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

**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:

E-SIGNED by Trishia Brooks  
on 2021-09-30 14:54:14 GMT

Personnel Administrator's Signature (**required**): \_\_\_\_\_ Date: \_\_\_\_\_

**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:

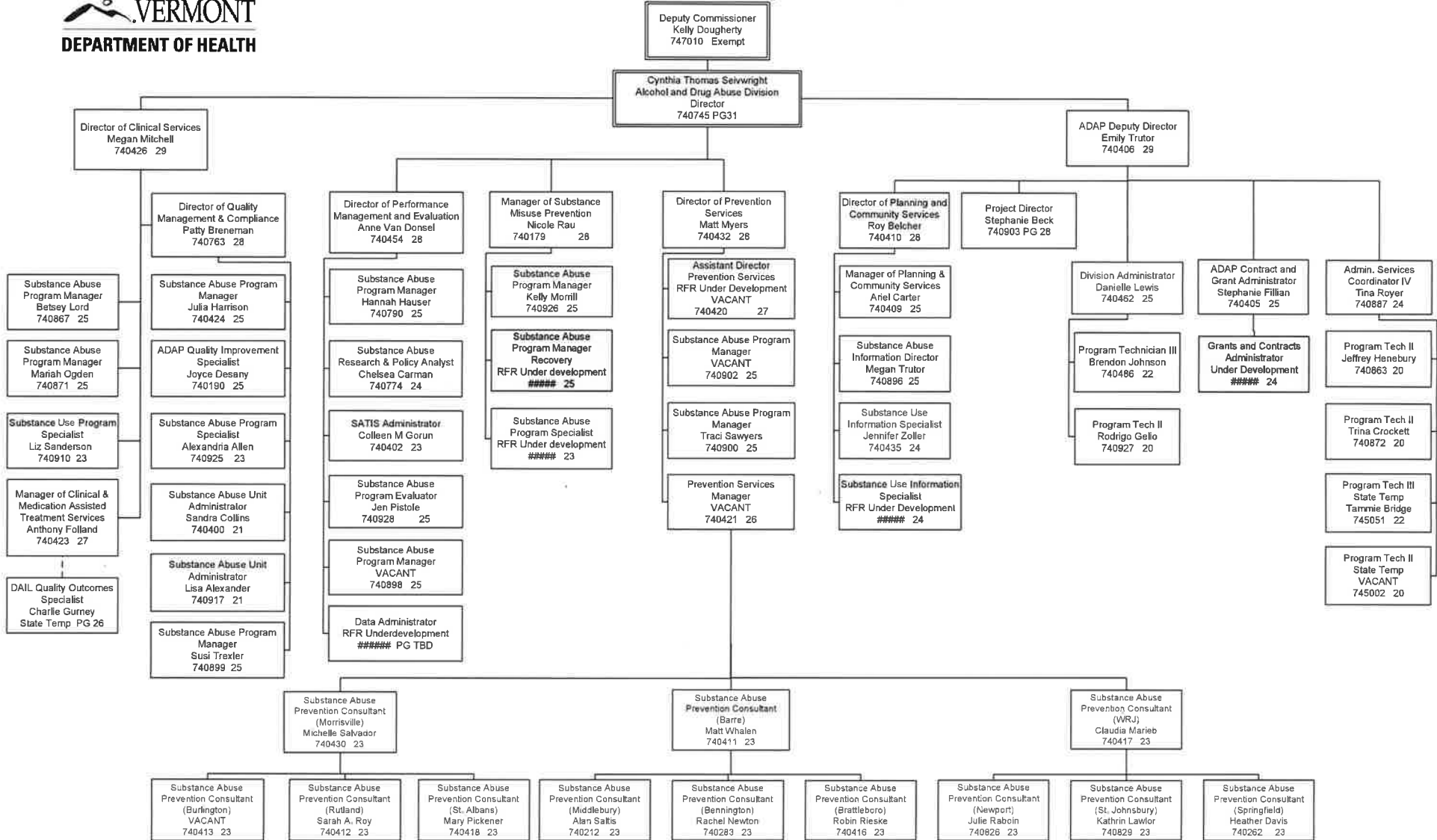
E-SIGNED by Kelly Dougherty  
on 2021-09-29 18:42:51 GMT

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

\_\_\_\_\_  
Date



## Division of Alcohol & Drug Abuse Programs



## 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: _____ Accountability: _____ Working Conditions: _____ 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.*

### MAJOR JOB DUTY #1:

#### WHAT:

Contract development and tracking for the Vermont Department of Health, Division of Alcohol and Drug Abuse Programs (ADAP).

#### HOW:

In conjunction with ADAP Grants and Contracts Administrator, Division Management and Program Staff: develop and publish Requests for Proposal (RFP), Requests for Application (RFA) and Requests for Information (RFI); develop and prepare scope of work, performance measures, reporting requirements and ensure compliance with all state and federal rules and regulations and development of payment provisions for ADAP contracts.

Provides recommendations, input and feedback on policy and procedures relative to ADAP contracts and implements any changes that result.

Participates in the resolution of language disputes for personal service contracts, including IT systems contracts. Maintains agreement tracking systems for work in process.

#### WHY:

To ensure the timely execution of effective and meaningful contracts that comply with the Agency of Administration Bulletin 3.5 and federal audit regulations.

### MAJOR JOB DUTY #2:

**WHAT:**

Grant and Memorandum of Understanding (MOU) development for the Vermont Department of Health, Division of Alcohol and Drug Abuse Programs (ADAP).

**HOW:**

In conjunction with ADAP Grants and Contracts Administrator, Division Management and Program Staff: develop and publish Requests for Applications/Proposals (RFA/RFP); develop and prepare scopes of work, performance measures, reporting requirements and ensure compliance with all state and federal rules and regulations and development of payment provisions for ADAP grants and Memorandum on Understandings (MOU).

Provide recommendations, input and feedback on policy and procedures relative to ADAP grants, and MOUs and implements any changes that result.

Participate in the resolution of language disputes for grant agreements.

Participate in the grantee selection process, which may include short-listing, review and analysis of technical proposals, and clarification of submitted documents.

Maintains agreement tracking systems for work in process.

**WHY:**

To ensure the timely execution of effective and meaningful agreements that comply with the OMB Uniform Guidance, Agency of Administration Bulletin 5.0, Agency of Human Services' Grant Issuance and Monitoring Policy, and federal audit regulations.

**MAJOR JOB DUTY #3:**

**WHAT:**

Grants and contracts management training and technical assistance.

**HOW:**



Assist the ADAP Grants and Contracts Administrator (supervisor) develop and provide, at a minimum, three annual trainings to Division Program Staff and other divisions within the Health Department, as slots allow, regarding RFP, contract and grant development. Trainings will include policy/procedure review, writing workshops, performance measure development and procurement strategies.

**WHY:**

To ensure the Division develops comprehensive legal agreements with clear performance expectations, reporting requirements and financial accountability.

## 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*.

For the purpose of development, negotiating and executing legal agreements, this position collaborates with the following partners:

1. Agency of Administration - Risk Management, Department of Building and General Services (BGS), Department of Information and Innovation (DII)
2. Agency of Human Services - Central Office, AHS IT, HIPAA Privacy Officer, Department of Vermont Health Access (DVHA), DVHA Blueprint, Department for Children and Families (DCF), and Department of Disabilities, Aging, and Independent Living (DAIL)
3. Vermont Department of Health - VDH Assistant Attorney General, VDH Office of Legal Counsel, VDH IT, Business Office, Health Surveillance, Health Promotion and Disease Prevention, Maternal and Child Health, Planning and Health Care Quality, and Commissioner's Office
4. Division of Alcohol and Drug Abuse Programs - Management, Operations and Program Staff, contractors (approximately 20 independent contractors), and grantees (approximately 130 grantees).

## 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.

1. Thorough knowledge of accounting and budgeting principles and practices.
2. Considerable knowledge of requirements, language, terms and conditions relative to personal services contracts and grants, especially performance based.

3. Considerable knowledge of State and Agency policies and procedures pertaining to personal service contracting, procurement and grant administration.
4. Considerable knowledge of the principles and practices of public administration.
5. Knowledge of the principles and practices of contract and grant administration.
6. Work requires a level of expertise, breadth of knowledge, and high degree of responsibility for the consultant, contractor and grantee agreements/or processes as required by state statutes and policies and federal/state regulations.
7. Ability to interpret and apply complex laws, rules, and regulations in the contract and grant administration areas.
8. Ability to establish and maintain effective working relationships with contractors, grantees, Agency staff and other municipal, state and federal government staff members.
9. Knowledge of data processing capabilities in facilitating record maintenance and project management.
10. Considerable knowledge of computer technology and its application to automated systems.
11. Considerable knowledge of Microsoft Office suite of software applications, e.g. Word, Excel, PowerPoint, Visio
12. Ability to exercise judgment and discretion in applying and interpreting departmental policies, rules and regulations.
13. Ability to communicate effectively, both orally and in writing.

**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:

N/A

**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.

This position will mainly operate under State of Vermont operational guidelines. Division Management and program staff will provide this position with the programmatic areas and funding sources to begin the drafting process. This position will work closely with its supervisor, to ensure that all agreements are produced on or before required deadlines.

**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.*

1. Considerable knowledge of requirements, language, terms and conditions relative to personal service contracts and grants, especially those that are performance based agreements when developing agreements to meet deadlines and the needs of contractors and grantees.
2. Considerable knowledge of Federal, State and Agency policies and procedures pertaining to personal service contracting, procurement and grant administration, e.g. Bulletin 5 (OMB Uniform Guidance), 45 CFR Part 164, HIPAA Privacy Regulations, 42 CFR Part 2 Confidentiality of Records.
3. Considerable knowledge of the principles and practices of public administration.
4. Knowledge of the principles and practices of contract and grant administration.
5. Knowledge of the principles and practices of accounting and financial management.
6. Knowledge of data processing capabilities in facilitating record maintenance and project management.

## 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.*

Participate in the preparation of approximately \$55 million in grants, contracts and MOAs, consisting of federal, Global Commitment/Medicaid, special fund and general fund dollars, for the Vermont Department of Health, Division of Alcohol and Drug Abuse Programs. These agreements must comply with federal and state rules and regulations, as well as, Uniform Guidance, Bulletin 5 and Bulletin 3.5 compliance requirements.

### 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?
Interactions with Division Management and Program Staff under intense deadlines.	25%
Interactions with grantees and contractors	15%
Interactions with Office of Risk Management and VDH Assistant Attorney General	5%

- 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	100%
Standing	0%

#### 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.

N/A

Employee's Signature (**required**): \_\_\_\_\_ 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?

ADAP has increased its federal demonstration grant funding by approximately \$12 million over the last year with 90% of the funding issued through subgrants, contracts and MOAs. The acquisition of this position was approved by the Substance Abuse and Mental Health Services Administration. This position has a significant impact on most of the Division's funding. Grant application, grant issuance and contract issuance impact all activities and programming associated with the Division.

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?

The most important skills and the abilities are to interpret and implement policies, rules and regulations; the ability to write deliverables, performance measures and payment provisions; a significant knowledge of accounting principles/fiscal management; and the ability to communicate orally (e.g., grant negotiation/mediation).

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

I developed the response in partnership with my supervisor, Emily Trutor, ADAP Deputy Director, and it is accurate.

4. Suggested Title and/or Pay Grade:

Contracts and Grants Administrator, PG 24

E-SIGNED by Emily Trutor  
on 2021-09-29 18:18:05 GMT

Supervisor's Signature (**required**): \_\_\_\_\_ Date: \_\_\_\_\_

**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:

E-SIGNED by Trishia Brooks  
on 2021-09-30 14:57:00 GMT

Personnel Administrator's Signature (**required**): \_\_\_\_\_ Date: \_\_\_\_\_

**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:

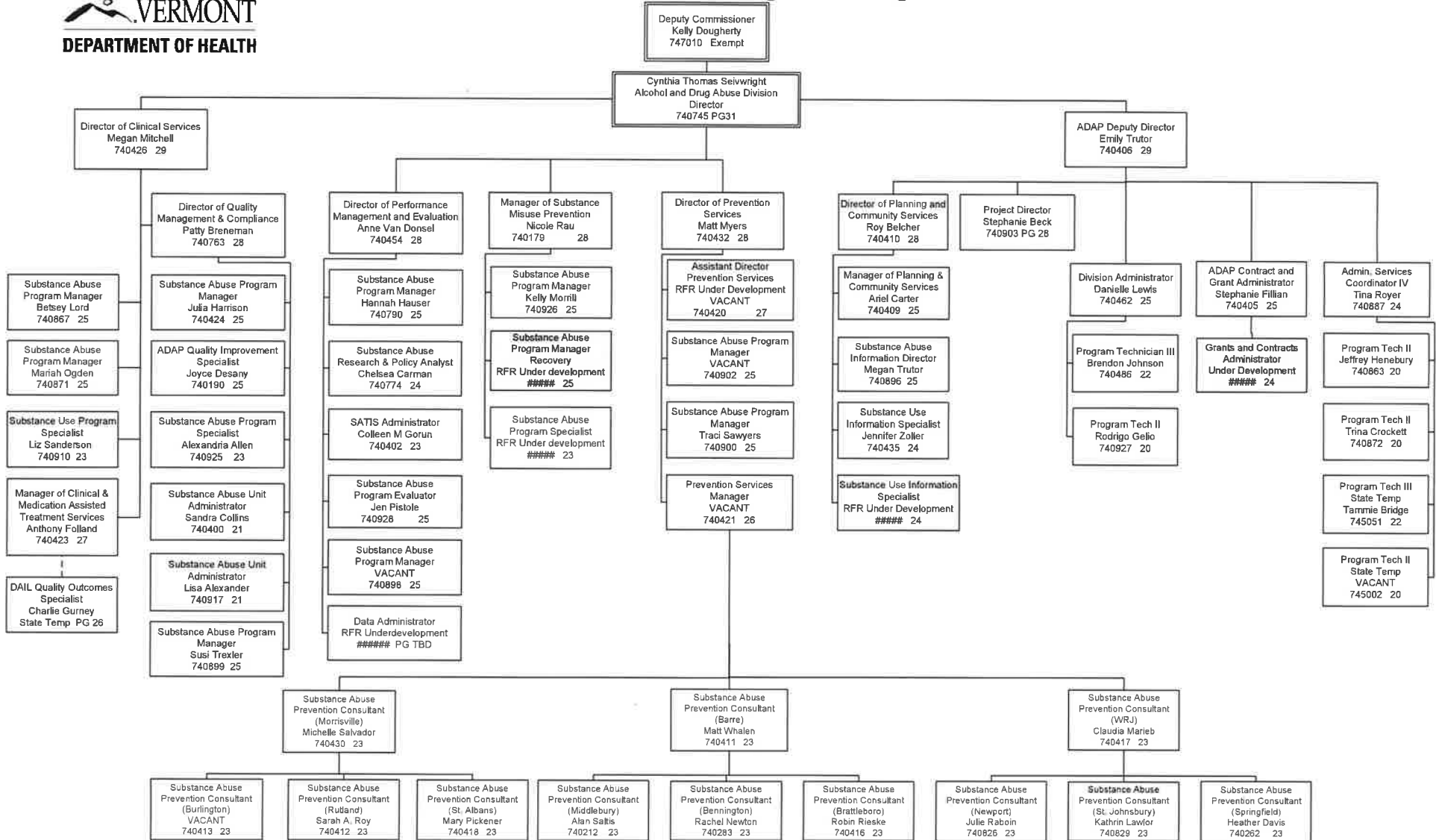
E-SIGNED by Kelly Dougherty  
on 2021-09-29 18:41:53 GMT

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

\_\_\_\_\_  
Date



### Division of Alcohol & Drug Abuse Programs





**VERMONT DEPARTMENT OF HEALTH (VDH)  
 DIVISION OF ALCOHOL AND DRUG ABUSE PROGRAMS (ADAP)  
 SUBSTANCE ABUSE PREVENTION & TREATMENT BLOCK  
 GRANT  
 CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENT  
 AWARD NUMBER: 1B08TI083516-01  
 BUDGET JUSTIFICATION  
 3/15/2021 - 3/14/2023**

ACTIVITY	PREVENTION TOTAL BUDGET	NON- PREVENTION TOTAL BUDGET
Cultural Brokers Program	\$ 160,000	
Prevention Works: supports the long-term sustainability of community-level substance use prevention work and to build capacity at the local, regional, and statewide level in Vermont	\$ 240,000	
Marketing Activities: Cannabis, Stigma, Parent-Up , Opioid Risks	\$ 220,000	
Harm Reduction Training for Emergency Department Staff	\$ 30,000	
Rocking Horse Circles of Support Program (RH): Training/Technical Assistance	\$ 80,000	
Rocking Horse Circles of Support Program: Programming Increase	\$ 108,000	
School-Based Substance Abuse Services	\$ 1,358,000	

College Initiative	\$ 200,000	
Grant Administration Position		\$ 210,000
Recovery Services Position		\$ 165,000
Counselors Embedded in Law Enforcement Agencies		\$ 1,040,000
Rapid Access to Medication Assisted Treatment (RAM) - All Substances		\$ 980,000
Outreach workers		\$ 400,000
Transitional Housing		\$ 121,726
Room & Board for Residential Treatment Services (One-time)		\$ 286,996
Workforce Development: Residential Recruitment and Retention (sign on bonuses/retention bonuses)		\$ 300,000
Alchemer (formerly Survey Gizmo) user licenses		\$ 30,000
Quality Improvement Provider Incentives		\$ 100,000
Vermont Association of Addiction Treatment Providers Technical Assistance		\$ 25,170
	<b>\$ 2,396,000</b>	<b>\$ 3,658,892</b>

<b>Prevention Budget Total (40% of total award)</b>	<b>\$ 2,396,000</b>
<b>Non-Prevention Budget Total</b>	<b>\$ 3,658,892</b>
<b>Budget Total</b>	<b>\$ 6,054,892</b>



**Department of Health and Human Services**  
**Substance Abuse and Mental Health Services Administration**  
**Center for Substance Abuse Treatment**

**Notice of Award**  
**FAIN# B08TI083516**  
**Federal Award Date**  
**03/11/2021**

### Recipient Information

**1. Recipient Name**

HUMAN SERVICES, VERMONT AGENCY OF  
 280 STATE DR

WATERBURY, VT 05671

**2. Congressional District of Recipient**

00

**3. Payment System Identifier (ID)**

1036000274B9

**4. Employer Identification Number (EIN)**

036000274

**5. Data Universal Numbering System (DUNS)**

809376155

**6. Recipient's Unique Entity Identifier**
**7. Project Director or Principal Investigator**

Cynthia Thomas

**8. Authorized Official**

cynthia.thomas@vermont.gov

### Federal Agency Information

**9. Awarding Agency Contact Information**

Wendy Pang

Grants Management Specialist

Center for Substance Abuse Treatment

wendy.pang@samhsa.hhs.gov

(240) 276-1419

**10. Program Official Contact Information**

Spencer Clark

Center for Substance Abuse Treatment

Spencer.Clark@samhsa.hhs.gov

240-276-1027

**30. Remarks**

Acceptance of this award, including the "Terms and Conditions," is acknowledged by the recipient when funds are drawn down or otherwise requested from the grant payment system.

### Federal Award Information

**11. Award Number**

1B08TI083516-01

**12. Unique Federal Award Identification Number (FAIN)**

B08TI083516

**13. Statutory Authority**

Subparts II&III,B,Title XIX,PHS Act/45 CFR Part96

**14. Federal Award Project Title**

Substance Abuse Prevention & Treatment Block Grant

**15. Assistance Listing Number**

93.959

**16. Assistance Listing Program Title**

Block Grants for Prevention and Treatment of Substance Abuse

**17. Award Action Type**

New Competing

**18. Is the Award R&D?**

No

### Summary Federal Award Financial Information

**19. Budget Period Start Date 03/15/2021 – End Date 03/14/2023**

**20. Total Amount of Federal Funds Obligated by this Action** \$6,054,892

20 a. Direct Cost Amount \$6,054,892

20 b. Indirect Cost Amount \$0

**21. Authorized Carryover**

**22. Offset**

**23. Total Amount of Federal Funds Obligated this budget period** \$6,054,892

**24. Total Approved Cost Sharing or Matching, where applicable** \$0

**25. Total Federal and Non-Federal Approved this Budget Period** \$6,054,892

**26. Project Period Start Date 03/15/2021 – End Date 03/14/2023**

**27. Total Amount of the Federal Award including Approved Cost** \$6,054,892

Sharing or Matching this Project Period

**28. Authorized Treatment of Program Income**

Additional Costs

**29. Grants Management Officer - Signature**

Odessa Crocker