



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee members  
From: Sorsha Anderson, Senior Staff Associate  
Date: October 19, 2022  
Subject: Limited-Service Position Request – JFO #3122

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

**JFO #3122** – One (1) limited-service position, Financial Administrator III, to the Vermont Agency of Natural Resources, Central Office. Position to support the American Rescue Plan Act of 2021 related payments along with supporting the additional financial reporting and monitoring that will be required. The position itself is funded through June 30, 2026, through Act 185 of 2022, G.801, Appropriation for Administrative Costs.

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 1, 2022, we will assume that you agree to consider as final the Governor's acceptance of this request.

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

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Agency of Natural Resources Date: 9/12/22

Name and Phone (of the person completing this request): Julie Moore, ANR Secretary

Request is for:

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

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

ARPA Administrative Funds- SFY 23 Big Bill- Act 185 G.801

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

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Financial Administrator III	1	ANR/CO	SFY23 Big Bill Act 185 G. 801/June 30,2026

\*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:

Additional capacity is needed in the ANR Central Office to support the additional ARPA related payments along with supporting the additional financial reporting and monitoring that will be required for the additional funding.

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)).

*Aimee Pope* 09/15/2022  
Signature of Agency or Department Head \_\_\_\_\_ Date

Aimee Pope  
Digitally signed by Aimee Pope  
Date: 2022.09.16 13:14:04 -0400  
Approved/Denied by Department of Human Resources \_\_\_\_\_ Date

Adam Greshin  
Digitally signed by Adam Greshin  
Date: 2022.09.16 13:28:24 -0400  
Approved/Denied by Department of Finance and Management \_\_\_\_\_ Date

Douglas Farnham  
Digitally signed by Douglas Farnham  
Date: 2022.09.16 13:28:24 -0400  
Approved/Denied by Secretary of Administration \_\_\_\_\_ Date

*[Signature]* 10/7/22  
Approved/Denied by Governor (required as amended by 2019 Leg. Session) \_\_\_\_\_ Date

Comments: *[Handwritten]*

	<b>Request type</b>	<b>Agency/Dept</b>	<b>Program /Division</b>	<b>Position Title</b>	<b>Funding Source</b>	<b>Date Range for Funding and LS Position Expiration Date</b>	<b>Total Grand Award Over Five Years (unless otherwise noted)</b>	<b>Notes</b>
1	ARPA	ANR Secretary's Office	Finance	Financial Administrator III	ARPA Administrative Funds SFY23 Big Bill - Act 185 G.801	August 1, 2011 to June 30, 2026	\$10,500,000	SFY23 Bill Bill Act 185 G.801

**VERMONT DEPARTMENT OF PERSONNEL**  
**Request for Classification Action**  
**New or Vacant Positions**  
**Existing Job Class/Titles ONLY**  
**Position Description Form C**

- **This form is to be used by management to request the allocation of a new position, or reallocation of a vacant position, to an EXISTING class title.**
- Employee requests must be submitted on the separate "Position Description Form A."
- Requests for full classification, to determine the appropriate pay grade for any job class must be submitted on "Position Description Form A."
- This form was designed in Microsoft Word to download and complete on your computer. This is a form-protected document, so information can only be entered in the shaded  areas of the form.
- To move from field to field use your mouse, the arrow keys or press Tab. Each form field has a limited number of characters. Use your mouse or the spacebar to mark and unmark a checkbox.
- Where additional space is needed to respond to a question, you will need to attach a separate page, and number the responses to correspond with the numbers of the questions on the form. Please contact your Personnel Officer if you have difficulty completing the form.
- All sections of this form are required to be completed unless otherwise stated.
- The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office.

**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:  GUC:

Pay Group:  Work Station:  Zip Code:

Position Type:  Permanent  Limited Service (end date)

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

Supervisor's Name, Title and Phone Number:

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

**New Position(s):**

a. **REQUIRED:** Allocation requested: Existing Class Code  Existing Job/Class Title:

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:  Posts, balances and reconciles accounting records. Processes financial transactions, disbursements, receipts, expenditures and fund transfer requests. Makes corrections in accounting records. Performs and edits financial and statistical analysis for review. Assists professional staff in preparing and maintaining accounting systems. Prepares financial statements, summaries and reports for review. Prepares agency accounting and financial records. Maintains agency records and filing systems. Performs cost analysis. Maintains internal control systems. Position performs functional supervision over two or more complex accounting activities such as: compilation and analysis of complex data for reports, reconciliation of bank accounts, processing payment for contractual services requiring utilization of cost distribution formulas, coordination systems for multiple offices or departments, analysis of accounting initiatives. Analyzes and distributes multi-program costs to appropriate funds. Tracks expenditures through electronic systems. Prepares journal vouchers for the transfer of funds. Maintains inventory records. Calculates accounting adjustments. Performs related duties as assigned.

2. Provide a brief justification/explanation of this request:  This position is needed within the Agency of Natural Resources Central Office to help with the sharp increase in the amount of accounts payable and accounts receivable transactions coming from DEC as a result of the \$40~ million of ARPA funding related to water / wastewater solutions, grants, contracts, technical assistance, and needs assessment services for underserved / under-represented Vermonters (i.e., manufactured housing community (mobile home park) residents and low income Vermont homeowners) as well as increased activity of the same for the ARPA funded 3 acre stormwater program. This increase in funding came into the DEC's FY23 Budget under the Healthy Homes Approp - Act 185 (G.700(a)(4)(B)(i/ii) and G.700(a)(6)(B) and the 3 acre stormwater funding under Act 185 - G700(A)(1)(a).

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: Megan Klinefelter

6. Who should be contacted if there are questions about this position (provide name and phone number):  
Megan Klinefelter, 802-636-7032

7. How many other positions are allocated to the requested class title in the department: 0

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

**Attachments:**

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

Laurie Bouyea-Dumont Digitally signed by Laurie Bouyea-Dumont  
Date: 2022.07.20 08:51:40 -04'00'

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

Date

DocuSigned by:  
*Megan Klinefelter*  
15B03641F1AD446

7/19/2022

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

Date

DocuSigned by:  
*[Signature]*  
66084706D5144F2

7/19/2022

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

Date

\* Note: Attach additional information or comments if appropriate.

# Agency of Natural Resources Organization Chart Secretary's Office March 2022

