



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Senior Staff Associate
Date: October 3, 2023
Subject: Limited Service Position Requests – JFO #3164

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration. *The Vermont Department of Public Service has requested an expedited review of JFO #3164. Please respond by October 9, 2023.*

JFO #3164: Four (4) limited-service positions to the Vermont Department of Public Safety: one (1) Financial Manager I, one (1) State Hazard Mitigation Planner and two (2) Financial Administrator III to process the increased grant administration workload due to the July 2023 flooding event in Vermont. Funded by previously approved grants #3015 and #3095 as well as additional FEMA DR-4720 (flood grants). Positions expected through July 27, 2027. *[Received October 2, 2023, expedited review request received October 3, 2023]*

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. If members have not responded by October 9, 2023, members will be polled.

From: Hallenbeck, Richard <Richard.Hallenbeck@vermont.gov>
Sent: Thursday, September 28, 2023 9:04 AM
To: Aronowitz, Jason <Jason.Aronowitz@vermont.gov>
Cc: Austin, Melissa <Melissa.Austin@vermont.gov>; Rose, Ben <Ben.Rose@vermont.gov>; Smith, Stephanie A <Stephanie.A.Smith@vermont.gov>
Subject: DPS JFO Position Requests

Hi Jason,

As requested by Commissioner Greshin I removed the four positions from our AA-1 packet for DR-4720. Attached is the re-submission of the four positions that are needed in place ASAP as we are currently understaffed with a lot more work coming. I would like to request an expedited JFO review. I should mention that I was preparing to submit a request prior to the July floods as we already have disaster work on the books well beyond capacity and the July flood will add 180+ subrecipients and \$126M+ in projected obligations in the coming months so time is of the essence in addressing this. It will take almost two months to onboard (assuming we get good applicants, Ltd svc can be hard to recruit for) and there will be time spent in training as well so we are late in getting this process started.

Let me know if I need to submit anything else to get this moving again.

Kind regards,
Rick

Richard M. Hallenbeck
Director of Administration/Finance
Vermont Department of Public Safety
45 State Drive
Waterbury, VT 05671
Telephone: (802) 241-5339
E-Mail: Richard.Hallenbeck@vermont.gov



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: Public Safety Date: 7/19/2023

Name and Phone (of the person completing this request): Richard Hallenbeck, 802-760-9014

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # 3015 and 3095

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

Most recent JFO approval numbers provided. Multiple FEMA Public Assistance and Hazard Mitigation grants. See attached list (includes ARPA and Indirect costs) and grant documents from most recent awards. New grants are also anticipated under FEMA DR-4720(flood)

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
Financial Manager I	1	Administration/FEMA Disaster Grants	July 2023 - July 2027/7-31-2027
Financial Administrator III	2	Administration/FEMA Disaster Grants	July 2023 - July 2027/7-31-2027
State Hazard Mitigation Planner	1	Emergency Mgt/Hazard Mitigation	July 2023 - July 2027/7-31-2027

*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:

See attached

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]
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9/1/2023

Signature of Agency or Department Head _____ Date _____

[Signature]
Aimee Pope
Digitally signed by Aimee Pope
Date: 2023.09.06 12:09:09 -04'00'

Approved/Denied by Department of Human Resources _____ Date _____

[Signature]
Adam Greshin
Digitally signed by Adam Greshin
Date: 2023.09.28 13:39:06 -04'00'

Approved/Denied by Finance and Management _____ Date _____

[Signature]
Sean Brown
E643164EBC83432
9/28/2023

Approved/Denied by Secretary of Administration _____ Date _____

[Signature]
9/29/23

Approved/Denied by Governor (required as amended by 2019 Leg. Session) _____ Date _____

Comments:

Jason Aronowitz
Digitally signed by Jason Aronowitz
Date: 2023.09.28 10:17:08 -04'00'

FEMA Disaster Grants Position Request Attachment

Supplemental information for block 1:

1. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA), Public Assistance Grant Program, funding to municipalities, etc. to respond to and recover from severe flooding, storms, etc.
2. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA), Hazard Mitigation Grant Program, funding to municipalities, etc. to mitigate known and potential hazards.
3. Indirect Cost Rate Agreement

Supplemental information from block 3:

This request is for both existing grants approved by the Joint Fiscal Office as well as new disaster grants anticipated in the wake of the severe flooding event that began on July 9th of 2023. Additionally, the rate of declared disasters of smaller magnitude are anticipated to provide sufficient funding for these positions indefinitely. DPS Administration currently has only one Financial Administrator position dedicated full time to handling the FEMA Public Assistance and Hazard Mitigation grants which includes all subrecipients of this funding. Another position recently created for the Flood Resilient Communities Fund (ARPA) also assists with some of the FEMA disaster grants as time permits. The disaster grant workload has exceeded capacity and additional staffing is needed immediately. One of the impacts of insufficient staff is delays in disbursements to municipalities and other eligible applicants along with delayed drawing of federal funds. The need for a total of four positions is anticipated as we begin administration of the Hazard Mitigation grants from COVID and both Public and disaster funds for the severe statewide flood event that took place in July of 2023 along with the current disasters we are managing. Currently we have 8 open Public Assistance grants and 7 open Hazard Mitigation disaster grants which includes COVID but not the recent flooding. If we fail to address the staffing issues now, we will be unable to meet the pace of the work and will experience a significant backlog that will delay payments and projects. These positions are entirely related to an increased workload due to an increased number and increased magnitude of disasters. These limited-service positions would be strategically eliminated if we are able to complete the work of the existing disasters and do not experience new disasters at the pace we are currently seeing.

I have attached an org chart for both Administration and Emergency Management to show the new structure. In Emergency Management one new State Hazard Mitigation Planner position is needed to handle the work under the new disaster declaration (FEMA DR-4720). In Administration a new supervisor position is included with four direct reports (two of these would be new positions). The Financial Manager who supervises the Grant Management Office

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.

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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:

Responsible for compliance with internal control systems that have been established thru State, DPS and Financial Office policies and procedures.

Compiles complex data for state and federal reports.

Performs cost analysis for state and federal programs.

Tracks expenditures through electronic systems.

Performs budget development, tracking, and reporting for state and federally funded programs in internal and external electronic systems.

Maintains department records and filing systems related to grant management and financial monitoring.

Participates in federal and state audits or monitoring visits. Helps to ensure audit corrective action plans are implemented as required

Performs related duties as assigned

2. Provide a brief justification/explanation of this request: The disaster grant workload has exceeded capacity and at least one FTE is needed immediately. One of the impacts of insufficient staff is delays in disbursements to municipalities and other eligible applicants along with delayed drawing of federal funds. The need for an additional two FTE (total of three) is anticipated as we begin administration of the Hazard Mitigation grants from COVID and both Public Assistance and Hazard Mitigation disaster funds for the severe statewide flood event that took place in July of 2023 along with the current disasters we are managing. Currently we have 8 open Public Assistance grants and 7 open Hazard Mitigation disaster grants which includes COVID but not the recent flooding. If we fail to address the staffing issues now, we will be unable to meet the pace of the work and will experience a significant backlog that will delay payments and projects.

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). Not applicable

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: Rick Hallenbeck, Director, DPS Administrator

6. Who should be contacted if there are questions about this position (provide name and phone number): See above

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

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).

DocuSigned by:
Roxanne Royce
6BA66102FBB1493...

8/22/2023

Personnel Administrator's Signature (required)*

Date

DocuSigned by:
Richard Hallenbeck
14DBD9CB847D478...

8/8/2023

Supervisor's Signature (required)*

Date

DocuSigned by:
Jennifer Morrison
6E59BECD42D84E2

8/8/2023

Appointing Authority or Authorized Representative Signature (required)*

Date

* Note: Attach additional information or comments if appropriate.

VERMONT DEPARTMENT OF PERSONNEL
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Existing Job Class/Titles ONLY
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- 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.
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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: _____
	Working Conditions: _____	Accountability: _____
	Total: _____	

Position Information:

Incumbent: **Vacant or New Position**

Position Number: New 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:

-
-
-
-
-
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-
-

-

b) Ensure all employee time reports are for allowable costs under funding requirements.

3) Grant Management

a) Follow department's grant management Granting Plan as required by AOA Bulletin 5

b) Ensure DPS administers subrecipient agreements in accordance with 2 CFR 200 Uniform Guide, AOA Bulletin 5 and, the DPS Granting Plan. This entails following and updating processes, strategies and review/approve work completed in the Financial Office.

4) Indirect Cost Rate: ensure Indirect Allocations are completed for all allowable funding sources.

5) Supervision

a) Set conduct, performance and operational standards for work performed.

b) Assign ongoing and infrequent responsibilities.

c) Train and motivate employees to produce an acceptable work product.

d) Ensure performance is achieved by providing supervisory feedback/evaluations.

e) Pre-Approve or deny leave and overtime requests.

f) Ensure accurate time reporting and approve.

This position works collaboratively with supervisors to accomplish;

6) Developing and implement procedures to ensure employees have clear expectations:

a) Training for department employees on the DPS Granting plan

b) Training for subrecipients on award requirements.

c) Ensure department processes and policies are in place to implement state and federal rules.

7) Budget is the basis for managing government funds. Under Title 32 VSA § 462(a) "...no moneys shall be paid out of the Treasury of the State except upon specific appropriation."

a) Assist staff with Excess Receipt Requests as needed

b) Assist staff with budget exercise(s) as assigned by the Budget Office and/or Supervisor- this may include analyzing the department's needs and building a budget within the constraints of the exercise. This involves creating a trend analysis of previous spending and available revenue and developing projections given the goals for each program.

8) Year End Reporting

a) Ensure closing transactions (billings, draws, journal entries, etc.) are completed for the closeout period.

b) Ensure all funds are balanced for the month of June.

c) Public Safety is subject to the state-wide Annual Consolidated Financial Report (ACFR) due in mid-September every year. This consists of several reports. They must carry out the processes with staff to gather needed data to complete reports in conjunction with Supervisor. This may include reconciling amounts to ensure accurate reporting prior to submitting.

2. Provide a brief justification/explanation of this request: The disaster grant workload has exceeded capacity and at least one FTE is needed immediately. One of the impacts of insufficient staff is delays in disbursements to municipalities and other eligible applicants along with delayed drawing of federal funds. The need for an additional two FTE (total of three) is anticipated as we begin administration of the Hazard Mitigation grants from COVID and both Public Assistance and Hazard Mitigation disaster funds for the severe statewide flood event that took place in July of 2023 along with the current disasters we are managing. Currently we have 8 open Public Assistance grants and 7 open Hazard Mitigation disaster grants which includes COVID but not the recent flooding. If we fail to address the staffing issues now, we will be unable to meet the pace of the work and will experience a significant backlog that will delay payments and projects.

I have attached an org chart showing this new supervisor position with four direct reports (two of these would be new positions). The Financial Manager III who supervises the Grant Management Office currently has six direct reports which is already too many and adding even one additional direct report would be imprudent. The new structure would allow the Financial Managers to have 4 - 5 direct reports each and provide better support to employees throughout the Grant Management Office across all programs.

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).

New Position (JFO request), Financial Administrator III

New Position (JFO request), Financial Administrator III

Kristine Seipel, Financial Administrator III

Aldijana Zolj, Financial Administrator III

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: Richard Hallenbeck, Director DPS Admin.

6. Who should be contacted if there are questions about this position (provide name and phone number): same as above

7. How many other positions are allocated to the requested class title in the department: 1

8. Will this change (new position added/change to vacant position) affect other positions within the organization? (For example, will this have an impact on the supervisor's management level designation; will duties be shifted within the unit requiring review of other positions; or are there other issues relevant to the classification process.) 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).

DocuSigned by:

Roxanne Royce

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Personnel Administrator's Signature (required)*

8/22/2023

Date

DocuSigned by:

Richard Hallenbeck

14DBD9CB847D478...

Supervisor's Signature (required)*

8/8/2023

Date

DocuSigned by:

Jennifer Morrison

6F39BECD42D84F2...

Appointing Authority or Authorized Representative Signature (required)*

8/8/2023

Date

* Note: Attach additional information or comments if appropriate.

VERMONT DEPARTMENT OF PERSONNEL
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- 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.
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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: _____
	Working Conditions: _____	Accountability: _____
	Total: _____	

Position Information:

Incumbent: **Vacant or New Position**

Position Number: NEW Current Job/Class Title: State Hazard Mitigation Planner

Agency/Department/Unit: DPS-Emergency Management GUC: 02140

Pay Group: Work Station: Waterbury Zip Code: 05676

Position Type: Permanent Limited Service (end date) 7/31/2027

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

Supervisor's Name, Title and Phone Number: Stephanie Smith, State Hazard Mitigation Supervisor, 802-989-6893

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 671750 Existing Job/Class Title: State Hazard Mitigation Planner

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: Manage Program Administration by State and Local Hazard Mitigation Plan Review

Management of Program Administration by State is a new component of this position. Program Administration by State is a FEMA program to delegate federal responsibilities into state authority, giving Vermont increased control and oversight to implement FEMA's Hazard Mitigation Assistance program. This is a voluntary program in which Vermont had not participated in prior to 2019. Participation in Program Administration by State improves the consistency of Local Hazard Mitigation Plan (LHMP) review and allows regions and local jurisdictions to skip the FEMA review process entirely, saving significant time and a second round of plan revisions. This improves customer service for municipalities and Regional Planning Commissions.

Managing this program includes significant collaboration with hazard mitigation planners at FEMA Region I, plan developers, and local communities. A high level of expertise, high standards and consistency in interpretation of federal requirements will be necessary for Vermont to continue to participate in this program.

Tasks include:

1. Independently conduct State Review of municipal and regional LHMPs for compliance with federal requirements.
2. Make determinations of Required Revisions, Approval Pending Adoption, and Formal Approval and communicate determinations back to plan developers.
3. Assist Regional Planning Commissions (RPCs), consultant planners, and municipalities in addressing State Review comments to meet federal requirements.
4. Maintain regular communications with FEMA during plan reviews to maintain consistency in review and ensure federal requirements are met. Submit final plans to FEMA once they have received Formal Approval.
5. Develop, coordinate and assist with FEMA and State LHMP trainings and workshops: develop State LHMP outreach strategy; design trainings/workshops; coordinate with State planning partners on intent, scope and agenda of trainings; develop and provide resource materials; respond to pre-and post-event questions; secure appropriate course credit for participants when applicable; plan event logistics.

6. Research, understand, and attend trainings on local mitigation plan requirements. Remain abreast of changes in requirements or FEMA guidance-interpretations.

7. Regularly update the State LHMP tracker as LHMPs move through each step towards Formal Approval and send tracker to FEMA monthly.

8. Enable municipalities to conduct LHMP updates in a timely manner: provide reminders at least 12 months in advance of plan expirations; encourage municipalities to apply for Hazard Mitigation Assistance (HMA) funding for LHMPs when available. Encourage municipalities across the state to conduct mitigation planning; encourage priority and under-resourced regions to access HMA funding for LHMPs; provide LHMP trainings across the state.

B. State Hazard Mitigation Planning

1. Assist the State Hazard Mitigation Officer (SHMO) with coordination of State Hazard Mitigation Plan (SHMP) implementation activities: working group development; work plan development and logistical support for working groups; meeting facilitation and agenda development; development of the annual implementation progress report.

2. Maintain database of information, resources, contact information, and new ideas to include in upcoming State Mitigation Plan cycle.

3. Develop and maintain relationships with key state agency, private sector, and nonprofit entities to participate in plan implementation.

4. Assist the SHMO with coordinating the State Hazard Mitigation Planning and Policy Committee in accomplishing the update of the State Hazard Mitigation Plan: assist with development of the workplan and timeline for update process; organize logistics of and technology use during committee meetings; draft text for emailing committee members; facilitate meetings, set agendas; take notes during meeting and follow-up with assigned tasks per committee members; respond to committee member questions throughout process.

5. Collect risk analysis and vulnerability data, and mitigation strategies from all relevant state mitigation partners and committee members: conduct outreach to receive information from key entities that are not already involved in planning process; track data collection process and follow-up with individuals as needed.

6. Assist the SHMO with writing, updating and editing the State Hazard Mitigation Plan based on research and input from the Committee and other cross-sector mitigation planning partners.

C. Assist in the Administration and Implementation of the Hazard Mitigation Assistance (HMA) Grant Programs

1. Design and coordinate outreach activities for HMA funding opportunities: design and update outreach tracking documents; outreach to all appropriate Potential HMA Projects in self-maintained database; develop and conduct webinars; facilitate Regional Planning Commission (RPC) conference calls; draft outreach text for emails, newsletters, press releases; develop outreach resources for RPCs and municipalities (template letters for contacting property owners, etc).

2. Develop and maintain Potential HMA Project database and files; manage and update submitted HMA application files and tracking databases.

3. Provide technical assistance to sub-applicants (municipalities, agencies, nonprofits, property owners) to complete application requirements: respond to questions; facilitate and coordinate conference calls and site visits; assist with acquiring FEMA flood maps; review technical engineering, site plan, and elevation survey information; answer questions about how to complete the various required federal forms.

4. Perform and provide technical assistance regarding benefit-cost analyses (BCAs): perform BCAs for new and potential HMA applications; respond to questions regarding conducting BCAs in order to support RPCs and municipalities in learning how to conduct them themselves; request necessary data from applicants, and follow-up or assist in compiling the necessary data; and update BCAs as FEMA Requests for Information (RFI) may impact the original application.
5. Coordinate multi-stakeholder meetings for project development, and mediate or facilitate when necessary to overcome disputes and share information.
6. Review submitted applications and acquire necessary additional information from sub-applicants: ensure all required federal forms, maps, technical documentation, project descriptions, and detailed budgets are provided; review BCA's to ensure they are correct and complete; assist sub-applicants in completing all additional needs.
7. Prepare applications for the Project Review Committee review process: coordinate logistics for meetings, draft text for emails; prepare pending applications; pre-review applications and provide verbal overview of each project to committee members; take notes during meeting.
8. Prepare complete applications for FEMA review: organize and manage physical and digital application files; conduct FEMA checklist review of each application; manage internal spreadsheets of FEMA-submitted applications.
9. Respond to FEMA Requests for Information (RFIs) for pending applications: assist sub-applicants in completing the FEMA RFI; if necessary, assist sub-applicants in sourcing funds to complete technically complex FEMA RFIs; compile, organize and manage incoming RFI materials; package complete RFI responses and send to FEMA; manage internal RFI tracking spreadsheets
10. Research answers to eligibility and funding rule questions through HMA requirements.
11. Provide logistical support at FEMA and State trainings (Benefit-Cost Analysis, Local Hazard Mitigation Planning, Project Development, Grant Application Development).

D. Vermont Emergency Management Emergency Operations Support

1. Participate in State Emergency Operations Center trainings, as required, up to the Section Chief level.
2. Participate in Emergency Operations Center activations, exercises, and division-wide activities.

2. Provide a brief justification/explanation of this request: 100% FEMA funding (DR-4720 management costs) following VT historic and catastrophic flooding, July 2023

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:

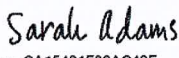
4. If the requested class title is part of a job series or career ladder, will the position be recruited at different levels? Yes No
5. The name and title of the person who completed this form: Sarah Adams, Senior HR Business Partner
6. Who should be contacted if there are questions about this position (provide name and phone number): Stephanie Smith, 802-241-5363

7. How many other positions are allocated to the requested class title in the department: 2

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).

DocuSigned by:

 CA15431F36AC42F...

8/4/2023

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

Date

DocuSigned by:

 F46BDD1D8D3446B...

8/4/2023

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

Date

DocuSigned by:

 2B16FD6180DE453...

8/4/2023

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

Date

* Note: Attach additional information or comments if appropriate.

Jennifer Morrison
Commissioner of
Public Safety
Position # 337001

Daniel Bastie
Deputy Commissioner
Position # 337008

Richard Hallenbeck
Financial Director IV
Position # 330072

Accounting Office
Supervisor
Amber Beaudin
Financial Manager I
Position #330236

Budget Office
Supervisor
Rhonda Camley
Financial Manager III
Position #330150

Grant Programs Office
Supervisor
Melissa Austin
Financial Manager III
Position #330035

Direct report (Supervisor)
New Supervisor position
Financial Manager I
Position #350NNN

Audit and Payroll Office
Supervisor
Brenda Buker
Financial Director I
Position #330224

Procurement Office
Supervisor
Alastair Gee
Administrative Services Manager II
Position #330252

Direct reports
Eric Brooks
Financial Specialist III
Position # 330404

Sarah Prior
Financial Specialist III
Position #330318

April Corliss
Financial Specialist III
Position #330103

Kelly Hough
Financial Specialist III
Position #330077

Direct reports
Emma English
Financial Administrator III
Position #330315

Jacob Theurer
Financial Administrator I
Position #330231

Direct Reports
Kaia Lewis
Financial Administrator III
Position #330377

Tammy Martel
Financial Administrator III
Position #330078

Nathalie Townsley
Financial Administrator III
Position #330316

Bonnie MacBrien
Financial Administrator III
Position 330253

Direct Reports
New Position
Financial Administrator III
Position #330NNN

New Position
Financial Administrator III
Position #350NNN

Kristine Seipel
Financial Administrator III
Position #330359

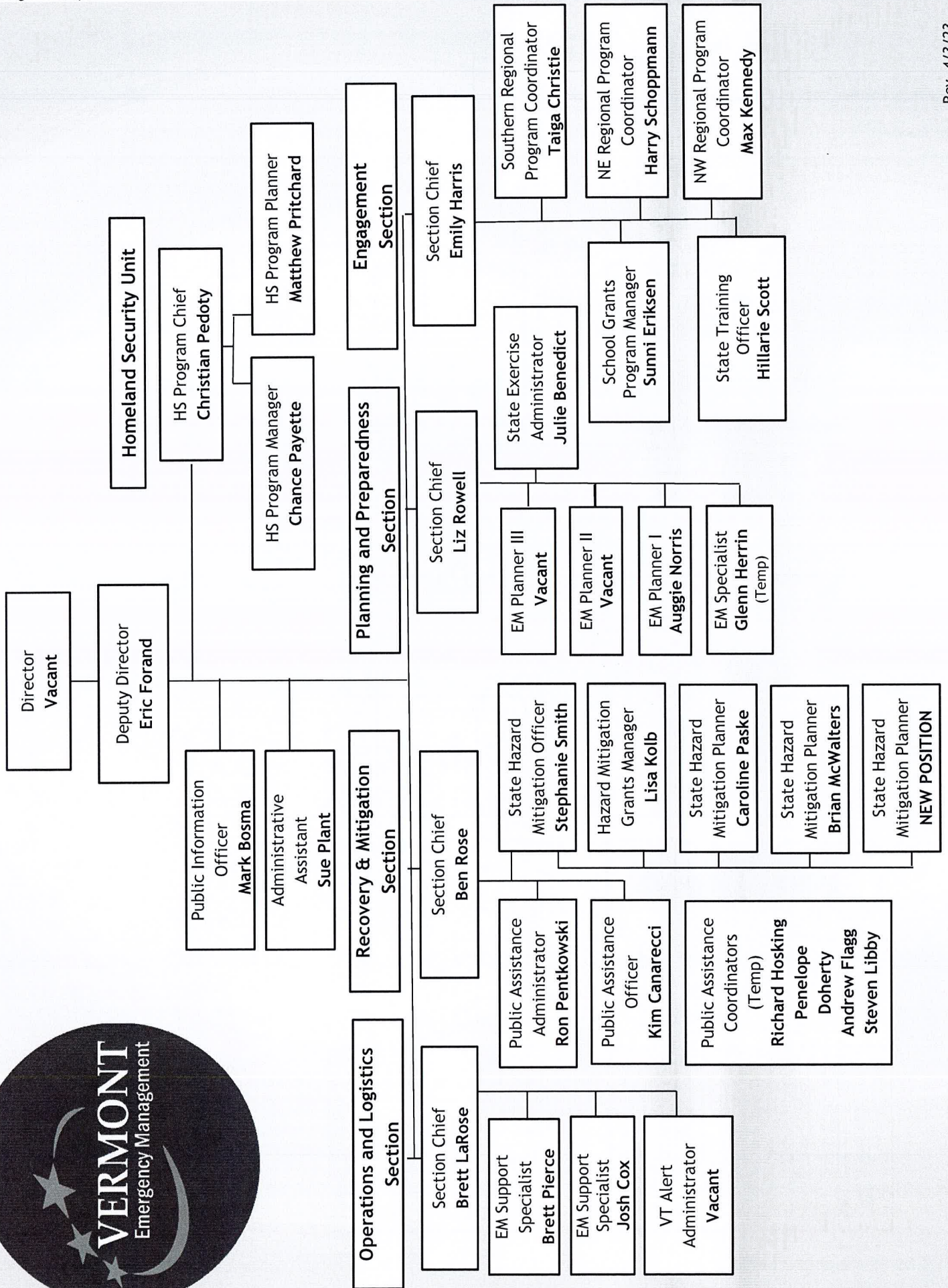
Aldijana Zolj
Financial Administrator III
Position #330403

Direct Reports
Hannah Morse
Administrative Svcs Cord IV
Position #330036

Vacant
DPS Account Audit Analyst
Position #330363

John Lahr
DPS Account Audit Analyst
Position #330362

Direct Report
Katie Irish
Administrative Services Coordinator III
Position #330250



	Number of Hours to		Reimbursement		Quarterly	Cash	VISION,	
	Number of Subgrants	Execute Subgrant*	Review (Small)**	Review (Large)***	Reports	Transaction Report	GTM, Gen Maint	Total
DR-4330	51	102	8.00	16.00	16	48	51	
DR-4380	10	20	-	8.00	16	48	10	
DR-4445	49	98	7.00	28.00	16	48	49	
DR-4474	60	120	49.00	96.00	16	48	60	
DR-4532	96	192	4.00	144.00	16	48	96	
DR-4621	19	38	12.00	32.00	16	48	19	
DR-4695	5	10	9.00	-	16	48	5	
	290	580	89	324	112	336	290	1731
DR-4720	292	584	2883	1936	16	48	292	5759
	582	1164	2972	2260	128	384	582	7490

Hours General Assumptions

- 2 *No issues were found during the compliance review (ex: we had COI, all data was provided in RPA, UEI valid, RA turned up no issues, etc.)
- 1 **No issues working with subrecipient or getting a response from them
- 4 ***No issues working with subrecipient or getting a response from them, documentation was complete and there were no RFI's or discrepancies, etc.
- 1 Quarterly Reports
- 3 Cash Transaction Report
- 1 General Maint
- Employee only has to manage Public Assistance and has no other duties or interruptions
- Used figures from Irene to estimate DR-4720

Other Considerations:

A significant number of hours will be realized for each FTE to resolve the inevitable issues found during review of documentation

A significant number of hours will be realized for "other job duties as assigned" in relation to the work of FEMA declared disasters

An employee will have roughly 96 hour of holidays, 160 hours of annual leave, and some sick or personal leave so using 2080 as the number of hours worked is not realistic

The July flooding event is a similar size to Tropical Storm Irene. The 3 additional business office positions will mirror the staffing used for Tropical Storm Irene grant management.

It is worth noting that there are multiple disaster grants in play including the Hazard Mitigation grant from COVID.