



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee Members  
From: Nathan Lavery, Fiscal Analyst  
Date: August 24, 2012  
Subject: Grant Requests

Enclosed please find three (3) items that the Joint Fiscal Office has received from the administration. Five (5) limited service position requests are included in these items.

**JFO #2574** – Request to establish **four limited service positions** in the Department of Labor. These positions will enhance the Department's ability to re-employ claimants by interviewing claimants and developing plans designed to obtain employment for claimants. Funding for these positions was approved during the FY13 budget process.

*[JFO received 8/20/12]*

**JFO #2575** – Request to establish **one limited service position** in the Department of Public Safety's Vermont Fusion Center. This position will provide crime analysis to investigators, and act as the Statewide Police Intelligence Network liaison at local and regional meetings. Funding for this position was approved in JFO 2108, a homeland security grant.

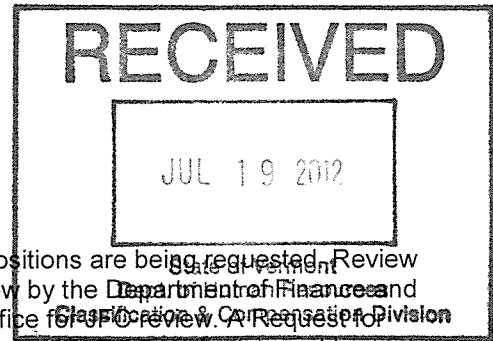
*[JFO received 8/20/12]*

**JFO #2576** – \$66,848 grant from the U.S. Department of Health and Human Services to the Vermont Department for Children and Families. These funds will support the guardianship assistance program that provides financial support for children, formerly in DCF custody, whose relatives have assumed guardianship duties.

*[JFO received 8/20/12]*

Please review the enclosed materials and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; [nlavery@leg.state.vt.us](mailto:nlavery@leg.state.vt.us)) if you have questions or would like an item held for Joint Fiscal Committee review. Unless we hear from you to the contrary by September 7 we will assume that you agree to consider as final the Governor's acceptance of these requests.

**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 Classification 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: Vermont Department of Labor Date: July 13, 2012

Name and Phone (of the person completing this request): Tracy M. Phillips, UI & Wages Division Director

Request is for:

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

*JFO 2574*

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

U.S. Department of Labor, Employment and Training Administration  
Reemployment and Eligibility Assessment (REA) Grant: \$ 234,239  
Reemployment and Eligibility Assessment (REA) Grant: \$ 848,012

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

UC Reemployment Program Facilitators: 4 VT Department of Labor, UI Wages Division; end date 9/30/13

\*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:

To increase the Department's ability to re-employ claimants and reduce erroneous payment. The foundation of the grant proposal is based on a number of studies that found attention to UI beneficiaries' efforts to find employment relative to their re-employment service needs results in shorter claim durations and fewer payments. It is estimated that success with REA could yield VT Labor Trust Fund savings of at least \$2.5 million.

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)).

Anne M. Noonan 7/17/12  
Signature of Agency or Department Head Date

Molly Paul 7/19/12  
Approved/Denied by Department of Human Resources Date

[Signature] 7/26/12  
Approved/Denied by Finance and Management Date

[Signature] 07/31/12  
Approved/Denied by Secretary of Administration Date

Comments:

**JUL 23 2012**

*BAL 1/24/2012*

## Nathan Lavery - REA UC Reemployment Program Positions requests

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**From:** "Wawrzyniak, Chad" <Chad.Wawrzyniak@state.vt.us>  
**To:** "Lavery, Nathan" <nlavery@leg.state.vt.us>  
**Date:** 8/24/2012 9:54 AM  
**Subject:** REA UC Reemployment Program Positions requests  
**CC:** "Phillips, Tracy" <Tracy.Phillips@state.vt.us>

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Hi Nathan,

Thanks for the phone call this morning. The federal money that is going to be used for these positions was included in our budget requests for FY 13. Please let me know if you require any further information.

-Chad

Chad Wawrzyniak  
Fiscal Director  
Vermont Department of Labor  
5 Green Mountain Drive  
Montpelier, VT 05601-0488  
(802) 828-0281  
Fax: (802) 828-4022

## Department of Human Resources

### Agency of Administration

## Job Specifications

### RE-EMPLOYMENT ASSISTANCE FACILITATOR

Job Code: 500520

Pay Plan: Classified

Pay Grade: 19

Occupational Category: Administrative Services, HR & Fiscal Operations

Effective Date: 06/03/2012

#### Class Definition:

Interviewing, fact-finding, and analytical work at a technical level involving eligibility for continued benefits for the Re-Employment Assistance Program. Specialized work for the Department of Labor involving in-person interviewing of claimants. Duties involve conducting initial and subsequent assessment of individual needs and referring claimants to Resource Center for Re-employment Services. Assist clients with identifying barriers to employment and create a service plan. Work is performed under the supervision of a Re-Employment Assistance Program Coordinator.

#### Examples of Work:

Interview unemployment insurance claimant in-person. Determine appropriate referral services for clients' by utilizing a broad range of assessment techniques including testing and in-depth interviewing. Create employability development plans for clients by analyzing and integrating information obtained from in-depth interviews, appropriate assessments and labor market information. Monitor and revise plans based on each client's progress at obtaining employment. Facilitate clients' achievement of plans by arranging for services, coaching and/or connecting clients to partner agencies. Conduct periodic eligibility reviews to ensure compliance with program requirements and refer to adjudication as appropriate. Adhere to performance standards as directed by REA Program Coordinator. Document and maintain case management records. Perform other related duties as required.

**Environmental Factors:** Duties are performed in a standard office setting. Incumbents must be able to work in stressful and sometimes emotional situations and treat the public with sensitivity, fairness, and tact. Incumbents may encounter clients who are uncooperative or who may be hostile during interview for which considerable human relations skills are required. Incumbents must be tactful, but persistent in fact-finding efforts, and maintain objectivity in analysis and determination of cases. Some pressure from deadlines may be experienced.

#### Minimum Qualifications

##### Knowledge, Skills and Abilities:

Considerable knowledge of interviewing techniques to obtain, compile and analyze information.

Working knowledge of local area economic and employment conditions.

Working knowledge of Unemployment law.

Ability to obtain pertinent information from applicants regarding education, training, and vocational goals.

Ability to work independently.

Working knowledge of recruitment techniques and procedures

Working knowledge of State and Federal rules and regulations regarding equal employment and anti-discrimination.

Knowledge of state and community resources available to clients.

Ability to establish and maintain effective working relationships.

Ability to communicate effectively, both orally and in writing.

Ability to manage vocational plans.

Ability to read and comprehend complex procedures, policies, and regulations.

**Education and Experience:**

Education: Bachelor's degree.

Experience: Two years experience in either: employment services, human services, human resources, or vocational counseling.

OR

Education: Associate's degree.

Experience: Four years experience in either: employment services, human services, human resources, or vocational counseling.

OR

Education: High school graduation or equivalent.

Experience: Six years experience in either: employment services, human services, human resources, or vocational counseling.

**Special Requirements:** NOTE: Travel will be required for which private means of transportation must be available.

U.S. Department of Labor

Employment and Training Administration  
200 Constitution Avenue, N.W.  
Washington, D.C. 20210



JUN 24 2011

Ms. Valerie Rickert  
Deputy Commissioner  
Vermont Department of Labor  
5 Green Mountain Drive  
P.O. Box 488  
Montpelier, Vermont 05601-0488

Dear Ms. Rickert:

I am pleased to inform you that your agency's request for the 2011 Supplemental Budget Request (SBR) funds to continue operation of your Reemployment and Eligibility Assessment (REA) initiative has been approved in the amount of \$848,012, in accordance with the prior allotment to your state and under authority of Section 302 of the Social Security Act. As designated by the appropriation language, these funds are limited to expenditures for REA activities provided in accordance with Unemployment Insurance Program Letter (UIPL) No. 11-11 and your state's 2011 SBR. REA activities must be charged to an REA activity code to document the proper expenditure of funds.

REAs are a critical initiative to help unemployed workers successfully reenter the workforce and to simultaneously ensure the integrity of the Unemployment Insurance (UI) program. We are pleased that this worthwhile initiative will continue in your agency and look forward to your implementation of the new provisions in the UIPL to move to a more uniform REA program nationally. We will continue to offer both general and individualized technical assistance to REA states, as appropriate.

The Federal Grant Officer will issue a Notice of Obligation to provide these funds under the Fiscal Year (FY) 2011 UI Annual Funding Agreement. As a condition of this award, cumulative expenditures during the life of these projects should be reported in the remarks section of the U.S. Department of Labor's Employment and Training Administration (ETA) Financial Report (ETA 9130). Also, please coordinate your state's reporting with your regional ETA Federal Project Officer.

These FY 2011 funds should be obligated by the state in adherence to the timeline contained in your REA proposal, which is by March 31, 2012. However, to allow for potential changes that might occur, the obligation date specified by the Grant Officer on the Notice of Obligation for these funds is September 30, 2012. Funds must be liquidated within 90 days of the obligation deadline.

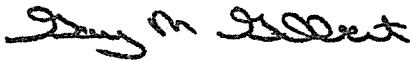
We recognize that proposals include cost estimates that may change. If changes of twenty percent or more in any specific budget category on the Standard Form 424A occur, a letter requesting approval of the change along with applicable grant documents

must be submitted by the agency signatory official to the ETA Regional Office to amend the budget and plan. Because approval of the Grant Officer is required, requests for these proposed changes, including an explanation of the changes and applicable budgetary information, should be submitted as soon as the required information is available. Pursuant to 29 CFR 97.23, requests to amend the plan/budget should be submitted at least thirty days prior to the end of the obligation period, and requests to extend the expenditure/liquidation period should be submitted at least 30 days prior to the end of the liquidation period. Please reference the SBR name and the UI Agreement grant number in any future correspondence relating to this SBR.

We are always eager to identify best practices for the REA program and welcome information about your successes through our new Community of Practice on Workforce3 One at <https://reemploymentworks.workforce3one.org>. Please share your initiatives and review valuable information from states facing similar challenges.

Best wishes for the continued success of your REA initiative.

Sincerely,



Gay M. Gilbert  
Administrator  
Office of Unemployment Insurance