



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: August 17, 2010
Subject: JFO #2450, #2451, #2452

No Joint Fiscal Committee member has requested that the following items be held for review:

JFO #2450 — Request from the Department of Labor to establish two limited service positions. These positions will increase the ability of the Department of Labor to conduct timely in-person eligibility reviews. These reviews help determine eligibility and bring claimants into the Career Resource Centers more regularly.
[JFO received 7/12/10]

JFO #2451 — Request from the Department of Labor to establish five limited service positions. These positions will increase the ability of the Department of Labor to re-employ claimants and reduce erroneous payments.
[JFO received 7/12/10]

JFO #2452 — Request from the Department of Health to establish one limited service position. This position will replace a temporary, half-time, position in the WIC Breastfeeding program. The program's expansion has resulted in an increased workload, making a part-time position insufficient to complete the associated duties.
[JFO received 7/16/10]

The Governor's approval may now be considered final. We ask that you inform the Secretary of Administration and your staff of this action.

cc: Valerie Rickert, Commissioner (acting)
Wendy Davis, Commissioner



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: July, 16 2010
Subject: Grant Requests

Enclosed please find three (4) requests that the Joint Fiscal Office has received from the administration. These requests include the establishment of nine (9) limited service position.

JFO #2450 — Request from the Department of Labor to establish two limited service positions. These positions will increase the ability of the Department of Labor to conduct timely in-person eligibility reviews. These reviews help determine eligibility and bring claimants into the Career Resource Centers more regularly.

[JFO received 7/12/10]

JFO #2451 — Request from the Department of Labor to establish five limited service positions. These positions will increase the ability of the Department of Labor to re-employ claimants and reduce erroneous payments.

[JFO received 7/12/10]

JFO #2452 — Request from the Department of Health to establish one limited service position. This position will replace a temporary, half-time, position in the WIC Breastfeeding program. The program's expansion has resulted in an increased workload, making a part-time position insufficient to complete the associated duties.

[JFO received 7/16/10]

JFO #2453 — Request from the Department of Public Safety to establish one limited service position. This position will support rural law enforcement investigations by expanding capacity to track and analyze crime trends. Funding for this position is available through an award from the American Recovery and Reinvestment Act. Only the position requires JFC approval. The underlying grant was approved by JFC (#2399) in November, 2009. The Department intended to use a contractor to perform the necessary duties, however, further review indicated that a limited service position was necessary. **Expedited review of this item has been request by the Department. Joint Fiscal Committee members will be contacted by July 23 with a request to waive the statutory review period and accept this item.**

[JFO received 7/16/10]

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; 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 July 30 we will assume that you agree to consider as final the Governor's acceptance of these requests.

cc: James Reardon, Commissioner
Valerie Rickert, Commissioner (acting)
Wendy Davis, Commissioner
Thomas Tremblay, Commissioner

SFO 2452

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 Human Services -- Department of Health Date: 5/11/10

Name and Phone (of the person completing this request): Leo Clark, CFO, Department of Health, 802.863.7284

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # not available

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

United States Department of Agriculture, WIC Breastfeeding Grant -- CFDA #10.557
(copy of grant award document attached)

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>
Public Health Specialist AC:Breastfeeding	1	WIC	9/30/11

*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:

Due to the expansion of the WIC Breastfeeding program from one to three VDH District Offices, we need to replace the current half-time temporary employee with a full-time classified position to complete the associated workload.

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)).

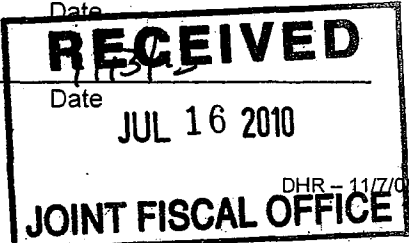
Wendy Davis MD Signature of Agency or Department Head Date 6/23/10

Molly Pauly Approved/Denied by Department of Human Resources Date 7/1/10

[Signature] Approved/Denied by Finance and Management Date 7/8/10

[Signature] Approved/Denied by Secretary of Administration

Comments:



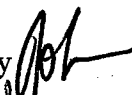
REC'D JUL 7 2010


Agency of Human Services
103 South Main Street
Waterbury, VT 05671-3711

Agency of Human Services
Business Office
103 South Main Street
Waterbury, VT 05671-0204
[phone] 802-241-2949
[fax] 802-241-1200

MEMORANDUM

TO: Grant Request Reviewers

THROUGH: Robert Hofmann, Secretary 

FROM: Jim Giffin, AHS CFO 

DATE: June 24, 2010

RE: Vermont Department of Health WIC Breastfeeding Grant

VDH is requesting the creation of a Limited Service Position by the Joint Fiscal Committee for their WIC Breastfeeding Grant.

The grant was initially approved in 2004. Subsequently, the USDA – Food and Nutrition Service has expanded the grant by over 300% to \$164,000/year.

We have been advised that the correct way to secure a position for the grant is through the JFC approval process.


REC'D JUL 2 2010





Department of Health
Business Office

MEMORANDUM

To: Jim Giffin, AHS CFO
From: Leo Clark, VDH CFO 
Subject: Request to Establish One Limited Service Position for WIC Breastfeeding
Date: June 23, 2010

The Department of Health is requesting to establish a new, limited service position funded by a Women, Infants and Children (WIC) grant from the US Department of Agriculture for the breastfeeding peer counseling program.

The peer counseling program began in July, 2004 with a grant of \$49,000 to cover one Vermont District Office.

This initial amount was recently increased to \$164,222 and we would like to use the additional funds to expand the peer counseling program to cover three District Offices. In order to do so, we need to replace the current half-time, temporary position with a full-time, limited service position (LSP). We are requesting that the new LSP be established with an initial end date of 9/30/11, which is the conclusion of the next succeeding federal fiscal year.

Enclosed are the JFC Position Request Form; the Request for Classification Review; the related job specification and org charts; and a copy of the current USDA grant award document.

We would appreciate your review and approval of this request and transmittal to Finance & Management and Human Resources at your earliest convenience.

Thank you.

GRANT AWARD DOCUMENT

1. GRANTOR AGENCY: USDA - Food and Nutrition Service	2. APPROPRIATION: See below under Appropriation column.
3. VT DEPT OF HEALTH VT DEPT OF HEALTH 108 CHERRY ST BURLINGTON VT 05402 VENDOR NO: S5091701	4. TITLE OF GRANT: Women Infants & Children
5. PROGRAM YEAR: 2010 GRANT AWARD REF NO: 4VT700746 Amendment: 0	6. ESTIMATED ANNUAL GRANT AWARD:
7. GRANT PERIOD : FROM 10/01/2009 TO 09/30/2011	

APPROPRIATION	ACCOUNT CODE	PCA TITLE	CFDA NO	PREVIOUS LEVEL	INCREASE/DECREASE	CURRENT LEVEL
12 9/0 3510	2010CW500344	WIC BREASTFDNG PEER COUNS(O)	10.557	\$.00	\$.00	\$.00
12 0/1 3510	2010IW500344	WIC BREASTFDNG PEER COUNS(O)	10.557	\$.00	\$164,222.00	\$164,222.00
TOTAL:				\$.00	\$164,222.00	\$164,222.00

9. SPECIAL INSTRUCTIONS/COMMENTS
Please note that the Financial Official (FO) assigned by the above grantee organization is responsible for maintaining valid banking information for this grant. This includes certifying that correct routing and transit numbers (ABA/RTN) and bank account numbers have been entered into the ASAP.gov payment system. The Food and Nutrition Service and the United States Treasury are not responsible for a misdirected payment in the event that the FO entered incorrect ABA/RTN or bank account number information.

10. AUTHORIZATION ALLOWANCE HOLDER (DESIGNEE) FNS Northeast Regional Office Food and Nutrition Service 10 Causeway Street Room 501 Boston MA 022221069 Telephone: (617) 565-6446	SIGNATURE: Electronically signed by - Kirk Hassel
	Date : 1/7/2010 TELEPHONE NO: (617) 565-6457

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 _____	Effective Date: _____
Comments: _____		Date Processed: _____
Willis Rating/Components:	Knowledge & Skills: _____	Mental Demands: _____
	Working Conditions: _____	Accountability: _____
	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: Public Health Specialist: AC Breastfeeding
Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored
Vacant Position Number: Current Job/Class Title:
Agency/Department/Unit: AHS/VDH/MCH Work Station: Rutland Zip Code: 05701
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

Provide training, technical assistance and oversight for WIC peer counselor programs

Tasks

Assists WIC State Breastfeeding Coordinator in establishing peer counseling programs at the district level following the USDA "Using Loving Support to Manage Peer Counseling Programs" model

Participates in recruitment and selection of local breastfeeding peer counselors

Provides breastfeeding training to peer counselors, and ensures competence before peers graduate to practice

Participates in training for other staff working with breastfeeding women and infants

Applies adult learning theory in the development and application of training

Provides recommendations for training needed by district staff working with breastfeeding women and infants

Participates in reviewing and recommending materials and equipment to be distributed or stocked related to breastfeeding

Helps develop evaluation tools to use with the peer counseling program for management evaluations

Participates in the breastfeeding section of management reviews in assigned district office

Explores alternative models for conducting the peer counseling program

Interprets district office needs and recommends policy and procedure changes for breastfeeding program

Participates with other State WIC staff in comprehensive planning process for breastfeeding services

Serves on committees and work groups, assuming responsibility for special projects as assigned

Major Job Duty

Provide technical assistance and expert content consultation to staff working with breastfeeding women and infants, and to families when indicated

Tasks

Provides technical assistance to staff working with breastfeeding women and infants, with particular focus on ensuring that breastfeeding peer counselors remain within their scope of practice

Provides direct lactation consultation services to women whose needs are beyond the scope of practice of peer counselors and district office staff, as needed.

Reviews and analyzes district office breastfeeding and peer counselor program data

Reviews Nutrition Services Plan related to breastfeeding for assigned districts

Reviews, distributes and recommends journal articles, text books, websites and other professional information to help staff maintain expertise

Keeps staff informed of emerging issues and hot topics in breastfeeding promotion and support and lactation science

Major Job Duty

Provide breastfeeding promotion and support in the larger community

Tasks

Develops partnerships with professional organizations, including but not limited to, maternity care, pediatric and family medicine practices, hospitals, La Leche League and other similar organizations.

Participates in and may take a lead role in MCH and breastfeeding coalitions in assigned districts.

Provides outreach to the general public by assisting assigned district offices in developing public information strategies and activities, including but not limited to displays, advertising, newsletters, participation in health fairs and community activities

Assists in outreach to businesses and employers to increase the number who receive recognition through the VDH Breastfeeding Friendly designation programs.

Promotes the breastfeeding peer counselor project to potentially eligible families

Assists districts offices in maintaining breastfeeding friendly clinic and office environments

Major Job Duty

Maintains expertise and remains current in the fields of breastfeeding promotion and support and lactation science.

Tasks

Participates in the statewide Vermont Breastfeeding Network

Participates in CDC breastfeeding teleconferences

Participates in state, regional and national conferences and training sessions

Reads or reviews journal articles, text books, websites and newsletters to keep up with advances in breastfeeding promotion and support and lactation science, and to identify hot

topics and emerging issues

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*.

District office staff and peer counselors: to provide technical assistance, orientation, training, consultation and support, to provide quality assurance oversight and project management

Health care providers, community health professionals, staff of community organizations: to ensure that individuals receive needed services, to provide training and technical assistance, to assure coordination and integration of health services in the community.

Staff of programs and departments within state government, staff of community organizations, local government officials, medical care providers, academic, community and business leaders: to coordinate programs and services, assess the needs of the community, to develop new programs and services, to organize outreach efforts

Federal officials of USDA, CDC, and other agencies: to participate in and respond to surveys, research projects and studies, to obtain technical assistance and training, to provide updates and reports

Public health colleagues in other states, staff of regional and national professional organizations and individual professional consultants: to improve system-wide communication and develop improved communication tools, to develop collaborative models for service delivery, to share best practices and develop multi-state, multi-program initiatives, to conduct research, to collaborate on projects

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.

Must hold current certification from the International Board of Lactation Consultant Examiners, and must maintain certification while employed in this position.

4. Do you supervise?

In this question "supervise" means if you direct the work of others where you are held **directly** responsible for assigning work; performance ratings; training; reward and discipline or effectively recommend such action; and other personnel matters. List the names, titles, and position numbers of the classified employees reporting to you:

No, this position does not have direct supervisory responsibilities.

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.

Successful incumbent must be able to work independently and be self-directed in performing complex assignments requiring considerable knowledge and application of lactation science and federal, state, agency and/or departmental regulations and policies. Work is reviewed after the fact as part of regular supervisory 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.*

- Influencing and developing policy in a matrix management system with no direct supervisory authority.
- Persuading and motivating staff to comply with program policies, program standards and regulations.
- Assisting in implementing federally mandated policies and procedures that place additional stressors and burdens on staff.
- Training and supporting paraprofessional and professional staff who have varied backgrounds, knowledge, skills, and job responsibilities.
- Supporting personnel at the district level who have limited training in the field of lactation science, in an advisory but not supervisory capacity
- Interpreting, translating, and disseminating current research and practice in lactation science to staff and health care professionals.
- Work in partnership with health care professionals and members of the public who are unhappy with program policies or procedures

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.*

This position contributes to major components of the Special Supplemental Nutrition Program for Women, Infants and Children (WIC), which has an annual budget of over \$14 million. This includes influence on food package policies that affect the \$10 million food component of the budget and other areas of the budget by identifying gaps in services and cost effective strategies to meet program goals and continuously evaluating their implementation. This affects the following program goals:

- Improve the health and nutritional status of women, infants, and children enrolled in the WIC program and in doing so indirectly improve the health and nutritional status of their respective families and communities.
- Ensure that our population gets the best infant feeding information from competent professionals so that they can make the best health choices for their family.
- Ensure the efficient and most effective administration of the breastfeeding component of the Vermont WIC Program.

This position requires a high degree of independent professional judgment and decision making. Errors in judgment can have a negative effect on the health and well being of individuals throughout the state.

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?
Public health is subject to shifting demands, competing priorities, and uncertainty in funding. This can potentially contribute to work-related stress.	100%

- 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?

No on-going hazards	

- 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?
Laptop and LCD projector and other materials for community meetings, presentations	Up to 20 lbs.	Occasionally

- d) What working positions (sitting, standing, bending, reaching) or types of effort (hiking, walking, driving) are required?

Type	How Much of the Time?
Sitting at computer work station, desk/phone work	80%
Meetings and trainings, including driving time	20%

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.

The USDA Food and Nutrition Service relies on breastfeeding rates as a key indicator of effectiveness in the WIC program. This position plays a key role in ensuring that the Vermont WIC program continues to have high breastfeeding rates

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?

Direct work with peer counselors - training, mentoring and providing case consultation and back up for breastfeeding issues that are beyond the peers' scope of work. The success of peer counseling programs (as measured by improvements in breastfeeding initiation, duration and exclusivity) is directly dependent on the quality of peer skills, which are dependent on their training and support.

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?

Thorough and up to date knowledge of lactation science, ability to translate this knowledge into action and into training and continuing education for staff and peer counselors so that they can support women as they strive to attain their breastfeeding goals. Ability to work independently, because the duty station is in a different location than the direct supervisor. Great communication skills, because a large part of the job is education and training.

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

Not applicable - management request

4. Suggested Title and/or Pay Grade:

PH Specialist - AC Breastfeeding PG 22

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:

Support request

Personnel Administrator's Signature (required): *Man Buss* Date: *6/18/10*

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.

~~*Wendy Davis, MD*~~

Suggested Title and/or Pay Grade:

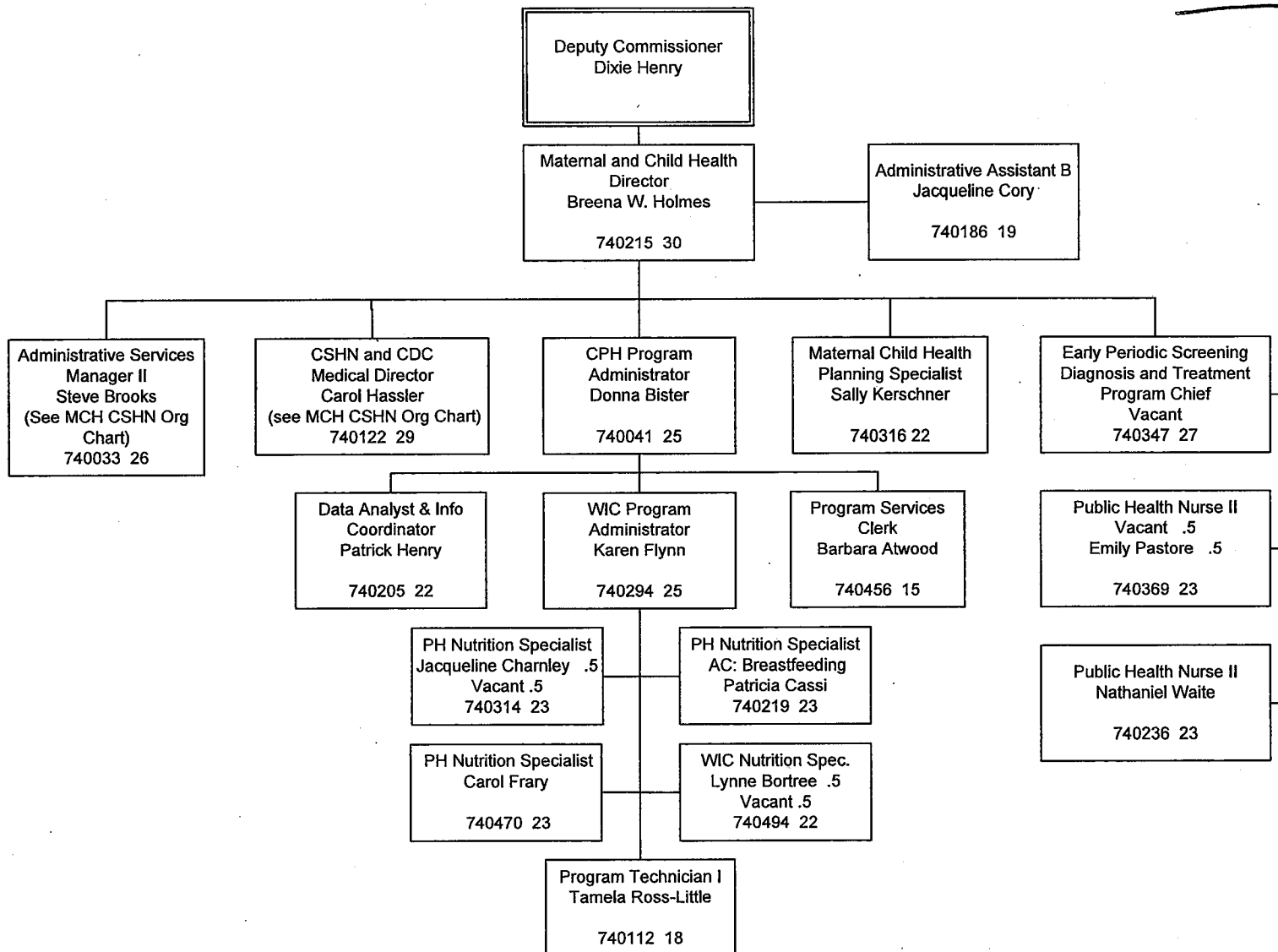
PH Specialist - AC Breastfeeding PG 22

Wendy Davis, MD Date: *6/23/10*
Appointing Authority or Authorized Representative Signature (required) Date

Division of Maternal and Child Health

June 1, 2010

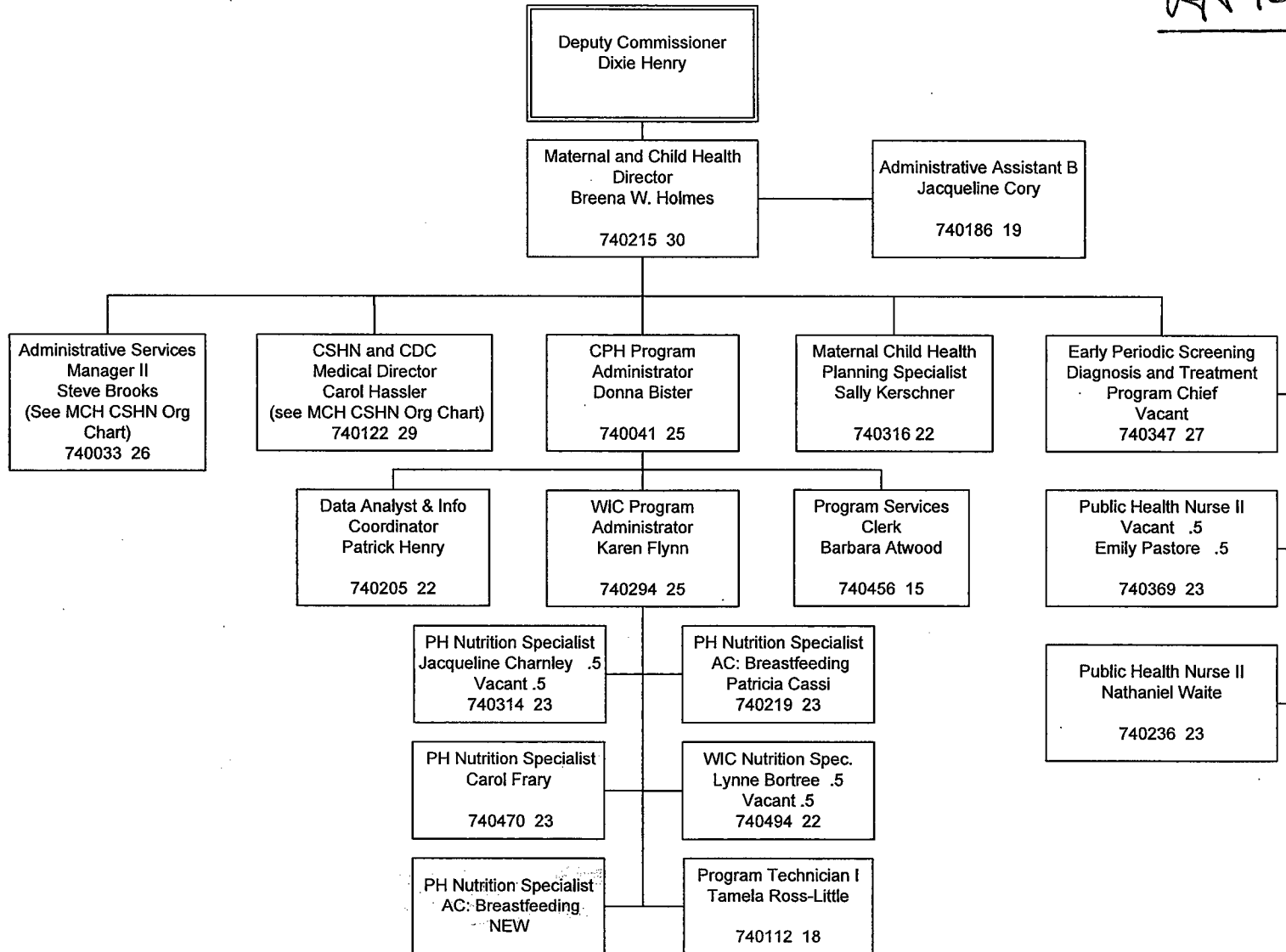
Before



Division of Maternal and Child Health

June 1, 2010

After



Job Specifications

PUBLIC HEALTH SPECIALIST: AC Breastfeeding

Job Code:

Pay Plan: CLS Salary Administration Plan

Pay Grade:

Occupational Category: Healthcare & Med. Practitioners

Effective Date:

Class Definition:

Planning and development work involving breastfeeding promotion, support and education for breastfeeding peer counselors and lactation services for the Department of Health , primarily in the WIC Program. Duties involve data and policy analysis, goal setting, implementation, monitoring and evaluation, technical assistance, education and quality assurance in coordination with other Department, Agency of Human Services, State and community programs. Duties are performed under the general supervision of a higher level administrator. All employees of the Agency of Human Services perform their respective functions adhering to four key practices: customer service, holistic service, strengths-based relationships and results orientation.

Examples of Work:

Develops and implements peer counseling programs at the district level following the USDA "Using Loving Support to Manage Peer Counseling Programs" model. Sets objectives for assigned program areas and monitors progress in meeting the objectives. Assures coordination of program with other departmental, agency and community programs. Serves as a source of expert information for the program and related activities. Develops, disseminates and interprets program standards. Develops and participates in the establishment and operation of quality assurance procedures, including the monitoring of results. Assists with or develops protocols, manuals, databases, and records. Designs or assists with the development and presentation of training materials and educational programs. Provides consultative services regarding lactation science and the relationship of breastfeeding to maternal and child health, obesity, heart disease and other health conditions to Health Department staff. May coordinate activities of committees or other groups

concerned with breastfeeding. Interprets and transmits current scientific evidence related to breastfeeding to staff and community partners. Represents the Department and Division at local, regional, and national meetings and conferences. Performs related duties as necessary.

Environmental Factors:

Duties are performed in both a standard office and field settings. Private means of transportation must be available for required travel.

Minimum Qualifications:

Knowledge, Skills and Abilities

- Thorough knowledge of the principles and practices of public health nutrition, breastfeeding promotion and lactation science.
- Considerable knowledge of educational principles and training procedures.
- Considerable knowledge of maternal and child health nutrition issues, with focus on optimal infant nutrition.
- Working knowledge of social, cultural, and economic issues as they apply to public health nutrition and breastfeeding.
- Ability to identify, plan and provide breastfeeding and nutrition related training.
- Ability to analyze and evaluate breastfeeding data and services.
- Ability to communicate with clarity and persuasion.
- Ability to perform job duties within the framework of the four key practices of the Agency of Human Services: customer service, holistic service, strengths-based relationships and results orientation.

Education and Experience

Bachelor's degree.

AND

Three years at a professional level in a health related field with at least two years in lactation support.

Note: A Master's degree in Public Health, Nutrition or a health field may be substituted for one year of the general work experience on a semester for six months basis.

Special Requirements

Must hold current certification from the International Board of Lactation Consultant Examiners, and must maintain certification while employed in this position.

Ellison, Tammie

From: Ellison, Tammie
Sent: Friday, July 02, 2010 9:59 AM
To: Hartrich, Toni
Subject: Health Dept, JFC Limited Service Position Request

Follow Up Flag: Follow up
Due By: Monday, July 12, 2010 8:00 AM
Flag Status: Flagged

Good Morning Toni,

It is my understanding that you will be receiving a request from Jim Griffin regarding the creation of a limited service position for the WIC Breastfeeding Program. I have put in pink mail the position request form that Molly has signed, as it should be signed by F&M. Please return the signed form directly to me. If you need a copy of any of the other paperwork, let me know, but I think you should already have received it.

If you have any questions, please let me know.

Thanks,

Tammie Ellison

Classification Services
Department of Human Resources
144 State Street
Montpelier, VT 05620-1701
(802) 828-3497 Phone
(802) 828-3572 Fax

Sent

SFO 2452

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 Human Services -- Department of Health Date: 5/11/10

Name and Phone (of the person completing this request): Leo Clark, CFO, Department of Health, 802.863.7284

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # not available

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

United States Department of Agriculture, WIC Breastfeeding Grant -- CFDA #10.557
(copy of grant award document attached)

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>
Public Health Specialist AC:Breastfeeding	1	WIC	9/30/11

*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:

Due to the expansion of the WIC Breastfeeding program from one to three VDH District Offices, we need to replace the current half-time temporary employee with a full-time classified position to complete the associated workload.

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)).

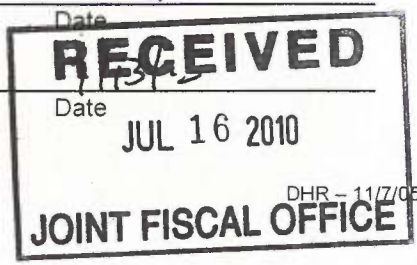
Wendy Davis MD Signature of Agency or Department Head Date 6/23/10

Molly Pauly Approved/Denied by Department of Human Resources Date 7/1/10

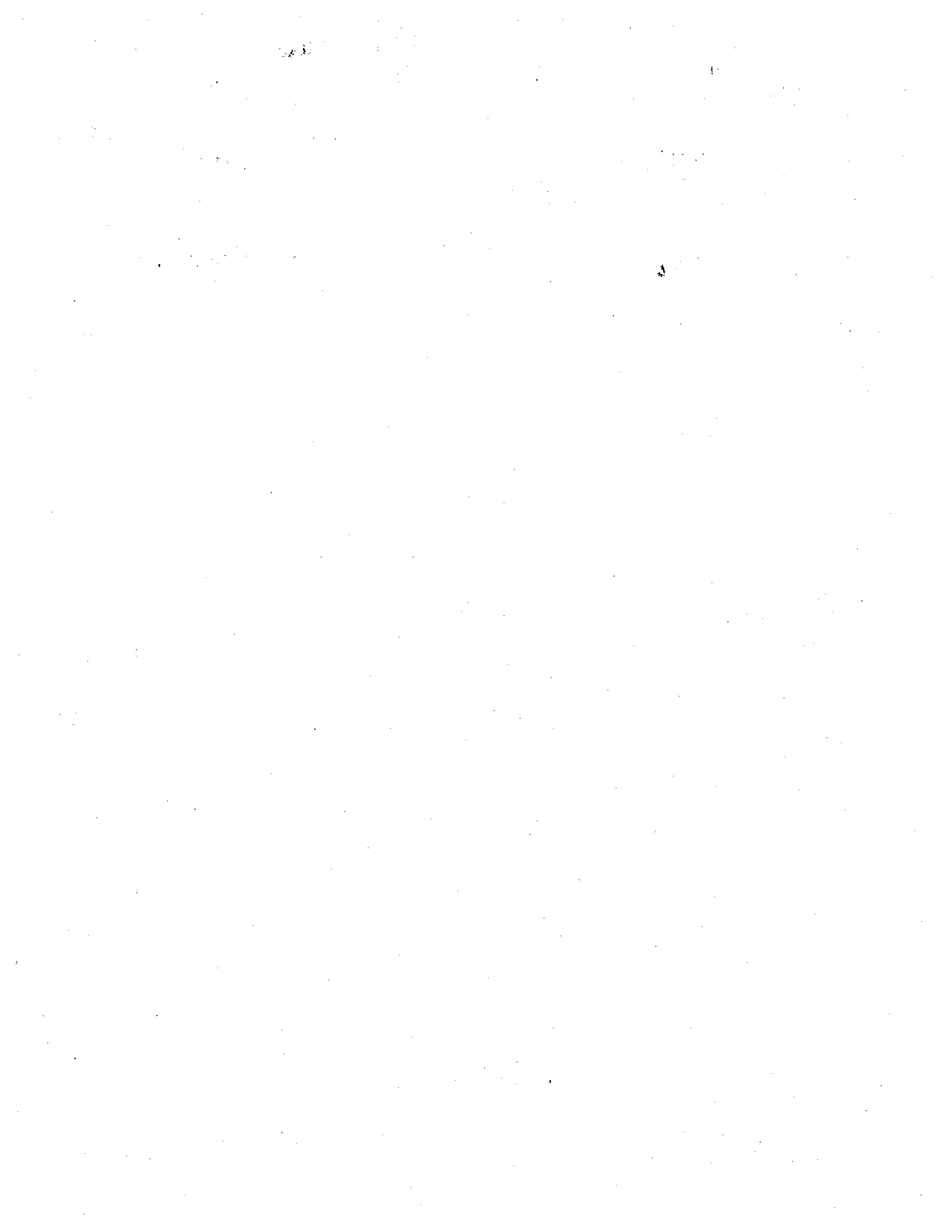
Jim Rankin Approved/Denied by Finance and Management Date 7/8/10

T. Bell Approved/Denied by Secretary of Administration Date 7/13/10

Comments:



REC'D JUL 7 2010



Agency of Human Services


103 South Main Street
Waterbury, VT 05671-3711


Agency of Human Services

Business Office
103 South Main Street
Waterbury, VT 05671-0204
[phone] 802-241-2949
[fax] 802-241-1200

MEMORANDUM

TO: Grant Request Reviewers

THROUGH: Robert Hofmann, Secretary 

FROM: Jim Giffin, AHS CFO 

DATE: June 24, 2010

RE: Vermont Department of Health WIC Breastfeeding Grant

VDH is requesting the creation of a Limited Service Position by the Joint Fiscal Committee for their WIC Breastfeeding Grant.

The grant was initially approved in 2004. Subsequently, the USDA – Food and Nutrition Service has expanded the grant by over 300% to \$164,000/year.

We have been advised that the correct way to secure a position for the grant is through the JFC approval process.

REC'D JUL 2 2010



MEMORANDUM

To: Jim Giffin, AHS CFO

From: Leo Clark, VDH CFO 

Subject: Request to Establish One Limited Service Position for WIC Breastfeeding

Date: June 23, 2010

The Department of Health is requesting to establish a new, limited service position funded by a Women, Infants and Children (WIC) grant from the US Department of Agriculture for the breastfeeding peer counseling program.

The peer counseling program began in July, 2004 with a grant of \$49,000 to cover one Vermont District Office.

This initial amount was recently increased to \$164,222 and we would like to use the additional funds to expand the peer counseling program to cover three District Offices. In order to do so, we need to replace the current half-time, temporary position with a full-time, limited service position (LSP). We are requesting that the new LSP be established with an initial end date of 9/30/11, which is the conclusion of the next succeeding federal fiscal year.

Enclosed are the JFC Position Request Form; the Request for Classification Review; the related job specification and org charts; and a copy of the current USDA grant award document.

We would appreciate your review and approval of this request and transmittal to Finance & Management and Human Resources at your earliest convenience.

Thank you.

GRANT AWARD DOCUMENT

1. GRANTOR AGENCY: USDA - Food and Nutrition Service	2. APPROPRIATION: See below under Appropriation column.
3. VT DEPT OF HEALTH VT DEPT OF HEALTH 108 CHERRY ST BURLINGTON VT 05402 VENDOR NO: S5091701	4. TITLE OF GRANT: Women Infants & Children
5. PROGRAM YEAR: 2010 GRANT AWARD REF NO: 4VT700746 Amendment: 0	6. ESTIMATED ANNUAL GRANT AWARD:
7. GRANT PERIOD : FROM 10/01/2009 TO 09/30/2011	

APPROPRIATION	ACCOUNT CODE	PCA TITLE	CFDA NO	PREVIOUS LEVEL	INCREASE/DECREASE	CURRENT LEVEL
12 9/0 3510	2010CW500344	WIC BREASTFDNG PEER COUNS(O)	10.557	\$.00	\$.00	\$.00
12 0/1 3510	2010IW500344	WIC BREASTFDNG PEER COUNS(O)	10.557	\$.00	\$164,222.00	\$164,222.00
TOTAL:				\$.00	\$164,222.00	\$164,222.00

9. SPECIAL INSTRUCTIONS/COMMENTS
Please note that the Financial Official (FO) assigned by the above grantee organization is responsible for maintaining valid banking information for this grant. This includes certifying that correct routing and transit numbers (ABA/RTN) and bank account numbers have been entered into the ASAP.gov payment system. The Food and Nutrition Service and the United States Treasury are not responsible for a misdirected payment in the event that the FO entered incorrect ABA/RTN or bank account number information.

10. AUTHORIZATION ALLOWANCE HOLDER (DESIGNEE) FNS Northeast Regional Office Food and Nutrition Service 10 Causeway Street Room 501 Boston MA 022221069 Telephone: (617) 565-6446	SIGNATURE: Electronically signed by - Kirk Hassel
	Date : 1/7/2010 TELEPHONE NO: (617) 565-6457

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 _____	Effective Date: _____
Comments: _____		Date Processed: _____
Willis Rating/Components: _____	Knowledge & Skills: _____	Mental Demands: _____
	Working Conditions: _____	Accountability: _____
	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: **Public Health Specialist: AC Breastfeeding**
Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored
Vacant Position Number: Current Job/Class Title:
Agency/Department/Unit: **AHS/VDH/MCH** Work Station: **Rutland** Zip Code: **05701**
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

Provide training, technical assistance and oversight for WIC peer counselor programs

Tasks

Assists WIC State Breastfeeding Coordinator in establishing peer counseling programs at the district level following the USDA "Using Loving Support to Manage Peer Counseling Programs" model

Participates in recruitment and selection of local breastfeeding peer counselors

Provides breastfeeding training to peer counselors, and ensures competence before peers graduate to practice

Participates in training for other staff working with breastfeeding women and infants

Applies adult learning theory in the development and application of training

Provides recommendations for training needed by district staff working with breastfeeding women and infants

Participates in reviewing and recommending materials and equipment to be distributed or stocked related to breastfeeding

Helps develop evaluation tools to use with the peer counseling program for management evaluations

Participates in the breastfeeding section of management reviews in assigned district office

Explores alternative models for conducting the peer counseling program

Interprets district office needs and recommends policy and procedure changes for breastfeeding program

Participates with other State WIC staff in comprehensive planning process for breastfeeding services

Serves on committees and work groups, assuming responsibility for special projects as assigned

Major Job Duty

Provide technical assistance and expert content consultation to staff working with breastfeeding women and infants, and to families when indicated

Tasks

Provides technical assistance to staff working with breastfeeding women and infants, with particular focus on ensuring that breastfeeding peer counselors remain within their scope of practice

Provides direct lactation consultation services to women whose needs are beyond the scope of practice of peer counselors and district office staff, as needed.

Reviews and analyzes district office breastfeeding and peer counselor program data

Reviews Nutrition Services Plan related to breastfeeding for assigned districts

Reviews, distributes and recommends journal articles, text books, websites and other professional information to help staff maintain expertise

Keeps staff informed of emerging issues and hot topics in breastfeeding promotion and support and lactation science

Major Job Duty

Provide breastfeeding promotion and support in the larger community

Tasks

Develops partnerships with professional organizations, including but not limited to, maternity care, pediatric and family medicine practices, hospitals, La Leche League and other similar organizations.

Participates in and may take a lead role in MCH and breastfeeding coalitions in assigned districts.

Provides outreach to the general public by assisting assigned district offices in developing public information strategies and activities, including but not limited to displays, advertising, newsletters, participation in health fairs and community activities

Assists in outreach to businesses and employers to increase the number who receive recognition through the VDH Breastfeeding Friendly designation programs.

Promotes the breastfeeding peer counselor project to potentially eligible families

Assists districts offices in maintaining breastfeeding friendly clinic and office environments

Major Job Duty

Maintains expertise and remains current in the fields of breastfeeding promotion and support and lactation science.

Tasks

Participates in the statewide Vermont Breastfeeding Network

Participates in CDC breastfeeding teleconferences

Participates in state, regional and national conferences and training sessions

Reads or reviews journal articles, text books, websites and newsletters to keep up with advances in breastfeeding promotion and support and lactation science, and to identify hot

topics and emerging issues

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*.

District office staff and peer counselors: to provide technical assistance, orientation, training, consultation and support, to provide quality assurance oversight and project management

Health care providers, community health professionals, staff of community organizations: to ensure that individuals receive needed services, to provide training and technical assistance, to assure coordination and integration of health services in the community.

Staff of programs and departments within state government, staff of community organizations, local government officials, medical care providers, academic, community and business leaders: to coordinate programs and services, assess the needs of the community, to develop new programs and services, to organize outreach efforts

Federal officials of USDA, CDC, and other agencies: to participate in and respond to surveys, research projects and studies, to obtain technical assistance and training, to provide updates and reports

Public health colleagues in other states, staff of regional and national professional organizations and individual professional consultants: to improve system-wide communication and develop improved communication tools, to develop collaborative models for service delivery, to share best practices and develop multi-state, multi-program initiatives, to conduct research, to collaborate on projects

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.

Must hold current certification from the International Board of Lactation Consultant Examiners, and must maintain certification while employed in this position.

4. Do you supervise?

In this question "supervise" means if you direct the work of others where you are held **directly** responsible for assigning work; performance ratings; training; reward and discipline or effectively recommend such action; and other personnel matters. List the names, titles, and position numbers of the classified employees reporting to you:

No, this position does not have direct supervisory responsibilities.

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.

Successful incumbent must be able to work independently and be self-directed in performing complex assignments requiring considerable knowledge and application of lactation science and federal, state, agency and/or departmental regulations and policies. Work is reviewed after the fact as part of regular supervisory 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.*

- Influencing and developing policy in a matrix management system with no direct supervisory authority.
- Persuading and motivating staff to comply with program policies, program standards and regulations.
- Assisting in implementing federally mandated policies and procedures that place additional stressors and burdens on staff.
- Training and supporting paraprofessional and professional staff who have varied backgrounds, knowledge, skills, and job responsibilities.
- Supporting personnel at the district level who have limited training in the field of lactation science, in an advisory but not supervisory capacity
- Interpreting, translating, and disseminating current research and practice in lactation science to staff and health care professionals.
- Work in partnership with health care professionals and members of the public who are unhappy with program policies or procedures

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.*

This position contributes to major components of the Special Supplemental Nutrition Program for Women, Infants and Children (WIC), which has an annual budget of over \$14 million. This includes influence on food package policies that affect the \$10 million food component of the budget and other areas of the budget by identifying gaps in services and cost effective strategies to meet program goals and continuously evaluating their implementation. This affects the following program goals:

- Improve the health and nutritional status of women, infants, and children enrolled in the WIC program and in doing so indirectly improve the health and nutritional status of their respective families and communities.
- Ensure that our population gets the best infant feeding information from competent professionals so that they can make the best health choices for their family.
- Ensure the efficient and most effective administration of the breastfeeding component of the Vermont WIC Program.

This position requires a high degree of independent professional judgment and decision making. Errors in judgment can have a negative effect on the health and well being of individuals throughout the state.

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?
Public health is subject to shifting demands, competing priorities, and uncertainty in funding. This can potentially contribute to work-related stress.	100%

- 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?

No on-going hazards	

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?
Laptop and LCD projector and other materials for community meetings, presentations	Up to 20 lbs.	Occasionally

d) What working positions (sitting, standing, bending, reaching) or types of effort (hiking, walking, driving) are required?

Type	How Much of the Time?
Sitting at computer work station, desk/phone work	80%
Meetings and trainings, including driving time	20%

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.

The USDA Food and Nutrition Service relies on breastfeeding rates as a key indicator of effectiveness in the WIC program. This position plays a key role in ensuring that the Vermont WIC program continues to have high breastfeeding rates

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?

Direct work with peer counselors - training, mentoring and providing case consultation and back up for breastfeeding issues that are beyond the peers' scope of work. The success of peer counseling programs (as measured by improvements in breastfeeding initiation, duration and exclusivity) is directly dependent on the quality of peer skills, which are dependent on their training and support..

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?

Thorough and up to date knowledge of lactation science, ability to translate this knowledge into action and into training and continuing education for staff and peer counselors so that they can support women as they strive to attain their breastfeeding goals. Ability to work independently, because the duty station is in a different location than the direct supervisor. Great communication skills, because a large part of the job is education and training.

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

Not applicable - management request

4. Suggested Title and/or Pay Grade:

PH Specialist - AC Breastfeeding PG 22

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:

Support request

Personnel Administrator's Signature (required): *Wendy Davis* Date: *6/18/10*

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.

~~*Wendy Davis, MD*~~

Suggested Title and/or Pay Grade:

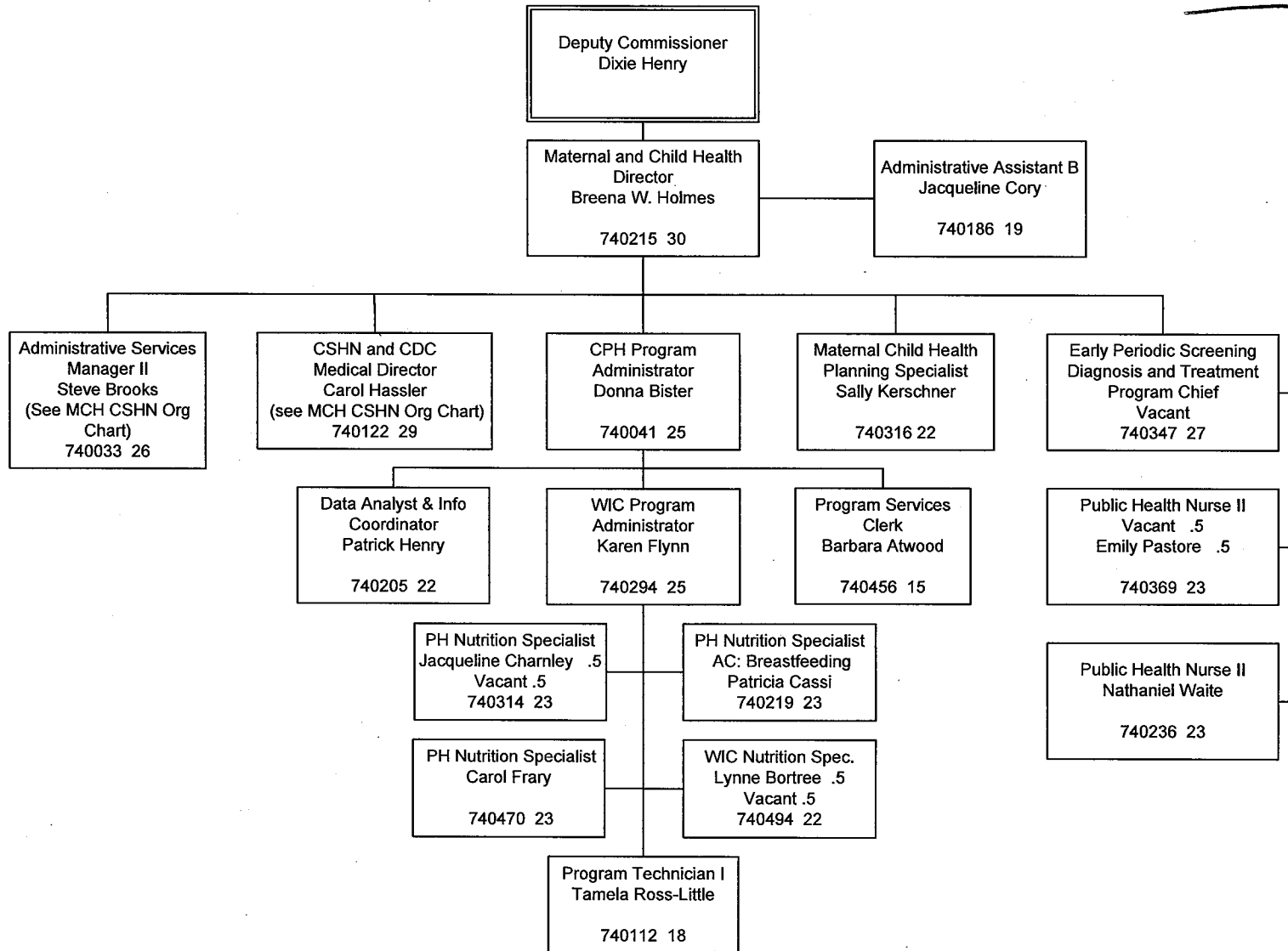
PH Specialist - AC Breastfeeding PG 22

Wendy Davis, MD *6/23/10*
Appointing Authority or Authorized Representative Signature (required) Date

Division of Maternal and Child Health

June 1, 2010

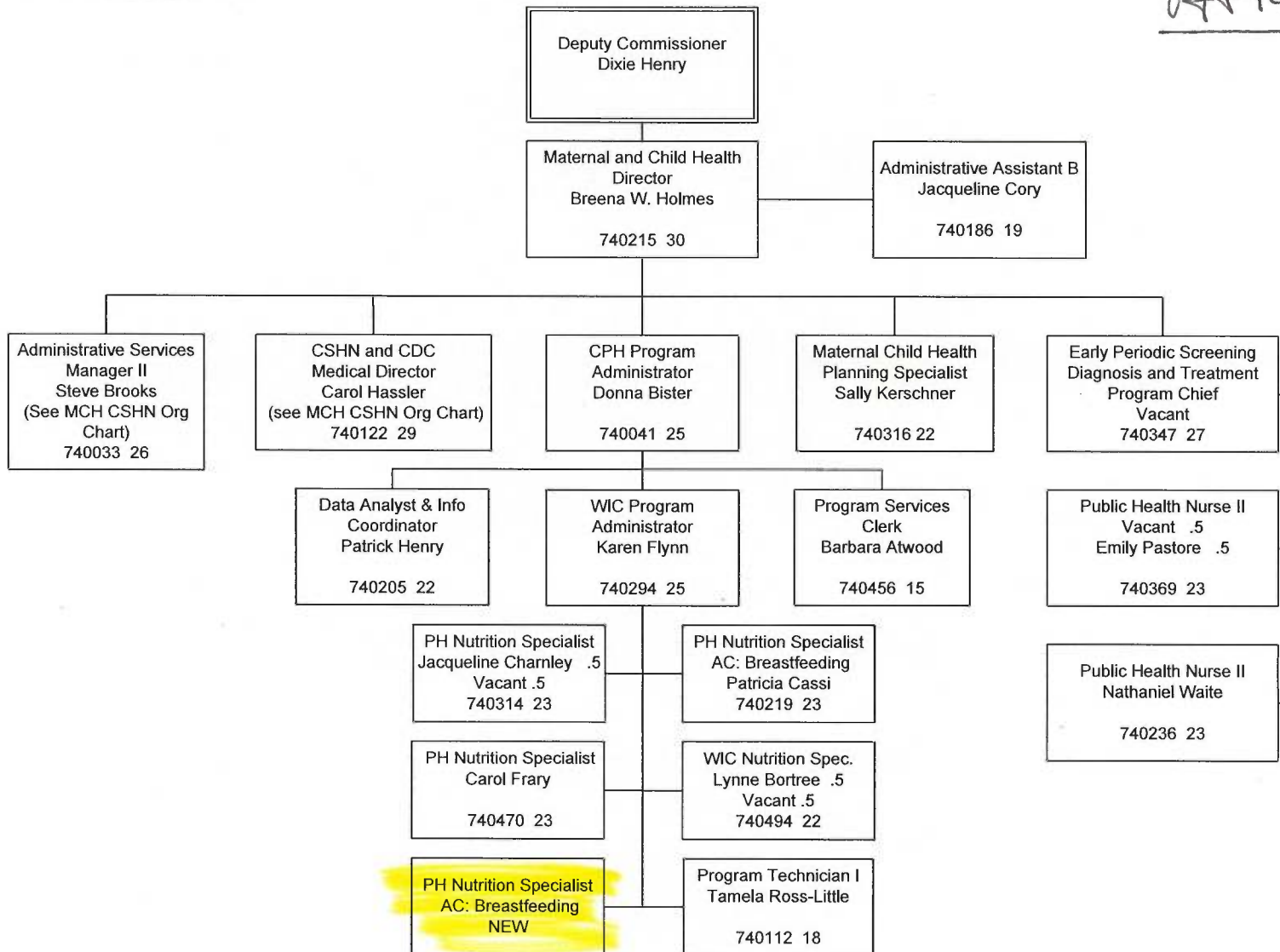
Before



Division of Maternal and Child Health

June 1, 2010

After



Job Specifications

PUBLIC HEALTH SPECIALIST: AC Breastfeeding

Job Code:

Pay Plan: CLS Salary Administration Plan

Pay Grade:

Occupational Category: Healthcare & Med. Practitioners

Effective Date:

Class Definition:

Planning and development work involving breastfeeding promotion, support and education for breastfeeding peer counselors and lactation services for the Department of Health, primarily in the WIC Program. Duties involve data and policy analysis, goal setting, implementation, monitoring and evaluation, technical assistance, education and quality assurance in coordination with other Department, Agency of Human Services, State and community programs. Duties are performed under the general supervision of a higher level administrator. All employees of the Agency of Human Services perform their respective functions adhering to four key practices: customer service, holistic service, strengths-based relationships and results orientation.

Examples of Work:

Develops and implements peer counseling programs at the district level following the USDA "Using Loving Support to Manage Peer Counseling Programs" model. Sets objectives for assigned program areas and monitors progress in meeting the objectives. Assures coordination of program with other departmental, agency and community programs. Serves as a source of expert information for the program and related activities. Develops, disseminates and interprets program standards. Develops and participates in the establishment and operation of quality assurance procedures, including the monitoring of results. Assists with or develops protocols, manuals, databases, and records. Designs or assists with the development and presentation of training materials and educational programs. Provides consultative services regarding lactation science and the relationship of breastfeeding to maternal and child health, obesity, heart disease and other health conditions to Health Department staff. May coordinate activities of committees or other groups

concerned with breastfeeding. Interprets and transmits current scientific evidence related to breastfeeding to staff and community partners. Represents the Department and Division at local, regional, and national meetings and conferences. Performs related duties as necessary.

Environmental Factors:

Duties are performed in both a standard office and field settings. Private means of transportation must be available for required travel.

Minimum Qualifications:

Knowledge, Skills and Abilities

- Thorough knowledge of the principles and practices of public health nutrition, breastfeeding promotion and lactation science.
- Considerable knowledge of educational principles and training procedures.
- Considerable knowledge of maternal and child health nutrition issues, with focus on optimal infant nutrition.
- Working knowledge of social, cultural, and economic issues as they apply to public health nutrition and breastfeeding.
- Ability to identify, plan and provide breastfeeding and nutrition related training.
- Ability to analyze and evaluate breastfeeding data and services.
- Ability to communicate with clarity and persuasion.
- Ability to perform job duties within the framework of the four key practices of the Agency of Human Services: customer service, holistic service, strengths-based relationships and results orientation.

Education and Experience

Bachelor's degree.

AND

Three years at a professional level in a health related field with at least two years in lactation support.

Note: A Master's degree in Public Health, Nutrition or a health field may be substituted for one year of the general work experience on a semester for six months basis.

Special Requirements

Must hold current certification from the International Board of Lactation Consultant Examiners, and must maintain certification while employed in this position.

Ellison, Tammie

From: Ellison, Tammie
Sent: Friday, July 02, 2010 9:59 AM
To: Hartrich, Toni
Subject: Health Dept, JFC Limited Service Position Request

Follow Up Flag: Follow up
Due By: Monday, July 12, 2010 8:00 AM
Flag Status: Flagged

Good Morning Toni,

It is my understanding that you will be receiving a request from Jim Griffin regarding the creation of a limited service position for the WIC Breastfeeding Program. I have put in pink mail the position request form that Molly has signed, as it should be signed by F&M. Please return the signed form directly to me. If you need a copy of any of the other paperwork, let me know, but I think you should already have received it.

If you have any questions, please let me know.

Thanks,

Tammie Ellison

Classification Services
Department of Human Resources
144 State Street
Montpelier, VT 05620-1701
(802) 828-3497 Phone
(802) 828-3572 Fax

