



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee members  
From: Daniel Dickerson, Fiscal Analyst  
Date: September 21, 2017  
Subject: Limited-Service Position Requests #2894 - #2895

Enclosed please find two (2) items, which the Joint Fiscal Office has received from the administration.

**JFO #2894 – One (1) limited-service position** within the Dept. of State's Attorneys and Sheriffs. The position would be titled Traffic Safety Resource Prosecutor and would be tasked with prosecuting motor vehicle laws, assisting the DUI courts and helping to train law enforcement. This position would complement one existing position of the same title and would be paid for from an increase in ongoing Governor's Highway Safety Program (GHSP) grant funding. The position is being requested for a one-year period but the Department has stated that it will continue to request the increased grant funding from the GHSP so that the position could potentially be renewed on an annual basis.

*[JFO received 9/18/17]*

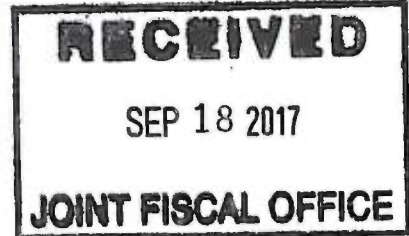
**JFO #2895 – One (1) limited-service position** within the Military Department. The position would be titled Financial Specialist II and is being requested to replace a temporary position. The temporary position is currently funded with 75% federal/25% state, while the limited-service position would be 100% federally funded. The position would be funded through 9/30/2019.

*[JFO received 9/18/17]*

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; [ddickerson@leg.state.vt.us](mailto:ddickerson@leg.state.vt.us)) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by October 5, 2017 we will assume that you agree to consider as final the Governor's acceptance of these requests.

JFO 2894

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: Vermont Dept. of State's Attorneys & Sheriffs Date: 7/17/17

Name and Phone (of the person completing this request): John Campbell, SAS Executive Director 828-2891 or 2888

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # NH17405D-01

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

Granting Agency: National Highway Traffic Safety Administration (NHTSA)  
Title: VT Governor's Highway Safety Program - TRCC / Education grant  
Grant Funding Detail: 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:

Title* of Position(s) Requested	# of Positions	Division/Program	Grant Funding Period/Anticipated End Date
Traffic Safety Resource Prosecutor -	1 (one)	GHSP to SAS	The GHSP is awarding the Department of State's Attorneys & Sheriffs funding for a second prosecutor. Funding currently exists on the existing grant through 9/30/17, and GHSP has advised SAS that we will receive additional funding (from \$189K to \$250K) for the period 10/1/17-9/30/18 under NH18405D-015.

\*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:

The Traffic Safety Resource Prosecutor is funded by GHSP to prosecute violations of motor vehicle laws, assist the DUI Courts, train law enforcement on impaired driving/DUI processing/evidence collection. The position assists the State's Attorneys and Deputies in trial and appellate cases, and coordinate approaches to DUI and traffic safety enforcement and prosecution.

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 of Agency or Department Head

7/20/17

Date

Approved/Denied by Department of Human Resources

7/27/17

Date

Approved/Denied by Finance and Management

9/12/17

Date

Approved/Denied by Secretary of Administration

9/12/17

Date

Comments:

This request appears to make sense from a staffing perspective - defer to F&M regarding funding.

DHR - 11/7/05

AUG 02 2017

**State's Attorneys Department  
Traffic Safety Resource Prosecutor**

**Summary of Duties**

The Traffic Safety Resource Prosecutor (TSRP) provides prosecutorial assistance with impaired driving cases. The TSRP serves as an advisor to the Vermont's DRE certified law enforcement officers and assists in the development and implementation of impaired driving curriculum for law enforcement and prosecutors. The TSRP also devotes time to the furtherance of public policy efforts to reduce impaired driving.

The TSRP will provide assistance to prosecutors in DUI cases and will be available, as needed, to handle DUI prosecutions. The TSRP will handle and coordinate appellate litigation in the Vermont Supreme Court on highway safety issues. The TSRP will serve as the primary contact between prosecutors and the Legislature on matters of impaired driving and highway safety. The TSRP will coordinate the highway safety portion of the State's Attorneys annual training, train law enforcement officials at the Vermont Police Academy, and provide instruction in connection with regional and statewide law enforcement and prosecutor trainings. The TSRP provides information, education and outreach to community organizations.

**Knowledge, Skills and Abilities**

Working knowledge of Vermont and federal laws relating to traffic safety laws, definitions and jurisdiction-specific practices regarding impaired driving, drugged driving, and homicide statutes as they pertain to impaired driving.

Working knowledge of blood/breath testing rules and regulations in Vermont.

Working knowledge of search and seizure law, breath/blood test admissibility and challenges, Standardized Field Sobriety Tests (SFSTs), toxicology, and collision reconstruction.

Working knowledge of legislative and rule-making process.

Ability to research and accurately interpret state and federal statutes, rules and regulations, and to summarize.

Ability to handle a high volume of litigation, both at the trial and appellate level.

Ability to work independently, exercise initiative, and maintain confidentiality.

Ability to ensure accuracy in work product, close attention to details,

Ability to consistently meet deadlines.

Ability to collect data and write reports for submission to the department, the granting agency and the legislature.

Ability to conduct training and make presentations to groups.

Ability to establish and maintain effective working relationships within the Department and with our partner agencies and organizations.

Excellent skills in writing and oral communications.

**Education**

Admission to the Vermont bar (or the ability to waive in within six months) required.



State of Vermont  
Governor's Highway Safety Program  
One National Life Drive  
Montpelier, VT 05633-5001

Agency of Transportation

September 8, 2017

James Pepper  
Executive Director's Office  
Department of State's Attorneys and Sheriffs  
110 State Street  
Montpelier, VT 05633-6401

RE: FFY2018 Grant Approval (NH18405D-015)

Dear Mr. Pepper:

Your grant for FFY2018 has been approved in the amount of \$250,000.00. The award date for this grant starts on October 1, 2017 and ends on September 30, 2018. A grant number will not be issued until you receive your grant. We are expecting those to go out in October. Please use this letter from Governor's Highway Safety Program as your approval letter to move forward for your request for a position number. If you have any questions please feel free to contact me.

A handwritten signature in cursive script that reads "Allison Laflamme".

Allison Laflamme  
Acting Chief – Governor's Highway Safety Program  
Office of Highway Safety  
(802)498-8079  
[Allison.laflamme@vermont.gov](mailto:Allison.laflamme@vermont.gov)