



STATE OF VERMONT
LEGISLATIVE JOINT FISCAL OFFICE

MEMORANDUM

TO: Members, Joint Fiscal Committee

FROM: Maria Belliveau, Associate Fiscal Officer

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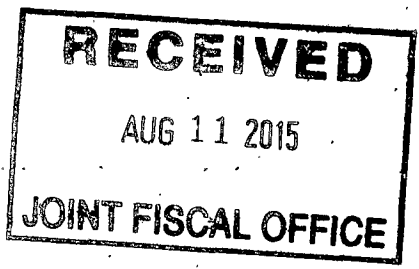
DATE: August 11, 2015

SUBJECT: JFO #2775 Request from Office of Veterans Affairs for One Limited Service Position

The Joint Fiscal Committee received a request from the Vermont Office of Veterans Affairs to authorize the establishment of one new limited service position. This position will be an Education Consultant 1 and will be supported by the U.S. Department of Veterans Affairs.

The position will replace a contract and will be responsible for providing services to education and training institutions as well as veterans as they relate to veterans GB Bill benefits. This includes compliance, technical assistance, outreach, and liaison activities, among others.

Please review the enclosed materials and notify the Joint Fiscal Office (Maria Belliveau at (802) 828-5971; mbelliveau@leg.state.vt.us) if you have questions or would like this item held for legislative review. Unless you respond to the contrary by August 25, 2015 it will be assumed that you agree to consider as final the Governor's acceptance of this request.



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

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

Agency/Department: Office of Veterans Affairs/Military Department Date: 7 July 2015

Name and Phone (of the person completing this request): Robert E. Burke 802.828.3380

Request is for:

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

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

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>
Education Consultant I	1	State Approving Authority	10/01/15 - 09/30/2016

*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:

Since 2007 the Office of Veterans Affairs affairs has accomplished the task of State Approving Authority for education and training institutes that are certified to accept GI Bill benefits. Additionally, this position conducts outreach to students and institutions as well as compliance visits to insure dollars spent are processed and credited correctly. This is an essential position in educating VT veterans and their families.

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)).

Michael J. Huston 21 July 15
Signature of Agency or Department Head Date

Molly Paul 7/21/15
Approved/Denied by Department of Human Resources Date

[Signature] 8/11/15
Approved/Denied by Finance and Management Date

[Signature] 08/17/15
Approved/Denied by Secretary of Administration Date

Comments:

JUL 21 2015

**Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
Position Description Form C/Notice of Action
For Department of Personnel Use Only**

Notice of Action # _____	Date Received (Stamp) _____
Action Taken: _____	
New Job Title _____	
Current Class Code _____ New Class Code _____	
Current Pay Grade _____ New Pay Grade _____	
Current Mgt Level _____ B/U _____ OT Cat: _____ EEO Cat: _____ FLSA _____	
New Mgt Level _____ B/U _____ OT Cat: _____ EEO Cat: _____ FLSA _____	
Classification Analyst _____ Date _____	Effective Date: _____
Comments: _____	Date Processed: _____
Willis Rating/Components: Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____	
Working Conditions: _____ Total: _____	

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title: Education Consultant I

Agency/Department/Unit: MIL GUC:

Pay Group: Classified Work Station: Montpelier Zip Code: 05620

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: Robert E. Burke, Director, Office of Veterans Affairs,
802.828.3380

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 209400 Existing Job/Class Title: Education Consultant I

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:

Duties:

- Planning, administrative, consultative, and monitoring work at a professional level in providing services to education and training institutions as well as veterans as they relate to veterans GI Bill benefits.

- Complete the following Program Approval Activities:

-Program Approval Activities - Review and respond to program approval requests

-Compliance - Perform compliance surveys and visits

-Technical Assistance - Provide direct assistance to institutions or businesses with any and all aspects of the approval/training process. Meet with Certifying Officials and other institution administrators for orientation, compliance, and approval. Investigate and follow-up with veterans and institutional officials concerning DVA denial of benefits letters.

-Outreach - Promote awareness and utilization of GI Bill benefits. Provide up-to-date information concerning GI Bill benefits to individual eligible recipients and institution administrators in various forms.

-Liaison - Participate in meetings, training, and activities of the National Association of State Approving Agencies. Participate in conference calls, and liaison, with other State Approving Agencies to employ best practices in approval and contract compliance activities.

-Contract Compliance - Prepare and manage budget. Prepare and submit invoices for Dept. of Veterans Affairs reimbursement. Prepare and submit quarterly reports of Vermont SAA activities. Prepare and submit self-assessment for Joint Peer Review Group. Prepare and submit business plan to Dept. of Veterans Affairs. Prepare and submit contract proposal to Dept. of Veterans Affairs.

Expectations:

-- Considerable knowledge of the administrative workings of higher education and training programs.

-- Working knowledge of the educational resources, training programs, and the application of veterans benefits.

-- Complete all Business Plan and contractual requirements on time and in accordance with Dept. of Veterans Affairs rules and requirements.

-- Ability to establish and maintain effective working relationships with employees, other agencies and the public; ability to work outside in all kinds of weather; ability to communicate effectively both verbally and in writing.

Environmental Factors:

-- Normal office working conditions generally prevail. Incumbent must be able to interact, work, and deal with department staff, education and training institutions, and veterans.

-- Considerable in-State travel is necessary to perform outreach and compliance duties.

-- Some evening or overtime work may be necessary.

Qualifications:

-- Bachelors degree AND four (4) years or more of professional work experience in a field related to education and training services and/or providing veteran's services.

-- A valid Vermont drivers license.

2. Provide a brief justification/explanation of this request: In 2007 the State Approving Authority position was transferred for the Agency of Education to the Office of Veterans Affairs. During the ensuing years the Office of Veterans Affairs performed this task under an annual contract with the Department of Veterans Affairs. In federal fiscal year 2014 a partial year contract was offered because the VA was concerned with the performance of the contract. A contract was not offered in fiscal year 2015 because of performance issues. The position was eliminated in a RIF due to the loss of the funding stream. When I took over as director in September of 2014 I persued a return of the contract. The attached contract offer was received on 1 July. The return of this position will allow the State of Vermont to better serve its veteran students and the institutions that are providing them education and training.

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).

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: Robert E. Burke, Director, Office of Veterans Affairs

6. Who should be contacted if there are questions about this position (provide name and phone number): Robert E. Burke, Director, Office of Veterans Affairs, 802.828.3380


7. How many other positions are allocated to the requested class title in the department: 0
8. Will this change (new position added/change to vacant position) affect other positions within the organization? (For example, will this have an impact on the supervisor's management level designation; will duties be shifted within the unit requiring review of other positions; or are there other issues relevant to the classification process.) No

Attachments:

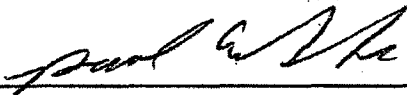
- Organizational charts are **required** and must indicate where the position reports.
- Class specification (optional).
- For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position,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



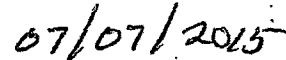
Personnel Administrator's Signature (required)*



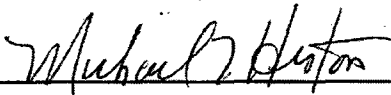
Date



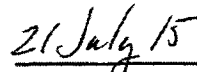
Supervisor's Signature (required)*



Date



Appointing Authority or Authorized Representative Signature (required)*



Date

* Note: Attach additional information or comments if appropriate.



Department of Human Resources
State of Vermont

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official state website

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Classification and Hiring

Job Specifications

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[jobcode=209400&letter=&paygrade=&category=&keyword=&result=Search\)](#)

EDUCATION CONSULTANT I

Job Code: 209400

Pay Plan: Classified

Pay Grade: 22

Occupational Category: Education & Library Services

Effective Date: 10/10/2013

Class Definition: Planning, administrative, consultative, and monitoring work at a professional level in providing education services. Extensive interaction occurs with other Department staff members, local school officials, and education professionals. Project assignments of a department-wide nature may occur.

Examples of Work: Incumbents provide consulting services to school districts, professional organizations, vocational programs, other state and local agencies, in areas such as effective schools, lifelong learning, guidance, health and safety, early childhood education, adult education, core curriculum areas, technical education, special education, nutrition and school construction. Work with schools to monitor and evaluate facilities, instructional aids, teacher qualifications, general education programs, educational outcomes, and conformance with accreditation, fiscal or other guidelines. Promotes and consults on establishing organizational missions, planning and policy documents, special programs, improving or restructuring existing programs and assists with problems arising during developing, organizing or operating such programs. Provides leadership and direction in developing or revising materials for use in specific grades, subject areas, building and equipment facilities or other special programs.

Environmental Factors: Normal office working conditions generally prevail. Incumbent must be able to interact, work, and deal with department staff, educators, state, federal, and local officials, and the general public. Evening and weekend work may be required. Considerable travel is necessary for which an incumbent must possess private means of transportation.

Minimum Qualifications

Knowledge, Skills and Abilities: Considerable knowledge of state regulations and standards relating to educational programs. Considerable knowledge of the organization, facilities, and capabilities of Vermont school systems. Working knowledge of the educational resources and delivery systems of the State Department of Education.

Education and Experience:

Bachelor's degree AND four (4) years or more of professional level work experience in a field related to teaching or provision of educational support services.

OR

Master's degree AND three (3) years or more of professional level work experience in a field related to teaching or provision of educational support services.

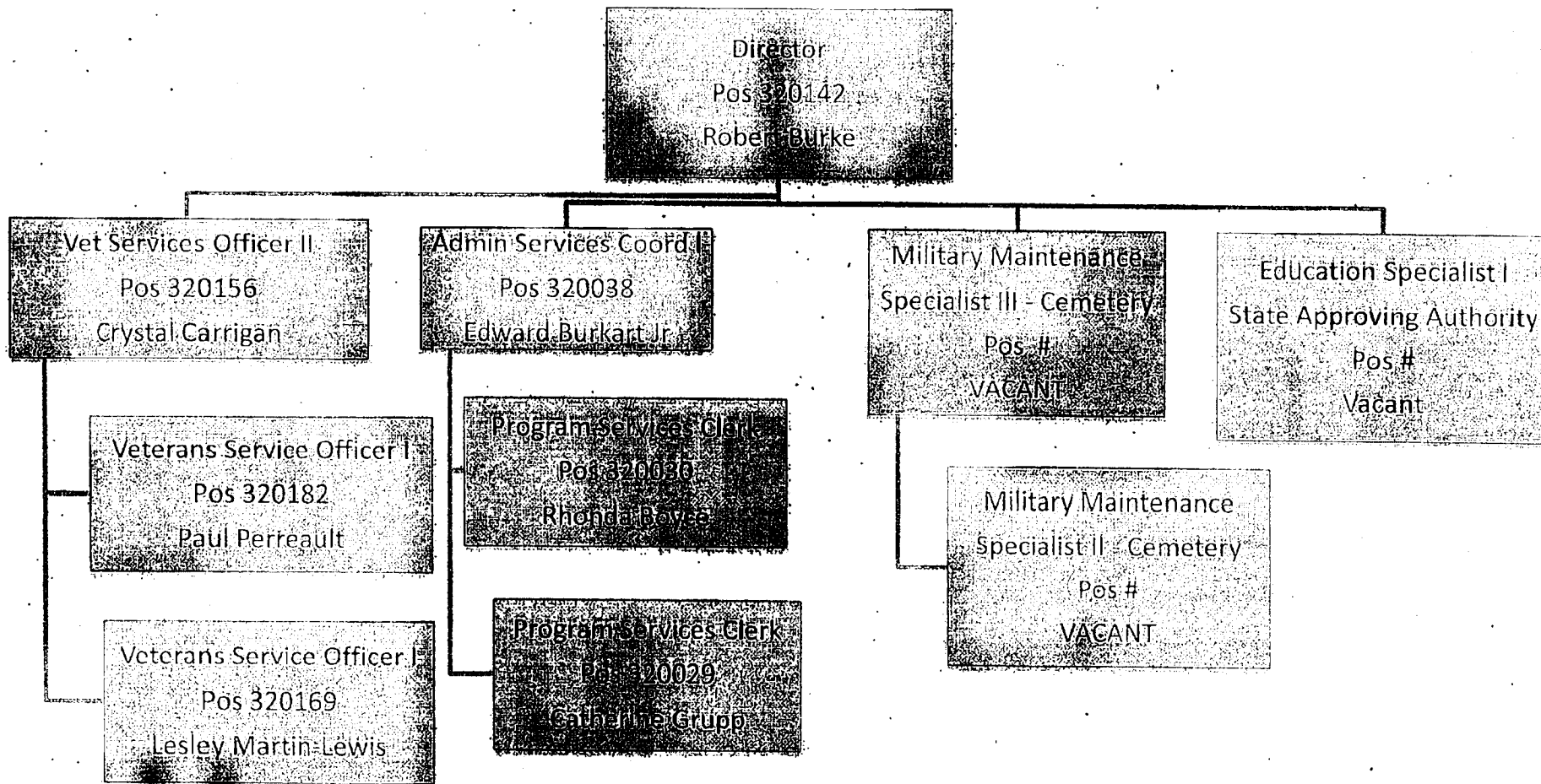
Note: Some positions may have certification requirements or other special requirements

Special Requirements: n/a

OFFICE OF VETERANS AFFAIRS

118 State Street, Montpelier VT 05620-4401

Updated 6/30/2015



AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE
V1.01 (223C) PAGE 1 OF 2 PAGES

2. AMENDMENT/MODIFICATION NO. 1	3. EFFECTIVE DATE 10/01/2015	4. REQUISITION/PURCHASE REQ. NO. V1.01 (223C) P-5660	5. PROJECT NO. (if applicable)
6. ISSUED BY Department of Veterans Affairs Education Service 810 Vermont Avenue, N.W. Washington, DC 20420		7. ADMINISTERED BY (if other than Item 6)	

8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and ZIP Code) Vermont Office of Veterans Affairs 118 State Street, Drawer 20 Montpelier, VT 05620-4401	<input checked="" type="checkbox"/> 9A. AMENDMENT OF SOLICITATION NO.	
	9B. DATED (See Item 11)	
	<input checked="" type="checkbox"/> 10A. MODIFICATION OF CONTRACT/ORDER NO. V1.01 (223C) P-5660	
	10B. DATED (See Item 11)	
CODE	FACILITY CODE	10/01/2015

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (if required)

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) Option provision

IMPORTANT! Contractor is not, is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

- See attachment for the contract modification to the fiscal year 2014 base year contract.
- Modification of Article X. Option year fiscal FY16 allocation is \$100,000.
- Reason - Option Provision/FY16 allocation formula.

Except as provided herein, all terms and conditions of this document referenced in Item 9A or 10A, as heretofore changed, remain unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) (Signature of person authorized to sign)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Len Wisneski, Contracting Officer		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	