



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Senior Staff Associate
Date: September 12, 2024
Subject: LSP – JFO #3215

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration. *This item is being held for the Joint Fiscal Committee meeting scheduled for September 25, 2024.*

JFO #3215: One (1) limited-service position to the Department of Public Safety: Public Safety Accounting and Audit Analyst I. Due to recent natural disasters, FEMA funding to Vermont has increased. This new position will assist in FEMA grant administration including reviews of subgrantees receiving federal funds. The position is funded through previously approved FEMA grants through 7/14/2027. *[Received 9/9/2024]*

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson, sanderson@leg.state.vt.us) if you have questions before the meeting.

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

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

Agency/Department: Public Safety Date: 4/17/2024

Name and Phone (of the person completing this request): Brenda Buker 802-760-0966

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # 3015 3095 3165 3154

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

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

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 Safety Accounting & Audit Analyst I	1	Administration/FEMA Disaster Grants	7/14/2027

*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

See attached

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are provided as required by 32 VSA Sec. 5(b).

DocuSigned by:
Daniel Batrie 5/17/2024
 Signature of Agency or Department Head Date

David Fuller Digitally signed by David Fuller
Date: 2024.05.20 11:27:40 -04'00'
 Approved/Denied by Department of Human Resources Date

Adam Greshin Digitally signed by Adam Greshin
Date: 2024.07.02 14:59:12 -04'00'
 Approved/Denied by Finance and Management Date

Sarah Clark Digitally signed by Sarah Clark
Date: 2024.07.08 07:54:10 -04'00'
 Approved/Denied by Secretary of Administration Date

[Signature] 9/6/24
 Approved/Denied by Governor (required as amended by 2019 Leg. Session) Date

Comments:

State of Vermont
Department of Human Resources
120 State Street, 5th Floor
Montpelier, VT 05620-2505
humanresources.vermont.gov

[phone] 802-461-9903
[fax] 802-828-3409

Agency of Administration

MEMORANDUM

TO: Jason Aronowitz, Senior Budget Analyst, Department of Finance and Management

FROM: David Fuller, Deputy Director of Classification and Position Management

DATE: 5/20/24

SUBJECT: DPS Limited Service Position Request

I have reviewed the attached documentation submitted by DPS for one Limited Service Position titled "Public Safety Accounting and Audit Analyst I." The request form cites numerous existing grants as funding sources for this position (see attached) however I am unable to find specific wording regarding the funding of this position. The completed Limited Service Position Request Form and RFR show the above mentioned position as being requested and an org chart is also attached.

Please let me know if you have any questions.



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Senior Staff Associate
Date: October 3, 2023
Subject: Grant Request – JFO #3165

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration. *This grant was approved at the Joint Fiscal Committee Meeting on September 27, 2023.*

JFO #3165: \$164,000,000.00 to the Vermont Department of Public Safety from the Federal Emergency Management Agency to provide Federal disaster assistance for emergency work and the repair/replacement of disaster damaged facilities during the severe storm and flooding event for the period July 7, 2023, and continuing in Addison, Bennington, Caledonia, Chittenden, Essex, Franklin, Grand Isle, Lamoille, Orange, Orleans, Rutland, Washington, Windham, and Windsor counties.

[NOTE: State share (ERAF) estimated at \$20,960,000.00 and local match at \$29,040,000.00 based on 75% FEMA share.]

[Packet received on September 28, 2023]

VERMONT DEPARTMENT OF PERSONNEL
Request for Classification Action
New or Vacant Positions
Existing Job Class/Titles ONLY
Position Description Form C

- **This form is to be used by management to request the allocation of a new position, or reallocation of a vacant position, to an EXISTING class title.**
- Employee requests must be submitted on the separate "Position Description Form A."
- Requests for full classification, to determine the appropriate pay grade for any job class must be submitted on "Position Description Form A."
- This form was designed in Microsoft Word to download and complete on your computer. This is a form-protected document, so information can only be entered in the shaded areas of the form.
- To move from field to field use your mouse, the arrow keys or press Tab. Each form field has a limited number of characters. Use your mouse or the spacebar to mark and unmark a checkbox.
- Where additional space is needed to respond to a question, you will need to attach a separate page, and number the responses to correspond with the numbers of the questions on the form. Please contact your Personnel Officer if you have difficulty completing the form.
- All sections of this form are required to be completed unless otherwise stated.
- The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office.

**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: _____
	Working Conditions: _____	Accountability: _____
	Total: _____	

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title:

Agency/Department/Unit: GUC:

Pay Group: Work Station: Zip Code:

Position Type: Permanent Limited Service (end date)

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

Supervisor's Name, Title and Phone Number:

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code Existing Job/Class Title:

b. Position authorized by:

- Joint Fiscal Office – JFO # Approval Date:
- Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)
- Other (explain) -- Provide statutory citation if appropriate.

Vacant Position:

- a. Position Number:
- b. Date position became vacant:
- c. Current Job/Class Code: Current Job/Class Title:
- d. REQUIRED: Requested (existing) Job/Class Code: Requested (existing) Job/Class Title:
- e. Are there any other changes to this position; for example: change of supervisor, GUC, work station? Yes No If Yes, please provide detailed information:

For All Requests:

1. List the anticipated job duties and expectations; include all major job duties: Audits and single audit reviews of subgrantees receiving federal FEMA funding, and review of delinquencies of State SAR reporting and single audit submissions. The audit appointments will include training in financial management standards, internal controls, and federal funding compliance.

2. Provide a brief justification/explanation of this request: The number of federal FEMA awards passed through the Department of Public Safety as greatly increased. The existing staff of two auditors who perform these functions for a selected number of all our subrecipients cannot fulfill all auditing duties due to the volume of awards. Therefore, we request a position that will solely cover FEMA awards.

3. If the position will be supervisory, please list the names and titles of all classified employees reporting to this position (this information should be identified on the organizational chart as well). N/A

Personnel Administrator's Section:

4. If the requested class title is part of a job series or career ladder, will the position be recruited at different levels? Yes No

5. The name and title of the person who completed this form: Brenda Buker, Operations & IC Manager

6. Who should be contacted if there are questions about this position (provide name and phone number): Brenda Buker, 802-760-0996

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

8. Will this change (new position added/change to vacant position) affect other positions within the organization? (For example, will this have an impact on the supervisor's management level designation; will duties be shifted within the unit requiring review of other positions; or are there other issues relevant to the classification process.) no

Attachments:

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

DocuSigned by:
Sarah Adams
CA15431F36AC42F...

5/8/2024

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

Date

DocuSigned by:
Brenda Baker
FABB9F1ED4A7402...

5/8/2024

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

Date

DocuSigned by:
Daniel Batsie
2B16FD6180DE453...

5/17/2024

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

Date

* Note: Attach additional information or comments if appropriate.

Vermont Department of Public Safety Division of Finance & Administration

