



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Daniel Dickerson, Fiscal Analyst
Date: October 16, 2014
Subject: Grant Request #2710, #2711, #2712, #2713, #2714

Enclosed please find five (5) items that the Joint Fiscal Office has received from the administration.

JFO #2710 – \$99,957 grant from the U.S. Food and Drug Administration to the Vermont Agency of Agriculture, Division of Food Safety and Consumer Protection. The purpose of this grant is to continue to help Vermont dairy farmers prepare for a highly contagious disease outbreak such as Foot and Mouth Disease (FMD), and to maintain business continuity during such an outbreak. The funding will also allow Vermont to host a New England regional emergency exercise that tests the various milk movement triggers and the state-wide economic impact associated with adjusting those triggers on individual farms.

[JFO received 10/10/14]

JFO #2711 – \$20,000 grant from the U.S. Department of Agriculture to the Vermont Agency of Agriculture. The funding provided will allow the Agency of Agriculture to cover the cost of testing sick Vermont pigs that exhibit clinical signs consistent with Porcine Epidemic Diarrhea (PED). It will also allow VAAF to purchase necessary disinfectant and hog handling equipment and supplies that will be used to manage animals and decontaminate infected Vermont barns, and will facilitate the development of a statewide swine working group to discuss issues pertinent to swine health.

[JFO received 10/10/14]

JFO #2712 – **One (1) limited service position** in the Vermont Agency of Human Services, Department of Disabilities, Aging and Independent Living. The position title is Quality Improvement Coordinator and will provide support to the Project Manager and Project Director with duties to include the ongoing development and maintenance of an accurate, expansive system of continuous quality improvement, including process and outcome analysis, and preparation of reports measuring quality and consistency of services through the Aging and Disabilities Resource Connection (ADRC) The position is funded for one year through an allocation of existing US Dept. of Health and Human Services grant funding.

[JFO received 10/15/14]

JFO #2713 – **Two (2) limited service positions** in the Vermont Agency of Commerce and Community Development, Department of Housing and Community Development. The position titles are (1) Senior Grants Management Analyst and (2) Grants Management Specialist. The positions will deal

primarily with administering and disbursing two allocations of Community Development Block Grant (CDBG) funding (approximately \$40 million) related to Tropical Storm Irene and the spring floods of 2011. The positions are funded for three years from the CDBG monies.

[JFO received 10/15/14]

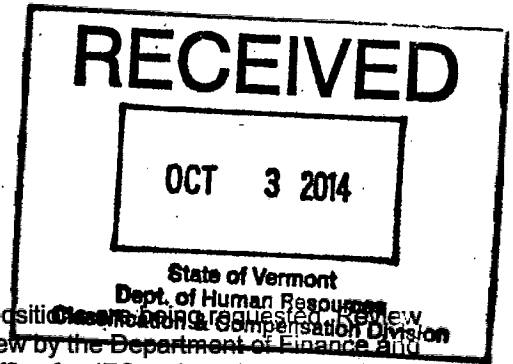
JFO #2714 – One (1) limited service position in the Vermont Agency of Human Services, Department for Children and Families. The position title is Domestic Violence Specialist and will provide case consultation, recommendations and expertise to DCF social workers, supervisors and central office staff, on cases where domestic violence, sexual abuse and child abuse coexist, and to provide general consultation to community agencies. The position is funded for three years through an allocation of grant funding from the US Dept. of Justice, Office on Violence Against Women.

[JFO received 10/15/14]

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; 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 30 we will assume that you agree to consider as final the Governor's acceptance of these requests.

JFO 2712

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



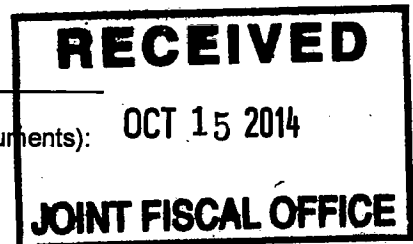
This form is to be used by agencies and departments when additional grant funded positions are requested and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal 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: AHS/DAIL Date: 3/20/14

Name and Phone (of the person completing this request): Tara Grenier

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # 2238



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

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
DAIL Quality Improvement Coordinator	1	ASD/ADRC	9/30/2012 - 9/29/2015

*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 grant has very limited staffing for the size of the initiative that includes coordination among 10 community-based organizations statewide, and three state agencies (DAIL, DCF and DVHA primarily). Activities and grant deliverables merit additional staff with expertise to assist in achieving overall grant expectations. The limited service position was written into the original grant proposal.

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] (for)
Signature of Agency or Department Head Date 9/25/14

[Signature]
Approved/Denied by Department of Human Resources Date 10/6/14

[Signature]
Approved/Denied by Finance and Management Date 10/13/14

[Signature]
Approved/Denied by Secretary of Administration Date 10/13/14

Comments:

OCT 09 2014

DHR - 11/7/05

OK [Signature]

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: _____ Accountability: _____	
Working Conditions: _____ 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: DAIL Quality Improvement Coordinator

Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored

Vacant Position Number: Current Job/Class Title:

Agency/Department/Unit: DAIL/ASD Work Station: 94 Harvest Lane, Williston VT Zip Code: 05495

Supervisor's Name, Title and Phone Number: Suzanne Leavitt, Quality and Provider Relations Program
Director, 802.871.3046

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.

Will serve as a primary support to the DAIL Project Manager (PM) and Project Director (PD) specifically related to areas of quality improvement, data indicators, and outcomes. The current work of the project includes needs across multiple topic areas regarding ADRC partner agency data collection, analysis, and reporting. This position will become educated regarding the core content areas of the initiative, the various data systems used by the ADRC partner agencies and DAIL, and collaborate with the PM, PD and DAIL Planning and Data Unit regarding the overall management and analysis of required data, assisting in moving DAIL toward a more cohesive RBA and CQI focus on the ADRC work, assisting to embed it within the existing DAIL infrastructure. This position will assist in the development of data dashboards and streamlining what data is necessary to assist in achieving overall program outcomes and reporting out those outcomes. This position will join national and state level calls/workgroups/teams to assist the PM in management of those meetings including note taking.

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*.

Tara Grenier, ADRC Project Director--Guide; Heather Johnson, ADRC Project Manager--Guide/Facilitate; Suzanne Leavitte, Quality and Provider Relations Program Director--Supervise/Guide; and ADRC Leadership Team Core Partners--collaborate to support overall quality improvement activities and program outcomes. Interactions with ADRC Partners will include but not be limited to technical support, phone contact, in person meetings, being a part of and contributing to trainings, building reporting, creating and maintaining quality databases, streamlining data for reporting and quality.

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.

Knowledge of Excel and SAMS; ability to learn other data management systems. Must be detail oriented and possess the ability to problem solve data outcomes and ensure follow up with direct staff, be able to handle and manage multiple deadlines under which pressure from deadlines may be experienced. Knowledge of evaluation methodology and best practice development strategies. Ability to understand and apply program evaluation tools. Ability to communicate effectively in written and oral forms. Ability to establish and maintain effective working relationships. Ability to perform job duties within the framework of the four key practices of the Agency of Human Services: customer service, holistic service, strength-based relationships and results orientation.

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

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.

In team approach and weekly meetings, review work plan with PD, PM, and unit director to assign priorities, check deliverables and status of required activities. Some projects will be done independently, with communication regularly with PD, PM regarding scope, direction, and feedback on work deliverables. Review submission of any independent work with PD and PM. Regular checkins and oversight as required and/or needed by PD.

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.*

Understanding multiple database systems and how to develop data dashboards and data

elements to support program outcomes across multiple services. Able to multi-task across multiple initiatives of the ADRC grant. Manage multiple hard deadlines. Direct oversight of quality improvement plans and strategies of selected agencies or programs providing specific services to seniors and adults with disabilities. Have ability to work with difficult people and difficult situations with tact when they arise. Ability to work with a diverse provider group. Understanding the programs and databases used and where the gaps are to move forward and change these systems to better the ADRC and the people it serves.

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.*

To promote results-based accountability and implementation of systems change program outcomes of national federally-based initiative. Efforts will link to sustainability of program across the state. Work to provide quality improvement efforts, development of data dashboards and data measures will be integral to the accomplishment of this goal, including measurement of program impact, consumer satisfaction, and cost-effectiveness.

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?
Divergent stakeholders	50%
Multi tasking	100%
Tight timeframes and deliverable turn around	70%

- 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?

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?

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 work station	75%
Driving	25%

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.

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?

Understanding of data measures and quality improvement systems and how to make sense of multiple data systems to describe and measure program outcomes. This is critical to the overall sustainability of the ADRC program in Vermont, and nationwide.

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?

Able to work independently after assigned a task; attention to detail; timely submission of deliverables; organized; able to collaborate across multiple partners and stakeholders; responsiveness.

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

4. Suggested Title and/or Pay Grade:

DAIL Quality Improvement Coordinator: Pay Grade 24

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).

No. This is a new position.

Suggested Title and/or Pay Grade:

DAIL Quality Improvement Coordinator: Pay Grade 24

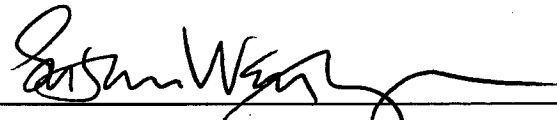
Personnel Administrator's Signature (required):  Date: 9/29/14

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.

Suggested Title and/or Pay Grade:

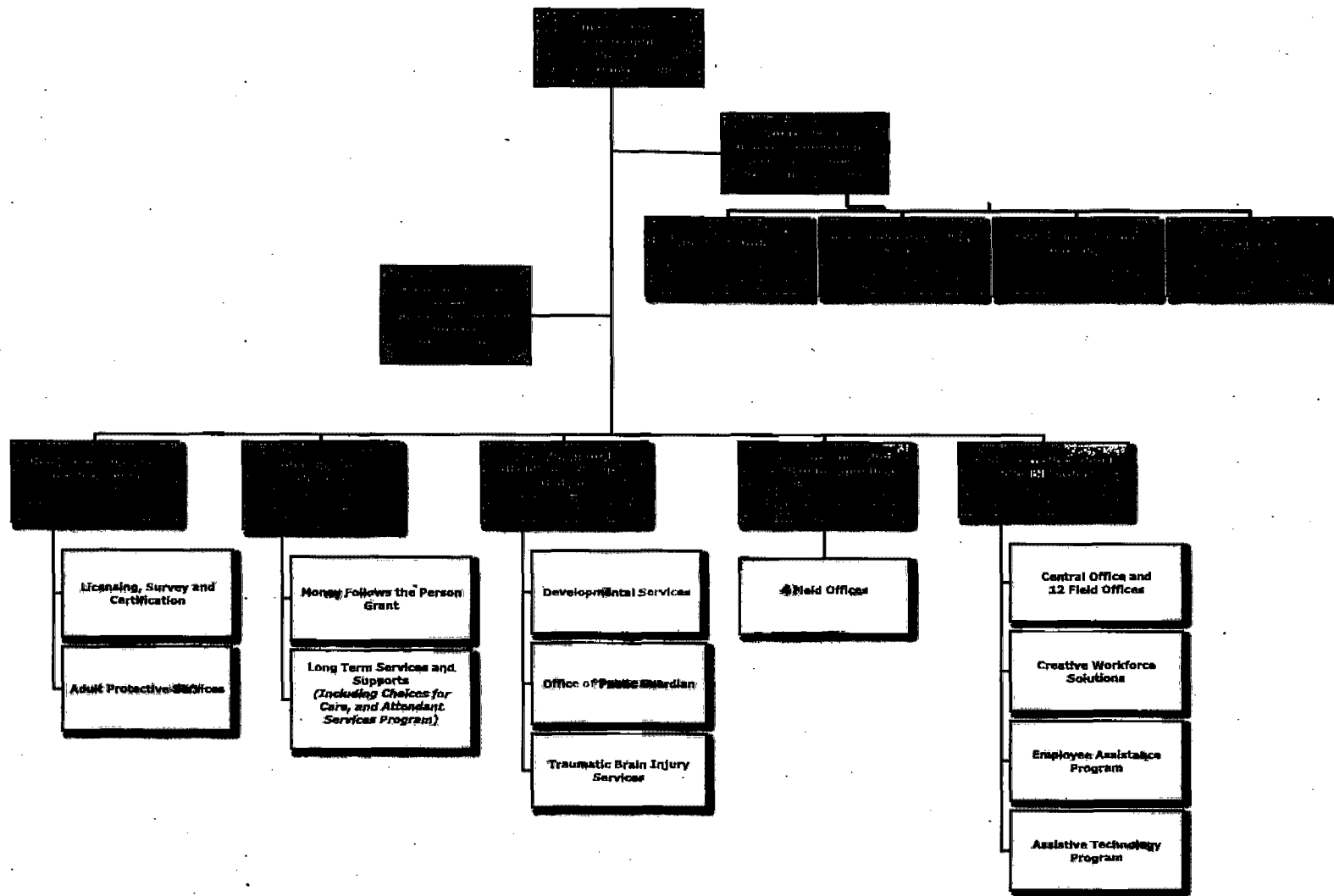
PG 24


Appointing Authority or Authorized Representative Signature (required)

9-18-14
Date

Department of Disabilities, Aging, and Independent Living (DAIL) Organizational Chart

State Unit on Aging (SUA)



* = Identifies contacts for DAIL Senior Leadership

As of 01/2014