



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Daniel Dickerson, Fiscal Analyst *DWD*
Date: July 13, 2018
Subject: Position Request – JFO #2920

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the administration.

JFO #2920 – One (1) limited-service position within the VT Dept. of Health. The position would be titled Disease Intervention Specialist and would be tasked with conducting investigative and counseling work in the field of epidemiology for the Department, focusing specifically on sexually transmitted diseases (STD) including human immunodeficiency virus (HIV). A chief duty for the position would be to identify, interview and counsel individuals that have been diagnosed with STDs, including HIV. The position would be funded through 3/31/2022 from two ongoing federal grants, both from the U.S Dept. of Health and Human Services, a Sexually Transmitted Disease Program grant and the Ryan White HIV Care grant. *[JFO received 7/12/18]*

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 July 27, 2018 we will assume that you agree to consider as final the Governor's acceptance of these requests.

State of Vermont
Department of Health
108 Cherry Street, PO Box 70
Burlington, VT 05402

[phone] 802-863-7736
[fax] 802-865-7754

JFO 2920

RECEIVED
JUL 12 2018
JOINT FISCAL OFFICE

MEMORANDUM

To: Sarah Clark, AHS CFO

From: Paul Daley, Financial Director *Paul J Daley*

Re: Limited Service Position Request for the HIV Care and Sexually Transmitted Disease Grants

Date: 18 May 2018

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The Health Department is requesting approval of one new limited service positions to be co-funded by the Ryan White HIV Care and Sexually Transmitted Disease grants, CFDA's 93.917 and 93.977 respectively. Funding was previously approved by the JFO.

The project period of the HIV grant is 4/1/91 thru 3/31/22. The project period of the STD grant is 1/1/14 thru 12/31/18, at which point a new award will be issued. These two federal awards provide funds for the surveillance, prevention, education, and treatment of HIV and other sexually transmitted diseases. This new team member would conduct technical, investigative, and counseling work involving the field of epidemiology for the Department of Health. Duties involve interviewing and counseling persons diagnosed with a sexually transmitted infection (STI), including Human Immunodeficiency Virus (HIV) and their sexual partners.

Please find enclosed a Position Request Form, one RFR with an organization chart, a summary of grant activities, and a copy of the two notices of award..

After review by your office and approval from the Secretary's Office, please forward to DHR Classification for review of the RFRs.

We appreciate your support in moving this request forward. Please let me know if you have questions or need additional information. Thank you.

JUL 02 2018

986/20/18

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 Department of Health Date: 05/23/2018

Name and Phone (of the person completing this request): Bryan O'Connor 802-863-7384

Request is for:

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

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

CDC, Addressing the Impact of STD In Vermont, NH25PS004361
 HRSA, Ryan White HIV Care Act Title II, X07HA00039

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>
Disease Intervention Specialist	1	Surveillance / STD & HIV Care	4/1/91-3/31/22 / 3/31/22

*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:

This new team member is necessary to provide technical, investigative, and counseling work involving the field of epidemiology. They will identify, interview, and counsel individuals diagnosed with sexually transmitted infections, including HIV. They will be entirely federally funded.

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] JUN 13 2018
 Signature of Agency or Department Head Date

[Signature] 6/26/18
 Approved/Denied by Department of Human Resources Date

[Signature] 9 July 18
 Approved/Denied by Finance and Management Date

[Signature] 7/10/18
 Approved/Denied by Secretary of Administration Date

Comments:

Title and paygrade may change per classification rating - Anne Pope

DHR - 117/05

JUL 02 2018

**Sexually Transmitted Disease Program
Summary 18 May 2018**

The Department of Health has received a grant from the Department of Health and Human Services, Center for Disease Control and Prevention, Sexually Transmitted Diseases (STD), providing \$200,000 to improve Sexually Transmitted Disease Programs through Assessment, Assurance, Policy Development, and Prevention Strategies.

The project objectives of this funding are:

1. Conduct STD surveillance
2. Respond to STD-related outbreaks
3. Identify persons with STDs and link them and their partners to care and to treatment through targeted disease investigation and intervention
4. Promote CDC-recommended screening, diagnosis, and treatment practices among relevant providers
5. Disseminate local data and information to the health care community and public
6. Monitor and develop STD-related policy
7. Develop and strengthen multi- sector partnerships to support STD prevention and control
8. Support HIV prevention goals and collaborate with health department HIV programs and
9. Analyze and use data for increased program insights and program improvement

**Ryan White HIV Care Program
Summary 18 May 2018**

The Department of Health has received a grant from the Department of Health and Human Services, Division of HIV, Ryan White Care Program, providing \$907,098 to identify individuals both aware and unaware of their HIV status and connect them to care and treatment.

The project objectives of this funding are:

1. Reduce New Infections
2. Increase Access to Care and Improve Health Outcomes for PLWHA
3. Reduce HIV-Related Health Disparities and Health Inequities

These two funding streams will be used to fund a full-time Disease Intervention Specialist to: conduct field investigations that involves interviewing individuals diagnosed with STIs, including HIV, and their contacts to determine the source and scope of infection; refer contacts and suspected contacts to appropriate diagnostic facility for examination and treatment; and explain test results to involved persons and adaptive strategies for behavior change. Additionally, this position regularly interacts with healthcare providers to encourage case reporting, obtains clinical information concerning treated cases or diagnostic determination, and provides education concerning the most recent and effective diagnostic and treatment options.

1. DATE ISSUED MMDD/YYYY 03/27/2018 | 2. CFDA NO. 93.977 | 3. ASSISTANCE TYPE Project Grant

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Centers for Disease Control and Prevention

CDC Office of Financial Resources

2920 Brandywine Road
Atlanta, GA 30341

NOTICE OF AWARD

AUTHORIZATION (Legislation/Regulations)
PHS ACT, SECT. 318 (42U.S.C. SEC 247C)

1a. SUPERSEDES AWARD NOTICE dated 12/17/2017
except that any additions or restrictions previously imposed remain
in effect unless specifically rescinded

4. GRANT NO. 6 NH25PS004361-05-01
Formerly 5H25PS004361-03 | 5. ACTION TYPE Post Award Amendment

6. PROJECT PERIOD MMDD/YYYY From 01/01/2014 Through 12/31/2018

7. BUDGET PERIOD MMDD/YYYY From 01/01/2018 Through 12/31/2018

8. TITLE OF PROJECT (OR PROGRAM) ADDRESSING THE IMPACT OF STD IN VERMONT THRU IMPRVG STD PROGMG

9a. GRANTEE NAME AND ADDRESS Vermont Agency of Human Services
108 Cherry St
Burlington, VT 05401-4295

9b. GRANTEE PROJECT DIRECTOR Mr. Daniel Joseph Daltry
108 Cherry Street
Burlington, VT 05401-1504
Phone: 802-863-7305

10a. GRANTEE AUTHORIZING OFFICIAL Mr. Gary Leach
208 Hurricane Ln
Williston, VT 05495-2069
Phone: 802-863-7384

10b. FEDERAL PROJECT OFFICER Ms. Tawanda Asamaowei
12 Corporate Blvd NE
Brookhaven, GA 30329-1909
Phone: 404.718.6389

ALL AMOUNTS ARE SHOWN IN USD

11. APPROVED BUDGET (Excludes Direct Assistance)	
I Financial Assistance from the Federal Awarding Agency Only <input type="checkbox"/>	
II Total project costs including grant funds and all other financial participation <input checked="" type="checkbox"/>	
a. Salaries and Wages	49,450.00
b. Fringe Benefits	19,780.00
c. Total Personnel Costs	69,230.00
d. Equipment	0.00
e. Supplies	3,464.00
f. Travel	5,726.00
g. Construction	0.00
h. Other	0.00
i. Contractual	36,393.00
j. TOTAL DIRECT COSTS	114,813.00
k. INDIRECT COSTS	29,670.00
l. TOTAL APPROVED BUDGET	144,483.00
m. Federal Share	144,483.00
n. Non-Federal Share	0.00

12. AWARD COMPUTATION	
a. Amount of Federal Financial Assistance (from Item 11m)	144,483.00
b. Less Unobligated Balance From Prior Budget Periods	23,196.00
c. Less Cumulative Prior Award(s) This Budget Period	71,287.00
d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION	50,000.00
13. Total Federal Funds Awarded to Date for Project Period	854,466.00

14. RECOMMENDED FUTURE SUPPORT (Subject to the availability of funds and satisfactory progress of the project):			
YEAR	TOTAL DIRECT COSTS	YEAR	TOTAL DIRECT COSTS
a. 6		d. 9	
b. 7		e. 10	
c. 8		f. 11	

15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:		<input checked="" type="checkbox"/> b
a. DEDUCTION		
b. ADDITIONAL COSTS		
c. MATCHING		
d. OTHER RESEARCH (Add Deduct Option)		
e. OTHER (See REMARKS)		

16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARING AGENCY ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:

- a. The grant program legislation
- b. The grant program regulations
- c. This award notice including terms and conditions, if any, noted below under REMARKS.
- d. Federal administrative requirements, cost principles and audit requirements applicable to this grant.

In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.

REMARKS (Other Terms and Conditions Attached - Yes No)
ADDITIONAL FINANCIAL ASSISTANCE: \$50,000

GRANTS MANAGEMENT OFFICIAL: Arthur Lusby, Grants Management Officer, Team Lead

17. OBJ CLASS 41.51	18a. VENDOR CODE 1036000274A7	18b. EIN 036000264	19. DUNS 809376155	20. CONG. DIST. 00
21. a. 8-939ZRJQ	b. 004361AA14	c. 93.977	d. PS	e. \$5,517.00
22. a. 8-939ZRPZ	b. 004361AA14	c. 93.977	d. PS	e. \$44,483.00
23. a.	b.	c.	d.	e.

1. DATE ISSUED: 04/06/2018		2. PROGRAM CFDA: 93.917	
3. SUPERSEDES AWARD NOTICE dated: except that any additions or restrictions previously imposed remain in effect unless specifically rescinded.			
4a. AWARD NO.: 5 X07HA00039-28-00		4b. GRANT NO.: X07HA00039	
		5. FORMER GRANT NO.: BRX070039	
6. PROJECT PERIOD: FROM: 04/01/1991 THROUGH: 03/31/2022			
7. BUDGET PERIOD: FROM: 04/01/2018 THROUGH: 03/31/2019			



NOTICE OF AWARD
AUTHORIZATION (Legislation/Regulation)
 Public Health Service Act, Title XXVI, Section 2603
 FY 2007 Title XXVI of the PHS Act, 42 U.S.C. section 300ff-11 et seq (as amended), Part B
 Public Health Service Act as amended, Sections 2611-23, (42 USC 300ff21-31b)
 2611-22 of title XXVI of the Public Health Service Act, 42 USC 300ff-21-300ff-31a, as amended by the Ryan White HIV/AIDS Treatment Extension Act of 2009 (Public Law 111-87)
 Sections 2611-22 of title XXVI of the Public Health Service Act, 42 USC 300ff-21-300ff-31a, as amended by the Ryan White HIV/AIDS Treatment Extension Act of 2009 (Public Law 111-87)
 Sections 2611-22 of Title XXVI of the Public Health Service Act sections 2611-23, (42 U.S.C. § 300ff-21-31b), as amended by the Ryan White HIV/AIDS Treatment Extension Act of 2009 (Public Law 111-87)
 Sections 2611-23 of title XXVI of the Public Health Service Act, 42 USC 300ff-21-300ff-31a, as amended by the Ryan White HIV/AIDS Treatment Extension Act of 2009 (Public Law 111-87)
 Sections 2611-23 and 2693 of title XXVI of the Public Health Service Act, 42 U.S.C. 300ff-21-300ff-31b and 300ff-121, as amended by the Ryan White HIV/AIDS Treatment Extension Act of 2009 (Public Law 111-87)

8. TITLE OF PROJECT (OR PROGRAM): RYAN WHITE CARE ACT TITLE II

9. GRANTEE NAME AND ADDRESS:
 VERMONT STATE DEPARTMENT OF HEALTH
 108 Cherry St
 Burlington, VT 05401-4295
DUNS NUMBER:
 809376155

10. DIRECTOR: (PROGRAM DIRECTOR/PRINCIPAL INVESTIGATOR)
 Daniel Dalry
 VERMONT STATE DEPARTMENT OF HEALTH
 MailStop Code: IDEPI
 Division Line: Health Surveillance
 108 Cherry St
 Burlington, VT 05401-4295

11. APPROVED BUDGET: (Excludes Direct Assistance)
 Grant Funds Only
 Total project costs including grant funds and all other financial participation

a. Salaries and Wages :	\$0.00
b. Fringe Benefits :	\$0.00
c. Total Personnel Costs :	\$0.00
d. Consultant Costs :	\$0.00
e. Equipment :	\$0.00
f. Supplies :	\$0.00
g. Travel :	\$0.00
h. Construction/Alteration and Renovation :	\$0.00
i. Other :	\$345,919.00
j. Consortium/Contractual Costs :	\$0.00
k. Trainee Related Expenses :	\$0.00
l. Trainee Stipends :	\$0.00
m. Trainee Tuition and Fees :	\$0.00
n. Trainee Travel :	\$0.00
o. TOTAL DIRECT COSTS :	\$345,919.00
p. INDIRECT COSTS (Rate: % of S&W/TADC) :	\$0.00
q. TOTAL APPROVED BUDGET :	\$345,919.00
i. Less Non-Federal Share:	\$0.00
ii. Federal Share:	\$345,919.00

12. AWARD COMPUTATION FOR FINANCIAL ASSISTANCE:

a. Authorized Financial Assistance This Period	\$345,919.00
b. Less Unobligated Balance from Prior Budget Periods	
i. Additional Authority	\$0.00
ii. Offset	\$0.00
c. Unawarded Balance of Current Year's Funds	\$0.00
d. Less Cumulative Prior Awards(s) This Budget Period	\$0.00
e. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION	\$345,919.00

13. RECOMMENDED FUTURE SUPPORT: (Subject to the availability of funds and satisfactory progress of project)

YEAR	TOTAL COSTS
29	\$907,098.00
30	\$907,098.00
31	\$907,098.00

14. APPROVED DIRECT ASSISTANCE BUDGET: (In lieu of cash)

a. Amount of Direct Assistance	\$0.00
b. Less Unawarded Balance of Current Year's Funds	\$0.00
c. Less Cumulative Prior Awards(s) This Budget Period	\$0.00
d. AMOUNT OF DIRECT ASSISTANCE THIS ACTION	\$0.00

15. PROGRAM INCOME SUBJECT TO 45 CFR 75.307 SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:
A=Addition B=Deduction C=Cost Sharing or Matching D=Other **[A]**
 Estimated Program Income: \$0.00

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:

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

Vacant Position Number: Current Job/Class Title:

Agency/Department/Unit: Work Station: Zip Code:

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.*

WHAT: Prevent or reduce the transmission of sexually transmittable diseases/infections, including HIV. **HOW:** (1) Identify and contact person(s) known or suspected of being exposed to an STI, including HIV, (2) Interview individuals infected to elicit their sexual contacts, (3) Conduct field work to notify contacts of exposure(s), potentially obtain blood specimen with assistance from Public Health Nurse (unless qualified to do so themselves) and/or perform rapid HIV testing; (4) Educate persons of their health risks, (5) Refer individuals to behavioral interventions to reduce risks to self and others; (6) Provide resources and methods available to treat and prevent further transmission of the infection; (7) Follow up on contacts to ensure treatment was received and referrals accessed to ensure improved health outcomes; (8) Participate in outreach screening activities; (9) Provide information to consumers of the services available in Vermont for STI treatment and risk reduction; (10) Successfully complete HIV Basic Training, Testing, Referral and Linkage (TRL) and Cultural Competence trainings offered by the HIV/STD/Hepatitis Program; (11) Perform HIV testing on high risk consumers with a newly reported STI or individuals that contact the health department seeking HIV testing; (12) Follow up with healthcare providers to obtain clinical and treatment information; (13) Manage STI data and report cases to the CDC. **WHY:** These STI DIS-related activities will be conducted to ensure the adequate and appropriate treatment of individuals with various sexually transmitted infections, contain and minimize the health impacts to individuals and community members, and provide education to consumers who have been newly diagnosed with an STI or are at risk for acquiring an STI.

WHAT: Assess and monitor the needs of individuals living with HIV infection who are enrolled in the Vermont Medication Assistance Program (VMAP). **HOW:** (1) contact and orient all new VMAP consumers to the program and inform them of the other Ryan White services available to them in Vermont; (2) Conduct a needs assessment of all new VMAP clients and document findings to inform program evaluation; (3) Design, implement and evaluate an on-going VMAP consumer satisfaction survey; (4) Assist the VMAP Coordinator with semi-annual recertifications. **WHY:** These activities will be conducted to meet federal quality assurance requirements while ensuring ongoing monitoring of VMAP in an effort to bolster quality improvement and ensure improved health outcomes for Vermonters living with HIV disease.

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*.

Interview persons diagnosed with or suspected exposure to an STD and their suspected partners.

Advise and collaborate with medical providers.

Consult with the Centers for Disease Control and Prevention.

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.

HIV, HCV, and Syphilis point of care testing certification

Interviewing skills

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.

The majority of the DIS work is assigned by the volume of lab reports received. This position will work quite independently on case investigations and follow-up.

Other related duties will be assigned on an as needed basis by the supervisor. Work will be reviewed during weekly supervision and during annual performance reviews.

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 how to connect with people to effectively interview them, solicit sensitive sexual and other risk behavior information, and obtain other information to help them and their partners get proper treatment.

Ability to apply disease specific transmission periods and sexual experiences to determine periods of exposure.

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 stop the spread of infectious disease through individual interviewing, testing, referral to treatment, and partner notification services, to ensure proper treatment is received.

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?
Interaction with potentially volatile individuals	15%
Utilization of persuasion skills with individuals who are not receptive to the service for which you are calling	25%

--	--

- 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?
Potential exposure to blood borne pathogens	5%
Travel to remote residences where illegal activity may or may not be occurring.	5%
Road travel conditions during the winter to perform client interviews	5%

- 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?
N/A		

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

Type	How Much of the Time?
Driving	20%
Sitting	80%

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?

Assist individuals in obtaining proper treatment for their sexually transmitted disease(s) and informing their sexual partners/contacts of potential exposure to get them tested and possibly treated. This is important to control and reduce/eliminate the spread of STIs for improved population health outcomes. Also, the ability to not only talk to a consumer about their sexual experiences and presenting symptoms (burning urination, vaginal discharge or cervical tenderness), but also being able to process case findings with licensed medical providers and identify when the client has not been potentially diagnosed or treated appropriately. Finally, this individual must be able to work independently while being able to prioritize the scope of work between medical provider follow up, client interview, and partner notification services.

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?

This worker must have a hunger to serve individual directly impacted and individuals affected by Sexually Transmitted Infections. Individuals in this position will not often feel appreciation from consumers with whom they are assigned to serve and therefore, this individual must have a deep investment in the essential functions of public health and realize that they have played a significant role in service regardless of the expressed dissatisfaction of consumers. This mentality is needed to help prevent burnout. This position traditionally has a high turnover rate given the typical range of pay related to the inverse stress and responsibilities of the position.

This position requires the practitioner to be adept in human psychology, anatomy, the essential functions of public health, negotiation skills, and a non-judgmental attitude that operates from a strengths-based perspective. The ability to talk with people about sensitive information and elicit information to help them and their sexual partners/contacts obtain proper testing and treatment is essential. Additionally, to have skills of persuasion that can work with a variety of populations with diverse ages, sexual experiences, and gender identities. These host of skills are essential to be able to engage a client that is most often not aware that this worker might be calling or visiting them to have a discussion around sensitive and intimate information related to sex and a diagnosis of an infection which often carries a significant societal stigma. All these dynamics must be transcended in order to engage the client and motivate them to let you help them notify partners of potential exposure, need for testing and treatment. Sometimes this type of notification to partners about potential exposures can be explosive and the worker must be able to de-escalate the situation and focus on the public health merits of linkage to treatment.

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

N/A

4. Suggested Title and/or Pay Grade:

Disease Intervention Specialist, Pay Grade 22

Supervisor's Signature (required): Daniel J. Daltry Date: 5/2/18

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:

Personnel Administrator's Signature (required):

Tammie Gibson Date: 5/7/18

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:

Appointing Authority or Authorized Representative Signature (required)

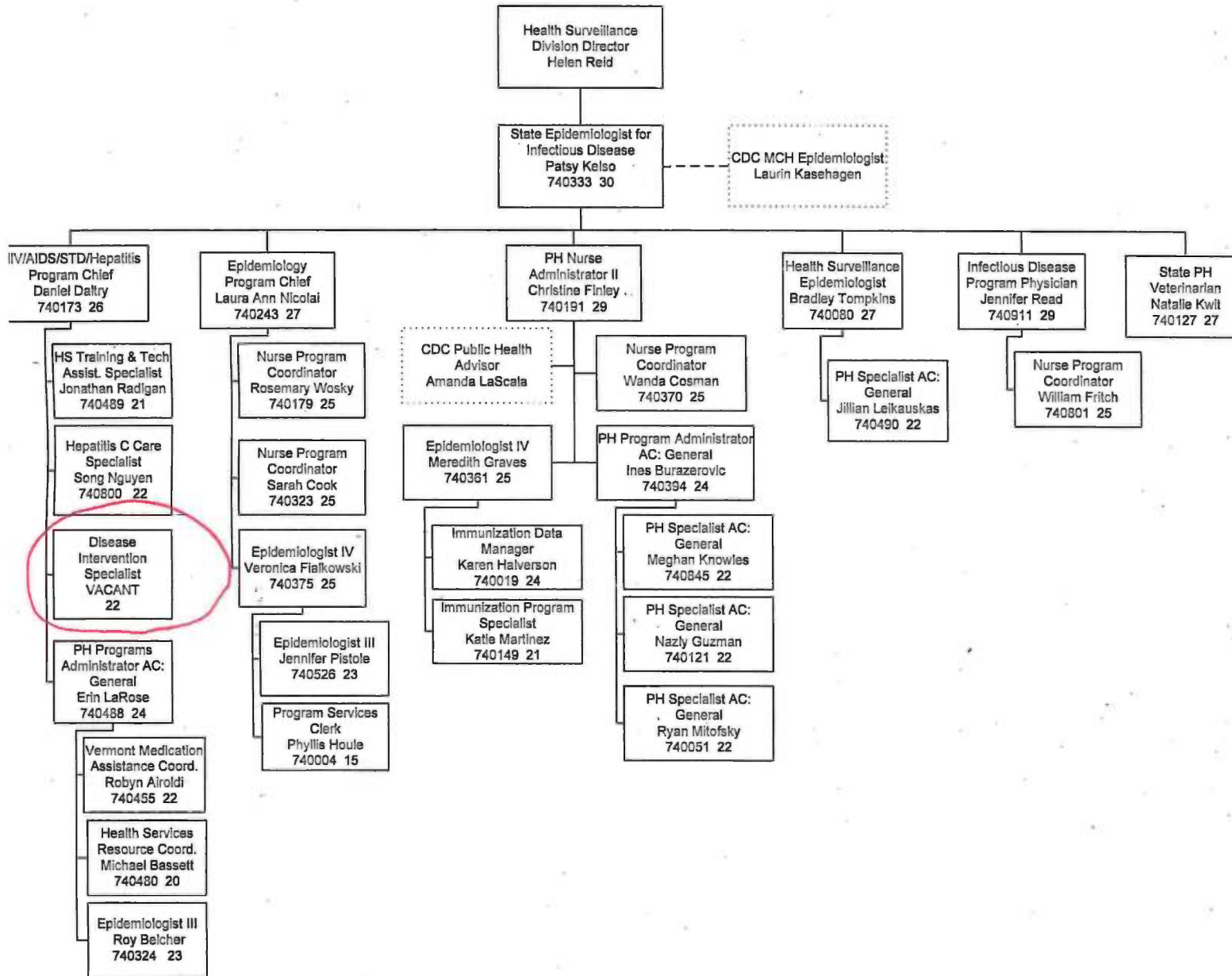
[Signature]

Date

5/14/18

Division of Health Surveillance – Infectious Disease

April 1, 2018



Environmental Factors:

Duties are performed in both office and field settings. Some evening and weekend work may be required as well as moderate travel for which private means of transportation must be available. Adversarial situations may be encountered in dealing with the public as well as with health care providers. The nature of the role may involve risk of potential exposure to communicable disease situations.

Minimum Qualifications

Knowledge, Skills and Abilities:

Desire to work directly with consumers newly diagnosed with a reportable STI.

Ability to illicit names of individuals sexual contacts that have been newly diagnosed with an STI.

Ability to perform work duties that will have an impact on stopping the transmission of an STI.

Knowledge of counseling techniques.

Knowledge of interviewing techniques.

Awareness of the various types and stages of STIs, including HIV.

Ability to read and understand professional publications concerning STI diagnosis and treatment as well as epidemiological techniques and theories.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships.

Sensitivity to the highly personal nature of the investigations involved.

Ability to maintain confidentiality of sensitive information.

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.

Will conduct point of care STI testing on clients as needed.

Education and Experience:

Bachelor's degree AND two (2) years or more at or above a technical level in public health, nursing or an allied health field, social work counseling or in educational guidance or teaching at a secondary or adult level.

Position Title: Disease Intervention Specialist

Job Code: TBD

Pay Plan: Classified

Pay Grade: Requested 22

Occupational Category:

Effective Date:

Class Definition:

Technical, investigative and counseling work involving the field of epidemiology for the Department of Health. Duties involve interviewing and counseling persons diagnosed with a sexually transmitted infection (STI), including Human Immunodeficiency Virus (HIV) and their sexual partners. There is significant interaction with health care providers, other professionals in the human services field, potential family members, and the public. Work can be conducted with patients through mobile devices, field operations, and clinic-based visits. Work is performed under the supervision of the HIV/AIDS, STD and Hepatitis C Program Chief.

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:

Conducts field investigations that involve interviewing individuals diagnosed with STIs, including HIV and their contacts to determine the source and scope of infection. Refers contacts and suspected contacts to appropriate diagnostic facility for examination and treatment. Explains test results to involved person and adaptive strategies for behavior change. May perform cluster testing and other epidemiologic techniques as directed by supervisor.

Visits private physicians to encourage case reporting; obtains information concerning treated cases or diagnostic determination; provides information concerning most recent and effective diagnostic and treatment information to physicians. Performs a variety of information/education activities involved in STI control efforts. Maintains records and makes reports for program evaluation purposes. Establishes and maintains effective working relationships with private practicing physicians, hospitals, community health centers and local school personnel. May prepare and deliver presentations to health professionals, schools and the public.

Contributes to annual and mid-year program narratives on accomplishments reached with regard to disease intervention activities.

Performs related duties as required.

OR

Master's degree in public health, nursing, medicine, social work, guidance, counseling, psychology or a closely related field.

OR

Associate's degree AND four (4) years or more at or above a technical level in public health, nursing or an allied health field, social work counseling or in educational guidance or teaching at a secondary or adult level.

OR

High School diploma or equivalent AND six (6) years or more at or above a technical level in public health, nursing or an allied health field, social work counseling or in educational guidance or teaching at a secondary or adult level.

Special Requirements:

Candidates must pass any level of background investigation applicable to the position. In accordance with AHS Policy 4.02, Hiring Standards, Vermont and/or national criminal record checks, as well as DMV and adult and child abuse registry checks, as appropriate to the position under recruitment, will be conducted on candidates, with the exception of those who are current classified state employees seeking transfer, promotion or demotion into an AHS classified position or are persons exercising re-employment (RIF) rights.