



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee Members  
From: Nathan Lavery, Fiscal Analyst  
Date: August 6, 2013  
Subject: Position Request

Enclosed please find one (1) item that the Joint Fiscal Office has received from the administration. This item includes the establishment of one (1) limited service position.

**JFO #2634** – Request to establish **one (1) limited service position** in the Department of Public Service. This position will be responsible for work on the State Energy Plan and for producing a Total Energy Study for the General Assembly (due December 15, 2013). Funding for this position was included in the department's FY14 budget. This work was previously performed under a limited service position that expired June 30, 2013. Approval of this position will allow the work to resume.  
[JFO received 08/06/13]

This item will be placed on the agenda for action at the Joint Fiscal Committee's August 8, 2013 meeting.

**STATE OF VERMONT  
GRANT POSITION ACCEPTANCE FORM**

JFO 2634

GRANT SUMMARY: Federal Department of Energy (DOE) funding to update Vermont's State Energy Plan (SEP) energy codes to comply with DOE standards and to produce a Total Energy Study (TES) report due to the Vermont General Assembly by December 15, 2013.

DATE: August 1, 2013

DEPARTMENT: Department of Public Service

GRANT AMOUNT: \$252,860

GRANT PERIOD: July 1, 2013 – June 30, 2014

GRANTOR/DONOR: U. S. Department of Energy

POSITIONS REQUESTED (LIMITED SERVICE):  
One (1) Energy Policy & Program Analyst

ANY ON-GOING, LONG-TERM COSTS TO THE STATE:  
None

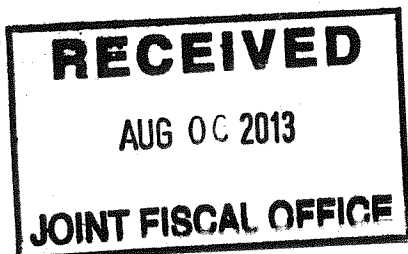
COMMENTS:  
This position will be filled by someone with the experience to assist with the stakeholder process for updating the SEP and to complete the TES report.

The grant was approved during the 2013 Legislative session appropriation process.

Expedited approval has been requested to be able to retain a current person with relevant experience who was in a limited service position that expired on June 30, 2013.

DEPT. FINANCE AND MANAGEMENT:  
SECRETARY OF ADMINISTRATION:  
SENT TO JOINT FISCAL OFFICE:

(INITIAL) SM 8/2/13  
(INITIAL) JB 8/1/13  
(DATE) 8/6/13



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MONTPELIER, VT 05620-2601

FAX: (802) 828-2342  
TEL: (802) 828-2811



MEMORANDUM

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To: Joint Fiscal Committee

From: Christopher Recchia, Public Service Department

Date: July 16, 2013

Subject: Request for Grant funded Limited Service Position  
Request – **Expedited Review Requested**

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*Danner Spitzer  
for  
Chris Recchia*

We are requesting approval to create a Limited Service Position that will be paid through some of the grant funds approved during the 2013 legislative session.

The Limited Service Position will assist with the stakeholder process and report completion for the legislatively required Total Energy Study (TES). A report on the TES is due to the General Assembly by December 15, 2013, with additional analysis to be completed by June, 2014.

We are hoping to re-hire an individual whose Limited Service Position in the ended on July 30, 2013, as they are familiar with the work of the Department generally and specifically worked on the Comprehensive Energy Plan and completed some preparatory work for the TES. We are requesting an expedited review to limit the amount of time this person would be unemployed and the possibility that we would lose the employee if they get another job in this period.

In support of this request, attached is the Request for Grant funded Limited Service Position request, PSD Organizational Chart, and the DOE Grant Award information.

Please contact Kelly Launder at 828-4039 or David Tauscher at 828-4085 if you have any questions regarding this request or need any additional information.

**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 Service Department Date: 07/16/2013

Name and Phone (of the person completing this request): David Tauscher, 802-828-4085

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):

U.S. Department of Energy, State Energy Program  
Funding Detail Attached

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Energy Policy & Program Analyst II,	1 Position,	PERD,	7/1/2013 - 6/30/2014

\*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 position will assist with the completion of the legislatively required Total Energy Study., which will be funded by this grant. A portion of this study will be completed and submitted to the General Assembly as required by December 15, 2013. Additional analysis will be completed by June, 2014.

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]* David Springer for Chris Rechia 7/16/13  
Signature of Agency or Department Head Date

*[Signature]* 7/19/13  
Approved/Denied by Department of Human Resources Date

*[Signature]* 8/2/13  
Approved/Denied by Finance and Management Date

*[Signature]* 8/6/13  
Approved/Denied by Secretary of Administration Date

Comments:

**JUL 30 2013**

**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: _____		<b>RECEIVED</b>  JUL 24 2013  State of Vermont Dept. of Human Resources Classification & Compensation Division
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 _____	
Comments: _____	Effective Date: _____	
Willis Rating/Components: Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____		
Working Conditions: _____ Total: _____		
Date Processed: _____		

**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: Professional and technical work involving the provision of research and policy/program analysis support to the Planning Division of the Public Service Department. Duties involve the application of varied research methods and procedures to outline studies and determine appropriate methodology, gather and analyze data, develop conclusions, and prepare reports regarding utility programs, operations and plans. Data and interpretations have major impact upon development of new or modification of existing departmental policies on utility programs, long range plans, State energy policies and service programs. May be assigned to perform program evaluation duties, assist in forecasting, economic studies, or participation in legal proceedings involving utilities, developers or other parties.
2. Provide a brief justification/explanation of this request: Primarily, this Limited Service position will be working on the Total Energy Study. We anticipate that this position will last through June 2014. This work is required for a legislatively mandated study, with the initial report due in December 2013, and follow-on analysis planned through June 2014.
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: David Tauscher, Administrative Services Manager
6. Who should be contacted if there are questions about this position (provide name and phone number): Kelly Launder, 802-828-4039

7. How many other positions are allocated to the requested class title in the department: 1

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 impact

**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

Kelly Launder  
\_\_\_\_\_  
Supervisor's Signature (**required**)\*

7/22/13  
\_\_\_\_\_  
Date

[Signature]  
\_\_\_\_\_  
Appointing Authority or Authorized Representative Signature (**required**)\*

7/22/13  
\_\_\_\_\_  
Date

\* Note: Attach additional information or comments if appropriate.

**ASSISTANCE AGREEMENT**

1. Award No. DE-EE0006207		2. Modification No.	3. Effective Date 07/01/2013	4. CFDA No. 81.041
5. Awarded To PUBLIC SERVICE, VERMONT DEPARTMENT OF Attn: DIANE CUMMINGS 112 STATE ST MONTPELIER VT 056202601		6. Sponsoring Office Energy Efficcy & Renewable Energy		7. Period of Performance 07/01/2013 through 06/30/2014
8. Type of Agreement <input checked="" type="checkbox"/> Grant <input type="checkbox"/> Cooperative Agreement <input type="checkbox"/> Other	9. Authority See page 2		10. Purchase Request or Funding Document No. 13EE003301	
11. Remittance Address PUBLIC SERVICE, VERMONT DEPARTMENT OF Attn: DIANE CUMMINGS 112 STATE ST MONTPELIER VT 056202601		12. Total Amount Govt. Share: \$252,860.00  Cost Share : \$50,572.00  Total : \$303,432.00	13. Funds Obligated This action: \$252,860.00  Total : \$252,860.00	
14. Principal Investigator Sheri Rockcastle Phone: 802-828-4012	15. Program Manager		16. Administrator Golden Field Office U.S. Department of Energy Golden Field Office 1617 Cole Blvd. Golden CO 80401-3393	
17. Submit Payment Requests To		18. Paying Office OR for Golden U.S. Department of Energy Oak Ridge Financial Service Center P.O. Box 4517 Oak Ridge TN 37831	19. Submit Reports To See Attachement #4 Reporting Checklist	
20. Accounting and Appropriation Data SEP FY 2013 Formula Grant				
21. Research Title and/or Description of Project FORMULA GRANT FOR STATE ENERGY PROGRAM (VT)				
For the Recipient		For the United States of America		
22. Signature of Person Authorized to Sign		25. Signature of Grants/Agreements Officer  Signature on File		
23. Name and Title	24. Date Signed	26. Name of Officer Robert D. Kingsley	27. Date Signed 06/27/2013	



**CONTINUATION SHEET**

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
DE-EE0006207

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NAME OF OFFEROR OR CONTRACTOR  
PUBLIC SERVICE, VERMONT DEPARTMENT OF

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>DUNS Number: 809376791</p> <p>The purpose of this award is to obligate Program Year 2013 funds and to authorize performance of Program Year 2013 activities. Accordingly, the award includes the following:</p> <p>1) The Assistance Agreement contains the following:</p> <p>a) The Period of Performance as indicated in Block 7;</p> <p>b) The Budget Period as indicated below;</p> <p>c) The Project Period as indicated below;</p> <p>d) The Total Estimated Project Cost as indicated in Block 12;</p> <p>e) The amount of Funds Obligated as indicated in Block 13; and</p> <p>f) The DOE and Recipient contacts as indicated below and in Blocks 14, and 15;</p> <p>g) Block 9 Authority reads as follows: SEP is authorized under the Energy Policy and Conservation Act, as amended (42 U.S.C. 6321 et seq.). All grant awards made under this program shall comply with applicable laws including, but not limited to, the SEP statutory authority (42 U.S.C. § 6321 et seq.), and 10 CFR 420 and 600.</p> <p>2) In addition to this Assistance Agreement, this award consists of the items listed in the Special Terms and Conditions, Provision 2, "Award Agreement Terms and Conditions":</p> <p>a) Intellectual Property Provisions</p> <p>b) State Annual File</p> <p>c) State Master File</p> <p>d) Federal Assistance Reporting Checklist and Instructions</p> <p>e) Budget Pages</p> <p>f) Appendix A</p> <p>Continued ...</p> <p>In Block 7 of the Assistance Agreement, the</p>				

**CONTINUATION SHEET**

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
DE-EE0006207

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NAME OF OFFEROR OR CONTRACTOR  
PUBLIC SERVICE, VERMONT DEPARTMENT OF

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Period of Performance reflects the beginning of the Project Period through the end of the current Budget Period.</p> <p>Current Budget Period: 07/01/2013 - 06/30/2014</p> <p>Project Period: 07/01/2013-06/30/2016</p> <p>DOE Award Administrator: Christopher Kudola E-mail: christopher.kudola@go.doe.gov Phone: 720-356-1675</p> <p>DOE Project Officer: Jason Powers E-mail: jason.powers@ee.doe.gov Phone: 202-287-1313</p> <p>Recipient Business Officer: Christopher Recchia E-mail: christopher.recchia@state.vt.us Phone: 802-828-4071</p> <p>Recipient Principal Investigator: Sheri Rockcastle E-mail: sheri.rockcastle@state.vt.us Phone: 802-828-4012</p> <p>Electronic signature or signatures as used in this document means a method of signing an electronic message that--</p> <p>A) Identifies and authenticates a particular person as the source of the electronic message;</p> <p>B) Indicates such person's approval of the information contained in the electronic message; and,</p> <p>C) Submission via FedConnect constitutes electronically signed documents.</p> <p>ASAP: YES Extent Competed: NOT AVAIL FOR COMP Davis-Bacon Act: NO Fund: 05450 Appr Year: 2013 Allottee: 31 Report Entity: 200835 Object Class: 41020 Program: 1004901 Project: 0000000 WFO: 0000000 Local Use: 0000000</p>				