



STATE OF VERMONT
JOINT FISCAL OFFICE

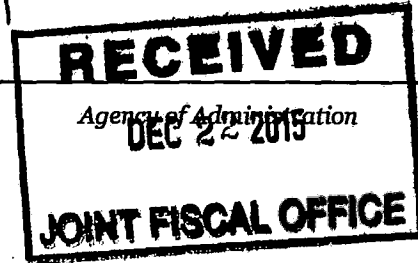
MEMORANDUM

To: Joint Fiscal Committee members
From: Daniel Dickerson, Fiscal Analyst
Date: January 5, 2015
Subject: Grant Request #2804

Enclosed please find one (1) item that the Joint Fiscal Office has received from the administration, which includes one (1) limited-service position.

JFO #2804 – \$250,000 grant from the Permanent Fund for Vermont’s Children to the Agency of Administration. The grant funds will be used to support the Blue Ribbon Commission on Financing High Quality, Affordable Child Care, created in Act 58 of 2015. Specifically, the funds will allow the Commission to hire a part-time, limited-service administrator, help cover the day-to-day operating expenses of the Commission, and allow the Commission to hire a consultant to perform research and draft a final report to the Legislature in November, 2016.
[JFO received 12/22/15]

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 January 19, 2016 we will assume that you agree to consider as final the Governor’s acceptance of these requests.



State of Vermont
 Department of Finance & Management
 109 State Street, Pavilion Building
 Montpelier, VT 05620-0401

[phone] 802-828-2376
 [fax] 802-828-2428


**STATE OF VERMONT
 FINANCE & MANAGEMENT GRANT REVIEW FORM**

Grant Summary:	Grant award from the Permanent Fund for VT's Children is to provide funding for staff and consulting support of the Blue Ribbon Commission on Child Care.				
Date:	12/17/2015				
Department:	Secretary of Administration				
Legal Title of Grant:	Funding for the Blue Ribbon Commission on Financing High Quality, Affordable Child Care				
Federal Catalog #:	N/A				
Grant/Donor Name and Address:	The Permanent Fund for Vermont's Children 3 Court Street Middlebury, VT 05753				
Grant Period:	From: 9/1/2016		To: 11/30/2016		
Grant/Donation	\$30,000				
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$147,747	\$102,253	\$	\$250,000	

Position Information:	# Positions	Explanation/Comments
	0	Part-time limited service position requested to support the work of the commission. SOA's office does not have staff in their current structure to adequately support this work.

Additional Comments: Funds will also be used to hire a consultant to perform the research work that will be required by the Commission before they make their required report to the Governor, and the Legislature in November of 2016. The funds in this grant will be disbursed at the request of the state; if this request is approved.

Has Vantage budget detail been reviewed and reconciled?
 Yes
 No

 BTW  (Initial)

STATE OF VERMONT
FINANCE & MANAGEMENT GRANT REVIEW FORM

Department of Finance & Management	<i>JF</i>	(Initial)
Secretary of Administration	<i>RE</i>	(Initial)
Sent To Joint Fiscal Office		Date 12/21/15



STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

BASIC GRANT INFORMATION				
1. Agency:	Agency of Administration			
2. Department:	Office of the Secretary of Administration			
3. Program:	Blue Ribbon Commission on Financing High Quality, Affordable Child Care			
4. Legal Title of Grant:	Funding for the Blue Ribbon Commission on Financing High Quality, Affordable Child Care			
5. Federal Catalog #:				
6. Grant/Donor Name and Address:				
The Permanent Fund for Vermont's Children 3 Court Street, Middlebury, VT 05753				
7. Grant Period:	From:	9/1/2015	To:	11/30/2016
8. Purpose of Grant:				
<p>This grant's sole purpose is to financially support the work of the Blue Ribbon Commission on Financing High Quality, Affordable Child Care, as passed in Act 58. The Permanent Fund for Vermont's Children (the Permanent Fund) is a nonprofit foundation that is a supporting fund of the Vermont Community Foundation. The Permanent Fund intends, as discussed during the legislative process and with Commissioners, that the funds from this grant will be used to support the staffing of the Commission, per diem and travel expenses incurred by Commissioners when conducting business on behalf of the Commission, and to support the day-to-day work of the Commission, including the hiring of a contractor or contractors to support the Commission's work. The Permanent Fund will not have any authority in any decision making processes related to the expenditure of the funds made available through this grant nor the recruitment or hiring of any staff or consultants by the Commission through the funds made available through this grant. Additionally, the Permanent Fund will not have any decision making or oversight authority over the findings or final recommendations of the Commission.</p>				
9. Impact on existing program if grant is not Accepted:				
If this grant is not accepted, no other funding has been allocated to support the Commission.				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2016	FY 2017	FY	

STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

Personal Services	\$35,841 - Administrator \$85,000 - Research Expenses	\$35,841	\$	Funding will allow the Commission to hire a part-time Administrator at 20-25 hours per week for 11 months. Funding is based on Pay Grade 22, Step 1. Funding will also allow the Commission to put out to bid and hire a contractor to help complete research, and draft final report.
Operating Expenses	\$23,406 - per diem \$3,500 - Day to day supplies for employee	\$90,986	\$	These funds will cover the day-to-day operating expenses of the commission, per diem reimbursements for parents and business community representatives, and for non-state employee travel reimbursement.
Grants	\$	\$	\$	
Total	\$147,747	\$102,253	\$	
Revenues:				
State Funds:	\$0	\$0	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$0	\$0	\$	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source The Permanent Fund for Vermont's Children)	\$147,747	\$102,253	\$	

STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

Total	\$147,747	\$102,253	\$	
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Appropriation No:		Amount:	\$
			\$
			\$
			\$
			\$
			\$
			\$
		Total	\$

Has current fiscal year budget detail been entered into Vantage? Yes No

PERSONAL SERVICE INFORMATION

11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: Agreed by: _____ (initial)

12. Limited Service Position Information:	# Positions	Title
	1	Administrator
Total Positions	1	


12a. Equipment and space for these positions: Is presently available. Can be obtained with available funds.

STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

12. Limited Service Position Information:	# Positions	Title
	1	Administrator
Total Positions	1	

12a. Equipment and space for these positions: Is presently available. Can be obtained with available funds.


13. AUTHORIZATION AGENCY/DEPARTMENT

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature: 	Date: 12/2/15
	Title: Deputy Sec of Administration	
	Signature:	Date:
	Title:	

14. SECRETARY OF ADMINISTRATION

<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) 	Date: 12/4/2015
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15. ACTION BY GOVERNOR

<input checked="" type="checkbox"/> Accepted	(Governor's signature) 	Date: 12/11/15
<input type="checkbox"/> Rejected		

16. DOCUMENTATION REQUIRED

Required GRANT Documentation	
<input type="checkbox"/> Request Memo	<input type="checkbox"/> Notice of Donation (if any)
<input type="checkbox"/> Dept. project approval (if applicable)	<input type="checkbox"/> Grant (Project) Timeline (if applicable)
<input type="checkbox"/> Notice of Award	<input type="checkbox"/> Request for Extension (if applicable)
<input type="checkbox"/> Grant Agreement	<input type="checkbox"/> Form AA-1PN attached (if applicable)
<input type="checkbox"/> Grant Budget	

End Form AA-1

(*) The term "grant" refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency, department, commission, board, or other part of state government (see 32 V.S.A. §5).

**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: Agency of Administration Date: 10/27/2015

Name and Phone (of the person completing this request): Justin Johnson/ Jess Gingras 828-3322

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):

The Permanent Fund for Vermont's Children

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>
Administrator	1		November 2015 - November 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:

With this grant it will be possible to hire a limited service position to provide staffing support to the Blue Ribbon Commission. The Commission is on a tight time line and without this funding, and the position, has no resources to do it's work.

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] _____ Date 11/2/15
Signature of Agency or Department Head

[Signature] _____ Date 10.29.15
Approved/Denied by Department of Human Resources

[Signature] _____ Date 12/2/15
Approved/Denied by Finance and Management

[Signature] _____ Date 12/3/2015
Approved/Denied by Secretary of Administration

Comments:

NOV - 2 2015 DHR - 117/05

Administrator for the Blue Ribbon Commission on Financing High Quality, Affordable Child Care

Title: Commission Administrator

Hiring Agency: Agency of Administration

Reports to: Agency of Administration Secretary, Justin Johnson, Boards & Commissions Director, Jessica Gingras

Job-Type: Part-time, non-exempt (20-25 hours/weekly)

Location: Montpelier, VT

General Position Summary:

The Commission Administrator will support the work of the Blue Ribbon Commission on Financing High Quality, Affordable Child Care. Duties include:

- Generally supporting and over-seeing the day-to-day operations of the Commission;
- Attending and organizing all full Commission meetings;
- Assisting in the organization of public forums and community engagement activities;
- Recording minutes at all full commission meetings;
- Ensuring committee compliance with appropriate statutes;
- Acting as administrative support to Commission Chair and all Commissioners;
- Assist in the coordination and development of briefs and reports to support the work of the Commission;
- Implement decisions of the Commission

The ideal candidate will have experience in public policy, finance and management. The ideal candidate will have a strong background working with a diverse group of stakeholders; possess exceptional mediation and facilitation skills, and excellent writing, minute taking, and organizational skills.

Primary Responsibilities:

Commission Support

- Provide administrative support the Chair and all Commissioners
- Develop plans, timelines, strategies, briefs, reports and other documents that are needed to support the work of the Commission;
- Work with the Secretary of Administration and Director of Commissions to ensure on-going communication regarding the work of the Commission;
- Take minutes during any Commission meetings or relevant public engagement sessions;
- Keep the Commission informed about relevant legislative, social and community trends;
- Ensure Commission activities are consistent with state policies, regulations and statutes;
- Implement the decisions of the Commission and serve as a resource for the Chair and the Commissioners;
- Purchase office supplies and materials to support the work of the Commission;
- Manage Commission expenses and financial operations, including keeping detailed activity and financial records on behalf of the Commission, processing reimbursement expenses submitted by the Commissioners, and managing any invoices associated with the project contractor;
- Attend appropriate meetings and functions; and
- Perform any additional duties as assigned by the Commission.

Community and Public Relations Activities

- Help coordinate publicity, initiatives, and other community organizations, and individuals whose work intersects with the Commission;
- Manage any social media resources utilized by the Commission (website, twitter, facebook...etc); and
- Field inquiries and provide information to members of the general public about the work of the Commission.

Qualifications

- Experience in public policy preferred;
- 3-5 years' experience in management and/or finance;
- Strong interpersonal skills (written and oral), and demonstrated ability to manage and forge relationships across various groups;
- Excellent organization skills, including the ability to organize resources and manage multiple projects;
- Proven mediation and facilitation skills;
- The ability to navigate systems across departments and agencies; and
- Ability to occasionally travel within the state, including some evenings and weekends.

Salary: The Administrator position is a part-time, limited service position from October 2015-November 2016. Salary and benefits are based upon qualifications and experience and are subject to review and approval by the Vermont Department of Human Resources.



December 3, 2015

Office of the Secretary of Administration
Secretary Justin Johnson
109 State Street
Montpelier, VT 05601

Dear Secretary Johnson:

THE MISSION OF
THE PERMANENT FUND
IS TO ASSURE THAT EVERY
VERMONT CHILD HAS
ACCESS TO HIGH QUALITY
AND AFFORDABLE
EARLY CARE AND
EDUCATION BY 2025.

It is our pleasure to send confirmation that The Permanent Fund for Vermont's Children, a supporting organization of the Vermont Community Foundation, has committed to provide a grant to the Office of the Secretary of Administration as follows:

Grant Amount: \$250,000

Purpose: To financially support the work of the Blue Ribbon Commission on Financing High Quality, Affordable Child Care, as passed in Act 58. The Permanent Fund intends that the funds from this grant will be used to support the staffing of the Commission, per diem and travel expenses incurred by Commissioners when conducting business on behalf of the Commission, and to support the day-to-day work of the Commission, including the hiring of a contractor or contractors to support the Commission's work. The Permanent Fund will not have any authority in any decision making processes related to the expenditure of the funds made available through this grant nor the recruitment or hiring of any staff or consultants by the Commission through the funds made available through this grant. Additionally, the Permanent Fund will not have any decision making or oversight authority over the findings or final recommendations of the Commission.

Payment Plan: The first payment of \$147,747 will be sent in 2016, upon request by the grantee. The final payment of \$102,253 will be made in 2017, upon request by the grantee.

Best,

Aly Richards Pepper
CEO

Debra D. Rooney
VP for Finance & CFO
Vermont Community Foundation

DEC - 9 2015

VERMONT DEPARTMENT OF PERSONNEL
Request for Classification Review
Position Description Form A

- **This form is to be used by managers and supervisors to request classification of a position (filled or vacant) when the duties have changed, and by managers and supervisors to request the creation of a new job class/title (for a filled, vacant, or new position), and by employees to request classification of their position.**
- 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.
- If you prefer to fill out a hard copy of the form, contact your Personnel Officer.
- 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 might 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.
- The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office. All sections of this form are required to be completed unless otherwise stated.

INSTRUCTIONS: Tell us about the job. The information you provide will be used to evaluate the position. It will not be used in any way to evaluate an employee's performance or qualifications.

Answer the questions carefully. The information you give will help ensure that the position is fairly evaluated. Here are some suggestions to consider in completing this questionnaire:

- Tell the **facts** about what an employee in this position is actually expected to do.
- Give **specific examples** to make it clear.
- Write in a way so a person unfamiliar with the job will be able to understand it.
- Describe the job **as it is now**; not the way it was or will become.
- Before answering each question, read it carefully.

To Submit this Request for Classification Review: If this is a filled position, the employee must sign the original* and forward to the supervisor for the supervisor's review and signature. The Personnel Officer and the Appointing Authority must also review and sign this request before it is considered complete. The effective date of review is the beginning of the first pay period following the date the complete Request for Classification Review is date stamped by the Classification Division of the Department of Personnel.

*An employee may choose to sign the form, make a copy, submit original to supervisor as noted above, while concurrently sending the copy to the Classification Division, 144 State Street, Montpelier, with a cover note indicating that the employee has submitted the original to the supervisor and is submitting the copy as a **Concurrent** filing.

If this is a request (initiated by employees, VSEA, or management) for review of all positions in a class/title please contact the appropriate Classification Analyst or the Classification Manager to discuss the request prior to submitting.

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: Administrator, Blue Ribbon Commission on Financing High-Quality, Affordable Child Care
Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored
Vacant Position Number: Current Job/Class Title: Administrator
Agency/Department/Unit: Agency of Administration, Office of the Secretary of Administration Work Station: Montpelier Zip Code: 05609
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.*

The Administrator will support the work of the Blue Ribbon Commission on Financing High Quality, Affordable Child Care by working closely with the Office of the Secretary of Administration and the Commission Chair to manage the day-to-day operations of the Commission, ensure compliance with appropriate statutes, implement the decisions of the Commission, manage the Commission's community engagement activities, and develop briefs and reports to support the work of the Commission.

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.*

Work closely with the Commission Chair to support the work of the Commission.

Work closely with the Governor's Early Childhood Liaison to ensure clear and effective communication between the Administration and the Commission.

Collaborate with Building Bright Futures on issues related to the state's Early Childhood Framework and Action Plan.

Facilitate collaboration between the Commission and early childhood care and education partners in Vermont.

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.

5-7 years professional experience in public policy, public administration, or management.

Strong interpersonal and communication skills (written and oral) and demonstrated ability to manage relationships across a variety groups (Commissioners, government agencies, legislators, community members, etc.).

Excellent organizational skills, including the ability to organize resources, establish priorities, and manage multiple projects.

Proven negotiation, mediation, and facilitation skills.

The ability to navigate systems across departments and agencies.

Familiarity with Vermont's open meeting and public records laws and regulations.

Knowledge of Vermont's early childhood care and education system is a plus.

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:

The Administrator will supervise the work of any contractors who are identified to support the work of the Commission.

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 position will be supervised by the Secretary of the Administration and will comply with the duties requested by the members of the Blue Ribbon Commission on Financing High-Quality, Affordable Child Care.

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.*

Develop plans, timelines, strategies, briefs, reports, and other documents to support the

work of the Commission.

Work with the Office of the Secretary of Administration to ensure on-going communication regarding the work of the Commission.

Take minutes during any Commission meetings or public engagement sessions.

Keep the Commission informed about relevant legislative, social, and community trends.

Ensure that Commission activities are consistent with state policies, regulations, and statutes.

Implement the decisions of the Commission and serve as a resource for the Chair and Commissioners.

Manage the work of any contractor(s) selected by the Commission to support the Commission's goals and objectives.

Purchase office supplies and materials to support the work of the Commission.

Manage Commission expenses and financial operations, including keeping detailed activity and financial records on behalf of the Commission, processing reimbursement expenses submitted by the public Commissioners, and managing any invoices associated with project contractor(s).

Work collaboratively with the state agencies, community organizations, and individuals whose work intersects with the Commission.

Coordinate all publicity, initiatives, and other communications with the Commission chair and/or the Commission as a whole.

Manage any social media resources the Commission may choose to utilize such as a website, Twitter account, electronic newsletter, etc.

Field inquiries and provide information to members of the general public about the work of the Commission.

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.*

This position is responsible for supporting the Commission in fulfilling its goals and objectives outlined in Act 58.

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?
Ability to occasionally travel within the state, including some evenings and weekends.	<20%

- 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?
This position will need to organize meeting rooms and spaces to support the work of the Commission. This may include moving podiums, placing display stands, setting up tables, and moving charis.	Less than 50 lbs	Occasionally

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

Type	How Much of the Time?
This position will work in a standard office environment and will perform tasks such as sitting, standing, bending, reaching, and carying small to medium sized objects.	Regular basis

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?

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?

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:

Administrator for the Blue Ribbon Commission on Financing High-Quality, Affordable Child Care
Pay Grade 26

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).

Suggested Title and/or Pay Grade:

Personnel Administrator's Signature (required): _____ Date: _____

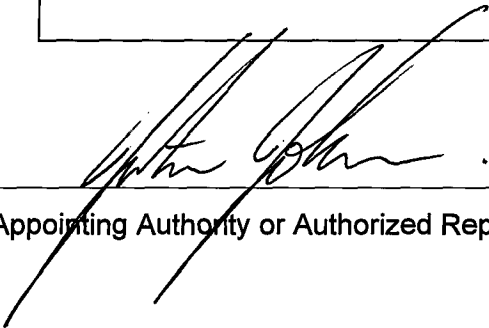
Appointing Authority's Section:

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)

Date



9/11/2015