



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: July 1, 2014
Subject: Grant Request #2687, #2688

Enclosed please find two (2) items that the Joint Fiscal Office has received from the administration. One limited service position is associated with this requests.

JFO #2687 – One (1) limited service position in the Department of Public Safety. This Program Coordinator position will support the Governor’s Highway Safety Grant Program, including responsibility for developing data systems to evaluate program activities, financial management of sub-grantees, and preparation of the annual Highway Safety Plan. The position is 100% federally funded.
[JFO received 06/20/14]

JFO #2688 – \$62,000 grant from the Vermont Low Income Trust for Electricity, Inc., to the Vermont Agency of Agriculture, Food and Markets. These funds will be used to study the animal and human health risks of using post-digester solids as bedding for cows, and also to determine the best locations for new farm-based digesters.
[JFO received 06/28/14]

Please review the enclosed materials and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; nlavery@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 15 we will assume that you agree to consider as final the Governor’s acceptance of these requests.

**STATE OF VERMONT
GRANT POSITION ACCEPTANCE FORM**

JFO #2687

GRANT SUMMARY: The National Highway Transportation Safety Administration (NHTSA) has funded the Governor's Highway Safety Grant Program (GHSP) since the mid 1980's. The position requested is funded by the Section 402 funds in this grant program.

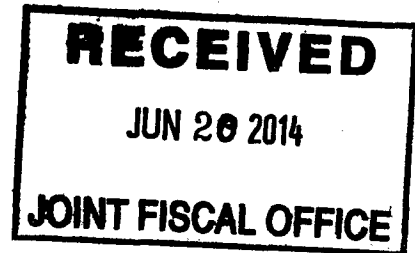
DATE: June 17, 2014

DEPARTMENT: Department of Public Safety (DPS)

GRANT AMOUNT: \$3,594,000

GRANT PERIOD: October 1, 2013 – September 30, 2014

GRANTOR/DONOR: National Highway Transportation Safety Administration (NHTSA)



POSITIONS REQUESTED (LIMITED SERVICE):
One Highway Safety Program Coordinator

ANY ON-GOING, LONG-TERM COSTS TO THE STATE:
None – 100% federal funding

COMMENTS: The Governor's Highway Safety Grant Program (GHSP) previously supported this position, which was empty and swept into Vermont State Government's "position pool" in 2013. A Program Coordinator position is still federally funded within the GHSP and is needed by the GHSP program. Public Safety (DPS) would like to establish (restore) a new position and fill it. Future federal fiscal year funding has been assured.

DEPT. FINANCE AND MANAGEMENT:

(INITIAL) W

SECRETARY OF ADMINISTRATION:

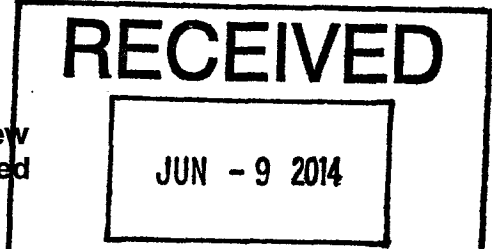
(INITIAL) MC

SENT TO JOINT FISCAL OFFICE:

(DATE) 6/18/14

*W/17/14 Recommend approval
DB 6-17-14*

**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: Department of Public Safety Date: 5-23-14

Name and Phone (of the person completing this request): Ted Minall, (802) 241-5501

Request is for:
 Positions funded and attached to a new grant.
 Positions funded and attached to an existing grant approved by JFO # Existing grant

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):
 This is an existing grant with funds provided through the National Highway Traffic Safety Administration and authorized by the Highway Safety Act of 1966 (reference Section 402 Highway Safety Grant Funding Program). These are current funds and are also included in the Vermont, Federal Fiscal Year 2015 Highway Safety Plan.

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>
Highway Safety Program Coordinator	1	DPS/GHSP	10-1-13 to 9-30-14 and 10-1-14 through 9-30-15 and continuing on an annual FFY cycle.

*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 Highway Safety Program Coordinator position became vacant as the result of the incumbent's retirement during September, 2013. Subsequently, the position was eliminated as part of a Department of Public Safety personnel reduction. For the past eight months, the work assignments, previously performed by the retired incumbent, have been handled by the two remaining program coordinators and the GHSP Chief.

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 6/3/14
 Signature of Agency or Department Head

[Signature] _____ Date 6/9/14
 Approved/Denied by Department of Human Resources

[Signature] _____ Date 6/17/14
 Approved/Denied by Finance and Management

[Signature] _____ Date 06/19/14
 Approved/Denied by Secretary of Administration

PS 6-11-14

Comments:

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 _____
Comments: _____	Effective Date: _____
	Date Processed: _____
Willis Rating/Components: Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____	
Working Conditions: _____ Total: _____	

Incumbent Information:

Employee Name: VACANT Employee Number: N/A
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: N/A

New Position/Vacant Position Information:

New Position Authorization: Request Job/Class Title: Highway Safety Program Coordinator
Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored
Vacant Position Number: 330148 Current Job/Class Title: Highway Safety Program Coordinator
Agency/Department/Unit: DPS/GHSP Work Station: DPS Headquarters Zip Code: 05671
Supervisor's Name, Title and Phone Number: Ted Minall, GHSP Chief, (802) 241-5501

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.*

Responsibilities include grant coordination, research and statistical analysis in support of the Governor's Highway Safety Program. Activities include developing applicable data gathering systems to evaluate past and current program activities and operations for planning and the identification of future program options. The position also has responsibility for financial management of sub-grantees, preparation of the annual Highway Safety Plan, other reports, and monitoring highway safety grants. Performs related duties as required.

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.*

Position routinely deals with agencies and individuals within the federal and state systems. In addition, daily contact and interaction will occur with members of non-governmental organizations and individuals engaged in highway safety activities. These interactions may include communicating with approved vendors and other possible resources.

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.

Position requires working knowledge of Microsoft Office (MS), including MS Excel; MS Access and other related software programs.

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:

N/A

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.

Employee performs assignments within the position's scope of work in addition to those tasks which are narrowly related to the coordination of grants, contracts and other responsibilities, relating to this position, which may be assigned by the GHSP Chief.

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.*

The Highway Safety Program Coordinator position requires careful attention details relating to federal, state, and agency requirements. The position requires regular daily computation of financial reports in a addition to the reporting of sub-grantee performances.

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.*

The Highway Safety Program Coordinator processes sub-grantee requests relating to financial reimbursements from multiple federal funding sources. In addition, the coordination of contracts and oversight of vendors are routine tasks, performed on a regular basis.

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?
Interacting with sub-grantees regarding financial matters	regular basis

- 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?
None noted	

- 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?
Filing boxes	20 lbs	Periodic during the year

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

Type	How Much of the Time?
sitting and standing	The majority of the work day

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.

The position requires a blend of administrative skills including the ability to communicate information and instructions to sub-grantees and other partners. In addition, solid analytical skills are a desired asset, along with the ability to oversee financial matters on a daily basis.

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?

Careful financial compliance to federal, state and agency regulations and policies.

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?

The advancement of partnerships within the federal, state and local highway safety communities. This is supported by attention to detail and prudent review and audit of all fiscal responsibilities.

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:

Highway Safety Program Coordinator; Pay Grade 23

Supervisor's Signature (required): Ted Munnell Date: 6/2/14

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).

N/A

Suggested Title and/or Pay Grade:

HS Program Coord. PG23

Personnel Administrator's Signature (required):



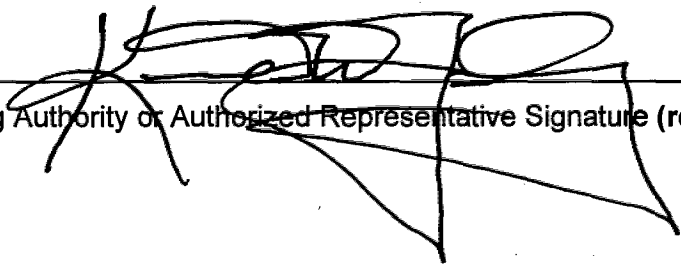
Date: 5/27/14

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:

Appointing Authority or Authorized Representative Signature (required)



Date

6/3/14

Vermont Governor's Highway Safety Program

Organizational Chart 6-2-14

