



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: May 18, 2012
Subject: JFO #2561, #2562, #2563

No Joint Fiscal Committee member has requested that the following items be held for review:

JFO #2561 – \$2,486,970 grant from the U.S. Federal Emergency Management Agency to the Vermont Department of Children and Families. This grant will be used to assist victims of Tropical Storm Irene through the provision of long-term disaster case management services. This item includes the establishment of one (1) limited service position.

[JFO received 4/18/12]

JFO #2562 – Request to establish seven (7) limited service positions in the Agency of Human Services and Department of Vermont Health Access. These positions will assist in the planning, procurement and implementation of the Medicaid Management Information System. Ninety-percent of funding for these healthcare information technology positions will be federal funding.

[JFO received 4/18/12]

JFO #2563 – \$40,000 grant from the Water Wheel Foundation to the Vermont Agency of Human Services. This grant will be used to implement a statewide volunteer management system.

[JFO received 4/18/12]

The Governor's approval may now be considered final. We ask that you inform the Secretary of Administration and your staff of this action.

cc: Dave Yacovone, Commissioner
Mark Larson, Commissioner
Doug Racine, Secretary



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: April 24, 2012
Subject: Grant Requests

Enclosed please find three (3) items that the Joint Fiscal Office has received from the administration. Eight (8) limited service positions requests are associated with these items.

JFO #2561 – \$2,486,970 grant from the U.S. Federal Emergency Management Agency to the Vermont Department of Children and Families. This grant will be used to assist victims of Tropical Storm Irene through the provision of long-term disaster case management services. This item includes the establishment of one (1) limited service position.
[JFO received 4/18/12]

JFO #2562 – Request to establish seven (7) limited service positions in the Agency of Human Services and Department of Vermont Health Access. These positions will assist in the planning, procurement and implementation of the Medicaid Management Information System. Ninety-percent of funding for these healthcare information technology positions will be federal funding.
[JFO received 4/18/12]

JFO #2563 – \$40,000 grant from the Water Wheel Foundation to the Vermont Agency of Human Services. This grant will be used to implement a statewide volunteer management system.
[JFO received 4/18/12]

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 Joint Fiscal Committee review. Unless we hear from you to the contrary by May 8 we will assume that you agree to consider as final the Governor's acceptance of these requests.

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

JFO 2562

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: AHS/DVHA Date: 3/26/2012

Name and Phone (of the person completing this request): Kate Jones (802)879-8256

Request is for:

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

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):
Centers for Medicare & Medicaid Services, CMS MMIS Reprocurement Initiative, Costs associated with planning of the re-procurement of the State's Medicaid Management Information System fiscal agent services contract, and certification of the MMIS, referred to as the Medicaid Enterprise Solution -

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>
See attached list			

*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:
If these positions are not approved, the State of Vermont will not be able to meet the required federal deadlines.

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 4.10.12
Signature of Agency or Department Head

[Signature] _____ Date 4.11.12
Approved/Denied by Department of Human Resources

[Signature] _____ Date 4/18/12
Approved/Denied by Finance and Management

[Signature] _____ Date 04/11/12
Approved/Denied by Secretary of Administration

Comments: [Signature]

APR 11 2012

State of Vermont

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

Agency of Administration

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

JFO 2562

MEMORANDUM

TO: Jim Reardon

CC:

FROM: Emily Byrne *EB*

RE: AHS/DVHA request for 7 LSPs to enhance Medicaid Management Information System

DATE: 4/13/2012

In accordance with Centers for Medicare and Medicaid Service requirement for the implementation of the Medicaid Management Information System (MMIS), AHS/DVHA are requesting 7 LSPs. Given Act 48 and ACA, the AHS would like to build its digital infrastructure to improve health care systems in Vermont. The additional positions would work in the planning and re-procurement of MMIS. The annual cost of the positions is \$708,894, with a 90 federal /split. The \$70,889 state share will be covered by AHS in FY12 from many sources, including capital funds, Global Commitment carry forward funds, and the Federal Holding Account Balance.

AHS has already received the initial grant; an AA-1 is not needed. I recommend approval.



MMIS-PAPDU staffing budget

Job Type	FTE	Position Title	Where	Funding Source	Pay Grade	Step (HIR)	Annual Cost	22005	21500	Match Source
IT	1	Enterprise Business Analyst (Provider Directory)	AHS IT	MMIS PAPD-U	26	8	\$ 92,056	\$ 82,850	\$ 9,206	Match from DII Capital Funds
IT	1	Health Enterprise Information Technology DBA	AHS IT	MMIS PAPD-U	26	8	\$ 92,056	\$ 82,850	\$ 9,206	Match from DII Capital Funds
Program	1	Health Reform Enterprise Director I	DVHA	MMIS PAPD-U	28	12	\$ 113,461	\$ 102,115	\$ 11,346	Match from DII Capital Funds
Program	1	Business Analyst	DVHA	MMIS PAPD-U	25	8	\$ 87,552	\$ 78,797	\$ 8,755	Match from DII Capital Funds
Program	1	Health Reform Portfolio Director	DVHA	MMIS PAPD-U	31	3	\$ 105,154	\$ 94,639	\$ 10,515	Match from DII Capital Funds
Program	1	Health Reform Portfolio Director	DVHA	MMIS PAPD-U	31	3	\$ 105,154	\$ 94,639	\$ 10,515	Match from DII Capital Funds
Program	1	Health Reform Portfolio Privacy Policy Specialist	DVHA	MMIS PAPD-U	29	12	\$ 113,461	\$ 102,115	\$ 11,346	Match from DII Capital Funds
Total	7						\$ 708,894	\$ 638,005	\$ 70,889	

Health Reform Enterprise Director I

Job Code:

Pay Plan: Classified

Pay Grade: 28

Occupational Category: Management

Effective Date: 2/1/12

Class Definition:

Work is performed under the general direction of the Department of Vermont Health Access (DVHA) Division of Health Reform Enterprise Director II. Work involves assisting the Health Reform management team with enhancing the many working relationships that are crucial to the transformative work that DVHA is involved with. This work could include developing communication protocols, keeping updated 'white papers' describing each relationship, each partner including vendors, and includes facilitating collaboration in many areas of health reform. The work requires an articulate, dynamic, and proven leader able to work with a variety of vendors and State staff to build a robust networking environment that promotes close working partnerships. This work involves interacting with a broad view of Agency staff including but not limited to: Business Office, Information Technology (IT), Department of Information and Innovation (DII), Secretary's Office and Commissioners. This role adheres to the AHS Four Key Practices of: customer service, holistic service, strengths-based relationships and results orientation.

Examples of Work:

Assists the DVHA Commissioner staff in ensuring and enhancing healthy relationships with partners and vendors. This includes information is coordinated in an organized and reliable fashion that promotes the building of strong partnerships related to Vermont health reform initiatives. Work collaboratively with the Health Reform team to ensure consistent, timely rollout of information in a two way fashion. First, this individual will provide State staff with necessary background/guidance on partners/vendors in relation to the efforts at hand. Second, this person will provide 'just in time' information to the Vendor community that is clear and concise about the direction the State is taking and/or requesting any information. Making use of all available communication tools including social networking tools, being sure to adhere to all appropriate security and privacy requirements. Participate as a core member of the Health Reform Division. Work with DII, AHS partners and State marketing personnel to ensure consistency of communication and be able to serve as a translator of the work projects to Vendors and AHS Departmental leadership. Provide leadership in communication across AHS Departments regarding HIT Portfolio projects. Act as liaison providing information and communication about various phases of Health Reform and transformation. Provide translation and support for communication materials about Vermont's integrated Health Reform initiatives for a variety of target audiences, including health care providers, the general public, executive branch leadership, and the Legislature. Engage existing networks and develop new networks in order to engage individuals and groups in communication around business and IT aspects of Health Reform. These 'individuals' and 'groups' could be either expanding State staff networks or they could be expansion of the Vendor network. Contribute to written reports and website

updates as required. Be available to attend off-site meetings and conferences, being sure to represent the State in a professional, courteous and respectful manner. Performs related duties as required.

Environmental Factors:

Duties are performed primarily in a standard office setting. Private means of transportation must be available for occasional travel. The incumbent must be able to grasp a broad array of projects and vendor interests and be able to organize the information and convey it in a coherent manner (written and/or oral). Some pressure from deadlines is anticipated.

Minimum Qualifications

Knowledge, Skills and Abilities:

Comprehensive knowledge of the health care delivery system in Vermont.

Comprehensive knowledge of current issues and trends in health, public health and health care, at the state and federal level.

Considerable knowledge of building vendor relationships.

Awareness of various vendor types and how to best organize, communicate and enhance the relationship with vendors.

Comprehensive knowledge of health care industry vendors

Considerable knowledge of means to build and enhance vendor communication using new technology and social media as health care enterprise development moves along in a fast and agile approach.

Ability to use research/evaluation principles and procedures.

Ability to comprehend project goals and strategic initiatives and determine that best course of action to engage and collaborate with vendors.

Ability to function and work independently, with an entrepreneurial and dogged spirit within the framework of a team.

Strong, positive, communication skills and ability to speak in public to present clear and concise reports.

Ability to establish and maintain effective working relationships and communicate orally and in writing.

Education and Experience:

Master's degree with at least 3 years in a leadership position (at or above a Deputy Commissioner level) responsible for project direction that also included involvement with Vendor community; OR

Bachelor's Degree with at least 7 years in a leadership position (at or above a Deputy Commissioner level) responsible for project direction that also included involvement with Vendor community AND 3 of those years must be in some Health Care Services field.

Health Reform Portfolio Director

Job Code:

Pay Plan: Classified

Pay Grade: 31

Occupational Category: Management

Effective Date: 2/1/12

Class Definition:

Work is performed under the general direction of the DVHA Division of Health Care Reform Deputy Commissioner. Work involves providing leadership, developing partnerships, and facilitating collaboration in the coordination and implementation of communication under the Portfolio Planning and Management process. The work requires an articulate, proven leader able to build consensus and support of diverse groups of individuals and organizations. 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:

This position supports the DVHA Commissioner and Division Deputy Commissioner in ensuring coordination of internal communication and development of decision making infrastructure as it relates to HIT projects under the aegis of the Portfolio. This position will be responsible for working collaboratively with the Portfolio consultants to assist in the co-development of design tools that help to inform Health Reform/HIT work priorities and decision making processes. This position will be responsible to re-defining internal work processes and facilitation of communication flow between Portfolio consultants and HR team members. This position will work with Portfolio consultants in order to develop sustainable strategies that will support changes in both business and HIT work flows. Participate as a core member of the HIT-HIE project management team. Work with DII and AHS IT partners to ensure consistency of understanding of Agency IT work projects and be able to provide translation services of the work projects to AHS Departmental leadership. Provide leadership in knowledge management and communication across AHS Departments regarding HIT Portfolio projects. Provide translation and support for communication materials about Vermont's integrated health care reform initiatives for a variety of target audiences, including health care providers, the general public, executive branch leadership, and the Legislature. Provide policy research and analysis, synthesizing diverse sources of national and academic literature, articles on HIT, HIE, and other delivery system reforms. Lead or support focused, typically time-limited projects such as special legislatively required reports and work groups. Engage existing networks and develop new networks in order to engage individuals and groups in communication around business and IT aspects of health care reform. Speak before the various audiences (including legislative testimony) in order to advance the efforts of health care reform. Contribute to and manage written reports, website updates, and interviews as required by the Deputy Commissioner. Performs related duties as required. Provide supervision to Portfolio Specialist position, and possibly other HIT/HR staff.

Environmental Factors:

Duties are performed primarily in a standard office setting. Private means of transportation must be available for occasional travel. The incumbent must be able to reconcile a broad array of competing interests within programmatic and budgetary constraints. Significant pressure from deadlines may be anticipated.

Minimum Qualifications**Knowledge, Skills and Abilities:**

Comprehensive knowledge of the health care delivery system in Vermont.

Comprehensive knowledge of current issues and trends in health, public health and health care, at the state and federal level.

Considerable knowledge of the role of health information technology policy and the use of HIT as a catalyst for the delivery systems transformation and improvement.

Awareness of best practices, quality improvement and delivery system reform strategies in health care, regionally, nationally and internationally.

Proven leader in building cross-departmental (AHS) coalitions and partnerships and ability to think systematically in order to see connections, link programs and systems.

Considerable knowledge of the principles and practices of service and program planning, implementation, coordination and evaluation.

Considerable knowledge of social, cultural and economic issues as they apply to public health, health care delivery and social service delivery.

Ability to use research/evaluation principles and procedures.

Ability to conceptualize program needs and to develop a program to meet those needs.

Ability to function and work independently, with an entrepreneurial spirit and as part of a team.

Ability to bridge the public health-health care divide.

Strong, positive, communication skills and ability to speak in public to present clear and concise reports.

Ability to establish and maintain effective working relationships and communicate orally and in writing.

Education and Experience:

Master's degree AND at least ten years as a manager or administrator in a health/human services program or organization, including seven years working with Medicaid programs.

Hunt Blair
Deputy Commissioner
Health Reform

Joseph Liscinsky
Health Reform
Enterprise Director II

Vacant
Health Reform
Portfolio Director

Vacant
Health Reform
Portfolio Director

Terry Bequette
Assoc State HIT
Coordinator

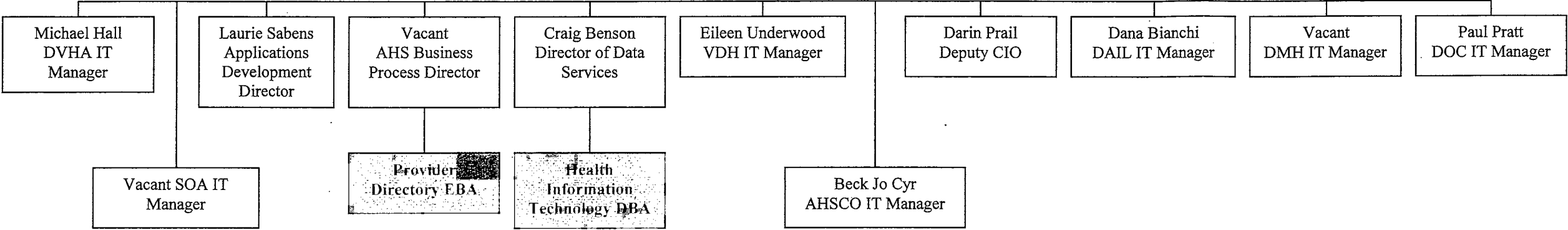
Vacant
Health Reform
Enterprise Director I

Vacant
Health Reform Portfolio
Privacy Policy Spec

Vacant
Business Analyst –
Human Services

AHS IT

Angela Rouelle
CIO



Request for Classification Review Position Description Form A

For Department of Personnel Use Only

Notice of Action # _____		Date Received (Stamp) RECEIVED APR - 2 2012 State of Vermont Dept. of Human Resources Classification & Compensation Division
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: 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: Support and Coordinate complex and high visibility programs

o How:

Provide input, recommendations and judgement on strategic initiatives from defining and proposing objectives to the preparation and planning on how to fulfill the goals

Analysis of project options in terms of procurements, resource utilization, funding possibilities, compliance rules and timeline impacts

Coordinate, document and communicate tasks and recommendations with all interested parties; being able to speak on high-level conceptual ideas and also communicate down into deeper finite/granular details and be able to move back and forth between them in an articulate fashion that exhibits smooth, clear and concise transitions

Establish and enhance relationships inside and outside of the Agency bringing together necessary parties to help create a dynamic and collaborative working environment

oWhy:

To create the most advantageous method for the State to proceed in regard to health care enterprise objectives

•What: Assist with Federal Government funding activities

oHow:

Assist and collaborate with Federal Partners working on funding request activities which provides the necessary funding aspects that Federal Partners require.

• Assist with cost estimates for resources (includes staffing and positions), software, hardware, training, travel, etc.

• Support the planning and documentation of program scope, program funding sources, appropriate timelines, goals, milestones, risk analysis and associated mitigation strategies, etc.

•Periodic reporting of project status and when necessary providing updated documentation

of funding requests when there's a change in scope, cost and/or timeline

oWhy:

- To maximize the State's ability to obtain and leverage any and all Federal funding opportunities
- Enhancement of financial partnership with Federal Government and ensure adherence to Federal guidelines to avoid any loss of Federal funding

•What: Coordination of projects in terms of contractor management:

oHow:

- Participate in creation of Request for Proposals (RFP) and/or add input and recommendations on RFPs to meet the the State's strategic initiatives
- Review and evaluate RFP submitted proposals providing insight and perspective in regard to meeting the State's goals
- Establish a clear partnership with contracted staff creating a joint working environment; includes making of those formal and informal communication pathways
- Ensure contractor meeting expects project goals and outcomes as part of scope of work

oWhy:

- Ensure proper utilization of public funds for the success of the State
- Make certain the State establishes a clear 'working together' environment on which to transform our health care enterprise

•What: Responsible for Communication on various levels of program details :

oHow:

- Represent the State at various meetings communicating program details from high level inception design to the minutia of data elements
- Delegation to testify before Vermont State Legislation committees
- Be a key partner of the program championing engagement and support of Federal and State partners

oWhy:

- To provide the ownership and 'point' person to address questions and inquiries about program details
- To ensure the State of Vermont has an active and engaged individual who represents Vermont in a manner that maximizes the ability of the State to leverage any and all Federal/State opportunities.

•What: Establishing and enhancing formal and informal network:

oHow:

- Provide insight and perspective on the networking avenues from which much success is built.
- Clearly articulate program information; orally and in writing on a variety of levels: from the high level overview for newly engaged participants down to detailed design documents
- Be a leader in bringing people together and help bridge the gaps that may exist due to competing goals and directives

Continuously work with program individuals evaluating current methodology and practices to ensure 'best practices' are utilized and all necessary individuals are engaged, informed and participatory

oWhy:

- To establish resource connections that can be leveraged for sharing information, ideas and plans enabling the State to reach its goals
- This networking will continue to grow and prosper beyond program/project boundaries that will only strengthen the communication pathways for future efforts.

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*.

- oAHS Chief Financial Officer (CFO):** collaborate on program funding, resource planning, cost estimates, time reporting and funding analysis
- o Banking, Insurance, Security and Health Care Administration Deputy Commissioner (BISHCA):** Provide insight and perspective on health reform activities and how they integrate with BISHCA activities
- o Agency Central Office and Department Program Managers:** facilitate communication activities and project strategies
- o State HIT Coordinator:** collaborate State efforts on a national, regional and state-wide platform in terms of health reform activities
- o Agency of Human Services (AHS) Chief Information Officer (CIO):** collaborate with on program management, funding estimates, change management strategies
- oCenters for Medicare and Medicaid Staff:** provide communication in continuing the collaborative working environment that exists between Federal Stakeholders and State of Vermont. Provide support with Vermont funding requests, coordinating and reporting of activities and monitoring of Federal guidelines in terms of health care policy and funding requests
- o Associate State HIT Coordinator:** facilitate, collaborate, analyze and develop planning activities and strategic goals for State on Federal, multi-state and State levels
- oVermont State Procurement Manager:** discuss and plan procurement activities and communications with State and non-State staff

oIT Managers: collaborate on integration of various projects, resource management and timelines.

oVendors: writing of Requests for Proposals (RFP) including the responsibility for leading proposal evaluation and decision activities; oversight of such, communication of project activities

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.

* This individual must be able to move back and forth between high-level strategic goals and the fine granular details of those goals, articulating and providing input and support in a concise and clear manner.

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.

This position reports to the Health Reform Enterprise Director II. Work is assigned/delegated/undertaken in a wide array of means though will usually be assigned by the managing director.

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 mental aspects of this position require the individual to have a strong understanding of Health Reform and its implications. It's a fast paced environment with continuously shifting demands and time constraints and the individual needs to be able to clearly balance these demands in an organized and professional manner. All of this work needs to be articulated orally and in writing in an effective and concise manner.

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 person is involved in the decision for meeting the State's strategic goals in terms of enhancing the State's position with the Federal Government working towards the modernization of the State's business and information technology enterprise to create a robust, efficient and effective enterprise for delivery of information, services and benefits for Vermonters. This role is crucial in creating the cross-boundary relationships that foster a collective and collaborative working environment maximizing resource and time constraints enabling the State to meet various milestone deadlines imposed by Federal and/or State Government.

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?
N/A	

- 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?
N/A	

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?
N/A	

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.

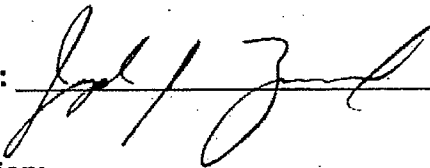
1. What do you consider the most important duties of this job and why?

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:

Health Reform Enterprise Director I --- Paygrade 28

Supervisor's Signature (required):  Date: 2/16/12

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:

AS rated

Personnel Administrator's Signature (required):

Sara R. Jewett

Date:

2/22/12

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:

Health Reform Enterprise Director I --- Paygrade 28

H. R. L.

Appointing Authority or Authorized Representative Signature (required)

Date

2/16/12

VERMONT DEPARTMENT OF PERSONNEL
Request for Classification Action
New or Vacant Positions
Existing Job Class/Titles ONLY
Position Description Form C

- **This form is to be used by management to request the allocation of a new position, or reallocation of a vacant position, to an EXISTING class title.**
- Employee requests must be submitted on the separate "Position Description Form A."
- Requests for full classification, to determine the appropriate pay grade for any job class must be submitted on "Position Description Form A."
- 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.
- 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 will 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.
- All sections of this form are required to be completed unless otherwise stated.
- The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office.

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: _____	
New Job Title _____	
Current Class Code _____	New Class Code _____
Current Pay Grade _____	New Pay Grade _____
Current Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____	
New Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____	
Classification Analyst _____ Date _____	Effective Date: _____
Comments: _____	Date Processed: _____
Willis Rating/Components: Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____ Working Conditions: _____ Total: _____	

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title:

Agency/Department/Unit: AHS/DVHA/HCR GUC: 73035

Pay Group: 73Z Work Station: Williston Zip Code: 05495

Position Type: Permanent Limited Service (end date) 9/30/2015

Funding Source: Core Sponsored Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.)

Supervisor's Name, Title and Phone Number: Joseph Liscinsky, Health Reform Enterpris Director II

Check the type of request (new or vacant position) and complete the appropriate section.

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 472900 Existing Job/Class Title: Business Analyst - Human Services

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:

2. Provide a brief justification/explanation of this request:

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). N/A

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: Kate Jones, Financial Manager II

6. Who should be contacted if there are questions about this position (provide name and phone number): Joe Liscinsky, 802-879-5994

7. How many other positions are allocated to the requested class title in the department: 0

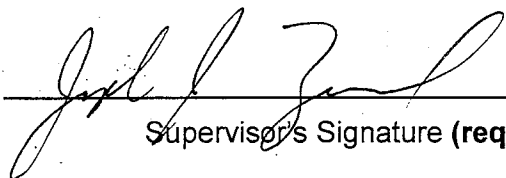
8. Will this change (new position added/change to vacant position) affect other positions within the organization? (For example, will this have an impact on the supervisor's management level designation; will duties be shifted within the unit requiring review of other positions; or are there other issues relevant to the classification process.) 0

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)***

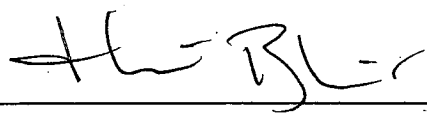
Date



Supervisor's Signature **(required)***

3-22-12

Date



Appointing Authority or Authorized Representative Signature **(required)***

3.22.12

Date

* Note: Attach additional information or comments if appropriate.

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:

Provide support and leadership to the change management activities under the aegis of the Portfolio Planning and Management process. Develop strategies for enhancing collaboration and communication across the Agency of Human Services and expanding into other Agencies where necessary.

How:

Organize and retrieve the information, goals, and objectives that are inherent in health reform/health information technology projects, activities and domains.

Provide organizational structure for health care reform team members by sharing, transferring, and archiving salient information and knowledge.

Manage the day to day work flow communication among Health Reform (HR) Core Team members. Provide leadership in the maintenance of a clear and consistent vision across multiple domains and projects.

Why:

Knowledge management will create a common ground for the HR Core Team members and broaden the scope of understanding of other stakeholders about Portfolio activities. Thereby increasing organizational performance through enhanced communication, and increasing efficiencies, which will lead to a decrease in duplication of effort, or having to "re-invent the wheel."

What:

To ensure that communication is uniform across all AHS Departments and programs identified to be affected and impacted by HR/HIT initiatives.

How:

Communication tools, technologies and techniques will be developed and implemented which will provide support to HR Core Team members and internal and external stakeholders with regards to multiplied components and initiatives under HIT/HR. Examples of this include but are not limited to designing and building a "Health Care Reform Blog" that will be consistently updated and refreshed as a way to build and sustain the ebb and flow of communication.

Communication project development will also include liaisoning with CMO for the state and Director of Health Care Reform Outreach and Enrollment on website roll out, and other projects.

Why:

Communication strategies can be used in large part to drive the culture change necessary for this major shift in business practices within AHS and beyond the walls of state government.

Enhanced communications will help to facilitate partnering with other entities in order to help support HIE/HIT/HR efforts moving forward. Current programs and business processes will continue in conjunction with the re-design of the health system in the State.

It is critical that there are accessible communication tools so that current work responsibilities are maintained in the midst of re-design and implementation during this period of not only AHS cultural change, but business process change. Technological assists will help in bridging divides in information exchange between HR Core Team members and HR/HIT partners.

What:

Coordination of all aspects of overall HR communications plan with emphasis on the Portfolio Planning process. The communication plan will outline the basic, foundational components of HIT/HR and provide a unifying vision for internal customers and external stakeholders.

How:

Work with HR Core Team in order to develop Mission/Vision statements for the DVHA Division of Health Care Reform. Work closely with Portfolio contractors, Action Mill, on developing and building "virtual office space" and "virtual teams" in the service of the interests of the Portfolio management process. Cohesive communication will facilitate access to information.

Why:

Lining up the multiple AHS project initiatives, (Service Oriented Architecture (SOA), projects under the State Medicaid Health Information Technology Plan (SMHP), with other state (HR) projects and Federal opportunities and timelines in order to ensure that objectives are met and goals are achieved is critical. In order to be successful, a clear communication plan must be in place to manage changes to work flow as well as to recognize the impact business processes will have on the people operationalizing change.

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.*

AHS Department Commissioners - as an extension of the DVHA Commissioner, provide knowledge on Portfolio projects and activities. This engagement with other Departments includes providing granular details on how health reform interacts or impacts other Departmental business operations.

Agency of Administration (AoA) - act as a liaison for DVHA Commissioner to inform and communicate Portfolio activities and updates

AHS Central Office - Consult and collaborate on Portfolio initiatives and progress

Department of Information and Information - Provide updates and communicate common interests including requirements, staffing and resources

HCR/HIT Integration Manager - Consult and collaborate on program plan and development

External Partners (Vendors) - Coordinate and evaluate Portfolio activities

AHS IT Managers - coordinate involvement and impact of health reform with regard to Agency system, information and data needs

Blueprint Directors - engage and support Blueprint staff with system transformation and knowledge management

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.

N/A

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.

This position is supervised by the Deputy Commissioner for Health Care Reform at DVHA. Some work will be directly assigned by the Deputy Commissioner. This position will interact with staff in other departments within AHS. The person in this position will provide leadership with sister agencies within AHS, in the process of change management and the transformation of the health delivery system.

The person in this role will need to have contact with the Deputy Commissioner and other senior leadership at the DVHA but due to scheduling, it is likely that the majority of the time, this contact will not be face to face. Many reports and interactions will happen virtually, but regularly. The person in this role will need to have an entrepreneurial spirit and be a self starter, seizing opportunities and following them through.

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 mental effort required for this position is considerable. This position will require someone to have a high level overview of the various domains that comprise health care reform and health information technology activities both at the state and federal levels.

The person in this position will be required to shift seamlessly between different tasks and discussions multiple times a day. Information will be continuously updated by team members and the fast pace of information flow will need to be managed by the person holding this position.

This position will require someone to be able to have facility in and knowledge about the component parts and projects that are currently in process under HIT and HR and know who the various staff and team members responsible for each and how these parts intersect and inform each other. This knowledge needs to be organized and documented,

and shared with team members, as well as those outside of the team.

It will be important for the person in this role to be able to articulate to internal stakeholders within state government, health care reform team members, and external stakeholders, the process steps and goals there are being made within the DVHA Division of Health Care Reform toward the single payor health care vision.

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 will be responsible for knitting together the multiple facets of health reform amongst HR Core Team members, AHS staff and external providers, stakeholders and citizens. Explicit knowledge will become tacit by creating the forums for information exchange between internal and external stakeholders.

These networks to be created will ensure that a common language is developed; connections are created among people who are both internal and external to the organization; tacit knowledge is leveraged; in order to build toward shared objectives and achieved goals within the Portfolio Planning and Management process.

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?

- 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?
N/A	

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?

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?

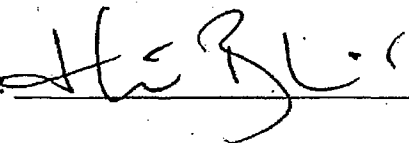
2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?

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:

Health Reform Portfolio Director -- pay grade 31

Supervisor's Signature (required):



Date:

2/26/12

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:

as rated

Personnel Administrator's Signature (required): Sara R. Jewett Date: 2/22/12

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:

Health Reform Portfolio Director – paygrade 31

HSB Date: 2/14/12
Appointing Authority or Authorized Representative Signature (required)

Health Reform Portfolio Director

Job Code:

Pay Plan: Classified

Pay Grade: 31

Occupational Category: Management

Effective Date: 2/1/12

Class Definition:

Work is performed under the general direction of the DVHA Division of Health Care Reform Deputy Commissioner. Work involves providing leadership, developing partnerships, and facilitating collaboration in the coordination and implementation of communication under the Portfolio Planning and Management process. The work requires an articulate, proven leader able to build consensus and support of diverse groups of individuals and organizations. 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:

This position supports the DVHA Commissioner and Division Deputy Commissioner in ensuring coordination of internal communication and development of decision making infrastructure as it relates to HIT projects under the aegis of the Portfolio. This position will be responsible for working collaboratively with the Portfolio consultants to assist in the co-development of design tools that help to inform Health Reform/HIT work priorities and decision making processes. This position will be responsible to re-defining internal work processes and facilitation of communication flow between Portfolio consultants and HR team members. This position will work with Portfolio consultants in order to develop sustainable strategies that will support changes in both business and HIT work flows. Participate as a core member of the HIT-HIE project management team. Work with DII and AHS IT partners to ensure consistency of understanding of Agency IT work projects and be able to provide translation services of the work projects to AHS Departmental leadership. Provide leadership in knowledge management and communication across AHS Departments regarding HIT Portfolio projects. Provide translation and support for communication materials about Vermont's integrated health care reform initiatives for a variety of target audiences, including health care providers, the general public, executive branch leadership, and the Legislature. Provide policy research and analysis, synthesizing diverse sources of national and academic literature, articles on HIT, HIE, and other delivery system reforms. Lead or support focused, typically time-limited projects such as special legislatively required reports and work groups. Engage existing networks and develop new networks in order to engage individuals and groups in communication around business and IT aspects of health care reform. Speak before the various audiences (including legislative testimony) in order to advance the efforts of health care reform. Contribute to and manage written reports, website updates, and interviews as required by the Deputy Commissioner. Performs related duties as required. Provide supervision to Portfolio Specialist position, and possibly other HIT/HR staff.

Environmental Factors:

Duties are performed primarily in a standard office setting. Private means of transportation must be available for occasional travel. The incumbent must be able to reconcile a broad array of competing interests within programmatic and budgetary constraints. Significant pressure from deadlines may be anticipated.

Minimum Qualifications**Knowledge, Skills and Abilities:**

Comprehensive knowledge of the health care delivery system in Vermont.

Comprehensive knowledge of current issues and trends in health, public health and health care, at the state and federal level.

Considerable knowledge of the role of health information technology policy and the use of HIT as a catalyst for the delivery systems transformation and improvement.

Awareness of best practices, quality improvement and delivery system reform strategies in health care, regionally, nationally and internationally.

Proven leader in building cross-departmental (AHS) coalitions and partnerships and ability to think systematically in order to see connections, link programs and systems.

Considerable knowledge of the principles and practices of service and program planning, implementation, coordination and evaluation.

Considerable knowledge of social, cultural and economic issues as they apply to public health, health care delivery and social service delivery.

Ability to use research/evaluation principles and procedures.

Ability to conceptualize program needs and to develop a program to meet those needs.

Ability to function and work independently, with an entrepreneurial spirit and as part of a team.

Ability to bridge the public health-health care divide.

Strong, positive, communication skills and ability to speak in public to present clear and concise reports.

Ability to establish and maintain effective working relationships and communicate orally and in writing.

Education and Experience:

Master's degree AND at least ten years as a manager or administrator in a health/human services program or organization, including seven years working with Medicaid programs.

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:
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Supervisor's Name, Title and Phone Number:

Type of Request:

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1. Job Duties

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What:

Provide support and leadership to the change management activities under the aegis of the Portfolio Planning and Management process. Develop strategies for enhancing collaboration and communication across the Agency of Human Services and expanding into other Agencies where necessary.

How:

Organize and retrieve the information, goals, and objectives that are inherent in health reform/health information technology projects, activities and domains.

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Blueprint Directors - engage and support Blueprint staff with system transformation and knowledge management

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.

N/A

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.

This position is supervised by the Deputy Commissioner for Health Care Reform at DVHA. Some work will be directly assigned by the Deputy Commissioner. This position will interact with staff in other departments within AHS. The person in this position will provide leadership with sister agencies within AHS, in the process of change management and the transformation of the health delivery system.

The person in this role will need to have contact with the Deputy Commissioner and other senior leadership at the DVHA but due to scheduling, it is likely that the majority of the time, this contact will not be face to face. Many reports and interactions will happen virtually, but regularly. The person in this role will need to have an entrepreneurial spirit and be a self starter, seizing opportunities and following them through.

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 mental effort required for this position is considerable. This position will require someone to have a high level overview of the various domains that comprise health care reform and health information technology activities both at the state and federal levels.

The person in this position will be required to shift seamlessly between different tasks and discussions multiple times a day. Information will be continuously updated by team members and the fast pace of information flow will need to be managed by the person holding this position.

This position will require someone to be able to have facility in and knowledge about the component parts and projects that are currently in process under HIT and HR and know who the various staff and team members responsible for each and how these parts intersect and inform each other. This knowledge needs to be organized and documented.

and shared with team members, as well as those outside of the team.

It will be important for the person in this role to be able to articulate to internal stakeholders within state government, health care reform team members, and external stakeholders, the process steps and goals there are being made within the DVHA Division of Health Care Reform toward the single payor health care vision.

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 will be responsible for knitting together the multiple facets of health reform amongst HR Core Team members, AHS staff and external providers, stakeholders and citizens. Explicit knowledge will become tacit by creating the forums for information exchange between internal and external stakeholders.

These networks to be created will ensure that a common language is developed; connections are created among people who are both internal and external to the organization; tacit knoweldge is leveraged; in order to build toward shared objectives and achieved goals within the Portfolio Planning and Management process.

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?

- 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?
N/A	

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?

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?

[Empty box for answer to question 1]

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?

[Empty box for answer to question 2]

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

[Empty box for answer to question 3]

4. Suggested Title and/or Pay Grade:

Health Reform Portfolio Director – pay grade 31

Supervisor's Signature (required):

HSBGL

Date:

2/10/12

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.

[Empty box for answer to question 4]

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):

[Empty box for answer to question 5]

Suggested Title and/or Pay Grade:

as rated

Personnel Administrator's Signature (required):

Sara R. Jewett

Date:

2/22/12

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:

Health Reform Portfolio Director -- paygrade 31

[Handwritten Signature]

Appointing Authority or Authorized Representative Signature (required)

Date

2/16/12

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

Incumbent Information:

Employee Name: Employee Number:
Position Number: Current Job/Class Title:
Agency/Department/Unit: Work Station: Zip Code:
Supervisor's Name, Title, and Phone Number:
How should the notification to the employee be sent: employee's work location or other address, please provide mailing address:

New Position/Vacant Position Information:

New Position Authorization: Request Job/Class Title:

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: Provide detailed analysis of policy as it relates to data sharing.

o How: Be prepared to work with possibly conflicting rules and goals and be able to recommend next steps to address issues related to analysis.

oWhy: Key initiatives within Health Reform involve 'having the right information at the right time'. Data sharing in and across state agencies and departments within the Agency of Human Services (AHS) is a major factor for ensuring proper data liquidity.

•What: Ensure that system and process requirements align with State policy.

oHow: Work to ensure that requirements do not negatively impact key Health Reform initiatives. Engage with AG's, (Attorney General's), key management staff, contractors within AHS to address mandates or policies that need to be reviewed and/or modified as a result of impacts of Health Reform. Periodic reporting of project status and when necessary providing updated documentation requests.

oWhy: Work needs to be done in collaboration with Agency of Human Service (AHS) IT, Department of Information and Innovation (DII), and AHS partners in order to ensure that policies as they relate to work flow and data sharing are consistent with the goals of Health Reform.

•What: Promotes the sharing of secure data in a timely and useable fashion.

oHow: Engage State staff during Health Reform design and development meetings. Documents all analysis and communicate in an articulate fashion with necessary State staff.

oWhy: Work collaboratively with staff taking multiple 'view points' from which to analyze policy and strategies. These view points can be from Information Technology (IT) or

business/operational, the provider vantage point and/or the beneficiary point of view. Ensuring collaboration across boundaries is critical to successful data sharing.

•What: Develop and manage projects related to health care policy and privacy and confidentiality of health care data.

oHow: Assists the Associate State HIT Coordinator in ensuring privacy and policy mandates are followed and built into system and process requirements, making sure to address areas where there are questions, and be able to take next steps to clarify.

oWhy: To establish resource connections that can be leveraged for sharing information, ideas and plans enabling the State to reach its goals

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*.

o Banking, Insurance, Security and Health Care Administration staff (BISHCA): Provide insight and perspective on privacy and health reform activities and how they integrate with BISHCA activities

o State HIT Coordinator: collaborate State efforts on a national, regional and state-wide platform in terms of health reform activities

o Agency of Human Services (AHS) Central Office Staff: collaborate with on program management as it relates to quality and privacy issues that concern the Agency and Departments within AHS.

o

o Associate State HIT Coordinator: facilitate, collaborate, analyze and develop planning activities and strategic goals for State on Federal, multi-state and State levels

oIT Managers: collaborate on integration of various projects, resource management and timelines

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.

Comprehensive knowledge of the health care delivery system in Vermont.
Comprehensive knowledge of current issues and trends in health, public health and health care, at the state and federal level.
Awareness of privacy impacts and how they relate to Health Reform
Considerable knowledge of developing an enterprise solution where policy and security matters must deal with aspects of personal health information (PHI) and how to address these issues in a fast and agile approach.
Awareness of and understanding of IT implementations of policy in systems, networks, and applications.

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.

This position reports to the Department of Vermont Health Access, (DVHA) Division of Health Reform (DHR) Associate State Health Information Technology (HIT) Coordinator. Work is assigned/delegated/undertaken in a wide array of means. Some of the work is assigned while other is by way of assuming the task at hand. The nature of this position is relatively unique and new to the State as the role cuts across various departments. This role utilizes various avenues to report and receive input and feedback such as email, phone calls, instant messaging and meetings when possible.

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 mental demand of this position are considerable. It requires someone to be able to shift from one topic of discussion or work to another different topic multiple times during the day. It also requires someone to be able to transition from high level / abstract discussions down to detail / granular specifics and then back again. The person must be able to discuss privacy and data sharing at a technical and regulatory level and be able to incorporate how that information relates to policy making for an Agency that is made of six departments consisting of everything corrections to mental health to financial and medical assistance. All of this work needs to be articulated orally and in writing in an effective and concise manner.

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 role is critical in creating the cross-boundary relationships that foster a collective and collaborative working environment maximizing resource and time constraints enabling the State to meet various milestone deadlines imposed by Federal and/or State Government.

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?
N/A	

- 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?
N/A	

- 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?
N/A	

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?

The major job duties described in section 1 are all very important. Successful outcomes for this position include the development of policies that satisfy the legal requirements for privacy and security, while supporting an effective and efficient implementation of those policies. The job duties contribute to these outcomes, but we recognize that the outcomes are not under the control of this position.

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?

Knowledge of the federal and state laws and regulations related to the privacy and security of personal and medical information (HIPAA; 42 CFR Part II; etc.); ability to communicate very effectively with stakeholders, and to contribute knowledge effectively; ability to draft and present analyses and proposed policies and procedures involving privacy and security.

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:

Portfolio Privacy Policy Specialist/ 29

Supervisor's Signature (required): Jerry Bequette Date: 3/08/2012

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:

Portfolio Privacy Policy Specialist/ 29

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:

Portfolio Privacy Policy Specialist/29

X 
Appointing Authority or Authorized Representative Signature (required)

3/8/12
Date

Privacy +
Security
Spec. Position

VERMONT DEPARTMENT OF PERSONNEL
Request for Classification Action
New or Vacant Positions
Existing Job Class/Titles ONLY
Position Description Form C

- **This form is to be used by management to request the allocation of a new position, or reallocation of a vacant position, to an EXISTING class title.**
- Employee requests must be submitted on the separate "Position Description Form A."
- Requests for full classification, to determine the appropriate pay grade for any job class must be submitted on "Position Description Form A."
- 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.
- 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 will 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.
- All sections of this form are required to be completed unless otherwise stated.
- The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office.

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: _____	
New Job Title _____	
Current Class Code _____	New Class Code _____
Current Pay Grade _____	New Pay Grade _____
Current Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____	
New Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____	
Classification Analyst _____ Date _____	Effective Date: _____
Comments: _____	Date Processed: _____
Willis Rating/Components: Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____ Working Conditions: _____ Total: _____	

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: Leads business and systems analysis work at a professional level for Ahs IT and DVHA. Research and evaluation of business process, procedures and user requirements to identify opportunities to address problems or enhancements associated with existing processes or systems or to create new processes or systems. Analysis work to enhance performance of processes and systems for data analysis, reporting, and ease of use. Participate in various aspects of the systems development lifecycle as well as project life cycle process. Assist with or lead teams formed to collaborate with analysis of business processes. Creates system design documents and flow charts, and develops detailed requirements.

Extensive contact occurs internally with department program staff, systems development and network staff, financials staff, as well as management. Contact with external entities including software vendors, consultants, and others will also occur. Work is performed under the supervision of an administrative or professional supervisor or Information Technology Manager. Leads the Electronic Health Record Incentive Program (EHRIP) initiatives through planning, policy analysis, policy and rule development, and updates as well as software requirements and design; data analysis and program/stakeholder outreach.

Conducts business analysis associated with several functional system aspects of EHRIP that will eventually feed into or make use of data in the warehouse. Assist DBA and system analysts with identification of EHRIP requirements for tighter coupling of MMIS, Eligibility, HIX, Provider Directory and Master Person Index to increase the value of the information to its wide user base, while having it be an integrated source of information across HIT functions. Identify and implement EHRIP requirements to interface CSME with the new Medicaid Enterprise System (MES) and new Eligibility and Enrollment System (VIEWS). As more sources of data are identified for inclusion in the warehouse, and as the warehouse becomes an integral component of the HIT architecture, develop plans to meet the need to continue expanding and upgrading the CSME warehouse. The essential services provided by the warehouse EHRIP EBA are:

•To provide specifications and design attributes for configurable Digital Dashboards for management and decision-making

•To identify EHRIP system requirements that the enable others to make decisions based on timely data

- Provide a comprehensive EHRIP reporting environment and sophisticated end-user analytic reporting tools.
- Provide EHRIP system assessments and needs analysis related to all member and provider data such as eligibility, enrollment, claims systems, etc. are structured to feed the required data to the respective systems to serve HIT needs

2. Provide a brief justification/explanation of this request: This position is being created with the use of HITECH funds from CMS and passed through DHVA for the purpose of assisting the state in meeting the "meaningful use" criteria (stage 1, 2 and 3). This involves the planning and implementation of data exchange between Medicaid health data systems and health care provider systems (e.g., EHRs). DVHA is focusing on the meaningful use criteria to exchange data with hospitals and health care providers, which would allow those external organizations to meet the national requirements and receive their full Medicaid reimbursements. However, this work is extremely complex since it involves matching, merging, and de-duplicating individual person records from across the state with many data systems. Much of this work will occur in partnership with VITL, which is our state's health information exchange. The analyst is necessary for reviewing data quality, addressing person/record match errors, and identifying and implementing solutions for Provider Incentive Payments, internal (DVHA) programs that will be impacted. Also, the position will work closely with other DVHA staff, the AHS ITS staff, and external parties.

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). This position will not be supervisory

Personnel Administrator's Section:

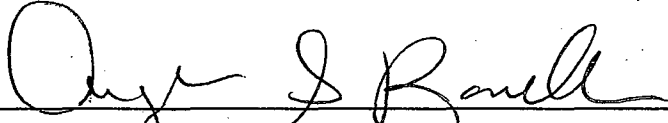
4. If the requested class title is part of a job series or career ladder, will the position be recruited at different levels? Yes No
5. The name and title of the person who completed this form:
6. Who should be contacted if there are questions about this position (provide name and phone number):
7. How many other positions are allocated to the requested class title in the department:
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.)

Attachments:

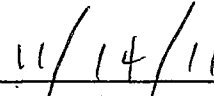
- Organizational charts are **required** and must indicate where the position reports.
- Class specification (optional).
- For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, 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)*

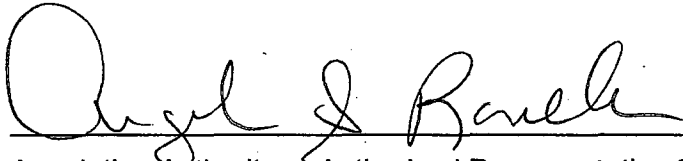
Date



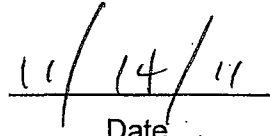
Supervisor's Signature (required)*



Date



Appointing Authority or Authorized Representative Signature (required)*



Date

* Note: Attach additional information or comments if appropriate.

VERMONT DEPARTMENT OF PERSONNEL
Request for Classification Action
New or Vacant Positions
Existing Job Class/Titles ONLY
Position Description Form C

- **This form is to be used by management to request the allocation of a new position, or reallocation of a vacant position, to an EXISTING class title.**
- Employee requests must be submitted on the separate "Position Description Form A."
- Requests for full classification, to determine the appropriate pay grade for any job class must be submitted on "Position Description Form A."
- 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.
- 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 will 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.
- All sections of this form are required to be completed unless otherwise stated.
- The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office.

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: _____	
New Job Title _____	
Current Class Code _____	New Class Code _____
Current Pay Grade _____	New Pay Grade _____
Current Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____	
New Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____	
Classification Analyst _____	Date _____ Effective Date: _____
Comments: _____	Date Processed: _____
Willis Rating/Components: Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____	
Working Conditions: _____ Total: _____	

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title:

Agency/Department/Unit: AHS/CO/IT GUC: 72008

Pay Group: 72A Work Station: Williston Zip Code: 05495

Position Type: Permanent Limited Service (end date) 9/30/2014

Funding Source: Core Sponsored Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.) 10/90

Supervisor's Name, Title and Phone Number: Craig Benson, Director Data Services, 8028283941

Check the type of request (new or vacant position) and complete the appropriate section.

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 700100 Existing Job/Class Title: Database Administrator

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 database administration of large scale high availability data warehouse systems for AHS IT and DVHA. Collaborate with other professionals and contractors in the areas of infrastructure and applications along with functional business staff to develop and maintain enterprise architecture. Provide secure readily available access to data and reports, monitor growth and performance while tuning and resolving issues, and participate in upgrades and new implementations. Class incumbents are technical experts in administration and configuration and very knowledgeable in many aspects of the overall infrastructure such as application servers, web servers, and clients (i.e. initialization files, Listeners, OS commands, SQL scripting, and integration with middleware). Supervision of subordinate Database Administrator (DBA) may be required. Work is performed under the general supervision of an administrative or professional supervisor. Manage and administer all aspects of the data warehouse with respect to data architecture and database design; database size, performance and tuning; and data updates, backups and recoveries.

Facilitate database needs associated with several functional system aspects of Health Information Technology (HIT) that will eventually feed into or make use of data in the warehouse. Assist analysts with identification of requirements for tighter coupling of MMIS, Eligibility, HIX, Provider Directory and Master Person Index to increase the value of the warehouse to its wide user base, while having it be an integrated source of information across HIT functions. Implement requirements to interface CSME with the new Medicaid Enterprise System (MES) and new Eligibility and Enrollment System (VIEWS). As more sources of data are identified for inclusion in the warehouse, and as the warehouse becomes an integral component of the HIT architecture, develop plans to meet the need to continue expanding and upgrading the CSME warehouse. The essential services provided by the warehouse HIT DBA are:

- To provide access to configurable Digital Dashboards for management and decision-making
- To create data structures that enable others to make decisions based on timely data
- To Provide a comprehensive reporting environment and sophisticated end-user analytic reporting tools.
- To Store and combine all member data such as eligibility, enrollment, claims, etc. in well structured data sources

2. Provide a brief justification/explanation of this request: This position is being created with the use of HITECH funds from CMS and passed through DHVA for the purpose of assisting the state in meeting the "meaningful use" criteria (stage 1, 2 and 3). This involves the planning and implementation of data exchange between Medicaid health data systems and health care provider systems (e.g., EHRs). DVHA is focusing on the meaningful use criteria to exchange data with hospitals and health care providers, which would allow those external organizations to meet the national requirements and receive their full Medicaid reimbursements. However, this work is extremely complex since it involves matching, merging, and de-duplicating individual person records from across the state with many data systems. Much of this work will occur in partnership with VITL, which is our state's health information exchange. The DBA is necessary for reviewing data quality, addressing person/record match errors, and identifying and implementing solutions for internal (DVHA) programs that will be impacted. Also, the position will work closely with other DVHA staff, the AHS ITS staff, and external parties.

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:

6. Who should be contacted if there are questions about this position (provide name and phone number):

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

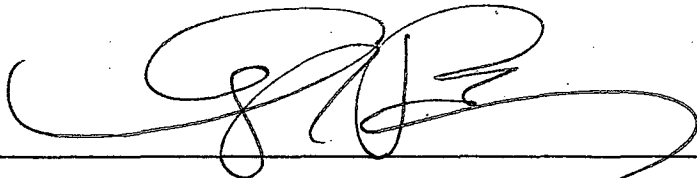
8. Will this change (new position added/change to vacant position) affect other positions within the organization? (For example, will this have an impact on the supervisor's management level designation; will duties be shifted within the unit requiring review of other positions; or are there other issues relevant to the classification process.)

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**)*

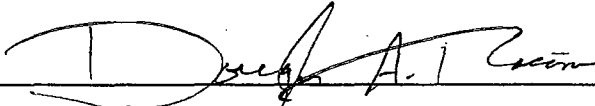
Date



Supervisor's Signature (required)*

11/14/11

Date



Appointing Authority or Authorized Representative Signature (required)*

3/30/12

Date

* Note: Attach additional information or comments if appropriate.