



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee Members  
From: Nathan Lavery, Fiscal Analyst  
Date: September 10, 2013  
Subject: Position Request

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

**JFO #2640** – Request from the Vermont Department of Health Access to establish **four (4) limited service positions**. These positions will manage and support the appeals process under Vermont’s health care exchange. Funding for these positions was approved by the Joint Fiscal Committee as part of JFO #2582.

**Expedited review has been requested.**

*[JFO received 09/10/13]*

This item will be placed on the Joint Fiscal Committee’s September 11, 2013 agenda.

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

SPD 2640

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: Dept Vermont Health Access Date: 8/29/2013

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 # 2582

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

Center of Consumer Information and Insurance Oversight, U.S. Dept of Health and Human Services, Cooperative Agreement to Support Establishment of State Operated Health Insurance Exchanges

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>
Health Care Program Specialist	1	DCF/ESD	8/1/2013 - 12/31/2014
Staff Attorney III	1	AHS	8/1/2013 - 12/31/2014
Staff Attorney II	2	DCF	8/1/2013 - 12/31/2014

\*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

Failure to enact the establishment of an exchange to fulfill the federal mandates included in the Affordable Care Act, signed into law in March of 2010.

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)).

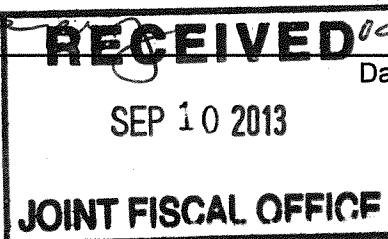
*Donna Henry* \_\_\_\_\_ Date: 8/29/13  
Signature of Agency or Department Head

*Molly Paul* \_\_\_\_\_ Date: 8/30/13  
Approved/Denied by Department of Human Resources

*Jim Rusk* \_\_\_\_\_ Date: 9/2/13  
Approved/Denied by Finance and Management

*[Signature]* \_\_\_\_\_ Date: 09/04/13  
Approved/Denied by Secretary of Administration

Comments:



State of Vermont  
Department of Vermont Health Access  
312 Hurricane Lane, Suite 201  
Williston VT 05495-2807  
dvha.vermont.gov

[Phone] 802-879-5900  
[Fax] 802-879-5651

Agency of Human Services

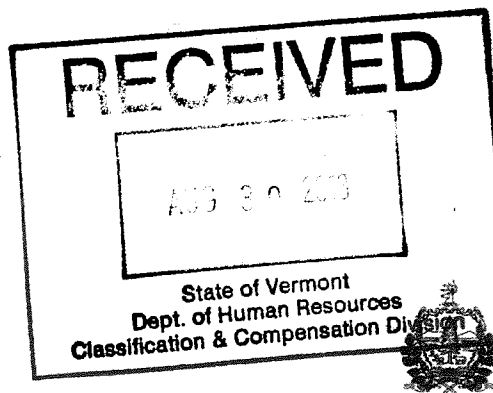
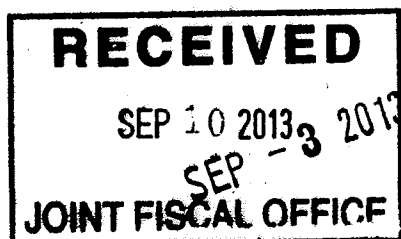
TO: Martha Heath, Chair of Joint Fiscal Committee  
THRU: Jeb Spaulding, Secretary Agency of Administration  
FROM: Dixie Henry, Deputy Secretary Agency of Human Services  
DATE: August 29, 2013  
SUBJECT: Limited Service Position Request



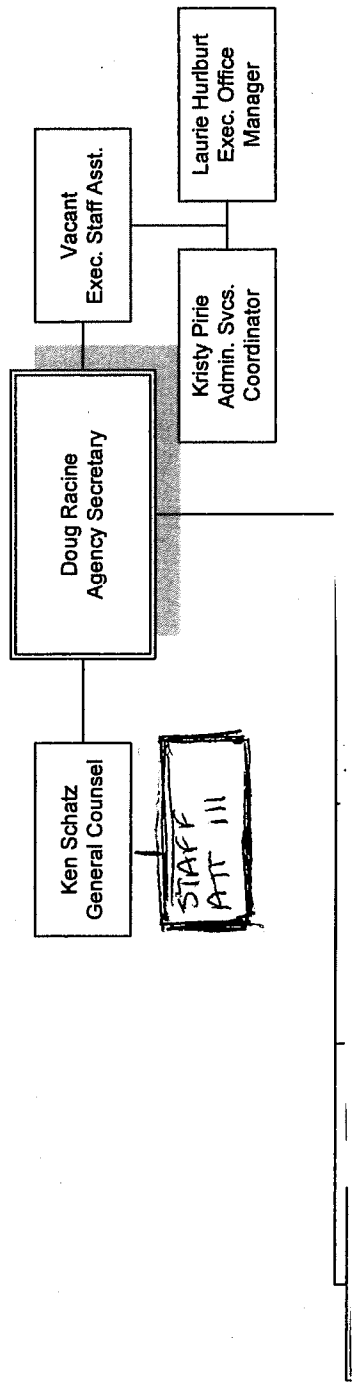
The Department of Vermont Health Access was awarded the State Planning and Establishment Grants for the Affordable Care Act's Exchange by the Center of Consumer Information and Insurance Oversight, U.S. Department of Health and Human Services in August of 2012. The grant was accepted by JFC later that month under JFC approval # 2582 which included approval of 20 limited Service positions to assist with building the Vermont Health Connect. The Agency Of Human Services is now seeking approval for 4 additional positions that were included in that grant (Level Two grant) to support the anticipated work required to handle Fair Hearing appeals.

We are requesting creation of the following 4 additional positions to manage the appeals process: 1 Classified Limited Service Position for DCF/ESD and 3 Exempt Limited Service Attorney positions, 1 of which will be assigned to the AHS Central Office and 2 of which will be assigned to the Attorney General's Office for DCF. Additional positions to support this work, including 2 Human Services Board Hearing Officers and 1 Administrative Assistant B were recently approved under JFO approval #2632. At the time we requested the HSB positions in July, we had thought the four positions in this request had been approved previously. We subsequently learned that was not the case and are now seeking approval of these 4 positions to complete the teams necessary to handle the anticipated appeals.

We are asking for expedited approval process for this agreement due to the aggressive timelines and required completion date for this specific project of 12/31/2014. All required and relevant documentation has been attached. If you require further documentation that what has been provided or if you have any questions, please feel free to contact me. Thank you for your attention in this matter.

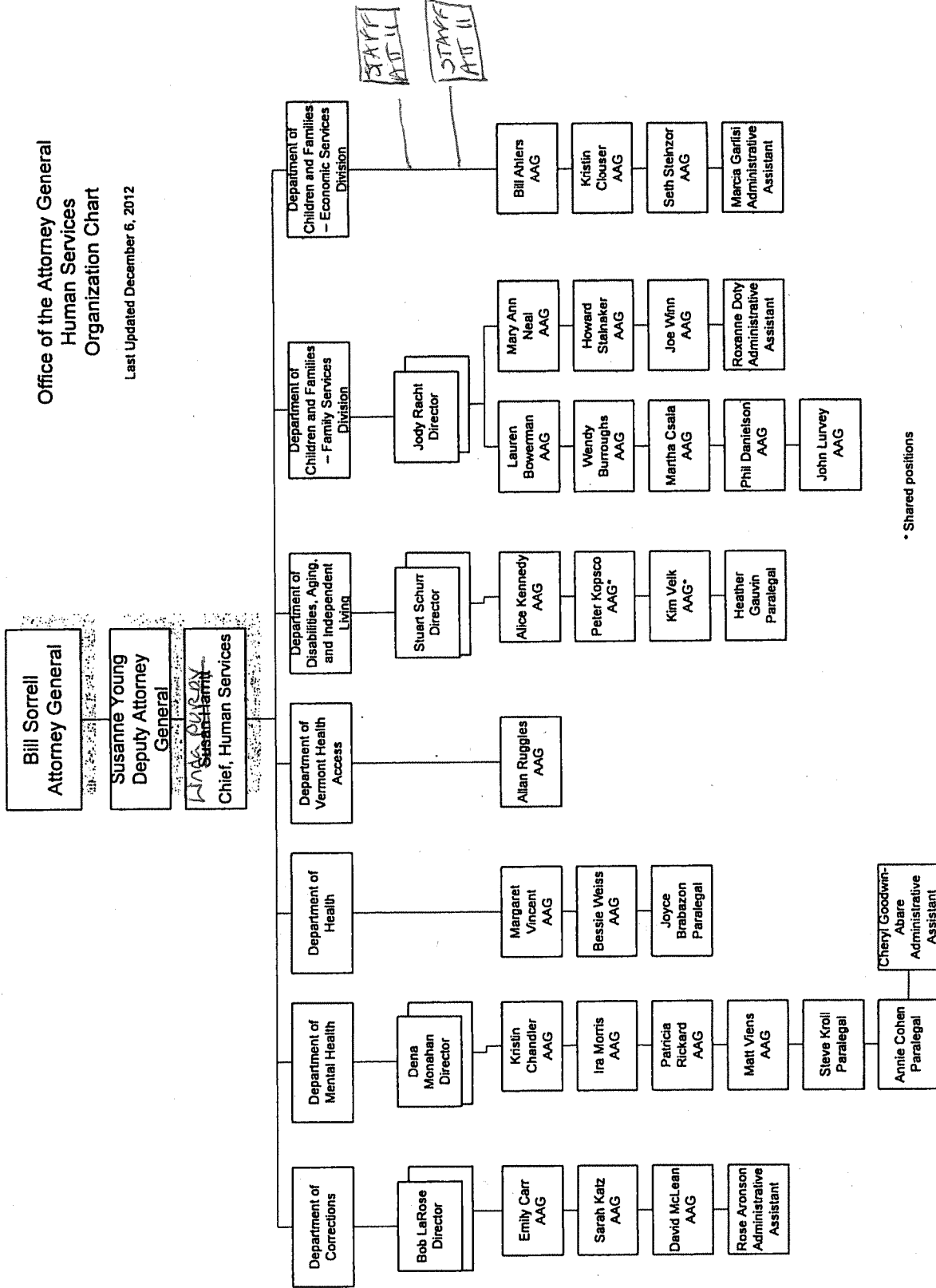


AHS SECRETARY'S OFFICE



Office of the Attorney General  
Human Services  
Organization Chart

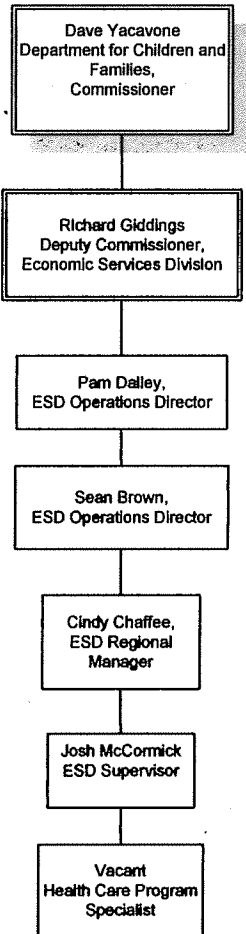
Last Updated December 6, 2012



\* Shared positions

Note: DCF - Economic Services AAG's also provide additional administrative hearing support for DVHA

**DCF  
August 29th  
2013**



**Request for Classification Action**  
**New or Vacant Positions**  
**EXISTING Job Class/Title ONLY**  
**Position Description Form C/Notice of Action**  
**For Department of Personnel Use Only**

Notice of Action # _____	Date Received (Stamp) _____
Action Taken: _____	
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: _____
Working Conditions: _____	Accountability: _____
	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:
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).

**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.)

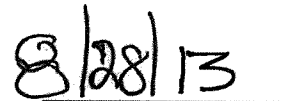
**Attachments:**

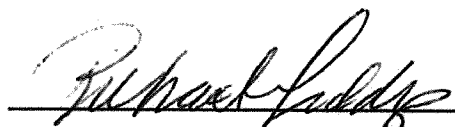
- Organizational charts are **required** and must indicate where the position reports.
- Class specification (optional).
- For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, etc.
- Other supporting documentation such as memos regarding department reorganization, or further explanation regarding the need to reallocate a vacancy (if appropriate).

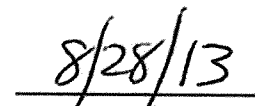
\_\_\_\_\_  
Personnel Administrator's Signature (required)\*

\_\_\_\_\_  
Date

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

  
\_\_\_\_\_  
Date

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

  
\_\_\_\_\_  
Date

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