




**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee members  
From: Daniel Dickerson, Fiscal Analyst   
Date: June 05, 2019  
Subject: Grant Request – JFO #2963-2965

Enclosed please find three (3) items, which the Joint Fiscal Office has received from the executive branch. **The Dept. of State's Attorneys and Sheriffs has requested expedited review of JFO #2965.** Members will be contacted by June 14, 2019 for a decision on JFO #2965 unless the member has responded prior to that date.

**JFO #2963** – One (1) limited-service position within the Vermont Military Department. The position would be titled Financial Specialist I and would assist the Department in the contracting area to address increasing workloads. The position would be part-time (0.6 FTE) and would be 100% federally funded through the master cooperative agreement between the State and the federal government.

*[JFO received 5/23/19]*

**JFO #2964** – One (1) limited-service position within the Vermont Military Department. The position would be titled Military Emergency Management Program Coordinator and run the installation emergency management (IEM) program. The goals of this program are to:

- 1) prepare Army installations for multi-agency, multi-jurisdictional emergencies,
- 2) provide comprehensive protection for all personnel against all natural, technological, man-made and terrorism hazards,
- 3) sustain critical operations during an emergency, and
- 4) maintain and/or restore essential operations and services post-incident.

Active duty posts and bases typically have an IEM program, and the Department has previously sought funding for a position to staff the program in Vermont and has now received approval for funding through the master cooperative agreement between the State and federal government. The position would be 100% federally funded.

*[JFO received 5/23/19]*

**JFO #2965** – One (1) limited-service position within the VT Dept. of State's Attorneys and Sheriffs. **The Department has requested expedited review for this position in order to have the position filled by July 1, 2019.** The position would be titled Deputy State's Attorney – Domestic Violence/Sexual Assault Prosecutor and would be assigned to Caledonia County. The position will be funded for four years primarily through a sub-grant of federal funds from the VT Center for Crime Victim Services (CCVS). The funded is approximately 80% federal (through

the sub-grant) and 20% State – General Fund, which would be paid by CCVS from its general fund budget.

*[JFO received 6/03/19]*

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; [ddickerson@leg.state.vt.us](mailto:ddickerson@leg.state.vt.us)) if you have questions or would like an item held for legislative review. Except for the expedited review request, unless we hear from you to the contrary by June 21, 2019 we will assume that you agree to consider as final the Governor's acceptance of these requests.

JFO 2963

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

RECEIVED  
MAY 23 2019  
JOINT FISCAL OFFICE

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: Vermont Military Department Date: 03/07/2019

Name and Phone (of the person completing this request): David Henderson (802) 338-3314

Request is for:

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

Master Coop. Agreement  
see below per Dave Henderson  
JP

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):  
 Master Cooperative Agreement - Appendix 1, ARNG Facilities Programs (W912LN-16-2-1001)

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:

Title* of Position(s) Requested	# of Positions	Division/Program	Grant Funding Period/Anticipated End Date
Financial Specialist I	1 (.6FTE)	2150030000 (Army 100%)	09/30/2024

\*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:

The contracting area of the financial office has had an increasing work load that requires a part-time position to help manage this work load. This position will be 100% federally reimbursed through the Master Cooperative Agreement between the State of Vermont and the federal government.

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: 3/20/2019  
Signature of Agency or Department Head

[Signature] Date: 3/26/19  
Approved/Denied by Department of Human Resources

[Signature] Date: 16 May 19  
Approved/Denied by Finance and Management

[Signature] Date: 19 May 19  
Approved/Denied by Secretary of Administration

Comments:

RECEIVED  
MAR 28 2019  
By: DFM

RECEIVED

PROS & S YAM

JOINT FISCAL OFFICE

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

**Position Information:**

Incumbent: **Vacant or New Position**

Position Number: N/A Current Job/Class Title: Financial Specialist I (.6FTE)

Agency/Department/Unit: 2150030000 GUC: 02150

Pay Group: 32MIL (W40) Work Station: Colchester Zip Code: 05446

Position Type:  Permanent  Limited Service (end date ) 9/30/24

Funding Source:  Core  Sponsored  Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.) 100% Federal - Appendix 1, MCA, W912LN-16-2-1001

Supervisor's Name, Title and Phone Number: Suzette Greaves (802)338-3329

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

**New Position(s):**

a. **REQUIRED:** Allocation requested: Existing Class Code 089020 Existing Job/Class Title: Financial Specialist I (.6FTE)

b. Position authorized by:

- Joint Fiscal Office – JFO #  Approval Date:  Awaiting approval
- 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:  Technical work in the maintenance of accounting and financial records. Work may involve performing a variety of routine accounting and bookkeeping tasks for smaller or limited fiscal programs, participating in the work of a unit within a centralized accounting operation, or acting as an assistant to a professional accountant involved in the supervision of a phase of a large fiscal operation. Duties are performed under the general supervision of an administrative supervisor. Posts, balances and reconciles accounting records. Processes financial transactions, disbursements, receipts, expenditures and fund transfer requests. Makes corrections in accounting records. Performs and edits statistical analysis for review. Assists professional staff in preparing and maintaining accounting systems. Prepares payroll. Maintains time and attendance records. Maintains inventory records. Calculates accounting adjustments. Performs related duties as assigned. Entering data in the department's business application and the states financial system.

Entering invoices and contracts into signature program. Interacting with federal/state project managers with any issues that arise with invoices, bids & contracts. Submitting bid documents to vendor for posting project to website. Create contracts for the department to include entering into the state financial systems and paying invoices against them.

2. Provide a brief justification/explanation of this request:  The contracting area of the financial office has had an increasing work load that requires a part-time position to help manage this work load. This position will be 100% federally reimbursed through the Master Cooperative Agreement between the State of Vermont and the federal government.

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:  Suzette Greaves, Fin Admin II

6. Who should be contacted if there are questions about this position (provide name and phone number):  
 David Henderson 338.3314

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.)  No

**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).

*B. Royce*

Personnel Administrator's Signature (required)\*

*3/19/2019*

Date

*Suzette M. Greaves*

Supervisor's Signature (required)\*

*3/19/2019*

Date

*Kevin R. Craig*

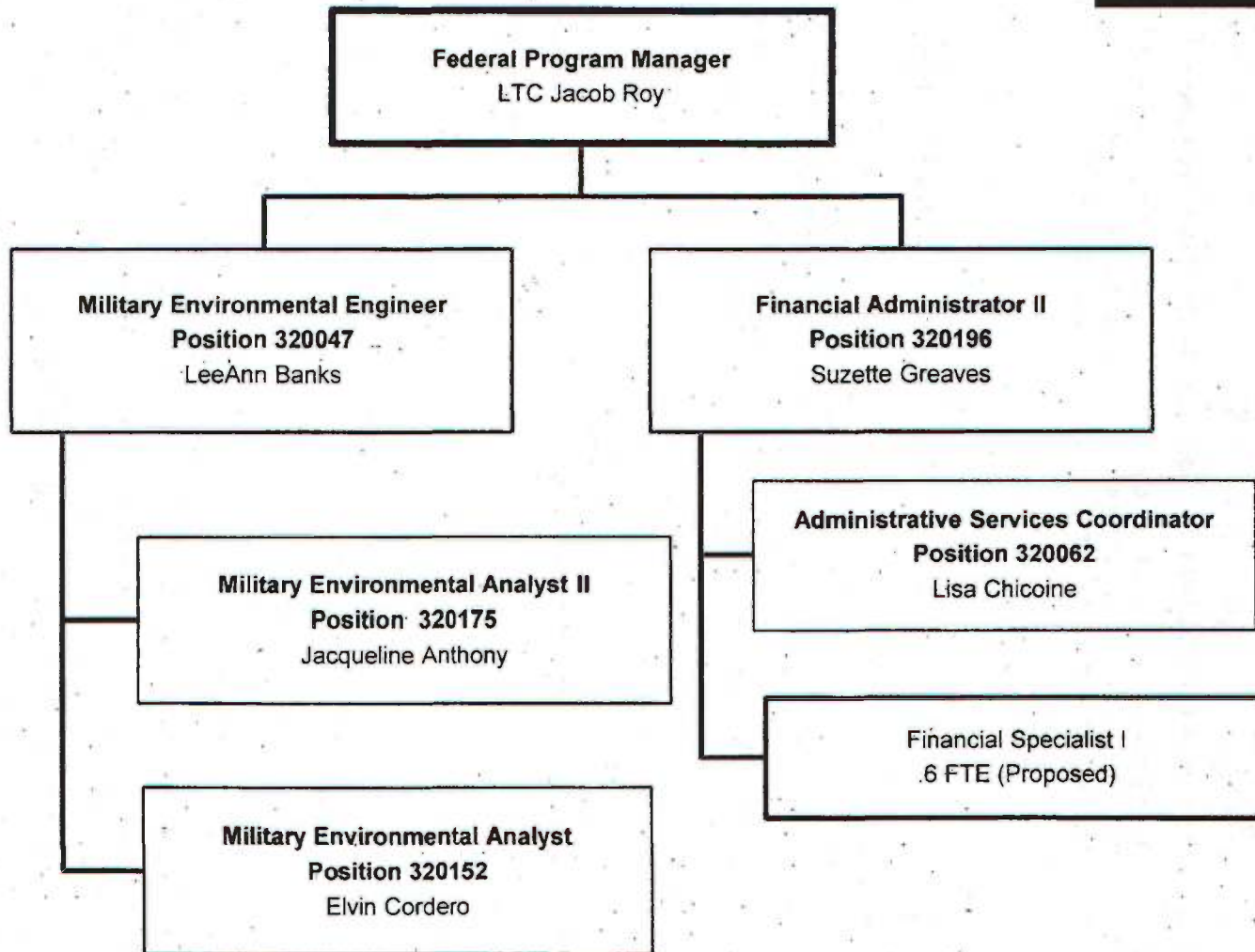
Appointing Authority or Authorized Representative Signature (required)\*

*3/21/2019*

Date

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

**Federal Program Manager**  
Jacob Roy – (802) 338-3306





## JOB SPECIFICATIONS

[Back to Job Specifications List \(/classification-position-management/classification/job-specifications?jobcode=&letter=&paygrade=17&keyword=&result=Search\)](#)

### Financial Specialist I

Job Code: 009020

Pay Plan: Classified

Pay Grade: 17

Occupational Category: Office and Administrative Support

Effective Date: 2/14/2010

#### Class Definition:

Technical work in the maintenance of accounting and financial records. Work may involve performing a variety of routine accounting and bookkeeping tasks for smaller or limited fiscal programs, participating in the work of a unit within a centralized accounting operation, or acting as an assistant to a professional accountant involved in the supervision of a phase of a large fiscal operation. Duties are performed under the general supervision of an administrative supervisor.

#### Examples of Work:

Posts, balances and reconciles accounting records. Processes financial transactions, disbursements, receipts, expenditures and fund transfer requests. Makes corrections in accounting records. Performs and edits statistical analysis for review. Assists professional staff in preparing and maintaining accounting systems. Prepares payroll. Maintains time and attendance records. Maintains inventory records. Calculates accounting adjustments. Performs related duties as assigned.

#### Environmental Factors:

Work is performed in a standard office setting.

#### Knowledge, Skills and Abilities:

Knowledge of accounting & bookkeeping practices.

Knowledge of office fiscal procedures, including automated fiscal recordkeeping and electronic spreadsheets.

Ability to make mathematical computations with speed and accuracy.

Ability to interpret and apply rules and regulations of moderate complexity.

Ability to prepare accurate financial and statistical reports.

Ability to communicate effectively orally and in writing.

Ability to establish and maintain effective working relationships.

### Minimum Qualifications:

High School diploma or equivalent AND one (1) year or more of experience in accounting, bookkeeping or clerical work involving accounting or financial records.

OR

Completion of a vocational/technical training program in business, office administration, financial support or related area.

OR

One year or more of full-time college coursework in accounting, business administration or a related field.

OR

One (1) year or more of experience as a Financial Technician with the State of Vermont.

### Preferred Qualifications:

### Special Requirements:

For some positions experience working with the VISION system (VISION is the State of Vermont PeopleSoft financial management system) may be required.

Commissioner Beth Fastgig  
120 State Street, Montpelier, VT  
05620  
(802) 828-3491  
[DHR.General@vermont.gov](mailto:DHR.General@vermont.gov)

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### Connect with Us



### Need Assistance?

Classification  
120 State Street - 5th Floor  
Montpelier, VT 05620-2505

Bill Rose  
(802) 828-1514  
[Bill.Rose@vermont.gov](mailto:Bill.Rose@vermont.gov)

Laura Deforge  
(802) 828-1507  
[Laura.Deforge@vermont.gov](mailto:Laura.Deforge@vermont.gov)

Jenny Audet  
(802) 828-3497  
[Jenny.audet@vermont.gov](mailto:Jenny.audet@vermont.gov)

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Classification Name	Fund Code	Fund Name	Organization Code	Organization Name	FTE	Salary Table	Grade	Step	Base Salary	Health	Dental	Retirement	Life	LTD	EAP	FICA	Total Salary Cost
Financial Specialist I	22005	Federal Revenue Fund	2150030000	Military - army service contract	1	CLS	17	01	21,546.72	17,543.00	853.00	3,764.21	90.93	49.56	22.50	1,648.32	45,518.24