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*Agency of Administration*

## Memorandum

**TO:** House Committee on General, Housing, and Military Affairs  
House and Senate Committees on Government Operations

**FROM:** Beth Fastiggi – Commissioner, Department of Human Resources

**DATE:** January 12, 2024

**SUBJECT:** Executive Branch Temporary Employee Report – Calendar Year 2023

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The enclosed report on temporary employees in calendar year 2023 is submitted by Department of Human Resources (DHR) Commissioner, Beth Fastiggi, on behalf of Secretary of Administration Kristin Clouser, in accordance with 3 V.S.A. §331c(1).

- There was one temporary employee who worked 1,280 hours in the prior year.
- There were 26 temporary employees who worked over 1,280 hours in the prior year.

24 of the 26 temporary employees who worked over 1,280 hours in the prior year received waiver approval from DHR. Two departments did not request a waiver for hours worked over 1,280 hours for one of their temporary positions. Of those two, one employee moved to classified status during the year after working more than 1,280 hours in temporary status. The following pages list the employing agency or department, temporary employee category, job title, hours worked, and notes recommending the position continue, terminate, or convert to a classified position.

Department	Job Title	Current Reg/Temp	Hours	Waiver	Notes
Children and Families (DCF)	Family Services Worker Trainee	Temporary Fill-In	1547	Y	Waiver Approved - The demand for Field Services Division (FSD) employees to staff children and youth is 24/7. We are seeing an increase from one to two children/youth in DCF custody with FSD staffing on any given day to three to four children/youth.
Children and Families	Human Services Case Aide II	Temporary Part-time	1693	Y	Waiver Approved - Due to high turnover and significant vacancies in the St. Albans office.
Children and Families	Human Services Case Aide II	Classified	1541	N	No Waiver - Employee is now classified.
Children and Families	Family Services Worker	Temporary Fill-In	1330	Y	Waiver Approved – There has been a significant increase in the demands on classified staff in the department since the closing of the Woodside Juvenile Rehabilitation Center. Temporary staff have been utilized to fill hotline needs. We recommend the department monitor hours more closely.
Children and Families	Family Services Worker	Temporary Part-time	1443	Y	Waiver Approved – This employee was utilized to provide care for youth in placement allowing classified staff to perform their normal duties during this time of high caseloads and system needs. We recommend the department monitor hours more closely.
Children and Families	Human Services Case Aide	Temporary Part-time	1973	Y	Waiver Approved-Due to high turnover and significant vacancies in the St. Albans office, other staff are unable to perform all of the court ordered family time and provide transportation to visits, appointments and school
Children and Families	Disability Determination Services Medical Consultant	Temporary Part-time	1434	Y	Waiver Approved – This employee is the department’s only child psychology specialist and serves as the backup to the Chief Psychological Consultant for emergency situations as well as carrying their normal workload, resulting in the overage in hours. Classified position would not attract PhD. retiree from

					practice and requires flexibility.
Commerce & Community Development, Agency	Communications & Outreach Coordinator	Temporary Sporadic	1344	Y	Waiver Approved -This employee is critical to completing the VermontVacation.com project on time and is in the final stages of the project. The project suffered significant delays due to the Department's need to pivot priorities in response to the July 2023 severe flooding -- creating additional pressure for staff resources. We recommend the Agency monitor hours more closely
Corrections	Correctional Officer I	Temporary Fill-In	2066	Y	Waiver Approved - The need for additional hours stems from the significant staff shortages experienced statewide in our facilities.
Corrections	Correctional Officer I	Temporary Fill-In	1283	Y	Waiver Approved - The need for additional hours stems from the significant staff shortages experienced statewide in our facilities.
Defender General's Office (ODG)	Administrative Srvcs Mngr II	Temporary Fill-In	1988	Y	Waiver Approved - While the ODG has recently hired a new Financial Director I, which started in May 2023, and an Administrative Services Manager II, who started in June 2023, this temporary employee remains in the process of training both employees on key tasks that are critical to the ODG's operations. We recommend the department monitor hours more closely in training of the new hires.
Disabilities, Aging, Ind. Living (DAIL)	Vocational Rehabilitation (VR) Job Coach; VR Associate Counselor	Temporary Sporadic	1352	Y	Waiver Approved – This employee worked 1352 hours combined for both temp positions in DAIL, including a limited special circumstance providing staffing for a Community Care Housing Resource team. The position is not expected to go over 1280 hours next calendar year.
Disabilities, Aging, Ind. Living	Vocational Rehabilitation (VR) Job Coach; VR Associate Counselor	Temporary Sporadic	1290	Y	Waiver Approved - This employee worked 1290 hours combined for both temp positions in the DAIL, including a limited special circumstance providing staffing for a Community Care Housing Resource team. This position is not

					expected to work over 1280 hours next calendar year.
Executive Office	Director of Violence Prevention	Temporary Intermittent	1583	Y	Waiver Approved - Worked developing and implementing critical behavioral threat assessment and emergency operations plans for school districts. We recommend the department monitor hours more closely.
Fish & Wildlife	Fish & Wildlife Specialist I	Temporary Part-time	1280	N	No Waiver Needed.
Fish & Wildlife	Fish & Wildlife Technician I	Temporary Part-time	1304	Y	Waiver Approved - GIS analysis required access to advanced supercomputer, and even still the analysis took months to complete. The completion of this project was delayed, causing this employee to work past 1280 hours. We recommend the department monitor hours more closely.
Forests, Parks & Recreation	Data Clerk; Program Technician II; Administrative Assistant B	Temporary Part-time	1389	Y	Waiver Approved - An employee recently passed away unexpectedly leaving a staffing shortage covered by this employee. Additionally, this employee provided support in two other roles within the department due to their knowledge and experience. The 1389 hours worked is a total of all three positions covered. We recommend the department monitor hours more closely.
Forests, Parks & Recreation	Administrative Assistant A	Temporary	1417	Y	Waiver Approved - A full time employee involved in administering the Use Value Appraisal program resigned unexpectedly at the beginning of 2023. The vacated position has not yet been filled. We recommend the department monitor hours more closely.
Military	Administrative Assistant B	Temporary Part-time	1294	N	The department did not request a waiver, we recommend the department monitor the hours more closely.
Military	Military Maintenance Mechanic	Temporary Emergency	1362	Y	Waiver Approved - The Maintenance division within the Vermont Military Department has experienced several staffing issues throughout the year including retirements and military leave

					leaving the maintenance staff short. The department continues to recruit for classified staff. We recommend the department monitor hours more closely.
Military	Administrative Assistant B	Temporary Part-time	1360	Y	Waiver Approved – Without this employee, military housing to soldiers at the Ethan Allen Training site could be jeopardized. Coverage for short staffing and military leave was required. We recommend the department monitor hours more closely.”
Public Safety (DPS)	E-911 Call Taker	Temporary Sporadic	1332	Y	Waiver Approved - This temporary position should continue due to turnover in the department and time needed for training. The Department never has enough staff.
Public Safety	E-911 Call Taker	Temporary Fill-In	1768	Y	Waiver Approved - The employee has been working extra shifts to help with the low staffing levels in the Williston Public Safety Answering Points. This allows the center to answer more calls in their catchment area for more rapid service. It also relieves stress on the current dispatchers.
Public Safety	Public Safety Communications Manager	Temporary Fill-In	1406	Y	Waiver Approved - This employee served as the Interim Director of the Radio Technology Division, until a new Director was hired and helped with the transition. This employee is terminated.
Public Safety	Special Project Consultant	Temporary Sporadic	2054	Y	Waiver Approved - DPS is handling an unprecedented number of legislative mandates and large-scale projects simultaneously. This year's flooding has exacerbated an already tenuous situation in terms of DPS' ability to keep up with its workload. We recommend the department monitor hours more closely.
Office of the State Treasurer	Financial Administrator II	Classified	1364	Y	Waiver Approved - Employee is now classified.
Vermont Health Access	Project & Operations	Temporary Part-time	1510	Y	Waiver Approved -This employee contributes projects allowing DVHA to

(DVHA)	Director			remain in compliance with Center for Medicare and Medicaid requirements. Progress on these projects would slow to an unacceptable pace without this employee's continued involvement. We recommend the department monitor hours more closely.
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