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Susanne R. Young, Secretary

To: Executive Branch Appointing Authorities
From: Susanne R. Young, Secretary of Administration 
Date: July 28, 2017
Subject: Vacant Position Sweep – 6 months or more

The Secretary of Administration is required by 3 V.S.A. § 327(b) to eliminate classified positions as defined by 3 V.S.A. § 311 that have been vacant for a period of 6 months or more. These long term vacant positions will be transferred to the position pool in keeping with past practice. The statewide position pool is managed by the Secretary of Administration with the assistance of the Department of Human Resources (DHR).

The purpose of the position pool is to better manage positions within the statewide position cap established by the Legislature and to provide flexibility in maximizing the use of authorized positions. With a robust position pool available to agencies and departments, after formal request and approval, there is no need to hold vacancies for extended periods of time. As of today, there are 10 positions in the position pool while approximately 180 positions in various departments have been vacant more than 6 months. The transfer, or “sweep,” of positions will replenish the pool to meet current and upcoming position needs in various departments.

Effective immediately, DHR will identify all positions vacant for six months or more, that were not under recruitment as of July 27, 2017, and begin the process of transferring them from departments to the position pool. Moving forward in FY2018, positions will be monitored on a regular basis and transferred as they reach the 6-month vacancy mark. Funding associated with positions transferred to the position pool will be addressed on a case by case basis managed through your Finance and Management Budget Analyst.

It is not possible to verify all positions under active recruitment on a given date in our current recruitment system. As a result, DHR may transfer positions with valid job offers in place, or that have otherwise not been processed in VTHR, and appear as vacant. For these positions, please work with your HR Manager to notify Commissioner Fastiggi that these positions are not subject to transfer.

To request that an existing position that has been transferred in this sweep be reinstated, please complete Section 1 of the attached form. To request a new position from the position pool, please complete the attached form in its entirety.

A “Position Pool Committee,” made up of the Commissioner of DHR, the Commissioner of Finance and Management, and the Deputy Secretary of Administration, will review position requests on a regular basis and will meet with representatives of the requesting agencies and departments. The review will be comprehensive and will include a cost analysis, core responsibilities and the strategic priorities of the agency or department.

On behalf of the Human Resources and Finance teams, thank you very much for your assistance in this process.

