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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 15, 2022

RE: Executive Branch Temporary Employee Reports – CY 2021

The enclosed report on temporary employees in calendar year 2021 is submitted by 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.
There were 39 temporary employees who had worked over 1,280 hours.

25 of the 39 temporary employees received approval from DHR via waivers. Departments did not request a waiver for hours worked over 1,280 for 13 temporary positions.

Of the 13 temporary positions for which a waiver was not requested, there was a timing issue for 11, where their last pay period hours put them over the 1280. One was an employee who worked both a classified position and a temporary position.

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.

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3 V.S.A. §331c(1)

Department	Job Title	Current Reg/Temp	Hours	Notes
Children and Families	DDS Medical Consultant	Temporary Part-time	1327	This position should continue to provide PHD level analysis required to assess disability claims to determine severity and functional limitations under Social Security law. Classified position would not attract PHD. Retiree from practice and requires flexibility.
Children and Families	Family Services Worker	Temporary Fill-In	1331	The department did not request a waiver, we recommend the employee terminate.
Children and Families	Benefits Programs Spec Trainee Temporary Emergency		1302.9	This position will not need to continue. The employee is now Classified.
Children and Families	DDS Medical Consultant	Temporary Part-time	1568	This position should continue to provide PHD level analysis required to assess disability claims to determine severity and functional limitations under Social Security law. Classified position would not attract PHD. Retiree from practice and requires flexibility.
Children and Families	Benefits Programs Spec Trainee Temporary Emergency		1284.55	The department did not request a waiver, we recommend the employee terminate.
Children and Families	DDS Medical Consultant	Temporary Part-time	1311.75	This position should continue to provide PHD level required to assess disability claims to determine severity and functional limitations under Social Security law. Classified position would not attract PHD. Retiree from practice and requires flexibility.
Corrections	Appointee	Temporary Fill-In	1920	This position will no longer continue. The temporary position filled an exempt role.
Corrections	Corrections Planning Director	Temporary Emergency	1978	This position may need to continue as a temporary due to the emergency/pandemic to assist with staff planning.
Disabilities Aging Ind. Living	Policy & Operations Manager	Temporary Sporadic	1357	The department did not request a waiver, we recommend the employee terminate.
Disabilities Aging Ind. Living	VR Associate VR Job Coach	Temporary Sporadic Temporary Sporadic	1374	A classified position will be made available due to a retirement in 2022.
Financial Regulation	Public Health Analyst I	Temporary Emergency	1555	This temporary position will continue to provide COVID data analytics and modeling.
Fish & Wildlife	Fish & Wildlife Technician II	Temporary Part-time	1307.5	The department did not request a waiver, we recommend the employee terminate.
Forests, Parks & Recreation	Administrative Assistant A	Temporary	1500	This position was filled as a temporary due to a vacancy and will be ongoing until the classified position is filled.
Health	Disease Intervention Spec Immunization Program Spec	Temporary Emergency	1705.5	The incumbent was hired into a classified position. The duties were associated with contract tracing and related to the pandemic.
Health	Epidemiologist Team Lead Health Surv Epidemiologist	Temporary Emergency	1709.5	This position should continue as it is doing unique work due to the pandemic associated with leading the genome sequencing. The temporary position will terminate when the pandemic response lessens.
Health	Public Inquires Spec Team Lead Public Inquires Specialist	Temporary Emergency	1760	This position will only be needed for the duration of the emergency response activities conducted by the Health Operations Center.
Health	Disease Intervention Spec	Temporary Emergency	1539.45	This position will only be needed for the duration of the emergency response activities conducted by the Health Operations Center.
Health	Disease Intervention Spec	Temporary Emergency	1575.5	This position will only be needed for the duration of the emergency response activities conducted by the Health Operations Center.
Health	Health Data Administrator	Temporary Emergency	1488	This position will only be needed for the duration of the emergency response activities conducted by the Health Operations Center.
Health	Health Data Administrator	Temporary Emergency	1589	This position will only be needed for the duration of the emergency response activities conducted by the Health Operations Center.
Health	Health Data Administrator	Temporary Emergency	1506.5	This position will only be needed for the duration of the emergency response activities conducted by the Health Operations Center.
Health	Health Data Administrator	Temporary Emergency	1517	This position will only be needed for the duration of the emergency response activities conducted by the Health Operations Center.

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Health	Health Data Administrator	Temporary Emergency	1823.2	This position will only be needed for the duration of the emergency response activities conducted by the Health Operations Center.
Health	Health Data Administrator	Temporary Emergency	1474	This position will only be needed for the duration of the emergency response activities conducted by the Health Operations Center.
Labor	Administrative Assistant B	Temporary Intermittent	1377	This employee has transferred to classified.
Labor	Administrative Srvc Cord IV	Temporary Emergency	1303.5	This employee has transferred to classified.
Labor	Administrative Assistant A	Temporary Emergency	1465.75	Anticipate this work(packaging outgoing adjudications cases to be transmitted to contracted fact-finding team, tracks cases with overpayments and sends daily list to Program Integrity Unit. Monitors caseload daily for suspected fraud cases that have cleared fraud and now need assignment to an in-house adjudicator) to transfer to a classified position in December or January.
Labor	UC Claims Adjudicator I UC Cust Serv Rep I	Temporary Emergency	1588.2	This employee transferred to classified.
Mental Health	Financial Manager I	Temporary Fill-In	1532.5	This position is filling in for a military leave that was unexpectedly extended. The temporary should continue or double fill the classify position.
Military	Airport Fire Fighter	Temporary Fill-In	1696.25	This employee has terminated.
Military	Military Maint Spec	Temporary Fill-In	1353	The department did not request a waiver, we recommend the employee terminate.
Military	Airport Fire Fighter	Temporary Fill-In	1419.25	This employee has terminated.
Military	Airport Fire Fighter	Temporary Fill-In	1394.75	This employee has transferred to classified.
Public Safety	E-911 Call Taker	Temporary Fill-In	1986.25	This temporary position should continue due to turnover rate and time for training, the Department never has all positions full or all classified employees contributing to the schedule.
Public Safety	E-911 Call Taker	Temporary Sporadic	1801.5	This temporary position should continue due to turnover rate and time for training, the Department never has all positions full or all classified employees contributing to the schedule. This employee is dually employed and is in a classified position.
Public Safety	Pub Safety Commun Manager	Temporary Fill-In	1934.5	The department is recruiting for 8 months without a successful hire, this temporary should continue to provide Radio Frequency engineering support, Land mobile design teams, or RF exposure engineers to evaluate and support our systems.
Vermont Veterans' Home	Registered Nurse II - CSN	Temporary Fill-In	1296.8	This position montiors for outbreaks and should continue. There are frequenly Nurse vacancies at Vermont Veterans' Home.
Vermont Veterans' Home	Activities Aide	Temporary Fill-In	1966	This temporary position is necessary due to regulatory requirments in the Activities Division.
Vermont Veterans' Home	Licensed Nursing Assistant	Temporary Emergency	1853.9	The temporary position assists with staffing due to COVID-19 and an emergent need. This need continues to exist as the Vermont Veterans' Home (VVH) has nineteen (19) full-time and two (2) part-time vacancies. The employee provides care with ADLs (activities of daily living) for the veterans and members at the facility.