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MEMO

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 13, 2023

SUBJECT: Executive Branch Temporary Employee Report – CY 2022

The enclosed report on temporary employees in calendar year 2022 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 were no temporary employees who worked 1,280 hours in the prior year.
- There were 24 temporary employees who worked over 1,280 hours in the prior year.

15 of the 24 temporary employees who worked over 1,280 hours in the prior year received approval from the Dept. of Human Resources. Departments did not request a waiver for hours worked over 1,280 hours for nine temporary positions.

Of the 15 temporary employees who did receive waivers, we recommend one position be filled as an exempt position: Special Project.

Of the temporary positions for which a waiver was not requested, there was a timing issue for seven, whereby their last pay period of hours worked put them over 1,280 hours worked. One was an employee who worked both in 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.

Department	Job Title	Current Reg/Temp	Hours	waiver	Notes
Buildings & General Services	Information Center Ambassador	Temporary Fill-In	1365	y	The department request a waiver on January 3, 2023, we recommend the department monitor the hours more closely.
Children and Families	DDS Medical Consultant	Temporary Part-time	1490	y	Waiver approved. This position should continue to provide doctorate level psychologist 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	DDS Medical Consultant	Temporary Part-time	1326	y	Waiver approved. This position should continue to provide doctorate level psychologist 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.
Corrections	Correctional Officer I	Temporary Fill-In	1383	y	Waiver approved. The Department of Corrections is experiencing significant staff shortages specific to our facilities. The need for Temporary assistance is necessary to ensure our facilities remain a safe environment for both incarcerated individuals and DOC staff working in them. This employee is a full-time college student and not able to work a full-time schedule. They intend to seek a classified position upon graduation.
Financial Regulation	Policy Analyst	Temporary Sporadic	1855	y	Waiver approved. Temporary position was initially assigned to assist the Commissioner with modeling related to COVID-19. That work took a significant portion of the 1280 hour cap. The temporary was, re-tasking to meet the Department's current needs in the healthcare insurance functions. Currently the Department's classified and exempt employees are being fully utilized to keep the Department's existing regulatory functions operating smoothly and bring new ones into effect.

Fish & Wildlife	Fish & Wildlife Technician II	Temporary Part-time	1307	n	The department did not request a waiver, we recommend the department monitor the hours more closely.
Fish & Wildlife	F&W Specialist I	Temporary Part-time	1446	y	Waiver approved. The additional hours were to prevent significant disruption to the continued operation of State government." A regional conservation working group has one staff member, who organizes an annual conference that guides and promotes F&W work. Each year a different member state hosts the conference, and it is Vermont's turn to host. However, the working group staff member cannot perform many duties. This leaves the VT Fish and Wildlife Dept (VFWD) with much greater responsibilities than anticipated, as host. ~150 participants. Without increasing staff capacity, VFWD would not only disrupt but cancel the conference, lose deposits for hotel room blocks and staff time already invested, compromise partnerships, and halt progress on our their work. This position is not expected to work over 1280 next calendar year.
Fish & Wildlife	Fish & Wildlife Technician I	Temporary Part-time	1283	n	The department did not request a waiver, we recommend the department monitor the hours more closely.
Forests, Parks & Recreation	Program Technician II	Temporary Part-time	1281	n	The department did not request a waiver, we recommend the department monitor the hours more closely.
Forests, Parks & Recreation	Forestry Specialist I	Temporary Part-time	1317	n	The department did not request a waiver, we recommend the department monitor the hours more closely.
Health	Disease Intervention Spec	Temporary Emergency	1286	n	The department did not request a waiver, the employee has terminated.
Health	Health Data Administrator	Classified	1336	n	The department did not request a waiver, the employee is now classified.
Health	Public Health Nutritionist	Temporary Sporadic	1364	y	Waiver approved. Primary work is a project coordinator to support a short term-grant funded project developing a telehealth solution for the WIC program. Supplemental work for the first part of 2022 was a deployment to the Health Operations Center testing team (during the omicron surge and holiday travel time, and then planning the transition to the endemic testing structure.).

Health	Main Call Center Director	Temporary Emergency	1904	y	Waiver approved. The employee leads a call center that was established because the volume of public inquiries exceeded the capacity of existing staff. The employee is the lead worker, it is not practical to split this role among several different temporary employees. Classified Health Department employees are fully engaged, either in the continuing response to COVID-19 or in addressing the two year backlog of work that accumulated during the department's emergency mobilization. The department has a vacancy rate of 12%, considerably higher than its pre-pandemic average. The Health Department plans to operate this temporary call center only while the volume of public inquiries related to COVID-19 require the service.
Public Safety	E-911 Call Taker	Temporary Fill-In	2066	y	Waiver approved. 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 in a classified position.
Public Safety	Program Services Clerk	Temporary Part-time	1511	y	Waiver approved. Temporary position is a Program Services Clerk the Westminster PSAP where duties include working on the statewide electronic arrest warrants to alleviate the work from falling on dispatchers. Work reduces the workload of the dispatch personnel who are experiencing a very high vacancy rate. Position was recently hired as an ECD1 to assist dispatch personnel during the staffing crisis at the Westminster PSAP.
Public Safety	E-911 Call Taker	Temporary Sporadic	1633	y	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 in a classified position.
Public Safety	Special Project Consultant	Temporary Sporadic	2008	y	DPS is handling an unprecedented number of legislative mandates and large-scale projects simultaneously. There are no classified positions within the Department to do this work.

Public Safety	Pub Safety Communication Manager	Temporary Fill-In	1795	y	The department is recruiting for 20 months without a successful hire, this temporary may continue to provide Radio Frequency engineering support, Land mobile design teams, or RF exposure engineers to evaluate and support our systems.
State Treasurer's Office	Program Technician II	Temporary Part-time	1324	y	This position provides administrative support to a small team in the Retirement Division. The temporary position is no longer filled.
Transportation Agency	Administrative Services Tech I & Transportation Aide II	Temporary Intermittent	1323	n	The department did not request a waiver, we recommend the department monitor the hours more closely when utilizing a temporary employee in multiple positions.
Vermont Health Access	Project & Operations Dir	Temporary Part-time	1585	y	Analysis of each unit across the DVHA has resulted in reorganizing to better position staff to more effectively balance workloads. Critical vacancies to reduce reliance on temporary. Therefore, moving forward, DVHA will stay within the 1280 hour requirement. The position is filled by a retiree.
Vermont Veterans' Home	Therapeutic Activities Aide	Temporary Fill-In	1344	n	The department did not request a waiver, we recommend the department monitor hours when utilizing temporary employees.
Vermont Veterans' Home	Therapeutic Activities Aide	Temporary Fill-In	1410	n	The department did not request a waiver, we recommend the department monitor hours when utilizing temporary employees.