VOLUNTARY BUYOUT PROGRAM
BUSINESS JUSTIFICATION PLAN
DEPARTMENT OF HUMAN SERVICES

I. Executive Summary

This plan is submitted on behalf of the Tennessee Department of Human Services (DHS) – Business Unit 34501. The Department has worked to identify efficiencies and to look for opportunities to realign. DHS is also interested in determining a right size organizational structure to increase efficiency while maintaining essential services, meeting the needs of our citizens and providing excellent customer service in a fiscally responsible manner. The following Divisions of DHS have identified positions to be included in the VBP and an overview of the business justifications:

- Human Resources (HR)
  - Consolidation of administrative functions, reduced reliance on manual processes and restructuring staff in underserved areas of the state

- Office of the Inspector General (OIG)
  - Restructuring to emphasize function rather than geographical location and leverage ability to perform work in a central location

- Finance and Administration
  - Consolidate administrative functions and abolish positions with functions that transitioned to the Department of Finance and Administration, Office of Information Resources (OIR) as part of the Workstation Consolidation Project

- Quality Improvement and Strategic Solutions (QISS)
  - Restructuring to ensure adequate state-wide coverage

- Family Assistance and Child Support
  - Streamlining the service delivery process, improving business processes and abolishing positions to right size the division in accordance with reduction of caseload and workload analysis conducted

- Community and Social Services
  - Consolidating administrative job duties that can be absorbed by existing staff and restructuring to allow for employees with increased programmatic duties

- Rehabilitation Services
  - Consolidating administrative functions and reclassifying job classifications that do not meet increased federal standards

This agency plan identifies positions that the Department presently believes may need to be eliminated, or relocated, or reclassified downward (to a lower pay level), or reclassified upward if certain VBP-eligible employees do not elect the VBP. Those positions are identified in the charts of VBP eligible positions listed throughout the agency plan. However, no final decisions have been made and no position eliminations, relocations, or reclassifications will occur until after VBP participants have separated from employment on July 31, 2015. Any position eliminations or the like will be conducted in accordance with State law, including notice requirements.

DHS has determined that a total of 101 positions can be abolished, 32 positions can be reclassified and 8 positions can be transferred, in order to reorganize the agency and to achieve greater efficiency and effectiveness without negatively impacting service delivery.

This document is organized by DHS Division/Unit. Each section begins with a chart that summarizes the proposal. Following the chart, there is a brief summary of the business rationale.

II. Business Justification and Assessment

Human Resources

Positions	Position Location	Business Unit	No. of Employees Currently in Position in Unit	No. of Eligible Employees for VBP	No. of Applications Accepted	Proposed Future Action if Requisite # of Applications are Not Received (indicate type of action and # affected)	Proposed Future Action if Requisite # of Applications are Received (indicate type of action and # affected)	Location of Reclassified Job (if applicable)
ASA 5	State Office	DHS (HR)	1	1	1	Employee retains current position	Reclassify (Demotion – 1 Level Decrease to HR Analyst 3)	Shelby
HR Analyst 2	Shelby	DHS (HR)	2	2	2	Employees retain current positions	• 1 Transfer • 1 Abolish	State Office
ASA 3	State Office	DHS (HR)	1	1	1	Employee retains current position	Abolish	
HR Tech 3	State Office	DHS (HR)	2	1	1	Employee retains current position	Abolish	

The implementation of Edison Employee Self Service (ESS) has enabled employees to utilize self-service options to key information directly into Edison. Additionally, increased automation is currently being implemented in the areas of benefits and retirement, with further automation projects in process related to forms. The increased automation has resulted in a decreased demand for administrative services in DHS Human Resources, which are currently performed by an ASA 5.

The remaining duties of the ASA 5 duties can be absorbed by existing staff and this position can be reclassified to fill a need for additional staff in the Shelby County HR Office.

The HR Transactions Unit is being restructured to take advantage of streamlined and new processes which will replace the current manual process. As a result, the HR Technician 3 duties can be absorbed by the existing Transaction Unit and this position will be abolished.

There is a need to create additional HR support specific to Shelby County. A higher level position is needed to assist managers and supervisors in all aspects of HR, specifically in the areas of Employee Relations, Transactions and Time & Labor. This need necessitates creating a HR Analyst 3 and a utilizing an existing HR Tech 2 dedicated to Shelby County. The existing HR Analyst 2 position will be transferred to State Office and will absorb the existing duties of the ASA 3, which can then be abolished.

In the event that eligible employees in HR do not accept the VBP, employees will retain their current status and location.

Office of the Inspector General

Positions	Position Location	Business Unit	No. of Employees Currently in Position in Unit	No. of Eligible Employees for VBP	No. of Applications Accepted	Proposed Future Action if Requisite # of Applications are Not Received (indicate type of action and # affected)	Proposed Future Action if Requisite # of Applications are Received (indicate type of action and # affected)	Location of Reclassified Job (if applicable)
Fiscal Director 1	State Office	DHS (OIG)	1	1	1	Employee retains current position	Reclassify (Demotion 6 levels to IS Auditor 3)	State Office
DHS Program Coordinator	Shelby	DHS (OIG)	1	1	1	Employee retains current position	Reclassify (Demotion 1 level to Auditor 2)	State Office
HR Manager 1	State Office	DHS (OIG)	1	1	1	Employee retains current position	Reclassify (Demotion 6 levels to Program Monitor 2)	State Office

The Department of Human Services Office of Inspector General (OIG) is restructuring to move away from geographical structure and toward a function based model of operations. Changes will be made in Audit Services.

Audit Services

OIG's internal and external audit units are being restructured into one combined unit named Audit Services. To allow for the changes in job skill sets, reduce redundancy and to standardize the classifications across the division, changes in position classifications are necessary.

As a part of the restructure, the Fiscal Director 1 position will be reclassified to a DHS Information Systems Auditor 3. The current duties performed by the Fiscal Director 1 will be absorbed by two existing positions (an existing auditor 3 and an existing auditor 2) within Audit Services.

The DHS Program Coordinator classification will be reclassified to an Auditor 2. Remaining positions, which are vacant, will be reclassified as well. The current duties of the DHS Program Coordinator will be absorbed by current Audit staff. The HR Manager 1 classification will be reclassified to a Program Monitor 2. The supervisory function of the current position will be absorbed by an existing Auditor 3 position.

In the event that eligible employees in OIG do not accept the VBP, employees will retain their current status and location.

Finance and Administration

Positions	Position Location	Business Unit	No. of Employees Currently in Position in Unit	No. of Eligible Employees for VBP	No. of Applications Accepted	Proposed Future Action if Requisite # of Applications are Not Received (indicate type of action and # affected)	Proposed Future Action if Requisite # of Applications are Received (indicate type of action and # affected)	Location of Reclassified Job (if applicable)
Accounting Technician 1	State Office	DHS (F&A – Voc Rehab Fiscal Unit)	4	4	1	Employee retains current position	Transfer	State Office – Child Support Fiscal Unit
Clerk 2	State Office	DHS (F&A – Child Support Fiscal Unit)	1	1	1	Employee retains current position	Abolish	
Clerk 3	State Office	DHS (F&A – Child Support Fiscal Unit)	1	1	1	Employee retains current position	Abolish	
Accounting Technician 1	State Office	DHS (F&A – Food Program Fiscal Unit)	1	1	1	Employee retains current position	Reclassify (Promotion 1 level to an Accounting Tech 2)	State Office – Food Program Fiscal Unit

Positions	Position Location	Business Unit	No. of Employees Currently in Position in Unit	No. of Eligible Employees for VBP	No. of Applications Accepted	Proposed Future Action if Requisite # of Applications are Not Received (indicate type of action and # affected)	Proposed Future Action if Requisite # of Applications are Received (indicate type of action and # affected)	Location of Reclassified Job (if applicable)
IT – Tech Support – IRSS 2	State Office	DHS (F&A – Systems Unit)	4	1	1	Abolish	Abolish	
IT – Tech Support – IRSS 2	Knox	DHS (F&A – Systems Unit)	2	2	2	Abolish (2)	Abolish (2)	
IT – Tech Support – IRSS 3	State Office	DHS (F&A – Systems Unit)	2	1	1	Abolish	Abolish	
IT – Tech Support – IRSS 4	Hamblen	DHS (F&A – Systems Unit)	1	1	1	Abolish	Abolish	
IT – Tech Support – IRSS 4	State Office	DHS (F&A – Systems Unit)	3	1	1	Abolish	Abolish	
IT – Tech Support – IRSS 5	State Office	DHS (F&A – Systems Unit)	3	1	1	Abolish	Abolish	
IT – Tech Support – Info Sys Mgr 2	Shelby	DHS (F&A – Systems Unit)	1	1	1	Abolish	Abolish	

Current business demands and staff workloads do not support the current staffing levels of Accounting Technician 1, Clerk 2 and Clerk 3 positions within the Fiscal Units.

Fiscal staff is assigned and divided into fiscal units according to department programs; the size of the respective units is dependent on the complexities and volume of accounting needs of each program.

- In the Vocational Rehabilitation Fiscal unit there are currently five Accounting Tech 1 positions and workload analysis indicated the need for only four. Current workload and job duties can be absorbed by remaining staff.

- An analysis of the Child Support Fiscal unit workload does not support the assignment of two Clerk positions. The Clerk 2 position will be abolished and the Clerk 3 will be reclassified into an Accounting Tech 1 position. The current job duties of the Clerk 2 and Clerk 3 positions can be absorbed by the additional Account Tech 1 position and existing staff. The additional Accounting Tech 1 position will also increase needed accounting capabilities in this unit.

- The workload analysis for the Food Program Fiscal unit indicated the need for a more skilled Accounting Tech 2 position to meet work demands in this unit. As a result, the Accounting Tech 1 position will be reclassified to an Accounting Tech 2 position.

In the event that eligible employees in the Fiscal Units do not accept the VBP, employees will retain their current status and location.

Systems Unit

The workstation support function has transitioned to the Department of Finance and Administration, Office of Information Resources (OIR) as a result of the Workstation Consolidation project. As part of this project, OIR began providing workstation support to DHS on January 5, 2015. DHS team members requiring workstation assistance are now routed to OIR for all workstation support functions, and DHS Systems staff no longer provide workstation support services. As a result the following positions have been identified to be abolished: 3 IRSS2s, 1 IRSS3, 2 IRSS4s, 1 IRSS 5 and 1 Info Systems Manager 2.

In the event that eligible employees in the Systems Unit do not accept the VBP, employees may seek other opportunities within state government or may be subject to a reduction in force. No position eliminations, relocations, or reclassifications will occur until after VBP participants have separated from employment on July 31, 2015. Any position eliminations or the like will be conducted in accordance with State law, including notice requirements.

Quality Improvement and Strategic Solutions (QISS)

Positions	Position Location	Business Unit	No. of Employees Currently in Position in Unit	No. of Eligible Employees for VBP	No. of Applications Accepted	Proposed Future Action if Requisite # of Applications are Not Received (indicate type of action and # affected)	Proposed Future Action if Requisite # of Applications are Received (indicate type of action and # affected)	Location of Reclassified Job (if applicable)
Quality Assurance Reviewer	Madison	DHS (QISS)	5	5	3	Employee retains current position	3 Transfer	Middle Tennessee
Quality Assurance Reviewer	Hamilton	DHS (QISS)	2	2	1	Employee retains current position	Transfer	Middle Tennessee
Quality Assurance Reviewer	Knox	DHS (QISS)	4	4	1	Employee retains current position	Transfer	Middle Tennessee
Field Supervisor 2	Shelby, Madison	DHS (QISS)	2	2	1	Employee retains current position	Transfer	Middle Tennessee
DHS Program Supervisor	Maury	DHS (QISS)	1	1	1	Employee retains current position	Reclassify (Lateral same level to new class)	State Office
DHS Program Supervisor	Gibson	DHS (QISS)	1	1	1	Employee retains current position	Reclassify (Lateral same level to new class)	State Office

As a federal requirement, the Quality Control unit is expected to conduct face-to-face interviews with clients statewide to complete monthly reviews. There are currently no reviewers in the Middle Tennessee area which negatively impacts the ability to complete these interviews. As a result, travel costs are increased due to staff having to travel long distances throughout the month to complete the interview requirement. As a result, the VBP will be offered to Quality Reviewers in order to transfer positions to counties in Middle Tennessee to ensure better workload coverage.

Additionally, the division has a need to move Quality Reviewer positions geographically to ensure an even distribution of work. Madison, Hamilton and Knox County currently have positions in excess of the workload in these locations, while other locations do not enough positions to cover the work.

The Field Supervisor 2s positions also need to be redistributed to ensure a supervisor is present in each of the three grand regions of the state. Currently, there are two in the West Grand Region and one in the East Grand Region. These positions will also be reclassified to a new classification to be determined in order to align classifications with position responsibilities and more effectively meet current business needs. In addition, Program Supervisor positions will be reclassified and moved to the State office to support current business needs for additional staff at central office to assist with leadership of state-wide initiatives and critical projects within the Unit including the department's CFG initiatives and 4DX implementation.

In the event that eligible employees in QISS do not accept the VBP, employees will retain their current status and location.

Family Assistance and Child Support

Positions	Position Location	Business Unit	No. of Employees Currently in Position in Unit	No. of Eligible Employees for VBP	No. of Applications Accepted	Proposed Future Action if Requisite # of Applications are Not Received (indicate type of action and # affected)	Proposed Future Action if Requisite # of Applications are Received (indicate type of action and # affected)	Location of Reclassified Job (if applicable)
Eligibility Counselor 2	Bradley	DHS (FA)	18	15	4	Abolish (4)	Abolish (4)	
Eligibility Counselor 2	Carroll	DHS (FA)	49	38	10	Abolish (10)	Abolish (10)	
Eligibility Counselor 2	Hamblen	DHS (FA)	59	39	10	Abolish (10)	Abolish (10)	
Eligibility Counselor 2	Hamilton	DHS (FA)	73	52	10	Abolish (10)	Abolish (10)	
Eligibility Counselor 2	Montgomery	DHS (FA)	65	46	15	Abolish (15)	Abolish (15)	
Eligibility Counselor 2	Putnam	DHS (FA)	28	20	5	Abolish (5)	Abolish (5)	
Eligibility Counselor 2	Shelby	DHS (FA)	302	254	15	Abolish (15)	Abolish (15)	
Secretary	Knox	DHS (FA)	13	9	3	Abolish (3)	Abolish (3)	
Clerk 2	Shelby	DHS (FA)	20	11	8	Abolish (8)	Abolish (8)	
Field Supervisor 1	Putnam	DHS (FA)	5	5	2	Abolish (2)	Abolish (2)	
Program Director 3	State Office	DHS (FA)	3	3	1	Abolish (1)	Abolish (1)	

Family Assistance is currently being reorganized and is undergoing a transformational shift based on three primary drivers including: a decrease in caseloads, improved/streamline business processes, and better alignment of service delivery both in access and approach with tenets of strength based service philosophy and research relative to brain science and chronic poverty. Caseloads have continued to decrease across the Division with a steady decline in Families First caseloads, a gradual decrease in SNAP caseloads, and a transfer of more than 1 million clients to TennCare to lead the Medicaid eligibility process with the support of DHS. As a result of this transfer of workload, an analysis of workload indicated that 83 positions can be abolished as follows: 3 Secretaries, 1 DHS Program Director 3, 2 Field Supervisors, 8 Clerk 2s, and 69 Eligibility Counselor 2s.

In the event that eligible employees in Family Assistance and Child Support do not accept the VBP, employees may seek other opportunities within state government or may be subject to a reduction in force. No position eliminations, relocations, or reclassifications will occur until after VBP participants have separated from employment on July 31, 2015. Any position eliminations or the like will be conducted in accordance with State law, including notice requirements.

Community and Social Services

Child Care Services (CCS)

Positions	Position Location	Business Unit	No. of Employees Currently in Position in Unit	No. of Eligible Employees for VBP	No. of Applications Accepted	Proposed Future Action if Requisite # of Applications are Not Received (indicate type of action and # affected)	Proposed Future Action if Requisite # of Applications are Received (indicate type of action and # affected)	Location of Reclassified Job (if applicable)
Admin Assistant 1	State Office	DHS (CCS)	2	2	2	Employee retains current position	Reclassify (Promotion 4 level increase to ASA 3) (1) • Abolish	State Office
DHS Program Coordinator	State Office	DHS (CCS)	3	3	2	Employee retains current position	Reclassify (Demotion 3 level decrease to DHS Program Specialist) (2)	State Office
DHS Program Director 1	• State Office • Knox	DHS (CCS)	2	2	2	Employee retains current position	Reclassify (Demotion 2 level decrease to DHS Program Manager) • Abolish	State Office
Child Care Program Evaluator 2	Knox	DHS (CCS)	12	11	1	Employee retains current position	Reclassify (Lateral same level to Child Care Certificate Specialist)	Knox

During the last 2 Fiscal Years, Child Care Services has experienced a steady decrease in licensed child care agencies. The average number of licensed facilities has declined from a high of 3,500 prior to 2013 to an average of 2,600 in 2015. As a result, caseloads of adult and child care licensing staff have decreased, to a statewide caseload range of 15-37. The FY 2014 national average is 35. These positions continue to provide technical assistance, as well as address complaints, inquiries and orientation needs of child care programs to support both the needs of the licensed child care programs and increase efficiency.

While the caseloads related to licensed agencies have decreased, caseloads related to unregulated home environments continued to increase. A recent internet survey of Child Care Development Fund State Administrators determined the average caseload to be 300. Caseloads are expected to continue to increase based upon requirements in the Child Care Development Block Grant (CCDBG) Reauthorization Act. The Act requires that unregulated providers in the Child Care Certificate Program must meet pre-service training requirements, as well as receive some level of monitoring from the Department. The requirements will be phased in from 2016 to 2017 in order to allow time for implementation of the new federal requirements.

Reorganization of Child Care Services state management structure is necessary to meet the requirements of new legislation related to policy and practice needs of the program. In determining positions to be reorganized, positing were identified that fail to meet the current operational needs or duplicate the efforts of the program.

The 1 Administrative Assistant 1 position at the Hotline is responsible for answering hotline calls. However, the hotline experiences minimal call activity daily, as complaints and inquiries more readily originate from technology based sources such as via the Internet Quorum (IQ) system. The present workload does not support the assignment of two AA1 positions. The duties of one AA1 position, along with additional tasks, can be completed by reclassifying one AA1 position to an (ASA 3) and the abolishment of the other AA1 position.

Due to the decrease in licensed child care providers, the duties of the DHS Program Coordinator can be absorbed by the existing DHS Program Manager and Licensing Director positions. The DHS Program Coordinator positions will be reclassified to a DHS Program Specialist to who will work to develop new policy required by new federal legislation, specifically the Child Care Development Block Grant (CCBDG).

There are presently two DHS Program Director 1 positions that provide supervision/support to state management and field staff (CCCP), or grantees of the program. Both positions can be replaced by reclassifying 1 position to a DHS Program Manager and abolishing 1 position. Current duties can be absorbed by the new DHS Program Manager position and by existing staff.

In the event that eligible employees in Child Care Services do not accept the VBP, employees will retain their current status and location.

Child and Adult Care Food Program/ Summer Food Service Program (CACFP/SFSP)

Positions	Position Location	Business Unit	No. of Employees Currently in Position in Unit	No. of Eligible Employees for VBP	No. of Applications Accepted	Proposed Future Action if Requisite # of Applications are Not Received (indicate type of action and # affected)	Proposed Future Action if Requisite # of Applications are Received (indicate type of action and # affected)	Location of Reclassified Job (if applicable)
Secretary	State Office	DHS (CACFP/SFSP)	1	1	1	Employee retains current position	Reclassify (Promotion 8 level increase to ASA 3)	State Office
DHS Program Manager	State Office	DHS (CACFP/SFSP)	2	2	1	Employee retains current position	Reclassify (Demotion 5 level decrease to DHS Program Specialist)	State Office

Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP) - In an effort to meet the administrative and service needs of our customers and partners, it is imperative that staffing needs within the program be addressed. Positions have been identified that fail to meet the current operational needs or that duplicate the efforts of the program. The program will benefit from these positions either being reclassified to more appropriate positions to support the present scope of the program, or phased out for fiscal progression. The basis for re-classification is tied to the USDA Part 7 Code of Federal Regulations Section 225 and Section 226, as well as the departmental goals for the program. Within CSS the major program initiatives are program integrity, increasing the number of children served nutritious meals in low-income areas, engagement, child outcomes and school-readiness. In addition, the Child Care Certificate Program (CCCP) will be working diligently with Child and Adult Care Licensing to reduce fraud regarding child care certificate payments.

The program needs more advanced administrative support, as well as a position that could also provide program support. The Secretary position will be reclassified to an ASA 3 position which can provide the support needed at the appropriate level.

This DHS Program Manager position for the CACFP will be reclassified to a DHS Program Specialist.

In the event that eligible employees in the CACFP/SFSP do not accept the VBP, employees will retain their current status and location.

Social Services Block Grant (SSBG)/Community Services Block Grant (CSBG)

Positions	Position Location	Business Unit	No. of Employees Currently in Position in Unit	No. of Eligible Employees for VBP	No. of Applications Accepted	Proposed Future Action if Requisite # of Applications are Not Received (indicate type of action and # affected)	Proposed Future Action if Requisite # of Applications are Received (indicate type of action and # affected)	Location of Reclassified Job (if applicable)
DHS Program Specialist	State Office	DHS (SSBG/CSBG)	1	1	1	Employee retains current position	Abolish	

The duties of the DHS Program Specialist position for the Social Services Block Grant (SSBG) and Community Services Block Grant (CSBG) are duplicative of program efforts. These duties can be absorbed by the DHS Program Specialist for SSBG and CSBG and existing staff. This position will be abolished.

In the event that eligible employees in the SSBG/CSBG do not accept the VBP, employees will retain their current status and location.

Adult Protective Services

Positions	Position Location	Business Unit	No. of Employees Currently in Position in Unit	No. of Eligible Employees for VBP	No. of Applications Accepted	Proposed Future Action if Requisite # of Applications are Not Received (indicate type of action and # affected)	Proposed Future Action if Requisite # of Applications are Received (indicate type of action and # affected)	Location of Reclassified Job (if applicable)
Secretary	Hamilton, Knox, Shelby	DHS (APS)	4	4	4	Employee retains current position	Reclassify (Level TBD (4)	TBD
Community Service Assistants	Carter, Hamilton, Montgomery, Shelby	DHS (APS)	4	4	4	Employee retains current position	Reclassify (Level TBD) (4)	TBD

The identified positions fail to meet the current operational needs or duplicate the efforts of the program. APS will benefit from these positions being reclassified to more appropriate positions to support the present scope of the program.

Four secretary positions are located in 3 urban county offices to provide support for the APS intake staff that were formerly housed in those offices, but have been moved to other locations. APS intake is now a centralized call center located in the State Office building and this has significantly decreased the work for the secretary positions housed in the county offices. In addition, the implementation of an electronic case management system has also significantly decreased the workload for most secretarial support for field staff. The duties of these positions can be absorbed by existing staff. The level of reclassification, as well as the position location, is currently being evaluated and will be determined based on upon existing caseloads and other program needs.

Four Community Services Assistant (CSA) positions are housed in county offices to provide support for field staff in those units. CSA's provide transportation and make follow up visits for field staff. CSA positions will be reclassified to perform investigative activities. The level of reclassification, as well as the position location, is currently being evaluated and will be determined based on upon existing caseloads and other program needs.

In the event that eligible employees in APS do not accept the VBP, employees will retain their current status and location.

Rehabilitation Services

Positions	Position Location	Business Unit	No. of Employees Currently in Position in Unit	No. of Eligible Employees for VBP	No. of Applications Accepted	Proposed Future Action if Requisite # of Applications are Not Received (indicate type of action and # affected)	Proposed Future Action if Requisite # of Applications are Received (indicate type of action and # affected)	Location of Reclassified Job (if applicable)
DHS Program Manager – State Rehab Council/ SILK	State Office	DHS (Rehab. Svc.)	1	1	1	Employee retains current position	Reclassify (Demotion 5 Level Decrease to DHS Program Specialist)	State Office
DHS Program Manager – Business Initiative	State Office	DHS (Rehab. Svc.)	1	1	1	Employee retains current position	Reclassify (Demotion 5 Level Decrease to DHS Program Specialist)	State Office
Voc Rehab Counselor 2 Region 1	Cocke Greene Washington	DHS (Rehab. Svc.)	4	4	1	Employee retains current position	Reclassify (Promotion 1 level increase to VRC Master)	Washington
Voc Rehab Counselor 2 Region 4	Putnam	DHS (Rehab. Svc.)	2	2	1	Employee retains current position	Reclassify (Promotion 1 level increase to VRC Master)	Putnam

Positions	Position Location	Business Unit	No. of Employees Currently in Position in Unit	No. of Eligible Employees for VBP	No. of Applications Accepted	Proposed Future Action if Requisite # of Applications are Not Received (indicate type of action and # affected)	Proposed Future Action if Requisite # of Applications are Received (indicate type of action and # affected)	Location of Reclassified Job (if applicable)
Voc Rehab Counselor 2 Region 5	Davidson Robertson	DHS (Rehab. Svc.)	5	4	1	Employee retains current position	Reclassify (Promotion 1 level increase to VRC Master)	Davidson
Voc Rehab Counselor 2 Region 6	Maury	DHS (Rehab. Svc.)	2	2	1	Employee retains current position	Reclassify (Promotion 1 level increase to VRC Master)	Maury
Voc Rehab Counselor 2 Region 7	Madison	DHS (Rehab. Svc.)	4	4	1	Employee retains current position	Reclassify (Promotion 1 level increase to VRC Master)	Madison
Voc Rehab Counselor 2 Region 8	Benton Dyer Montgomery	DHS (Rehab. Svc.)	4	4	1	Employee retains current position	Reclassify (Promotion 1 level increase to VRC Master)	Montgomery
Voc Rehab Counselor 2 Region 9	Shelby	DHS (Rehab. Svc.)	6	5	2	Employee retains current position	Reclassify (Promotion 1 level increase to VRC Master) (2)	Shelby

Positions	Position Location	Business Unit	No. of Employees Currently in Position in Unit	No. of Eligible Employees for VBP	No. of Applications Accepted	Proposed Future Action if Requisite # of Applications are Not Received (indicate type of action and # affected)	Proposed Future Action if Requisite # of Applications are Received (indicate type of action and # affected)	Location of Reclassified Job (if applicable)
Security Chief	Davidson	DHS (Rehab. Svc.)	1	1	1	Employee retains current position	Abolish	
Admin Secretary	State Office	DHS (Rehab. Svc.)	1	1	1	Employee retains current position	Abolish	

The duties of the DHS Program Manager positions in State Office are duplicative and can be absorbed by existing staff and a contractual partner. The 2 positions will be reclassified to DHS Program Specialist and assigned duties in the VR policy unit.

Under federal regulations governing the state Vocational Rehabilitation Services Programs, each VR agency must develop a Comprehensive Plan of Personnel Development to ensure the highest level of qualified staff administer employment related services within the scope of the Vocational Rehabilitation Program. (CSPD, which requires specific educational requirements, be met by December 2017. The Vocational Rehabilitation Program has 21 Rehabilitation Counselors (VRC2) who have stated, in writing, they will not participate in activities to meet the CSPD standard by December 2017 deadline at which time they will no longer qualify for the VRC Master position. In order to maintain business continuity, the voluntary buyout plan be offered to 8 of the VRC2s. The location of reclassified positions will be determined by reclassifying vacant positions in locations where eligible employees accept the VBP.

It is anticipated that the Security Chief position assigned to 88 Hermitage Avenue will no longer be needed because staff are relocating to a site where security is already available.

The Administrative Secretary, in State Office, duties can be absorbed by and divided among the Administrative Assistants also working in central office, thereby recognizing a cost savings.

In the event that eligible employees in Rehabilitation Services do not accept the VBP, employees will retain their current status and location.

Darlene Stringfellow 5/18/15

Appointing Authority/ Designee Date