

# Instructions for Requesting a Position from the Position Pool

## All Requests

- Please complete one form for each position requested.
  - If you're requesting multiples of the same exact position title and job description, you may use one form for the total number of same positions requested.
  - There are two separate form options. Please choose the appropriate form.
    - Request for a New Position from the Position Pool
    - Request for a Previously Swept Position from the Position Pool
- All forms must be typed.
- Complete all sections, include attachments, and provide sufficient detail to support your request.
- Request the title/job series you intend to fill.
- Requests to expedite position requests will not be considered unless there is a bona fide emergency (such as Hurricane Irene) or similar critical incident requiring urgency.
- Before submitting to the Position Pool Committee for review, all requests must be approved by your Agency Secretary or Department Commissioner.
  - For offices that are not part of an agency only: Your Department Commissioner must sign.
  - Delegation of authority to another appointed authority may sign.
- Submit all requests electronically to Melissa Mazza-Paquette ([Melissa.mazza-paquette@vermont.gov](mailto:Melissa.mazza-paquette@vermont.gov)).
- Requests for positions will be reviewed by the Position Pool Committee monthly.
  - Meetings are typically held on the 4<sup>th</sup> Thursday of every month, subject to change.
- You will be notified of the meeting date and time and ask that you be available by phone during that time in case the Committee members have any questions regarding your request.
  - If the phone number listed on your request is not the same number you'll be at during the meeting time, please contact [Melissa](#) with the best number or alternate person/phone to reach you during that time.
- Notification of the Committee's decision is typically within 1-2 business days.

## Position Pool Committee Voting Members

- Deputy Secretary of Administration, Brad Ferland
- Commissioner of Human Resources, Beth Fastiggi
- Commissioner of Finance and Management, Adam Greshin

## Position Pool Committee Non-Voting Members

- Department of Human Resources Classification & Compensation Manager, Aimee Pope
- Secretary of Administration's Office, Private Secretary, Melissa Mazza-Paquette