




COMMONWEALTH of VIRGINIA
DEPARTMENT OF SOCIAL SERVICES
Office of the Commissioner

Danny TK Avula MD, MPH
Commissioner

September 18, 2023

MEMORANDUM

TO: The Honorable Glenn Youngkin
Governor of Virginia

FROM: Danny TK Avula MD, MPH 

SUBJECT: Annual Report on Department of Social Services Organizational Structure

This report is submitted in compliance with Item 350.F. of the 2022 Appropriation Act, which states:

F. The Department of Social Services shall report a detailed accounting, annually, of the agency's organization and operations. This report shall include an organizational chart that shows all full- and part-time positions (by job title) employed by the agency as well as the current management structure and unit responsibilities. The report shall also provide a summary of organization changes implemented over the previous year. The report shall be made available on the department's website by August 15 of each year.

Please feel free to contact me with any questions at (804) 726-7011.

DA:kc
Attachment

cc: The Honorable John Littel, Secretary of Health and Human Resources



Virginia Department of Social Services

Organizational Structure Report

August 1, 2022 - August 1, 2023

Report Mandate

Item 350.F. of the 2022 Appropriations Act states: *The Department of Social Services shall report a detailed accounting, annually, of the agency's organization and operations. This report shall include an organizational chart that shows all full- and part-time positions (by job title) employed by the agency as well as the current management structure and unit responsibilities. The report shall also provide a summary of organization changes implemented over the previous year. The report shall be made available on the department's website by August 15 of each year.*

Summary

The Virginia Department of Social Services (VDSS) is one of the largest Commonwealth agencies, partnering with 120 local departments of social services, along with faith-based and non-profit organizations, to promote the well-being of children and families statewide. The agency proudly serves alongside nearly 13,000 state and local human services professionals throughout the Social Services System, who ensure that thousands of Virginia's most vulnerable citizens have access to the best services and benefits available to them. Together, we work each day to serve, empower, and create opportunities for brighter futures.

Functions

The **Executive Team** is a cross-collaborative leadership team consisting of the Commissioner, Chief Deputy Commissioner, and Deputy Commissioners of key programs areas: Policy & Administration, Employee & Organizational Strategy, Human Services, State Programs, Strategy and Engagement, and Technology. This Executive Team shares ownership of the agency's effectiveness and builds mutual accountability across the organization. The team shapes strategies, develops objectives and collectively resolves issues that are critical to the overall agency performance. They oversee processes for strategic planning and are tasked with critical decision-making that will advance the agency towards organizational goals. All Deputy Commissioners are civil servants, ensuring continuity of operations across administrations.

Policy and Administration - Lines of business that provide operational support to the entire agency through the following divisions:

- The Division of **Finance** provides management and oversight of the agency's financial operations. This includes providing financial guidance, along with establishing formal

policies and procedures for both VDSS and local departments, as well as ensuring fiscal compliance with state and federal regulations.

- The Division of **General Services** provides management and oversight of the agency's contracts and procurement, internal technical assistance and guidance to agency personnel regarding property and facilities management, and support the Commonwealth's emergency management efforts for state shelters.
- The Office of **Legislative & Regulatory Affairs** is responsible for providing oversight of all legislative and regulatory activities of VDSS, including monitoring legislation during each General Assembly session, coordinating year-round regulatory activities and providing professional support to the State Board of Social Services.
- The Office of **Trauma and Resilience Policy** leads efforts to infuse and sustain trauma-informed and healing-centered knowledge and skills into DSS culture, policies, and practices, align and coordinate agency efforts; and engages with partners to promote resilience in those we serve.

Employee and Organizational Strategy – This portfolio applies an enterprise lens in developing and activating strategies designed to increase organizational health and effectiveness. The portfolio is focused on the recruitment, engagement and retention of diverse, high-performing talent. This includes process and project management, employee learning and development, diversity, equity and inclusion, and promoting a culture of belonging and continuous improvement throughout the organization

- **Division of Human Resources** provide support of the mission, values, and goals of the Virginia Department of Social Services (agency), the work of the Division of Human Resources (HR Division) is focused on creating a positive organizational culture and supporting the acquisition, management, development, engagement, retention, and well-being of a qualified and productive workforce to enable the achievement of high performance and positive outcomes for the agency.
- **Division of Public Affairs** provides comprehensive internal and external communications support to the Virginia Department of Social Services. We direct the agency's media and public information efforts, and devise strategic communications initiatives in support of the programs, divisions and local departments of social services. Our top priority, at all time, is to maintain transparency, consistency, accuracy and credibility in all of the agency's communications efforts.

Human Services – Lines of business that collaborate as a team to support local departments and their customers. Local departments are county and city government departments of social services for which VDSS has both oversight responsibility as well as training, technology and technical assistance responsibilities. Program staff focuses on policy development, program design and assessing program outcomes.

- The Division of **Benefit Programs** is responsible for the supervision and management of 16 public assistance programs (SNAP, TANF, Energy Assistance, etc.) that provide income support benefits and employment services to families and individuals in the Commonwealth.

- The Division of **Family Services** promotes safety, permanency and well-being for children, families and individuals in Virginia through program areas that include adoption, foster care, child protective services, abuse prevention and more.
- **Local Engagement & Support** is comprised of staff at the VDSS home office and five regional offices across the Commonwealth. Teams work collaboratively across each location to support Virginia Social Services System initiatives by consulting and supporting local departments of social services.
- **Local Training and Development** provides foundational training and professional development opportunities across the Commonwealth. This division is designed to bring together the best VDSS training resources and coordinate them in a way that provides a positive customer experience, innovative and high-quality products, and timely service to those we serve.
- **Continuous Quality Improvement** has a mission to transform the Human Services delivery model and yield a positive impact on our constituents. The CQI process is implemented through a quality triad model, which includes Quality Assurance (QA), Quality Control (QC), and Quality Improvement (QI). These distinct yet fully complementary processes and teams work in tandem to ensure comprehensive CQI within the system. The office aims to establish a culture of data-driven decision-making within the Human Services Portfolio and externally with our local DSS partners.

State Programs – The following lines of business, within VDSS, provide support and services at the state level (not via local departments).

- The Division of **Business Operations** is comprised of the Office of Background Investigations supported by Licensing Programs and the State Disbursement Unit supported by Child Support Enforcement) for VDSS. The Office of Background Investigations provides background investigation searches of individuals for founded cases of child abuse or neglect, as well as criminal fingerprint records searches for barrier crimes. The State Disbursement Unit collects child support funds for the Commonwealth of Virginia, documents those collections in the statewide automated system and disburses those funds to custodial parents.
- The Division of **Child Support Enforcement** is responsible for ensuring that Virginia's children receive financial support by reaching noncustodial parents, establishing and enforcing child support obligations, supporting parents with family-centered resources, and collecting and disbursing payments.
- The Division of **Licensing Programs** protects the safety, health and well-being of children and adults receiving care in non-medical day and residential programs.
- The Division of **Support and Transformation** operates as a centralized support function to provide governance, standardization, and consistency across administrative and operational support functions. The division is comprised of Workforce Development and Communications Support, Workforce Management and Administrative Support, Finance and Contract Management, and the Data and Transformation Functions.

Strategy & Engagement – This portfolio was established to create a focus and enhance the agency's ability to develop and drive human services strategies and strategic projects to shape the future of the social services system across the Commonwealth of Virginia.

- The Division of **Community & Volunteer Services (CVS)** maintains close relationships with community organizations, faith-based organizations, non-profits and local departments of social services to enable Virginia's social services system to pool resources and provide a safety net for services. CVS also implements the federal Community Services Block Grant through thirty-one community action agencies in Virginia, as well as the services offered by the Refugee Resettlement Program operated through its six refugee resettlement program providers.
- The Office of **Innovation & Strategic Initiatives** – This division was established to identify and deploy best practices as well as leverage human centered design and innovation to rapidly develop and test innovative strategies and methodologies. The division collaborates with the broader social services system, community based organizations, other state agencies, and nontraditional partners to implement innovation projects and strategic initiatives that will increase the agency's capacity to better achieve its mission.
- The Office of **Research & Planning** – Elevates the agency's capability in all lines of business in researching, reporting and using data for program evaluation, process improvement, forecasting, risk management and decision-making. It provides research expertise and fulfills data requests for state and local social services staff to support planning, evaluation, decision -making, and compliance with state and federal reporting requirements.

Technology –This organization provides a single portfolio that consolidates lines of business to focus on technology and systems with an integrated vision and oversight to promote alignment and efficiency. This grouping of like lines of business promotes collaboration and streamlined efforts designed to achieve common agency goals. It includes project planning, budget and oversight, administration of all IT systems, applications and operations and incorporates the following Divisions:

- **Enterprise Business Solutions** focuses on VDSS enterprise information technology projects, with an emphasis on self-service benefits and services models that are efficient, effective, and customer friendly.
- **Application Development** provides solutions to meet the app (software application or program) development requirements of various business divisions of VDSS.
- **Infrastructure Operations** provides support and ongoing management for technology used by the agency's 10,000+ staff statewide. This includes IT operations management, customer support, asset and change management, and Virginia Information Technology Agency (VITA) coordination.

Compliance – Independent from all lines of business, this function is responsible for agency-wide compliance and risk mitigation that helps to ensure adherence to state and federal legal and regulatory standards, including Appeals and Fair Hearings, Quality Control, Freedom of Information Act and sub-recipient monitoring, cooperation with OSIG investigations, FOIA, and oversight of fraud investigation activities.

Information Security & Risk Management – Independent from all lines of business, ISRM protects VDSS information systems by addressing security compliance, risk, and opportunities in alignment with VDSS and stakeholder objectives.

Changes During the Reporting Period

- In September 2022, Carl Ayers rejoined the agency as the **Deputy Commissioner of Human Services**.
- In October 2022, Kimberly Jones was named the Chief Learning and Development Officer for the **Enterprise Learning & Development** function.
- In January 2023, the **BP - Workforce Dev** Division was rebranded to **Local Training and Development**.
- In March 2023, Ty Parr was hired as the Division Director Sr for the **Local Engagement & Support** Division.
- In May 2023, the **Office of Continuous Quality Improvement** was established and is led by Peter Gezzi.
- In June 2023, Jeff Price, Director of the **Office of Research & Planning**, voluntarily separated from VDSS.

Organization charts and a list of current agency full-time and part-time positions, by job title, are attached.

LEGEND

Position Level

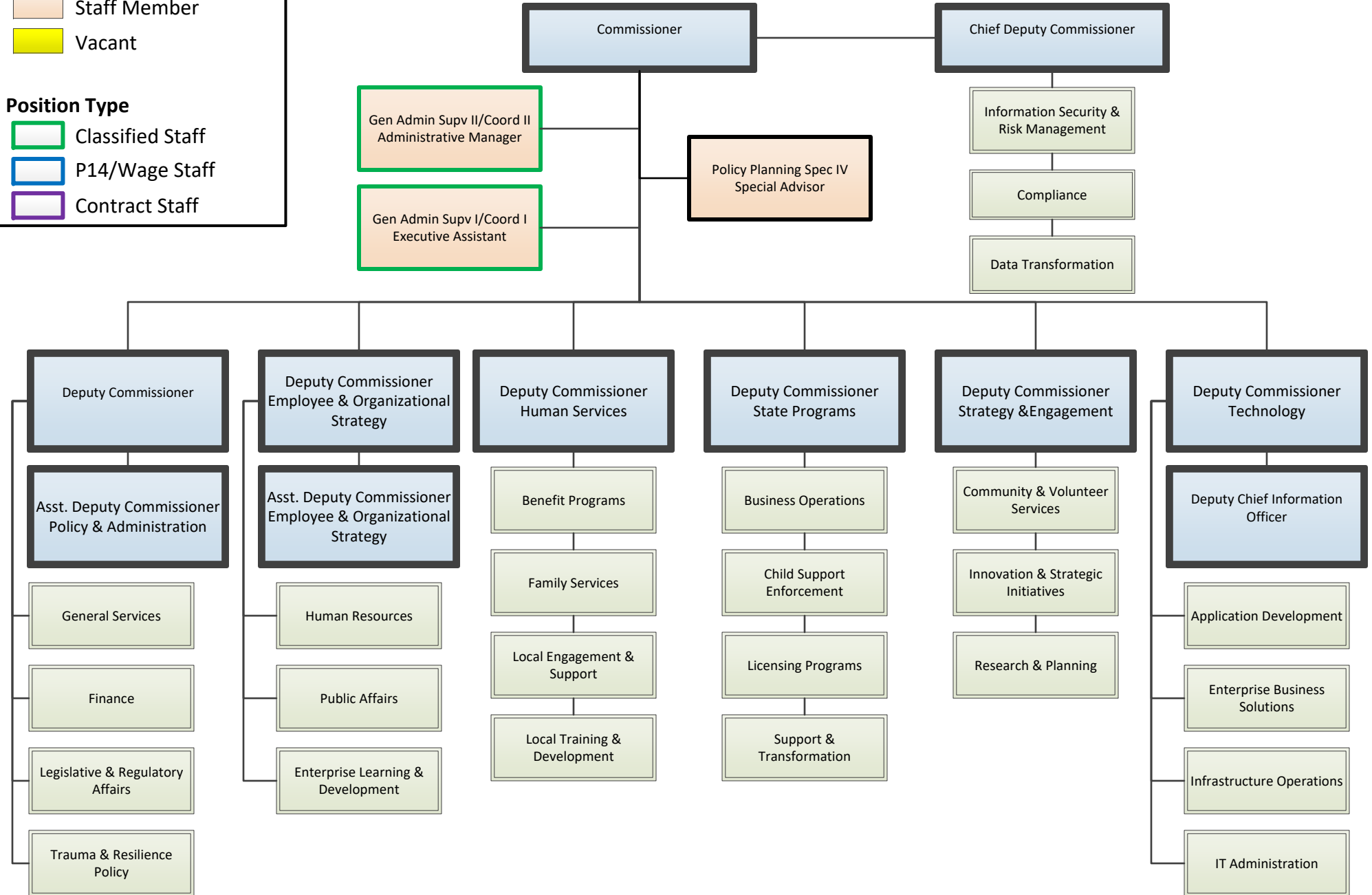
- Manager/Supervisor
- Staff Member
- Vacant

Position Type

- Classified Staff
- P14/Wage Staff
- Contract Staff



VIRGINIA DEPARTMENT OF SOCIAL SERVICES

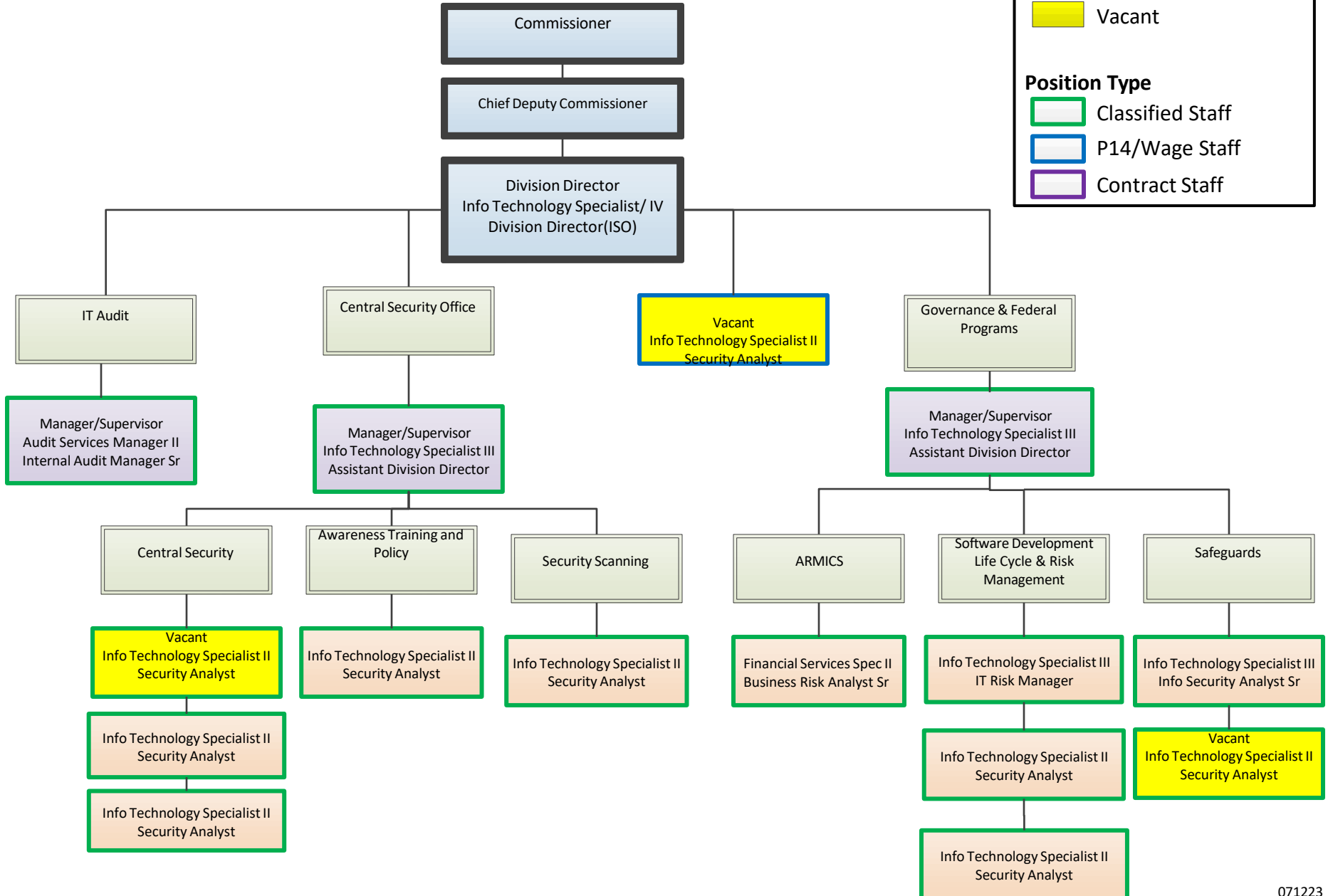




VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

INFORMATION SECURITY AND RISK MANAGEMENT (ISRM)

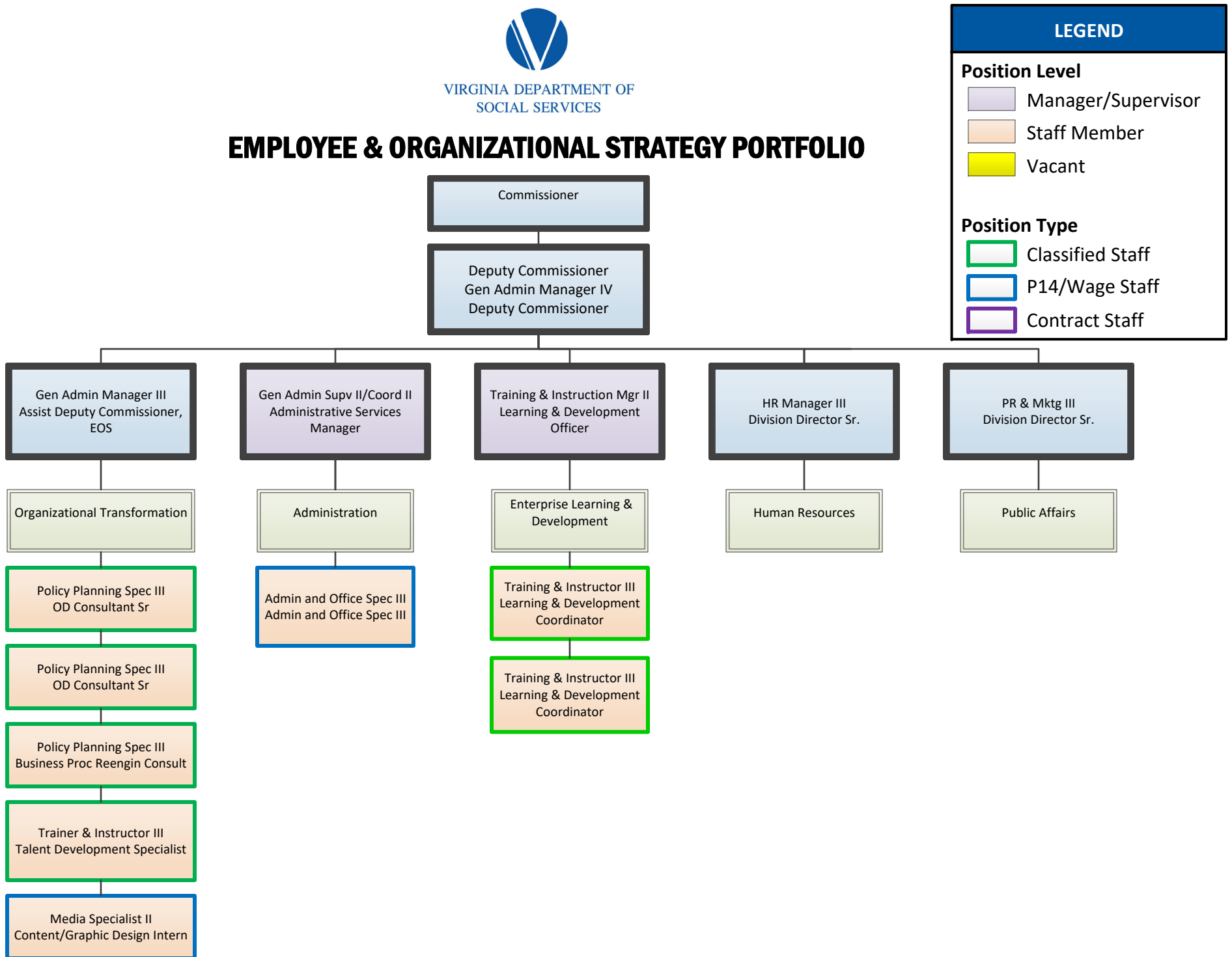
LEGEND	
Position Level	
	Manager/Supervisor
	Staff Member
	Vacant
Position Type	
	Classified Staff
	P14/Wage Staff
	Contract Staff





VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

EMPLOYEE & ORGANIZATIONAL STRATEGY PORTFOLIO



LEGEND

Position Level

- Manager/Supervisor
- Staff Member
- Vacant

Position Type

- Classified Staff
- P14/Wage Staff
- Contract Staff

HUMAN RESOURCES (HR)

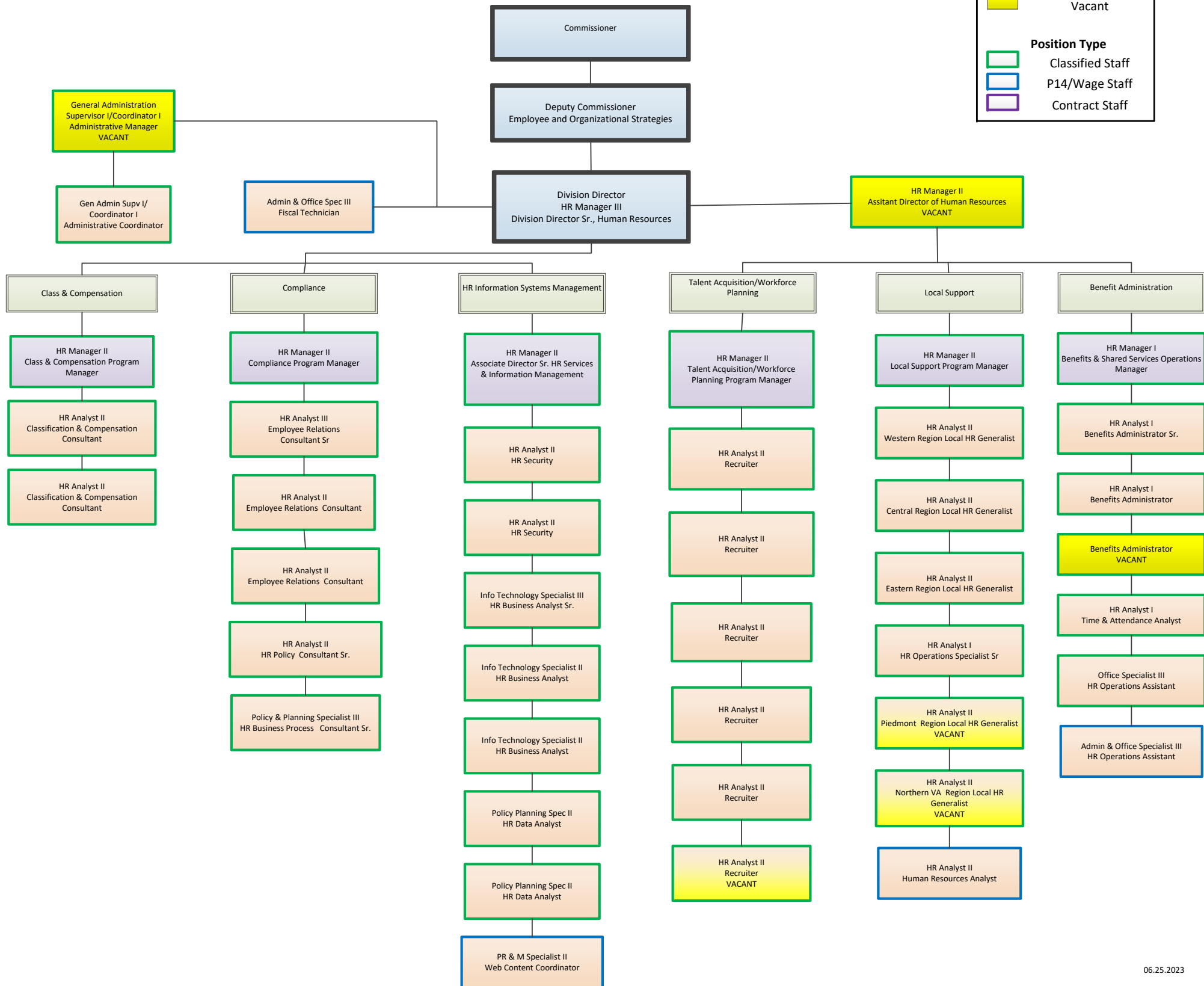
LEGEND

Position Level

- Manager/Supervisor
- Staff Member
- Vacant

Position Type

- Classified Staff
- P14/Wage Staff
- Contract Staff

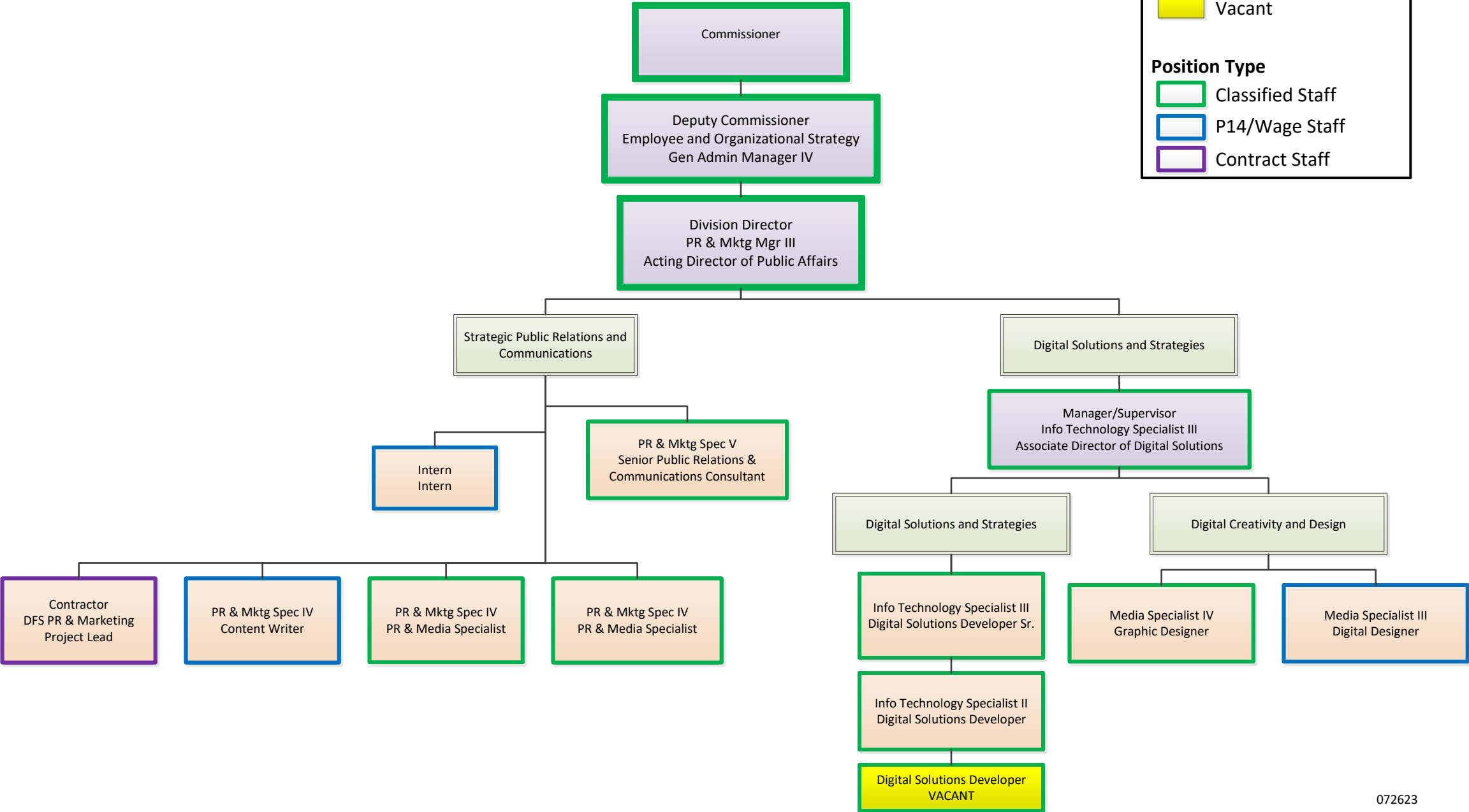




VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

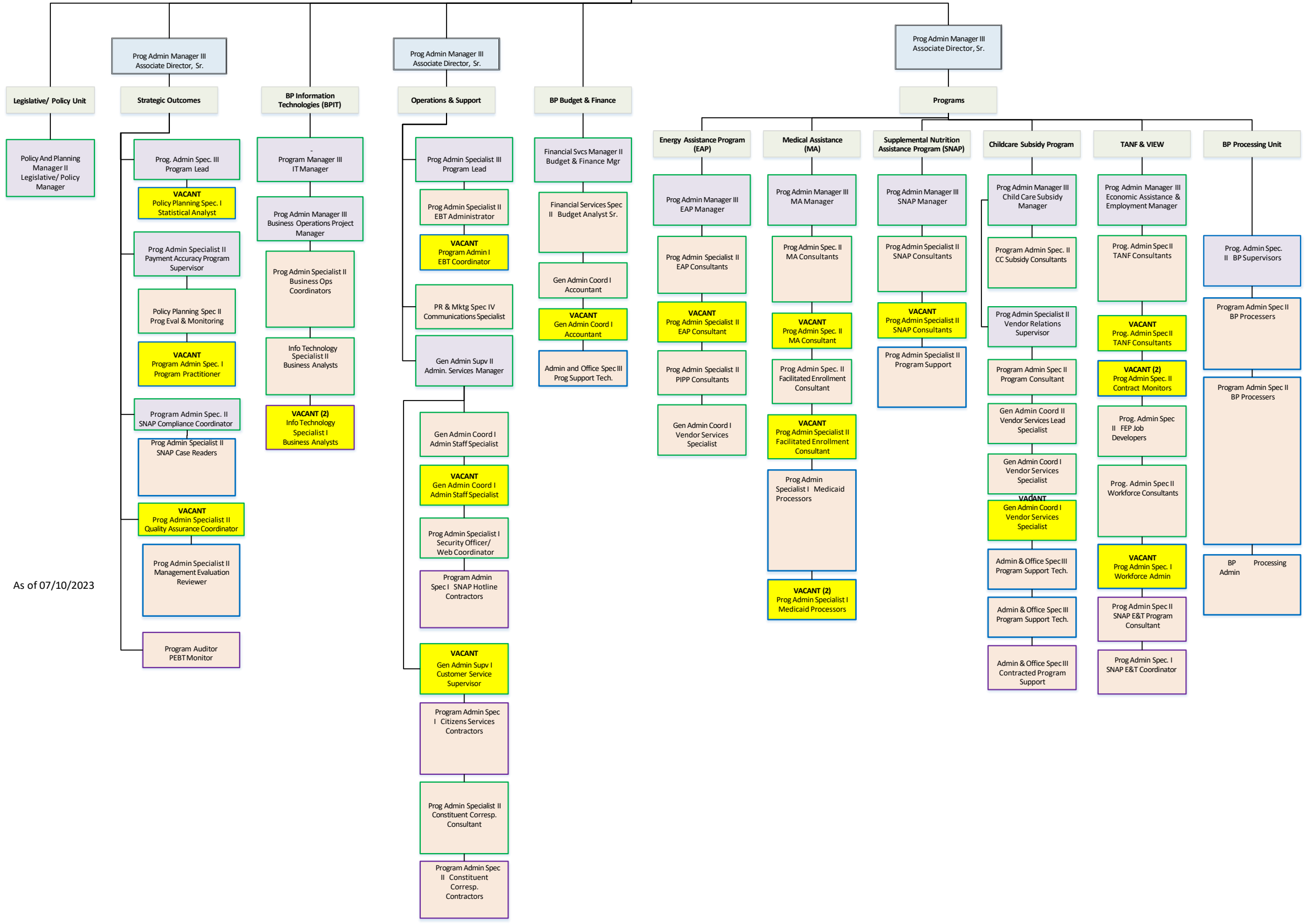
PUBLIC AFFAIRS (PA)

LEGEND	
Position Level	
	Manager/Supervisor
	Staff Member
	Vacant
Position Type	
	Classified Staff
	P14/Wage Staff
	Contract Staff



Commissioner
Deputy Commissioner
of Human Services
Director of Benefit Programs

VACANT
Gen Admin Coord I
Executive Assistant



As of 07/10/2023



VIRGINIA DEPARTMENT OF SOCIAL SERVICES

LOCAL ENGAGEMENT & SUPPORT (LES)

LEGEND

Position Level

- Manager/Supervisor (Blue box)
- Staff Member (Light Blue box)
- Vacant (Yellow box)

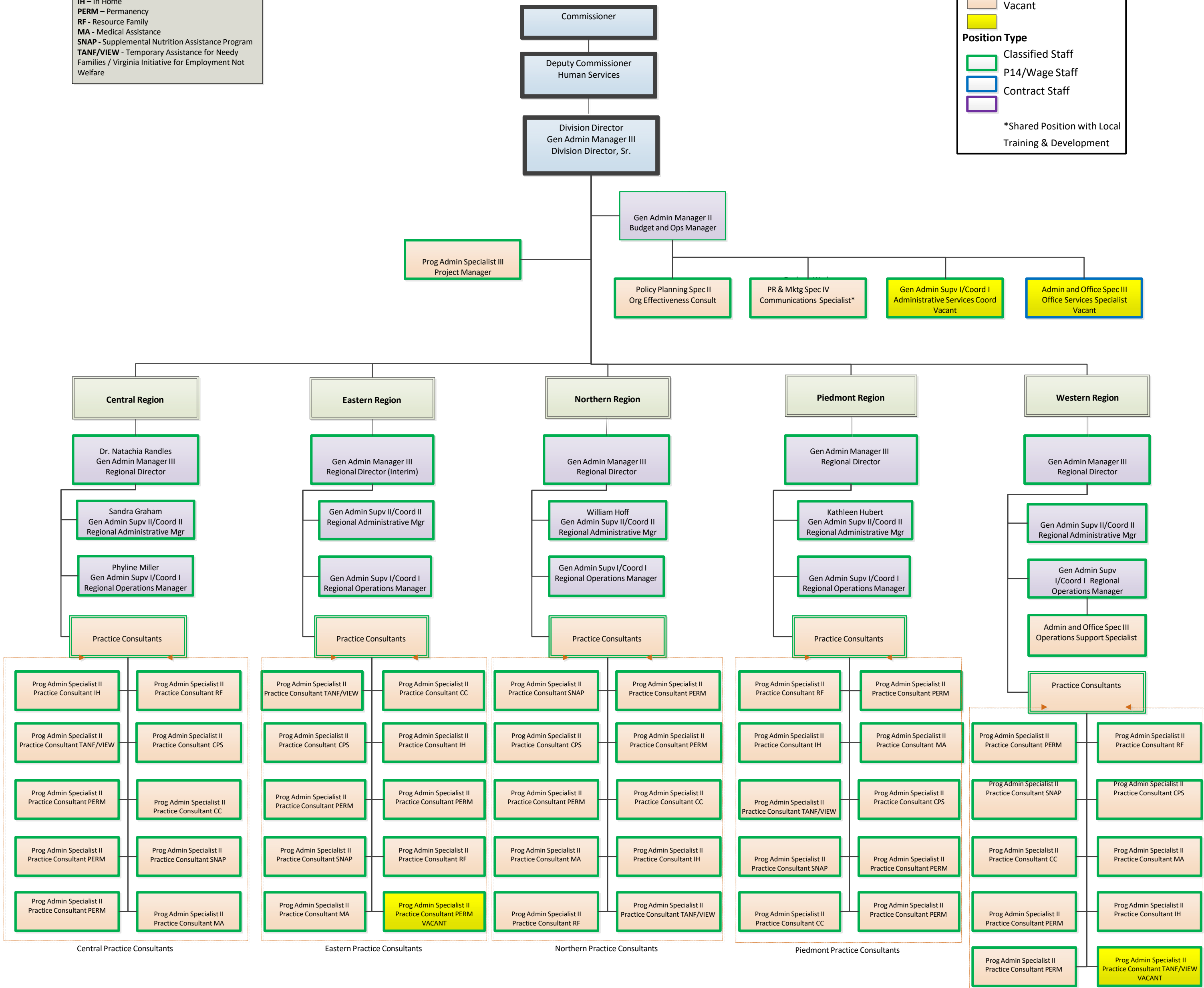
Position Type

- Classified Staff (Green border)
- P14/Wage Staff (Blue border)
- Contract Staff (Purple border)

*Shared Position with Local Training & Development

Program & Practice Consultants

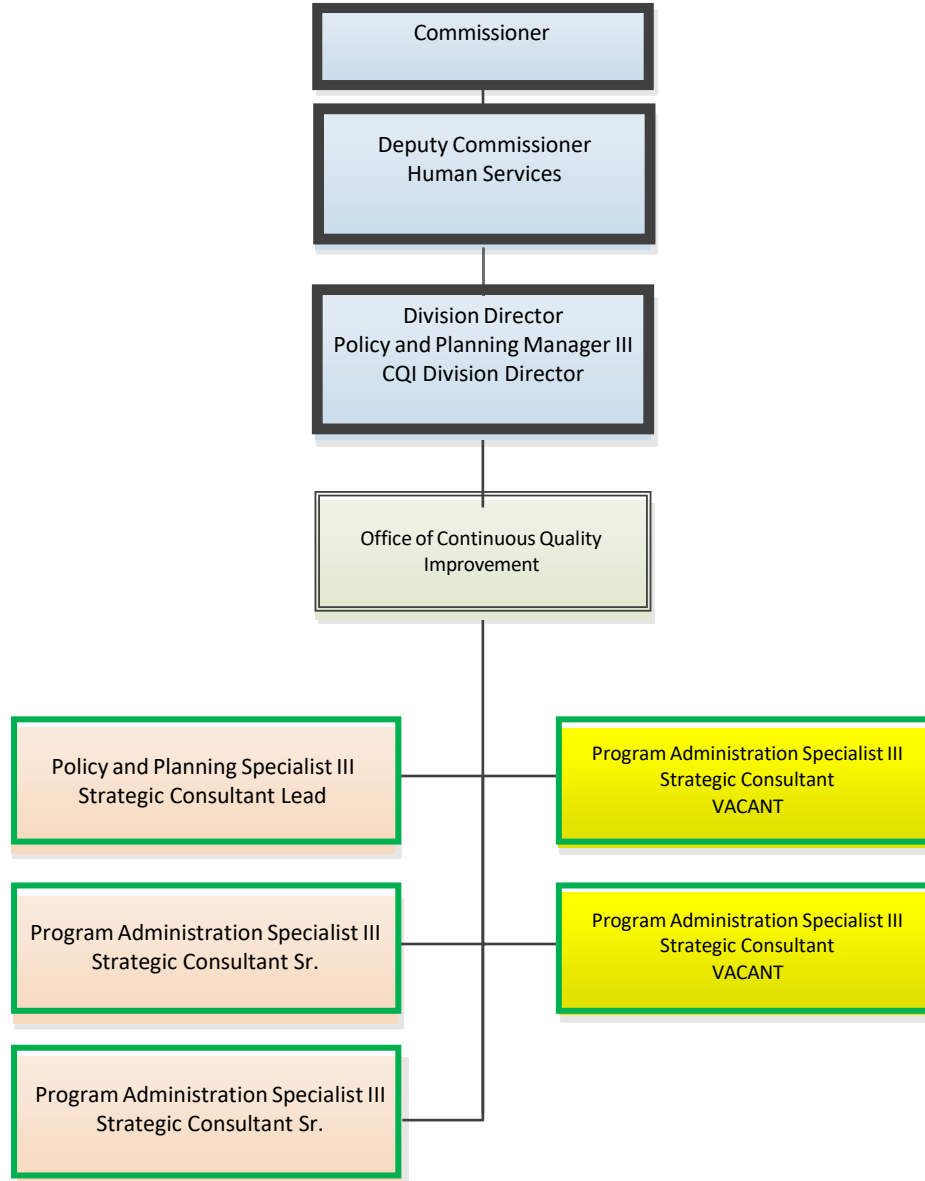
- CC - Child Care
- CPS - Child Protective Services
- IH - In Home
- PERM - Permanency
- RF - Resource Family
- MA - Medical Assistance
- SNAP - Supplemental Nutrition Assistance Program
- TANF/VIEW - Temporary Assistance for Needy Families / Virginia Initiative for Employment Not Welfare





VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

OFFICE OF CONTINUOUS QUALITY IMPROVEMENT (CQI)



LEGEND

Position Level

- Manager/Supervisor
- Staff Member
- Vacant

Position Type

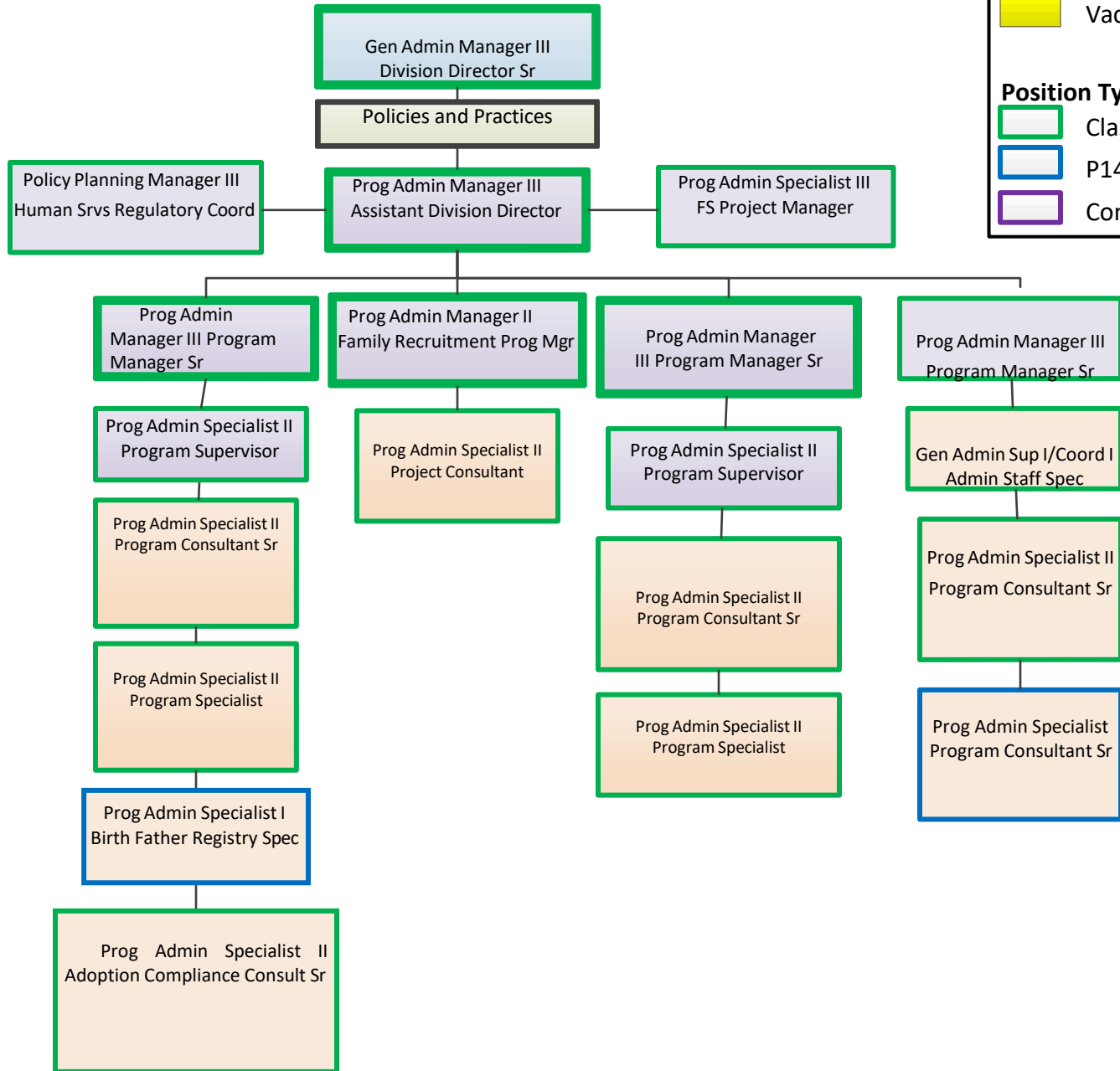
- Classified Staff
- P14/Wage Staff
- Contract Staff



VIRGINIA DEPARTMENT OF SOCIAL SERVICES

DIVISION OF FAMILY SERVICES (DFS)

LEGEND	
Position Level	
	Manager/Supervisor
	Staff Member
	Vacant
Position Type	
	Classified Staff
	P14/Wage Staff
	Contract Staff





VIRGINIA DEPARTMENT OF SOCIAL SERVICES

DIVISION OF FAMILY SERVICES (DFS)

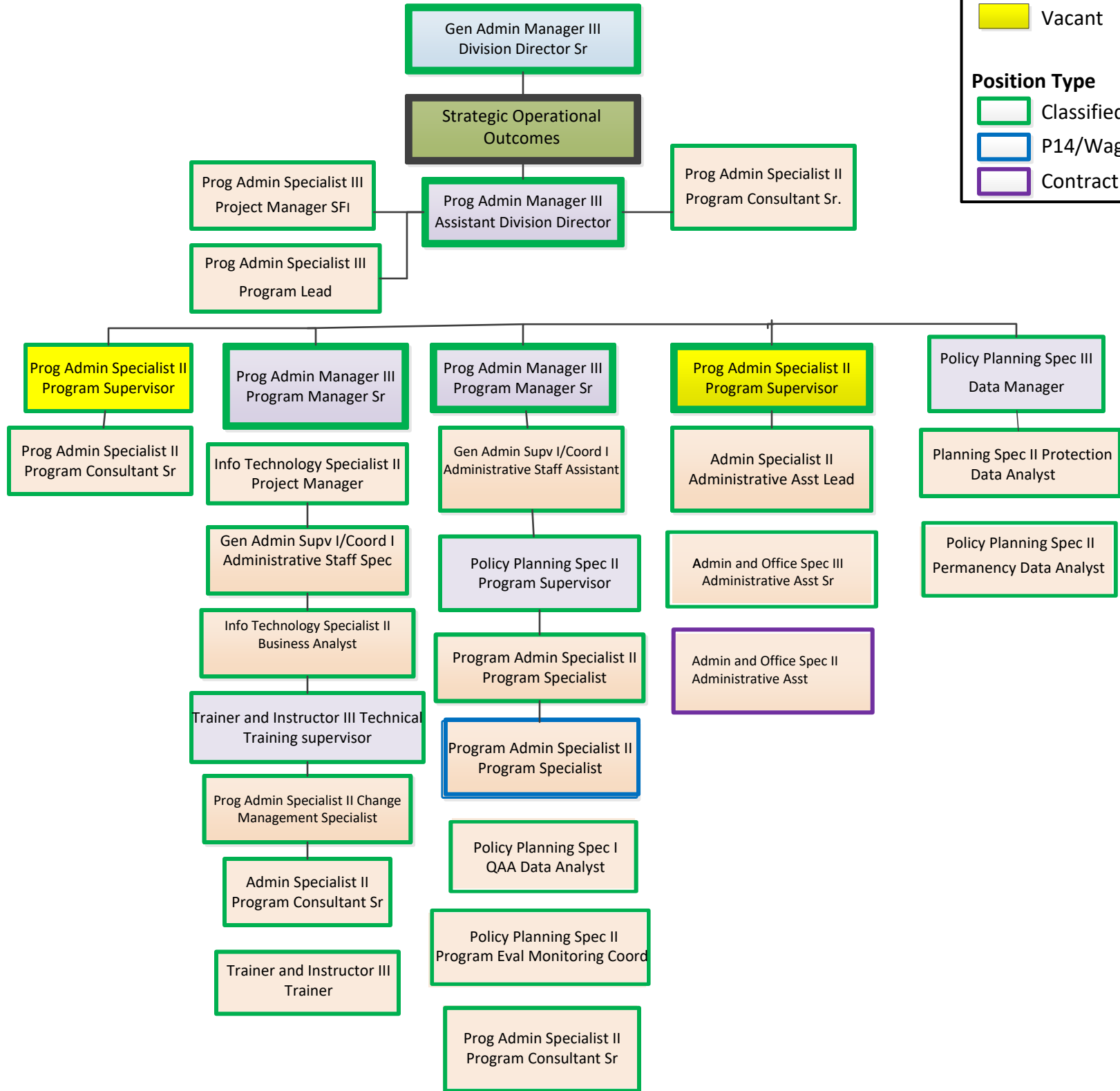
LEGEND

Position Level

- Manager/Supervisor
- Staff Member
- Vacant

Position Type

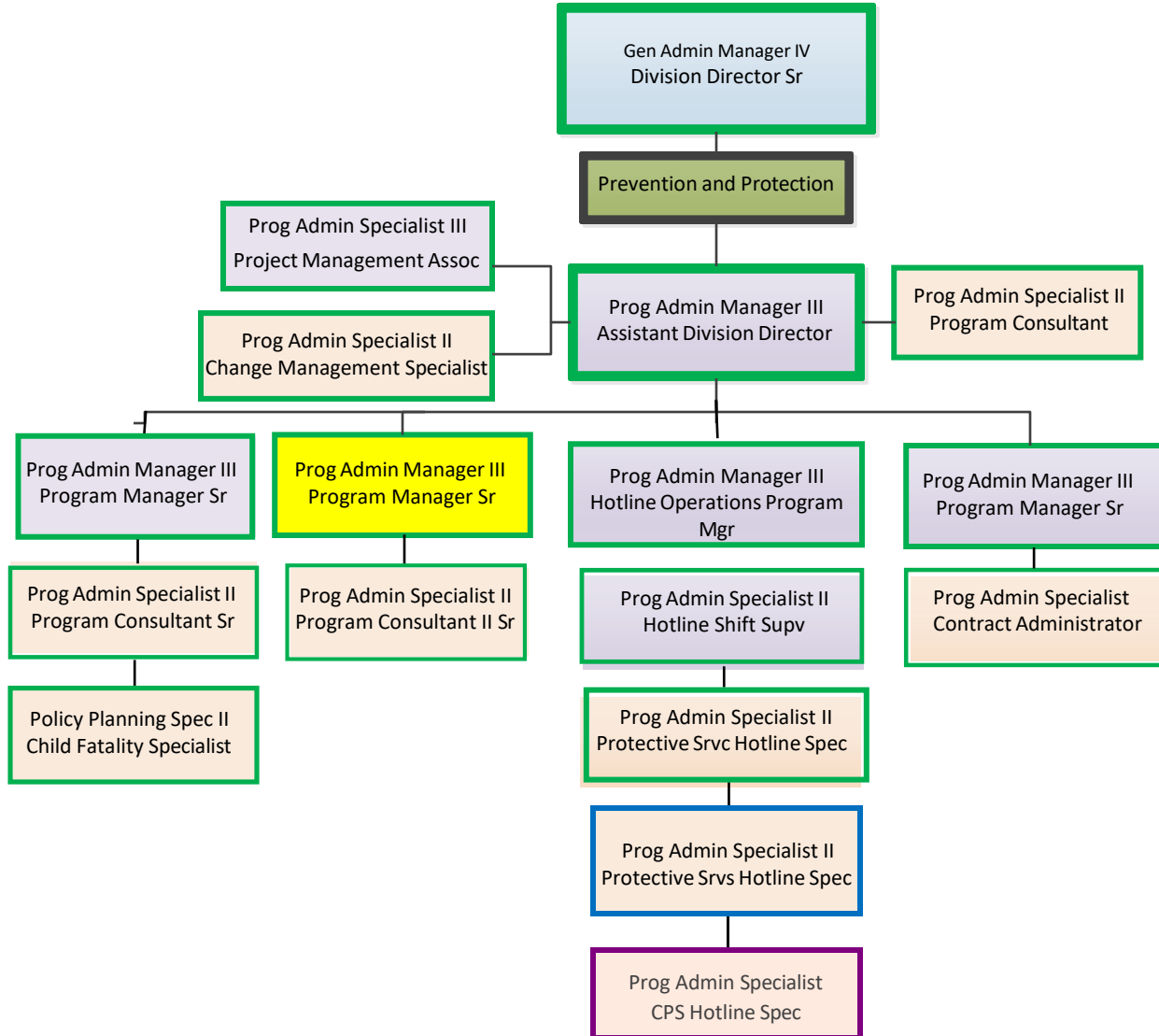
- Classified Staff
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VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

DIVISION OF FAMILY SERVICES (DFS)

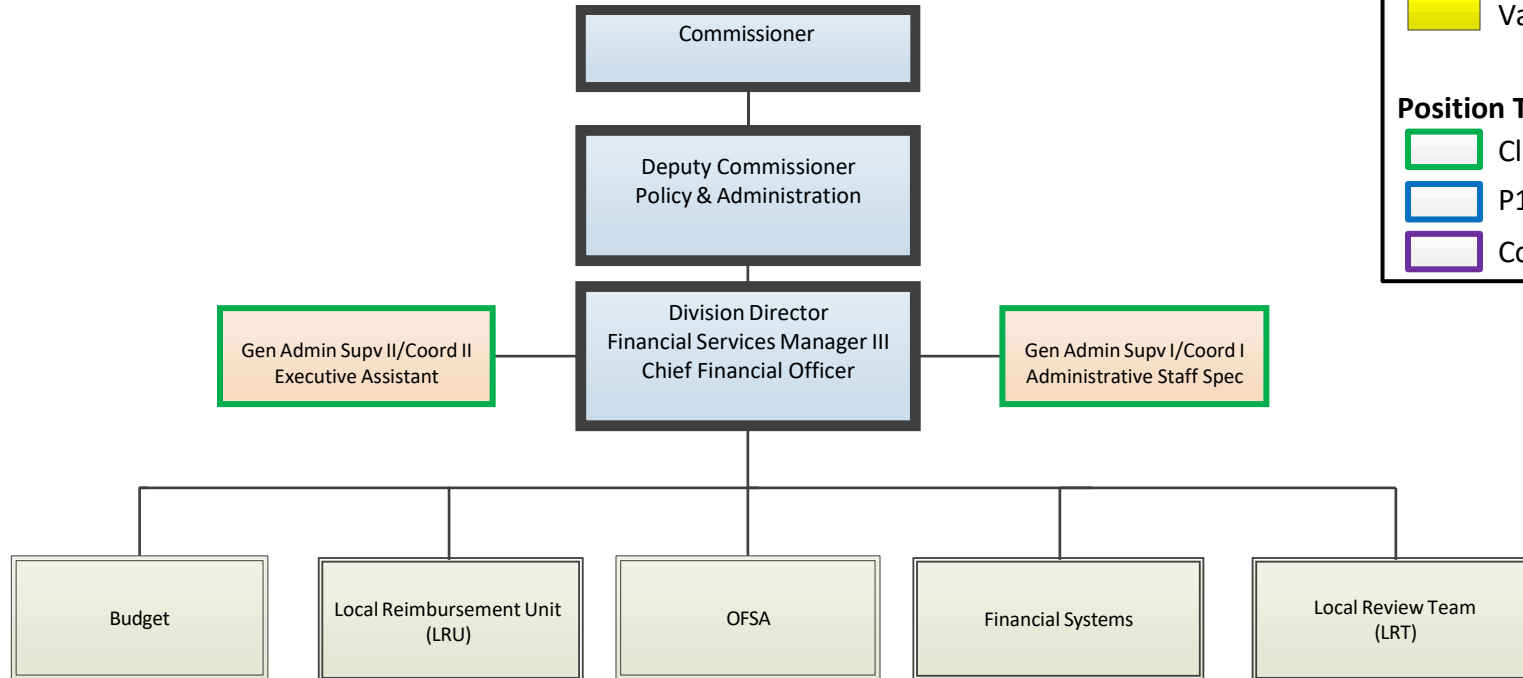


LEGEND	
Position Level	
	Manager/Supervisor
	Staff Member
	Vacant
Position Type	
	Classified Staff
	P14/Wage Staff
	Contract Staff



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

DIVISION OF FINANCE



LEGEND

Position Level

- Manager/Supervisor
- Staff Member
- Vacant

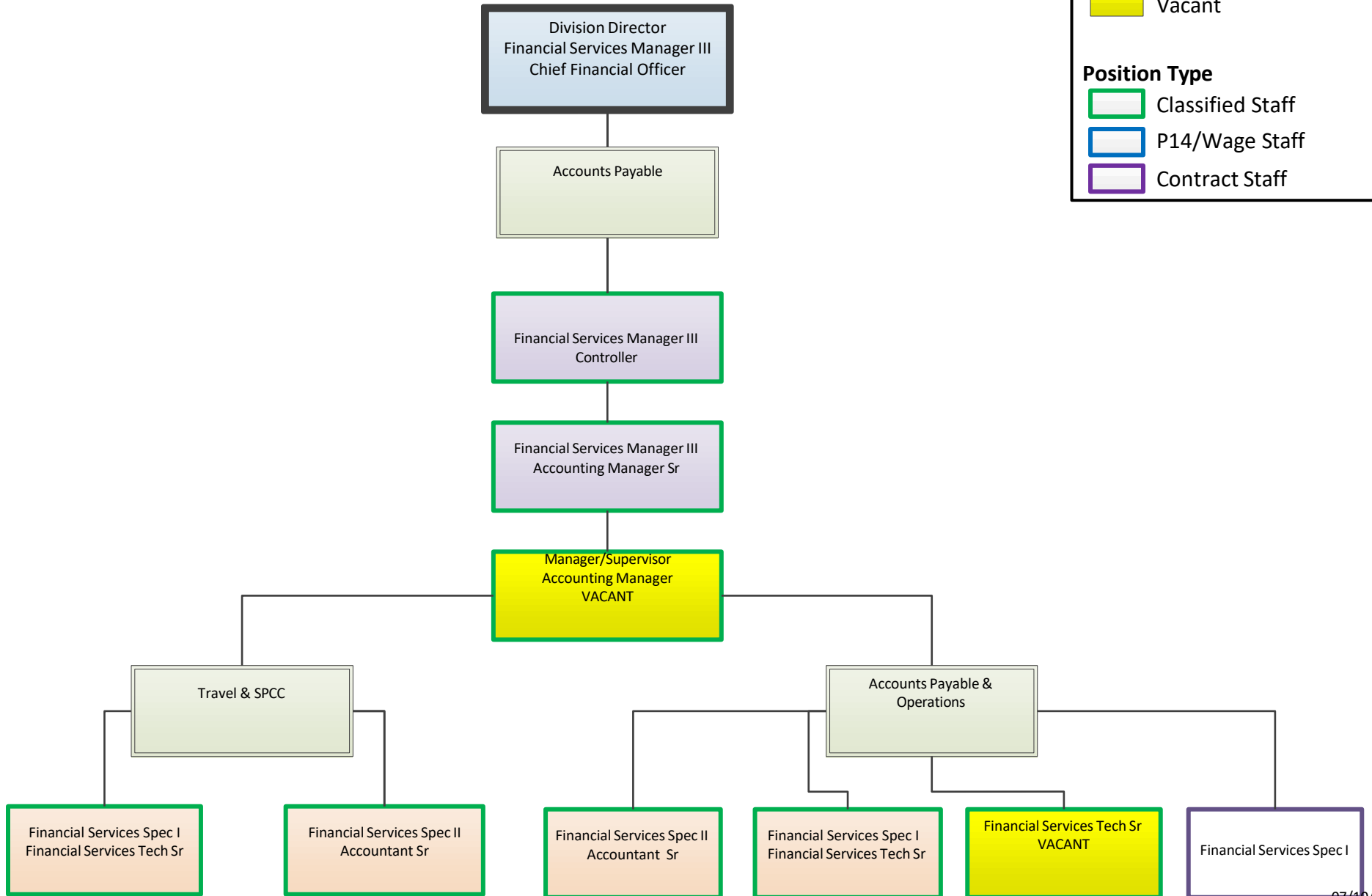
Position Type

- Classified Staff
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- Contract Staff



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

DIVISION OF FINANCE

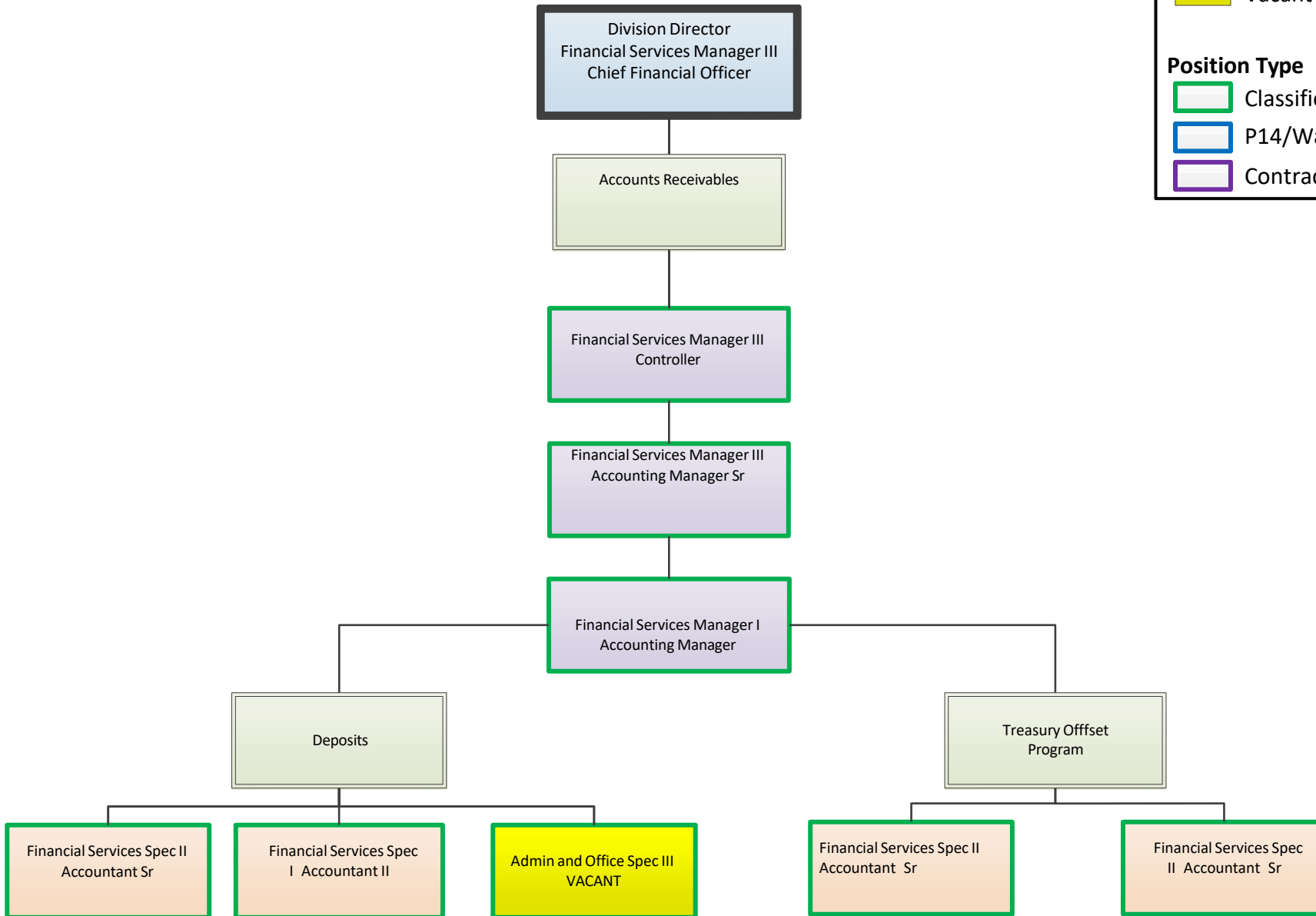


LEGEND	
Position Level	
	Manager/Supervisor
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Position Type	
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VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

DIVISION OF FINANCE

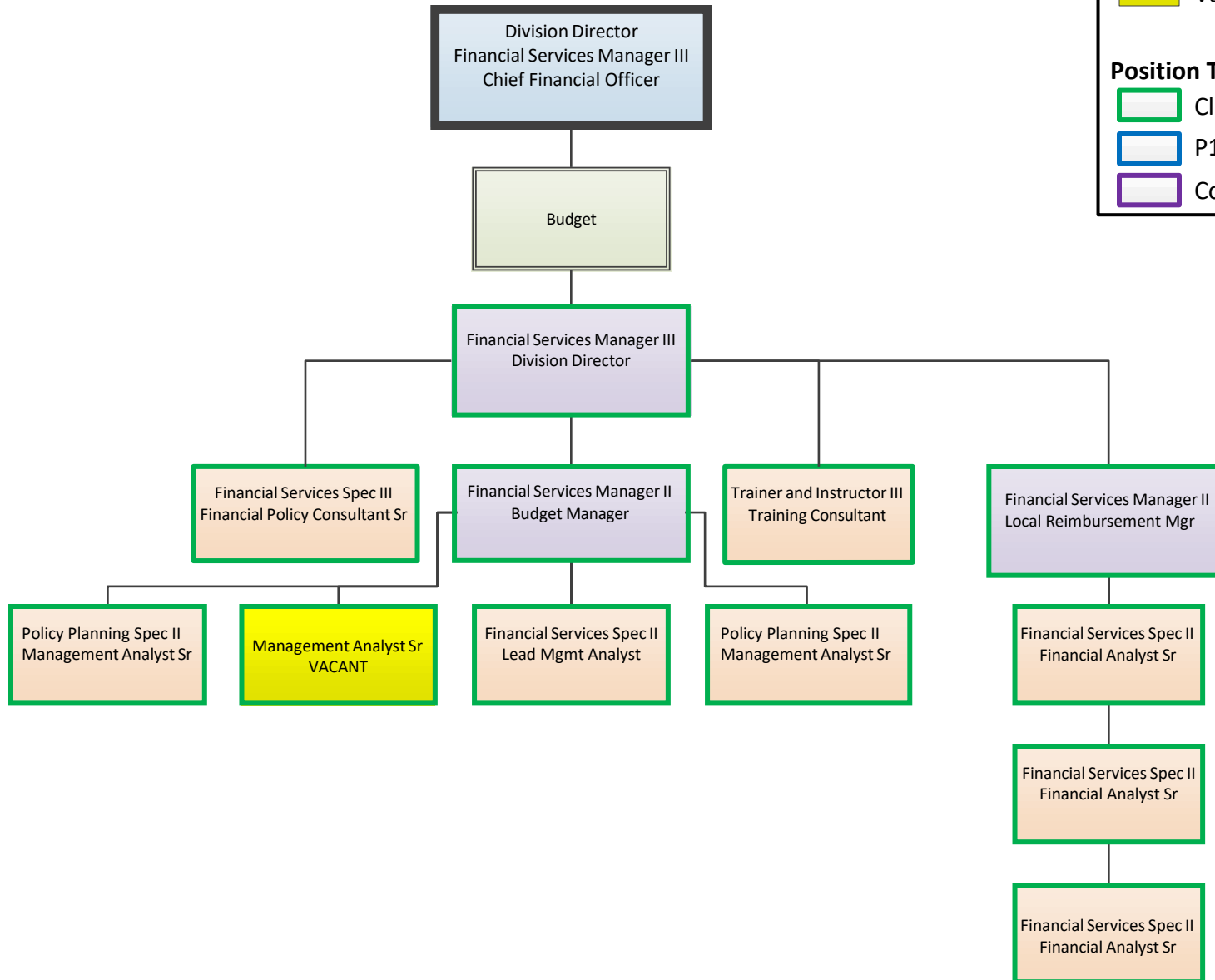


LEGEND	
Position Level	
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	Staff Member
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Position Type	
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VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

DIVISION OF FINANCE



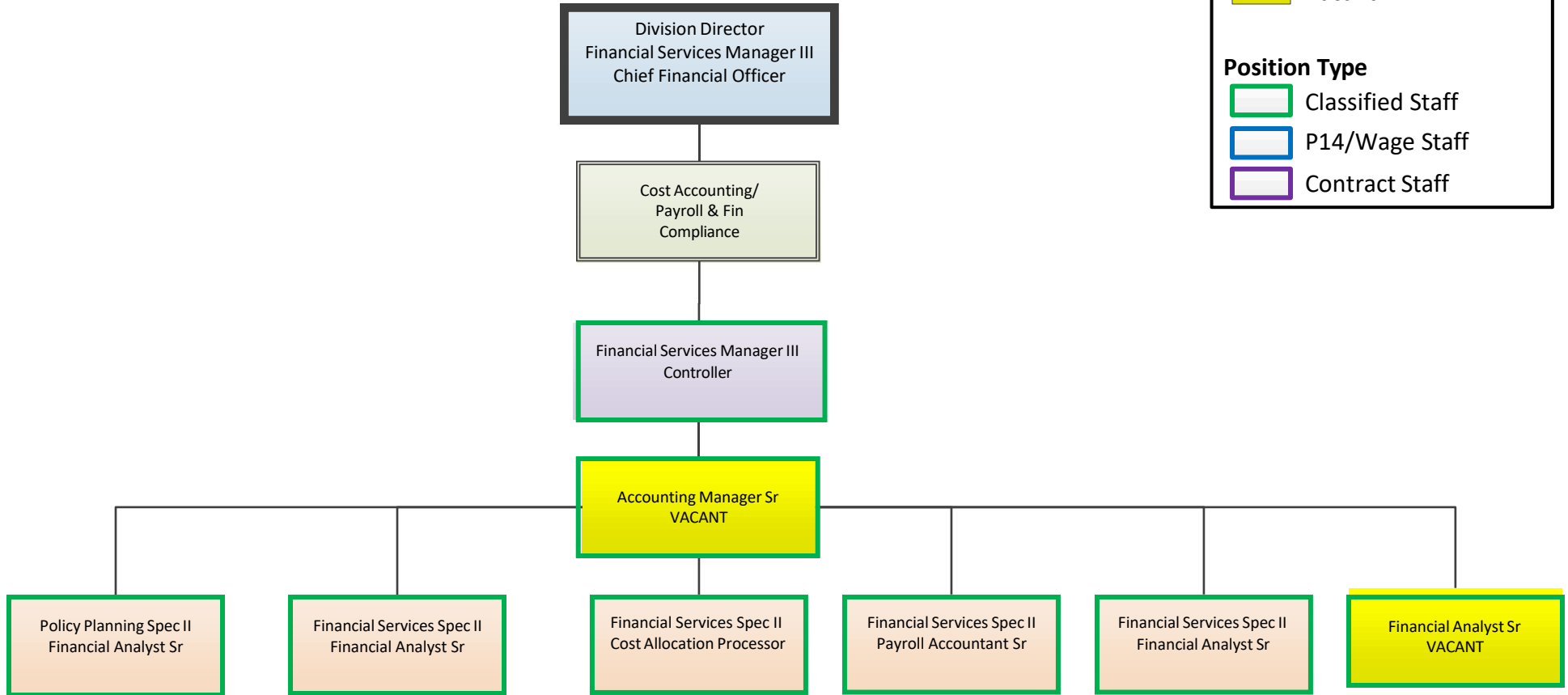
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DIVISION OF FINANCE

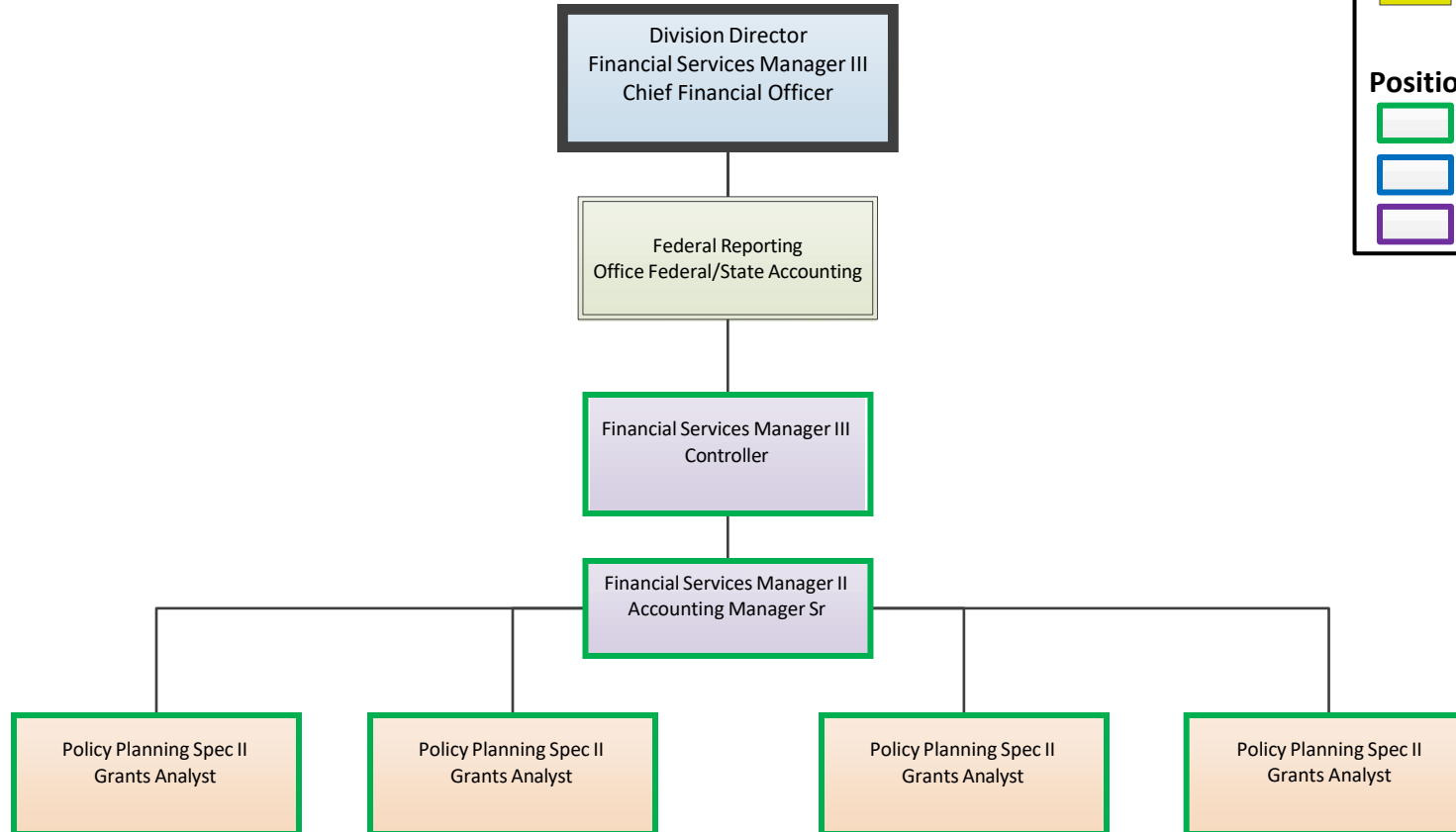
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VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

DIVISION OF FINANCE



LEGEND

Position Level

- Manager/Supervisor
- Staff Member
- Vacant

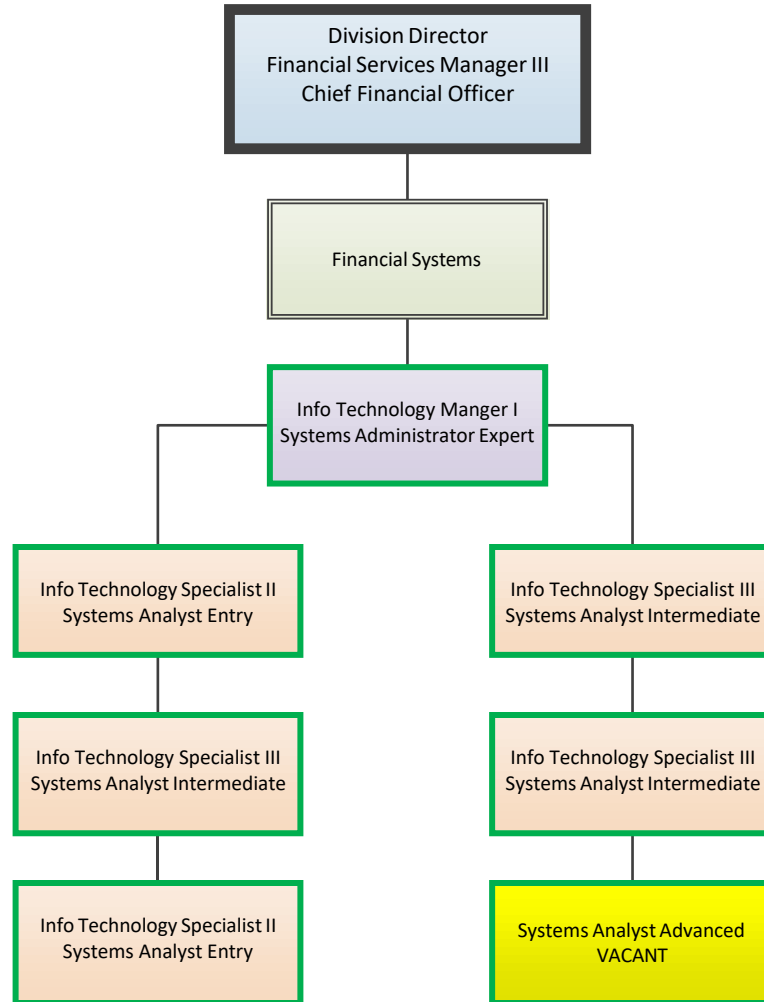
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VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

DIVISION OF FINANCE

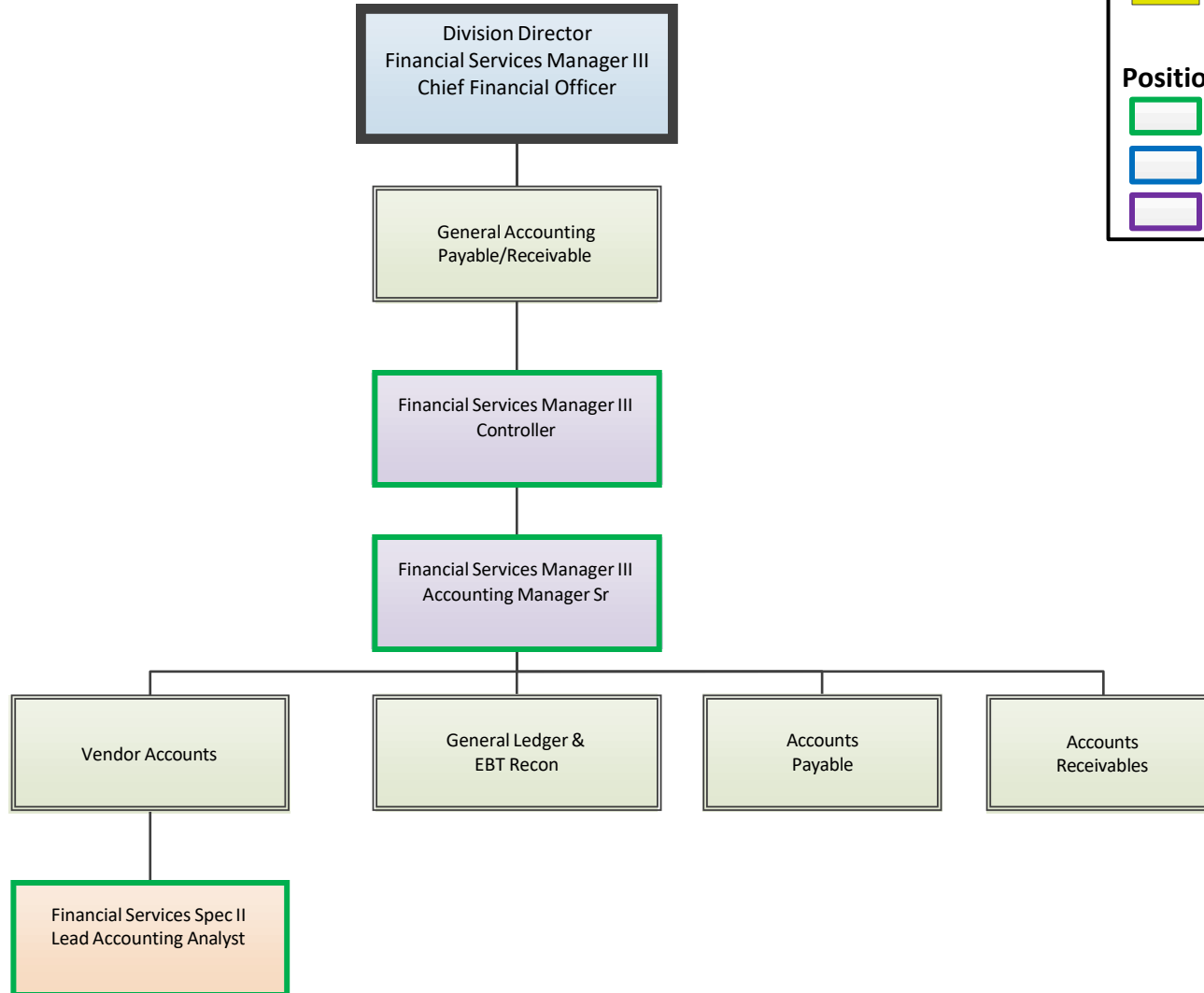


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DIVISION OF FINANCE

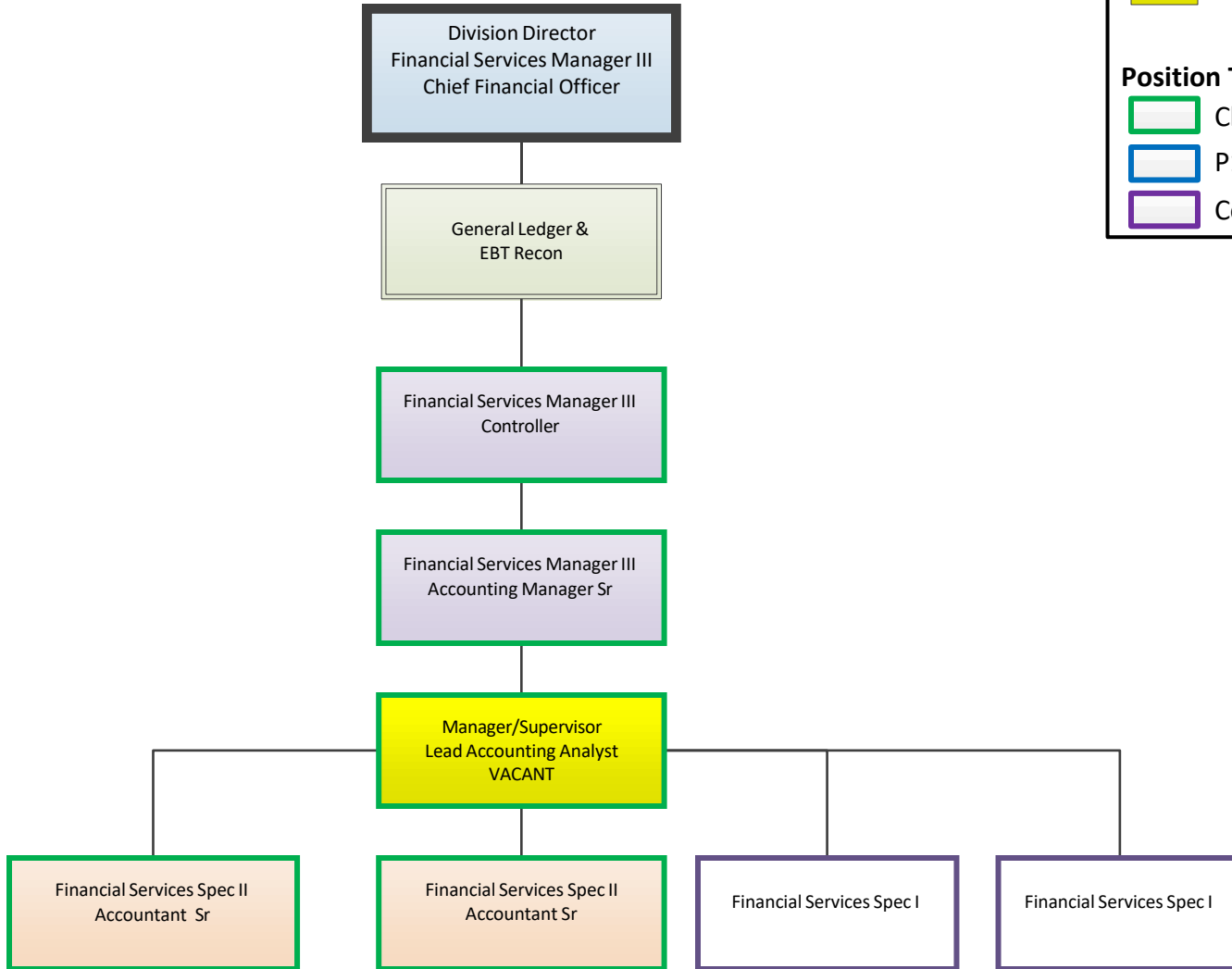


LEGEND	
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VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

DIVISION OF FINANCE

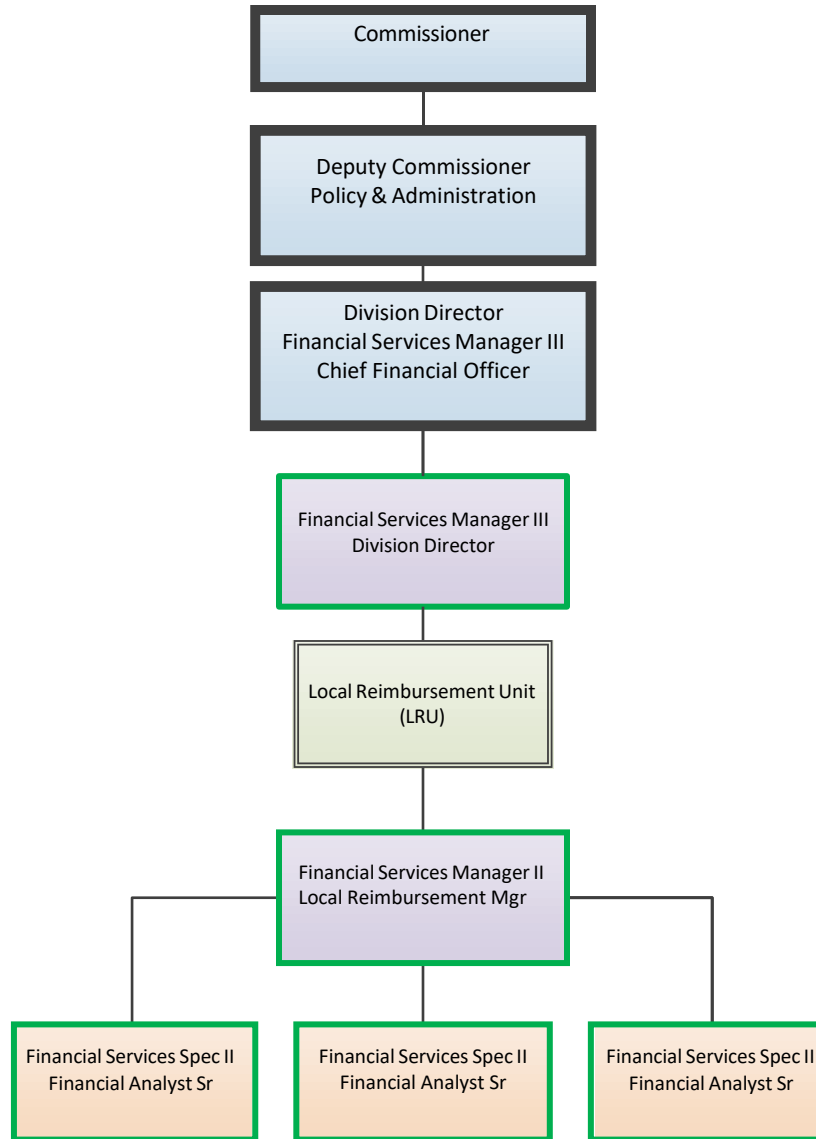


LEGEND	
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Position Type	
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VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

DIVISION OF FINANCE



LEGEND

Position Level

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- Staff Member
- Vacant

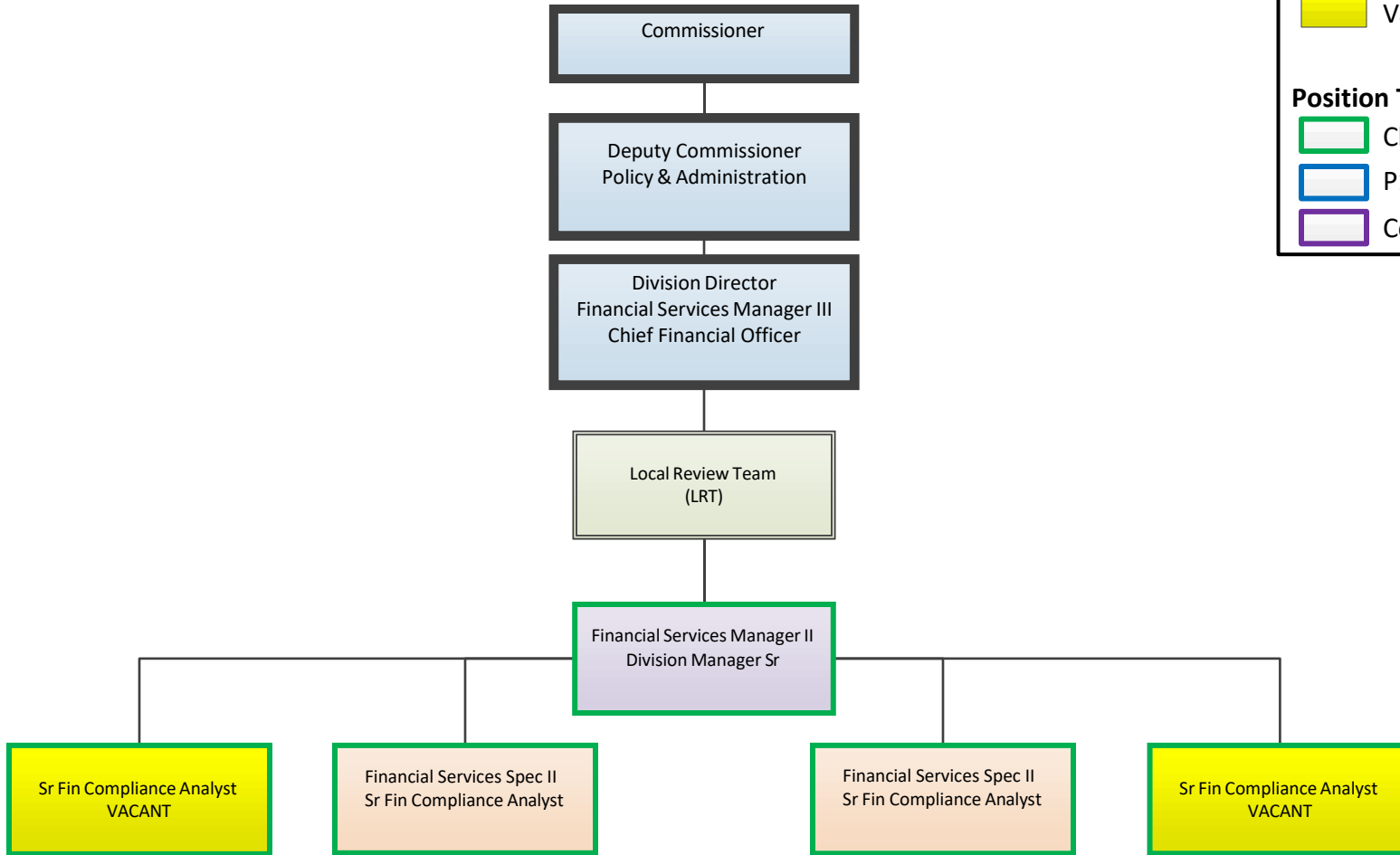
Position Type

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VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

DIVISION OF FINANCE



LEGEND

Position Level

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- Staff Member
- Vacant

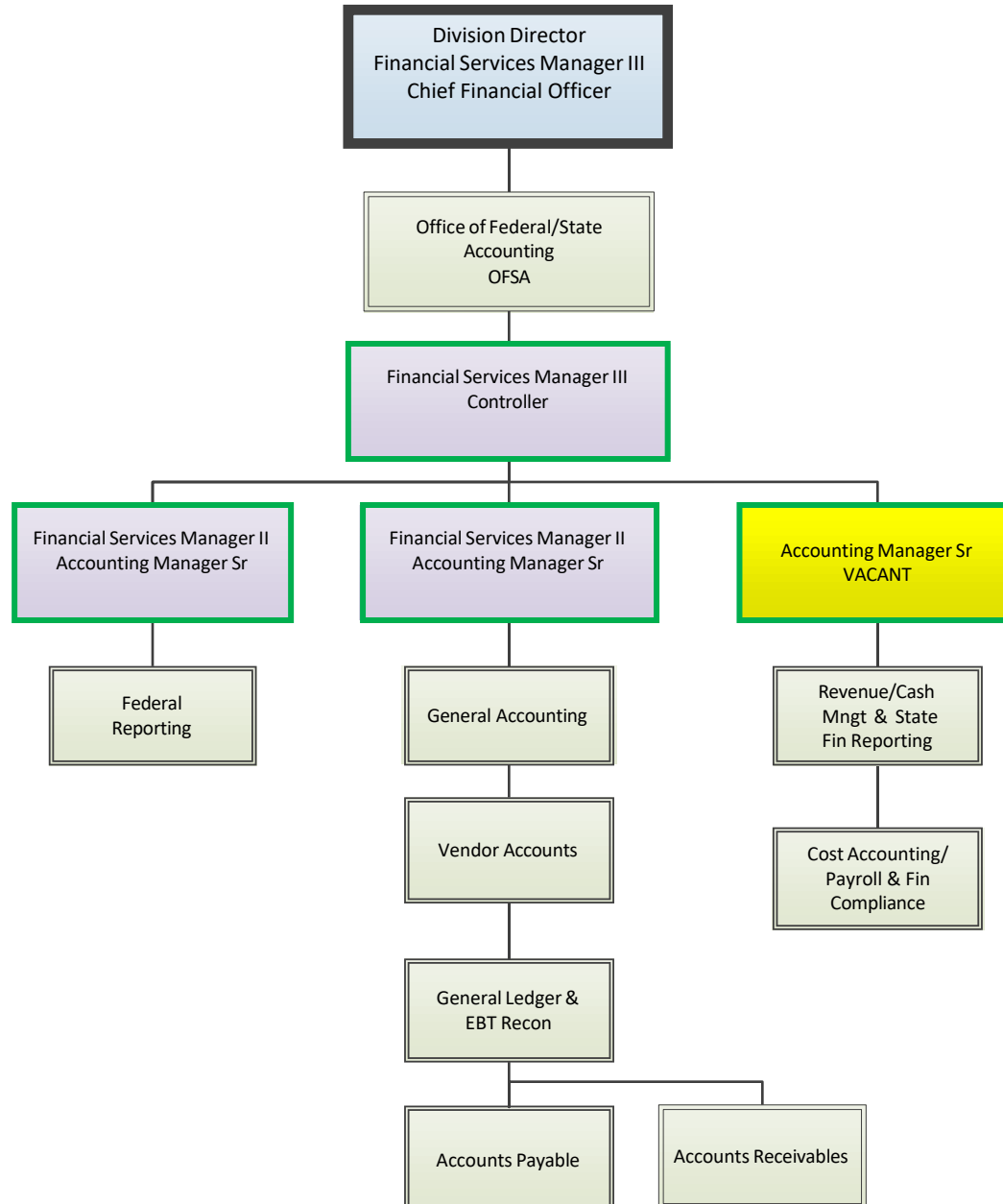
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VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

DIVISION OF FINANCE

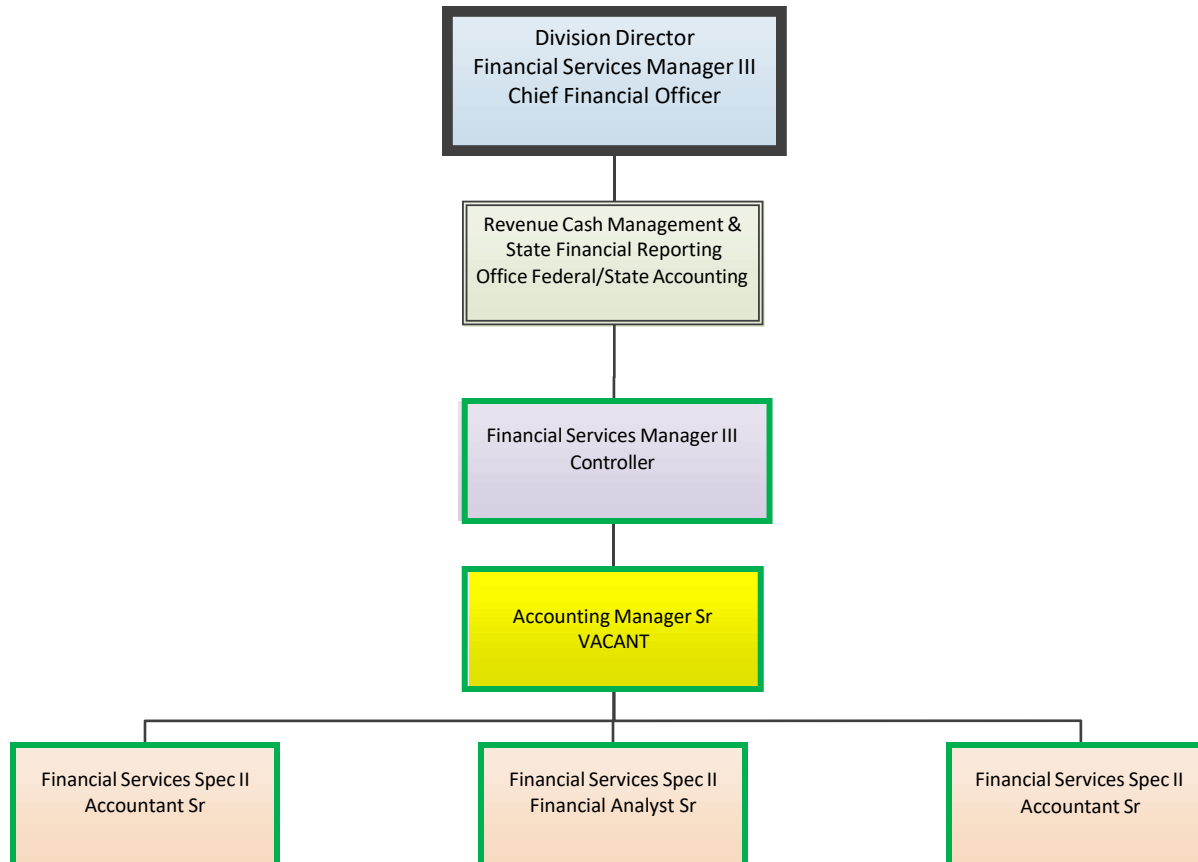


LEGEND	
Position Level	
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VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

DIVISION OF FINANCE



LEGEND

Position Level

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Position Type

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VIRGINIA DEPARTMENT OF SOCIAL SERVICES

GENERAL SERVICES

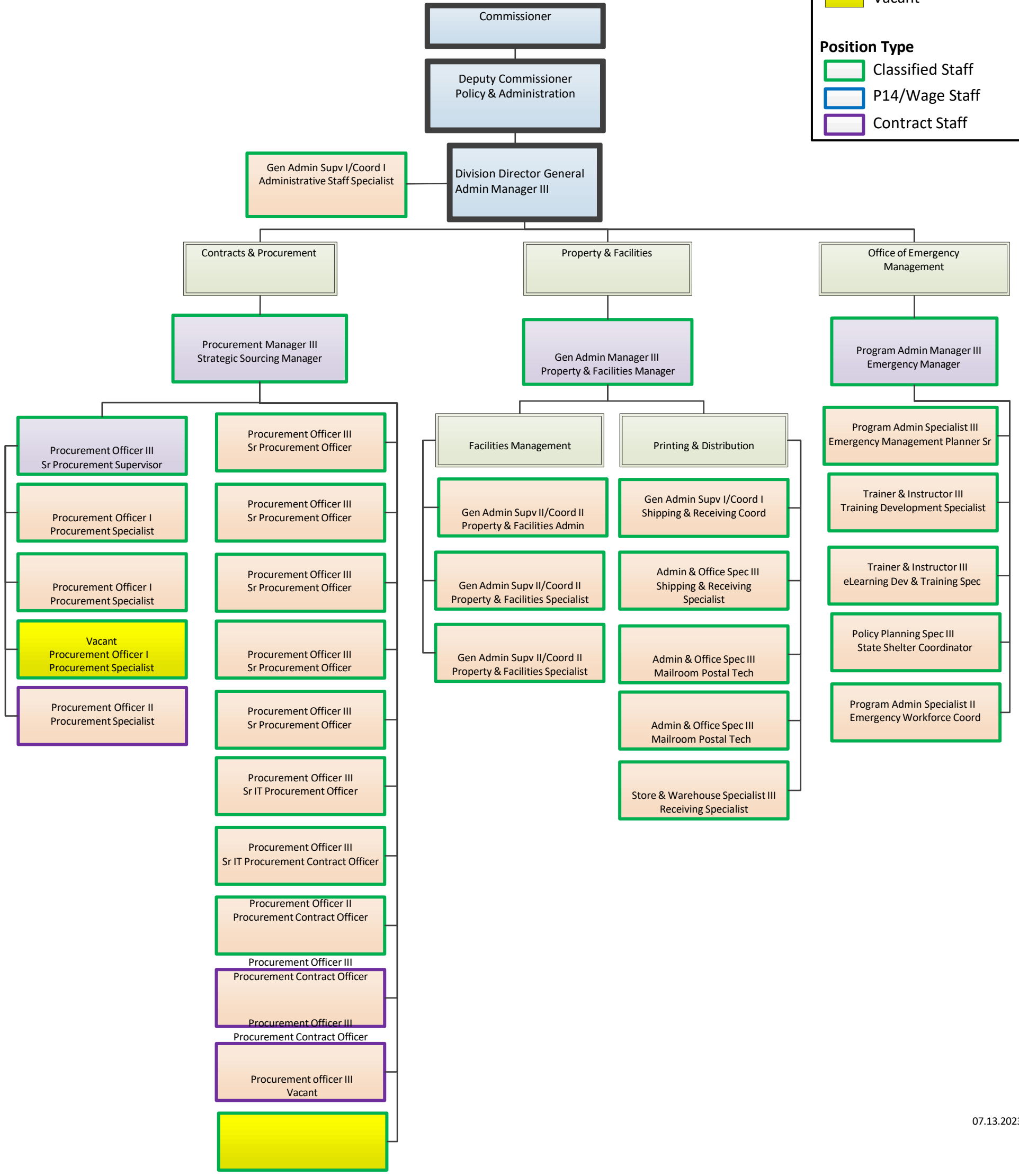
LEGEND

Position Level

- Manager/Supervisor
- Staff Member
- Vacant

Position Type

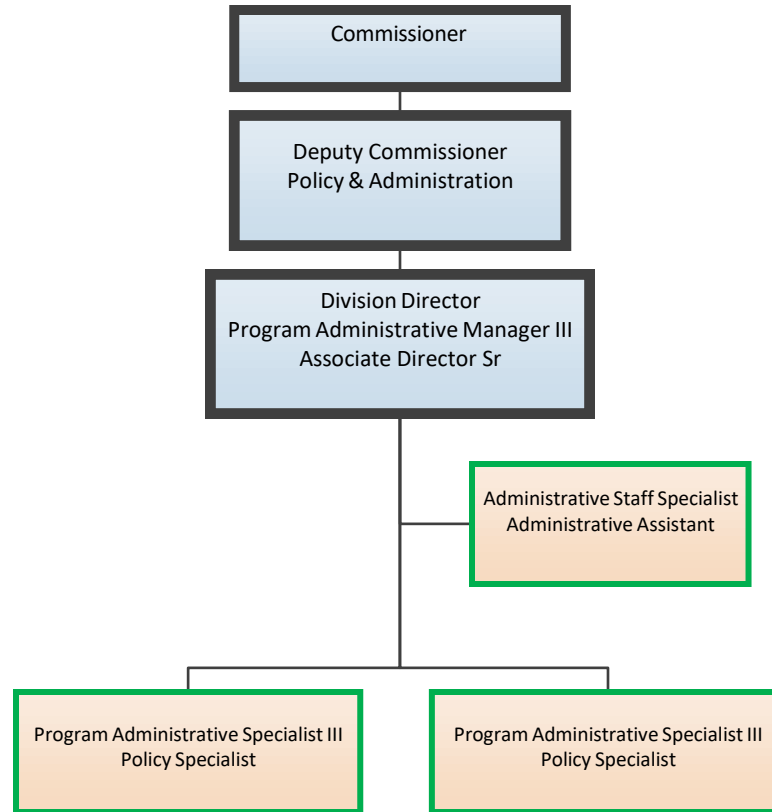
- Classified Staff
- P14/Wage Staff
- Contract Staff








VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

OFFICE OF TRAUMA AND RESILIENCE POLICY (OTRP)






LEGEND

Position Level

-  Manager/Supervisor
-  Staff Member
-  Vacant

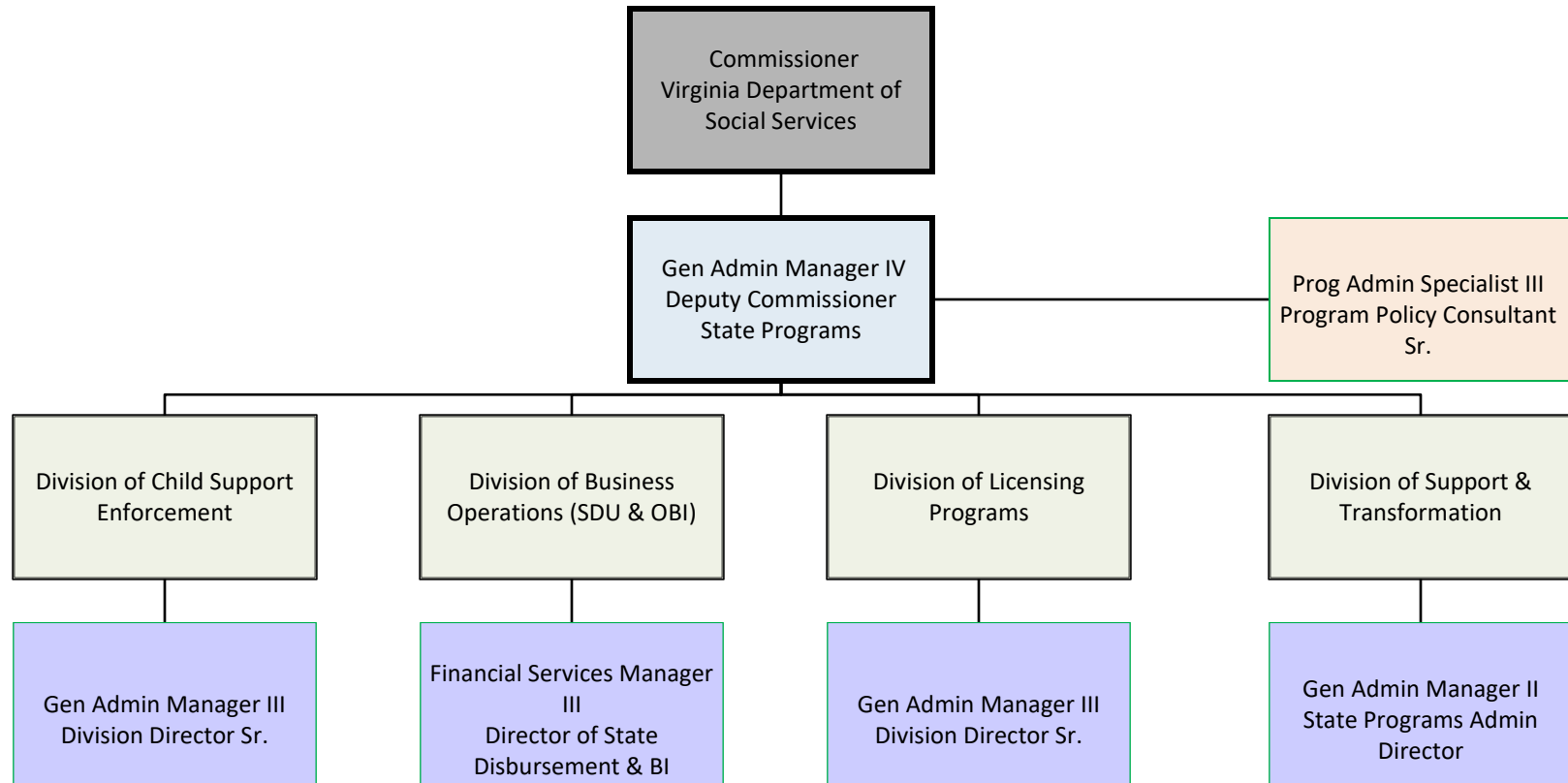
Position Type

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-  P14/Wage Staff
-  Contract Staff



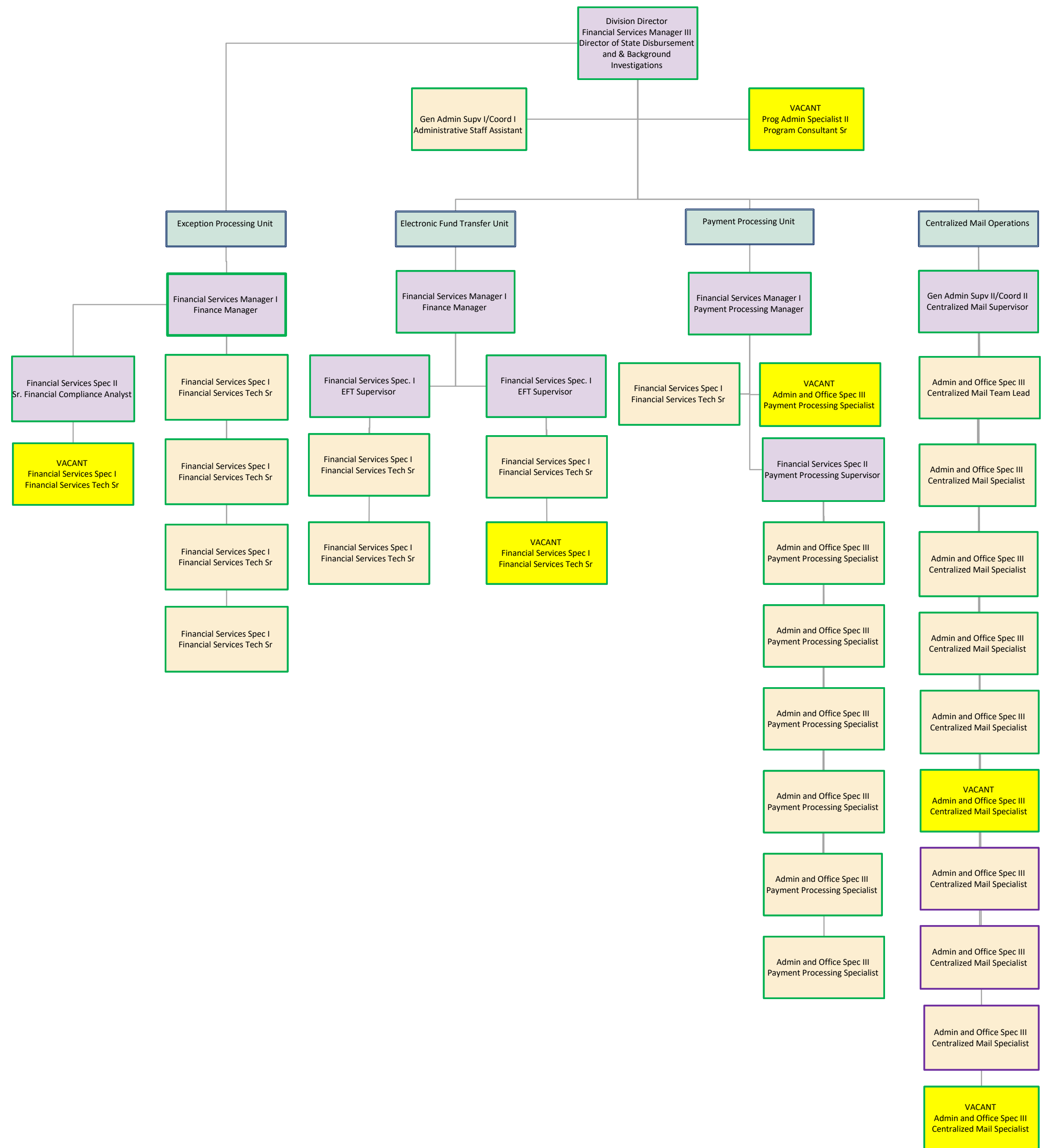
VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

STATE PROGRAMS (SP)



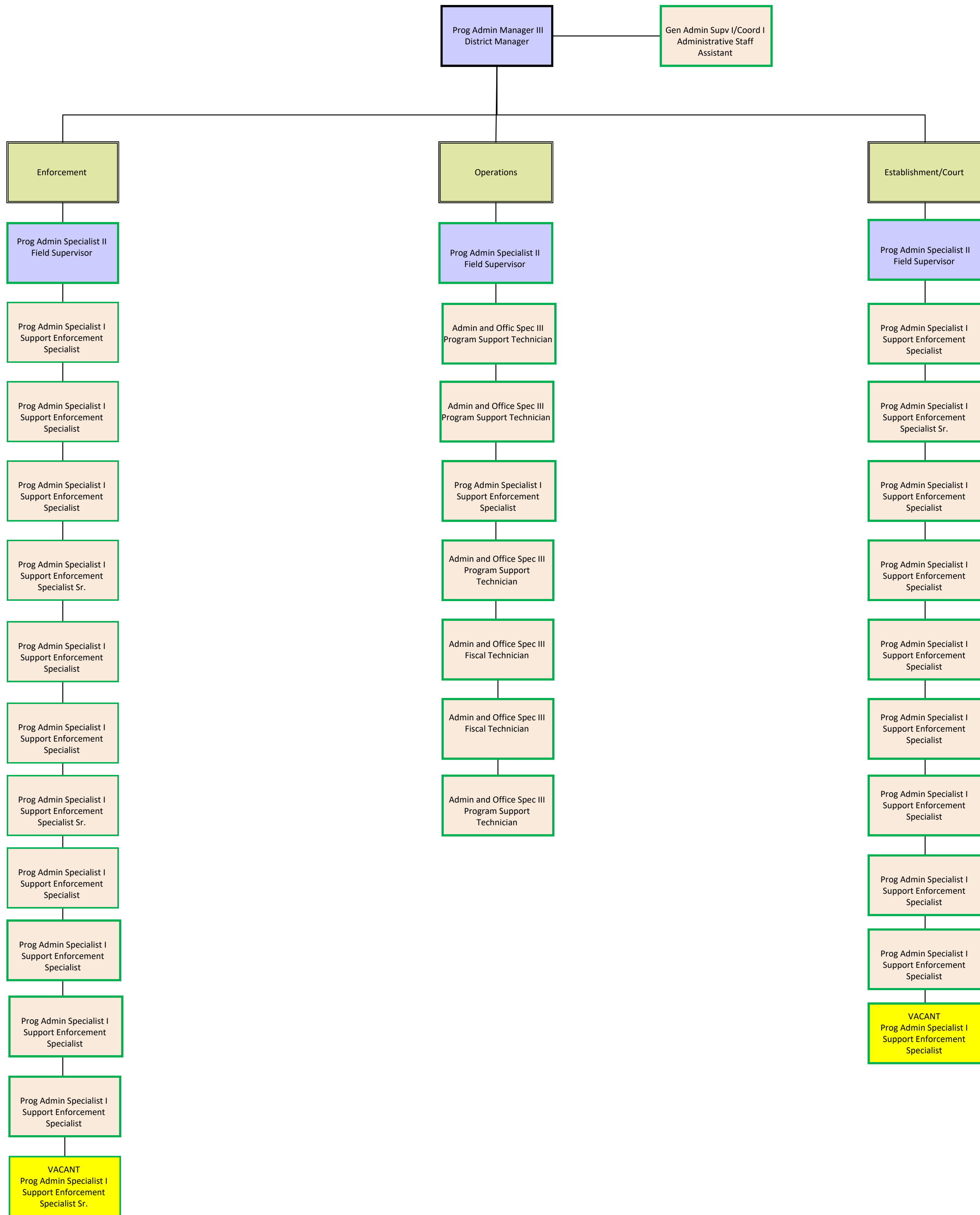


DIVISION OF BUSINESS OPERATIONS
STATE DISBURSEMENT





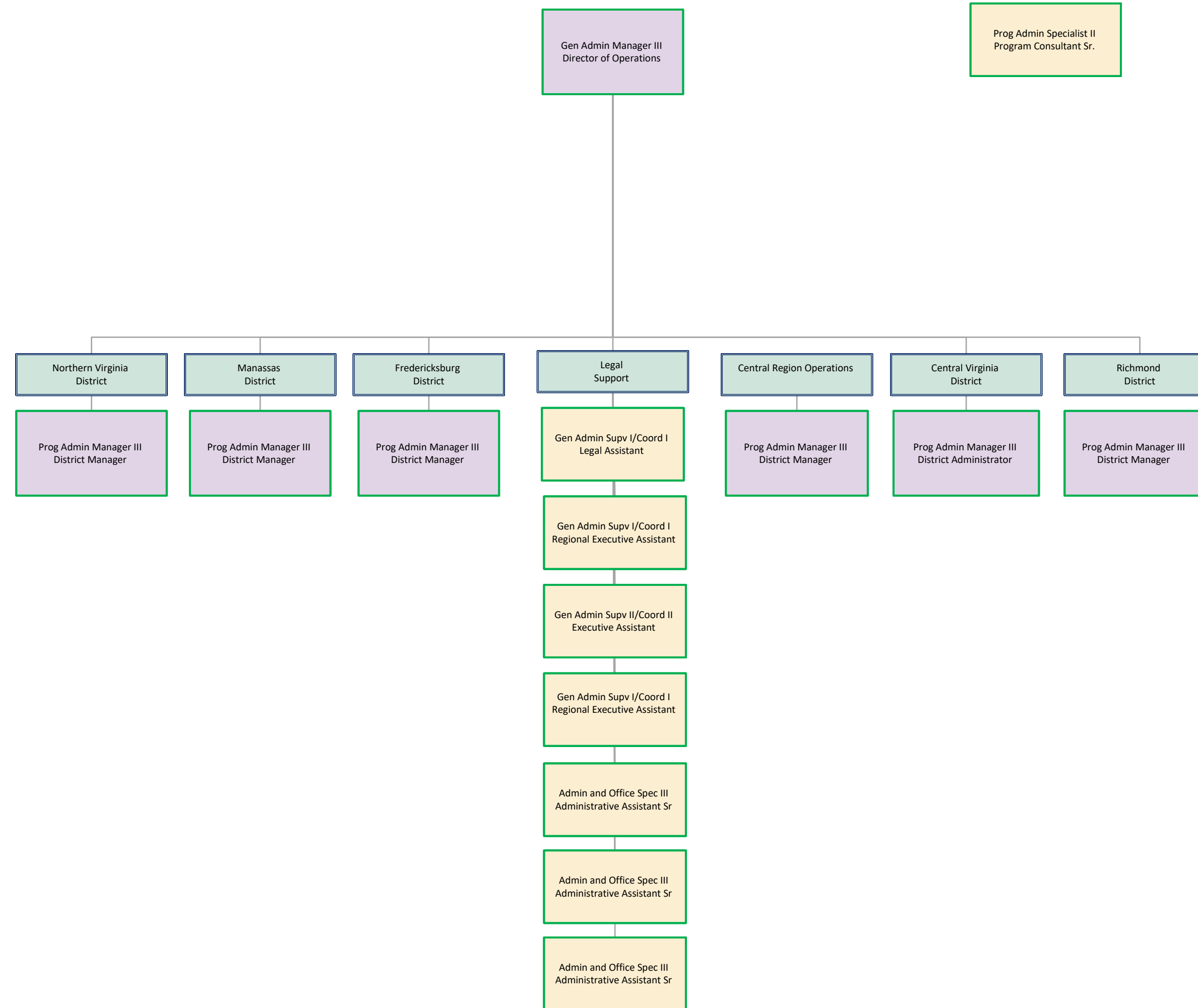
DIVISION OF CHILD SUPPORT ENFORCEMENT
(DCSE) ABINGDON DISTRICT





VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

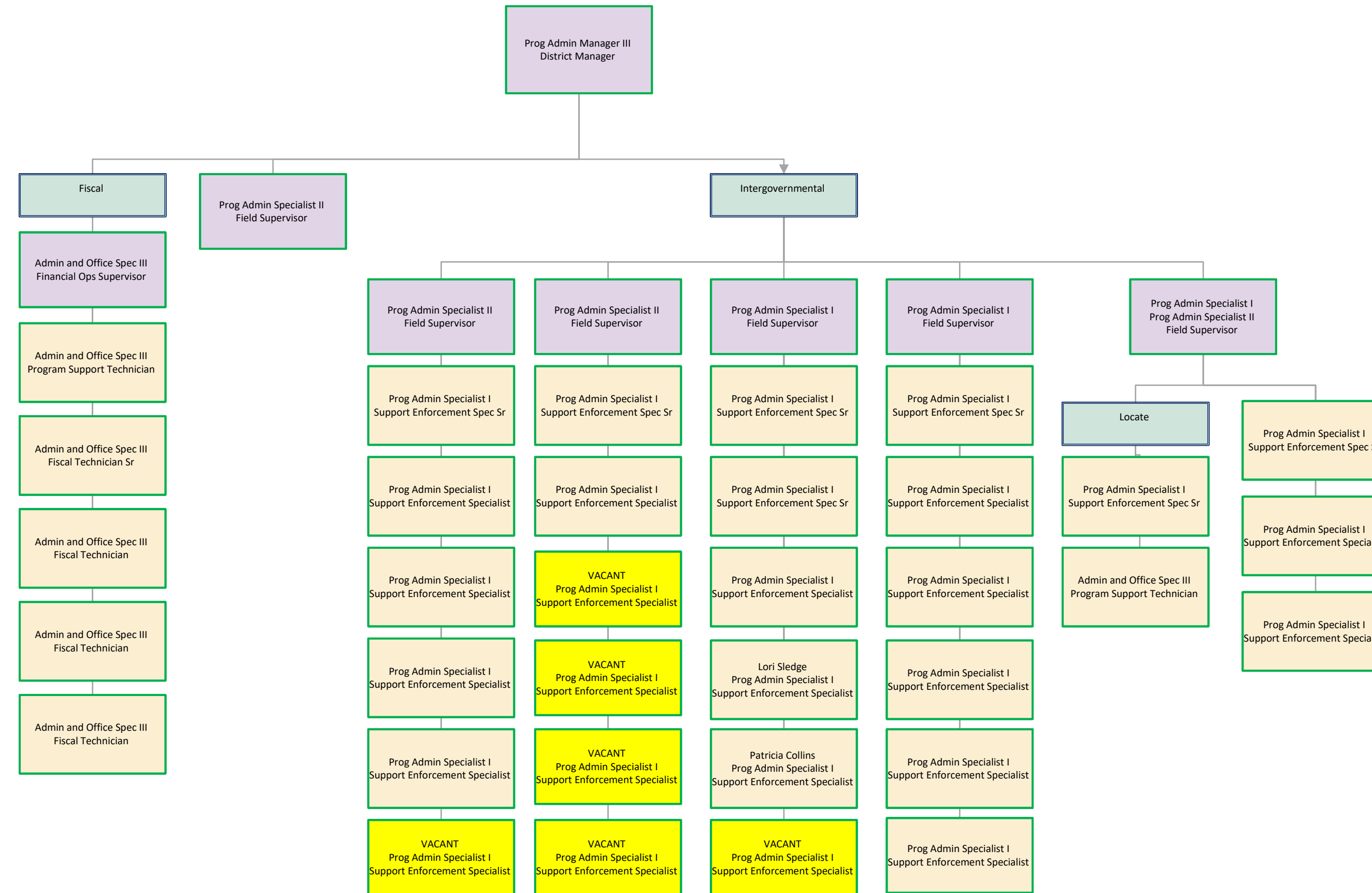
DIVISION OF CHILD SUPPORT ENFORCEMENT
CENTRAL REGION





VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

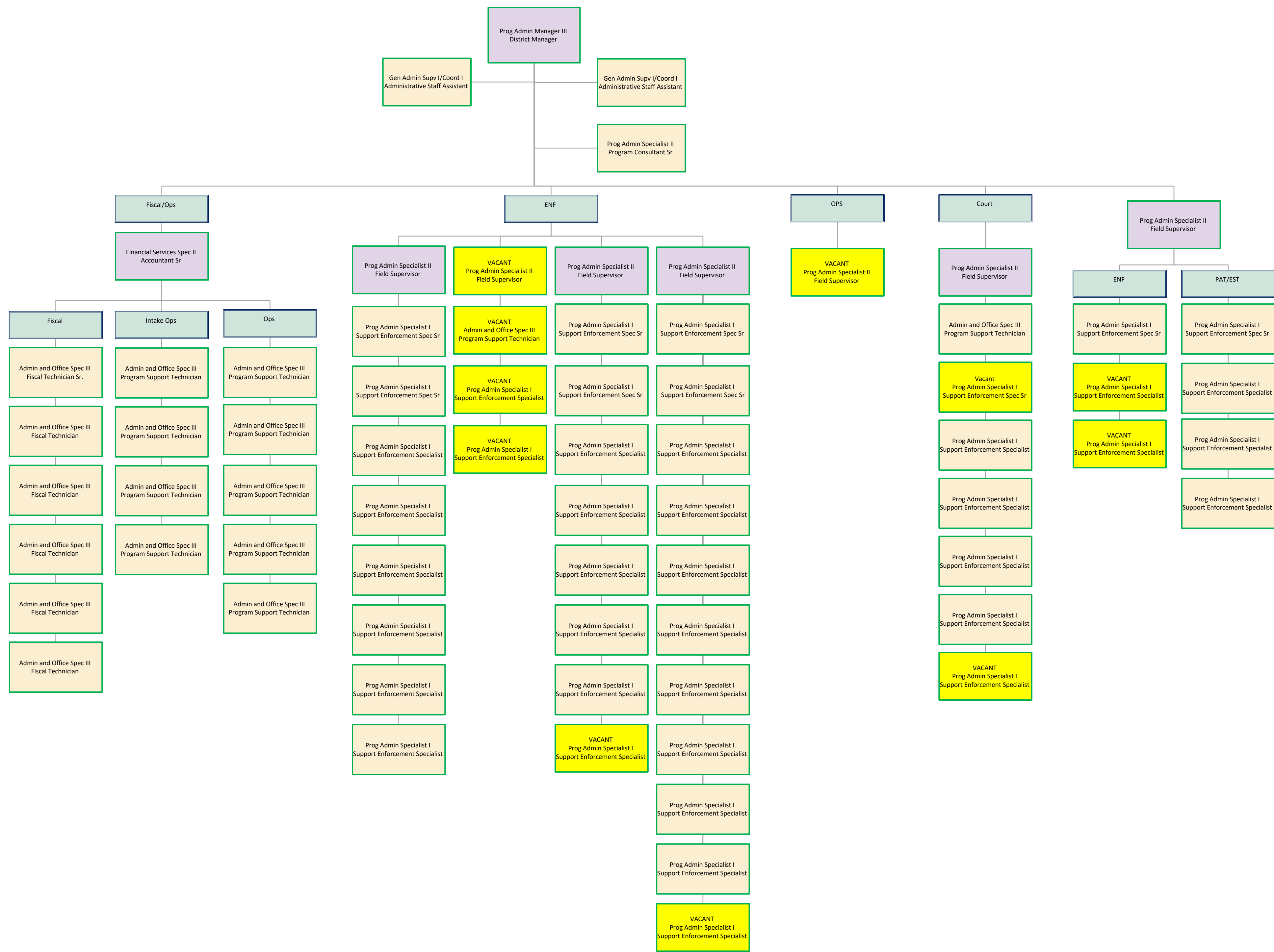
DIVISION OF CHILD SUPPORT ENFORCEMENT
CENTRAL REGION OPERATIONS





VIRGINIA DEPARTMENT OF SOCIAL SERVICES

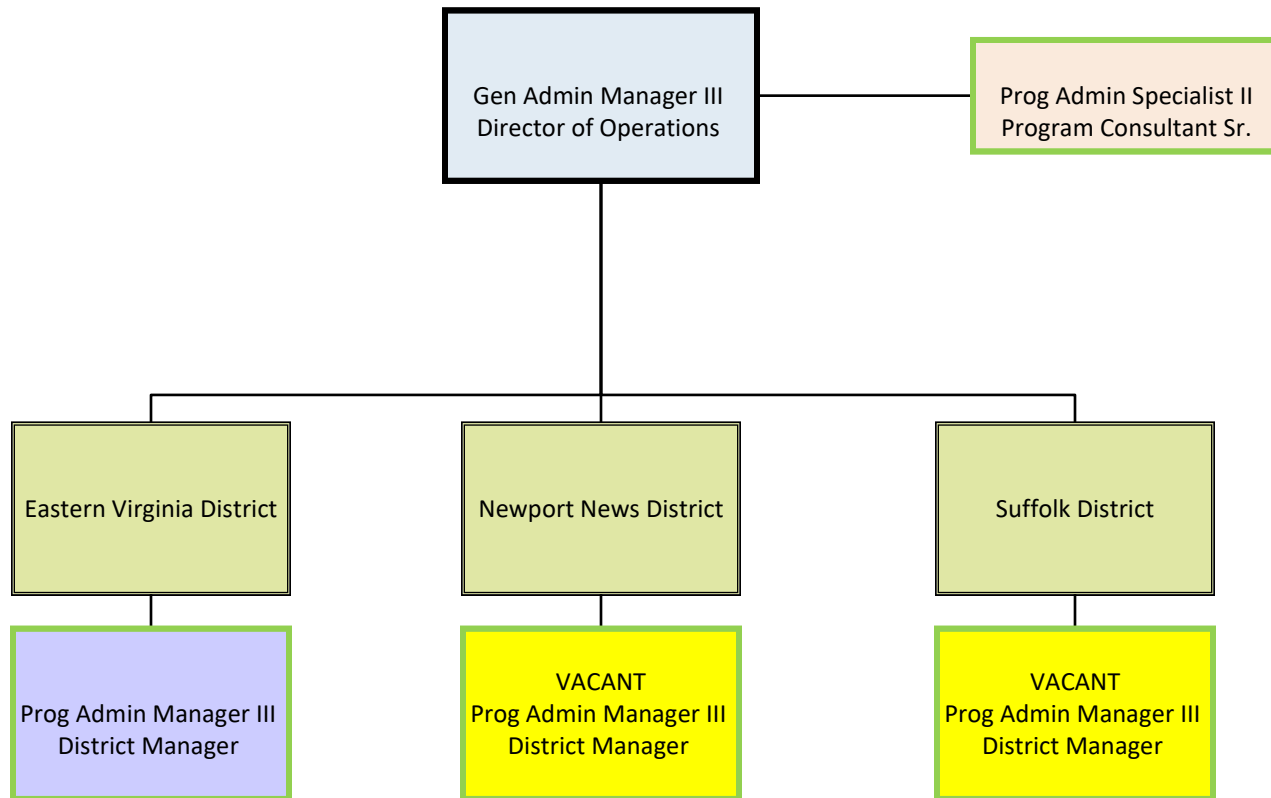
DIVISION OF CHILD SUPPORT ENFORCEMENT
CENTRAL VIRGINIA DISTRICT





VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

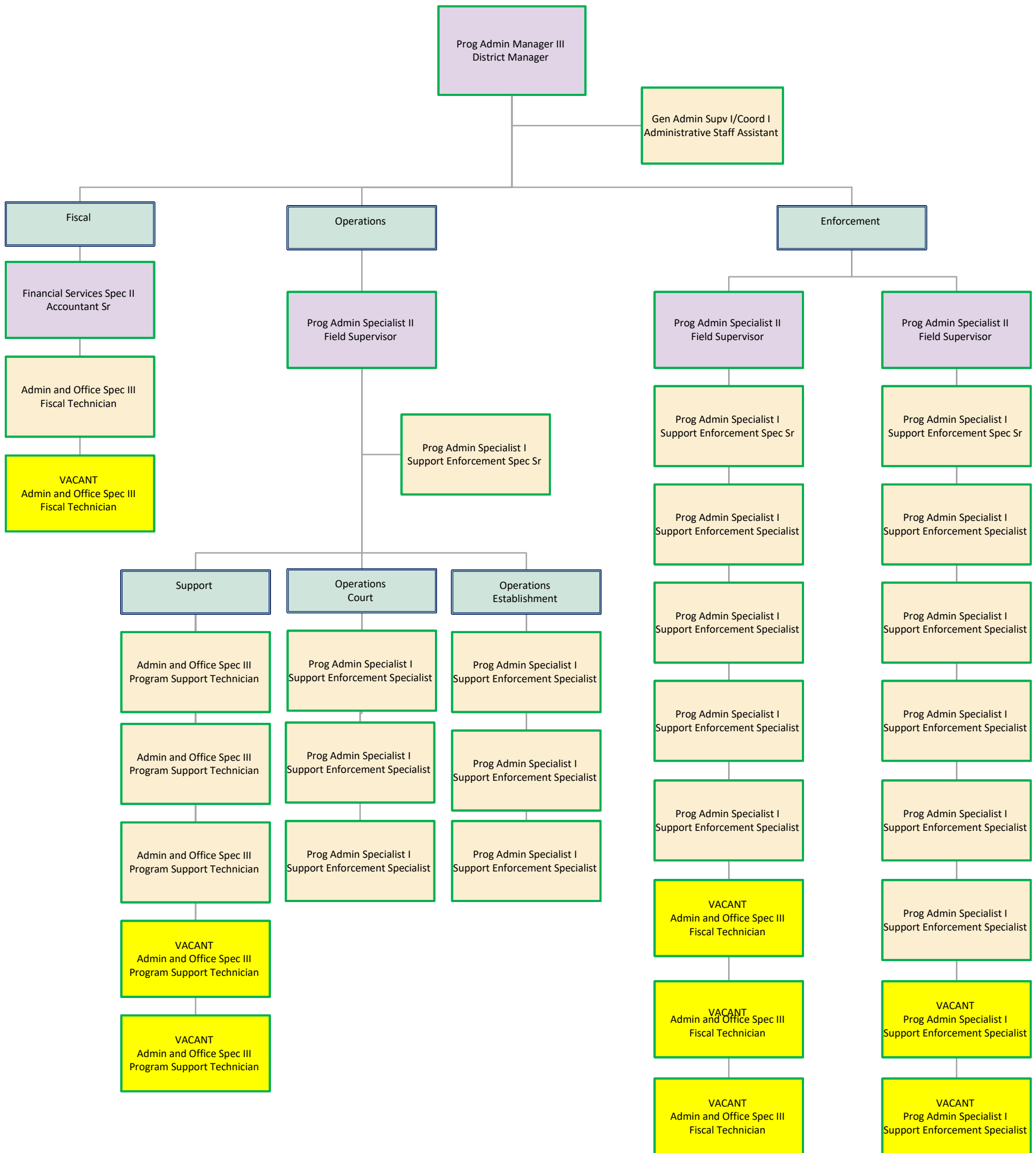
DIVISION OF CHILD SUPPORT ENFORCEMENT (DCSE) EASTERN REGION





VIRGINIA DEPARTMENT OF SOCIAL SERVICES

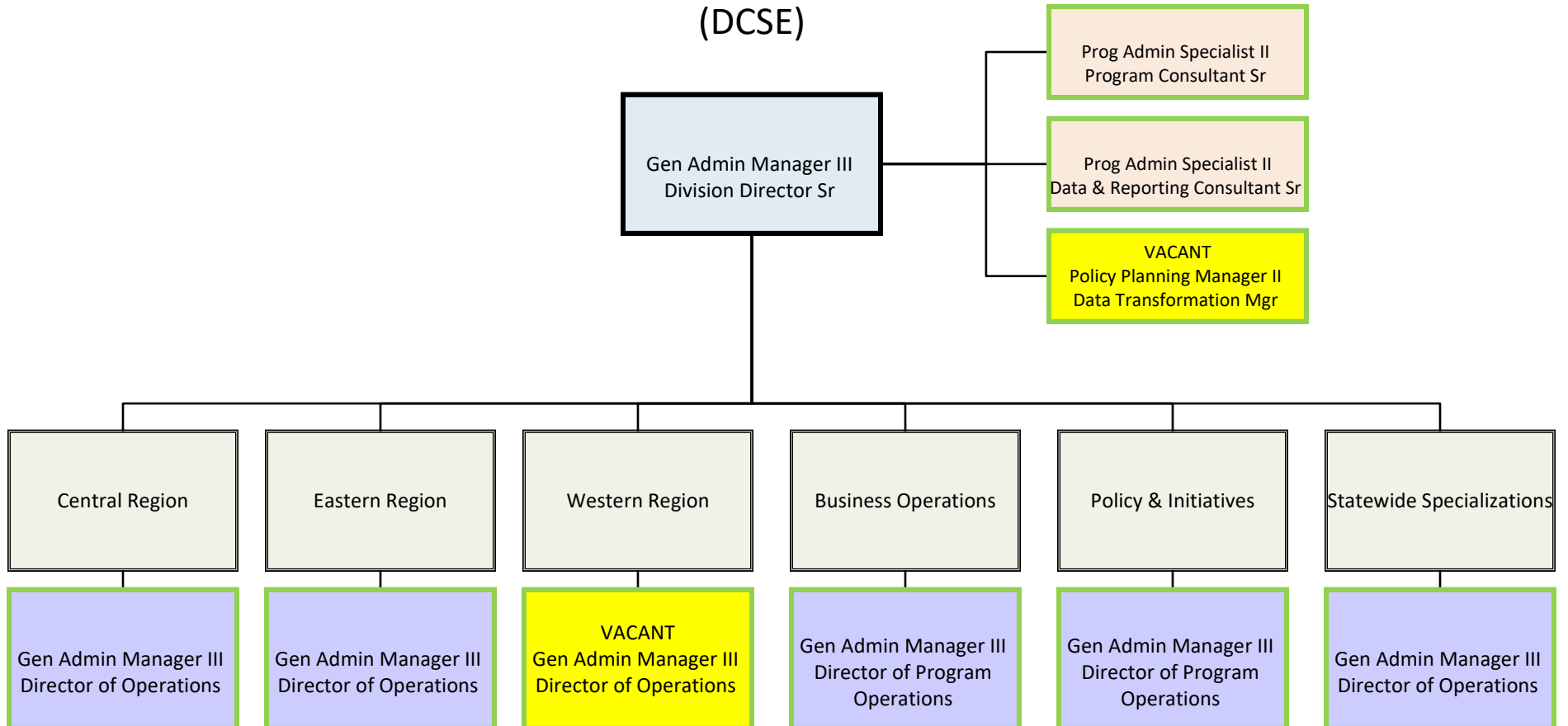
DIVISION OF CHILD SUPPORT ENFORCEMENT
FREDERICKSBURG DISTRICT



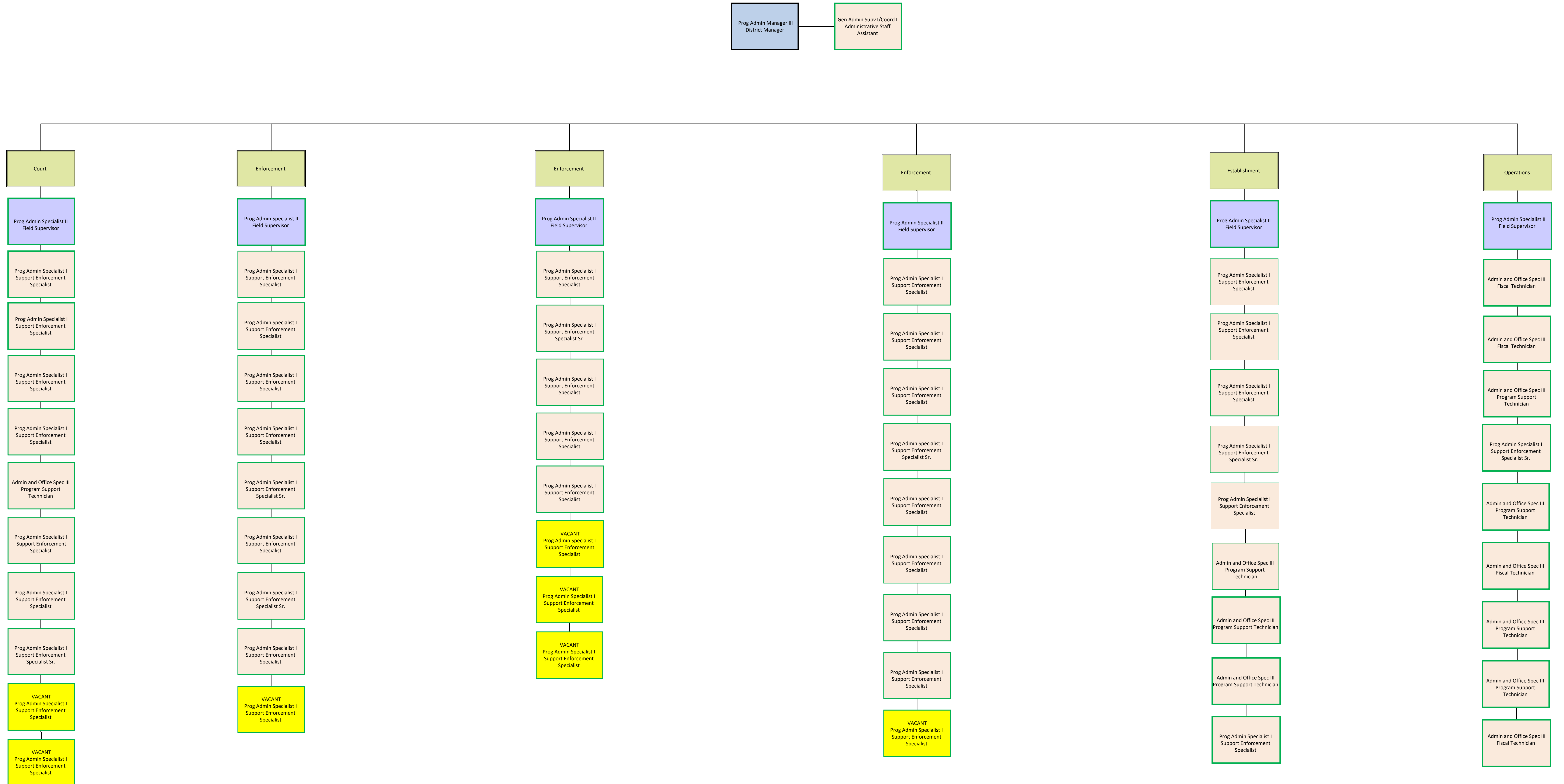


VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

DIVISION OF CHILD SUPPORT ENFORCEMENT (DCSE)



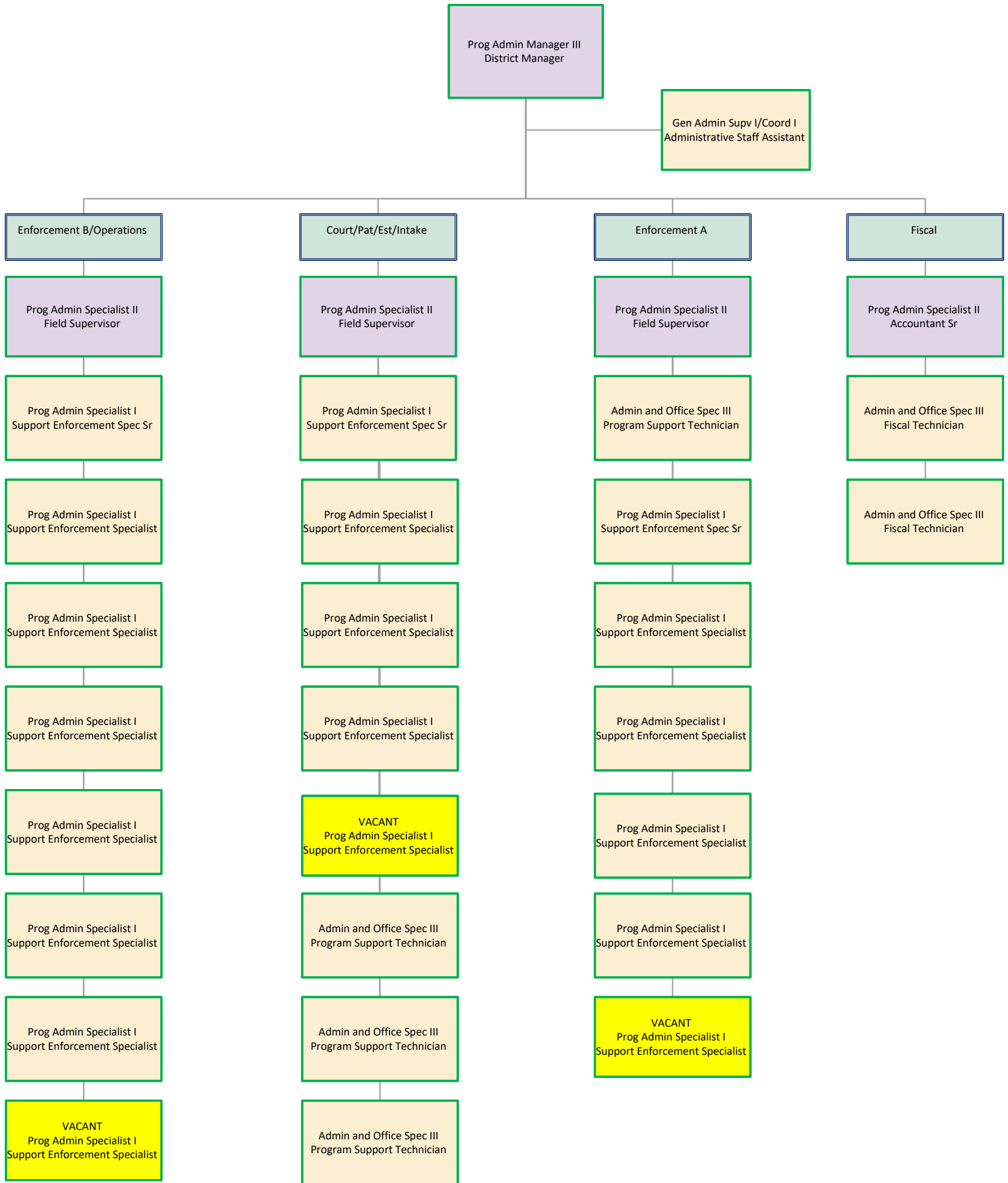
DIVISION OF CHILD SUPPORT ENFORCEMENT
(DCSE) LYNCHBURG DISTRICT





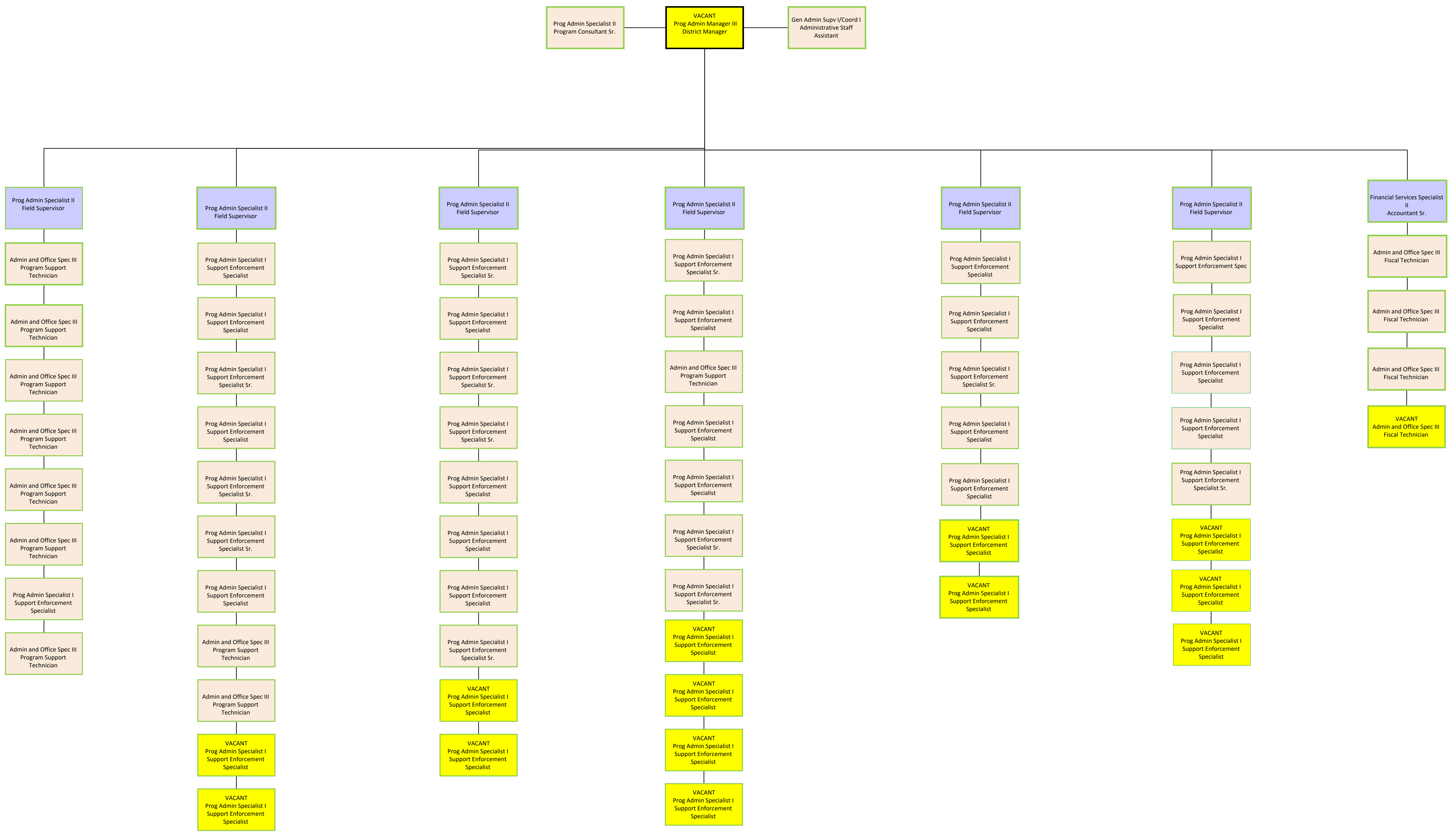
VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

DIVISION OF CHILD SUPPORT ENFORCEMENT
MANASSAS DISTRICT





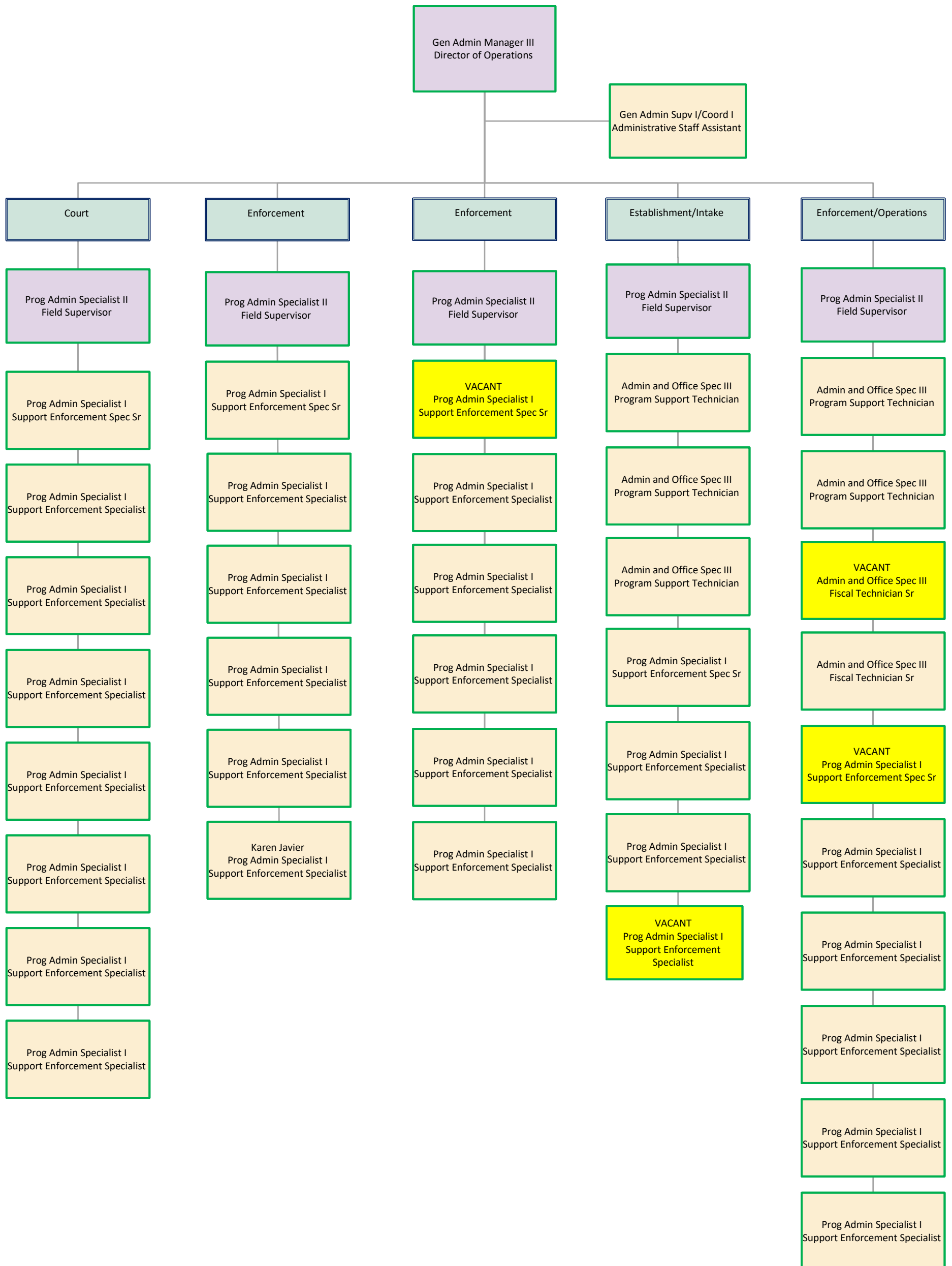
DIVISION OF CHILD SUPPORT ENFORCEMENT
(DCSE) NEWPORT NEWS DISTRICT



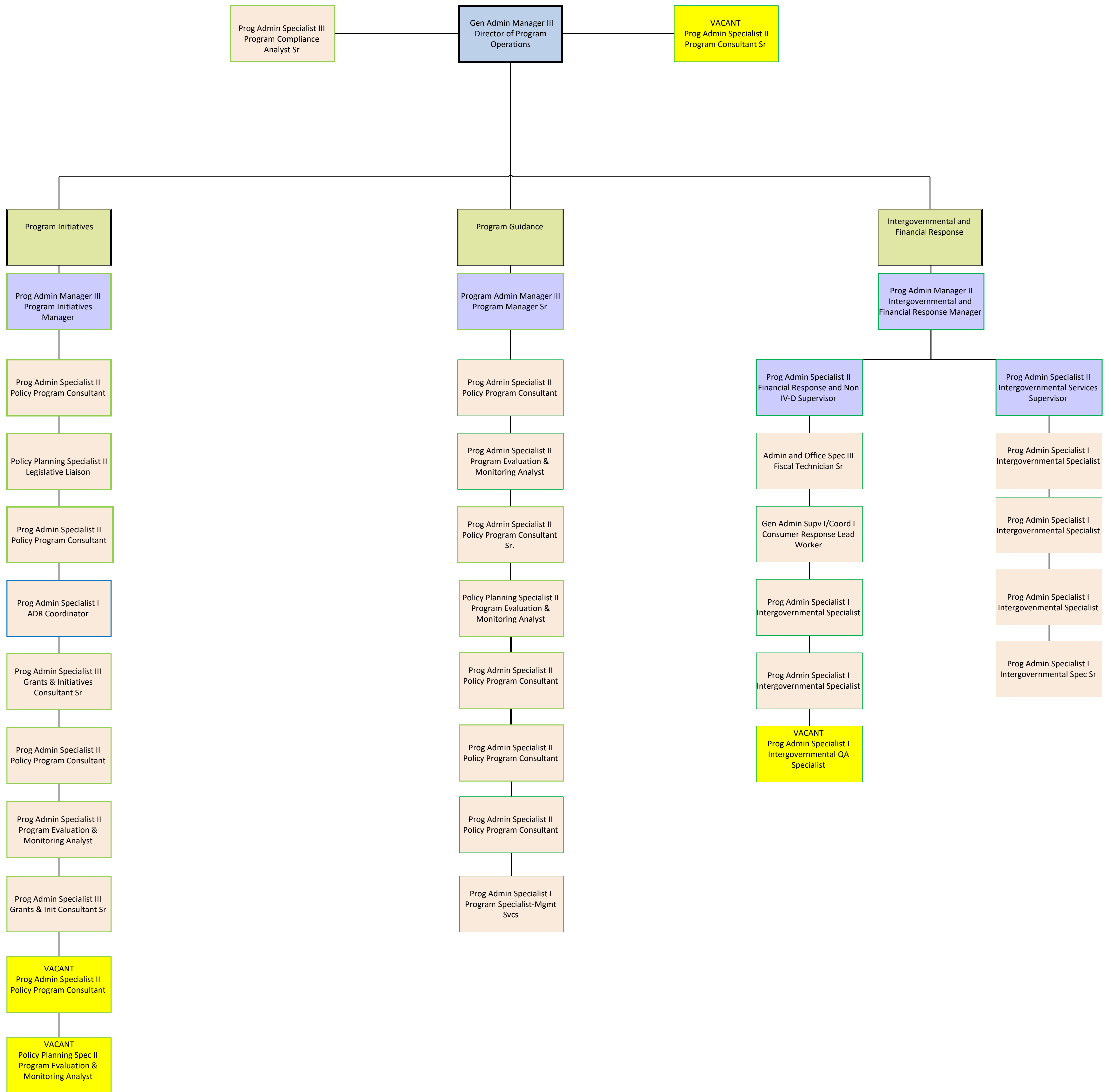


VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

DIVISION OF CHILD SUPPORT ENFORCEMENT
NORTHERN VIRGINIA DISTRICT

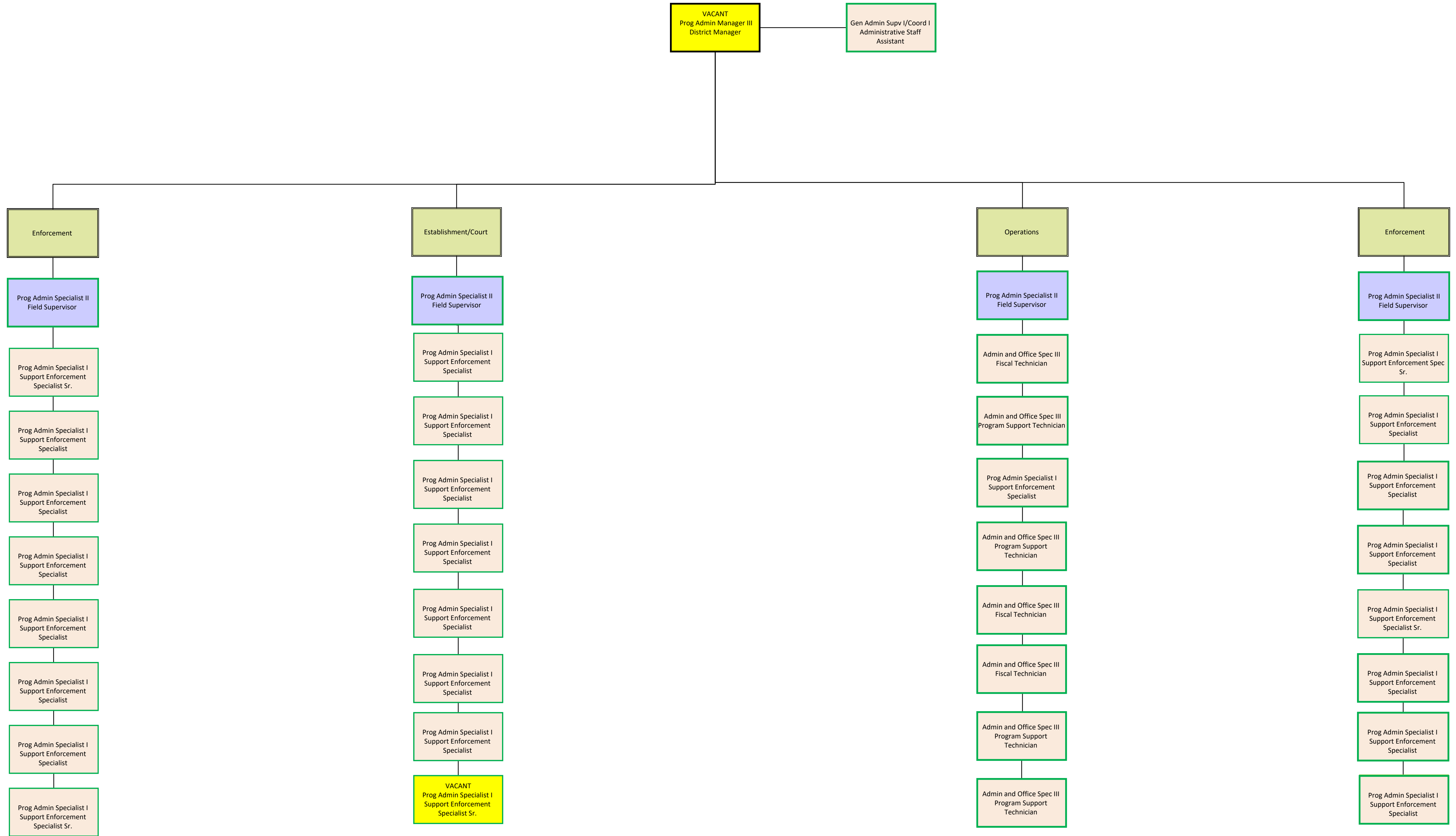


DIVISION OF CHILD SUPPORT ENFORCEMENT
(DCSE) POLICY AND INITIATIVES



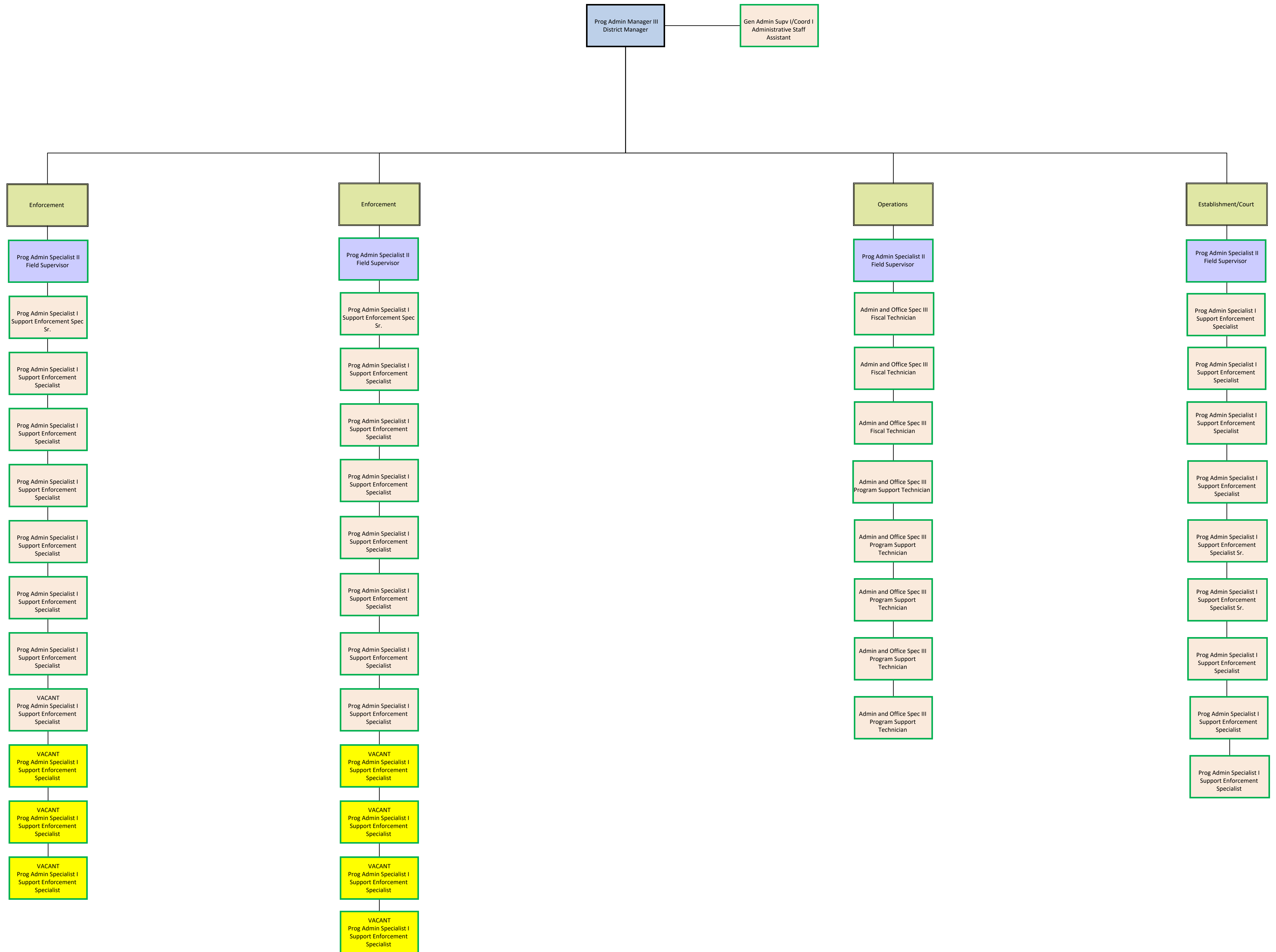


DIVISION OF CHILD SUPPORT ENFORCEMENT
(DCSE) SUFFOLK DISTRICT





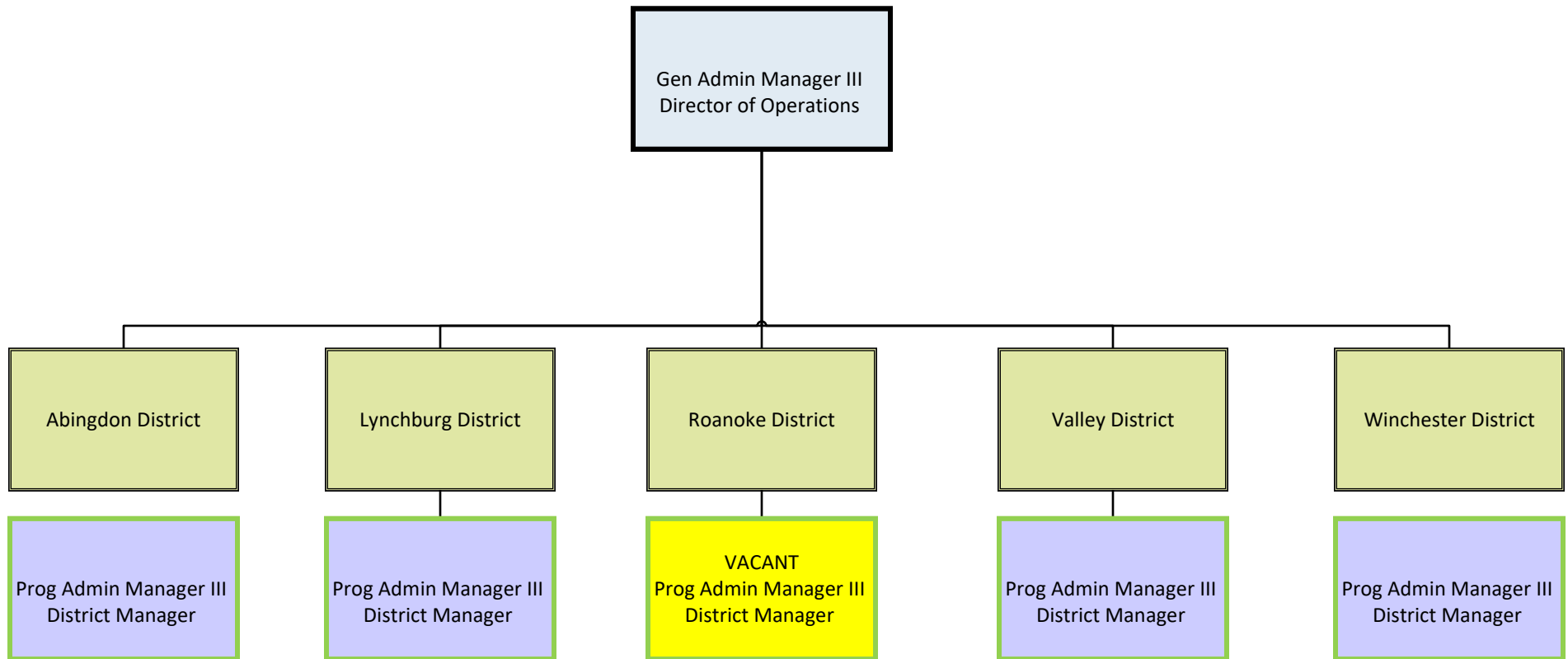
DIVISION OF CHILD SUPPORT ENFORCEMENT
(DCSE) VALLEY DISTRICT



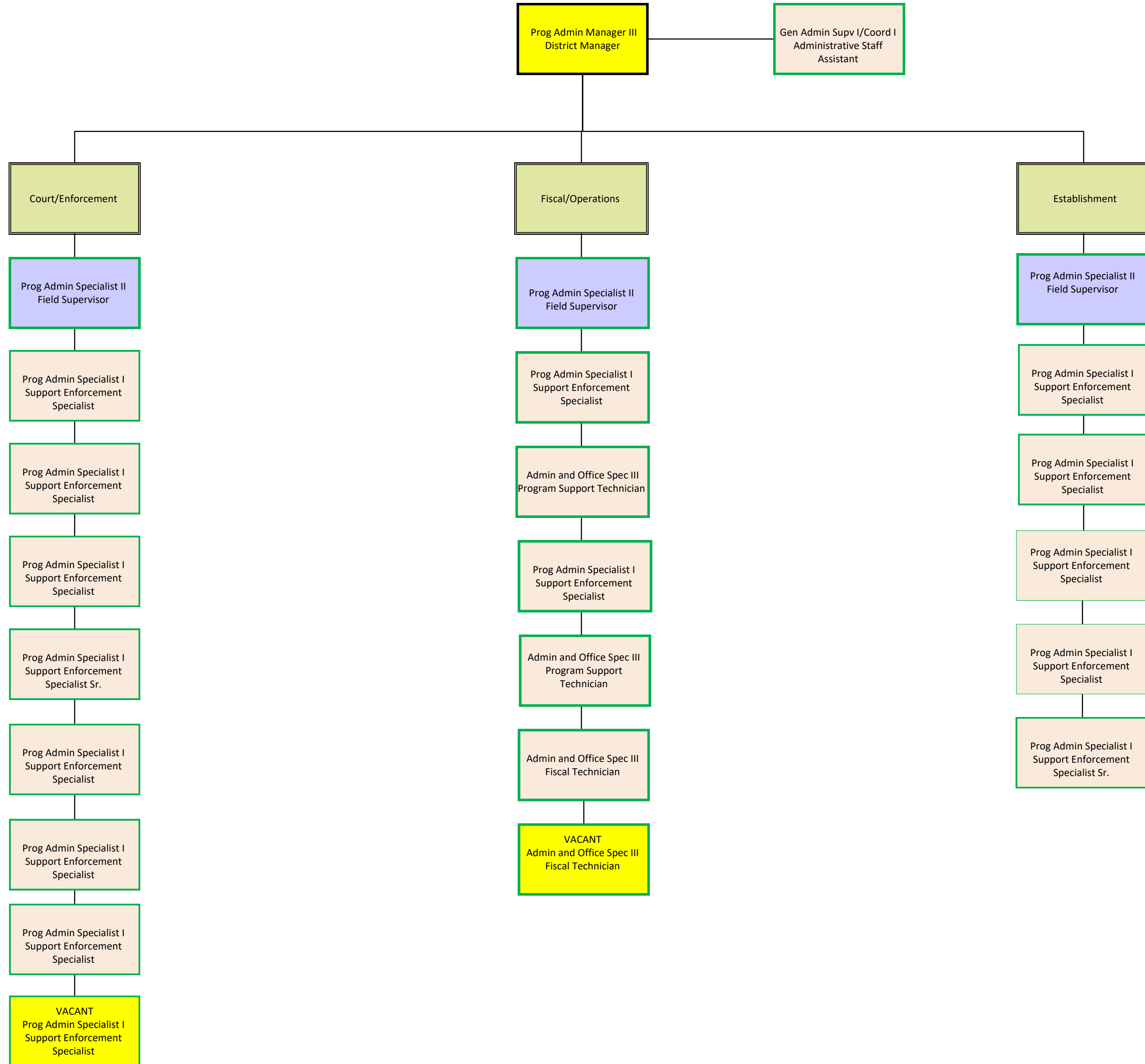


VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

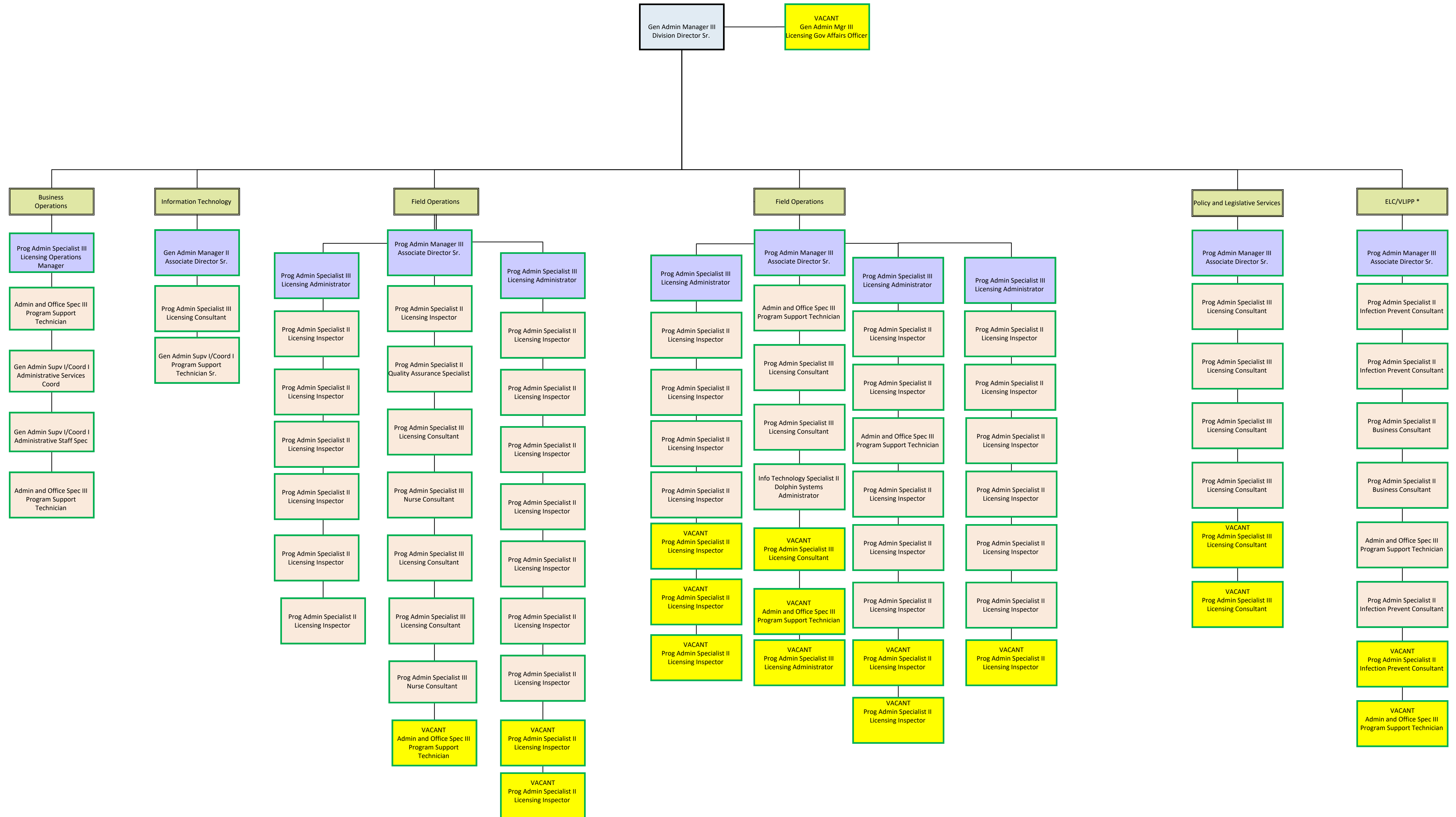
DIVISION OF CHILD SUPPORT ENFORCEMENT (DCSE) WESTERN REGION



**DIVISION OF CHILD SUPPORT ENFORCEMENT
 (DCSE) WINCHESTER DISTRICT**



DIVISION OF LICENSING PROGRAMS (DOLP)

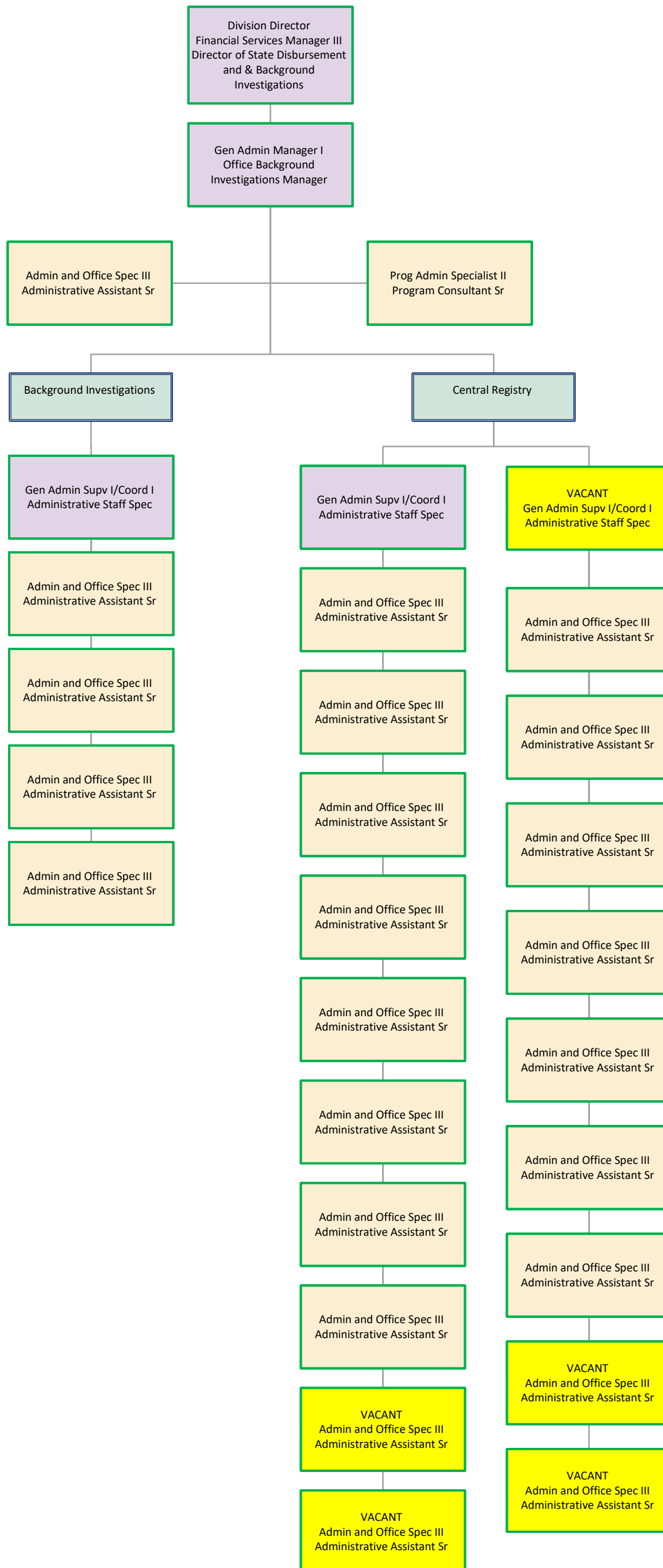


*Grant funded positions set to expire July 2024

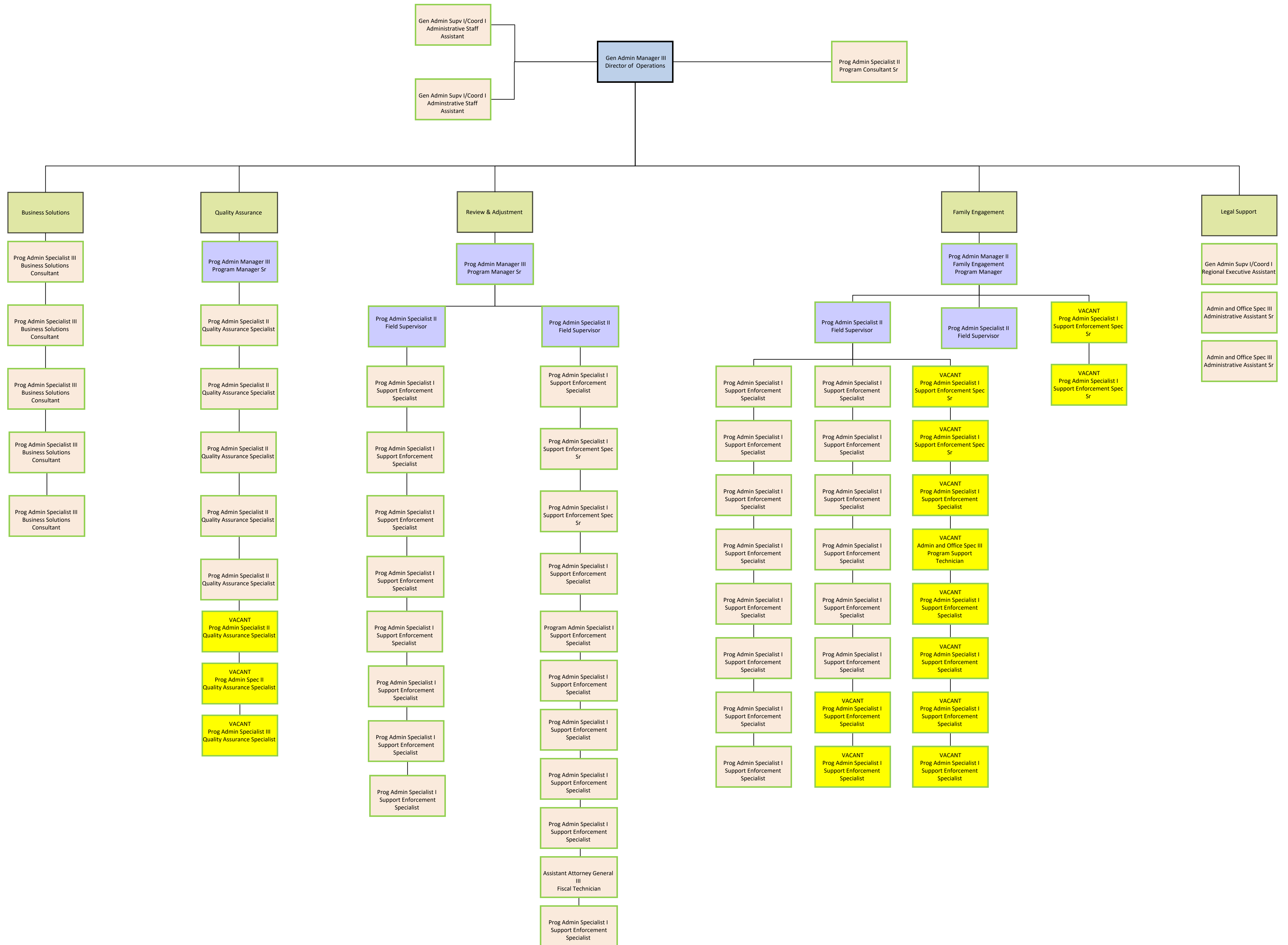


VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

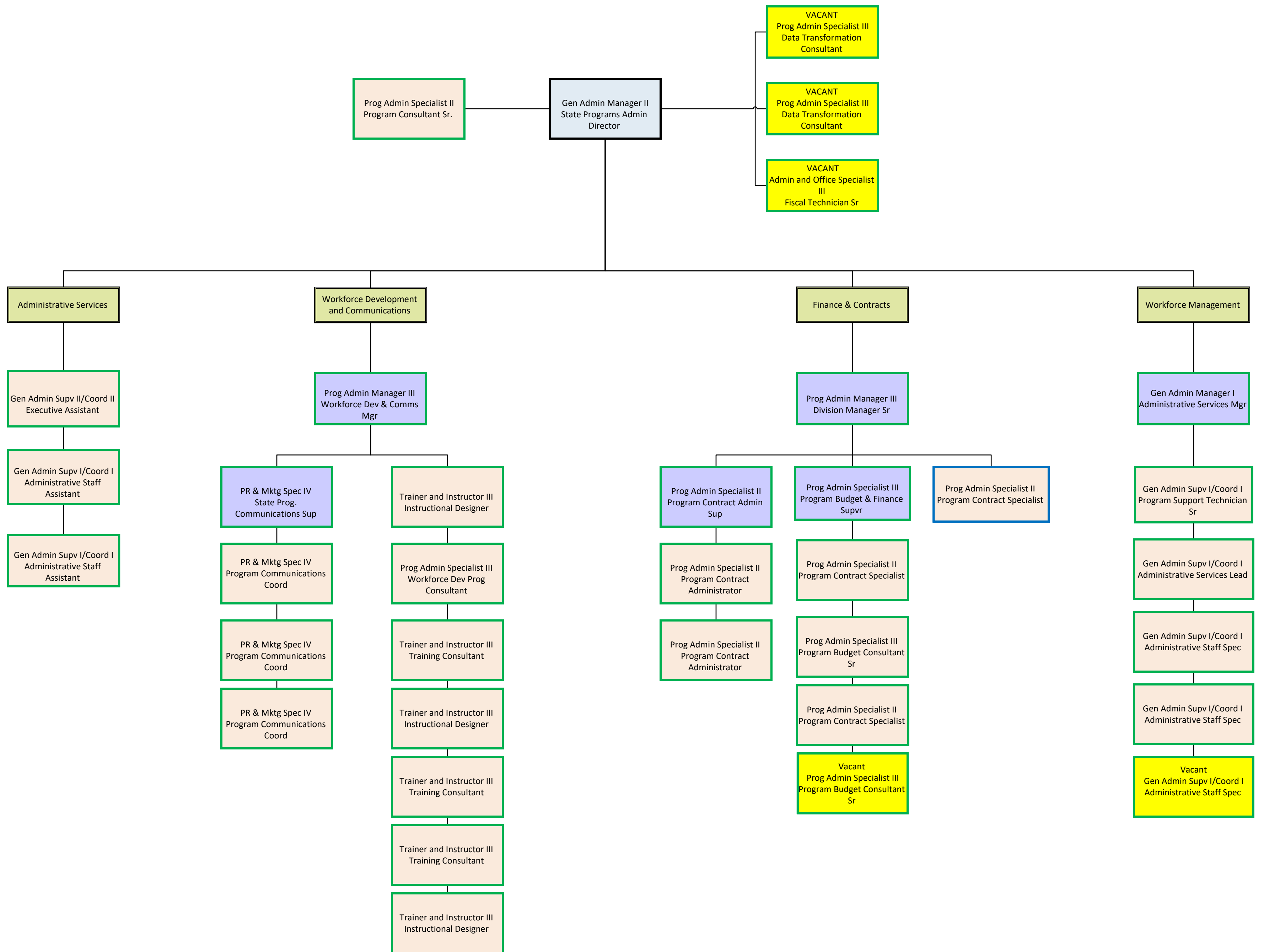
DIVISION OF BUSINESS OPERATIONS
BACKGROUND OPERATIONS



DIVISION OF CHILD SUPPORT ENFORCEMENT
(DCSE) STATEWIDE SPECIALIZATIONS



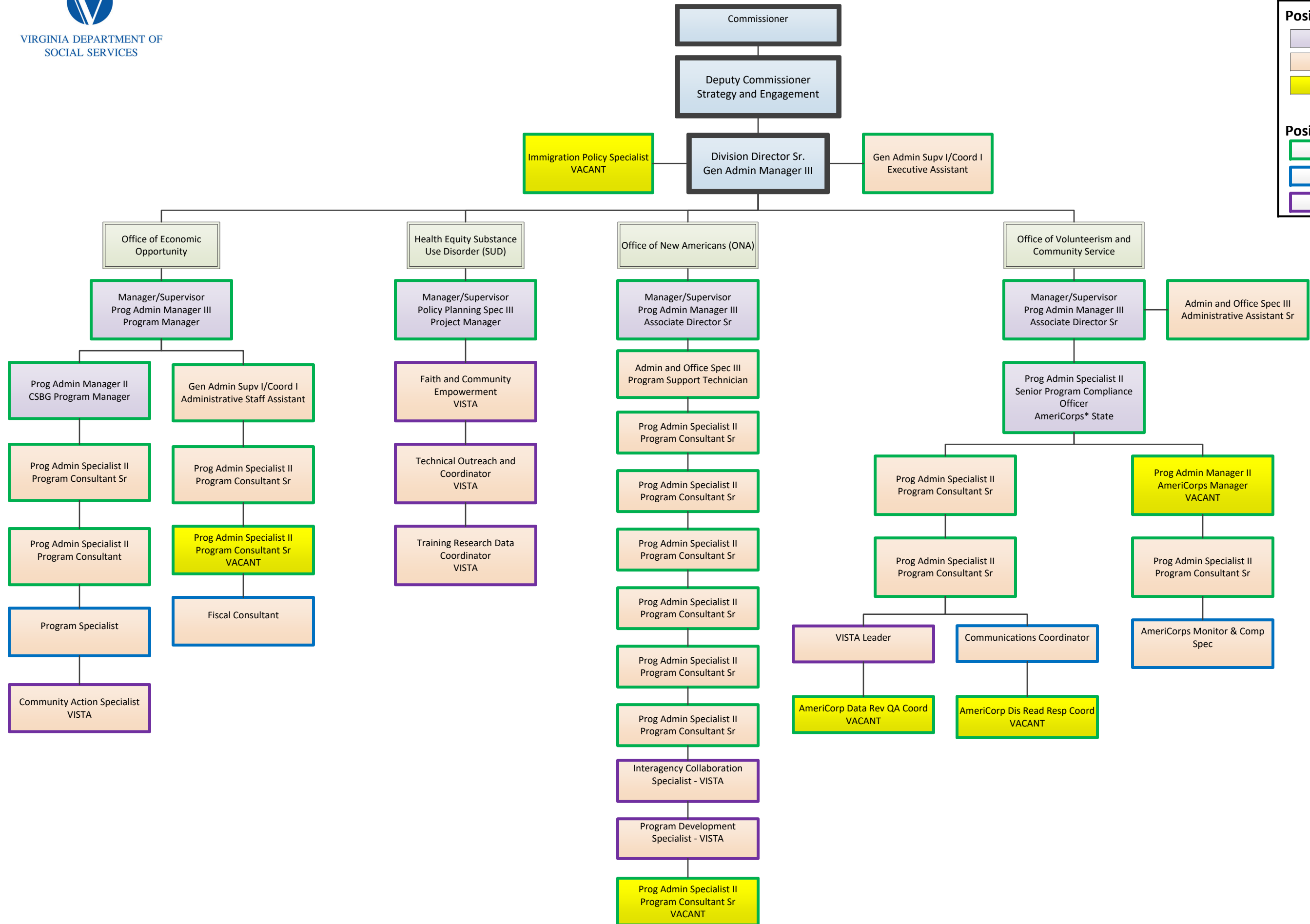
DIVISION OF SUPPORT AND
TRANSFORMATION (S&T)





DIVISION OF COMMUNITY AND VOLUNTEER SERVICES (CVS)

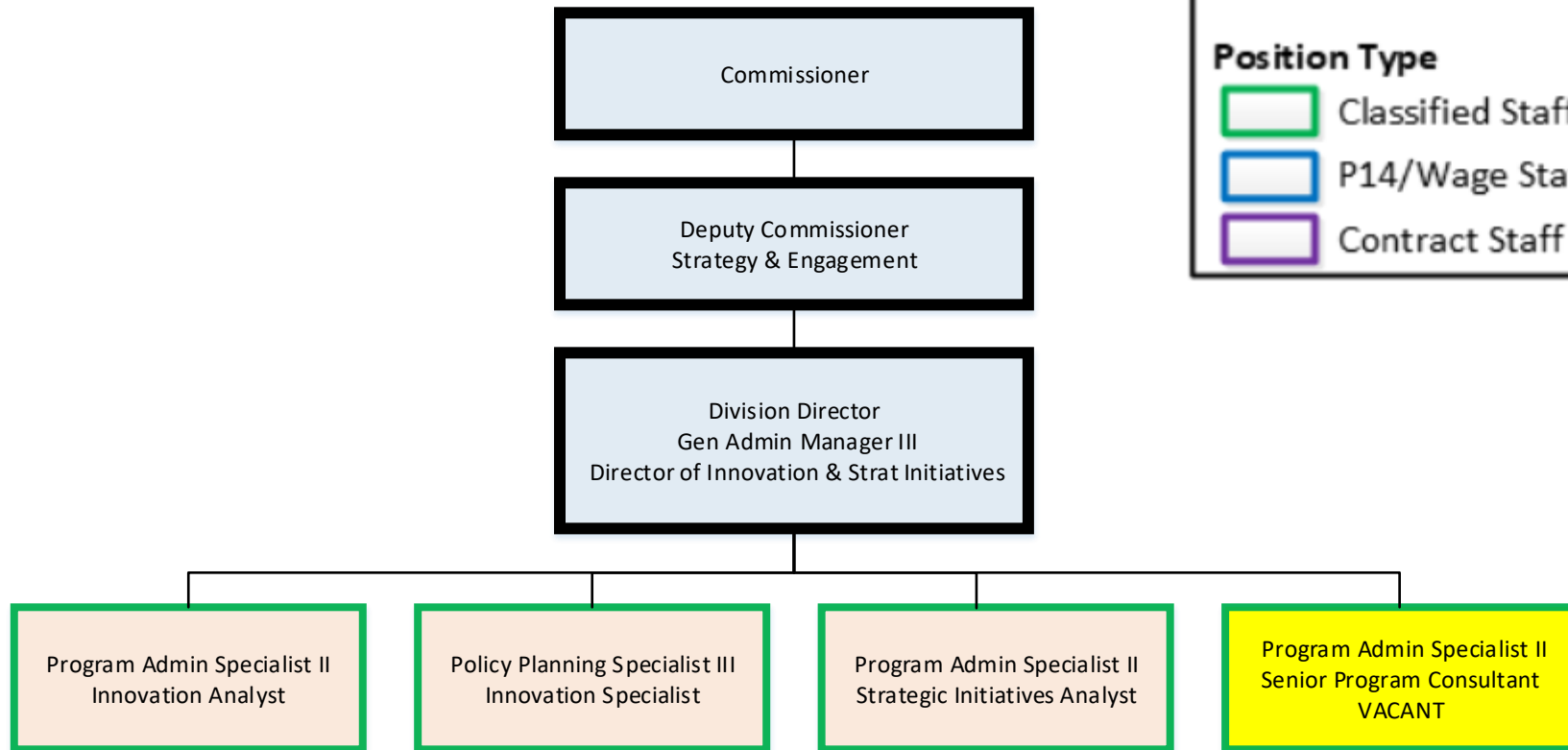
LEGEND	
Position Level	
	Manager/Supervisor
	Staff Member
	Vacant
Position Type	
	Classified Staff
	P14/Wage Staff
	Contract Staff





VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

OFFICE OF INNOVATION AND STRATEGIC
INITIATIVES (OISI)





VIRGINIA DEPARTMENT OF SOCIAL SERVICES

OFFICE OF RESEARCH & PLANNING

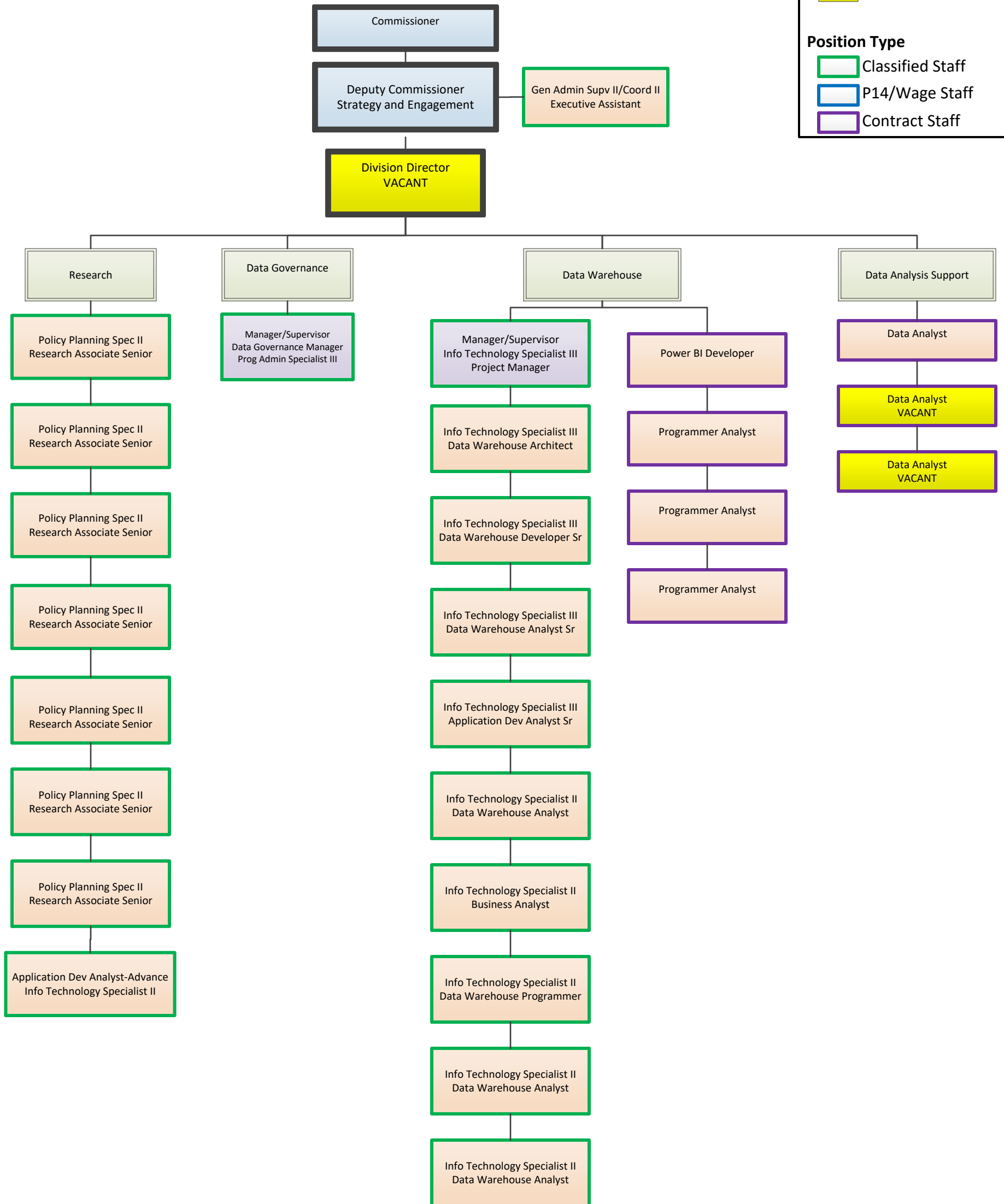
LEGEND

Position Level

- Manager/Supervisor
- Staff Member
- Vacant

Position Type

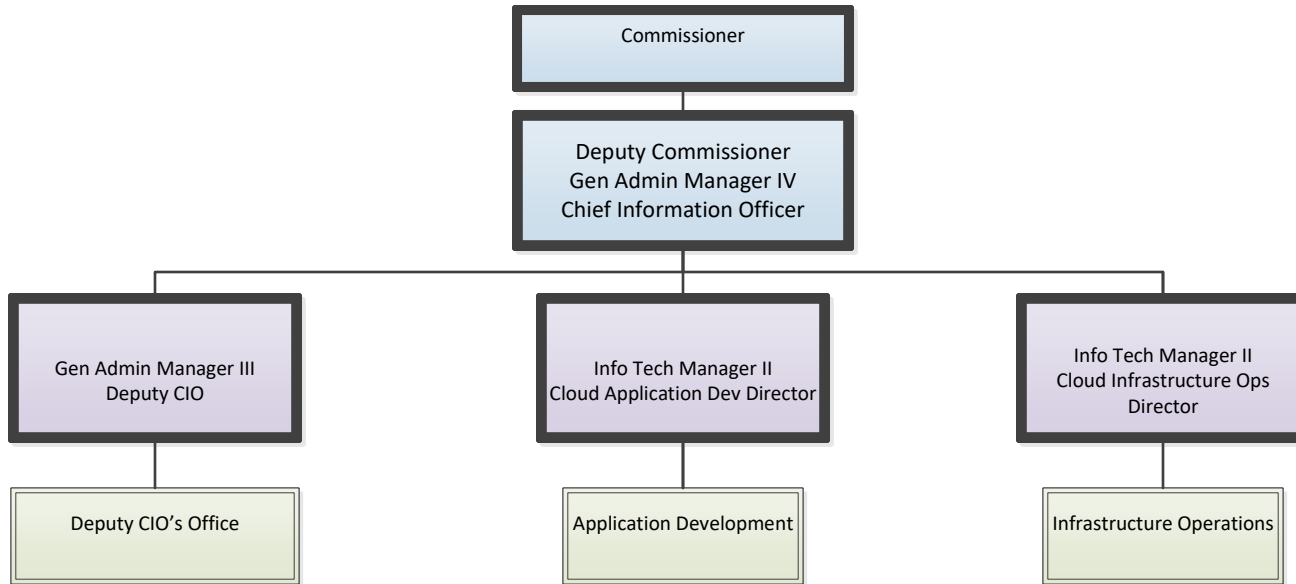
- Classified Staff
- P14/Wage Staff
- Contract Staff





VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

INFORMATION TECHNOLOGY SERVICES



LEGEND	
Position Level	
	Manager/Supervisor
	Staff Member
	Vacant
Position Type	
	Classified Staff
	P14/Wage Staff
	Contract Staff



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

INFORMATION TECHNOLOGY SERVICES

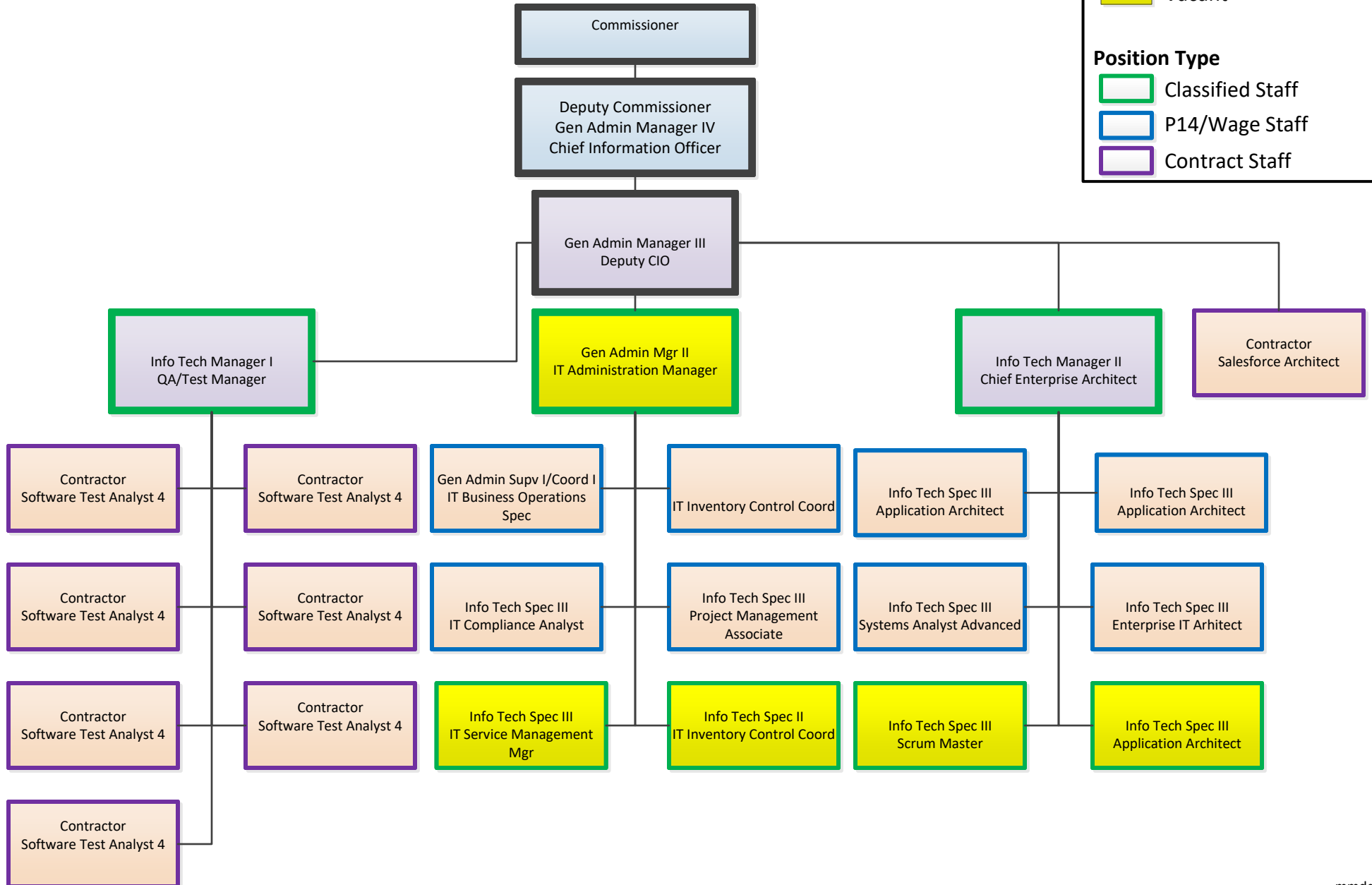
LEGEND

Position Level

- Manager/Supervisor
- Staff Member
- Vacant

Position Type

- Classified Staff
- P14/Wage Staff
- Contract Staff





VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

APPLICATION DEVELOPMENT

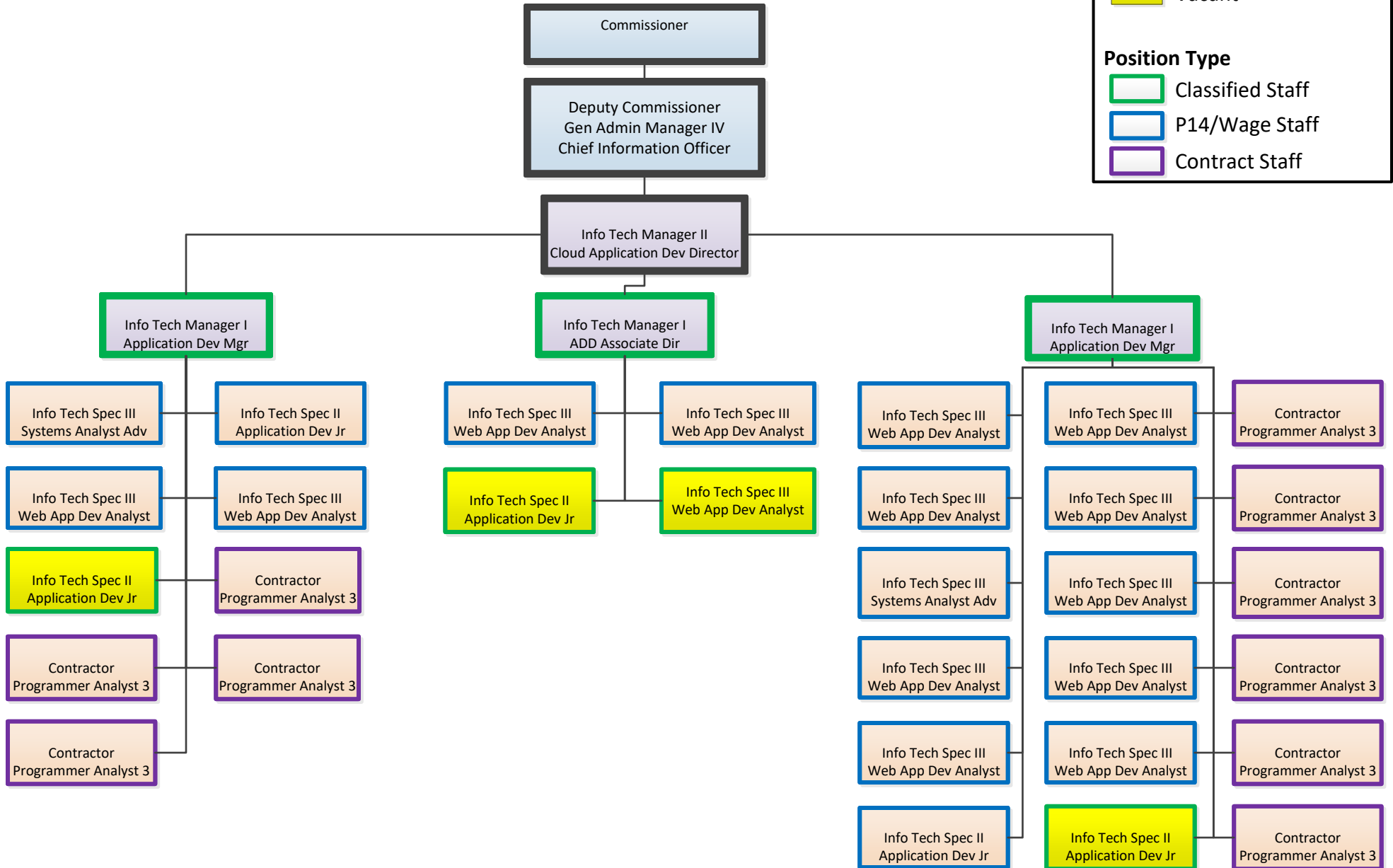
LEGEND

Position Level

- Manager/Supervisor
- Staff Member
- Vacant

Position Type

- Classified Staff
- P14/Wage Staff
- Contract Staff



2023 VDSS Positions			
Portfolio:	Commissioner's Office		
Salaried Positions			
Position Role Name	Work Title	Number of Positions	
Admin and Office Spec III	Program Support Technician	3	
Audit Services Manager III	Division Director Sr	1	
Commissioner of DSS	Commissioner	1	
Confidential Asst Policy/Admin	Confidential Asst Policy/Admin	1	
Gen Admin Supv I/Coord I	Administrative Staff Assistant	1	
Gen Admin Supv II/Coord II	Administrative Manager	1	
Gen Admin Supv II/Coord II	Executive Assist to the Comm	1	
Hearing Legal Servcs Mgr III	Division Director	1	
Hearing Legal Servcs Offcr III	Hearings Officer Sr	3	
Hearing Legal Servcs Offcr II	Hearings Officer	8	
Policy Planning Spec I	Statistical Analyst	1	
Prog Admin Manager III	Associate Director	1	
Prog Admin Specialist III	Program Lead	1	
Prog Admin Specialist II	Field Supervisor	4	
Prog Admin Specialist II	Program Consultant Sr	3	
Prog Admin Specialist II	Quality Assurance Specialist	3	
Prog Admin Specialist II	Quality Assurance Supervisor	1	
Prog Admin Specialist II	Subrecipnt Monitor FOIA Coord	1	
Prog Admin Specialist I	Quality Assurance Analyst	21	
Sr Asst Attorney General I-DSS	Sr Asst Attorney General I-DSS	1	
		58	Total
Wage Positions			
Position Role Name	Work Title	Number of Positions	
Policy Planning Spec II	Research Associate Sr	1	
Policy Planning Spec IV	Special Advisor	1	
Policy Planning Spec I	Assistant Statistical Analyst	1	
PR & Mktg Spec IV	Content/Speechwriter	1	
Prog Admin Specialist II	SNAP Mgmt Evaluation Reviewer	1	
		5	Total

2023 VDSS Positions			
Portfolio:	Employee & Organizational Strategy		
Salaried Positions			
Position Role Name	Work Title	Number of Positions	
Admin and Office Spec III	HR Operations Assistant	1	
Gen Admin Manager III	Assist Deputy Emp Org Strat	1	
Gen Admin Manager IV	Deputy Employee & Org Strategy	1	
Gen Admin Supv I/Coord I	Administrative Coordinator	1	
Gen Admin Supv II/Coord II	Administrative Services Mgr	1	
Human Resource Analyst III	OD Consultant Sr	1	
Human Resource Analyst II	Class & Comp Consultant	2	
Human Resource Analyst II	Employee Relations Consultant	1	
Human Resource Analyst II	HR Local Generalist	3	
Human Resource Analyst II	HR Policy Analyst Sr	1	
Human Resource Analyst II	HR Security Administrator	1	
Human Resource Analyst II	Human Resource Analyst II	2	
Human Resource Analyst II	Recruiter	5	
Human Resource Analyst I	Benefits Administrator	2	
Human Resource Analyst I	HR Operations Specialist	1	
Human Resource Analyst I	Time & Attendance Analyst	1	
Human Resource Manager III	Division Director Sr	1	
Human Resource Manager II	Associate Director Sr	1	
Human Resource Manager II	Compliance Program Manager	1	
Human Resource Manager II	Local Support Program Manager	1	
Human Resource Manager II	Talent Acquisition Manager	1	
Human Resource Manager II	Total Rewards Program Manager	1	
Human Resource Manager I	Benefits & Shared Serv Ops Mgr	1	
Info Technology Specialist III	Associate Director	1	
Info Technology Specialist III	Digital Solutions Developer SR	1	
Info Technology Specialist III	HR Business Analyst Sr	1	
Info Technology Specialist II	Digital Solutions Developer	1	
Info Technology Specialist II	HR Business Analyst	2	
Media Specialist IV	Graphic Designer	1	
Policy Planning Spec III	Business Proc Reengin Consult	1	
Policy Planning Spec III	HR Business Process Consult Sr	1	
Policy Planning Spec III	OD Consultant Sr	2	
Policy Planning Spec II	HR Data Analyst	2	
PR & Mktg Mgr III	Associate Director	1	
PR & Mktg Spec IV	PR and Media Specialist	2	
PR & Mktg Spec V	Sr Communications Consultant	1	
Prog Admin Specialist II	Program Coordinator Sr	1	
Trainer and Instructor III	Learning & Dvlmt Consultant	1	
Trainer and Instructor III	Talent Development Specialist	1	
Training & Instruction Mgr II	Learn and Development Officer	1	

			53 Total
Wage Positions			
Position Role Name	Work Title	Number of Positions	
Admin and Office Spec III	Admin and Office Spec III	2	
Admin and Office Spec III	Fiscal Technician	1	
Gen Admin Supv I/Coord I	Program Coordinator	1	
Human Resource Analyst II	Human Resource Analyst II	1	
Intern	Intern	1	
Media Specialist III	Digital Designer	1	
Media Specialist II	Media Specialist II	1	
PR & Mktg Spec III	Web Content Coordinator	1	
PR & Mktg Spec IV	Content Writer	1	
			10 Total

2023 VDSS Positions			
Portfolio:	Human Services		
Salaried Positions			
Position Role Name	Work Title	Number of Positions	
Admin and Office Spec III	Administrative Assistant Sr	3	
Admin and Office Spec III	Administrative Asst Lead	1	
Admin and Office Spec III	Operational Support Specialist	1	
Financial Services Manager II	Budget and Finance Manager	1	
Financial Services Spec II	Budget & Finance Analyst, Sr.	1	
Financial Services Spec II	Budget and Finance Analyst Sr	1	
Financial Services Spec II	Financial Analyst Sr	1	
Gen Admin Manager III	Dir HS Workforce Dev & Train	1	
Gen Admin Manager III	Division Director Sr	2	
Gen Admin Manager III	Division Director, Sr.	1	
Gen Admin Manager III	Regional Director	4	
Gen Admin Manager II	Associate Director	1	
Gen Admin Manager II	Budget and Operations Manager	1	
Gen Admin Manager IV	Deputy Human Services	1	
Gen Admin Supv I/Coord I	Admin Staff Spec	1	
Gen Admin Supv I/Coord I	Administrative Services Coord	1	
Gen Admin Supv I/Coord I	Administrative Staff Assistant	3	
Gen Admin Supv I/Coord I	Administrative Staff Spec	8	
Gen Admin Supv I/Coord I	EAP Vendor Services Specialist	1	
Gen Admin Supv I/Coord I	Vendor Services Specialist	1	
Gen Admin Supv II/Coord II	Admin Services Manager	1	
Gen Admin Supv II/Coord II	Executive Assistant	1	
Gen Admin Supv II/Coord II	Regional Administrative Mgr	5	
Gen Admin Supv II/Coord II	Vendor Services Supervisor	1	
Info Technology Specialist III	Project Manager	2	
Info Technology Specialist II	Business Analyst	5	
Info Technology Specialist II	Lead Business Analyst	2	
Policy And Planning Manager II	Legislative/Policy Manager	1	
Policy Planning Manager III	Human Svcs Regulatory Coord	1	
Policy Planning Spec III	Data Manager	1	
Policy Planning Spec II	Child Fatality Specialist	1	
Policy Planning Spec II	Org Effectiveness Consult	1	
Policy Planning Spec II	Permanency Data Analyst	1	Total
Policy Planning Spec II	Permanency Data Analyst	1	
Policy Planning Spec II	Program Eval Monitoring Coord	1	
Policy Planning Spec II	Program Supervisor	3	
Policy Planning Spec II	Protection Data Analyst	1	
Policy Planning Spec I	QAA Data Analyst	1	
PR & Mktg Spec IV	Communications Specialist	2	
Prog Admin Manager III	Assistant Division Director Sr	3	

Prog Admin Manager III	Associate Director Sr	3	
Prog Admin Manager III	Associate Director, Sr.	1	
Prog Admin Manager III	Business Project Manager	1	
Prog Admin Manager III	Family Recruitment Program Mgr	1	
Prog Admin Manager III	Hotline Operations Program Mgr	1	
Prog Admin Manager III	Program Manager	5	
Prog Admin Manager III	Program Manager Sr	7	
Prog Admin Manager III	Program Manager, Sr.	1	
Prog Admin Specialist III	FS Project Manager	1	
Prog Admin Specialist III	Program Lead	3	
Prog Admin Specialist III	Project Management Associate	1	
Prog Admin Specialist III	Project Manager	2	
Prog Admin Specialist III	Project Manager SFI	1	
Prog Admin Specialist II	Adoption Compliance Consult Sr	4	
Prog Admin Specialist II	Business Operations Specialist	4	
Prog Admin Specialist II	Change Management Specialist	2	
Prog Admin Specialist II	Contract Administrator	3	
Prog Admin Specialist II	Family Placement Specialist	1	
Prog Admin Specialist II	Hotline ProtectSvcs Shift Supv	1	
Prog Admin Specialist II	Hotline Shift Spervisor	1	
Prog Admin Specialist II	Hotline Shift Supervisor	2	
Prog Admin Specialist II	Practice Consultant	16	
Prog Admin Specialist II	Practice Consultant Sr	2	
Prog Admin Specialist II	Program Consultant	5	
Prog Admin Specialist II	Program Consultant Sr	75	
Prog Admin Specialist II	Program Consultant, Sr.	2	
Prog Admin Specialist II	Program Specialist	25	
Prog Admin Specialist II	Program Supervisor	2	
Prog Admin Specialist II	Protective Svcs Hotline Spec	11	
Prog Admin Specialist II	Vendor Relations Supervisor	1	
Prog Admin Specialist I	Program Coordinator	1	
Trainer and Instructor III	Curriculum Developer	6	
Trainer and Instructor III	eLearning Developer	3	
Trainer and Instructor III	eLearning Development Supv	1	
Trainer and Instructor III	Senior Trainer	2	
Trainer and Instructor III	Systems Data & Support Supv	1	
Trainer and Instructor III	Technical Training Supervisor	1	
Trainer and Instructor III	Trainer	4	
Trainer and Instructor I	Training Assistant	3	
Training & Instruction Mgr II	Training Delivery Manager	1	
Training & Instruction Mgr I	Curriculum Development Supv	1	
		279	Total
Wage Positions			
		Number	
Position Role Name	Work Title	of	
		Positions	

Admin and Office Spec III	Program Assistant	1	
Admin and Office Spec III	Program Support Technician	1	
Policy Planning Spec III	Policy Planning Spec III	1	
Prog Admin Specialist II	Program Consultant Senior	1	
Prog Admin Specialist II	Program Consultant Sr	3	
Prog Admin Specialist II	Program Specialist	5	
Prog Admin Specialist II	Protective Srvs Hotline Spec	11	
Prog Admin Specialist II	SNAP Case Reader	4	
Prog Admin Specialist II	SNAP EBT Administrator	1	
Prog Admin Specialist II	SNAP Mgmt Evaluation Reviewer	3	
Prog Admin Specialist II	SNAP Outreach Contract Admin	1	
Prog Admin Specialist I	Birth Father Registry Spec	1	
Prog Admin Specialist I	Program Specialist I	13	
Trainer and Instructor III	Trainer	17	
Trainer and Instructor III	Training & Development Coordin	1	
Trainer and Instructor II	Trainer	1	
		65	Total

2023 VDSS Positions			
Portfolio:	Policy & Administration		
Salaried Positions			
Position Role Name	Work Title	Number of Positions	
Admin and Office Spec III	Mailroom Postal Tech	2	
Admin and Office Spec III	Shipping & Receiving Specialis	1	
Financial Services Manager III	Chief Financial Officer	1	
Financial Services Manager III	Controller	1	
Financial Services Manager III	Division Director	1	
Financial Services Manager II	Accounting Manager Sr	2	
Financial Services Manager II	Budget Manager	1	
Financial Services Manager II	Division Manager Sr	1	
Financial Services Manager II	Local Reimbursement Mgr	1	
Financial Services Manager I	Accounting Manager	1	
Financial Services Spec III	Financial Policy Consultant Sr	1	
Financial Services Spec II	Accountant Sr	9	
Financial Services Spec II	Cost Allocation Processor	1	
Financial Services Spec II	Financial Analyst Senior	1	
Financial Services Spec II	Financial Analyst Sr	5	
Financial Services Spec II	Lead Accounting Analyst	1	
Financial Services Spec II	Lead Mgmt Analyst	1	
Financial Services Spec II	Payroll Accountant Senior	1	
Financial Services Spec II	Sr Fin Compliance Analyst	2	
Financial Services Spec I	Accountant II	1	
Financial Services Spec I	Financial Services Tech Sr	2	
Gen Admin Manager III	Assist Deputy Policy & Admin	1	
Gen Admin Manager III	Division Director	1	
Gen Admin Manager II	Property & Facilities Manager	1	
Gen Admin Manager IV	Deputy Policy & Administration	1	
Gen Admin Supv I/Coord I	Administrative Staff Spec	2	
Gen Admin Supv I/Coord I	Property & Facilities Spec	2	
Gen Admin Supv I/Coord I	Shipping & Receiving Coord	1	
Gen Admin Supv II/Coord II	Executive Assistant	2	
Gen Admin Supv II/Coord II	Property & Facilities Admin	1	
Info Technology Manager I	Systems Administrator Expert	1	
Info Technology Specialist III	Systems Analyst Intermediate	3	
Info Technology Specialist II	Systems Analyst Entry	2	
Policy And Planning Manager II	Division Manager Sr	1	
Policy Planning Spec III	State Shelter Coordinator	1	
Policy Planning Spec II	Financial Analyst Sr	1	
Policy Planning Spec II	Grants Analyst	4	
Policy Planning Spec II	Management Analyst Sr	2	
Procurement Manager III	Strategic Sourcing Manager	1	
Procurement Officer III	Sr IT Procure/Contract Officer	1	

Procurement Officer III	Sr IT Procurement Officer	1	
Procurement Officer III	Sr Procurement Officer	5	
Procurement Officer III	Sr Procurement Supervisor	1	
Procurement Officer II	Procurement Contract Officer	1	
Procurement Officer I	Procurement Specialist	1	
Prog Admin Manager III	Associate Director, Sr.	1	
Prog Admin Manager III	Emergency Manager	1	
Prog Admin Specialist III	Emergency Mgmt Planner Sr	1	
Prog Admin Specialist II	Emergency Workforce Coord	1	
Prog Admin Specialist II	Prog Admin Specialist II	2	
Store & Warehouse Spec III	Receiving Specialist	1	
Trainer and Instructor III	eLearning Dev & Training Spec	1	
Trainer and Instructor III	Training Consultant	1	
Trainer and Instructor III	Training Development Spec	1	
		85	Total
Wage Positions			
		Number of Positions	
Position Role Name	Work Title		
Info Technology Specialist III	Systems Analyst Intermediate	1	
Intern	Intern	1	
Policy Planning Spec I	Policy Intern	1	
		3	Total

2023 VDSS Positions			
Portfolio:	State Programs		
Salaried Positions			
Position Role Name	Work Title	Number of Positions	
Admin and Office Spec III	Administrative Assistant Sr	25	
Admin and Office Spec III	Fiscal Technician	34	
Admin and Office Spec III	Fiscal Technician Sr	8	
Admin and Office Spec III	Program Assistant	1	
Admin and Office Spec III	Program Support Technician	81	
Financial Services Manager III	Dir of State Disbursement & BI	1	
Financial Services Spec II	Accountant Sr	5	
Financial Services Spec II	Financial Ops Supervisor	1	
Gen Admin Manager III	Director of Operations	3	
Gen Admin Manager III	Director of Program Operations	2	
Gen Admin Manager III	Division Director Senior	1	
Gen Admin Manager III	Division Director Sr	1	
Gen Admin Manager II	Associate Director Sr	1	
Gen Admin Manager II	State Programs Admin Director	1	
Gen Admin Manager IV	Deputy Comm State Programs	1	
Gen Admin Manager I	Administrative Services Mgr	1	
Gen Admin Manager I	Office Backgrnd Invest Manager	1	
Gen Admin Supv I/Coord I	Administrative Services Coord	1	
Gen Admin Supv I/Coord I	Administrative Staff Assistant	20	
Gen Admin Supv I/Coord I	Administrative Staff Spec	6	
Gen Admin Supv I/Coord I	Consumer Response Lead Worker	1	
Gen Admin Supv I/Coord I	Legal Assistant	1	
Gen Admin Supv I/Coord I	Program Support Technician Sr	2	
Gen Admin Supv I/Coord I	Regional Executive Assistant	3	
Gen Admin Supv II/Coord II	Executive Assistant	2	
Info Technology Specialist III	Security and Compliance Mgr	1	
Info Technology Specialist II	Dolphin Systems Administrator	1	
Policy Planning Spec III	Innovation Specialist	1	
Policy Planning Spec II	Legislative Liaison	1	
Policy Planning Spec II	Program Eval Monitoring Anlyst	1	
Policy Planning Spec II	Program Eval Monitoring Coord	1	
PR & Mktg Spec IV	Program Communications Coord	3	
PR & Mktg Spec IV	State Prog. Communications Sup	1	
Prog Admin Manager III	Associate Director Sr	3	
Prog Admin Manager III	Business Project Manager	5	
Prog Admin Manager III	District Administrator	1	
Prog Admin Manager III	District Manager	12	
Prog Admin Manager III	Division Manager Sr	1	
Prog Admin Manager III	InfectionPreventionProgram Mgr	1	
Prog Admin Manager III	Program Initiatives Manager	1	

Prog Admin Manager III	Program Manager	1	
Prog Admin Manager III	Program Manager Sr	3	
Prog Admin Manager III	Workforce Dev & Comms Mgr	1	
Prog Admin Manager II	Family Engagement Program Mgr	1	
Prog Admin Manager II	Intergov & Financial Resp Mgr	1	
Prog Admin Specialist III	Business Solutions Consultant	5	
Prog Admin Specialist III	Data & Reporting Consultant SR	1	
Prog Admin Specialist III	Grants & Init Consultant Sr	2	
Prog Admin Specialist III	Licensing Administrator	5	
Prog Admin Specialist III	Licensing Consultant	10	
Prog Admin Specialist III	Licensing Operations Manager	1	
Prog Admin Specialist III	Nurse Consultant	2	
Prog Admin Specialist III	Product Owner	8	
Prog Admin Specialist III	Program Budget & Finance Supvr	1	
Prog Admin Specialist III	Program Budget Consultant Sr	1	
Prog Admin Specialist III	Program Compliance Analyst Sr	1	
Prog Admin Specialist III	Program Policy Consultant Sr	1	
Prog Admin Specialist III	Security Compliance Analyst Sr	4	
Prog Admin Specialist III	Workforce Dev Prog Consultant	1	
Prog Admin Specialist II	Business Consultant	2	
Prog Admin Specialist II	Contract Administrator	1	
Prog Admin Specialist II	Field Supervisor	71	
Prog Admin Specialist II	Financ. Resp. & Non IV-D Sup	1	
Prog Admin Specialist II	Infec. Prev. Consultant,Sr	1	
Prog Admin Specialist II	Infection Prevent. Consultant	5	
Prog Admin Specialist II	Intergov Services Supervisor	1	
Prog Admin Specialist II	Licensing Inspector	29	
Prog Admin Specialist II	Policy Program Consultant	8	
Prog Admin Specialist II	Program Consultant Sr	10	
Prog Admin Specialist II	Program Consultant Sr.	1	
Prog Admin Specialist II	Program Contract Admin Sup	1	
Prog Admin Specialist II	Program Contract Administrator	2	
Prog Admin Specialist II	Program Contract Specialist	2	
Prog Admin Specialist II	Program Coordinator Sr	3	
Prog Admin Specialist II	Program Eval Monitoring Anlyst	3	
Prog Admin Specialist II	Program Supervisor	1	
Prog Admin Specialist II	Quality Assurance Specialist	6	
Prog Admin Specialist I	Intergovernmental Spec Sr	1	
Prog Admin Specialist I	Intergovernmental Specialist	5	
Prog Admin Specialist I	Program Specialist Mgmt Svcs	1	
Prog Admin Specialist I	Support Enforcement Spec Sr	75	
Prog Admin Specialist I	Support Enforcement Specialist	342	
Trainer and Instructor III	Instructional Designer	3	
Trainer and Instructor III	Training Consultant	3	
		866	Total
Wage Positions			

Position Role Name	Work Title	Number of Positions	
Policy Planning Spec I	Data Analyst	2	
Prog Admin Specialist II	Program Contract Specialist	1	
Prog Admin Specialist I	ADR Coordinator	1	
		4	Total

2023 VDSS Positions			
Portfolio:	Strategy & Engagement		
Salaried Positions			
Position Role Name	Work Title	Number of Positions	
Admin and Office Spec III	Administrative Assistant Sr	1	
Admin and Office Spec III	Program Support Technician	1	
Gen Admin Manager III	Dir of Innovation & Strat Init	1	
Gen Admin Manager III	Division Director Sr	1	
Gen Admin Manager IV	Deputy Strategy	1	
Gen Admin Supv I/Coord I	Administrative Staff Assistant	1	
Gen Admin Supv I/Coord I	Administrative Staff Spec	1	
Gen Admin Supv II/Coord II	Executive Assistant	1	
Info Technology Specialist III	Application Dev Analyst Sr	1	
Info Technology Specialist III	Data Warehouse Analyst Sr	1	
Info Technology Specialist III	Data Warehouse Architect	1	
Info Technology Specialist III	Data Warehouse Developer Sr	1	
Info Technology Specialist III	Project Manager	1	
Info Technology Specialist II	Application Dev Analyst-Advanc	1	
Info Technology Specialist II	Business Analyst	1	
Info Technology Specialist II	Data Warehouse Analyst	3	
Info Technology Specialist II	Data Warehouse Programmer	1	
Policy Planning Spec III	Project Manager	1	
Policy Planning Spec II	Research Associate Senior	7	
Prog Admin Manager III	Associate Director Sr	2	
Prog Admin Manager III	Program Manager	1	
Prog Admin Manager II	CSBG Program Manager	1	
Prog Admin Specialist III	Data Governance Manager	1	
Prog Admin Specialist II	Program Analyst Innovation	1	
Prog Admin Specialist II	Program Analyst Strat Init	1	
Prog Admin Specialist II	Program Consultant	1	
Prog Admin Specialist II	Program Consultant Sr	9	
Prog Admin Specialist II	Program Consultant, Sr	1	
Prog Admin Specialist II	Senior Program Officer	1	
		46	Total

Wage Positions

Position Role Name	Work Title	Number of Positions	
PR & Mktg Spec IV	Communications Specialist	1	
Prog Admin Specialist II	Fiscal Consultant	1	
Prog Admin Specialist I	AmeriCorps Monitor & Comp Spec	1	
Prog Admin Specialist I	Program Specialist	1	

		4	Total

2023 VDSS Positions					
Portfolio:	Technology				
Salaried Positions					
Position Role Name	Work Title	Number of Positions			
Audit Services Manager II	Internal Audit Manager Sr	1			
Financial Services Spec III	Business Risk Analyst Sr	1			
Gen Admin Manager III	Deputy CIO	1			
Gen Admin Manager IV	Chief Information Officer	1			
Gen Admin Supv I/Coord I	IT Business Operations Spec	1			
Info Technology Manager II	Chief Enterprise Architect	1			
Info Technology Manager II	Cloud Application Dev Dir	1			
Info Technology Manager II	EBS Director	1			
Info Technology Manager I	ADD Associate Director	1			
Info Technology Manager I	Application Development Mgr	2			
Info Technology Manager I	EBS Associate Director	1			
Info Technology Manager I	OPS Associate Director	1			
Info Technology Manager I	QA/Test Manager	1			
Info Technology Specialist III	Application Architect	2			
Info Technology Specialist III	Application Dvelper Integrator	2			
Info Technology Specialist III	Assistant Division Director	1			
Info Technology Specialist III	Asst. Division Dir	1			
Info Technology Specialist III	Business Planner	1			
Info Technology Specialist III	Database Administrator	5			
Info Technology Specialist III	Database Administrator Expert	2			
Info Technology Specialist III	Enterprise IT Architect	1			
Info Technology Specialist III	Info Security Analyst Sr	1			
Info Technology Specialist III	IT Compliance Analyst	1			
Info Technology Specialist III	IT Manager	1			
Info Technology Specialist III	IT Risk Manager	1			
Info Technology Specialist III	NOSC Manager	1			
Info Technology Specialist III	Operations Manager	1			
Info Technology Specialist III	PMO Manager	1			
Info Technology Specialist III	PMO Supervisor	1			
Info Technology Specialist III	Project Management Associate	1			
Info Technology Specialist III	Project Manager	7			
Info Technology Specialist III	System Admin Bld Release LDAP	1			
Info Technology Specialist III	Systems Administrator	3			
Info Technology Specialist III	Systems Administrator Advanced	1			
Info Technology Specialist III	Systems Analyst Advanced	4			
Info Technology Specialist III	Technical Operations Manager	1			
Info Technology Specialist III	Technical Supervisor	2			
Info Technology Specialist III	Web App Developer Analyst	1			
Info Technology Specialist III	Web Appl Devel Analyst	13			
Info Technology Specialist II	Business Analyst	14			

