



State of New Hampshire

DIVISION OF PERSONNEL
Department of Administrative Services
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dm

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July 10, 2013

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord New Hampshire 03301

REQUESTED ACTION

Pursuant to RSA 21-I:56 I, Reclassification of Positions, the Division of Personnel, Department of Administrative Services requests waiver approval of the attached classification decisions effective upon Governor and Executive Council action. Funding associated with each decision is detailed on the reclassification waiver.

EXPLANATION

RSA 21-I:56 I, states that any request for reclassification of a position to a different class series as provided in RSA 21-I:54 shall require the approval of the Governor and Council.

Attached please find the classification decisions reached by the Classification Section of the Division of Personnel. RSA 21-I:42, II provides the responsibility to the Division of Personnel to prepare, maintain and periodically revise a position classification plan for all positions in the classified service, based upon similarity of duties performed and responsibilities assumed, so that the same qualifications may reasonably be required for, and the same schedule of pay may equitably be applied to, all positions in the same classification. In addition, RSA 21-I:42, III states that the Division of Personnel shall be responsible for allocating the position of every employee in the classified service to one of the classifications in the classification plan.

A thorough analysis of the proposed change specific to each position, both within their respective agency, as well as within the state classification system, has been completed by the Division of Personnel classification staff. A waiver is respectfully requested to proceed with the classification process.

Respectfully Submitted,

Karen D. Hutchins
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: July 24, 2013

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #18688 Computer Operator III, Labor Grade 16, A000 to a Technical Support Specialist V , Labor Grade 29, A000.

Division of Personnel (DOP) Reclassification Decision:

- Technical Support Specialist V, Labor Grade 29, A000, effective 6/28/13

Rationale for Decision:

- This reclassification supports Liquor Commission System Administration duties. There are 77 liquor stores that each have servers and Point of Sale equipment to support.
- There are approximately 3-5 store moves per year and there are ongoing PCI compliance tasks that are required to be met, and numerous SQL databases to support, along with daily operational duties.
- This position's proposed role to analyze, build, maintain and install servers supporting specialized applications, primarily to support the State Liquor Commission, is appropriate to the Technical Support Specialist V level.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$58,918
3. Appropriation #1-03-03-030010-7708 IT Salary & Benefits
Anticipated date of hire is: 8/9/2013at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$66,494
5. Total projected annual Salary and Benefit Cost:

Salary	\$53,138
Benefits	<u>\$25,446</u>
Total	\$78,584

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: July 24, 2013

Reclassification Request:

- The Department of Administrative Services requests the reclassification of Filled_position #42528 Program Specialist IV, Labor Grade 25, A000 to a Administrator III , Labor Grade 31, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator III, Labor Grade 31, A000, effective 6/14/13

Rationale for Decision:

- The Department of Administrative Services/Risk Management Unit states that administering a self-funded health benefit program involves many complex administrative, statutory and regulatory obligations, resulting in this request.
- Additional tasks assigned to this position include coordinating the implementation of regulatory requirements under the Affordable Care Act and other laws, coordinating and drafting responses to LBA Audits, overseeing responses to requests pursuant to Right-to-Know law, and identifying legislative requirements.
- Coordination of the adoption, revision and maintenance of Health Benefit Program rules, policies, and procedures applicable both internally and statewide, as a Benefit Policy Administrator, are functions appropriate to the Administrator III level.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$88,423
Appropriation #01-14-14-13750000-500100
3. Anticipated date of hire is: 6/14/2013 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$84,329
5. Total projected annual Salary and Benefit Cost:

Salary	\$57,935
Benefits	<u>\$26,394</u>
Total	<u>\$84,329</u>

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: July 24, 2013

Reclassification Request:

- The Department of Justice requests the reclassification of Filled_position #41886 Program Assistant II, Labor Grade 15, A000 to a Program Specialist II , Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist I, Labor Grade 19, A000, effective 6/28/13

Rationale for Decision:

- Changes occurred in this position due to the increase in complex applications received and the request of the Victims' Compensation Commission to more fully comply with the statutory responsibilities of outreach and maximization of funds.
- The position now assists in the management and coordination of the Victim Assistance Program as it relates to the processing of applications, payment of claims, outreach, training, and creation of training materials used to support the program.
- The corresponding increase in knowledge, complexity of function, and independence supports reclassification; however, the Division of Personnel believes that the Program Specialist I level is more appropriate to the position's scope and level of responsibility, and finds that this position is similar to other Program Specialist I positions statewide.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$52,304
Appropriation #02-20-20-201510-26170000
3. Filled position-effective date: June 28, 2013
4. Projected cost (Salary & Benefits) for remainder of FY14: \$57,954
5. Total projected annual Salary and Benefit Cost:

Salary	\$37,850
Benefits	<u>\$22,422</u>
Total	\$60,272

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: July 24, 2013

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant_position #16804 Corrections Unit Manager, Labor Grade 24, X208 to a Program Coordinator , Labor Grade 26, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Coordinator, Labor Grade 26, A000, effective 7/1/13

Rationale for Decision:

- With emphasis on reducing recidivism through successful reentry from prison to community, NH Dept of Corrections has been implementing its transitional service program, moving to programs of support that are more community service based.
- With this change, NH DOC is seeking to replace the role of the Corrections Unit Manager to more closely align those positions with community corrections and residential support programs that are not used in a security based capacity.
- This position is now responsible for the operation of DOC's transitional housing unit including developing, coordinating and facilitating residential life and programming in the units. As such, its duties are appropriate to the Program Coordinator classification.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$106,465
Appropriation #02-46-46-46451720000
3. Anticipated date of hire is: 8/23/13at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$57,265
5. Total projected annual Salary and Benefit Cost:

Salary	\$46,723
Benefits	<u>\$24,177</u>
Total	\$70,900

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: July 24, 2013

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12476 Medical Service Consultant II, Labor Grade 24, A000 to a Program Planning and Review Specialist , Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Planning and Review Specialist, Labor Grade 28, A000, effective 6/7/13

Rationale for Decision:

- The Centers for Medicare and Medicaid Services (CMS) requires the State to develop and maintain quality oversight for their Managed Care Organizations operations and quality assurance and improvement activities.
- The NH Medicaid program does not have a formal quality oversight unit but has received the two year Adult Quality Grant, which will allow NH to build the institutional knowledge and capacity to comply with upcoming requirements.
- This position will participate in the planning, management, coordination and evaluation of the development, implementation and operations, regionally and statewide, of the NH Medicaid Quality Program. This scope of function is appropriate to the Program Planning and Review Specialist classification.

Funding Summary

1. This position is a 50% General Funded position.
This position is a 50% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$92,681
Appropriation #05-95-47-470010-79370000
3. Anticipated date of hire is: 09/06/13 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$58,401
5. Total projected annual Salary and Benefit Cost:

Salary	\$50,915
Benefits	<u>\$25,006</u>
Total	\$75,921

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: July 24, 2013

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #40320 Planning Analyst (Data Systems), Labor Grade 24, A000 to a Administrator of Planning Coordination , Labor Grade 30,A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator of Planning Coordination, Labor Grade 30,A000, effective 6/18/13

Rationale for Decision:

- Over the past two years the confluence of new federal requirements, state needs and the Care Management implementation have greatly expanded the need for data driven information to evaluate access to care and quality of care.
- These new demands necessitate the need for an Administrator of Planning Coordination to join the Bureau Chief in project management and technical direction, expanding the throughput of Bureau projects.
- This position will serve as the senior analyst and planner for health care systems and quality analysis, providing senior project oversight involving assessment of Medicaid access, quality and cost across DHHS. This level and scope of function is appropriate to the Administrator of Planning Coordination classification.

Funding Summary

1. This position is a 50% General Funded position.
This position is a 50% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$67,563
Appropriation #05-95-47-470010-79370000
3. Anticipated date of hire is: 09/06/13at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$62,622
5. Total projected annual Salary and Benefit Cost:

Salary	\$55,497
Benefits	<u>\$25,912</u>
Total	\$81,409

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: July 24, 2013

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #30887 Automotive Service Technician, Labor Grade 10, A130 to a Program Planning and Review Specialist , Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Planning and Review Specialist, Labor Grade 28, A000, effective 6/24/13

Rationale for Decision:

- This request relates to the two year Adult Quality Grant, which will allow NH to comply with upcoming Medicaid Program requirements. Primarily, this position will interpret and apply data analysis, and provide operational and clinical quality assurance for the Medicaid Care Management and related programs, such as fee for service.
- This position will also be responsible for the External Quality Review Organization contract and related activities, the development, implementation and oversight of quality programs, and public reporting, as well as population-based programs.
- This scope of function in support of the state-wide Medicaid program is appropriate to the classification of Program Planning and Review Specialist.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$47,301
Appropriation #05-95-47-470010-79460000
3. Anticipated date of hire is: 09/06/13at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$58,401
5. Total projected annual Salary and Benefit Cost:

Salary	\$50,915
Benefits	<u>\$25,006</u>
Total	\$75,921

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: July 24, 2013

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #15693 Paralegal II, Labor Grade 19, A130 to a Administrator IV , Labor Grade 33, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator IV, Labor Grade 33, A000, effective 6/24/13

Rationale for Decision:

- The agency has received a two-year Adult Medical Quality Grant, funded by the Center for Medicare and Medicaid Services. This position is one of five reclassifications to position NH Medicaid to meet the upcoming requirements set forth by CMS.
- As an Administrator IV, this position will oversee the Quality Assurance and Improvement Program in the Office of Medicaid Business and Policy and provide statewide quality assurance and improvement oversight for Medicaid beneficiaries.
- The agency-wide and state-wide function described in managing a major agency program is appropriate to the Administrator IV level and comparable to the function of the adjoining Administrator IV which oversees Medicaid Benefit Administration.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$93,822
Appropriation #05-95-47-470010-79460000
3. Anticipated date of hire is: 09/06/13at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$70,025
5. Total projected annual Salary and Benefit Cost:

Salary	\$63,531
Benefits	<u>\$27,502</u>
Total	\$91,033

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: July 24, 2013

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #42843 Program Assistant III, Labor Grade 17, A000 to a Business Systems Analyst I , Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Systems Analyst I, Labor Grade 28, A000, effective 6/24/13

Rationale for Decision:

- This request relates to the two year Adult Medical Quality Grant to allow NH to comply with Medicaid program requirements. This position's primary responsibility is for all issues related to access and quality monitoring both in existing fee for service and Care Management populations.
- The general function of this position will be to support policy development and program evaluation through research, analyzation and formulation of health care quality and payment information as well as access, quality, and payment systems management policies and procedures.
- The classification of Business Systems Analyst I is in line with existing data analytic positions in the Bureau of Healthcare Analytics and Data Systems within Office of the Commissioner, Bureau of Human Resource Management.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$54,444
Appropriation #05-95-47-470010-79460000
3. Anticipated date of hire is: 09/06/13 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$58,401
5. Total projected annual Salary and Benefit Cost:

Salary	\$50,915
Benefits	<u>\$25,006</u>
Total	\$75,921

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: July 24, 2013

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #42978 Licensed Nursing Assistant II, Labor Grade 11, A130 to a Business Systems Analyst I , Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Systems Analyst I, Labor Grade 28, A000, effective 6/24/13

Rationale for Decision:

- This request relates to the two year Adult Medical Quality Grant to allow NH to comply with Medicaid Program requirements. This position's primary responsibility will be for all issues related to access and quality monitoring both in existing fee for service and Care Management populations.
- The general function of this position will be to support policy development and program evaluation through research, analyzation and formulation of health care quality and payment information, as well as access, quality and payment systems management policies and procedures.
- The request to reclassify this position as a Business Systems Analyst I is in line with existing data analytic positions in the Bureau of Healthcare Analytics and Data Systems within Office of the Commissioner, Bureau of Human Resource Management.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$48,522
Appropriation #05-95-47-470010-79460000
3. Anticipated date of hire is: 09/06/13 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$58,401
5. Total projected annual Salary and Benefit Cost:

Salary	\$50,915
Benefits	<u>\$25,006</u>
Total	\$75,921

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: July 24, 2013

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #42859 Health Facility Construction Coordinator I, Labor Grade 21, A000 to a Senior Hearings Examiner , Labor Grade 34, A000.

Division of Personnel (DOP) Reclassification Decision:

- Senior Hearings Examiner, Labor Grade 34, A000, effective 7/26/13

Rationale for Decision:

- DHHS Office of Operations Support-Administrative Appeals Unit (AAU) requests to establish a Senior Hearings Examiner to oversee the Department wide hearing function and to eliminate the present disparity of salary between the existing unclassified Manager of Administrative Hearings and the subordinate positions.
- This position, as a Senior Hearings Examiner, will perform supervisory, administrative and legal work involved in managing the AAU, conducting hearings, and drafting agency policies, decisions, and regulations.
- These functions, to include supervision of Hearings Examiner positions, are appropriate to the classification of Senior Hearings Examiner.

Funding Summary

1. This position is a 61.00% General Funded position.
This position is a 39.00% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$61,170.65
Appropriation #05-95-95-952010-56830000
3. Anticipated date of hire is: 08/09/2013at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$79,952
5. Total projected annual Salary and Benefit Cost:

Salary	\$66,417
Benefits	<u>\$28,072</u>
Total	\$94,489

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: July 24, 2013

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #12540 Technical Support Specialist I, Labor Grade 17, A000 to a Program Specialist II , Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist II, Labor Grade 21, A000, effective 6/28/13

Rationale for Decision:

- The New Heights Help Desk lost two Program Specialist positions that were business process and program focused and responsible for handling the complex program and policy issues that are interwoven with supporting end users of the automated systems. These duties, however, were not eliminated.
- Position #12540 became responsible for the majority of those functions, to include researching and reviewing program policies and procedures to support end users, identifying problem trends, and coordinating the release of system alerts and informational materials.
- The scope and requirement to integrate advanced business and policy knowledge with technical knowledge, in order to accurately assess and resolve problems and to recommend system enhancements, supports the Program Specialist II classification.

Funding Summary

1. This position is a 53.23% General Funded position.
This position is a 46.77% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$63,535
Appropriation #05-95-95-451010-79930000
3. Filled position-effective date: 6/28/13
4. Projected cost (Salary & Benefits) for remainder of FY14: \$57,954
5. Total projected annual Salary and Benefit Cost:

Salary	\$37,850
Benefits	<u>\$22,422</u>
Total	\$60,272

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: July 24, 2013

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant_position #18273 Heavy Equipment Mechanic, Labor Grade 17, A130 to a Financial Analyst , Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Financial Analyst, Labor Grade 28, A000, effective 6/25/13

Rationale for Decision:

- The Department of Transportation, Bureau of Mechanical Services, underwent a financial and operational assessment to streamline procurement procedures, improve fleet management services state-wide, and help identify diversification of operations to increase efficiencies, revenue, and cost savings.
- The Financial Analyst will allow the Bureau to improve and implement fleet financial policies used in analyzing accounting operations of mechanical services and fleet management, perform financial audits, expand revenue sources, and identify cost savings opportunities.
- This position's duties now mirror those of other Financial Analyst positions currently operating in similar capacities at DOT and at other state agencies. These duties also parallel the state class specification for Financial Analyst appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$75,342
Appropriation #15-096-096-960500-30050000
3. Filled position-effective date: 8/1/2013
4. Projected cost (Salary & Benefits) for remainder of FY14: \$65,701
5. Total projected annual Salary and Benefit Cost:

Salary	\$50,915
Benefits	<u>\$25,006</u>
Total	\$75,921

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: July 24, 2013

Reclassification Request:

- The Department of Revenue requests the reclassification of Vacant_position #40773 Compliance Officer II, Labor Grade 21, A000 to a Data Processing Supervisor II , Labor Grade 18, A000.

Division of Personnel (DOP) Reclassification Decision:

- Data Processing Supervisor II, Labor Grade 18, A000, effective 6/27/13

Rationale for Decision:

- The Department of Revenue, Document Processing Division, has restructured and made organizational changes in response to a reduction of workforce, new automation of systems, and the need to address high volume collections and processing demands in an efficient cross-functional operations business model.
- This reclassification will allow the agency to provide critical supervision of document management and electronic remittance systems and staff, ensuring accurate and efficient processing of taxpayer information and tax revenues for the state.
- This position's duties now mirror those of other Data Processing Supervisor II positions currently operating in similar capacities at the Department of Revenue and at other state agencies. These duties also parallel the state class specification for Data Processing Supervisor II appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$61,171
Appropriation #010-084-084-15010000-500100
3. Anticipated date of hire is: 8/9/13 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$46,631
5. Total projected annual Salary and Benefit Cost:

Salary	\$33,540
Benefits	<u>\$21,569</u>
Total	\$55,109

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: July 24, 2013

Reclassification Request:

- The Department of Revenue requests the reclassification of Filled_position #14448 Clerk IV, Labor Grade 12, A000 to a Data Processing Supervisor II , Labor Grade 18, A000.

Division of Personnel (DOP) Reclassification Decision:

- Data Processing Supervisor II, Labor Grade 18, A000, effective 7-12-13

Rationale for Decision:

- The Department of Revenue, Document Processing Division, has restructured and made organizational changes in response to a reduction of workforce, new automation of systems, and the need to address high volume collections and processing demands in an efficient cross-functional operations business model.
- This reclassification will allow the agency to provide critical supervision of document management and electronic remittance systems and staff, ensuring accurate and efficient processing of taxpayer information and tax revenues for the state.
- This position's duties now mirror those of other Data Processing Supervisor II positions currently operating in similar capacities at the Department of Revenue and at other state agencies. These duties also parallel the state class specification for Data Processing Supervisor II appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$45,301
Appropriation #010-084-084-15010000-500100
3. Filled position-effective date: 7/12/2013
4. Projected cost (Salary & Benefits) for remainder of FY14: \$50,870
5. Total projected annual Salary and Benefit Cost:

Salary	\$33,540
Benefits	<u>\$21,569</u>
Total	\$55,109

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: July 24, 2013

Reclassification Request:

- The Department of Revenue requests the reclassification of Filled_position #19228 Clerk IV, Labor Grade 12, A000 to a Data Processing Supervisor II , Labor Grade 18, A000.

Division of Personnel (DOP) Reclassification Decision:

- Data Processing Supervisor II, Labor Grade 18, A000, effective 7-12-13

Rationale for Decision:

- The Department of Revenue, Document Processing Division, has restructured and made organizational changes in response to a reduction of workforce, new automation of systems, and the need to address high volume collections and processing demands in an efficient cross-functional operations business model.
- This reclassification will allow the agency to provide critical supervision of document management and electronic remittance systems and staff, ensuring accurate and efficient processing of taxpayer information and tax revenues for the state.
- This position's duties now mirror those of other Data Processing Supervisor II positions currently operating in similar capacities at the Department of Revenue and at other state agencies. These duties also parallel the state class specification for Data Processing Supervisor II appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$56,182
Appropriation #010-084-084-15010000-500100
3. Filled position-effective date: 7/12/13
4. Projected cost (Salary & Benefits) for remainder of FY14: \$50,870
5. Total projected annual Salary and Benefit Cost:

Salary	\$33,540
Benefits	<u>\$21,569</u>
Total	\$55,109

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: July 24, 2013

Reclassification Request:

- The Department of Revenue requests the reclassification of Filled_position #14470 Data Control Clerk III, Labor Grade 12, A000 to a Data Processing Supervisor II , Labor Grade 18, A000.

Division of Personnel (DOP) Reclassification Decision:

- Data Processing Supervisor II, Labor Grade 18, A000, effective 7-12-13

Rationale for Decision:

- The Department of Revenue, Document Processing Division, has restructured and made organizational changes in response to a reduction of workforce, new automation of systems, and the need to address high volume collections and processing demands in an efficient cross-functional operations business model.
- This reclassification will allow the agency to provide critical supervision of document management and electronic remittance systems and staff, ensuring accurate and efficient processing of taxpayer information and tax revenues for the state.
- This position's duties now mirror those of other Data Processing Supervisor II positions currently operating in similar capacities at the Department of Revenue and at other state agencies. These duties also parallel the state class specification for Data Processing Supervisor II appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$58,316
Appropriation #010-084-084-15010000-500100
3. Filled position-effective date: 7/12/13
4. Projected cost (Salary & Benefits) for remainder of FY14: \$50,870
5. Total projected annual Salary and Benefit Cost:

Salary	\$33,540
Benefits	<u>\$21,569</u>
Total	\$55,109

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: July 24, 2013

Reclassification Request:

- The Department of Revenue requests the reclassification of Vacant_position #18951, Clerk III, Labor Grade 8, A000 to a Data Control Clerk III , Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Data Control Clerk III, Labor Grade 12, A000, effective 7/12/13

Rationale for Decision:

- The Department of Revenue, Document Processing Division, has restructured and made organizational changes in response to a reduction of workforce, new automation of systems, and the need to address high volume collections and processing demands in an efficient cross-functional operations business model.
- Reclassification to this title will allow the agency to provide cross-unit coordination in the review and processing of time sensitive, critical tax information and reporting data. This grouping of positions monitors, researches, and corrects data for compliance and accuracy, in order to allow the processing of documents through information systems.
- This position's duties now mirror those of other Data Control Clerk III positions currently operating in similar capacities at the Department of Revenue and at other state agencies. These duties also parallel the state class specification for Data Control Clerk III appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$43,139
Appropriation #010-084-084-15010000-500100
3. Anticipated date of hire is: 8/9/13 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$39,537
5. Total projected annual Salary and Benefit Cost:

Salary	\$26,540
Benefits	<u>\$20,185</u>
Total	\$46,725

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: July 24, 2013

Reclassification Request:

- The Department of Revenue requests the reclassification of Vacant_position #41259, Clerk III, Labor Grade 8, A000 to a Data Control Clerk III , Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Data Control Clerk III, Labor Grade 12, A000, effective 7/12/13

Rationale for Decision:

- The Department of Revenue, Document Processing Division, has restructured and made organizational changes in response to a reduction of workforce, new automation of systems, and the need to address high volume collections and processing demands in an efficient cross-functional operations business model.
- Reclassification to this title will allow the agency to provide cross-unit coordination in the review and processing of time sensitive, critical tax information and reporting data. This grouping of positions monitors, researches, and corrects data for compliance and accuracy, in order to allow the processing of documents through information systems.
- This position's duties now mirror those of other Data Control Clerk III positions currently operating in similar capacities at the Department of Revenue and at other state agencies. These duties also parallel the state class specification for Data Control Clerk III appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$43,139
Appropriation #010-084-084-15010000-500100
3. Anticipated date of hire is: 8/9/13 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$39,537
5. Total projected annual Salary and Benefit Cost:

Salary	\$26,540
Benefits	<u>\$20,185</u>
Total	\$46,725

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: July 24, 2013

Reclassification Request:

- The Department of Revenue requests the reclassification of Vacant_position #14439, Tax Auditor V, Labor Grade 29, A000 to a Data Control Clerk III , Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Data Control Clerk III, Labor Grade 12, A000, effective 7/12/13

Rationale for Decision:

- The Department of Revenue, Document Processing Division, has restructured and made organizational changes in response to a reduction of workforce, new automation of systems, and the need to address high volume collections and processing demands in an efficient cross-functional operations business model.
- Reclassification to this title will allow the agency to provide cross-unit coordination in the review and processing of time sensitive, critical tax information and reporting data. This grouping of positions monitors, researches, and corrects data for compliance and accuracy, in order to allow the processing of documents through information systems.
- This position's duties now mirror those of other Data Control Clerk III positions currently operating in similar capacities at the Department of Revenue and at other state agencies. These duties also parallel the state class specification for Data Control Clerk III appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$79,483
Appropriation #010-084-084-15010000-500100
3. Anticipated date of hire is: 8/9/13 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$39,537
5. Total projected annual Salary and Benefit Cost:

Salary	\$26,540
Benefits	<u>\$20,185</u>
Total	\$46,725

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: July 24, 2013

Reclassification Request:

- The Department of Revenue requests the reclassification of Vacant_position #41244, Tax Auditor V, Labor Grade 29, A000 to a Data Control Clerk III , Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Data Control Clerk III, Labor Grade 12, A000, effective 7/12/13

Rationale for Decision:

- The Department of Revenue, Document Processing Division, has restructured and made organizational changes in response to a reduction of workforce, new automation of systems, and the need to address high volume collections and processing demands in an efficient cross-functional operations business model.
- Reclassification to this title will allow the agency to provide cross-unit coordination in the review and processing of time sensitive, critical tax information and reporting data. This grouping of positions monitors, researches, and corrects data for compliance and accuracy, in order to allow the processing of documents through information systems.
- This position's duties now mirror those of other Data Control Clerk III positions currently operating in similar capacities at the Department of Revenue and at other state agencies. These duties also parallel the state class specification for Data Control Clerk III appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$79,483
Appropriation #010-084-084-15010000-500100
3. Anticipated date of hire is: 8/9/13 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$39,537
5. Total projected annual Salary and Benefit Cost:

Salary	\$26,540
Benefits	<u>\$20,185</u>
Total	\$46,725

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: July 24, 2013

Reclassification Request:

- The Department of Revenue requests the reclassification of Vacant_position #19964, Tax Forms Examiner, Labor Grade 12, A000 to a Data Control Clerk III , Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Data Control Clerk III, Labor Grade 12, A000, effective 7/12/13

Rationale for Decision:

- The Department of Revenue, Document Processing Division, has restructured and made organizational changes in response to a reduction of workforce, new automation of systems, and the need to address high volume collections and processing demands in an efficient cross-functional operations business model.
- Reclassification to this title will allow the agency to provide cross-unit coordination in the review and processing of time sensitive, critical tax information and reporting data. This grouping of positions monitors, researches, and corrects data for compliance and accuracy, in order to allow the processing of documents through information systems.
- This position's duties now mirror those of other Data Control Clerk III positions currently operating in similar capacities at the Department of Revenue and at other state agencies. These duties also parallel the state class specification for Data Control Clerk III appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$47,624
Appropriation #010-084-084-15010000-500100
3. Anticipated date of hire is: 8/9/13 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$39,537
5. Total projected annual Salary and Benefit Cost:

Salary	\$26,540
Benefits	<u>\$20,185</u>
Total	\$46,725

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: July 24, 2013

Reclassification Request:

- The Department of Revenue requests the reclassification of Filled_position #14474 Clerk III, Labor Grade 8, A000 to a Data Control Clerk III , Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Data Control Clerk III, Labor Grade 12, A000, effective 7/12/13

Rationale for Decision:

- The Department of Revenue, Document Processing Division, has restructured and made organizational changes in response to a reduction of workforce, new automation of systems, and the need to address high volume collections and processing demands in an efficient cross-functional operations business model.
- Reclassification to this title will allow the agency to provide cross-unit coordination in the review and processing of time sensitive, critical tax information and reporting data. This grouping of positions monitors, researches, and corrects data for compliance and accuracy, in order to allow the processing of documents through information systems.
- This position's duties now mirror those of other Data Control Clerk III positions currently operating in similar capacities at the Department of Revenue and at other state agencies. These duties also parallel the state class specification for Data Control Clerk III appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$43,139
Appropriation #010-084-084-15010000-500100
3. Filled position-effective date: 7/12/13
4. Projected cost (Salary & Benefits) for remainder of FY14: \$43,131
5. Total projected annual Salary and Benefit Cost:

Salary	\$26,540
Benefits	<u>\$20,185</u>
Total	\$46,725

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: July 24, 2013

Reclassification Request:

- The Department of Revenue requests the reclassification of Filled_position #30531 Clerk III, Labor Grade 8, A000 to a Data Control Clerk III , Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Data Control Clerk III, Labor Grade 12, A000, effective 7/12/13

Rationale for Decision:

- The Department of Revenue, Document Processing Division, has restructured and made organizational changes in response to a reduction of workforce, new automation of systems, and the need to address high volume collections and processing demands in an efficient cross-functional operations business model.
- Reclassification to this title will allow the agency to provide cross-unit coordination in the review and processing of time sensitive, critical tax information and reporting data. This grouping of positions monitors, researches, and corrects data for compliance and accuracy, in order to allow the processing of documents through information systems.
- This position's duties now mirror those of other Data Control Clerk III positions currently operating in similar capacities at the Department of Revenue and at other state agencies. These duties also parallel the state class specification for Data Control Clerk III appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$56,434
Appropriation #010-084-084-15010000-500100
3. Anticipated date of hire is: 7/12/13 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$48,744
5. Total projected annual Salary and Benefit Cost:

Salary	\$24,498
Benefits	<u>\$28,307</u>
Total	\$52,805

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: July 24, 2013

Reclassification Request:

- The Department of Revenue requests the reclassification of Filled_position #14469 Cashier, Labor Grade 09, A000 to a Data Control Clerk III , Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Data Control Clerk III, Labor Grade 12, A000, effective 7/12/13

Rationale for Decision:

- The Department of Revenue, Document Processing Division, has restructured and made organizational changes in response to a reduction of workforce, new automation of systems, and the need to address high volume collections and processing demands in an efficient cross-functional operations business model.
- Reclassification to this title will allow the agency to provide cross-unit coordination in the review and processing of time sensitive, critical tax information and reporting data. This grouping of positions monitors, researches, and corrects data for compliance and accuracy, in order to allow the processing of documents through information systems.
- This position's duties now mirror those of other Data Control Clerk III positions currently operating in similar capacities at the Department of Revenue and at other state agencies. These duties also parallel the state class specification for Data Control Clerk III appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$58,122
Appropriation #010-084-084-15010000-500100
3. Filled position-effective date: 6/28/13
4. Projected cost (Salary & Benefits) for remainder of FY14: \$44,928
5. Total projected annual Salary and Benefit Cost:

Salary	\$26,540
Benefits	<u>\$20,185</u>
Total	\$46,725

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: July 24, 2013

Reclassification Request:

- The Department of Revenue requests the reclassification of Vacant_position #40827, Account Clerk III, Labor Grade 9, A000 to a Data Control Clerk II , Labor Grade 10, A000.

Division of Personnel (DOP) Reclassification Decision:

- Data Control Clerk II, Labor Grade 10, A000, effective 7/12/13

Rationale for Decision:

- The Department of Revenue, Document Processing Division, has restructured and made organizational changes in response to a reduction of workforce, new automation of systems, and the need to address high volume collections and processing demands in an efficient cross-functional operations business model.
- Reclassification to this title will allow the agency to provide cross-unit coordination and maintenance of document retention, storage, and retrieval systems. This grouping of positions checks daily data transmittals, maintains files, and processes high volume data and mail.
- This position's duties now mirror those of other Data Control Clerk II positions currently operating in similar capacities at the Department of Revenue and at other state agencies. These duties also parallel the state class specification for Data Control Clerk II appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$43,900
Appropriation #010-084-084-15010000-500100
3. Anticipated date of hire is: 8/9/13 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$37,560
5. Total projected annual Salary and Benefit Cost:

Salary	\$24,629
Benefits	<u>\$19,807</u>
Total	\$44,436

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: July 24, 2013

Reclassification Request:

- The Department of Revenue requests the reclassification of Filled_position #14481 Clerk III, Labor Grade 8, A000 to a Data Control Clerk II , Labor Grade 10, A000.

Division of Personnel (DOP) Reclassification Decision:

- Data Control Clerk II, Labor Grade 10, A000, effective 7-12-13

Rationale for Decision:

- The Department of Revenue, Document Processing Division, has restructured and made organizational changes in response to a reduction of workforce, new automation of systems, and the need to address high volume collections and processing demands in an efficient cross-functional operations business model.
- This reclassification will allow the agency to provide cross-unit coordination and maintenance of document retention, storage, and retrieval systems. This grouping of positions checks daily data transmittals, maintains files, and processes high volume data and mail.
- This position's duties now mirror those of other Data Control Clerk II positions currently operating in similar capacities at the Department of Revenue and at other state agencies. These duties also parallel the state class specification for Data Control Clerk II appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$57,354
Appropriation #010-084-084-15010000-500100
3. Filled position-effective date: 7/12/13
4. Projected cost (Salary & Benefits) for remainder of FY14: \$41,018
5. Total projected annual Salary and Benefit Cost:

Salary	\$24,629
Benefits	<u>\$19,807</u>
Total	\$44,436

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: July 24, 2013

Reclassification Request:

- The Department of Revenue requests the reclassification of Filled_position #14473 Clerk III, Labor Grade 8, A000 to a Data Control Clerk II , Labor Grade 10, A000.

Division of Personnel (DOP) Reclassification Decision:

- Data Control Clerk II, Labor Grade 10, A000, effective 7-12-13

Rationale for Decision:

- The Department of Revenue, Document Processing Division, has restructured and made organizational changes in response to a reduction of workforce, new automation of systems, and the need to address high volume collections and processing demands in an efficient cross-functional operations business model.
- This reclassification will allow the agency to provide cross-unit coordination and maintenance of document retention, storage, and retrieval systems. This grouping of positions checks daily data transmittals, maintains files, and processes high volume data and mail.
- This position's duties now mirror those of other Data Control Clerk II positions currently operating in similar capacities at the Department of Revenue and at other state agencies. These duties also parallel the state class specification for Data Control Clerk II appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$39,733
Appropriation #010-084-084-15010000-500100
3. Filled position-effective date: 7/12/13
4. Projected cost (Salary & Benefits) for remainder of FY14: \$41,018
5. Total projected annual Salary and Benefit Cost:

Salary	\$24,629
Benefits	<u>\$19,807</u>
Total	\$44,436

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: July 24, 2013

Reclassification Request:

- The Department of Revenue requests the reclassification of Filled_position #30533 Tax Auditor III, Labor Grade 21, A000 to a Supervisor II , Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor II, Labor Grade 21, A000, effective 6/28/13

Rationale for Decision:

- The Department of Revenue, Collections Division, has restructured and made operational changes in response to a reduction of workforce, and in order to streamline field and office tax collection activities to improve business compliance with rules and laws.
- The Supervisor II title will allow this position's current functions and scope to be aligned with two counterpart positions. Supervision of the Central Tax Services Unit provides performance outcome measures in the processing, review, and investigation of tax collection activities, critical in meeting state and federal statutory mandates.
- This position's duties now mirror those of other Supervisor II positions currently operating in similar capacities at The Department of Revenue and at other state agencies. These duties also parallel the state class specification for Supervisor II appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$72,905
Appropriation #010-084-084 2953000-500100
3. Filled position-effective date: 6/28/13
4. Projected cost (Salary & Benefits) for remainder of FY14: \$57,954
5. Total projected annual Salary and Benefit Cost:

Salary	\$37,850
Benefits	<u>\$22,422</u>
Total	\$60,272