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State of New Hampshire

DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex-25 Capitol Street
Concord, New Hampshire 03301

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August 14th, 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: September 4, 2013

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #17150 Program Specialist III, Labor Grade 23, A000 to a Fraud Investigator , Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Fraud Investigator, Labor Grade 21, A000, effective 9/4/13

Rationale for Decision:

- The Special Investigations (SI) Unit is experiencing a continued increase in the number of investigations regarding funds paid through fraud and abuse to Financial Assistance and Medicaid program recipients. As a result, there is now a 700-case backlog in the review of fraud referrals.
- This reclassification is for the purpose of adding an additional investigator to help reduce the backlog as mandated by FNS/USDA and to assist with the anticipated increase in work from initiatives generated from the Office of Improvement & Integrity.
- The proposed position is appropriate to the Fraud Investigator classification and similar to adjoining positions of that title.

Funding Summary

1. This position is a 53.44% General Funded position.
This position is a 46.56% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$61,158
Appropriation #05-95-95-952010-79350000
3. Anticipated date of hire is: 09/20/2013 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$44,692
5. Total projected annual Salary and Benefit Cost:

Salary	\$37,850
Benefits	<u>\$23,308</u>
Total	\$61,158

**Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: September 4, 2013**

Reclassification Request:

- The Department of Health and Human requests the reclassification of Filled_position #30926 Financial Analyst , Labor Grade 28, A000 to a Business Systems Analyst II , Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Systems Analyst II, Labor Grade 30, A000, effective 8/23/13

Rationale for Decision:

- This position evaluates financial and operational policies, operational performance, and financial reporting for the Department's cost allocation system. Its responsibilities have become more centered around the information technology side of business.
- Responsibilities now include: designing data validation processes; testing system operations; data integrity testing; rewriting code; and working with EDW and DoIT in creating new data file load processes.
- These functions are appropriate to the requested classification of Business Systems Analyst II, and compare well with other positions of that title.

Funding Summary

1. This position is a 61.5% General Funded position.
This position is a 38.5% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$82,296
Appropriation #05-95-95-951010-56760000
3. Filled position-effective date: 8/23/13
4. Projected cost (Salary & Benefits) for remainder of FY14: \$66,470
5. Total projected annual Salary and Benefit Cost:

Salary	\$55,497
Benefits	<u>\$26,799</u>
Total	\$82,296