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*State Of New Hampshire*  
DIVISION OF PERSONNEL  
Department of Administrative Services  
State House Annex – 28 School Street  
Concord, New Hampshire 03301

SARA J. WILLINGHAM  
Director of Personnel  
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June 4<sup>th</sup>, 2014

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 twenty-eight (28) classification decisions for positions in the Department of Health and Human Services (DHHS), effective upon Governor and Executive Council action. Funding associated with each decision is attached.

**EXPLANATION**

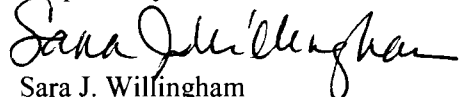
RSA 21-I:56 I, states that any request for reclassification of a position to a different class series as provided in RSA 21-I:54 shall require the approval of the Governor and Council.

Attached please find the classification decisions reached by the Classification Section of the Division of Personnel regarding these positions. A thorough analysis of the proposed change specific to each position, both within DHHS, as well as within the state classification system, has been completed by the Division of Personnel classification staff.

The reclassification of these twenty-eight (28) vacant positions is part of a management plan to ensure staffing for an anticipated increase in DHHS clients due to the expansion of programs. The proposed job descriptions are appropriate to the class specifications for these titles, and match other job descriptions already established in these areas. The requested classifications are also appropriate to the proposed organizational charts.

A waiver is respectfully requested to proceed with the classification process.

Respectfully Submitted,

  
Sara J. Willingham  
Director of Personnel

## Reclassification of The Department of Health and Human Services positions

<u>Position</u>	<u>Current Title</u>	<u>Current LG</u>	<u>Funding</u>	<u>SFY Cost</u>	<u>Total Salary SFY</u>	<u>Est. Benefits SFY *</u>	<u>Total Cost</u>	<u>Proposed Title</u>	<u>Proposed LG</u>	<u>Effective Date</u>	<u>Funding</u>	<u>SFY Cost</u>	<u>Total Salary SFY</u>	<u>Est. Benefits SFY *</u>	<u>Total Cost</u>
1	11610	Registered Nurse	23												
				67,101.23	67,101.23	29,043.30	96,144.53	Family Services Specialist I	15	7/11/2014		28,773.00	28,773.00	15,825.15	44,598.15
				100.00%	67,101.23	29,043.30	96,144.53				GF	53.17%	15,298.60	8,414.23	23,712.83
				0.00%	0.00	0.00	0.00				FF	46.83%	13,474.40	7,410.92	20,885.32
				0.00%	0.00	0.00	0.00				OF	0.00%	0.00	0.00	0.00
				100.00%	67,101.23	29,043.30	96,144.53				TF	100.00%	28,773.00	15,825.15	44,598.15
2	11852	Secretary II	9												
				22,973.25	22,973.25	17,619.41	40,592.66	Family Services Specialist I	15	7/11/2014		28,773.00	28,773.00	15,825.15	44,598.15
				60.00%	13,783.95	10,571.65	24,355.60				GF	53.17%	15,298.60	8,414.23	23,712.83
				40.00%	9,189.30	7,047.76	16,237.06				FF	46.83%	13,474.40	7,410.92	20,885.32
				0.00%	0.00	0.00	0.00				OF	0.00%	0.00	0.00	0.00
				100.00%	22,973.25	17,619.41	40,592.66				TF	100.00%	28,773.00	15,825.15	44,598.15
3	12356	Data Control Clerk II	10												
				23,845.50	23,845.50	27,153.69	50,999.19	Family Services Specialist I	15	7/11/2014		28,773.00	28,773.00	15,825.15	44,598.15
				61.50%	14,664.98	16,699.52	31,364.50				GF	53.17%	15,298.60	8,414.23	23,712.83
				38.50%	9,180.52	10,454.17	19,634.69				FF	46.83%	13,474.40	7,410.92	20,885.32
				0.00%	0.00	0.00	0.00				OF	0.00%	0.00	0.00	0.00
				100.00%	23,845.50	27,153.69	50,999.19				TF	100.00%	28,773.00	15,825.15	44,598.15
4	12725	Child Support Specialist	18												
				32,486.25	32,486.25	21,306.85	53,793.10	Family Services Specialist I	15	7/11/2014		28,773.00	28,773.00	15,825.15	44,598.15
				27.20%	8,836.26	5,795.46	14,631.72				GF	53.17%	15,298.60	8,414.23	23,712.83
				66.00%	21,440.93	14,062.52	35,503.45				FF	46.83%	13,474.40	7,410.92	20,885.32
				6.80%	2,209.07	1,448.87	3,657.93				OF	0.00%	0.00	0.00	0.00
				FALSE	32,486.26	21,306.85	53,793.10				TF	100.00%	28,773.00	15,825.15	44,598.15
5	14621	Disease Prevention Specialist	17												
				31,209.75	31,209.75	22,095.00	53,304.75	Family Services Specialist I	15	7/11/2014		28,773.00	28,773.00	15,825.15	44,598.15
				0.00%	0.00	0.00	0.00				GF	53.17%	15,298.60	8,414.23	23,712.83
				100.00%	31,209.75	22,095.00	53,304.75				FF	46.83%	13,474.40	7,410.92	20,885.32
				0.00%	0.00	0.00	0.00				OF	0.00%	0.00	0.00	0.00









