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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

**LINDA M. HODGDON**  
Commissioner  
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**SARA J. WILLINGHAM**  
Director of Personnel  
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July 24<sup>th</sup>, 2014

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

**REQUESTED ACTION**

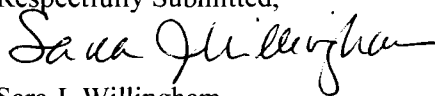
Pursuant to RSA 21-I:56 I, Reclassification of Positions, the Division of Personnel, Department of Administrative Services requests waiver approval of the attached classification decisions effective upon Governor and Executive Council action. Funding associated with each decision is detailed on the reclassification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

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: August 5, 2014

**Reclassification Request:**

- The Insurance Department requests the reclassification of vacant\_position #40591 Insurance Fraud Investigator, Labor Grade 24, A000 to a Attorney IV , Labor Grade 32, A000.

**Division of Personnel (DOP) Reclassification Decision:**

- Attorney IV, Labor Grade 32, A000, effective 6/27/14

**Rationale for Decision**

- The Compliance and Consumer Services Division, and the Market Regulation and Finance Regulation Divisions rely heavily on the current legal unit for legal reviews and enforcement support when Division staff find violations of the insurance laws and rules.
- There is a need for extra support concerning health data reporting compliance, and this position's role would be to administer and coordinate all legal and legislative objectives and activities relating to life, accident and health insurance for the agency.
- The proposed functions of this position are appropriate to the Attorney IV classification and similar to other positions of that title, and the qualification requirements meet the recruitment needs of the agency.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$96,958  
Budgetary number/string 02-24-24-240010-25200000-010
3. Anticipated date of hire is: 10/17/2014 at Minimum Step  
Filled position-effective date: n/a
4. Projected cost (Salary & Benefits) for remainder of FY15: \$60,033
5. Total projected annual Salary and Benefit Cost:

Salary	\$64,409
Benefits	<u>\$27,406</u>
Total	\$91,815

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: August 5, 2014

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of vacant position #42422 Supervisor II, Labor Grade 21, A130 to a Utilization Review Coordinator, Labor Grade 20, A000.

**Division of Personnel (DOP) Reclassification Decision:**

- Utilization Review Coordinator, Labor Grade 20, A000, effective 7/11/14

**Rationale for Decision:**

- The Department of Health and Human Services requests to reclassify this vacant position to Utilization Review Coordinator, and to transfer it to Community Based Care Services, Utilization Review Department, New Hampshire Hospital.
- This request is due to the increased demand for utilization review already established by the Medicaid Managed Care Organizations and in anticipation of increased demands for the Medicaid Care Managed Step-2 implementation and Medicaid Expansion.
- This position's duties would mirror those of other Utilization Review Coordinator positions operating in similar capacities at the Department of Health and Human Services. These duties also parallel the class specification for that title appropriately.

**Funding Summary**

1. This position is a 68.82% General Funded position.  
This position is a 30.89% Federal Funded position.  
This position is a 0.29% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$81,857  
Budgetary number/string 05-95-94-940010-84100000-010
3. Anticipated date of hire is: 10/03/14 at Minimum Step  
Filled position-effective date: n/a
4. Projected cost (Salary & Benefits) for remainder of FY15: \$42,090
5. Total projected annual Salary and Benefit Cost:

Salary	\$38,513
Benefits	<u>\$22,284</u>
Total	\$60,797

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: August 5, 2014

**Reclassification Request:**

- The Department of Education requests the reclassification of vacant\_position #43256 Administrative Assistant I, Labor Grade 16, A000 to a Program Specialist II , Labor Grade 21, A000.

**Division of Personnel (DOP) Reclassification Decision:**

- Program Specialist II, Labor Grade 21, A000, effective 7/11/14

**Rationale for Decision:**

- The Department of Education requests to reclassify this vacant position to Program Specialist II. This position would also be transferred to the Division of Educational Improvement, Bureau of Accountability.
- This position would provide support and review of state and federally funded program regulations and policies for the Charter School Program, and coordination of the development and implementation of Charter School Program requirements.
- This position's duties would mirror those of other Program Specialist II positions operating in similar capacities at the agency as well as at other state agencies. These duties parallel the state class specification for Program Specialist II appropriately.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$62,793  
Budgetary number/string 06-56-56-560510-60030000-010
3. Anticipated date of hire is: 08/22/2014 at Minimum Step  
Filled position-effective date: n/a
4. Projected cost (Salary & Benefits) for remainder of FY15: \$50,708
5. Total projected annual Salary and Benefit Cost:

Salary	<u>\$40,170</u>
Benefits	<u>\$22,611</u>
Total	<u>\$62,781</u>