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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
(603) 271-3201

SARA J. WILLINGHAM
Director of Personnel
(603) 271-3261

September 3rd, 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: September 17,2014

Reclassification Request:

- The Department Of Safety requests the reclassification of vacant_position #10576 Program Assistant I , Labor Grade 12, A000 to a Cash Terminal Operator II , Labor Grade 13, A000.

Division of Personnel (DOP) Reclassification Decision:

- Cash Terminal Operator II , Labor Grade 13, A000 , effective 8/22/14

Rationale for Decision:

- The Department of Safety requests to reclassify this vacant position to a Cash Terminal Operator II to better utilize this position with customer services activities in the Department of Motor Vehicle's Bureau of Operations.
- The position would serve the public at the Concord location by processing motor vehicle transactions at the counter, customer service area or work station.
- This position's duties mirror those of other Cash Terminal Operator II positions currently operating at the Department of Safety. These duties also parallel the state class specification for Cash Terminal Operator II appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$47,312
Budgetary number/string02-23-23-233010-29260000
3. Anticipated date of hire is: 10/3/2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$37,991
5. Total projected annual Salary and Benefit Cost:

Salary	\$31,158
Benefits	<u>\$20,829</u>
Total	<u>\$51,987</u>

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 17,2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #16188 Registered Nurse I, Labor Grade 19, N130 to a Program Specialist IV , Labor Grade 25,A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist IV, Labor Grade 25,A000 , effective 8/21/14

Rationale for Decision:

- The Department of Health and Human Services requests to transfer and reclassify this position in order to address significant utilization review and justification concerning inpatient psychiatric services, due to the Medicaid Care Management program
- This position would develop, plan, direct, evaluate and report on patient care review activities at New Hampshire Hospital and ensure the integration and coordination of hospital-wide quality programs in a manner consistent with regulatory requirements and Hospital goals.
- This position's duties mirror those of other Program Specialist IV positions currently operating in similar capacities at this agency as well as at other state agencies. These duties also parallel the state class specification for Program Specialist IV appropriately.

Funding Summary

1. This position is a 66.4% General Funded position.
This position is a 33.6% Federal Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$112,002
Budgetary number/string 05-00095-094-9400010-87500000
3. Anticipated date of hire is: 11/14/14at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$41,287
5. Total projected annual Salary and Benefit Cost:

Salary	\$47,502
Benefits	<u>\$24,062</u>
Total	\$71,564

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 17,2014

Reclassification Request:

- The Department Of Administrative Services requests the reclassification of vacant position #40010 Building Services Supervisor, Labor Grade 11, A000 to a Plant Maintenance Engineer IV , Labor Grade 24,A000.

Division of Personnel (DOP) Reclassification Decision:

- Plant Maintenance Engineer IV, Labor Grade 24,A000 , effective 8/13/14

Rationale for Decision:

- The Bureau of Court Facilities Requests to reclassify this position to a Plant Maintenance Engineer IV to oversee building heat, air and ventilation system (HVAC) and to monitor and correct HVAC performance via the Building Management System (BMS).
- This position would supervise, teach and manage Bureau staff on all BMS and HVAC issues, and would coordinate a program of building heating, air and ventilation system (HVAC) operations, maintenance, and Building Management System (BMS) repair and monitoring at state-owned court facilities.
- This position's proposed supplemental job description meets the criteria of the class specification for Plant Maintenance Engineer IV and is appropriate to the Bureau's organizational structure.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$62,681
Budgetary number/string010-14-14-141510-20450000
3. Anticipated date of hire is: 10/3/2014at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$50,376
5. Total projected annual Salary and Benefit Cost:

Salary	\$48,506
Benefits	<u>\$24,260</u>
Total	\$72,766