

56 *DM*



*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 17th, 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: October 1,2014

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant\_position #12899 Agency Audit Manager, Labor Grade 25, A000 to a Administrator II , Labor Grade 29, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator II, Labor Grade 29,A000 , effective 8/28/14

Rationale for Decision:

- This reclassification is requested because the agency is reorganizing the Division of Professional Standards to include agency auditing functions and compliance monitoring associated with, but not limited to, the American Correctional Association standards, the Prison Rape Elimination Act and the Department's quality assurance and process improvement program.
- This position would administer, develop and manage the Bureau of Audit and Compliance, ensuring that internal controls, audits and policies are in place to meet court ordered mandates and departmental objectives associated with the NH Department of Correction's mission.
- The proposed supplemental job description of this position meets the standards of the class specification of Administrator II and is appropriate to the organizational structure of the agency.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$75,426  
Budgetary number/string02-46-46-462510-59290000-010
3. Anticipated date of hire is: 1/9/15 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$34,784
5. Total projected annual Salary and Benefit Cost:

Salary	\$56,394
Benefits	<u>\$25,821</u>
Total	\$82,215

Division of Personnel  
Reclassification Waiver Per Chapter 21-I: 56  
Governor and Council Meeting Date: October 1, 2014

**Reclassification Request:**

- The Department of Resources and Economic Development requests the reclassification of vacant\_position #40050 Program Specialist III, Labor Grade 23, A000 to a Industrial Agent-At-Large I , Labor Grade 25,A000.

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

- Industrial Agent-At-Large I, Labor Grade 25,A000 , effective 9/3/14

**Rationale for Decision:**

- This reclassification is requested by the Division of Economic Development. As a Retention Team member, this position will now be required to do a higher level of business consultation, become policy lead for the Division, and take on a specific area of expertise.
- This position would promote the growth of industry in New Hampshire by helping in-state businesses solve problems and take advantage of opportunities for growth, and provide expertise in areas such as tax credit program oversight, Job Training Program, marketing/communications, or international recruitment.
- The proposed supplemental job description for this position fits the criteria of the class specification of Industrial Agent-at-Large I and is appropriate to the agency's organizational structure.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$83,085  
Budgetary number/string03-35-35-350510-3610000-010
3. Anticipated date of hire is: 11/28/14 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$38,535
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: October 1,2014

Reclassification Request:

- The NH Department of Fish and Game requests the reclassification of Vacant\_position #43033 Program Planner III, Labor Grade 25, A000 to an Informational Representative I , Labor Grade 21,A000.

Division of Personnel (DOP) Reclassification Decision:

- Informational Representative I, Labor Grade 21,A000 , effective 9/3/14

Rationale for Decision:

- The NH Department of Fish and Game requests to reclassify this position, which would be transferred to a different unit (the Communications Unit) in the Public Affairs Division, in order to provide much needed assistance in the agency's information and communications outreach, both internal and external.
- This position would conduct public relations, advertising and information program activities involving the planning, preparation and distribution of cost-effective informational material through print, broadcast, electronic and social media, to include web-based content and the use of web applications to design, maintain, support and enhance the Department's website.
- The proposed supplemental job description for this position fits the criteria of the class specification of Information Representative I and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$86,141  
Budgetary number/string03-75-75-751020-21240000-010
3. Anticipated date of hire is: 10/31/14at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$38,635
5. Total projected annual Salary and Benefit Cost:

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

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: October 1, 2014

**Reclassification Request:**

- The Department Of Health and Human Services requests the reclassification of Vacant position #11750 Administrator III , Labor Grade 31, A000 to a Information Technology Manager V , Labor Grade 34, A000.

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

- Information Technology Manager V , Labor Grade 34, A000 , effective 8/21/14

**Rationale for Decision:**

- The Department Health and Human Services requests to transfer and reclassify this vacant position in order to establish a Medicaid Management Information System (MMIS) Team, within the Office of Information Services (OIS). The MMIS system processes over \$850 million dollars annually in payments to providers.
- This position would direct and coordinate all active system projects related to Medicaid Management Information Systems agency-wide, and execute project oversight over direct, matrixes and contracted personnel, acting as key director of operation, maintenance, and modification of the MMIS.
- This position's proposed duties parallel the state class specification for Information Technology Manager V appropriately and coincide with a proper organizational structure.

**Funding Summary**

1. This position is a 50% General Funded position.  
This position is a 50% Federal Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$ 112,665  
Budgetary number/string05-95-42-420010-29570000-010
3. Anticipated date of hire is: October 31, 2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$60,986
5. Total projected annual Salary and Benefit Cost:

Salary	\$ 70,493
Benefits	<u>\$ 28,609</u>
Total	\$ 99,102

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: October 1,2014

Reclassification Request:

- The Department Of Health and Human Services requests the reclassification of vacant position #14736 Administrator III , Labor Grade 31, A000 to a Information Technology Manager V , Labor Grade 34, A000.

Division of Personnel (DOP) Reclassification Decision:

- Information Technology Manager V , Labor Grade 34, A000 , effective 9/8/14

Rationale for Decision:

- The Department Health and Human Services requests to transfer and reclassify this vacant position in order to establish a Medicaid Management Information System (MMIS) Team, within the Office of Information Services (OIS). The MMIS system processes over \$850 million dollars annually in payments to providers.
- This position would direct all aspects of project phases on new Medicaid Management Information Systems (MMIS) initiatives, to include development, deployment, enhancement, and correction of systems and processes, information management, and coordination of HIPAA standards implementation.
- This position's proposed duties parallel the state class specification for Information Technology Manager V appropriately and coincide with a proper organizational structure.

Funding Summary

1. This position is a 50% General Funded position.  
This position is a 50% Federal Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$ 112,665  
Budgetary number/string 05-95-90-900010-51100000-010
3. Anticipated date of hire is: October 31, 2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$ 60,986
5. Total projected annual Salary and Benefit Cost:

Salary	\$ 70,493
Benefits	\$ <u>28,609</u>
Total	\$ 99,102

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: October 1,2014

Reclassification Request:

- The Department Of Health and Human Services requests the reclassification of Vacant position #14762 Executive Secretary, Labor Grade 11, A000 to a Business Systems Analyst II , Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business System Analyst II, Labor Grade 30, A000 , effective 8/21/14

Rationale for Decision:

- The Department Health and Human Services requests to transfer and reclassify this vacant position in order to establish a Medicaid Management Information System (MMIS) Team, within the Office of Information Services (OIS).
- This position would analyze and evaluate current management methods, procedures and business processes in accordance with the established objectives and scope, with a particular focus on MMIS payment processing and financial reporting.
- This position's duties would mirror duties of other Business Systems Analyst II positions currently operating within the agency as well as at other state agencies. These duties also parallel the state class specification for Business Systems Analyst II appropriately and coincide with a proper organizational structure.

Funding Summary

1. This position is a 50% General Funded position.  
This position is a 50% Federal Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$ 47,628  
Budgetary number/string 05-95-90-9000010-51490000-010
3. Anticipated date of hire is: October 31, 2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$ 52,448
5. Total projected annual Salary and Benefit Cost:

Salary	\$ 58,910
Benefits	<u>\$ 26,318</u>
Total	\$ 85,228

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: October 1, 2014

**Reclassification Request:**

- The Department Of Health and Human Services requests the reclassification of Vacant position #43071 Attorney II, Labor Grade 28, A000 to a Business Systems Analyst II , Labor Grade 30, A000.

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

- Business System Analyst II, Labor Grade 30, A000 , effective 8/21/14

**Rationale for Decision:**

- The Department Health and Human Services requests to transfer and reclassify this vacant position in order to establish a Medicaid Management Information System (MMIS) Team, within the Office of Information Services (OIS).
- This position would analyze Medicaid claims processing and initiate and develop testing procedures to verify functionality of the MMIS. It would focus on establishing testing conditions for the business rules that are used to edit claims, and manage the testing initiative between business analysts and contractors.
- This position's duties would mirror those of other Business Systems Analyst II positions currently operating within the agency as well as at other state agencies. These duties also parallel the state class specification for Business Systems Analyst II appropriately and coincide with a proper organizational structure.

**Funding Summary**

1. This position is a 50% General Funded position.  
This position is a 50% Federal Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$ 76,155  
Budgetary number/string 05-95-95-952010-56800000-010
3. Anticipated date of hire is: October 31, 2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$ 52,448
5. Total projected annual Salary and Benefit Cost:

Salary	\$ 58,910
Benefits	<u>\$ 26,318</u>
Total	\$ 85,228



Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: October 1, 2014

**Reclassification Request:**

- The Department Of Health and Human Services requests the reclassification of vacant position #41072 Supervisor VI, Labor Grade 27, A000 to a Systems Development Specialist VI , Labor Grade 30, A000.

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

- Systems Development Specialist VI, Labor Grade 30, A000 , effective 8/21/14

**Rationale for Decision:**

- The Department Health and Human Services requests to transfer and reclassify this vacant position in order to establish a Medicaid Management Information System (MMIS) Team, within the Office of Information Services (OIS).
- This position would act as lead conversion specialist with respect to application and database design for the Medicaid Management Information System (MMIS) and would perform analysis, design and translation of programming functions into information systems solutions to meet agency objectives.
- This position's duties would mirror duties of another Systems Development Specialist VI positions currently operating in the agency as well as at other state agencies. These duties also parallel the state class specification for Systems Development Specialist VI appropriately and coincide with a proper organizational structure.

**Funding Summary**

1. This position is a 50% General Funded position.  
This position is a 50% Federal Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$ 81,018  
Budgetary number/string05-95-95-953010-56870000-010
3. Anticipated date of hire is: October 31, 2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$ 52,448
5. Total projected annual Salary and Benefit Cost:

Salary	\$ 58,910
Benefits	<u>\$ 26,318</u>
Total	\$ 85,228

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: October 1,2014

**Reclassification Request:**

- The Department of Revenue requests the reclassification of Vacant\_position #30534 Data Processing Supervisor I, Labor Grade 15, A000 to a Administrator III , Labor Grade 31, A000.

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

- Administrator III, Labor Grade 31, A000 , effective 9/5/14

**Rationale for Decision:**

- This vacant position is requested to be reclassified and transferred to report to the agency's Tax Policy & Legislative Analysis Group so that it can provide high-level analysis, evaluation and management of all Department financial performance and operational data and consult with administrative staff agency-wide.
- The expectations of this position, such as forecasting and evaluating state revenues, responding to requests for information and/or analysis from the Governor and Legislature, recommending legislation, and making presentations before Legislative committees, are appropriate to the Administrator III level.
- The proposed supplemental job description is appropriate to the class specification for Administrator III.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$54,646  
Budgetary number/string10-84-84-78840000-500100-010
3. Anticipated date of hire is: 10/31/2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$54,345
5. Total projected annual Salary and Benefit Cost:

Salary	\$61,483
Benefits	<u>\$26,827</u>
Total	\$88,310