

13 *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
Acting Director of Personnel
(603) 271-3261

January 29, 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
Acting Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 12, 2014

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant_position #16622 Emergency Management Training Officer, Labor Grade 23, A000 to a Program Planner II , Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Planner II , Labor Grade 21, A000, effective 1/13/14

Rationale for Decision:

- The Department of Safety, Division of Homeland Security and Emergency Management requests to reclassify this position to a Program Planner II to serve as the Division's Homeland Security Exercise Evaluation Program (HSEEP) liaison.
- This position would work in the Planning Section under the direction of the Assistant Chief Emergency Management Specialist and would develop, plan, train, implement and evaluate all HSEEP exercises with federal, state and local agencies.
- This position's supplemental job description meets the standards of the classification specification for Program Planner II and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 32% Federal Funded position.
This position is a 68% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$88,174
Budgetary number/string02-023-023-236010-27400000-010
3. Anticipated date of hire is: April 4, 2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$11,894
5. Total projected annual Salary and Benefit Cost:

Salary	\$38,418
Benefits	<u>\$23,433</u>
Total	\$61,851

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: February 12, 2014

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant_position #21818 Earth Scientist II, Labor Grade 22, A000 to a Civil Engineer VI , Labor Grade 32, A130.

Division of Personnel (DOP) Reclassification Decision:

- Civil Engineer VI, Labor Grade 32, A130, effective 1/16/14

Rationale for Decision:

- This position would be responsible for oversight and policy for the statewide engineering and technical assessment of state owned highway pavement programs, ensuring compliance with Federal Highway Administration/National Highway System (MAP-21 legislation).
- It would administer and assess the development of paving contracts, new and rehabilitated pavement recommendations, acquisition, and processing of pavement surface distress data, and identify statewide pavement funding needs.
- The proposed duties would mirror those of other Civil Engineer VI positions currently operating in similar capacities at the Department of Transportation as well as at other state agencies, and parallel the class specification for Civil Engineer VI appropriately.

Funding Summary

1. This position is a 100 Highway% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$89,189
Budgetary number/string04-96-96-962015-3034-010
3. Anticipated date of hire is: 3/7/14at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$25,451
5. Total projected annual Salary and Benefit Cost:

Salary	\$65,701
Benefits	<u>\$28,830</u>
Total	\$94,531

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: February 12, 2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12426 Medical Services Technician, Labor Grade 17, A000 to a Supervisor III, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor III, Labor Grade 23, A000, effective 1/22/14

Rationale for Decision:

- This vacant position in the Division of Client Services would be reclassified to Supervisor III and transferred to the Central Scanning Unit (CSU), which supports the electronic records management system for two Divisions and is expected to expand.
- The CSU receives approximately 230,000 documents per month to scan and index, and this demand will increase and require additional staff. For this reason, the CSU has need of an additional Supervisor to coordinate business processes and workflow.
- The proposed job description is appropriate to the Supervisor III class specification and similar to other state positions of that title, and the proposed organizational structure is also appropriate.

Funding Summary

1. This position is a 50.00% General Funded position.
This position is a 50.00% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$61,171
Budgetary number/string05-95-45-04510-79960000-010
3. Anticipated date of hire is: 3/21/14 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$15,557
5. Total projected annual Salary and Benefit Cost:

Salary	\$41,703
Benefits	<u>\$24,084</u>
Total	\$65,787

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 12, 2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #15759 Training & Development Therapist, Labor Grade 16, A000 to a Program Specialist I , Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist I, Labor Grade 19, A000, effective 1/23/14

Rationale for Decision:

- This reclassification would establish additional support within the Patient Care Services Unit at NH Hospital to facilitate end-user training and oversight/analysis of complex systems that interface between electronic medical and pharmacy records.
- This position would work with pharmacy and other clinical staff to develop procedures for pharmacy software applications and computerized physician order entry capabilities, and provide support to the Information Technology Department.
- This position's duties now mirror those of other Program Specialist I positions currently operating in similar capacities at the New Hampshire Hospital and at other state agencies, and parallel the class specification for Program Specialist I appropriately.

Funding Summary

1. This position is a 26.4% General Funded position.
This position is a 30.9% Federal Funded position.
This position is a 42.6% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$55,812
Budgetary number/string05-95-94-940010-8750-010
3. Anticipated date of hire is: 3/21/14 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$15,082
5. Total projected annual Salary and Benefit Cost:

Salary	\$33,547
Benefits	<u>\$22,470</u>
Total	\$56,017

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 12, 2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #30278 Secretary II, Labor Grade 9, A000 to a Administrator IV , Labor Grade 33, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator IV, Labor Grade 33, A000, effective 1/28/14

Rationale for Decision:

- This reclassification would establish a Pharmacy Services Administrator which would authorize and direct statewide Medicaid pharmacy services policies and procedures.
- This position would provide clinical and operational leadership for the management of Medicaid's \$95 million pharmacy program serving all 130,000 Medicaid recipients. Responsibilities would include strategic management, supervision of Medicaid reimbursements to pharmacists, and quality assurance and oversight related to the State's Medicaid Care Management program.
- The proposed responsibilities of this position are appropriate to the Administrator IV classification and similar to other positions of that title with statewide programmatic responsibility requiring specialized expertise.

Funding Summary

1. This position is a 50% General Funded position.
This position is a 50% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$44,237
Budgetary number/string 05-95-47-470010-79370000-010
3. Anticipated date of hire is: 4/18/14at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$14,319
5. Total projected annual Salary and Benefit Cost:

Salary	\$64,484
Benefits	<u>\$28,590</u>
Total	\$93,074

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 12, 2014

Reclassification Request:

- The Department of Education requests the reclassification of Vacant_position #13166 Payroll Officer I, Labor Grade 14, A000 to a Human Resources Coordinator II , Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Human Resources Coordinator II, Labor Grade 23, A000, effective 1/16/14

Rationale for Decision:

- Loss of human resources and payroll support positions due to budgetary and personnel shifting has caused a lack of consistency and significant backlogs in the processing and managing of human resources, benefits and payroll transactions.
- For this reason, the agency requests to reclassify this vacant position in the Human Resources Unit in order to increase critical capacity needed in the coordination, implementation and monitoring of various personnel programs and policies.
- This position's proposed duties mirror those of other Human Resources Coordinator II positions operating in similar capacities at other state agencies, and are appropriate to the class specification for Human Resources Coordinator II.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$53,912
Budgetary number/string06-56-56-560510-6003-010-0100
3. Anticipated date of hire is: April 4, 2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$12,651
5. Total projected annual Salary and Benefit Cost:

Salary	\$41,703
Benefits	<u>\$24,084</u>
Total	<u>\$65,787</u>

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 12, 2014

Reclassification Request:

- The Department of Education requests the reclassification of Vacant_position #13219 Education Consultant III, Labor Grade 28, A000 to a Program Specialist I , Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist I, Labor Grade 19, A000, effective 1/16/14

Rationale for Decision:

- Due to funding reductions and personnel restructuring, the Department of Education is requesting to reclassify this vacant position to a Program Specialist I located in the Division of Career Technology and Adult Learning, Bureau of Career Development.
- This position would research and review information related to Career and Technical Education at both the federal and state level for use in establishing policies and procedures, and would provide technical support to the Bureau.
- The proposed duties mirror those of other Program Specialist I positions currently operating in similar capacities at the Department of Education as well as at other state agencies, and parallel the class specification for Program Specialist I appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$77,156
Budgetary number/string06-56-56-565010-60320000-010.
3. Anticipated date of hire is: April 4, 2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$11,198
5. Total projected annual Salary and Benefit Cost:

Salary	\$35,389
Benefits	<u>\$22,835</u>
Total	\$58,224