



152
MLC

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

CHARLES M. ARLINGHAUS
 Commissioner
 (603) 271-3201

LORRIE A. RUDIS
 Director of Personnel
 (603) 271-3261

April 3, 2019

His Excellency, Governor Christopher T. Sununu
 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.

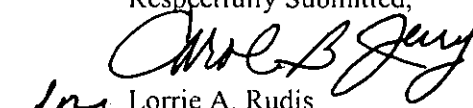
EXPLANATION

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.

The change in position allocation or classification for vacant positions under RSA 21-I:56 I, shall be effective upon approval by the Governor and Executive Council. For filled positions with a current incumbent, Personnel Rule 303.04 Response of Director, mandates that the effective date of the change in position allocation or classification shall be the first day of the pay period immediately following the written response made by the Director of Personnel. In cases where this rule applies, Governor and Executive Council action is requested **retroactive** to the date specified for that position.

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,

 for Lorrie A. Rudis
 Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: April 17, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #41082, Program Specialist III, Labor Grade 23, A000 to a Business Administrator III, Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Administrator III, Labor Grade 27, A000 effective 3/15/19

Rationale for Decision:

- HHS is reclassifying this filled position to a Business Administrator III, LG 27. The position will be located in Medicaid Finance.
- The position will be responsible for creating a variety of reporting related to Medicaid drug reimbursements used for financial monitoring, evaluation and control, well as administration of personnel transactions, budgetary planning.
- TThe Proposed Supplemental Job Description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 50% General Funded position.
This position is a 50% Federal Funded position.
2. Budgetary number/string 05-95-47-470010-7937-010
3. Filled position-effective date: 3/15/19
4. Projected cost (Salary & Benefits) for remainder of FY19: \$22,178
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$62,208
Benefits	<u>\$30,688</u>
Total	\$92,896

Projected Annual Cost:

Salary	\$64,934
Benefits	<u>\$31,169</u>
Total	\$96,103

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: April 17, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12283 Case Technician I, Labor Grade 14, A000 to an Accountant I, Labor Grade 16, A000.

Division of Personnel (DOP) Reclassification Decision:

- Accountant I, Labor Grade 16, A000 effective upon Council's approval.

Rationale for Decision:

- HHS is reclassifying this vacant position to an Accountant I, LG 16.
- The position will be responsible for accounts receivables financial transactions and their tracking and analysis for the Bureau of Improvement and Integrity.
- The Proposed Supplemental Job Description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 56% General Funded position.
This position is a 43% Federal Funded position.
This position is a 1% Other Funded position.
2. Budgetary number/string 05-95-10-500100-79350000-010
3. Anticipated date of hire is: 5/24/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$2,316
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$32,136
Benefits	<u>\$24,733</u>
Total	\$56,869

Projected Annual Cost:

Salary	\$34,769
Benefits	<u>\$25,255</u>
Total	\$60,023

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: April 17, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #14961, Paralegal I, Labor Grade 16, A000 to a Program Specialist IV, Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist IV, Labor Grade 25, A000 effective upon Council's approval

Rationale for Decision:

- HHS agency is reclassifying and transferring this vacant position to a Program Specialist IV, LG 25.
- The position will support planning for housing assistance programs, the 811 Project Rental Assistance Program and the Housing Bridge Subsidy Program, by evaluating and developing program data, policy and procedure. The position also monitors the performance of the program and its contractors for compliance.
- The Proposed Supplemental Job Description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 68% General Funded position.
This position is a 32% Federal Funded position.
2. Budgetary number/string 05-95-92-922010-41170000-010
3. Anticipated date of hire is: 6/7/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$0
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$44,741
Benefits	<u>\$38,521</u>
Total	\$83,262

Projected Annual Cost:

Salary	\$50,193
Benefits	<u>\$28,309</u>
Total	\$78,502