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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

SARA J. WILLINGHAM
Director of Personnel
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June 4th, 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: June 18, 2014

Reclassification Request:

- The Department of Information Technology requests the reclassification of filled position #30359 Supervisor of Computer Operations, Labor Grade 19, A000 to a Buyer, Labor Grade 15, A000.

Division of Personnel (DOP) Reclassification Decision:

- Buyer, Labor Grade 15, A000, effective 5/14/14

Rationale for Decision:

- The Department of Information Technology requests to reclassify this position because the scope of work and responsibilities being performed are not appropriate to the current classification, but are appropriate to the role of Buyer.
- This position now oversees, manages, coordinates and tracks purchases and related purchasing information of information-technology-related products and services for the Department via DoIT's Approvals and Expenditures tool (A&E) and NH FIRST.
- This position's supplemental job description matches the requirements of the Buyer class specification, is appropriate to the agency's organizational structure, and compares well to other Buyer positions in the agency.

Funding Summary

Note: This position is currently filled. Pursuant to the Personnel Rules, the impact of this reclassification as noted below will not take place for two (2) years from the effective date or when the position becomes vacant, whichever occurs first.

1. This position is a 36.78% General Funded position.
This position is a 63.22% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$78,396
Budgetary number/string01-03-03-030010-77080000-010
3. Filled position-effective date: 5/14/2014
4. Projected cost (Salary & Benefits) for remainder of FY14: \$4,183
5. Total projected annual Salary and Benefit Cost:

Salary	\$30,164
Benefits	<u>\$21,801</u>
Total	\$51,965

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 18, 2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #12684 Secretary II, Labor Grade 9, A000 to a Program Planning and Review Specialist, Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Planning and Review Specialist, Labor Grade 28, A000, effective June 2, 2014

Rationale for Decision:

- The Department of Health and Human Services requests to reclassify this vacant position as part of the State Mental Health Oversight Initiative, Community Mental Health Agreement.
- This position would be located in Community Based Care Services – Elderly and Adult Services Bureau, and would review applicable laws and policies to ensure that behavioral health service delivery is consistent with the intent of the Olmstead decision, the Department and the Legislature.
- This position's duties would mirror those of other Program Planning and Review Specialist positions currently operating in similar capacities in the agency and at other state agencies. These duties also parallel the state class specification for Program Planning and Review Specialist appropriately.

Funding Summary

1. This position is a 80% General Funded position.
This position is a 20% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$56,526
Budgetary number/string05-95-48-481510-78560000-010
3. Anticipated date of hire is: September 5, 2014at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$0
5. Total projected annual Salary and Benefit Cost:

Salary	\$54,035
Benefits	<u>\$25,354</u>
Total	\$79,389

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 18, 2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #16596 Secretary II, Labor Grade 9, A000 to a Program Planning and Review Specialist, Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Planning and Review Specialist, Labor Grade 28, A000, effective June 2, 2014

Rationale for Decision:

- The Department of Health and Human Services requests to reclassify this vacant position as part of the State Mental Health Oversight Initiative, Community Mental Health Agreement.
- This position would be located in Community Based Care Services – Elderly and Adult Services Bureau, and would review applicable laws and policies to ensure that behavioral health service delivery is consistent with the intent of the Olmstead decision, the Department and the Legislature.
- This position's duties would mirror those of other Program Planning and Review Specialist positions currently operating in similar capacities in the agency and at other state agencies. These duties also parallel the state class specification for Program Planning and Review Specialist appropriately.

Funding Summary

1. This position is a 80% General Funded position.
This position is a 20% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$51,790
Budgetary number/string05-95-49-491510-29870000-010
3. Anticipated date of hire is: September 5, 2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$0
5. Total projected annual Salary and Benefit Cost:

Salary	\$54,035
Benefits	<u>\$25,354</u>
Total	\$78,389

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 18, 2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #40399 Data Processing Project Manager, Labor Grade 31, A000 to Executive Project Manager , Labor Grade 35,A000.

Division of Personnel (DOP) Reclassification Decision:

- Executive Project Manager, Labor Grade 35, A000, effective 5/16/14

Rationale for Decision:

- This position would serve in the capacity of the Department's Finance Director and be part of DHHS Executive Management. It would take on duties previously assigned to unclassified position #9U404, which will be retained to meet other critical needs.
- This position would develop, authorize, and implement agency-wide financial procedures, controls, and system compliance, to include developing financial policies and procedures, overseeing units, federal cost claiming, budgeting, and reporting.
- This level of responsibility and the qualifications required are appropriate to the Executive Project Manager classification.

Funding Summary

1. This position is a 61.50% General Funded position.
This position is a 38.50% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$114,806
Budgetary number/string:05-95-95-950010-56760000-010
3. Anticipated date of hire is: 06/27/14 at Minimum Step
Filled position-effective date: 06/27/14
4. Projected cost (Salary & Benefits) for remainder of FY14: \$0
5. Total projected annual Salary and Benefit Cost:

Salary	\$73,827
Benefits	<u>\$29,269</u>
Total	\$103,096

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 18, 2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #42759 Program Specialist IV, Labor Grade 25, A000 to a Administrator of Planning Coordination , Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator of Planning Coordination, Labor Grade 30, A000, effective June 2, 2014

Rationale for Decision:

- The Department of Health and Human Services requests to reclassify and transfer this vacant position as part of the State Mental Health Oversight Initiative, Community Mental Health Agreement.
- This position would be located in the Community Based Care Services – Elderly and Adult Services Bureau, and would develop methods for establishing the identification of health needs and priorities as outlined in applicable state, federal and Olmstead regulations through the collection of researched quality improvement data.
- This position's duties would mirror those of other Administrator of Planning Coordination positions currently operating in similar capacities in the agency as well as in other state agencies. These duties also parallel the state class specification for an Administrator of Planning Coordination appropriately.

Funding Summary

1. This position is a 80% General Funded position.
This position is a 20% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$82,660
Budgetary number/string05-95-48-480510-92500000-010
3. Anticipated date of hire is: September 5, 2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$0
5. Total projected annual Salary and Benefit Cost:

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