



Jeffrey A. Meyers
Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF LEGAL AND REGULATORY SERVICES
BUREAU OF LICENSING AND CERTIFICATION

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September 5, 2017

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

1. Pursuant to New Hampshire RSA 99:8, Increases for Recruitment Purposes, and in accordance with Per 904.01 of the Rules of the Division of Personnel, Request for Temporary Increase, authorizes the Department of Health and Human Services (DHHS), Health Facilities Administration-Licensing Unit (HFA-L) to add a newly reclassified position 30318, Supervisor V, to the positions that have a thirty percent (30%) hourly rate enhancement. Division of Personnel approved its reclassification from Supervisor VII and it would join the positions currently under the (30%) enhancement, as initially approved by the Governor and Executive Council in July 2007 and re-approved in August 2009, October 2011, October 2013, June 24, 2015, Item 33 and July 19, 2017, Item 11.

EXPLANATION

In July 2007, August 2009, October 2011, October 2013, June 2015 and July 2017, Item # 11 the Governor and Executive Council approved a thirty percent (30%) temporary increase for recruitment and retention purposes for twenty-seven (27) positions assigned to the Bureau of Licensing and Certification Health Facilities Licensing Unit and Health Facilities Certification Units. In addition, the Governor and Executive Council approved the renewal of a fifteen percent (15%) temporary increase for recruitment and retention purposes for one (1) Supervisor VII position. This requested action would add one (1) Supervisor V position (#30318) to those currently receiving the thirty-percent (30%) hourly rate enhancement.

This requested action is part of organizational and reporting line changes to address business needs and regulatory mandates. The realignment necessitates the need for a Registered Nurse Clinical Supervisor V which will oversee the clinical functions and responsibilities of the licensing and evaluation coordinators, guide and oversee clinical inspections to ensure the appropriate clinical procedures are being followed, ensure the quality of care of residents is monitored appropriately and ensure consistent and comprehensive inspection results and reporting. As the direct supervisor of licensing and evaluation coordinators in the Health Facilities Unit, this position would be eligible for a thirty (30%) enhancement in compensation.

Licensing and Evaluation Coordinators, the majority of whom are registered nurses, conduct surveys of facilities caring for some of the State's most vulnerable citizens. These include nursing homes, assisted living facilities, hospitals, home health care agencies, hospice agencies, hospice homes and community residences serving individuals with developmental disabilities.

There continues to be a severe shortage of Registered Nurses in the United States generally and in New Hampshire specifically. Nurses in the private sector continue to earn far more than nurses

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working in State positions. Retention of Registered Nurses in Licensing and Evaluation Coordinators positions in these units is due solely to the 30% Salary enhancement. The estimated salary cost difference of this enhancement is:

SFY 2018-19 Annual Pay July 1, 2017-June 30, 2019 (Approved 7/19/17, Item 11)

Federal:	\$	620,109
General:	\$	168,110
Other:	\$	46,488
Total:	\$	834,707

Plus the Requested Action increase of SFY 2016-2017 Annual Pay July 1, 2017-June 30, 2019

Federal:	\$	17,646
General:	\$	9,597
Other:	\$	3,715
Total:	\$	30,958

The Salaries referenced above are currently funded in appropriation 05-95-95-952010-5146-010 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: COMMISSIONER, OFFICE OF PROGRAM SUPPORT, HEALTH FACILITIES ADMINISTRATION AND 05-95-95-952010-56820000-010 HEALTH AND SOCIAL SERVICES, DEPAT OF HEALTH AND HUMAN SVCS, HHS:COMMISSIONER, OFFICE OF PROGRAM SUPPORT, COMMUNITY RESIDENCES.

Enclosed are the approval correspondence from the Division of Personnel, current supplemental job description, organizational chart and fiscal impact statement.

Respectfully submitted,



Lori A. Shibinette
Deputy Commissioner



Approved by:
Jeffrey A. Meyers
Commissioner

Wage Comparisons

Department of Health and Human Services
 Office of Legal & Regulatory Services
 Supervisor V, #30318 – Request for 30% Enhancement
 Wage Comparisons

I. US Department of Labor/Bureau of Labor Statistics - Occupational Employment Statistics

May 2016 Metropolitan and Nonmetropolitan Area Occupational Employment and Wage Estimates for Manchester, NH. These estimates are calculated with data collected from employers in all industry sectors in Manchester, NH, a metropolitan statistical area in New Hampshire.

Occupation code	Occupation title (click on the occupation title to view its profile)	Level	Employment	Employment RSE	Employment per 1,000 jobs	Location quotient	Median hourly wage	Mean hourly wage	Annual mean wage	Mean wage RSE
29-1141	Registered Nurses	detail	2,810	2.7%	25.452	1.25	\$32.41	\$33.17	\$68,990	1.7%

Source: http://www.bls.gov/oes/current/oes_74950.htm

II. Indeed.com

The average Nursing Supervisor salary in Concord, NH is approximately \$32.90 per hour, which is 17% above the national average. (Salary information comes from 17 data points collected directly from employees, users, and past and present job advertisements on Indeed in the past 12 months. Please note that all salary figures are approximations based upon third party submissions to Indeed. These figures are given to the Indeed users for the purpose of generalized comparison only. Minimum wage may differ by jurisdiction and you should consult the employer for actual salary figures.) Source: <https://www.indeed.com/salaries/Nursing-Supervisor-Salaries,-Concord-NH>

III. Salary.com

Nursing Supervisor's Annual Base Salary

Job Title	Salary	Location	Date Updated
Nursing Supervisor	\$93,342	Bedford,NH	June 28, 2017
Nursing Supervisor	\$91,221	Concord,NH	June 28, 2017
Nursing Supervisor	\$94,491	Derry,NH	June 28, 2017
Nursing Supervisor	\$90,337	Dover,NH	June 28, 2017
Nursing Supervisor	\$92,812	Keene,NH	June 28, 2017
Nursing Supervisor	\$93,342	Manchester,NH	June 28, 2017
Nursing Supervisor	\$95,817	Merrimack,NH	June 28, 2017

Wage Comparisons

Job Title	Salary	Location	Date Updated
Nursing Supervisor	\$95,817	<u>Nashua,NH</u>	June 28, 2017
Nursing Supervisor	\$90,337	<u>Portsmouth,NH</u>	June 28, 2017
Nursing Supervisor	\$89,983	<u>Rochester,NH</u>	June 28, 2017
Nursing Supervisor	\$93,696	<u>Salem,NH</u>	June 28, 2017

Source: <http://www1.salary.com/NH/Nursing-Supervisor-salary.html>

APPENDIX A

WAGE SCHEDULE - A000 37.5 HOUR WAGE SCHEDULE

Effective: January 06, 2017

15								
ANNUALLY	32,857.50	34,242.00	35,626.50	37,069.50	38,512.50	40,092.00	41,827.50	43,504.50
BI-WEEKLY	1,263.75	1,317.00	1,370.25	1,425.75	1,481.25	1,542.00	1,608.75	1,673.25
HOURLY	16.85	17.56	18.27	19.01	19.75	20.56	21.45	22.31
16								
ANNUALLY	34,242.00	35,626.50	37,069.50	38,512.50	40,092.00	41,827.50	43,504.50	45,376.50
BI-WEEKLY	1,317.00	1,370.25	1,425.75	1,481.25	1,542.00	1,608.75	1,673.25	1,745.25
HOURLY	17.56	18.27	19.01	19.75	20.56	21.45	22.31	23.27
17								
ANNUALLY	35,626.50	37,069.50	38,512.50	40,092.00	41,827.50	43,504.50	45,376.50	47,229.00
BI-WEEKLY	1,370.25	1,425.75	1,481.25	1,542.00	1,608.75	1,673.25	1,745.25	1,816.50
HOURLY	18.27	19.01	19.75	20.56	21.45	22.31	23.27	24.22
18								
ANNUALLY	37,069.50	38,512.50	40,092.00	41,827.50	43,504.50	45,376.50	47,229.00	49,198.50
BI-WEEKLY	1,425.75	1,481.25	1,542.00	1,608.75	1,673.25	1,745.25	1,816.50	1,892.25
HOURLY	19.01	19.75	20.56	21.45	22.31	23.27	24.22	25.23
19								
ANNUALLY	38,512.50	40,092.00	41,827.50	43,504.50	45,376.50	47,229.00	49,198.50	51,265.50
BI-WEEKLY	1,481.25	1,542.00	1,608.75	1,673.25	1,745.25	1,816.50	1,892.25	1,971.75
HOURLY	19.75	20.56	21.45	22.31	23.27	24.22	25.23	26.29
20								
ANNUALLY	40,092.00	41,827.50	43,504.50	45,376.50	47,229.00	49,198.50	51,265.50	53,898.00
BI-WEEKLY	1,542.00	1,608.75	1,673.25	1,745.25	1,816.50	1,892.25	1,971.75	2,073.00
HOURLY	20.56	21.45	22.31	23.27	24.22	25.23	26.29	27.64
21								
ANNUALLY	41,827.50	43,504.50	45,376.50	47,229.00	49,198.50	51,265.50	53,898.00	56,238.00
BI-WEEKLY	1,608.75	1,673.25	1,745.25	1,816.50	1,892.25	1,971.75	2,073.00	2,163.00
HOURLY	21.45	22.31	23.27	24.22	25.23	26.29	27.64	28.84
22								
ANNUALLY	43,504.50	45,376.50	47,229.00	49,198.50	51,265.50	53,898.00	56,238.00	58,675.50
BI-WEEKLY	1,673.25	1,745.25	1,816.50	1,892.25	1,971.75	2,073.00	2,163.00	2,256.75
HOURLY	22.31	23.27	24.22	25.23	26.29	27.64	28.84	30.09
23								
ANNUALLY	45,376.50	47,326.50	49,432.50	51,597.00	53,898.00	56,238.00	58,675.50	61,308.00
BI-WEEKLY	1,745.25	1,820.25	1,901.25	1,984.50	2,073.00	2,163.00	2,256.75	2,358.00
HOURLY	23.27	24.27	25.35	26.46	27.64	28.84	30.09	31.44
24								
ANNUALLY	47,326.50	49,432.50	51,597.00	53,898.00	56,238.00	58,675.50	61,308.00	63,999.00
BI-WEEKLY	1,820.25	1,901.25	1,984.50	2,073.00	2,163.00	2,256.75	2,358.00	2,461.50
HOURLY	24.27	25.35	26.46	27.64	28.84	30.09	31.44	32.82
25								
ANNUALLY	49,432.50	51,597.00	53,898.00	56,238.00	58,675.50	61,308.00	63,999.00	66,904.50
BI-WEEKLY	1,901.25	1,984.50	2,073.00	2,163.00	2,256.75	2,358.00	2,461.50	2,573.25
HOURLY	25.35	26.46	27.64	28.84	30.09	31.44	32.82	34.31
26								
ANNUALLY	51,597.00	53,898.00	56,238.00	58,675.50	61,308.00	63,999.00	66,904.50	69,790.50
BI-WEEKLY	1,984.50	2,073.00	2,163.00	2,256.75	2,358.00	2,461.50	2,573.25	2,684.25
HOURLY	26.46	27.64	28.84	30.09	31.44	32.82	34.31	35.79
27								
ANNUALLY	53,898.00	56,238.00	58,675.50	61,308.00	63,999.00	66,904.50	69,790.50	72,910.50
BI-WEEKLY	2,073.00	2,163.00	2,256.75	2,358.00	2,461.50	2,573.25	2,684.25	2,804.25
HOURLY	27.64	28.84	30.09	31.44	32.82	34.31	35.79	37.39
28								
ANNUALLY	56,238.00	58,675.50	61,308.00	63,999.00	66,904.50	69,790.50	72,910.50	76,830.00
BI-WEEKLY	2,163.00	2,256.75	2,358.00	2,461.50	2,573.25	2,684.25	2,804.25	2,955.00
HOURLY	28.84	30.09	31.44	32.82	34.31	35.79	37.39	39.40

Health Facility Licensing & Evaluation Coordinators and Supervisors
30% Salary Enhancement

Fiscal Impact of Authorized Positions (regardless of whether position is funded)

Position	Title	FY18										FY19			
		Salary 18	Enhanced Salary	Total Salary 18	Salary 19	Enhanced Salary	Total Salary 19	FF	GF	OF	FF	GF	OF		
14753	Supervisor VII	\$ 76,830.00	\$ 11,524.50	\$ 88,354.50	\$ 76,830.00	\$ 11,524.50	\$ 88,354.50	\$ 7,375.68	\$ 4,148.82	\$ -	\$ 7,375.68	\$ 4,148.82	\$ -		
14754	Licensing & Evaluation Coordinator	\$ 53,898.00	\$ 16,169.40	\$ 70,067.40	\$ 53,898.00	\$ 16,169.40	\$ 70,067.40	\$ 13,339.76	\$ 1,616.94	\$ 1,212.71	\$ 13,339.76	\$ 1,616.94	\$ 1,212.71		
14577	Licensing & Evaluation Coordinator	\$ 51,265.50	\$ 15,379.65	\$ 66,645.15	\$ 51,265.50	\$ 15,379.65	\$ 66,645.15	\$ 12,688.21	\$ 1,537.97	\$ 1,153.47	\$ 12,688.21	\$ 1,537.97	\$ 1,153.47		
14609	Licensing & Evaluation Coordinator	\$ 51,898.00	\$ 16,169.40	\$ 70,067.40	\$ 51,898.00	\$ 16,169.40	\$ 70,067.40	\$ 13,339.76	\$ 1,616.94	\$ 1,212.71	\$ 13,339.76	\$ 1,616.94	\$ 1,212.71		
14610	Licensing & Evaluation Coordinator	\$ 53,898.00	\$ 16,169.40	\$ 70,067.40	\$ 53,898.00	\$ 16,169.40	\$ 70,067.40	\$ 13,339.76	\$ 1,616.94	\$ 1,212.71	\$ 13,339.76	\$ 1,616.94	\$ 1,212.71		
14639	Licensing & Evaluation Coordinator	\$ 47,229.00	\$ 14,759.55	\$ 61,988.55	\$ 47,229.00	\$ 14,759.55	\$ 61,988.55	\$ 12,176.63	\$ 1,475.96	\$ 1,062.65	\$ 12,176.63	\$ 1,475.96	\$ 1,062.65		
14670	Licensing & Evaluation Coordinator	\$ 49,198.50	\$ 14,759.55	\$ 63,958.05	\$ 49,198.50	\$ 14,759.55	\$ 63,958.05	\$ 12,176.63	\$ 1,475.96	\$ 1,062.65	\$ 12,176.63	\$ 1,475.96	\$ 1,062.65		
14738	Licensing & Evaluation Coordinator	\$ 45,376.50	\$ 13,612.95	\$ 58,989.45	\$ 45,376.50	\$ 13,612.95	\$ 58,989.45	\$ 11,689.18	\$ 1,416.87	\$ 1,062.65	\$ 11,689.18	\$ 1,416.87	\$ 1,062.65		
14796	Licensing & Evaluation Coordinator	\$ 47,229.00	\$ 14,168.70	\$ 61,397.70	\$ 47,229.00	\$ 14,168.70	\$ 61,397.70	\$ 11,689.18	\$ 1,416.87	\$ 1,062.65	\$ 11,689.18	\$ 1,416.87	\$ 1,062.65		
14809	Licensing & Evaluation Coordinator	\$ 51,898.00	\$ 16,169.40	\$ 70,067.40	\$ 51,898.00	\$ 16,169.40	\$ 70,067.40	\$ 13,339.76	\$ 1,616.94	\$ 1,212.71	\$ 13,339.76	\$ 1,616.94	\$ 1,212.71		
19611	Licensing & Evaluation Coordinator	\$ 45,376.50	\$ 13,612.95	\$ 58,989.45	\$ 45,376.50	\$ 13,612.95	\$ 58,989.45	\$ 11,689.18	\$ 1,416.87	\$ 1,062.65	\$ 11,689.18	\$ 1,416.87	\$ 1,062.65		
19612	Licensing & Evaluation Coordinator	\$ 53,898.00	\$ 16,169.40	\$ 70,067.40	\$ 53,898.00	\$ 16,169.40	\$ 70,067.40	\$ 13,339.76	\$ 1,616.94	\$ 1,212.71	\$ 13,339.76	\$ 1,616.94	\$ 1,212.71		
19615	Licensing & Evaluation Coordinator	\$ 53,898.00	\$ 16,169.40	\$ 70,067.40	\$ 53,898.00	\$ 16,169.40	\$ 70,067.40	\$ 13,339.76	\$ 1,616.94	\$ 1,212.71	\$ 13,339.76	\$ 1,616.94	\$ 1,212.71		
19613	Licensing & Evaluation Coordinator	\$ 53,898.00	\$ 16,169.40	\$ 70,067.40	\$ 53,898.00	\$ 16,169.40	\$ 70,067.40	\$ 13,339.76	\$ 1,616.94	\$ 1,212.71	\$ 13,339.76	\$ 1,616.94	\$ 1,212.71		
40410	Licensing & Evaluation Coordinator	\$ 45,376.50	\$ 13,612.95	\$ 58,989.45	\$ 45,376.50	\$ 13,612.95	\$ 58,989.45	\$ 11,689.18	\$ 1,416.87	\$ 1,062.65	\$ 11,689.18	\$ 1,416.87	\$ 1,062.65		
40624	Licensing & Evaluation Coordinator	\$ 53,898.00	\$ 16,169.40	\$ 70,067.40	\$ 53,898.00	\$ 16,169.40	\$ 70,067.40	\$ 13,339.76	\$ 1,616.94	\$ 1,212.71	\$ 13,339.76	\$ 1,616.94	\$ 1,212.71		
42992	Supervisor IV	\$ 66,645.15	\$ 15,379.65	\$ 82,024.80	\$ 66,645.15	\$ 15,379.65	\$ 82,024.80	\$ 12,688.21	\$ 1,537.97	\$ 1,153.47	\$ 12,688.21	\$ 1,537.97	\$ 1,153.47		
42993	Supervisor IV	\$ 66,645.15	\$ 15,379.65	\$ 82,024.80	\$ 66,645.15	\$ 15,379.65	\$ 82,024.80	\$ 12,688.21	\$ 1,537.97	\$ 1,153.47	\$ 12,688.21	\$ 1,537.97	\$ 1,153.47		
42995	Supervisor IV	\$ 53,898.00	\$ 16,169.40	\$ 70,067.40	\$ 53,898.00	\$ 16,169.40	\$ 70,067.40	\$ 13,339.76	\$ 1,616.94	\$ 1,212.71	\$ 13,339.76	\$ 1,616.94	\$ 1,212.71		
TA1PPT5285	Licensing & Evaluation Coordinator	\$ 27,558.31	\$ 8,267.49	\$ 35,825.80	\$ 27,558.31	\$ 8,267.49	\$ 35,825.80	\$ 6,820.68	\$ 826.75	\$ 620.06	\$ 6,820.68	\$ 826.75	\$ 620.06		
TA1PPT5286	Licensing & Evaluation Coordinator	\$ 27,558.31	\$ 8,267.49	\$ 35,825.80	\$ 27,558.31	\$ 8,267.49	\$ 35,825.80	\$ 6,820.68	\$ 826.75	\$ 620.06	\$ 6,820.68	\$ 826.75	\$ 620.06		
14638	Licensing & Evaluation Coordinator	\$ 51,265.50	\$ 15,379.65	\$ 66,645.15	\$ 51,265.50	\$ 15,379.65	\$ 66,645.15	\$ 7,536.03	\$ 7,843.62	\$ -	\$ 7,536.03	\$ 7,843.62	\$ -		
14701	Licensing & Evaluation Coordinator	\$ 51,265.50	\$ 15,379.65	\$ 66,645.15	\$ 51,265.50	\$ 15,379.65	\$ 66,645.15	\$ 7,536.03	\$ 7,843.62	\$ -	\$ 7,536.03	\$ 7,843.62	\$ -		
14937	Licensing & Evaluation Coordinator	\$ 53,898.00	\$ 16,169.40	\$ 70,067.40	\$ 53,898.00	\$ 16,169.40	\$ 70,067.40	\$ 7,923.01	\$ 8,246.39	\$ -	\$ 7,923.01	\$ 8,246.39	\$ -		
15037	Licensing & Evaluation Coordinator	\$ 51,898.00	\$ 16,169.40	\$ 70,067.40	\$ 51,898.00	\$ 16,169.40	\$ 70,067.40	\$ 7,923.01	\$ 8,246.39	\$ -	\$ 7,923.01	\$ 8,246.39	\$ -		
15508	Licensing & Evaluation Coordinator	\$ 45,376.50	\$ 13,612.95	\$ 58,989.45	\$ 45,376.50	\$ 13,612.95	\$ 58,989.45	\$ 6,670.35	\$ 6,942.60	\$ -	\$ 6,670.35	\$ 6,942.60	\$ -		
15361	Supervisor IV	\$ 63,999.00	\$ 19,199.70	\$ 83,198.70	\$ 63,999.00	\$ 19,199.70	\$ 83,198.70	\$ 9,407.85	\$ 9,791.85	\$ -	\$ 9,407.85	\$ 9,791.85	\$ -		
Totals		\$ 1,424,660.12	\$ 415,873.54	\$ 1,840,533.66	\$ 1,434,577.12	\$ 418,833.64	\$ 1,853,410.76	\$ 308,833.53	\$ 83,907.13	\$ 23,132.87	\$ 311,275.62	\$ 84,203.14	\$ 23,354.88		

SFY 2018	Federal	General	Other
Total	308,833.53	83,907.13	23,132.87
	415,873.54		

SFY 2019	Federal	General	Other
Total	311,275.62	81,203.14	23,354.88
	418,833.64		

Biennium Total	Federal	General	Other
	620,109.15	168,110.27	46,487.75
	834,707.17		

Health Facility Licensing & Evaluation Coordinators and Supervisors
30% Enhancement for Additional Position

Position	Title	FY18				FY19							
		Salary 18	Enhanced Salary	Total 18 Salary	Salary 19	Enhanced Salary	Total 19 Salary	FF	GF	OF	DF		
30318	Supervisor V	\$ 51,597.00	\$ 15,479.10	\$ 67,076.10	\$ 51,597.00	\$ 15,479.10	\$ 67,076.10	\$ 8,823.09	\$ 4,798.52	\$ 1,857.49	\$ 8,823.09	\$ 4,798.52	\$ 1,857.49

Federal	General	Other
\$ 8,823.09	\$ 4,798.52	\$ 1,857.49
Total		

Federal	General	Other
\$ 8,823.09	\$ 4,798.52	\$ 1,857.49
Total		

Federal	General	Other
\$ 17,646.17	\$ 9,597.04	\$ 3,714.98
Total		

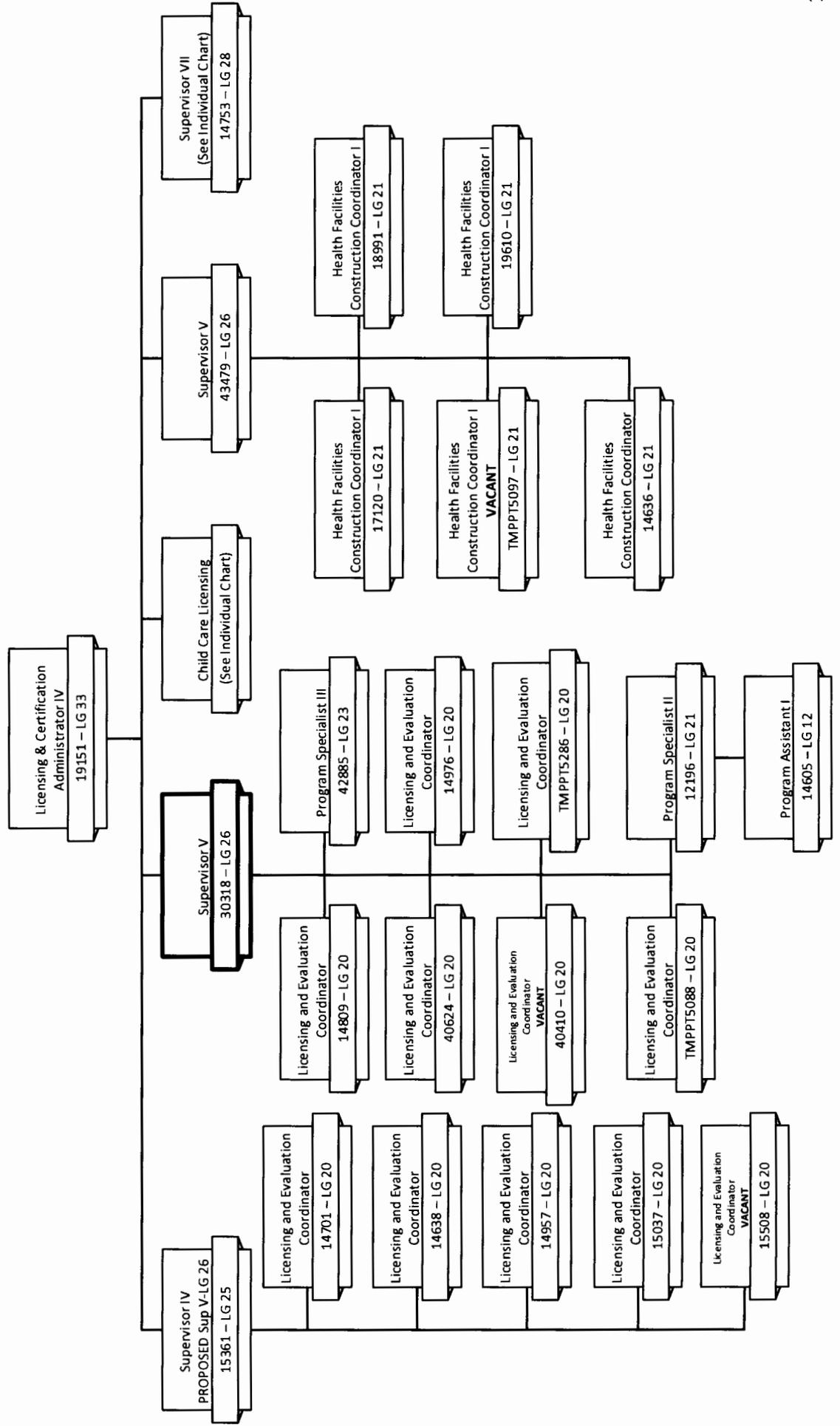


NH Department of Health and Human Services

Office of Legal and Regulatory Services

Bureau of Facilities Licensing and Certification

Health Facilities – Part 1 PROPOSED - #30318



SUPPLEMENTAL JOB DESCRIPTION

Classification: SUPERVISOR V

FUNCTION CODE: 8564-095

POSITION TITLE: Health Facilities, Clinical Supervisor

DATE ESTABLISHED: 08/15/88

POSITION NUMBER: 30318

DATE OF LAST AMENDMENT: 07/28/17

SCOPE OF WORK: Supervises subordinate employees in the development, implementation and evaluation of health facilities licensing and regulation functions for a wide variety of residential and non-residential health facility programs within the Health Facility Licensing Unit; performs duties in the specialized field of licensing, regulation, and enforcement of health facility programs; evaluates policies, programs, the effectiveness of operations, and data for use in developing and implementing legislatively mandated health facility programs by planning long term policies and strategies, interpreting data, and managing clinical and administrative support personnel in the Health Facility Licensing Unit, Bureau of Facilities Licensing and Certification, Office of Legal and Regulatory Services.

ACCOUNTABILITIES:

- Plans, develops, and supervises the implementation of short and long-range organizational goals, policies and procedures necessary to meet state licensing, monitoring, investigation, training, enforcement, and technical assistance requirements for licensure and regulation of health facilities providing care to adults and children. Coordinates and supervises the development and implementation of licensing, monitoring, investigating, enforcing, administrative remedies, and technical assistance processes for health facilities.
- Reviews technical processing and tracking reports of subordinate professional employees by analyzing subordinate inspection files to determine compliance, inspection frequency, complaints, enforcement action, and quality indicators in order to evaluate program objectives. Performs look behind inspections to ensure professional employees are performing adequately to meet department needs.
- Utilizes state statutes and rules to prepare and maintain policies and procedures for health facility program licensing, monitoring, enforcement action, administrative fines, training, and provision of technical assistance to ensure compliance with statutes and to ensure consistency with program goals and objectives.
- Supervises assigned professionals and recommends personnel actions for subordinate professional staff, including decisions related to hiring, merit increases, disciplinary action, and performance evaluation.
- Develops, implements, and modifies a quality assurance system, and systems analysis in order to implement program objectives, maintain appropriate records and meet operational needs. Evaluates and approves recommendations for procedural changes to ensure effectiveness, efficiency, accuracy of work, and optimum productivity for the operation of state programs.
- Reviews and approves subordinate recommendation's regarding issuance of licenses and certificates, compliance agreements, and corrective action plans for resolving problems in noncompliant programs. Recommends enforcement action and approval/denial of waivers, based upon reports submitted by subordinate employees.
- Consults with inter-departmental program administrators, state and local officials, and health care professional associations in order to develop and support data driven strategic planning for adult/child development, education, and health and safety programs and initiatives.
- Develops methodology for automated data collection from subordinates and prepares program reports to accomplish organization objectives; reviews and makes recommendations regarding annual budget and regarding expenditures.
- Acts as the department's representative on health facility licensing issues to professional organizations, the legislature, and state agencies in the manager's absence or as assigned by the manager; acts as liaison between the Health Facility Licensing Unit and other agencies and technical specialists from the fields of medicine, public health and safety, provider associations and legal professionals to assist in creating licensing standards and

formulate program goals and objectives. Testifies before the legislature regarding proposed legislation and administrative rules and represents the agency on study committees and at legislative hearings when assigned.

- Supervises the development and implementation of educational programs and materials for Unit professionals and of educational materials for statewide distribution to health facility providers.
- Serves as a member of the Bureau of Licensing and Certification management team.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in nursing, public administration, healthcare management or administration, child or adult human development, human services or other discipline focused on adults/children, health, or social service programs. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Six years' experience in long term care, assisted living, acute care, home/community health care, healthcare or public service management, social services, or adult/child development, plus three years in a supervisory or management level position in any occupational area. If related to the program area, the supervisory experience will count as part of the six years' total experience.

License/Certification Must hold a valid license as a Registered Nurse in the State of New Hampshire. Must possess a valid driver's license and/or access to transportation for statewide travel.

SPECIAL REQUIREMENTS: Must attend in and out of state training sessions as assigned.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

I have reviewed this job description for content.

Reviewer's Name, Title & Position #: Melissa A. St. Cyr, Manager Bureau of Licensing and Certification #19151

Reviewer's Signature

Date Reviewed

I have reviewed the content of the above job description with my supervisor.

Employee's Signature

Date

I have discussed the work responsibilities outlined by the job description with the above employee.

Supervisor's Name, Title & Position #: Melissa A. St. Cyr, Manager Bureau of Licensing and Certification #19151

Supervisor's Signature

Date Reviewed

Jennifer J. Elberfeld

7/28/17

Division of Personnel

Date Approved

From: Willingham, Sara J.
Sent: Wednesday, August 30, 2017 2:29 PM
To: Spring, Laurie
Cc: Doe, Marilyn; Elberfeld, Jennifer; Jerry, Carol B; Acevedo, Heidi; Lydick, Joanne (Mottola)
Subject: RE: DHHS Request for Enhancement: Position 30318

On August 25, 2017, I received your justification letter and supporting wage documentation to add one supervisory position to the existing 30% enhancement for the Licensing and Evaluation Coordinator positions and their immediate supervisors. This position is assigned to the Bureau of Health Facilities Licensing and Certification, Office of Legal and Regulatory Services, DHHS. The job duties of this position are similar in function and scope of responsibility to the other supervisors in this unit that are currently receiving the 30% enhancement approved by the Governor and Executive Council on July 19, 2017. You are requesting to add this one position to coincide with the approval period of the previous request, for the period of August 31, 2017 through August 31, 2019.

Under Personnel Rule 904.01(a), an appointing authority may request a temporary increase in the compensation of a class by submitting a comparison of salaries in the appropriate industry and geographic location, including occupations which are comparable to the state classification for which the increase is sought.

I have reviewed the information in your justification letter, as well as the wage and compensation materials you submitted for similar Registered Nurse positions, and find you have met the documentation requirements of the Personnel Rules. Therefore you may proceed to Governor and Council with your request to add position #30318 to the 30% enhancement for the Licensing and Evaluation Coordinator positions and their immediate supervisors, for a period to coincide with the approval period of the July 19 request, ending August 31, 2019.

Sara J. Willingham, Director of Personnel
NH Division of Personnel
28 School Street
Concord, NH 03301
(603) 271-3359 FAX (603) 271-1422
sara.willingham@nh.gov

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employees. Go to <https://das.nh.gov/employeeportal/> and look for this icon 

From: Spring, Laurie
Sent: Friday, August 25, 2017 9:31 AM
To: Willingham, Sara J.
Subject: DHHS Request for Enhancement: Position 30318

Good morning Sara,

DHHS recently received permission to extend an existing enhancement for Licensing & Evaluation Coordinator positions and their immediate supervisors within the Health Facilities Licensing &

Certification Unit. Since that time, the Health Facilities Licensing & Certification Unit has received approval to reclassify position 30318 to the level of Supervisor V. As the position will directly supervise Licensing & Evaluation Coordinators in the Health Facilities Unit, we are respectfully requesting permission to add it to the list of positions approved for a temporary 30% enhancement through August 31, 2019.

Attached is the letter of justification and wage analysis compensation in support of this request for enhancement. Please let me know if there is anything else we can provide to facilitate our review of this request.

Thank you for your consideration,

Laurie Spring
Workforce Development Administrator
603-271-9019

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Jeffrey A. Meyers
Commissioner

Marilyn G. Doe
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE COMMISSIONER
BUREAU OF HUMAN RESOURCE MANAGEMENT

129 PLEASANT STREET, CONCORD, NH 03301
603-271-9344 1-800-852-3345 Ext. 9344
Fax: 603-271-4810 TDD Access: 1-800-735-2964
www.dhhs.nh.gov

July 31, 2017

Ms. Sara Willingham, Director
Division of Personnel
State House Annex – 28 School Street
Concord, NH 03301

Re: Request to Add One Position – Temporary Increase
Office of Legal & Regulatory Services - Supervisor V, #30318

Dear Ms. Willingham:

In accordance with RSA 99:8 and as per Personnel Rule 904:01, the Department of Health and Human Services (DHHS) requests your approval to add one Supervisor V position to the previously approved list of Bureau of Facilities Licensing and Certification positions for a thirty percent (30%) enhancement in compensation. Position #30318 was approved by the Division of Personnel for reclassification to level of Supervisor V on July 19, 2017. This action is part of organizational and reporting line changes to address business needs and regulatory mandates. The realignment will create a Registered Nurse Clinical Supervisor V to oversee the clinical functions and responsibilities of the licensing and evaluation coordinators, guide and oversee clinical inspections to ensure the appropriate clinical procedures are being followed, ensure the quality of care of residents is monitored appropriately and ensure consistent and comprehensive inspection results and reporting. As the direct supervisor of licensing and evaluation coordinators in the Health Facilities Unit, this position would be eligible for a thirty percent (30%) enhancement in compensation. We request this enhancement be approved through August 31, 2019 to coincide with the approval period of the previous request approved on July 19, 2017 for the period August 31, 2017 through August 31, 2019.

The initial request for a 30% enhancement was submitted and approved in 2007. This temporary increase was approved for renewal in 2009, 2011, 2013, 2015 and 2017. The purpose of the salary enhancement was to strengthen recruitment and retention for the licensing and evaluation coordinators (LEC) and their immediate supervisors. LEC staff conduct required health care surveys of facilities housing some of the State's most vulnerable citizens. These health care providers include nursing homes, assisted living facilities, home health care services and hospitals. The enhancement has achieved the desired outcome of recruiting and hiring Registered Nurses and other credentialed health field professionals qualified to do the job and in retaining qualified staff in general. Attracting and retaining a Registered Nurse is particularly important for this position as the duties require clinical expertise and education.

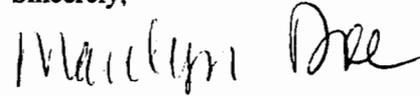
Enclosed with this request is a fiscal impact sheet for the affected position, current wage comparison information, and a current organizational chart showing placement of Position #30318.

Office of Legal & Regulatory Services
Supervisor V, #30318
July 31, 2017
Page 2 of 2

If approved the overall cost of this increase would be \$15,479 per FY and would ensure that the salary for Position #30318 would be increased by the authorized enhancement percentage. There are sufficient funds in the affected Office's budget to meet this request.

Thank you for your consideration of this request. I am available to answer questions you may have.

Sincerely,



Marilyn G. Doe
Director of Human Resources

Enclosures

cc: Frank Nachman, Chief Legal Counsel
Sheri Rockburn, Chief Financial Officer

Department of Health and Human Services
 Office of Legal & Regulatory Services
 Supervisor V, #30318 – Request for 30% Enhancement
 Wage Comparisons

I. US Department of Labor/Bureau of Labor Statistics - Occupational Employment Statistics

May 2016 Metropolitan and Nonmetropolitan Area Occupational Employment and Wage Estimates for Manchester, NH. These estimates are calculated with data collected from employers in all industry sectors in Manchester, NH, a metropolitan statistical area in New Hampshire.

Occupation code	Occupation title (click on the occupation title to view its profile)	Level	Employment	Employment RSE	Employment per 1,000 jobs	Location quotient	Median hourly wage	Mean hourly wage	Annual mean wage	Mean wage RSE
29-1141	<u>Registered Nurses</u>	detail	2,810	2.7%	25.452	1.25	\$32.41	\$33.17	\$68,990	1.7%

Source: http://www.bls.gov/oes/current/oes_74950.htm

II. Indeed.com

The average Nursing Supervisor salary in Concord, NH is approximately \$32.90 per hour, which is 17% above the national average. (Salary information comes from 17 data points collected directly from employees, users, and past and present job advertisements on Indeed in the past 12 months. Please note that all salary figures are approximations based upon third party submissions to Indeed. These figures are given to the Indeed users for the purpose of generalized comparison only. Minimum wage may differ by jurisdiction and you should consult the employer for actual salary figures.) Source: <https://www.indeed.com/salaries/Nursing-Supervisor-Salaries,-Concord-NH>

III. Salary.com

Nursing Supervisor's Annual Base Salary

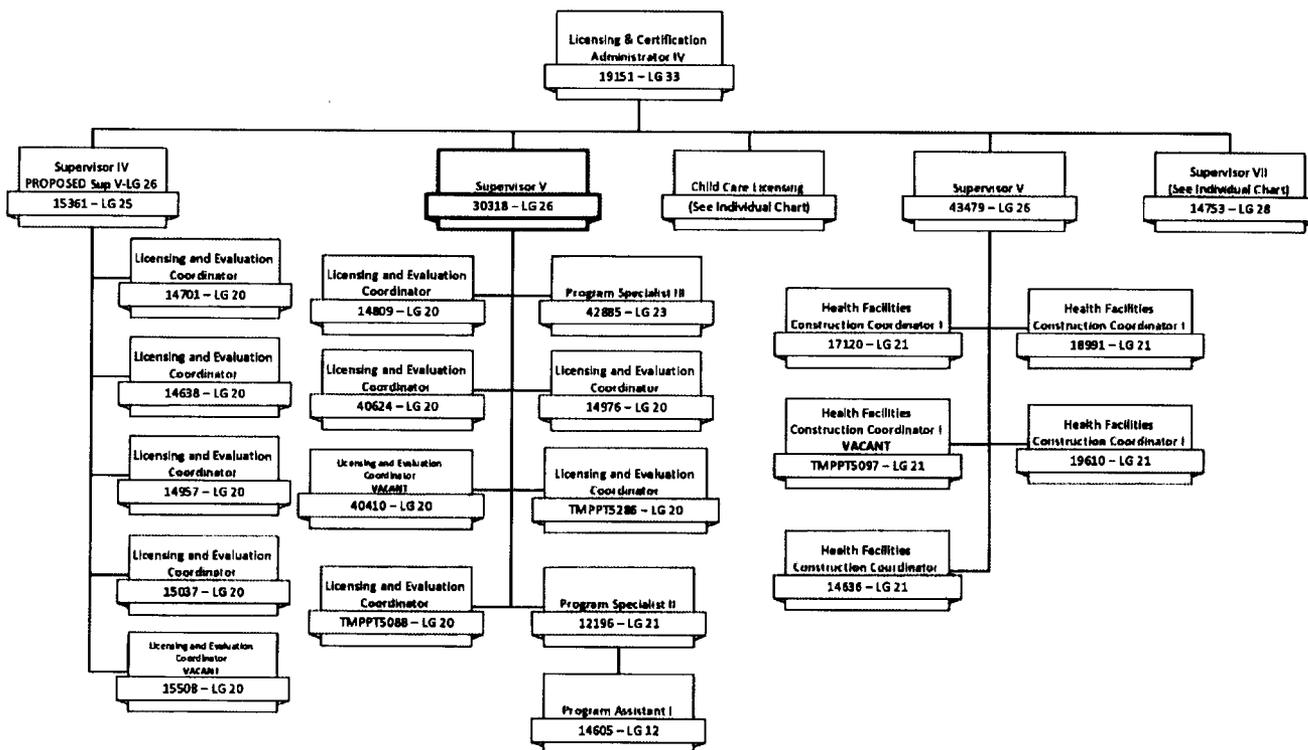
Job Title	Salary	Location	Date Updated
Nursing Supervisor	\$93,342	<u>Bedford,NH</u>	June 28, 2017
Nursing Supervisor	\$91,221	<u>Concord,NH</u>	June 28, 2017
Nursing Supervisor	\$94,491	<u>Derry,NH</u>	June 28, 2017
Nursing Supervisor	\$90,337	<u>Dover,NH</u>	June 28, 2017
Nursing Supervisor	\$92,812	<u>Keene,NH</u>	June 28, 2017
Nursing Supervisor	\$93,342	<u>Manchester,NH</u>	June 28, 2017
Nursing Supervisor	\$95,817	<u>Merrimack,NH</u>	June 28, 2017

Job Title	Salary	Location	Date Updated
Nursing Supervisor	\$95,817	<u>Nashua,NH</u>	June 28, 2017
Nursing Supervisor	\$90,337	<u>Portsmouth,NH</u>	June 28, 2017
Nursing Supervisor	\$89,983	<u>Rochester,NH</u>	June 28, 2017
Nursing Supervisor	\$93,696	<u>Salem,NH</u>	June 28, 2017

Source: <http://www1.salary.com/NH/Nursing-Supervisor-salary.html>

Department of Health and Human Services
 Office of Legal & Regulatory Services
 Supervisor V, #30318 – Request for 30% Enhancement
 Organizational Chart

Office of Legal and Regulatory Services
 Bureau of Facilities Licensing and Certification
 Health Facilities – Part 1 PROPOSED - #30318



Department of Health and Human Services
 Office of Legal & Regulatory Services
 Supervisor V, #30318 – Request for 30% Enhancement
 Fiscal Impact FY 18-19

POSITION	TITLE	FY 18						FY 19					
		SALARY 18	ENHANCED SALARY	TOTAL Salary 18	Salary 19	Enhanced Salary	Total 19 Salary	FF	GF	OF	FF	GF	OF
30318	Supervisor V	\$ 51,597	\$ 15,479	\$ 67,076	\$ 51,597	\$ 15,479	\$ 67,076	8,823.09	\$ 4,798.52	\$ 1,857.49	8,823.09	\$ 4,798.52	\$ 1,857.49