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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

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January 15, 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 21-1:56
Governor and Council Meeting Date: January 29, 2014

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant_position #42546 Data Control Clerk III, Labor Grade 12, A000 to a Program Specialist I , Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist I, Labor Grade 19, A000, effective 1/7/14

Rationale for Decision:

- The Department of Safety is reclassifying this vacant position to a Program Specialist I, this position will be located in the Division of Emergency Services and Communications.
- The Program Specialist I, will support and coordinate two major ongoing projects for the Administration Section; first, focusing on the E9-1-1 surcharge auditing and related communications programs, and the second, called the "Flight Path" initiative, focusing on project management database maintenance, prioritization, and tracking of various section projects.
- This position's duties now mirror those of other Program Specialist I positions currently operating at the Department of Safety as well as at other state agencies. These duties also parallel the state class specification for Program Specialist I appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$67,691
Budgetary number/string 02-23-23-236510-13950000-010
3. Anticipated date of hire is: March 21, 2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$13,436
5. Total projected annual Salary and Benefit Cost:

Salary	\$35,389
Benefits	<u>\$22,834</u>
Total	\$58,223

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 29, 2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #11878 Nurse Specialist, Labor Grade 25, N130C to a Utilization Review Coordinator , Labor Grade 20, A000.

Division of Personnel (DOP) Reclassification Decision:

- Utilization Review Coordinator, Labor Grade 20, A000, effective 12/23/13

Rationale for Decision:

- New Hampshire Hospital wishes to reclassify this vacant position so that it may join two other Utilization Review Coordinators currently operating at the hospital.
- The Utilization Review Coordinator will conduct review of the clinical care of patients for medical necessity, appropriateness of admission and continued hospital stay, quality of care and utilization of resources.
- This position's duties mirror those of other Utilization Review Coordinator positions currently operating at New Hampshire Hospital. These duties also parallel the State Class Specification for Utilization Review Coordinator appropriately.

Funding Summary

1. This position is a 70% General Funded position.
This position is a 30% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$120,773
Budgetary number/string 05-95-94-940010-84000000-010
3. Anticipated date of hire is: April 4, 2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$11,530
5. Total projected annual Salary and Benefit Cost:

Salary	\$36,834
Benefits	<u>\$23,120</u>
Total	\$59,954

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: January 29, 2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #42990 Program Specialist III, Labor Grade 23, A000 to a Financial Agent I , Labor Grade 20, A000.

Division of Personnel (DOP) Reclassification Decision:

- Financial Agent I, Labor Grade 20, A000, effective 12/31/13

Rationale for Decision:

- The Department of Health and Human Services, Office of Improvement and Integrity, is requesting to reclassify this vacant position in order to fill a critical need for staffing within a unit experiencing an increased volume of caseload totaling up to 2,750 active cases.
- This position would be transferred to the Parental Reimbursement Unit and would assist in investigation, research, and financial recovery actions involving revenue for liable parties receiving services from the state.
- This position's duties now mirror those of other Financial Agent I positions currently operating within the Office of Improvement and Integrity and within other revenue recuperation programs at HHS. These duties also parallel the state class specification for Financial Agent I appropriately.

Funding Summary

1. This position is a 47.99% General Funded position.
This position is a 40.00% Federal Funded position.
This position is a 12.01% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$75,635
Budgetary number/string05-95-95-952010-51460000-010
3. Anticipated date of hire is: 2/21/14 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$18,447
5. Total projected annual Salary and Benefit Cost:

Salary	\$36,834
Benefits	<u>\$23,120</u>
Total	\$59,954