



State of New Hampshire

DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex – 25 Capitol Street
Concord, New Hampshire 03301

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January 24, 2013

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord New Hampshire 03301

REQUESTED ACTION

Pursuant to Chapter 224:315, Laws of 2011, Reclassification of Positions, and 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

Chapter 224:315, Reclassification of Positions, states that for the biennium ending June 30, 2013, the Director of Personnel shall not approve any reclassification of classified positions which will result in an increase in pay, unless the director obtains a waiver for the specific position from the Governor and Council. 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 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,

Karen D. Hutchins
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: February 6, 2013

Reclassification Request:

- NH Lottery requests the reclassification of Filled position #14426 Warehouse Manager I, Labor Grade 16, A000 to a Warehouse Manager III, Labor Grade 20, A000.

Division of Personnel (DOP) Reclassification Decision:

- Warehouse Manager III, Labor Grade 20, A000, effective 12-24-12

Rationale for Decision:

- Re-shifting of duties in the Lottery Commission's centralized warehouse, have resulted in this position taking on advanced responsibilities for personnel supervision, product support, and supply communication with vendors, sales group and retailers.
- Reclassification to a Warehouse Manager III better reflects the expanded warehouse oversight and operational functions, and duties related to compliance and safety.
- The proposed duties are similar to those of other Warehouse Manager III positions at The Lottery Commission and at other state agencies, and parallel the class specification for that title appropriately.

Funding Summary

1. This position is a 0% General Funded position.
This position is a 0% Federal Funded position.
This position is a 100% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$47,454
Appropriation #06-83-83-10290000-010
3. Filled position-effective date: 12-28-12
4. Projected cost (Salary & Benefits) for remainder of FY13: \$25,823
5. Total projected annual Salary and Benefit Cost:

Salary	\$36,290
Benefits	<u>\$21,835</u>
Total	\$58,125

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: February 6, 2013

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant_position #20775 Highway Maintainer II, Labor Grade 09, A130 to a Highway Maintainer III , Labor Grade 12, A130.

Division of Personnel (DOP) Reclassification Decision:

- Highway Maintainer III, Labor Grade 12, A130, effective 12-21-12

Rationale for Decision:

- The agency cites a need for a level of position that is certified and capable of operating and maintaining the quantity and type of heavy equipment assigned to the 527 Manchester Patrol Section.
- This position will be located in the Bureau of Highway Maintenance, District 5 and will be reclassified to a Highway Maintainer III in order to provide this type of support to the crew/patrol section.
- The proposed duties are similar to those of other Highway Maintainer III positions at DOT, and parallel the state class specification for that title appropriately.

Funding Summary

1. This position is a % General Funded position.
This position is a % Federal Funded position.
This position is a 100% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$55,300
Appropriation #04-96-96-960515-3007-010
3. Anticipated date of hire is: 2/8/2013 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$16,671
5. Total projected annual Salary and Benefit Cost:

Salary	\$28,309
Benefits	<u>\$20,420</u>
Total	\$48,729

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: February 6, 2013

Reclassification Request:

- The Adjutant General's Department requests the reclassification of Vacant_position #43654 Electronic Technician II, Labor Grade 20, A130 to a Maintenance Technician , Labor Grade 21, A130.

Division of Personnel (DOP) Reclassification Decision:

- Maintenance Technician, Labor Grade 21, A130, effective 12-28-12

Rationale for Decision:

- This reclassification is in response to a significant update taken on by the Adjutant General to their facilities involving more advanced electrical, heating, ventilation and air conditioning (HVAC), and plumbing systems.
- The Maintenance Technician classification will support the advanced technical knowledge and skills needed to operate, troubleshoot, and perform the daily maintenance and repair of facilities systems; ensuring optimal and energy efficient performance.
- This position's duties now mirror those of other Maintenance Technician positions operating within the Adjutant General and at other state agencies. These functions also parallel the state class specification for appropriately.

Funding Summary

1. This position is a % General Funded position.
This position is a 100% Federal Funded position.
This position is a % Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$56,921
Appropriation #010-012-22450000-010
3. Anticipated date of hire is: February 22, 2013 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$24,161
5. Total projected annual Salary and Benefit Cost:

Salary	\$40,372
Benefits	<u>\$22,559</u>
Total	\$62,931

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: February 6, 2013

Reclassification Request:

- The Liquor Commission requests the reclassification of Filled_position #14011 Retail Store Manager II, Labor Grade 17, A130 to a Retail Store Manager IV , Labor Grade 22, A130.

Division of Personnel (DOP) Reclassification Decision:

- Retail Store Manager IV, Labor Grade 22, A130, effective 12-21-12

Rationale for Decision:

- This reclassification is in response to realignment of personnel and resources into a streamlined and balanced supervisory structure within the low to moderate volume NH State Retail Stores statewide.
- The Retail Store Manager II classification supports the supervision of employees, store operations, and laborers; ensuring the success of retail functions and revenues to the state.
- This position's duties and functions now mirror those of other Retail Store Manager II positions operating at the NH Liquor Commission and appropriately coincide with the state class specification.

Funding Summary

1. This position is a % General Funded position.
This position is a % Federal Funded position.
This position is a 100% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$69,078
Appropriation #02-77-77-771512-1030
3. Filled position-effective date: 12-28-12
4. Projected cost (Salary & Benefits) for remainder of FY13: \$32,922
5. Total projected annual Salary and Benefit Cost:

Salary	\$47,508
Benefits	<u>\$23,824</u>
Total	\$71,332

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: February 6, 2013

Reclassification Request:

- The Liquor Commission requests the reclassification of Filled_position #13955 Retail Store Manager II, Labor Grade 17, A130 to a Retail Store Manager III , Labor Grade 19, A130.

Division of Personnel (DOP) Reclassification Decision:

- Retail Store Manager III, Labor Grade 19, A130, effective 12-24-12

Rationale for Decision:

- This reclassification is in response to an agency reorganization intended to streamline and realign supervisory oversight, personnel, and resources at the NH Liquor Stores.
- The Retail Store Manager III classification supports the oversight of moderate level volume stores and the supervision of employees, store operations, and laborers; ensuring the success of retail functions and revenues to the state.
- This position's duties and functions now mirror those of other Retail Store Manager III positions operating at the NH Liquor Commission and appropriately coincide with the state class specification.

Funding Summary

1. This position is a % General Funded position.
This position is a % Federal Funded position.
This position is a 100% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$64,866
Appropriation #02-77-77-771512-1030
3. Filled position-effective date: 12-28-12
4. Projected cost (Salary & Benefits) for remainder of FY13: \$30,922
5. Total projected annual Salary and Benefit Cost:

Salary	\$43,826
Benefits	<u>\$23,171</u>
Total	\$66,997

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: February 6, 2013

Reclassification Request:

- The Liquor Commission requests the reclassification of Filled_position #13945 Retail Store Manager II, Labor Grade 17, A130 to a Retail Store Manager III , Labor Grade 19, A130.

Division of Personnel (DOP) Reclassification Decision:

- Retail Store Manager III, Labor Grade 19, A130, effective 12-24-12

Rationale for Decision:

- This reclassification is in response to an agency reorganization intended to streamline and realign supervisory oversight, personnel, and resources at the NH Liquor Stores.
- The Retail Store Manager III classification supports the oversight of moderate level volume stores and the supervision of employees, store operations, and laborers; ensuring the success of retail functions and revenues to the state.
- This position's duties and functions now mirror those of other Retail Store Manager III positions operating at the NH Liquor Commission and appropriately coincide with the state class specification.

Funding Summary

1. This position is a % General Funded position.
This position is a % Federal Funded position.
This position is a 100% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$57,520
Appropriation #02-77-77-771512-1030
3. Filled position-effective date: 12-28-12
4. Projected cost (Salary & Benefits) for remainder of FY13: \$27,317
5. Total projected annual Salary and Benefit Cost:

Salary	\$37,191
Benefits	<u>\$21,995</u>
Total	\$59,186

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: February 6, 2013

Reclassification Request:

- The Liquor Commission requests the reclassification of Filled_position #40958 Retail Store Manager II, Labor Grade 17, A130 to a Regional Store Supervisor , Labor Grade 26, A130.

Division of Personnel (DOP) Reclassification Decision:

- Regional Store Supervisor, Labor Grade 26, A130, effective 12-24-12

Rationale for Decision:

- This reclassification is in response to an agency reorganization intended to streamline and realign supervisory oversight, personnel, and resources at the NH State Liquor Stores.
- The Regional Store Supervisor classification supports this position's functions related to the oversight and operation of 22 retail store locations, as well as supervision of managers, budget and sales for the region; ensuring the success of retail functions and revenues to the state.
- This position's duties and functions now mirror those of other Regional Store Supervisor positions operating at the NH Liquor Commission and appropriately coincide with the state class specification.

Funding Summary

1. This position is a % General Funded position.
This position is a % Federal Funded position.
This position is a 100% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$69,078
Appropriation #02-77-77-771512-1030
3. Filled position-effective date: 12-28-12
4. Projected cost (Salary & Benefits) for remainder of FY13: \$34,182
5. Total projected annual Salary and Benefit Cost:

Salary	\$49,827
Benefits	<u>\$24,235</u>
Total	\$74,062

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: February 6, 2013

Reclassification Request:

- The Liquor Commission requests the reclassification of Filled_position #14004 Retail Store Manager I, Labor Grade 14, A130 to a Retail Store Manager II , Labor Grade 17, A130.

Division of Personnel (DOP) Reclassification Decision:

- Retail Store Manager II, Labor Grade 17, A130, effective 12-20-12

Rationale for Decision:

- This reclassification is in response to realignment of personnel and resources into a streamlined and balanced supervisory structure within the low to moderate volume NH State Retail Stores statewide.
- The Retail Store Manager II classification supports the supervision of employees, store operations, and laborers; ensuring the success of retail functions and revenues to the state.
- This position's duties and functions now mirror those of other Retail Store Manager II positions operating at the NH Liquor Commission and appropriately coincide with the state class specification.

Funding Summary

1. This position is a % General Funded position.
This position is a % Federal Funded position.
This position is a 100% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$54,190
Appropriation #02-77-77-771512-1030
3. Filled position-effective date: 12-28-12
4. Projected cost (Salary & Benefits) for remainder of FY13: \$25,791
5. Total projected annual Salary and Benefit Cost:

Salary	\$34,383
Benefits	<u>\$21,497</u>
Total	\$55,880

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: February 6, 2013

Reclassification Request:

- The Liquor Commission requests the reclassification of Filled_position #30484 Retail Store Manager I, Labor Grade 14, A130 to a Retail Store Manager II , Labor Grade 17, A130.

Division of Personnel (DOP) Reclassification Decision:

- Retail Store Manager II, Labor Grade 17, A130, effective 12-20-12

Rationale for Decision:

- This reclassification is in response to realignment of personnel and resources into a streamlined and balanced supervisory structure within the low to moderate volume NH State Retail Stores statewide.
- The Retail Store Manager II classification supports the supervision of employees, store operations, and laborers; ensuring the success of retail functions and revenues to the state.
- This position's duties and functions now mirror those of other Retail Store Manager II positions operating at the NH Liquor Commission and appropriately coincide with the state class specification.

Funding Summary

1. This position is a % General Funded position.
This position is a % Federal Funded position.
This position is a 100% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$62,932
Appropriation #02-77-77-771512-1030
3. Filled position-effective date: 12-28-12
4. Projected cost (Salary & Benefits) for remainder of FY13: \$29,939
5. Total projected annual Salary and Benefit Cost:

Salary	\$42,016
Benefits	<u>\$22,850</u>
Total	\$64,866

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: February 6, 2013

Reclassification Request:

- The Liquor Commission requests the reclassification of Filled_position #13968 Retail Store Manager I, Labor Grade 14, A130 to a Retail Store Manager II , Labor Grade 17, A130.

Division of Personnel (DOP) Reclassification Decision:

- Retail Store Manager II, Labor Grade 17, A130, effective 12-20-12

Rationale for Decision:

- This reclassification is in response to realignment of personnel and resources into a streamlined and balanced supervisory structure within the low to moderate volume NH State Retail Stores statewide.
- The Retail Store Manager II classification supports the supervision of employees, store operations, and laborers; ensuring the success of retail functions and revenues to the state.
- This position's duties and functions now mirror those of other Retail Store Manager II positions operating at the NH Liquor Commission and appropriately coincide with the state class specification.

Funding Summary

1. This position is a % General Funded position.
This position is a % Federal Funded position.
This position is a 100 % Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$59,185
Appropriation #02-77-77-771512-1030
3. Filled position-effective date: 12-28-12
4. Projected cost (Salary & Benefits) for remainder of FY13: \$28,142
5. Total projected annual Salary and Benefit Cost:

Salary	\$38,709
Benefits	<u>\$22,264</u>
Total	\$60,973

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: February 6, 2013

Reclassification Request:

- The Liquor Commission requests the reclassification of Filled_position #14101 Retail Store Manager I, Labor Grade 14, A130 to a Retail Store Manager II , Labor Grade 17, A130.

Division of Personnel (DOP) Reclassification Decision:

- Retail Store Manager II, Labor Grade 17, A130, effective 12-20-12

Rationale for Decision:

- This reclassification is in response to realignment of personnel and resources into a streamlined and balanced supervisory structure within the low to moderate volume NH State Retail Stores statewide.
- The Retail Store Manager II classification supports the supervision of employees, store operations, and laborers; ensuring the success of retail functions and revenues to the state.
- This position's duties and functions now mirror those of other Retail Store Manager II positions operating at the NH Liquor Commission and appropriately coincide with the state class specification.

Funding Summary

1. This position is a % General Funded position.
This position is a % Federal Funded position.
This position is a 100% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$51,373
Appropriation #02-77-77-771512-1030
3. Filled position-effective date: 12-28-12
4. Projected cost (Salary & Benefits) for remainder of FY13: \$25,791
5. Total projected annual Salary and Benefit Cost:

Salary	\$34,383
Benefits	<u>\$21,497</u>
Total	\$55,880

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: February 6, 2013

Reclassification Request:

- The Liquor Commission requests the reclassification of Filled_position #14111 Retail Store Manager I, Labor Grade 14, A130 to a Retail Store Manager II , Labor Grade 17, A130.

Division of Personnel (DOP) Reclassification Decision:

- Retail Store Manager II, Labor Grade 17, A130, effective 12-20-12

Rationale for Decision:

- This reclassification is in response to realignment of personnel and resources into a streamlined and balanced supervisory structure within the low to moderate volume NH State Retail Stores statewide.
- The Retail Store Manager II classification supports the supervision of employees, store operations, and laborers; ensuring the success of retail functions and revenues to the state.
- This position's duties and functions now mirror those of other Retail Store Manager II positions operating at the NH Liquor Commission and appropriately coincide with the state class specification.

Funding Summary

1. This position is a % General Funded position.
This position is a % Federal Funded position.
This position is a 100% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$62,932
Appropriation #02-77-77-771512-1030
3. Filled position-effective date: 12-28-12
4. Projected cost (Salary & Benefits) for remainder of FY13: \$29,939
5. Total projected annual Salary and Benefit Cost:

Salary	\$42,017
Benefits	<u>\$22,850</u>
Total	\$64,867

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: February 6, 2013

Reclassification Request:

- The Liquor Commission requests the reclassification of Filled_position #14127 Retail Store Manager I, Labor Grade 14, A130 to a Retail Store Manager II , Labor Grade 17, A130.

Division of Personnel (DOP) Reclassification Decision:

- Retail Store Manager II, Labor Grade 17, A130, effective 12-20-12

Rationale for Decision:

- This reclassification is in response to realignment of personnel and resources into a streamlined and balanced supervisory structure within the low to moderate volume NH State Retail Stores statewide.
- The Retail Store Manager II classification supports the supervision of employees, store operations, and laborers; ensuring the success of retail functions and revenues to the state.
- This position's duties and functions now mirror those of other Retail Store Manager II positions operating at the NH Liquor Commission and appropriately coincide with the state class specification.

Funding Summary

1. This position is a % General Funded position.
This position is a % Federal Funded position.
This position is a 100% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$60,973
Appropriation #02-77-77-771512-1030
3. Filled position-effective date: 12-28-12
4. Projected cost (Salary & Benefits) for remainder of FY13: \$29,046
5. Total projected annual Salary and Benefit Cost:

Salary	\$40,373
Benefits	<u>\$22,559</u>
Total	\$62,932

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: February 6, 2013

Reclassification Request:

- The Department of Administrative Services requests the reclassification of vacant position #10258 Financial Data Specialist I, Labor Grade 26, A000 to a Financial Data Specialist II , Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Financial Data Specialist II, Labor Grade 30,A000 , effective 1-2-13

Rationale for Decision:

- This reclassification is being made in response to a realignment of personnel, resources, and technology brought about by the streamlining of the statewide Human Resources and Payroll operations.
- The Financial Data Specialist II classification supports this position's expanded statewide oversight functions of policy, compliance/standards, and processes in order to meet strategic and operational statewide goals, concerning the implementation of the NH First HR, payroll, and employee self-service components.
- This position's duties now mirror those of other Financial Data Specialist II working at the Department of Administrative Services and statewide. These functions also parallel the state class specification for Financial Data Specialist II appropriately.

Funding Summary

1. This position is a 100% General Funded position.
This position is a % Federal Funded position.
This position is a % Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$101,373
Appropriation #01-14-14-142010-13700000
3. Anticipated date of hire is: 2/22/2013 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$24,843
5. Total projected annual Salary and Benefit Cost:

Salary	\$55,497
Benefits	<u>\$25,239</u>
Total	\$80,736

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: February 6, 2013

Reclassification Request:

- The Department of Safety requests the reclassification of Filled_position #41971 Criminalist II, Labor Grade 24, X416 to a Criminalist III , Labor Grade 26, X416.

Division of Personnel (DOP) Reclassification Decision:

- Criminalist III, Labor Grade 26, X416, effective 1-2-13

Rationale for Decision:

- Over the past several years, requests for crime scene services from the Forensic Laboratory have increased significantly which has required the lab to have a dedicated position assigned to the role of maintaining specialized SOP's (standard operating procedures) and coordination of the training of the wide variety of personnel that may be called upon in different scenes.
- This position will serve as the fourth-in-command of the Forensic Laboratory's Criminalist Group. This position will run the laboratory in the absence of the lab director.
- This position requires the Minimum Qualifications of the Criminalist III classification specifications as incumbent must meet the certification requirements of the FBI's SWGDAM or ASCLD/LAB as a Technical Supervisor in one of the forensic disciplines. This position has necessitated an incumbent to ensure compliance with contemporary and national accreditation standards.

Funding Summary

1. This position is a % General Funded position.
This position is a % Federal Funded position.
This position is a 100% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$113,547
Appropriation #02-23-23-234010-4022000
3. Filled position-effective date: 1-11-13
4. Projected cost (Salary & Benefits) for remainder of FY13: \$53,661
5. Total projected annual Salary and Benefit Cost:

Salary	\$72715
Benefits	<u>\$45230</u>
Total	\$117,945

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: February 6, 2013

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant_position #16120 Supervisor V, Labor Grade 26, A000 to a Administrator IV , Labor Grade 33, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator IV, Labor Grade 33, A000, effective 1-3-13

Rationale for Decision:

- The general function of this position as an Administrator IV is to oversee and ensure the smooth operation of the managed care initiative and it will guarantee that all business requirements are met, including compliance and reporting.
- This position will manage, direct, and train the three Contract Managers assigned to each of the health plans who identify, enforce and assess compliance with prescribed contract requirements.
- This position is vital for the direction of the departments managed care contractual, fiscal and clinical staff activities under the general supervision of the Deputy Medicaid Director and the Director of the Office of Medicaid Business and Policy.

Funding Summary

1. This position is a 28.00% General Funded position.
This position is a 72.00% Federal Funded position.
This position is a % Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$77,846
Appropriation #05-95-95-956010-6126
3. Anticipated date of hire is: 3/22/13at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$20,815
5. Total projected annual Salary and Benefit Cost:

Salary	\$63,531
Benefits	<u>\$26,664</u>
Total	\$90,195

**Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: February 6, 2013**

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #17150 Internal Auditor III, Labor Grade 23, A000 to a Program Specialist III , Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist III , Labor Grade 23, A000, effective 1-3-13

Rationale for Decision:

- The Special Investigation Unit (SIU) has experienced an increase in the number of investigations. This increase has resulted in a lack of timeliness in completing investigations.
- Caseloads have been managed by focusing on cases of likely abuse and by reassigning work among staff. These options have been exhausted and SIU finds it necessary to add an Program Specialist III.
- SIU currently has seven Fraud Investigator positions plus four other positions reporting to the SIU Administrator. The intent is that 3 of the non-investigator positions will report to the Program Specialist III to allow the Administrator sufficient time to supervise the seven Fraud investigators. This reclassification will have no budgetary impact.

Funding Summary

1. This position is a 62% General Funded position.
This position is a 38% Federal Funded position.
This position is a 00% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$93,131
Appropriation #05-95-951010-5676
3. Anticipated date of hire is: February 15, 2013 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$17,170
5. Total projected annual Salary and Benefit Cost:

Salary	\$41,087
Benefits	<u>\$22,685</u>
Total	\$63,772

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: February 6, 2013

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #41070 Family Services Specialist II, 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 1-2-13

Rationale for Decision:

- The size and program complexity of the Long Term Care Unit requires the addition of a Supervisor III who will assist with operational aspects of the Unit and provide direct supervision to Unit staff
- The supervisor III will also provide back-up coverage for the Supervisor V during times of absence. This supervisory structure is utilized throughout all of the agencies large and medium-sized district offices and has proven effective for managing operational, supervisory, and workload responsibilities.
- Adding a Supervisor III to the LTC Unit will provide for consistent management oversight, support, and training for the LTC staff, improve service to the LTC clients and continue to strengthen the collaboration with the Bureau of Elderly and Adult Services.

Funding Summary

1. This position is a 53.23% General Funded position.
This position is a 46.77% Federal Funded position.
This position is a % Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$53,673
Appropriation #05-95-450010-61320000
3. Anticipated date of hire is: 1/2/13 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$26,891
5. Total projected annual Salary and Benefit Cost:

Salary	\$41,087
Benefits	<u>\$22,685</u>
Total	\$63,772

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: February 6, 2013

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #42988 Program Specialist III, Labor Grade 23, A000 to a Program Specialist IV , Labor Grade 25, A00.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist IV, Labor Grade 25, A000, effective 1-2-13

Rationale for Decision:

- This position provides technical support to the financially unstable small rural hospitals designated as Critical Access Hospitals.
- This position now evaluates work procedures and plans the development and modification of data, policies, and procedures from national and state sources for use in planning and developing rural health, hospital, and emergency medical services programs.
- This position is solely responsible for managing the \$395,000 Rural Hospital Flexible Grant budget, the \$119,000 Small Rural Hospital Improvement Grant budget, and the contract with the agency that carries out much of the work

Funding Summary

1. This position is a % General Funded position.
This position is a 100% Federal Funded position.
This position is a % Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$75,553
Appropriation #05-95-93-930010-5050
3. Anticipated date of hire is: March 8, 2013 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$18,331
5. Total projected annual Salary and Benefit Cost:

Salary	\$44,753
Benefits	<u>\$23,335</u>
Total	\$68,088

**Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: February 6, 2013**

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of filled_position #12370 Accounting Technician, Labor Grade 12, A000 to a Accountant II , Labor Grade 18, A000.

Division of Personnel (DOP) Reclassification Decision:

- Accountant II, Labor Grade 18, A000, effective 1-25-13

Rationale for Decision:

- This position reports to the Reporting and Analysis Services Unit, Business Operations, Commissioner's Office. This Unit is responsible for the agency's cost allocation system for federal cost claiming of approximately \$1 billion in revenue annually.
- Due to staff reorganizations, this position has absorbed other positions' duties and more complex Accountant II level tasks, and now does calculation and reporting of the Department's expenses to approximately 200 federal grants/ programs.
- The responsibilities of this position are appropriate to the Accountant II classification and are similar to those assigned to the adjoining Accountant II position in the Reporting and Analysis Services Unit.

Funding Summary

1. This position is a 61% General Funded position.
This position is a 39% Federal Funded position.
This position is a 0% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$38,284
Appropriation #05-95-95-950010-56760000
3. Filled position-effective date: 2/6/2013
4. Projected cost (Salary & Benefits) for remainder of FY13: \$13,000
5. Total projected annual Salary and Benefit Cost:

Salary	\$33,540
Benefits	<u>\$ 5,958</u>
Total	\$39,498

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: February 6, 2013

Reclassification Request:

- The Department of Education requests the reclassification of filled_position #18882 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 1-14-13

Rationale for Decision:

- This reclassification is being made because of a consolidation of duties in response to budget reduction and position transfer out of the Office of Legislation and Hearings, Administration Proceedings - at Department of Education.
- The Program Specialist IV classification supports this position's increased duties and expanded coordination, management and oversight functions over the Dispute Resolution and Constituent Complaints Programs at DOE.
- This position's duties now mirror those of other Program Specialist IV positions working at the DOE and statewide. These functions also parallel the state class specification for Program Specialist IV appropriately.

Funding Summary

1. This position is a 100% General Funded position.
This position is a % Federal Funded position.
This position is a % Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$58,993.00
Appropriation #06-056-056-560510-2022-010-0100
3. Filled position-effective date: 1-25-13
4. Projected cost (Salary & Benefits) for remainder of FY13: \$20,750.00
5. Total projected annual Salary and Benefit Cost:

Salary	\$44,753
Benefits	<u>\$14,925</u>
Total	\$59,678

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: February 6, 2013

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #15721 Executive Secretary, Labor Grade 11, A000 to a Mental Health Worker II, Labor Grade 11, A130.

Division of Personnel (DOP) Reclassification Decision:

- Mental Health Worker II, Labor Grade 11, A130, effective 1-18-13

Rationale for Decision:

- Due in part to a shortage of inpatient psychiatric beds at New Hampshire Hospital, it is not uncommon for 20 people to be waiting in local emergency rooms across the state on a daily basis. It is especially concerning as these people are in a mental health crisis, most determined to be a danger to self or others, and are not receiving the immediate care they need.
- In Oct 2009 New Hampshire Hospital closed its Neuropsych Unit as a result of budget cut backs. It is proposed at this time to re-open those 12 beds to alleviate some of the wait list in the communities. In order to do so, 18 vacancies of various classifications are in need of reclassification to clinical positions to provide the necessary staffing mix to safely re-open the unit.
- This position is assigned to the adult psychiatric patient population and under the direction of the registered nurse provides direct care services to patients in acute psychiatric care facility setting.

Funding Summary

1. This position is a 69.41% General Funded position.
This position is a 30.59% Federal Funded position.
This position is a % Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$59,803
Appropriation #05-95-94-940010-8750
3. Anticipated date of hire is: 3/22/13 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$16,101
5. Total projected annual Salary and Benefit Cost:

Salary	\$27,290
Benefits	<u>\$20,239</u>
Total	\$47,529

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: maxFebruary 6, 2013

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #15781 Cosmetologist, Labor Grade 11, A130 to a Mental Health Worker II , Labor Grade 11, A130.

Division of Personnel (DOP) Reclassification Decision:

- Mental Health Worker II, Labor Grade 11, A130, effective 1-18-13

Rationale for Decision:

- Due in part to a shortage of inpatient psychiatric beds at New Hampshire Hospital, it is not uncommon for 20 people to be waiting in local emergency rooms across the state on a daily basis. It is especially concerning as these people are in a mental health crisis, most determined to be a danger to self or others, and are not receiving the immediate care they need.
- In Oct 2009 New Hampshire Hospital closed its Neuropsych Unit as a result of budget cut backs. It is proposed at this time to re-open those 12 beds to alleviate some of the wait list in the communities. In order to do so, 18 vacancies of various classifications are in need of reclassification to clinical positions to provide the necessary staffing mix to safely re-open the unit.
- This position is assigned to the adult psychiatric patient population and under the direction of the registered nurse provides direct care services to patients in acute psychiatric care facility setting.

Funding Summary

1. This position is a 69.41% General Funded position.
This position is a 30.59% Federal Funded position.
This position is a % Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$53,967
Appropriation #05-95-94-940010-8750
3. Anticipated date of hire is: 3/22/13 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$14,530
5. Total projected annual Salary and Benefit Cost:

Salary	\$27,290
Benefits	<u>\$20,239</u>
Total	\$47,529

**Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: February 6, 2013**

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant_position #16369 Seamstress, Labor Grade 7, A130 to a Mental Health Worker II , Labor Grade 11, A130.

Division of Personnel (DOP) Reclassification Decision:

- Mental Health Worker II, Labor Grade 11, A130, effective 1-18-13

Rationale for Decision:

- Due in part to a shortage of inpatient psychiatric beds at New Hampshire Hospital, it is not uncommon for 20 people to be waiting in local emergency rooms across the state on a daily basis. It is especially concerning as these people are in a mental health crisis, most determined to be a danger to self or others, and are not receiving the immediate care they need.
- In Oct 2009 New Hampshire Hospital closed its Neuropsych Unit as a result of budget cut backs. It is proposed at this time to re-open those 12 beds to alleviate some of the wait list in the communities. In order to do so, 18 vacancies of various classifications are in need of reclassification to clinical positions to provide the necessary staffing mix to safely re-open the unit.
- This position is assigned to the adult psychiatric patient population and under the direction of the registered nurse provides direct care services to patients in acute psychiatric care facility setting.

Funding Summary

1. This position is a 69.41% General Funded position.
This position is a 30.59% Federal Funded position.
This position is a % Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$44,188
Appropriation #05-95-94-940010-8750
3. Anticipated date of hire is: 3/22/13 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$11,897
5. Total projected annual Salary and Benefit Cost:

Salary	\$27,290
Benefits	<u>\$20,239</u>
Total	\$47,529

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: February 6, 2013

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #16372 Cook I, Labor Grade 7, A130 to a Mental Health Worker II , Labor Grade 11, A130.

Division of Personnel (DOP) Reclassification Decision:

- Mental Health Worker II, Labor Grade 11, A130, effective 1-18-13

Rationale for Decision:

- Due in part to a shortage of inpatient psychiatric beds at New Hampshire Hospital, it is not uncommon for 20 people to be waiting in local emergency rooms across the state on a daily basis. It is especially concerning as these people are in a mental health crisis, most determined to be a danger to self or others, and are not receiving the immediate care they need.
- In Oct 2009 New Hampshire Hospital closed its Neuropsych Unit as a result of budget cut backs. It is proposed at this time to re-open those 12 beds to alleviate some of the wait list in the communities. In order to do so, 18 vacancies of various classifications are in need of reclassification to clinical positions to provide the necessary staffing mix to safely re-open the unit.
- This position is assigned to the adult psychiatric patient population and under the direction of the registered nurse provides direct care services to patients in acute psychiatric care facility setting.

Funding Summary

1. This position is a 69.41% General Funded position.
This position is a 30.59% Federal Funded position.
This position is a % Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$50,895
Appropriation #05-95-94-940010-8750
3. Anticipated date of hire is: 3/22/13 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$13,195
5. Total projected annual Salary and Benefit Cost:

Salary	\$27,290
Benefits	<u>\$20,239</u>
Total	\$47,529

**Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: February 6, 2013**

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #16378 Health Facility Cleaner III, Labor Grade 8, A130 to a Mental Health Worker II, Labor Grade 11, A130.

Division of Personnel (DOP) Reclassification Decision:

- Mental Health Worker II, Labor Grade 11, A130, effective 1-18-13

Rationale for Decision:

- Due in part to a shortage of inpatient psychiatric beds at New Hampshire Hospital, it is not uncommon for 20 people to be waiting in local emergency rooms across the state on a daily basis. It is especially concerning as these people are in a mental health crisis, most determined to be a danger to self or others, and are not receiving the immediate care they need.
- In Oct 2009 New Hampshire Hospital closed its Neuropsych Unit as a result of budget cut backs. It is proposed at this time to re-open those 12 beds to alleviate some of the wait list in the communities. In order to do so, 18 vacancies of various classifications are in need of reclassification to clinical positions to provide the necessary staffing mix to safely re-open the unit.
- This position is assigned to the adult psychiatric patient population and under the direction of the registered nurse provides direct care services to patients in acute psychiatric care facility setting.

Funding Summary

1. This position is a 69.41% General Funded position.
This position is a 30.59% Federal Funded position.
This position is a % Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$49,964
Appropriation #05-95-94-940010-8750
3. Anticipated date of hire is: 3/22/13 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$13,452
5. Total projected annual Salary and Benefit Cost:

Salary	\$27,290
Benefits	<u>\$20,239</u>
Total	\$47,529

**Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: February 6, 2013**

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #16381 Building and Grounds Utility Person, Labor Grade 8, A130 to a Mental Health Worker II, Labor Grade 11, A130.

Division of Personnel (DOP) Reclassification Decision:

- Mental Health Worker II, Labor Grade 11, A130, effective 1-18-13

Rationale for Decision:

- Due in part to a shortage of inpatient psychiatric beds at New Hampshire Hospital, it is not uncommon for 20 people to be waiting in local emergency rooms across the state on a daily basis. It is especially concerning as these people are in a mental health crisis, most determined to be a danger to self or others, and are not receiving the immediate care they need.
- In Oct 2009 New Hampshire Hospital closed its Neuropsych Unit as a result of budget cut backs. It is proposed at this time to re-open those 12 beds to alleviate some of the wait list in the communities. In order to do so, 18 vacancies of various classifications are in need of reclassification to clinical positions to provide the necessary staffing mix to safely re-open the unit.
- This position is assigned to the adult psychiatric patient population and under the direction of the registered nurse provides direct care services to patients in acute psychiatric care facility setting.

Funding Summary

1. This position is a 69.41% General Funded position.
This position is a 30.59% Federal Funded position.
This position is a % Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$48,087
Appropriation #05-95-94-940010-8750
3. Anticipated date of hire is: 3/22/13at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$12,947
5. Total projected annual Salary and Benefit Cost:

Salary	\$27,290
Benefits	<u>\$20,239</u>
Total	\$47,529

**Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: February 6, 2013**

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #16417 Food Service Worker II, Labor Grade 5, A130 to a Mental Health Worker II, Labor Grade 11, A130.

Division of Personnel (DOP) Reclassification Decision:

- Mental Health Worker II, Labor Grade 11, A130, effective 1-18-13

Rationale for Decision:

- Due in part to a shortage of inpatient psychiatric beds at New Hampshire Hospital, it is not uncommon for 20 people to be waiting in local emergency rooms across the state on a daily basis. It is especially concerning as these people are in a mental health crisis, most determined to be a danger to self or others, and are not receiving the immediate care they need.
- In Oct 2009 New Hampshire Hospital closed its Neuropsych Unit as a result of budget cut backs. It is proposed at this time to re-open those 12 beds to alleviate some of the wait list in the communities. In order to do so, 18 vacancies of various classifications are in need of reclassification to clinical positions to provide the necessary staffing mix to safely re-open the unit.
- This position is assigned to the adult psychiatric patient population and under the direction of the registered nurse provides direct care services to patients in acute psychiatric care facility setting.

Funding Summary

1. This position is a 69.41% General Funded position.
This position is a 30.59% Federal Funded position.
This position is a % Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$41,7178
Appropriation #05-95-94-940010-8750
3. Anticipated date of hire is: 3/22/13 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$11,232
5. Total projected annual Salary and Benefit Cost:

Salary	\$27,290
Benefits	<u>\$20,239</u>
Total	\$47,529

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: February 6, 2013

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #16471 Food Service Worker II, Labor Grade 5, A130 to a Mental Health Worker II, Labor Grade 11, A130.

Division of Personnel (DOP) Reclassification Decision:

- Mental Health Worker II, Labor Grade 11, A130, effective 1-18-13

Rationale for Decision:

- Due in part to a shortage of inpatient psychiatric beds at New Hampshire Hospital, it is not uncommon for 20 people to be waiting in local emergency rooms across the state on a daily basis. It is especially concerning as these people are in a mental health crisis, most determined to be a danger to self or others, and are not receiving the immediate care they need.
- In Oct 2009 New Hampshire Hospital closed its Neuropsych Unit as a result of budget cut backs. It is proposed at this time to re-open those 12 beds to alleviate some of the wait list in the communities. In order to do so, 18 vacancies of various classifications are in need of reclassification to clinical positions to provide the necessary staffing mix to safely re-open the unit.
- This position is assigned to the adult psychiatric patient population and under the direction of the registered nurse provides direct care services to patients in acute psychiatric care facility setting.

Funding Summary

1. This position is a 69.41% General Funded position.
This position is a 30.59% Federal Funded position.
This position is a % Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$54,435
Appropriation #05-95-94-940010-8750
3. Anticipated date of hire is: 3/22/13 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$14,656
5. Total projected annual Salary and Benefit Cost:

Salary	\$27,290
Benefits	<u>\$20,239</u>
Total	\$47,529

**Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: February 6, 2013**

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #30820 Supervisor IV, Labor Grade 25, A000 to a Registered Nurse III, Labor Grade 23, N130.

Division of Personnel (DOP) Reclassification Decision:

- Registered Nurse III, Labor Grade 23, N130, effective 1-18-13

Rationale for Decision:

- Due in part to a shortage of inpatient psychiatric beds at New Hampshire Hospital, it is not uncommon for 20 people to be waiting in local emergency rooms across the state on a daily basis. It is especially concerning as these people are in a mental health crisis, most determined to be a danger to self or others, and are not receiving the immediate care they need.
- In Oct 2009 New Hampshire Hospital closed its Neuropsych Unit as a result of budget cut backs. It is proposed at this time to re-open those 12 beds to alleviate some of the wait list in the communities. In order to do so, 18 vacancies of various classifications are in need of reclassification to clinical positions to provide the necessary staffing mix to safely re-open the unit.
- The RNIII utilizes the Nursing process to manage patients' presenting behavior and assist in the meeting immediate and long term needs for help. Practices within standards of department, hospital, and regulatory agencies.

Funding Summary

1. This position is a 69.41% General Funded position.
This position is a 30.59% Federal Funded position.
This position is a % Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$75,665
Appropriation #05-95-94-940010-8750
3. Anticipated date of hire is: 3/22/13 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$20,372
5. Total projected annual Salary and Benefit Cost:

Salary	\$52,591
Benefits	<u>\$24,725</u>
Total	\$77,316

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: February 6, 2013

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #40383 Health Facility Cleaner II, Labor Grade 7, A130 to a Mental Health Worker II , Labor Grade 11, A130.

Division of Personnel (DOP) Reclassification Decision:

- Mental Health Worker II, Labor Grade 11, A130, effective 1-18-13

Rationale for Decision:

- Due in part to a shortage of inpatient psychiatric beds at New Hampshire Hospital, it is not uncommon for 20 people to be waiting in local emergency rooms across the state on a daily basis. It is especially concerning as these people are in a mental health crisis, most determined to be a danger to self or others, and are not receiving the immediate care they need.
- In Oct 2009 New Hampshire Hospital closed its Neuropsych Unit as a result of budget cut backs. It is proposed at this time to re-open those 12 beds to alleviate some of the wait list in the communities. In order to do so, 18 vacancies of various classifications are in need of reclassification to clinical positions to provide the necessary staffing mix to safely re-open the unit.
- This position is assigned to the adult psychiatric patient population and under the direction of the registered nurse provides direct care services to patients in acute psychiatric care facility setting.

Funding Summary

1. This position is a 69.41% General Funded position.
This position is a 30.59% Federal Funded position.
This position is a % Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$43,967
Appropriation #05-95-94-940010-8750
3. Anticipated date of hire is: 3/22/13 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$11,838
5. Total projected annual Salary and Benefit Cost:

Salary	\$27,290
Benefits	<u>\$20,239</u>
Total	\$47,529

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: February 6, 2013

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #16473 Seamstress, Labor Grade 7, A130 to a Mental Health Worker II , Labor Grade 11, A130.

Division of Personnel (DOP) Reclassification Decision:

- Mental Health Worker II, Labor Grade 11, A130, effective 1-18-13

Rationale for Decision:

- Due in part to a shortage of inpatient psychiatric beds at New Hampshire Hospital, it is not uncommon for 20 people to be waiting in local emergency rooms across the state on a daily basis. It is especially concerning as these people are in a mental health crisis, most determined to be a danger to self or others, and are not receiving the immediate care they need.
- In Oct 2009 New Hampshire Hospital closed its Neuropsych Unit as a result of budget cut backs. It is proposed at this time to re-open those 12 beds to alleviate some of the wait list in the communities. In order to do so, 18 vacancies of various classifications are in need of reclassification to clinical positions to provide the necessary staffing mix to safely re-open the unit.
- This position is assigned to the adult psychiatric patient population and under the direction of the registered nurse provides direct care services to patients in acute psychiatric care facility setting.

Funding Summary

1. This position is a 69.41% General Funded position.
This position is a 30.59% Federal Funded position.
This position is a % Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$52,400
Appropriation #05-95-94-940010-8750
3. Anticipated date of hire is: 3/22/13 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$14,108
5. Total projected annual Salary and Benefit Cost:

Salary	\$27,290
Benefits	<u>\$20,239</u>
Total	\$47,529

**Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: February 6, 2013**

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #16477 Laborer, Labor Grade 5, A130 to a Mental Health Worker II , Labor Grade 11, A130.

Division of Personnel (DOP) Reclassification Decision:

- Mental Health Worker II, Labor Grade 11, A130, effective 1-18-13

Rationale for Decision:

- Due in part to a shortage of inpatient psychiatric beds at New Hampshire Hospital, it is not uncommon for 20 people to be waiting in local emergency rooms across the state on a daily basis. It is especially concerning as these people are in a mental health crisis, most determined to be a danger to self or others, and are not receiving the immediate care they need.
- In Oct 2009 New Hampshire Hospital closed its Neuropsych Unit as a result of budget cut backs. It is proposed at this time to re-open those 12 beds to alleviate some of the wait list in the communities. In order to do so, 18 vacancies of various classifications are in need of reclassification to clinical positions to provide the necessary staffing mix to safely re-open the unit.
- This position is assigned to the adult psychiatric patient population and under the direction of the registered nurse provides direct care services to patients in acute psychiatric care facility setting.

Funding Summary

1. This position is a 69.41% General Funded position.
This position is a 30.59% Federal Funded position.
This position is a % Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$39,587
Appropriation #05-95-94-940010-8750
3. Anticipated date of hire is: 3/22/13 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$10,658
5. Total projected annual Salary and Benefit Cost:

Salary	\$27,290
Benefits	<u>\$20,239</u>
Total	\$47,529

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: February 6, 2013

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #16490 Carpenter, Labor Grade 14, A130 to a Psychiatric Social Worker, Labor Grade 23, A130.

Division of Personnel (DOP) Reclassification Decision:

- Psychiatric Social Worker, Labor Grade 23, A130, effective 1-18-13

Rationale for Decision:

- Due in part to a shortage of inpatient psychiatric beds at New Hampshire Hospital, it is not uncommon for 20 people to be waiting in local emergency rooms across the state on a daily basis. It is especially concerning as these people are in a mental health crisis, most determined to be a danger to self or others, and are not receiving the immediate care they need.
- In Oct 2009 New Hampshire Hospital closed its Neuropsych Unit as a result of budget cut backs. It is proposed at this time to re-open those 12 beds to alleviate some of the wait list in the communities. In order to do so, 18 vacancies of various classifications are in need of reclassification to clinical positions to provide the necessary staffing mix to safely re-open the unit.
- The Psychiatric Social Worker position is needed to provide professional services in psychiatric social work which consist of the observation, evaluation/assessment and treatment of acutely ill individuals with a wide range of psychiatric disabilities.

Funding Summary

1. This position is a 69.41% General Funded position.
This position is a 30.59% Federal Funded position.
This position is a % Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$55,155
Appropriation #05-95-94-940010-8750
3. Anticipated date of hire is: 3/22/13at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$14,850
5. Total projected annual Salary and Benefit Cost:

Salary	\$43,826
Benefits	<u>\$23,171</u>
Total	\$66,997

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: February 6, 2013

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #16497 Plumber, Labor Grade 14, A130 to a Psychiatric Social Worker , Labor Grade 23, A130.

Division of Personnel (DOP) Reclassification Decision:

- Psychiatric Social Worker, Labor Grade 23, A130, effective 1-18-13

Rationale for Decision:

- Due in part to a shortage of inpatient psychiatric beds at New Hampshire Hospital, it is not uncommon for 20 people to be waiting in local emergency rooms across the state on a daily basis. It is especially concerning as these people are in a mental health crisis, most determined to be a danger to self or others, and are not receiving the immediate care they need.
- In Oct 2009 New Hampshire Hospital closed its Neuropsych Unit as a result of budget cut backs. It is proposed at this time to re-open those 12 beds to alleviate some of the wait list in the communities. In order to do so, 18 vacancies of various classifications are in need of reclassification to clinical positions to provide the necessary staffing mix to safely re-open the unit.
- The Psychiatric Social Worker position is needed to provide professional services in psychiatric social work which consist of the observation, evaluation/assessment and treatment of acutely ill individuals with a wide range of psychiatric disabilities.

Funding Summary

1. This position is a 69.41% General Funded position.
This position is a 30.59% Federal Funded position.
This position is a % Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$67,467
Appropriation #05-95-94-940010-8750
3. Anticipated date of hire is: 3/22/13 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$18,165
5. Total projected annual Salary and Benefit Cost:

Salary	\$43,826
Benefits	<u>\$23,171</u>
Total	\$66,997

**Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: February 6, 2013**

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #19455 Chef, Labor Grade 16, A130 to a Registered Nurse III , Labor Grade 23, N130.

Division of Personnel (DOP) Reclassification Decision:

- Registered Nurse III, Labor Grade 23, N130, effective 1-18-13

Rationale for Decision:

- Due in part to a shortage of inpatient psychiatric beds at New Hampshire Hospital, it is not uncommon for 20 people to be waiting in local emergency rooms across the state on a daily basis. It is especially concerning as these people are in a mental health crisis, most determined to be a danger to self or others, and are not receiving the immediate care they need.
- In Oct 2009 New Hampshire Hospital closed its Neuropsych Unit as a result of budget cut backs. It is proposed at this time to re-open those 12 beds to alleviate some of the wait list in the communities. In order to do so, 18 vacancies of various classifications are in need of reclassification to clinical positions to provide the necessary staffing mix to safely re-open the unit.
- The RNIII utilizes the Nursing process to manage patients' presenting behavior and assist in the meeting immediate and long term needs for help. Practices within standards of department, hospital, and regulatory agencies.

Funding Summary

1. This position is a 69.41% General Funded position.
This position is a 30.59% Federal Funded position.
This position is a % Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$69,403
Appropriation #05-95-94-940010-8750
3. Anticipated date of hire is: 3/22/13 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$18,686
5. Total projected annual Salary and Benefit Cost:

Salary	\$52,591
Benefits	<u>\$24,725</u>
Total	\$77,316

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: February 6, 2013

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #30919 Teacher Assistant, Labor Grade 11, A000 to a Mental Health Worker II, Labor Grade 11, A130.

Division of Personnel (DOP) Reclassification Decision:

- Mental Health Worker II, Labor Grade 11, A130, effective 1-18-13

Rationale for Decision:

- Due in part to a shortage of inpatient psychiatric beds at New Hampshire Hospital, it is not uncommon for 20 people to be waiting in local emergency rooms across the state on a daily basis. It is especially concerning as these people are in a mental health crisis, most determined to be a danger to self or others, and are not receiving the immediate care they need.
- In Oct 2009 New Hampshire Hospital closed its Neuropsych Unit as a result of budget cut backs. It is proposed at this time to re-open those 12 beds to alleviate some of the wait list in the communities. In order to do so, 18 vacancies of various classifications are in need of reclassification to clinical positions to provide the necessary staffing mix to safely re-open the unit.
- This position is assigned to the adult psychiatric patient population and under the direction of the registered nurse provides direct care services to patients in acute psychiatric care facility setting.

Funding Summary

1. This position is a 69.41% General Funded position.
This position is a 30.59% Federal Funded position.
This position is a % Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$51,785
Appropriation #05-95-94-940010-8750
3. Anticipated date of hire is: 3/22/13 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$13,942
5. Total projected annual Salary and Benefit Cost:

Salary	\$27,290
Benefits	<u>\$20,239</u>
Total	\$47,529

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: February 6, 2013

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #30920 Clerk IV, Labor Grade 12, A000 to a Mental Health Worker II , Labor Grade 11, A130.

Division of Personnel (DOP) Reclassification Decision:

- Mental Health Worker II, Labor Grade 11, A130, effective 1-18-13

Rationale for Decision:

- Due in part to a shortage of inpatient psychiatric beds at New Hampshire Hospital, it is not uncommon for 20 people to be waiting in local emergency rooms across the state on a daily basis. It is especially concerning as these people are in a mental health crisis, most determined to be a danger to self or others, and are not receiving the immediate care they need.
- In Oct 2009 New Hampshire Hospital closed its Neuropsych Unit as a result of budget cut backs. It is proposed at this time to re-open those 12 beds to alleviate some of the wait list in the communities. In order to do so, 18 vacancies of various classifications are in need of reclassification to clinical positions to provide the necessary staffing mix to safely re-open the unit.
- This position is assigned to the adult psychiatric patient population and under the direction of the registered nurse provides direct care services to patients in acute psychiatric care facility setting.

Funding Summary

1. This position is a 69.41% General Funded position.
This position is a 30.59% Federal Funded position.
This position is a % Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$52,778
Appropriation #05-95-94-940010-8750
3. Anticipated date of hire is: 3/22/13 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$14,210
5. Total projected annual Salary and Benefit Cost:

Salary	\$27,290
Benefits	<u>\$20,239</u>
Total	\$47,529