



Jeffrey A. Meyers  
Commissioner

Lisa Morris  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6503  
603-271-4661 1-800-852-3345 Ext. 4661  
Fax: 603-271-4760 TDD Access: 1-800-735-2964




NH DIVISION OF  
Public Health Services  
Improving health, preventing disease, reducing costs for all

December 28, 2016

The Honorable Neal M. Kurk, Chairman  
Fiscal Committee of the General Court

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

  
Approved by Fiscal Committee Date

**REQUESTED ACTION**

1. Pursuant to the provisions of RSA 14:30-a, VI, Additional Revenues, authorize the Department of Health and Human Services, Division of Public Health Services, Bureau of Laboratory Services, to accept and expend federal funds in the amount of \$1,035,063 from the US Centers for Disease Control and Prevention (CDC) to fund the New Hampshire Epidemiology, Laboratory, and Health Information System Capacity Program, effective the date of approval by the Fiscal Committee and Governor and Council through June 30, 2017, and further authorize the funds to be allocated as follows. Grant funds awarded for periods after SFY 2017 will be included in the future operating budgets for SFY 2018 and SFY 2019. 100% Federal Funds.
2. Pursuant to the provisions of NH RSA 124:15, Positions Restricted, and subject to the approval of item 1 above, authorize the Department of Health and Human Services, Division of Public Health Services, Public Health Laboratories, Epidemiology, Laboratory, and Health Information System Capacity Program to create eight positions and continue a reclassified position to build capacity for responding to Zika and other infectious disease surveillance and prevention activities in order to protect the health of NH citizens. Funding from the US Centers for Disease Control and Prevention, Epidemiology, Laboratory, and Health Information System Capacity Cooperative Agreement will be utilized effective upon date of approval by the Fiscal Committee and Governor and Council, through June 30, 2017.

05-95-90-903010-1835 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS; DIVISION OF PUBLIC HEALTH, BUREAU OF LABORATORY SERVICES, NH ELC Grant

**SFY 2017**

<b>Class/Object</b>	<b>Class Title</b>	<b>Current Modified Budget</b>	<b>Increase (Decrease) Amount</b>	<b>Revised Modified Budget</b>
000-406929	Federal Funds	\$1,307,852	\$1,035,063	\$2,342,915
<b>Total Revenue</b>		<b>\$1,307,852</b>	<b>\$1,035,063</b>	<b>\$2,342,915</b>
010-500100	Personal Services - Perm	\$531,767	\$0	\$531,767
018-500106	Overtime	\$2,000	\$8,000	\$10,000
019-500105	Holiday Pay	\$1	\$0	\$1
020-500200	Current Expense	\$26,337	\$106,240	\$132,577
024-500225	Maint not Building & Grounds	\$38,000	\$0	\$38,000
026-500251	Organizational Dues	\$0	\$300	\$300
030-500311	Equipment	\$120,000	\$263,707	\$383,707
039-500188	Telecommunications	\$4,500	\$6,000	\$10,500
041-500801	Audit Fund Set Aside	\$1,286	\$1,035	\$2,321
042-500620	Add'l Fringe COLA	\$24,984	\$12,258	\$37,242
050-500109	Personal Services Other	\$25,800	\$14,145	\$39,945
057-500535	Books, Periodicals and Subscriptions	\$1,200	\$0	\$1,200
059-500117	Full Time Temp	\$0	\$116,738	\$116,738
060-500602	Benefits	\$272,469	\$81,465	\$353,934
064-586414	Ret Pension Bene Health Ins	\$0	\$0	\$0
066-500543	Employee Training	\$6,000	\$0	\$6,000
070-500704	In-State Travel	\$3,800	\$20,075	\$23,875
080-500710	Out-of-State Travel	\$45,500	\$58,000	\$103,500
102-500734	Contracts for Program Services	\$145,000	\$170,400	\$315,400
548-500396	Reagents	\$59,208	\$176,700	\$235,908
<b>Total Expenses</b>		<b>\$1,307,852</b>	<b>\$1,035,063</b>	<b>\$2,342,915</b>

**EXPLANATION**

Federal funds have been awarded by the Centers for Disease Control and Prevention to the Division of Public Health Services for a project entitled: New Hampshire Epidemiology and Laboratory Capacity for Infectious Diseases (ELC), Building Epidemiology, Laboratory, and Health Information Systems Capacity. This is a core grant to the Bureau of Infectious Disease Control, Bureau of Laboratory Services, and Bureau of Informatics. The funds will support Zika response as well as capacity for infectious disease surveillance and prevention activities that prevent disease and protect the public. Funded activities include core epidemiology; core laboratory services; health information systems and laboratory reporting; advanced molecular detection; testing and reporting related to foodborne illnesses; hospital acquired infections; West Nile Virus and other mosquito related diseases; Lyme and other

diseases transmitted by ticks; parasitic, waterborne, and vaccine preventable diseases; and influenza surveillance, diagnostic testing, and response. The current award includes funds to enhance epidemiology, surveillance, and laboratory capacity for Zika virus response. Funds will be used to: 1) purchase laboratory supplies and reagents and hire new laboratory staff to perform Zika virus testing on specimens from pregnant women and others experiencing symptoms of Zika virus after traveling to an affected area, 2) hire an infectious disease nurse, who will provide clinical consultation to healthcare providers reporting suspected cases of Zika virus, conduct clinical investigation of reported cases, coordinate submission of specimens to the Public Health Laboratories for testing, and provide de-identified information on pregnant women who test positive for Zika virus to the United States Zika Virus Pregnancy Registry for long term monitoring of potential impacts on the infant, and 3) contract with an emergency courier to pick up specimens from local laboratories and deliver them to the Public Health Laboratories. The Division of Public Health Services will use the funding to maintain and enhance epidemiologic, laboratory, and health information capacity to respond to and prevent infectious diseases. The funds are to be budgeted as follows:

Funds are budgeted for Current Expense (Class 020) to pay for the routine mailing of specimens to the laboratory, to purchase tick removal devices, publications for tickborne and zoonotic disease prevention, training DVDs, production and printing of antimicrobial resistance and healthcare associated infection resources, workshop supplies, as well as general copying and printing, office supplies, and computer software for the positions requested.

Funds are budgeted for Organizational Dues (Class 026) for a membership for the Public Health Laboratories to the American Biological Safety Association (ABSA) at a cost of 300.00.

Funds are budgeted for Equipment (Class 030) to purchase desktop computers, chairs, and workstations for the new positions, a tablet for the Epidemiology Assistant, and laboratory equipment, software, and instrumentation.

Funds are budgeted for Telecommunications (Class 039) for voice and data charges, as well as for conference calls.

Funds are budgeted for Audit costs (Class 041) per state requirements.

Funds are budgeted for Additional Fringe Benefits (Class 042) for post-retirement benefits per state requirements.

Funds are budgeted for Personnel Costs: Part-time Personal Services Temp (Class 050) for new part-time Epidemiology Assistant and Statistical Assistant; Full Time Temporary Personnel (Class 059) for the new Program Specialist III, Nurse Specialist, Microbiologist I, Microbiologist II, Microbiologist III, Program Specialist IV, and Public Health Nurse Specialist; and Benefits (Class 060) related to the new positions. Funds are also budgeted for Overtime (Class 018) for testing after hours related to outbreaks.

Funds are budgeted for In-State Travel (Class 070) for program staff to travel in-state to hospitals, healthcare facilities, and other stakeholders, for educational outreach and presentations, and outbreak investigation, as well as to attend conferences and training events.

Funds are budgeted for Out-of-State Travel (Class 080) to cover travel expenses for meetings mandated by the funder and for professional development, including the 2017 ELC Annual Grantee

Meeting to be attended by a representative from the Laboratory and the Epidemiology Section; Association of Public Health Laboratories (APHL) Annual Meeting and Conference, to be attended by the Laboratory Director, Biosafety Officer, and the Virology Program Manager; Council of State and Territorial Epidemiologists (CSTE) Conference and affiliated Healthcare Associated Infections (HAI) workshop attended by the Infectious Disease Surveillance Section Chief, one staff member from the HAI section, and one staff member from the Arboviral Disease section; Northeastern EEE Conference (1 staff); Society for Healthcare Epidemiology of America (SHEA) Annual meeting with a focus on antibiotic stewardship (2 staff); Epi Ready Training (3 staff); HAI Surveillance Training (1 staff); Lyme and Other Tickborne Diseases training (1 staff); Next Generation Sequencing Training at the Broad Institute at MIT, MA (2 staff); Zika Virus Disease meetings (3), and Workforce Training (1) and other trainings that may become available and approved by CDC.

Funds are budgeted for Contracts for Program Services (Class 102) to contract with professionals in infection control to bring infection prevention trainings to NH healthcare facilities.

Funds are budgeted for Reagents (Class 548) for laboratory reagents and supplies to support laboratory testing activities, including next generation sequencing.

The following information is provided in accordance with the Comptroller's instructional memorandum dated September 21, 1981:

1) List of personnel involved:

Program Specialist III, LG 23, Position # 9T2803  
Full-time Nurse Specialist, LG 25, Position # 9T2819  
Microbiologist III, LG 26, Position # 9T2883  
Microbiologist I, LG 20, Position # 9T2884  
Microbiologist II, LG 23, Position # 9T2885  
Nurse Specialist – Public Health, LG 25, Position # 9T2886  
Program Specialist IV, LG 25, 9T2888  
Epidemiology Assistant, LG 02, Position # TMPPT5144  
Statistical Assistant LG 02, Position # TMPPT5096 (To continue)

2) Nature, need and duration:

Full-time Program Specialist III, LG 23, Position # 9T2803

This position will serve as the Vaccine Preventable Disease Surveillance Coordinator and is essential to the Department's ability to respond to and prevent vaccine preventable diseases, such as bacterial meningitis, whooping cough, and chickenpox. The Program Specialist III will perform surveillance for outbreaks and reported cases of vaccine preventable diseases to ensure timely and complete reporting to prevent additional cases and to support the evaluation of vaccine impact.

Full-time Nurse Specialist, LG 25, Position # 9T2819

This position will serve as the Enteric Disease Nurse Specialist and is essential to the Department's ability to prevent foodborne and other enteric illnesses, such as Salmonella and E. coli. The nurse specialist will investigate reported illness and outbreaks and initiate and apply advanced public health nursing strategies to prevent and control the transmission of foodborne and other enteric illnesses.

Full-time Microbiologist III, LG 26, Position # 9T2883

This position will serve as the Molecular Diagnostic Microbiologist who will perform whole genome sequencing and sequence data analysis for characterization of foodborne bacterial isolates and early identification of foodborne disease outbreaks. This position will also work to evaluate and implement new next generation sequencing procedures for detection of antibiotic resistance and report testing results to state and federal partners.

Full-time Microbiologist I, LG 20, Position # 9T2884

This position will perform laboratory testing to determine the specific DNA mechanisms that make certain bacteria resistance to antibiotics of last resort. Monitoring and understanding the distribution of antibiotic resistance (AR) in the State is a crucial step in controlling the spread of AR. Testing will focus on some AR threats like carbapenemase (CRE) resistant bacteria that are resistant to nearly all antibiotics, and are responsible for extending hospital stays and increasing hospital costs.

Full-time Microbiologist II, LG 23, Position # 9T2885

This position will serve as a Public Health Microbiologist and is dedicated to Arbovirus testing. The main function of the position is to perform both molecular and serological testing for identification of arboviruses including Zika virus. This person will also manage laboratory data and report testing results.

Full-time Nurse Specialist – Public Health, LG 25, Position # 9T2886

This position will serve as the Arboviral Disease Nurse Specialist to provide clinical consultation services to NH healthcare providers and the public regarding Zika virus assessment, testing, and monitoring. The position will track and report all cases of pregnant women with laboratory evidence of Zika virus infection and their prenatally- or perinatally-exposed infants, including infants with congenital Zika virus infection, to the U.S. Zika Pregnancy Registry.

Full-time Program Specialist IV, LG 25, Position # 9T2888

This position will serve as the Antimicrobial Resistance Specialist (ARS) who will work to conduct surveillance for, respond to, and prevent antimicrobial resistant infections, including initiating and coordinating a State multidisciplinary Antimicrobial Resistance Advisory Workgroup.

Part-time Epidemiology Assistant, LG 02, Position # TMPPT5144

This position will serve as the Foodborne illness assistant and is essential to the Department's ability to identify and investigate foodborne outbreaks. This position will be part of an interview team that conducts foodborne disease case and outbreak interviews, data entry, and filing support to the foodborne illness program.

Part-time Statistical Assistant, LG 14, Position # TMPPT5096 – existing position

This position will serve as the Lyme Disease Statistical Assistant and is essential to the Department's ability to conduct surveillance for Lyme disease. The Statistical Assistant will assist with reviewing and investigating the thousands of Lyme disease case reports received each year. The position will help with data entry and analysis of Lyme disease surveillance data.

All positions are from the date of hire until the project completion.

- 3) Relationship to existing agency programs:  
The ELC Cooperative Agreement has been in place in the State of New Hampshire for a number of years and supports the core capabilities and capacities of epidemiology, laboratory, and health information services within the Division.
- 4) Has similar program been requested of the Legislature and denied?  
No.
- 5) Why wasn't funding included in the agency's budget request?  
Additional funding was received for new positions on July 22, 2016. These additional funds were not anticipated at the time of the budget being prepared or approved.
- 6) Can portions of the grant funds be utilized for other purposes?  
This request is 100% federally funded and can only be used for the purpose of the grant award.
- 7) Estimate the funds required to continue the positions:

Position (Salary & Benefits)	SFY 2017	SFY 2018
Full-time Program Specialist III	\$27,790	\$90,318
Full-time Nurse Specialist	\$29,562	\$96,077
Full-time Microbiologist III	\$29,562	\$99,232
Full-time Microbiologist I	\$23,952	\$80,089
Full-time Microbiologist II	\$25,363	\$84,964
Full-time Nurse Specialist – Public Health	\$29,562	\$96,077
Program Specialist IV	\$29,562	\$96,077
Part-time Epidemiology Assistant	\$6,687	\$21,732
Part-time Statistical Assistant	\$10,308	\$33,501
<b>TOTAL</b>	<b>\$212,348</b>	<b>\$698,067</b>

These funds will not change the program eligibility levels. No new program will be established with the acceptance of these funds.

Area served: Statewide

Source of funds: These funds are 100% Federal from US Centers for Disease Control and Prevention to fund the New Hampshire Epidemiology and Laboratory Capacity for Infectious Diseases (ELC), Building Epidemiology, Laboratory, and Health Information Systems capacity program.

The Honorable Neal M. Kurk, Chairman  
His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 7 of 7

Attached are the Division of Personnel authorizations, Notice of Grant Awards and Award Histories.

In the event that these Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Lisa Morris, MSSW  
Director

Approved by:



*Deputy Commissioner*  
Jeffrey A. Meyers  
Commissioner

LM/MJH/sjw





**AWARD HISTORY  
NH ELC NON-PPHF  
FAIN U50CK000427**

Award

3U50CK004027-02S1	8/1/2015 to 7/31/2016	862,019
50CK000427-03 (2083383/12*11)	8/1/2016 to 7/31/2017	1,909,768

**Est Expended through 6/30/16**

(383,083)

Unobligated Balance Unable to Spend

-

Award Balance 7/1/16

2,388,704

SFY 17 Appropriation \*\*

(986,831)

OYR

(4,545)

Available to Accept in SFY 17

1,397,328

Amount Requested this Action

1,035,063**\*\* SFY 17 Appropriation****010-090-18350000****Current****OYR****Total****This Action****Revised Budget**

NH ELC NON PPHF

850,923

4,545

855,468

1,035,063

1,890,531

NH ELC PPHF

452,384

452,384

452,384

Total1,303,307

-

4,5451,307,8521,035,0632,342,915

Need to allow for minimum of 10% allocated cost

Adj for Other AU \_Allocated

135,908

-

-

135,9080135,908

Total

1,439,215

-

4,5451,443,7602,478,823



**Grant Number:** 3U50CK000427-02S1  
**FAIN:** U50CK000427

**Principal Investigator(s):**  
Christine Louise Bean, PHD

**Project Title:** New Hampshire Epidemiology and Laboratory Capacity for Infectious Diseases (ELC), Building Epidemiology, Laboratory, and Health Information Systems Capacity

Dolores Cooper  
DPHS Financial Manager  
29 Hazen Drive  
Concord, NH 033016504

**Budget Period:** 08/01/2015 – 07/31/2016  
**Project Period:** 08/01/2014 – 07/31/2019

Dear Business Official:

The Centers for Disease Control and Prevention hereby awards a grant in the amount of \$862,019 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to NH ST DEPARTMENT OF HEALTH & HUMAN SERVICES in support of the above referenced project. This award is pursuant to the authority of 42 USC 241 31 USC 6305 42 CFR 52 and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact the individual(s) referenced in Section IV.

Sincerely yours,

Shelia Edwards  
Grants Management Officer  
Centers for Disease Control and Prevention

Additional information follows

SECTION I – AWARD DATA – 3U50CK000427-02S1

**Award Calculation (U.S. Dollars)**

Salaries and Wages	\$408,368
Fringe Benefits	\$187,511
Personnel Costs (Subtotal)	\$595,879
Supplies	\$44,771
Travel Costs	\$20,216
Other Costs	\$39,106
Consortium/Contractual Cost	\$26,139

Federal Direct Costs	\$726,111
Federal F&A Costs	\$135,908
Approved Budget	\$862,019
Federal Share	\$862,019
<b>TOTAL FEDERAL AWARD AMOUNT</b>	<b>\$862,019</b>

**AMOUNT OF THIS ACTION (FEDERAL SHARE)** **\$862,019**

Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

03 \$0  
04 \$0  
05 \$0

**Fiscal Information:**

CFDA Number: 93.323  
EIN: 1026000618B3  
Document Number: 000427CK14

IC	CAN	2015
CK	9211388	\$110,000
CK	921D014	\$81,951
CK	939014P	\$8,925
OE	93901FT	\$35,000
OE	93901FW	\$135,070
GH	939ZSBA	\$1,620
GH	939ZSBL	\$3,652
IP	939ZSCE	\$126,086
CK	939ZSHV	\$2,383
CK	939ZSKR	\$38,904
CK	939ZVJC	\$318,428

SUMMARY TOTAL FEDERAL AWARD AMOUNT YEAR ( 2 )		
GRANT NUMBER		TOTAL FEDERAL AWARD AMOUNT
3U50CK000427-02S1		\$862,019
5U50CK000427-02		\$803,379
TOTAL		\$1,665,398
SUMMARY TOTALS FOR ALL YEARS		
YR	THIS AWARD	CUMULATIVE TOTALS
2	\$862,019	\$1,665,398
3	\$0	\$676,715
4	\$0	\$676,715
5	\$0	\$676,715

Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project

1. DATE ISSUED MM/DD/YYYY 07/22/2016  
2. CFDA NO. 93.323  
3. ASSISTANCE TYPE Cooperative Agreement

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Centers for Disease Control and Prevention

CDC Office of Financial Resources

2920 Brandywine Road  
Atlanta, GA 30341

NOTICE OF AWARD

AUTHORIZATION (Legislation/Regulations)

42 USC 241 31 USC 6305 42 CFR 52

1a. SUPERSEDES AWARD NOTICE dated  
except that any additions or restrictions previously imposed remain  
in effect unless specifically rescinded

4. GRANT NO. 5 NU50CK000427-03-00  
Formerly 3U50CK000427-02S1  
5. ACTION TYPE Non-Competing  
Continuation

6. PROJECT PERIOD MM/DD/YYYY  
From 03/31/2015 Through 07/31/2019

7. BUDGET PERIOD MM/DD/YYYY  
From 08/01/2016 Through 07/31/2017

8. TITLE OF PROJECT (OR PROGRAM)

New Hampshire Epidemiology and Laboratory Capacity for Infectious Diseases (ELC), Building  
Epidemiology, Laboratory, and Health Information Systems Capacity

9a. GRANTEE NAME AND ADDRESS

New Hampshire Department of Health and Human Services  
29 Hazen Dr  
Public Health Services  
Concord, NH 03301-6503

9b. GRANTEE PROJECT DIRECTOR

CHRISTINE LOUISE BEAN  
29 HAZEN DRIVE  
DIVISION OF PUBLIC HEALTH SERVIC  
CONCORD, NH 03301  
Phone: [NO DATA]

10a. GRANTEE AUTHORIZING OFFICIAL

CHRISTINE LOUISE BEAN  
29 HAZEN DRIVE  
DIVISION OF PUBLIC HEALTH SERVIC  
CONCORD, NH 03301  
Phone: [NO DATA]

10b. FEDERAL PROJECT OFFICER

Wayne Brathwaite  
1600 Clifton Rd  
Atlanta, GA 30333  
Phone: 404-639-5127

ALL AMOUNTS ARE SHOWN IN USD

11. APPROVED BUDGET (Excludes Direct Assistance)

I Financial Assistance from the Federal Awardee Agency Only

II Total project costs including grant funds and all other financial participation

a. Salaries and Wages 795,349.00  
b. Fringe Benefits 462,205.00  
c. Total Personnel Costs 1,257,554.00  
d. Equipment 49,825.00  
e. Supplies 165,179.00  
f. Travel 63,492.00  
g. Construction 0.00  
h. Other 54,229.00  
i. Contractual 143,647.00

j. TOTAL DIRECT COSTS 1,733,926.00

k. INDIRECT COSTS 349,457.00

l. TOTAL APPROVED BUDGET 2,083,383.00

m. Federal Share 2,083,383.00

n. Non-Federal Share 0.00

12. AWARD COMPUTATION

a. Amount of Federal Financial Assistance (from item 11m) 2,083,383.00

b. Less Unobligated Balance From Prior Budget Periods 0.00

c. Less Cumulative Prior Award(s) This Budget Period 0.00

d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION 2,083,383.00

13. Total Federal Funds Awarded to Date for Project Period 6,083,750

14. RECOMMENDED FUTURE SUPPORT

(Subject to the availability of funds and satisfactory progress of the project)

YEAR	TOTAL DIRECT COSTS	YEAR	TOTAL DIRECT COSTS
a. 4		d. 7	
b. 5		e. 8	
c. 6		f. 9	

15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING

ALTERNATIVES:

- a. DEDUCTION  
b. ADDITIONAL COSTS  
c. MATCHING  
d. OTHER RESEARCH (Add / Deduct Option)  
e. OTHER (See REMARKS)

b

16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARDEE AGENCY  
ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY  
OR BY REFERENCE IN THE FOLLOWING:

- a. The grant program legislation  
b. The grant program regulations  
c. This award notice including terms and conditions, if any, noted below under REMARKS.  
d. Federal administrative requirements, cost principles and audit requirements applicable to the grant.

In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall  
prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise  
obtained from the grant payment system.

REMARKS (Other Terms and Conditions Attached -

☒ Yes

☐ No)

Project Period 08/01/2014 to 7/31/2019

Budget Period 08/01/2014 to 7/31/2017

GRANTS MANAGEMENT OFFICIAL: Anella Higgins

17. OBJ CLASS	41.51	18a. VENDOR CODE	1026000618B3	18b. EIN	026000618	19. DUNS	011040545	20. CONG. DIST.	02
FY-ACCOUNT NO.	DOCUMENT NO.	CFDA	ADMINISTRATIVE CODE	AMT ACTION FIN ASST	APPROPRIATION				
21. a. 6-921D014	b. 000427CK14	c. 93.323	d. CK	e. \$94,825.00	f. 75-16-0				
22. a. 6-921Z0YG	b. 000427CK14	c. 93.323	d. CK	e. \$2,800.00	f. 75-16-0959				
23. a. 6-939014P	b. 000427CK14	c. 93.323	d. CK	e. \$2,987.00	f. 75-16-0949				



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

**VICKI V. QUIRAM**  
Commissioner  
(603) 271-3201

**SARA J. WILLINGHAM**  
Director of Personnel  
(603) 271-3261

November 5, 2015

Marilyn Doe, Administrator II  
Human Resources  
Department of Health and Human Services  
Concord, NH 03301

**Regarding:** Request to establish a full-time temporary Program Specialist III, labor grade 23

Dear Ms. Doe:

The Division of Personnel approves of your request dated November 2, 2015 to establish a full-time temporary Program Specialist III (Vaccine Preventable Disease Surveillance Coordinator), labor grade 23 for the Division of Public Health Services, and have assigned the position number of 9T2803 pending approval of funding.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15, and the Position Profile Form (PPF) is subsequently signed off on by the Department of Administrative Services Business Office.

It will be your responsibility to bring the request for funding before the Fiscal Committee. You may use this letter as confirmation of our decision. Once you have obtained Fiscal Committee approval, please notify the Classification Section with documentation. Thank you.

Very truly yours,

Jennifer J. Elberfeld  
Classification & Compensation Administrator

Cc: Sara J. Willingham, Director of Personnel





VICKI V. QUIRAM  
Commissioner  
(603) 271-3201

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

SARA J. WILLINGHAM  
Director of Personnel  
(603) 271-3261

March 8, 2016

Marilyn Doe, Administrator II  
Human Resources  
Department of Health and Human Services  
Concord, NH 03301

**Regarding:** Request to establish a full-time temporary Nurse Specialist, labor grade 25

Dear Ms. Doe:

The Division of Personnel approves of your request dated February 17, 2016 to establish a full-time temporary Nurse Specialist (Enteric Infectious Disease Nurse Specialist), labor grade 25 for the Division of Public Health Services, Bureau of Infectious Disease Control, and have assigned the position number of 9T2819 pending approval of funding.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15, and the Position Profile Form (PPF) is subsequently approved by the Department of Administrative Services Budget Office for funding.

It will be your responsibility to bring the request for funding before the Fiscal Committee. You may use this letter as confirmation of our decision. Once you have obtained Fiscal Committee approval, please notify the Classification Section with documentation. Thank you.

Very truly yours,

Jennifer J. Elberfeld  
Classification & Compensation Administrator

Cc: Sara J. Willingham, Director of Personnel



VICKI V. QUIRAM  
Commissioner  
(603) 271-3201

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

SARA J. WILLINGHAM  
Director of Personnel  
(603) 271-3261

October 11, 2016

Marilyn Doe, Administrator II  
Human Resources  
Department of Health and Human Services  
Concord, NH 03301

**Regarding:** Request to establish a full-time temporary Microbiologist III, labor grade 26

Dear Ms. Doe:

The Division of Personnel approves of your request dated September 23, 2016 to establish a full-time temporary Microbiologist III, labor grade 26 for the Division of Public Health Services, Bureau of Public Health Laboratories, Molecular Diagnostics, and have assigned the position number of 9T2883 pending approval of funding.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15, and the Position Profile Form (PPF) is subsequently approved by the Department of Administrative Services Budget Office for funding.

It will be your responsibility to bring the request for funding before the Fiscal Committee. You may use this letter as confirmation of our decision. Once you have obtained Fiscal Committee approval, please notify the Classification Section with documentation. Thank you.

Very truly yours,

Jennifer J. Elberfeld  
Classification & Compensation Administrator

Cc: Sara J. Willingham, Director of Personnel





VICKI V. QUIRAM  
Commissioner  
(603) 271-3201

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

SARA J. WILLINGHAM  
Director of Personnel  
(603) 271-3261

October 11, 2016

Marilyn Doe, Administrator II  
Human Resources  
Department of Health and Human Services  
Concord, NH 03301

**Regarding:** Request to establish a full-time temporary Microbiologist I, labor grade 20

Dear Ms. Doe:

The Division of Personnel approves of your request dated September 23, 2016 to establish a full-time temporary Microbiologist I, labor grade 20 for the Division of Public Health Services, Bureau of Public Health Laboratories, Microbiology (Clinical), and have assigned the position number of 9T2884 pending approval of funding.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15, and the Position Profile Form (PPF) is subsequently approved by the Department of Administrative Services Budget Office for funding.

It will be your responsibility to bring the request for funding before the Fiscal Committee. You may use this letter as confirmation of our decision. Once you have obtained Fiscal Committee approval, please notify the Classification Section with documentation. Thank you.

Very truly yours,

Jennifer J. Elberfeld  
Classification & Compensation Administrator

Cc: Sara J. Willingham, Director of Personnel



**VICKI V. QUIRAM**  
Commissioner  
(603) 271-3201

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

**SARA J. WILLINGHAM**  
Director of Personnel  
(603) 271-3261

October 11, 2016

Marilyn Doe, Administrator II  
Human Resources  
Department of Health and Human Services  
Concord, NH 03301

**Regarding:** Request to establish a full-time temporary Microbiologist II, labor grade 23

Dear Ms. Doe:

The Division of Personnel approves of your request dated September 23, 2016 to establish a full-time temporary Microbiologist II, labor grade 23 for the Division of Public Health Services, Bureau of Public Health Laboratories, Virology, and have assigned the position number of 9T2885 pending approval of funding.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15, and the Position Profile Form (PPF) is subsequently approved by the Department of Administrative Services Budget Office for funding.

It will be your responsibility to bring the request for funding before the Fiscal Committee. You may use this letter as confirmation of our decision. Once you have obtained Fiscal Committee approval, please notify the Classification Section with documentation. Thank you.

Very truly yours,

Jennifer J. Elberfeld  
Classification & Compensation Administrator

Cc: Sara J. Willingham, Director of Personnel



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

**VICKI V. QUIRAM**  
Commissioner  
(603) 271-3201

**SARA J. WILLINGHAM**  
Director of Personnel  
(603) 271-3261

December 13, 2016

Marilyn Doe, Administrator II  
Human Resources  
Department of Health and Human Services  
Concord, NH 03301

**Regarding:** Request to establish a full-time temporary Nurse Specialist-Public Health, labor grade 25

Dear Ms. Doe:

The Division of Personnel approves of your request dated September 23, 2016 to establish a full-time temporary Nurse Specialist-Public Health (Arboviral Disease), labor grade 25 for the Division of Public Health Services, Infectious Disease Prevention, Investigation and Care Services, and have assigned the position number of 9T2886 pending approval of funding.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15, and the Position Profile Form (PPF) is subsequently approved by the Department of Administrative Services Budget Office for funding.

It will be your responsibility to bring the request for funding before the Fiscal Committee. You may use this letter as confirmation of our decision. Once you have obtained Fiscal Committee approval, please notify the Classification Section with documentation. Thank you.

Very truly yours,

Jennifer J. Elberfeld  
Classification & Compensation Administrator

Cc: Sara J. Willingham, Director of Personnel



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

VICKI V. QUIRAM  
Commissioner  
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SARA J. WILLINGHAM  
Director of Personnel  
(603) 271-3261

October 18, 2016

Marilyn Doe, Administrator II  
Human Resources  
Department of Health and Human Services  
Concord, NH 03301

**Regarding:** Request to establish a full-time temporary Program Specialist IV, labor grade 25

Dear Ms. Doe:

The Division of Personnel approves of your request dated September 23, 2016 to establish a full-time temporary Program Specialist IV, Healthcare-Associated Infections (HAI) Antimicrobial Resistance Specialist, labor grade 25 for the Division of Public Health Services, Bureau of Infectious Disease Control, and have assigned the position number of 9T2888 pending approval of funding.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15, and the Position Profile Form (PPF) is subsequently approved by the Department of Administrative Services Budget Office for funding.

It will be your responsibility to bring the request for funding before the Fiscal Committee. You may use this letter as confirmation of our decision. Once you have obtained Fiscal Committee approval, please notify the Classification Section with documentation. Thank you.

Very truly yours,

Jennifer J. Elberfeld  
Classification & Compensation Administrator

Cc: Sara J. Willingham, Director of Personnel

## SUPPLEMENTAL JOB DESCRIPTION

Classification: INTERN

Function Code: 090

Position Title: Foodborne Illness Intern

Date Established: 12/15/15

Position Number: TMPPT5144

Date of Last Amendment:

**SCOPE OF WORK:** Under the direction of the Enteric Infectious Disease Epidemiologist, collect, manage and analyze notifiable disease data to support ongoing activities of the surveillance program and assist with epidemiologic investigations as they occur.

### ACCOUNTABILITIES:

- Contacts healthcare providers to collect information for reportable diseases cases as necessary. Reviews reportable disease information for enteric disease cases and enters data in surveillance systems.
- Enters data in surveillance systems for both ongoing and new surveillance activities in the Infectious Disease Surveillance Section. Typical data entry includes entering data into infectious disease case management systems and outbreak tracking systems.
- Collects, analyzes, interprets and disseminates public health surveillance data and develops data reports under the direction of supervisor and staff epidemiologists.
- Conducts patient interviews for reported cases of enteric illness under the supervision of the supervisor. Coordinates patient interviews with public health investigation staff and other interns.
- Assists with outbreak investigation including questionnaire administration by telephone, data entry, and risk factor analysis in collaboration with staff epidemiologists.
- Performs various clerical duties to support surveillance program activities as assigned.

### MINIMUM QUALIFICATIONS:

**Education:** Full-time junior or senior undergraduate student or full-time graduate student in good standing with coursework in public health, epidemiology, biological sciences, or related field.

**Experience:** None.

**PREFERRED QUALIFICATIONS:** Graduate student with coursework in epidemiology or biostatistics preferred. Strong writing and communications skills preferred. Proficiency with Microsoft applications, such as Excel, desirable.

**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.

Supplemental Job Description  
Intern  
Position TMPPT5144  
Page 2

**SIGNATURES:**

I have reviewed this job description for content.

Reviewer's Name, Title & Position #: Supervisor VII, #42856

\_\_\_\_\_  
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 #: Principal Planner, #43576

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date Reviewed

*Jennifer J. Elberfeld*  
JD

12/15/15

\_\_\_\_\_  
Division of Personnel

\_\_\_\_\_  
Date Approved

## **SUPPLEMENTAL JOB DESCRIPTION**

Classification: STATISTICAL ASSISTANT

Function Code: 8430-090

Position Title: Lyme Disease Statistical Assistant

Date Established: 8/25/15

Position Number: TMPPT5096

Date of Last Amendment: XXXXX

**SCOPE OF WORK:** Under the direction of the Vectorborne Disease Surveillance Coordinator, the Lyme Disease Statistical Assistant will collect, manage and analyze Lyme disease data to support ongoing activities of the surveillance program and assist with epidemiologic investigations if they occur.

### **ACCOUNTABILITIES:**

- Performs initial triage of incoming mail, faxes and electronic lab reports and organizes and files information based on collection of data necessary to investigate Lyme disease and other reportable disease case reports.
- Classifies raw data, sorts and batches data for computer entry and disease investigations. Organizes and prepares records for storage.
- Contacts healthcare providers and laboratories to collect and validate information for Lyme disease and other reportable diseases.
- Reviews Lyme disease case information, including case report forms, medical records and laboratory reports, and enters information accurately in an electronic disease database.
- Implements quality assurance procedures to insure completeness, accuracy, and validity of data. Maintains the surveillance software and corrects errors in the database. Ensures key data variables are complete and accurate for grant reporting.
- Compiles and computes public health surveillance data and prepares preliminary data reports under the direction of staff epidemiologists.
- Performs preliminary statistical analysis and prepares Lyme disease statistical reports. Compiles, computes and develops charts, tables, and graphs for use by program personnel in project planning and the preparation of grants or studies.
- Prepares correspondence and mailing packets to assist in the disbursement of educational materials about the prevention of tickborne diseases.
- Performs various clerical duties to support surveillance program activities as assigned.
- Maintains complete confidentiality of all sensitive information and adheres to rigorous system security procedures.

**MINIMUM QUALIFICATIONS:**

**Education:** Associate's degree from a recognized college or technical institute with a major study in business administration, statistics, mathematics or data processing. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Two years' experience involving the preparation of statistical reports. Each additional year of approved work experience may be substituted for one year of required formal education.

**PREFERRED QUALIFICATIONS:** Experience collecting and communicating about sensitive health information. Proficiency in Microsoft Excel for analysis of data and production of charts and graphs. Previous experience preparing presentations in Microsoft PowerPoint.

**License/Certification:** None required.

**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 of content.

Reviewer's Name, Title and Position #: Supervisor VII, #42856

\_\_\_\_\_  
Reviewer's Signature

\_\_\_\_\_  
Date Reviewed

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

\_\_\_\_\_  
Employee's Name and Signature

\_\_\_\_\_  
Date

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

Supervisor's Name, Title, Position #: Program Specialist III, #43580

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date Reviewed

*Jennifer J. Elberfeld*  
JD

8/25/15

\_\_\_\_\_  
Division of Personnel

\_\_\_\_\_  
Date Approved