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

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August 5th, 2014

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

REQUESTED ACTION

Pursuant to RSA 21-I:56 I, Reclassification of Positions, the Division of Personnel, Department of Administrative Services requests waiver approval of the attached classification decisions effective upon Governor and Executive Council action. Funding associated with each decision is detailed on the reclassification waiver.

EXPLANATION

RSA 21-I:56 I, states that any request for reclassification of a position to a different class series as provided in RSA 21-I:54 shall require the approval of the Governor and Council.

Attached please find the classification decisions reached by the Classification Section of the Division of Personnel. RSA 21-I:42, II provides the responsibility to the Division of Personnel to prepare, maintain and periodically revise a position classification plan for all positions in the classified service, based upon similarity of duties performed and responsibilities assumed, so that the same qualifications may reasonably be required for, and the same schedule of pay may equitably be applied to, all positions in the same classification. In addition, RSA 21-I:42, III states that the Division of Personnel shall be responsible for allocating the position of every employee in the classified service to one of the classifications in the classification plan.

A thorough analysis of the proposed change specific to each position, both within their respective agency, as well as within the state classification system, has been completed by the Division of Personnel classification staff. A waiver is respectfully requested to proceed with the classification process.

Respectfully Submitted,

Sara J. Willingham
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 3 ,2014

Reclassification Request:

- The Department of Corrections requests the reclassification of vacant_position #41470 Program Assistant I, Labor Grade 12,A000 to a Corrections Counselor/Case Manager , Labor Grade A130,20 .

Division of Personnel (DOP) Reclassification Decision:

- Corrections Counselor/Case Manager, Labor Grade A130,20 , effective 8-11-14

Rationale for Decision:

- The Department of Corrections is transferring this vacant position the NH State Prison- Men, and reclassifying it to a Corrections Counselor-Case Manager in order to meet additional needs associated with inmate case management/rehabilitation.
- The Corrections Counselor-Case Manager will perform specialized social service duties and supportive counseling services to offenders. The reclassification of this position will also help ease capacity issues currently impacting the inmate per corrections personnel ratio at the NH State Prison- Men.
- This position's duties now mirror duties of another Corrections Counselor-Case Manager positions currently operating at the Department of Corrections. These duties also parallel the state class specification for Corrections Counselor-Case Managers appropriately and coincides with a proper organizational structure.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$58,114
Budgetary number/string02-46-46-469010-82320000-010
3. Anticipated date of hire is: 11/28/14at Minimum Step
Filled position-effective date: n/a
4. Projected cost (Salary & Benefits) for remainder of FY15: \$34,392
5. Total projected annual Salary and Benefit Cost:

Salary	\$41,080
Benefits	<u>\$22,791</u>
Total	<u>\$63,871</u>

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: September 3, 2014

Reclassification Request:

- The Department of Corrections requests the reclassification of vacant position #12864 Corrections Unit Manager , Labor Grade 24,X208D to a Program Coordinator , Labor Grade 26,A000D .

Division of Personnel (DOP) Reclassification Decision:

- Program Coordinator, Labor Grade 26, A000D, effective 8/5/14

Rationale for Decision:

- With emphasis on reducing recidivism through successful reentry from prison to community, NH Dept of Corrections has been implementing its transitional service program, moving to programs of support that are more community service based.
- With this change, NH DOC is seeking to replace the role of the Corrections Unit Manager to more closely align those positions with community corrections and residential support programs that are not used in a security based capacity.
- This position is now aligned with and mirrors the other Program Coordinator position placed in Community Corrections. The proposed job description is appropriate to the classification of Program Coordinator and to the organizational structure.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$ \$110,388
Appropriation #02-46-46-464510-78740000-10
3. Anticipated date of hire is: 10/31/14at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$ \$45,578
5. Total projected annual Salary and Benefit Cost:

Salary	\$49,589
Benefits	<u>\$24,474</u>
Total	\$74,063

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 3 ,2014

Reclassification Request:

- The Department of Corrections requests the reclassification of vacant_position #41507 Corrections Lieutenant , Labor Grade 21,X208 to a Victim Witness Specialist , Labor Grade A000,26 .

Division of Personnel (DOP) Reclassification Decision:

- Victim Witness Specialist , Labor Grade A000,26 , effective 8-11-14

Rationale for Decision:

- The Department of Corrections is transferring this vacant position the Victim Services Unit and reclassifying it to a Victim Witness Specialist in order to ensure compliance with the mandates issued by the US Dept. of Justice through the continuation and adoption of the Prison Rape Elimination Act Standards (PREA).
- The Victim Witness Specialist will serve critical components in providing support and referrals to survivors and victim's families during post-conviction phase of the criminal justice system process, and in preventing, detecting, and responding to inmate sexual assault and harassment in correctional settings.
- This position's duties now mirror duties of another Victim Witness Specialist position currently operating at the Department of Corrections. These duties also parallel the state class specification for a Victim Witness Specialist appropriately and coincide with a proper organizational structure.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$0
Budgetary number/string02-46-46-461510-83600000-010
3. Anticipated date of hire is: 12/12/14 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$ \$37,032
5. Total projected annual Salary and Benefit Cost:

Salary	\$49,589
Benefits	<u>\$24,474</u>
Total	\$74,063

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 3 , 2014

Reclassification Request:

- The New Hampshire Fish and Game Department requests the reclassification of filled position # 43057 Supervisor of Volunteer Activities, Labor Grade 19,A000 to a Program Specialist III , Labor Grade 23, A000 .

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist III, Labor Grade 23, A000 , effective 8/23/14

Rationale for Decision:

- NH Fish and Game Department requests to reclassify this position, which is located in the Marine Division, to Program Specialist III.
- This position provides science based information and informed policy analysis to local and state agencies responsible for planning and development activities that could impact coastal natural resources.
- This position's duties now mirror those of other Program Specialist III positions currently operating in similar capacities at the NH Fish and Game Department, as well as at other state agencies. These duties also parallel the state class specification for Program Specialist III appropriately.

Funding Summary

1. This position is a 70% Federal Funded position.
This position is a 30% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$73,550
Budgetary number/string 03-75-75-753020-22890000-010
3. Projected cost (Salary & Benefits) for remainder of FY15: \$60,731
4. Total projected annual Salary and Benefit Cost:

Salary	\$48,497
Benefits	<u>\$26,693</u>
Total	\$75,190

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: September 3,2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #12582 Program Specialist IV, Labor Grade 25,A000 to a Supervisor V , Labor Grade 26,A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor V, Labor Grade 26,A000, effective 8/8/14

Rationale for Decision:

- The Department of Health and Human Services requests to reclassify this vacant position to Supervisor V. This position will be located in the Division of Client Services, Client Service Center.
- This position would supervise and evaluate Client Service Center (CSC) business and program operations, including eligibility determination for over 30 assistance programs, information and referral services ensuring whole-person service delivery, and supervision of subordinate employees.
- This position's duties would mirror those of other Supervisor V positions currently operating in similar capacities at the Department of Health and Human Services, as well as at other state agencies, and parallel the class specification appropriately.

Funding Summary

1. This position is a 51.34% General Funded position.
This position is a 48.66% Federal Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$82,581
Appropriation #05-95-45-451010-79960000-010
Anticipated date of hire is: 8/8/14 at Minimum Step
Filled position-effective date: 8/8/14
3. Projected cost (Salary & Benefits) for remainder of FY15: \$62,669
4. Total projected annual Salary and Benefit Cost:

Salary	\$49,589
Benefits	<u>\$24,474</u>
Total	\$74,063