



State of New Hampshire

DIVISION OF PERSONNEL
Department of Administrative Services
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June 19, 2013

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,

Karen D. Hutchins
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: July 10, 2013

Reclassification Request:

- The Department of Revenue requests the reclassification of Vacant_position #14463 Compliance Officer II, Labor Grade 21, A000 to a Finacial Agent II , Labor Grade 24, A000.

Division of Personnel (DOP) Reclassification Decision:

- Finacial Agent II, Labor Grade 24, A000, effective 6/14/13

Rationale for Decision:

- This reclassification is part of a larger reorganization within the Document Processing Division at the NH Department of Revenue; supervision of cross-functional units is needed in order to ensure that high-volume operational processing, and compliance with state and federal rules and regulations involved in the processing of tax and revenue collection, occur.
- The Supervisor IV classification supports the shift in this position's duties that involves supervision over the division's permanent and temporary personnel, and oversight of daily complex technological processing, operational coordination, and workflow, within the four reorganized units.
- This position's duties now mirror those of other Supervisor IV positions currently operating in similar capacities at other state agencies. These duties also parallel the state class specification for Supervisor IV appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$61,507
Appropriation #010-084-084-14010000-500100
3. Anticipated date of hire is: 8/9/13 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$55,709
5. Total projected annual Salary and Benefit Cost:

Salary	\$42,842
Benefits	<u>\$22,997</u>
Total	\$65,839

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: July 10, 2013

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant_position #41185 Fire Service Inspector/Supervisor, Labor Grade 23,A130 to a Program Specialist IV , Labor Grade 25, A130.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist IV, Labor Grade 25, A130, effective 6/14/13

Rationale for Decision:

- As a Program Specialist IV, this position will serve as the eLearning Program Manager for the Division of Fire Standards and Training and Emergency Medical Services.
- This position will be responsible for the overall development of online training programs and the Division's Learning Management System.
- This position will be responsible for the day to day operations of the eLearning Unit to include the scheduling of work projects, staff development and management and the development of online training content.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$68,329
Appropriation #02-23-23-237010-40650000
3. Anticipated date of hire is: 8/23/2013at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$57,613
5. Total projected annual Salary and Benefit Cost:

Salary	\$47,736
Benefits	<u>\$23,817</u>
Total	\$71,553

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: July 10, 2013

Reclassification Request:

- The Department of Resources and Economic Development requests the reclassification of Vacant_position #21547 Information Center Attendant I, Labor Grade 6, A130 to a Maintenance Mechanic III , Labor Grade 14, A130.

Division of Personnel (DOP) Reclassification Decision:

- Maintenance Mechanic III, Labor Grade 14, A130, effective 6/14/13

Rationale for Decision:

- The reclassification of this position is critical for the Dept of Resources and Economic Development to carry out their duties of operating and maintaining the Welcome and Information Centers (WICS/Rest Areas).
- DRED is being charged with the routine maintenance of the WICS beginning Fiscal Year 2014.
- This position will now perform and supervise the skilled maintenance, modification and repair work on the state buildings and grounds and to maintain the operating condition of machinery and equipment as well as maintaining appropriate records on such equipment.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$42,312.44
Appropriation #03-35-35-352015-59190000
3. Anticipated date of hire is: 9-6-13at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$39,518
5. Total projected annual Salary and Benefit Cost:

Salary	\$30,556
Benefits	<u>\$20,818</u>
Total	\$51,374

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: July 10, 2013

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #30566 Licensing & Evaluating Coordinator, Labor Grade 20, A000 to a Program Specialist IV , Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist IV, Labor Grade 25, A000, effective 6/14/13

Rationale for Decision:

- This position would be transferred to the Division for Children, Youth and Families' Bureau of Wellbeing, where it would manage a four-year, four million-dollar federal grant program to implement a "System of Care" model to serve children and youth with severe emotional disturbances.
- Responsibilities will include the performance of grant management activities, ensuring timeframes for deliverables, oversight of grant contractors, and oversight of the development and implementation of a system of care model.
- This level of program oversight is appropriate to the Program Specialist IV classification and similar to other positions of that title in DHHS.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$59,303
Appropriation #05-95-49-490510-29830000
3. Anticipated date of hire is: 7/26/13at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$62,850
5. Total projected annual Salary and Benefit Cost:

Salary	\$44,753
Benefits	<u>\$23,334</u>
Total	\$68,087

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: July 10, 2013

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #14984 Program Planning & Review Specialist, Labor Grade 28, A000 to a Administrator II , Labor Grade 29, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator II, Labor Grade 29, A000, effective 6/14/13

Rationale for Decision:

- The Bureau of Developmental Services must significantly expand this position's duties in order to better implement the federally mandated Pre-Admission Screening Resident Review Program (PASRR).
- A report commissioned by Centers for Medicare and Medicaid Services rated NH's performance with respect to PASRR as inadequate.
- This position will oversee and ensure compliance with the statewide medication administration program as mandated in He-M 1201.

Funding Summary

1. This position is a 64% General Funded position.
This position is a 36% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$104,992.03
Appropriation #05-95-93-930010-59470000
3. Anticipated date of hire is: 08/09/2013 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$65,964.48
5. Total projected annual Salary and Benefit Cost:

Salary	\$53,138
Benefits	<u>\$24,822</u>
Total	\$77,960

**Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: July 10, 2013**

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #16168 Ward Clerk, Labor Grade 10, A000 to a Medical Records Supervisor, Labor Grade 15, A000.

Division of Personnel (DOP) Reclassification Decision:

- Medical Records Supervisor, Labor Grade 15, A000, effective 5/28/13

Rationale for Decision:

- The Medical Records Supervisor would serve as the J-Unit secretary and provide daily supervision and direction of all of the unit secretaries, have daily interaction with the unit clerical staff off all units ensuring each unit's needs are met.
- The Medical Records Supervisor will perform quality checks, monitor policies and procedures, provide training as necessary and serve as member of the Medical Records Committee.
- The Medical records Supervisor will also play an integral role in implementation of the electronic record working with the project planning team and providing training for the unit secretaries during and after implementation.

Funding Summary

1. This position is a 70% General Funded position.
This position is a 30% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$64,327.33
Appropriation #05-94-94-940010-8750
3. Anticipated date of hire is: 8/9/13 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$42,635.41
5. Total projected annual Salary and Benefit Cost:

Salary	\$29,718
Benefits	<u>\$20,670</u>
Total	\$50,388

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: July 10, 2013

Reclassification Request:

- **The Department of Health and Human Services requests the reclassification of Vacant_position #12246 Case Technician II, Labor Grade 16, A000 to a Supervisor III , Labor Grade 23, A000.**

Division of Personnel (DOP) Reclassification Decision:

- **Supervisor III, Labor Grade 23, A000, effective 5/23/13**

Rationale for Decision:

- **Rochester DO is responsible for providing services to 3,135 families. A supervisor III, functioning as an Assistant Supervisor, is needed in this officer to provide specific policy guidance, training and oversight to the unit staff.**
- **This reclass will allow greater organizational capacity to improve upon key performance measures which are federally mandated to include: percent of collections on support obligations, collections paid, paternities established, and cost effectiveness.**
- **This position will be expected to maintain oversight responsibility for the unit in the absence of the supervisor.**

Funding Summary

1. **This position is a 66% General Funded position.
This position is a 34% Federal Funded position.**
2. **Total FY 14 Budgeted (Salary & Benefits): \$63,771
Appropriation #05-95-95-957010-61280000**
3. **Anticipated date of hire is: 9/20/13at Minimum Step**
4. **Projected cost (Salary & Benefits) for remainder of FY14: \$49,055**
5. **Total projected annual Salary and Benefit Cost:**

Salary	\$41,086
Benefits	<u>\$22,685</u>
Total	\$63,771

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: July 10, 2013

Reclassification Request:

- **The Department of Health and Human Services requests the reclassification of Vacant_position #12318 Child Support Specialist, Labor Grade 18, A000 to a Program Specialist I , Labor Grade 19, A000.**

Division of Personnel (DOP) Reclassification Decision:

- **Program Specialist I, Labor Grade 19, A000, effective 5/29/13**

Rationale for Decision:

- **This position will function as one of three Program Specialist I positions having primary responsibility for responding to clients, employers, child support staff and other state agencies on a broad range of child support service requirements.**
- **By properly aligning these functions as those of a Program Specialist I, DCSS will be more effective in addressing increased workflow changes associated with recent technology initiatives.**
- **This reclassification will allow greater flexibility for the DCSS Customer Service Unit to efficiently manage its operations from a centralized location.**

Funding Summary

1. **This position is a 34% General Funded position.
This position is a 66% Federal Funded position.**
2. **Total FY 14 Budgeted (Salary & Benefits): \$56,448
Appropriation #05-95-95-957010-61280000**
3. **Anticipated date of hire is: 9/20/13at Minimum Step**
4. **Projected cost (Salary & Benefits) for remainder of FY14: \$48,849**
5. **Total projected annual Salary and Benefit Cost:**

Salary	\$34,866
Benefits	<u>\$21,582</u>
Total	\$56,448

**Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: July 10, 2013**

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant _position #12324 Data Processing Supervisor I, Labor Grade 15, A000 to a Case Technician I , Labor Grade 14, A000.

Division of Personnel (DOP) Reclassification Decision:

- Case Technician I, Labor Grade 14, A000, effective 6/4/13

Rationale for Decision:

- This reclass and reassignment is needed to address a critical resource need at Estate Recoveries Unit (ERU). The DHHS is under state and federal obligation to pursue and recover Medicaid dollars and is potentially subject to sanction and penalties for failure to do so.
- Over time the ERU has experienced a reduction in staff. As a result, the unit is experiencing a considerable backlog and is unable to maximize recoveries to the extent it would otherwise.
- This position will perform a wide array of administrative duties for the ERU to assist the program staff in the review and maintenance of trust and recovery documents and files.

Funding Summary

1. This position is a 5.82% General Funded position.
This position is a 50% Federal Funded position.
This position is a 44.18% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$55,880
Appropriation #05-95-95-952010-56800000
3. Anticipated date of hire is: 06/28/2013at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$48,421
5. Total projected annual Salary and Benefit Cost:

Salary	\$28,645
Benefits	<u>\$20,480</u>
Total	\$49,125