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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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May 1, 2019

His Excellency, Governor Christopher T. Sununu
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

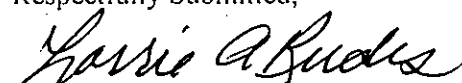
RSA 21-I:56 I, states that any request for reclassification of a position to a different class series as provided in RSA 21-I:54 shall require the approval of the Governor and Council.

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.

The change in position allocation or classification for vacant positions under RSA 21-I:56 I, shall be effective upon approval by the Governor and Executive Council. For filled positions with a current incumbent, Personnel Rule 303.04 Response of Director, mandates that the effective date of the change in position allocation or classification shall be the first day of the pay period immediately following the written response made by the Director of Personnel. In cases where this rule applies, Governor and Executive Council action is requested **retroactive** to the date specified for that position.

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,


Lorrie A. Rudis
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 15, 2019

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant position #10510 Counter Clerk II, Labor Grade 9, A130 to a Stock Clerk II, Labor Grade 8, A130.

Division of Personnel (DOP) Reclassification Decision:

- Stock Clerk II, Labor Grade 8, A130 effective Upon Council's Approval

Rationale for Decision:

- The Department of Safety Warehouse is experiencing increasing workload related to the services provided by the Division of Motor Vehicles. This position would address the need for additional resources.
- This position would be assigned to the Plateroom and would perform duties related to the receipt, storage and delivery of documents, materials and supplies utilized by the substations and municipal agents throughout the state. Additionally, this position would maintain inventory records.
- The proposed duties are similar to those of other Stock Clerk II positions currently operating in the agency and state, and parallel the class specification for Stock Clerk II appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-23-23-233015-81070000-010
3. Anticipated date of hire is: 6/7/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$0
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$28,995
Benefits	<u>\$24,112</u>
Total	\$53,107

Projected Annual Cost:

Salary	\$27,290
Benefits	<u>\$23,774</u>
Total	\$51,064

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: May 15, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #43488 Program Assistant II, Labor Grade 15, A000 to a Supervisor III, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor III, Labor Grade 23, A000 effective Upon Council's Approval

Rationale for Decision:

- The Department of Health and Human Service is transferring this position to the Bureau of Improvement and Integrity, Special Investigations Unit and reclassifying it to a Supervisor III.
- The Supervisor III will coordinate, manage and review the work of claims, collection, program support, and intake staff within the Unit to help address a backlog of claims and cases in order to help restore compliance with federal mandates.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 43% General Funded position.
This position is a 56% Federal Funded position.
This position is a 1% Other Funded position.
2. Budgetary number/string 05-10-95-500100-79350000-010
3. Anticipated date of hire is: 6/21/19 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$0
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$38,456
Benefits	<u>\$37,277</u>
Total	\$75,733

Projected Annual Cost:

Salary	\$46,059
Benefits	<u>\$27,490</u>
Total	\$73,549

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 15, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #43486 Financial Agent I, Labor Grade 20, A000 to a Fraud Investigator, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Fraud Investigator, Labor Grade 21, A000 effective Upon Council's Approval

Rationale for Decision:

- The Department of Health and Human Service is transferring this position to the Bureau of Improvement and Integrity, Special Investigations Unit and reclassifying it to a Fraud Investigator.
- The Fraud Investigator investigates and prepares cases of suspected violations of law or rules relative to programs administered by the Department of Health and Human Services under the general direction of the head of the Special Investigations Section.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 56% General Funded position.
This position is a 43% Federal Funded position.
This position is a 1% Other Funded position.
2. Budgetary number/string 05-95-10-500100-79350000-010
3. Anticipated date of hire is: 6/21/19 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$0
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$47,529
Benefits	<u>\$27,781</u>
Total	\$75,310

Projected Annual Cost:

Salary	\$42,471
Benefits	<u>\$26,780</u>
Total	\$69,251

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 15, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #42881 Radiation Health Physicist III, Labor Grade 26, A000 to a Records Control Clerk , Labor Grade 10, A000.

Division of Personnel (DOP) Reclassification Decision:

- Records Control Clerk , Labor Grade 10, A000 effective Upon Council's Approval

Rationale for Decision:

- The Department of Health and Human Service, Public Health Services, Public Health Protection, Radiological Health Section is reclassifying a vacant position to a Records Control Clerk.
- The Records Control Clerk will provide support to Section staff by performing varied processing, data and record review duties in support of the radiation machines and radioactive materials programs in order to ensure compliance with State's Radiation Control Program and with the Federal Nuclear Regulatory Commission Agreement.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 9% General Funded position.
This position is a 91% Other Funded position.
2. Budgetary number/string 05-95-90-901510-53910000-010
3. Anticipated date of hire is: 7/5/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY20: \$47,514
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$61,308
Benefits	<u>\$12,156</u>
Total	\$73,464

Projected Annual Cost:

Salary	\$27,632
Benefits	<u>\$23,842</u>
Total	\$51,474

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: May 15, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #18362 Substance Abuse Counselor, Labor Grade 18, A000 to a Program Assistant I, Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Assistant I, Labor Grade 12, A000 effective Upon Council's Approval

Rationale for Decision:

- The Department of Health and Human Service, Division of Behavioral Health, Drug and Alcohol Services is reclassifying this vacant position to a Program Assistant I.
- The Program Assistant I, will provide diverse duties and services in support of the Bureau of Drug and Alcohol Services (BDAS) programs and operations. It will work closely with program staff and vendors to compile statistical, financial, program data, and information; and prepare reports for Bureau program administration in support of program outcomes.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 49% General Funded position.
This position is a 51% Federal Funded position.
2. Budgetary number/string 05-95-92-920510-33840000-010
3. Anticipated date of hire is: 6/21/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$0
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$53,958
Benefits	<u>\$19,903</u>
Total	\$73,861

Projected Annual Cost:

Salary	\$29,777
Benefits	<u>\$24,266</u>
Total	\$54,043

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 15, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #15903 Staff Development Training Specialist, Labor Grade 24, A000 to an Occupational Therapist II, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Occupational Therapist II, Labor Grade 21, A000 effective Upon Council's Approval

Rationale for Decision:

- The Department of Health and Human Service, New Hampshire Hospital (NHH) is reclassifying this vacant position to an Occupational Therapist II
- The Occupational Therapist II will be responsible for the coordination of O.T. programs on the adult unit at NHH. It will provide professional, clinical, managerial, and supervisory duties to assure O.T. program meets the needs of individual patients.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 34% General Funded position.
This position is a 21% Federal Funded position.
This position is a 45% Other Funded position.
2. Budgetary number/string 05-95-94-940010-87500000-010
3. Anticipated date of hire is: 6/21/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$0
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$49,352
Benefits	<u>\$28,142</u>
Total	\$77,494

Projected Annual Cost:

Salary	\$42,471
Benefits	<u>\$26,780</u>
Total	\$69,251