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# 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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December 20<sup>th</sup>, 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,

Sara J. Willingham  
Acting Director of Personnel

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: January 15, 2014

**Reclassification Request:**

- The Department of Information Technology requests the reclassification of Vacant position #19862 Information Technology Manager IV, Labor Grade 32, A000 to a Business Administrator III , Labor Grade 27, A000.

**Division of Personnel (DOP) Reclassification Decision:**

- Business Administrator III, Labor Grade 27, A000, effective 12/3/13

**Rationale for Decision:**

- This position would be assigned to the Bureau of Finance and Administration, where it would develop and maintain current business practices and administer the financial management and budgetary planning and analysis function for the Department.
- As the Financial Administrator, this position would also supervise and oversee purchasing and accounts payable within the Bureau, ensuring that purchases and subsequent vendor payments are processed in an accurate, timely manner.
- The proposed supplemental job description matches the standards of the class specification for Business Administrator III, and is appropriate to the agency's organizational structure.

**Funding Summary**

1. This position is a 36% General Funded position.  
This position is a 64% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$117,148  
Appropriation #01-03-03-030010-77080000-010
3. Anticipated date of hire is: 2/7/2014at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$26,006
5. Total projected annual Salary and Benefit Cost:

Salary	\$49,502
Benefits	<u>\$25,626</u>
Total	\$75,128

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: January 15, 2014

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant\_position #18443 Human Resources Assistant II, Labor Grade 12, A000 to a Payroll Officer I , Labor Grade 14, A000.

Division of Personnel (DOP) Reclassification Decision:

- Payroll Officer I, Labor Grade 14, A000, effective 12/6/13

Rationale for Decision:

- As a Payroll Officer I, this position would strengthen payroll processing transaction operations, and would possess the analytical and technical skills necessary for complex duties within an agency of employees at various pay scales and schedules.
- The Payroll Officer I would perform payroll support tasks, address employee questions and concerns regarding pay and leave issues, and process a variety of leave, pay, and transactional uploading, as well as assist with error/audit analysis and tracking.
- This position's duties now mirror those of other Payroll Officer I positions currently operating in similar capacities at other state agencies. These duties also parallel the state class specification for Payroll Officer I appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$45,096  
Appropriation #02-23-23-232015-23100000-010
3. Anticipated date of hire is: March 14, 2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$12,666
5. Total projected annual Salary and Benefit Cost:

Salary	\$29,076
Benefits	<u>\$21,586</u>
Total	\$50,662

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: January 15, 2014

**Reclassification Request:**

- The Department of Safety requests the reclassification of Vacant\_position #40031, Program Specialist II, Labor Grade 21, A000 to a Supervisor II , Labor Grade 21, A000.

**Division of Personnel (DOP) Reclassification Decision:**

- Supervisor II, Labor Grade 21, A000, effective 12/4/13

**Rationale for Decision:**

- This position would enhance the Division of Motor Vehicle's staffing and quality of customer service by supervising and overseeing administrative and clerical functions and assisting the Supervisor of Operations and Assistant Supervisor of Operations.
- As a Supervisor II, it would provide administrative support, to include overseeing and monitoring all employee training and performance evaluations for approximately 100 employees within the Bureau of Operations located at 14 offices throughout the state.
- The proposed supplemental job description is appropriate to the class specification of Supervisor II and is appropriate to the agency's organizational structure.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$72,144  
Appropriation #02-23-23-233015-31000000-010
3. Anticipated date of hire is: March 14, 2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$15,463
5. Total projected annual Salary and Benefit Cost:

Salary	\$38,418
Benefits	<u>\$23,434</u>
Total	\$61,852

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: January 15, 2014

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant\_position #41945 Civil Engineer II, Labor Grade 21, A000 to a Program Planner II , Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Planner II, Labor Grade 21, A000, effective 12/12/13

Rationale for Decision:

- The Division of Homeland Security and Emergency Management requests to reclassify this position to Program Planner II, Labor Grade 21 to serve as the Division's lead for the state's disaster management program: WebEOC.
- This position would coordinate and provide technical and programmatic assistance with the state's disaster management software to state, local, federal and private sector agencies in preparing for, responding to, and recovering from natural and human-caused disasters.
- The proposed supplemental job description is appropriate to the requirements of the class specification for Program Planner II and is appropriate to the agency's organizational structure

Funding Summary

1. This position is a 32% Federal Funded position.  
This position is a 68% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$77,539  
Appropriation #02-23-23-236010-27400000-010
3. Anticipated date of hire is: March 14, 2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$15,463
5. Total projected annual Salary and Benefit Cost:

Salary	\$38,418
Benefits	<u>\$23,434</u>
Total	\$61,852

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: January 15, 2014

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant\_position #42576 Program Specialist IV, Labor Grade 25, A000 to a Assistant Chief Emergency Management Specialist , Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Assistant Chief Emergency Management Specialist, Labor Grade 23, A000, effective 12/13/13

Rationale for Decision:

- This position would transfer to the Division of Homeland Security/Emergency Management, Field Service Section to create a better defined chain of command and efficiency in operations, mirroring two counterpart sections.
- It would provide critical technical and operational assistance and oversee Field Representatives serving NH communities during preparation phases of natural/man-made disasters, and during implementation of emergency preparedness programs.
- These duties mirror those of other Assistant Chief Emergency Management Specialist positions operating in similar capacities at the agency, and parallel the state class specification for that title appropriately.

Funding Summary

1. This position is a 32% Federal Funded position.  
This position is a 68% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$69,440  
Appropriation #02-23-23-236010-27400000-010
3. Anticipated date of hire is: March 14, 2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$16,447
5. Total projected annual Salary and Benefit Cost:

Salary	\$41,703
Benefits	<u>\$24,084</u>
Total	\$65,787

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: January 15, 2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #14818 Laboratory Scientist III, Labor Grade 20, A000 to a Business Systems Analyst I , Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Systems Analyst I, Labor Grade 28, A000, effective 12/11/13

Rationale for Decision:

- This position would be transferred to the Division of Client Services, where it would analyze New HEIGHTS business needs and requirements, determine the degree and method of automation, and oversee system development and implementation.
- The role of this position would include developing technical changes, design, and testing criteria and methods, and communicating these changes to contractors, technical staff, and end-users.
- These duties mirror those of other Business Systems Analyst I positions currently operating in similar capacities at in the Division of Client Services and at other state agencies, and they parallel the class specification for that title 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 14 Budgeted (Salary & Benefits): \$59,303  
Appropriation #05-95-90-903010-30560000-010
3. Anticipated date of hire is: 2/7/14 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$26,908
5. Total projected annual Salary and Benefit Cost:

Salary	\$51,679
Benefits	<u>\$32,772</u>
Total	\$84,451

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: January 15, 2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #16528 Social Worker III, Labor Grade 19, A000 to a Psychiatric Social Worker, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Psychiatric Social Worker, Labor Grade 23, A000, effective 12/9/13

Rationale for Decision:

- This reclassification is requested to address the increased level of acuity, diversification of medical and mental health needs, and challenges of clinical factors in discharge/after care planning at NH Hospital.
- This position will provide comprehensive psychological assessment and clinical acumen needed for appropriate treatment and discharge planning of patients with multiple clinical presentations, decreasing liability issues of serving riskier populations.
- This position's duties would mirror those of other Psychiatric Social Worker positions currently operating at NH Hospital and at the Department of Corrections. These duties also parallel the state class specification for Psychiatric Social Worker appropriately.

Funding Summary

1. This position is a 37.9% General Funded position.  
This position is a 30% Federal Funded position.  
This position is a 32.1% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$55,409  
Appropriation #05-95-94-940010-87500000-010
3. Anticipated date of hire is: 3/1/14 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$18,977
5. Total projected annual Salary and Benefit Cost:

Salary	\$41,703
Benefits	<u>\$24,083</u>
Total	\$65,786

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: January 15, 2014

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #42902 Program Planner III, Labor Grade 25, A000 to a Public Health Program Manager , Labor Grade 26, A000.

**Division of Personnel (DOP) Reclassification Decision:**

- Public Health Program Manager, Labor Grade 26, A000, effective 12/2/13

**Rationale for Decision:**

- Due to the restructuring of the Bureau of Infectious Disease Control, the agency is requesting this reclassification in order to provide a position requiring leadership skills and the ability to manage personnel in developing and evaluating the program.
- This position would plan and implement business development strategies to expand the scope and reach of infectious disease prevention services within existing health care programs, and would supervise quality improvement and assurance staff.
- The proposed supplemental job description is appropriate to the standards of the class specification for Public Health Program Manager and is appropriate to the organizational structure of the agency.

**Funding Summary**

1. This position is a 100% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$80,851  
Appropriation #05-95-90-902510-51890000-010
3. Anticipated date of hire is: 3/7/14at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$19,556
5. Total projected annual Salary and Benefit Cost:

Salary	\$47,423
Benefits	<u>\$25,215</u>
Total	\$72,638

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: January 15, 2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #43571 Laboratory Scientist III, Labor Grade 20, A000 to a Information Technology Manager II , Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Information Technology Manager II, Labor Grade 30, A000, effective 12/11/13

Rationale for Decision:

- This position would transfer to the Division of Client Services to act as the New HEIGHTS Deputy Project Manager, with critical oversight, analysis, and evaluation of projects, systems, design and program changes to New HEIGHTS and NH EASY systems.
- The goal of this position would be to assure that these systems meet the needs of DHHS, are responsive to changing business policy and requirements, and are compatible with other existing Department systems statewide.
- This position's duties would mirror those of other Information Technology Manager II positions operating in similar capacities at DHHS and at other state agencies, and would parallel the class specification of that title 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 14 Budgeted (Salary & Benefits): \$59,303  
Appropriation #05-95-90-903010-30560000-010
3. Anticipated date of hire is: 02/07/14 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$28,837
5. Total projected annual Salary and Benefit Cost:

Salary	\$56,330
Benefits	<u>\$26,977</u>
Total	\$83,307

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: January 15, 2014

Reclassification Request:

- The Department of Fish and Game requests the reclassification of Vacant\_position #13857 Administrator I, Labor Grade 27, A000 to a Legal Coordinator , Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Legal Coordinator, Labor Grade 28, A000, effective 01/02/14

Rationale for Decision:

- The NH Fish and Game Department is seeking to reclassify this position to Legal Coordinator LG 28 in order to provide the Executive Director with the legal direction and assistance in conducting pre-hearings, hearings and investigations concerning the rights of the Department as well as the public as it pertains to the actions of the Department.
- This position as Legal Coordinator will now oversee legislative rule making for the Department as well as analyze and interpret state laws, rules and regulations which impact the Department.
- The proposed supplemental job description meets the standards set forth by the class specification of Legal Coordinator and is also appropriate to the organizational structure of the Agency

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$97,055  
Appropriation #03-75-75-750020-11710000-010
3. Anticipated date of hire is: 2/7/14at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$26,909
5. Total projected annual Salary and Benefit Cost:

Salary	\$51,679
Benefits	<u>\$26,057</u>
Total	\$77,736