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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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July 1st, 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: July 16, 2014

Reclassification Request:

- The Department of Information Technology requests the reclassification of vacant position #11131 Finance Assistant, Labor Grade 16, A000 to a Grants & Contracts Technician , Labor Grade 15, A000.

Division of Personnel (DOP) Reclassification Decision:

- Grants & Contracts Technician, Labor Grade 15, A000, effective 6/13/14

Rationale for Decision:

- The Department of Information Technology requests to reclassify this vacant position, which is located in the Bureau of Finance and Administration, to a Grants & Contracts Technician.
- This position would assist the Bureau of Finance and Administration's Contracts Unit in the processing and management of statewide information technology contracts.
- This position's duties would mirror those of other Grants & Contracts Technician positions currently operating in similar capacities at other state agencies, and would parallel the state class specification for Grants & Contracts Technician appropriately.

Funding Summary

1. This position is a 36.78% General Funded position.
This position is a 63.22% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$67,018
Budgetary number/string1-03-03-030010-77080000-010
3. Anticipated date of hire is: 8/8/2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$44,388
5. Total projected annual Salary and Benefit Cost:

Salary	\$31,552
Benefits	<u>\$20,907</u>
Total	\$52,458

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: July 16, 2014

Reclassification Request:

- The Department of Administrative Services requests the reclassification of vacant position #19203 Program Assistant II, Labor Grade 15, A000 to a Paralegal II , Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Paralegal II, Labor Grade 19, A000, effective 6/13/14

Rationale for Decision:

- The Department of Administrative Services requests to reclassify this vacant position to Paralegal II and transfer it to the Budget Office, where it will perform duties as described below on behalf of the agency.
- This position would perform research, analysis, documentation, and development of policy, procedural, and legal guidelines related to all state agencies in the process of submitting items requiring Fiscal Committee and Governor and Council approval, and provide support and assistance in the areas of Rules and Procedures and Right to Know requests from the general public.
- This position's duties would mirror those of other Paralegal II positions currently operating in similar capacities at the Department of Administrative Services and at other state agencies, and would parallel the state class specification appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$54,141
Budgetary number/string01-14-14-140010-86230000-010
3. Anticipated date of hire is: 7/11/14at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$54,460
5. Total projected annual Salary and Benefit Cost:

Salary	\$37,012
Benefits	<u>\$21,987</u>
Total	\$58,998

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: July 16, 2014

Reclassification Request:

- The Department of Corrections requests the reclassification of vacant_position #13031 Hearings Officer, Labor Grade 26, A130 to a Internal Affairs Investigator I , Labor Grade 18, X208.

Division of Personnel (DOP) Reclassification Decision:

- Internal Affairs Investigator I, Labor Grade 18, X208, effective 6/27/14

Rationale for Decision:

- The Department of Corrections requests to reclassify this vacant position to an Internal Affairs Investigator I. This position will be located in Professional Standards, Investigations Unit.
- This reclassification is requested in order to meet the demand for security, monitoring, investigations, and surveillance activities for prison facilities, due to the added impact of the Prison Rape Elimination Act on resources.
- This position's duties will mirror those of other Internal Affairs Investigator I positions currently operating in similar capacities at the Department of Corrections. These duties also parallel the state class specification for Internal Affairs Investigator I appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$70,370
Budgetary number/string02-46-46-461510-59290000-010
3. Anticipated date of hire is: 9/5/14 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$52,037
5. Total projected annual Salary and Benefit Cost:

Salary	\$41,767
Benefits	<u>\$25,881</u>
Total	\$67,647

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: July 16, 2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #16602 Financial Agent I, Labor Grade 20, A000 to a Quality Control Reviewer I, Labor Grade 20, A000.

Division of Personnel (DOP) Reclassification Decision:

- Quality Control Reviewer I, Labor Grade 20, A000, effective 6/13/14

Rationale for Decision:

- The Department of Health and Human Services requests to reclassify this vacant position to Quality Control Reviewer I. This position would also be transferred to the Office of Improvement and Integrity, Quality Assurance Unit.
- This position would conduct detailed review and analysis, through a field investigation process, of a random sample of public assistance cases in order to collect data for the determination of error rates for the State of New Hampshire's TANF, Medicaid, Food Stamp, Child Support, and State Supplement programs.
- This position's duties would mirror those of other Quality Control Reviewer I positions currently operating within this unit, and working in similar capacities at the Department of Health and Human Services and other state agencies, and would parallel the state class specification appropriately.

Funding Summary

1. This position is a 50% General Funded position.
This position is a 50% Federal Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$74,354
Budgetary number/string 05-95-95-951010-79350000-010
3. Anticipated date of hire is: 8/08/14 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$51,444
5. Total projected annual Salary and Benefit Cost:

Salary	\$38,513
Benefits	<u>\$22,284</u>
Total	\$60,797

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: July 16, 2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #14663 Supervisor IV, Labor Grade 25, A000 to a Health Facilities Construction Coordinator I, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Health Facilities Construction Coordinator I, Labor Grade 21, A000, effective 6/13/14

Rationale for Decision:

- The Department of Health and Human Services requests to reclassify this vacant position to Health Facilities Construction Coordinator I. This position would be located in the Office of Operations Support, Bureau of Facilities Licensure.
- This position would perform administrative duties involving the review and approval of construction plans, scheduling inspection/investigations, and supervising construction and coordination of programs for a wide variety of health facilities licensed under RSA 151, including but not limited to Residential Care Facilities, Nursing Homes and licensed Community Residences throughout the state.
- This position's duties would mirror those of other Health Facilities Construction Coordinator I positions currently operating at the Department of Health and Human Services and would parallel the state class specification for that title appropriately.

Funding Summary

1. This position is a 50% General Funded position.
This position is a 50% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$98,835
Budgetary number/string05-95-95-952010-51460000-010
3. Anticipated date of hire is: 21 at Minimum Step
Filled position-effective date: 8/8/14
4. Projected cost (Salary & Benefits) for remainder of FY15: \$53,124
5. Total projected annual Salary and Benefit Cost:

Salary	\$40,171
Benefits	<u>\$22,612</u>
Total	\$62,782

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: July 16, 2014

Reclassification Request:

- The Department of Education requests the reclassification of vacant_position #13152 Accounting Technician, Labor Grade 12, A000 to a Attorney III , Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Attorney III, Labor Grade 30, A000, effective 6/27/14

Rationale for Decision:

- The Department of Education, working with the NH Attorney General's Office, requests to reclassify this position in order to address litigation issues associated with Special Education and constituent complaints. This position would be located at the Department of Justice.
- This position would act as legal counsel to the Department of Education and its Divisions, and would represent the state before federal and state courts and administrative agencies, under the direct supervision of the Department of Justice.
- This position's duties would mirror those of other Attorney III positions currently operating in similar capacities at the other state agencies. These duties also parallel the state class specification for an Attorney III appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$51,309
Budgetary number/stringPAU 06-056-056-560510-60020000-010
3. Anticipated date of hire is: 08/08/14 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$72,116
5. Total projected annual Salary and Benefit Cost:

Salary	\$58,910
Benefits	<u>\$26,319</u>
Total	\$85,228