



# State of New Hampshire

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DIVISION OF PERSONNEL  
Department of Administrative Services  
State House Annex – 25 Capitol Street  
Concord, New Hampshire 03301

LINDA M. HODGDON  
Commissioner  
(603) 271-3201

KAREN D. HUTCHINS  
Director  
(603) 271-3261

April 3, 2013

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

### REQUESTED ACTION

Pursuant to Chapter 224:315, Laws of 2011, Reclassification of Positions, and 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

Chapter 224:315, Reclassification of Positions, states that for the biennium ending June 30, 2013, the Director of Personnel shall not approve any reclassification of classified positions which will result in an increase in pay, unless the director obtains a waiver for the specific position from the Governor and Council. 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 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: April 17, 2013

**Reclassification Request:**

- The Department of Corrections requests the reclassification of Vacant\_position #18178 Accountant III, Labor Grade 23, A000 to a Financial Analyst , Labor Grade 28, A000.

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

- Financial Analyst, Labor Grade 28, A000, effective 3-19-13

**Rationale for Decision:**

- As a result of the State's Department of Administration creating the Shared Services Center, the NH Department of Corrections has lost four full-time positions in its Bureau of Financial Services. With the loss of these four positions, the Bureau will no longer have the support that was previously provided for financial analysis unless we establish the Financial Analyst position.
- This position will be assigned to the Department's Division of Administration and work for the Bureau of Financial Services and will manage the Accounting Unit with that Bureau. Its purpose will be to perform expert financial analysis to review and analyze financial statements and develop recommendations and reports of findings to Department management.
- This position will also perform financial analyses for programs and accounting units, provide detailed review of monthly financials, perform analysis of specific class lines, analyzes the feasibility of programs and coordinate the submission of the Department's biennial budget and perform other related responsibilities in the support of the State of New Hampshire's financial reporting requirements.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$83,846.00  
Appropriation #02-46-46-461010-83000000-010
3. Anticipated date of hire is: June 14, 2013at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$ 0
5. Total projected annual Salary and Benefit Cost:

Salary	\$50,915
Benefits	<u>\$24,427</u>
Total	\$75,342

Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: April 17, 2013

**Reclassification Request:**

- The Department of Education requests the reclassification of Filled\_position #13105 Human Resources Coordinator I, Labor Grade 21, A000 to a Human Resources Administrator , Labor Grade 26, A000.

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

- Human Resources Administrator , Labor Grade 26, A000, effective 1-25-13

**Rationale for Decision:**

- Due to the abolishment of the Administrator of Human Resources' position and other staff reductions, the work of this position has expanded and it has taken on the functions of a Human Resources Administrator.
- The Division of Personnel believes that the classification of Human Resources Administrator is more appropriate to the position's level and type of function than Administrator II.
- The Human Resources Administrator classification is also appropriate to the level assigned to the heads of Human Resources in similarly-sized and complex state agencies.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$73,659  
Appropriation #06-056-056-560510-6003-010-0100
3. Filled position-effective date: 1-25-13
4. Projected cost (Salary & Benefits) for remainder of FY13: \$11,305
5. Total projected annual Salary and Benefit Cost:

Salary	\$49,174
Benefits	<u>\$24,119</u>
Total	\$73,293

Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: April 17, 2013

**Reclassification Request:**

- The Department of Insurance requests the reclassification of Vacant position #18078 Account Clerk III, Labor Grade 9, A000 to a Grants & Contracts Technician , Labor Grade 15, A000.

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

- Grants & Contracts Technician , Labor Grade 15, A000, effective 3-29-13

**Rationale for Decision:**

- This position is located in the NH Insurance Department Business Office. Agency cites a critical need for a position to assist with the monitoring and tracking of monetary and program contract activities associated with three current federal grants involving dispersal of funds of approximately \$ 1 million dollars over the course of several state fiscal years; in addition the agency recently received federal approval for an \$8M grant.
- Reclassification to a Grants and Contracts Technicians will assist the agency in performing oversight of accounting and bookkeeping functions, and contract support management activities needed to track and comply with multiple federal funding requirements.
- The proposed duties are similar to those of other Grants and Contracts Technicians operating at other state agencies, and parallel the state class specification for that title appropriately.

**Funding Summary**

1. This position is a 100 % Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$44,280.00  
Appropriation #02-24-24-240010-2520
3. Anticipated date of hire is: 5-1-2013 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$10,218.00
5. Total projected annual Salary and Benefit Cost:

Salary	\$29,718
Benefits	<u>\$20,669</u>
Total	\$50,387

Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: April 17, 2013

**Reclassification Request:**

- The Liquor Commission requests the reclassification of Vacant\_position #14046 Supervisor VI, Labor Grade 27, A000 to a Retail Store Manager III , Labor Grade 19, A130.

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

- Retail Store Manager III , Labor Grade 19, A130, effective 3-14-13

**Rationale for Decision:**

- Due to change in organization needs of the Liquor Commission, the position is being reclassified to provide additional coverage to the agency's stores. Sufficient staffing is needed in each store to maintain the Commission customer service standards.
- With the reclass to Retail Store Manager III, the store will be staffed in the same manner as other stores with similar sales volume, number of employees, and number of management.
- As with all Retail Store Manager III positions,, this position will be responsible for performing routine supervisory duties including ensuring proper stock levels of product, overseeing retail sales, and scheduling employees for optimum store profit.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$85,860  
Appropriation #02-77-77-771512-1030
3. Anticipated date of hire is: 04/19/2013 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$11,382
5. Total projected annual Salary and Benefit Cost:

Salary	\$37,191
Benefits	<u>\$21,995</u>
Total	\$59,186

Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: April 17, 2013

**Reclassification Request:**

- The Department of Treasury requests the reclassification of Vacant\_position #11591 Attorney II, 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 3-14-13

**Rationale for Decision:**

- There is no need for this position to be classified as an Attorney II. This position requires an Administrator with a financial background.
- The Administrator II position will manage the Division of Abandoned Property by developing program plans, policies and strategies using short and long term agency goals under the direction of the State Treasury and Deputy Treasurer.
- This position will oversee and direct the holder reporting/intake, claims processing and audit function of the Division and supervise the Assistant Director and Claims Processor III.

**Funding Summary**

1. This position is a 100 % Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$84,299  
Appropriation #01-38-38-380510-80210000-010
3. Anticipated date of hire is: May 3, 2013 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$8,996
5. Total projected annual Salary and Benefit Cost:

Salary	\$53,138
Benefits	<u>\$24,821</u>
Total	\$77,959

Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: April 17, 2013

**Reclassification Request:**

- The Department of Veteran's Home requests the reclassification of Vacant \_position #19331 Training Coordinator, Labor Grade 21, A130 to a Human Resources Assistant II , Labor Grade 12, A130.

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

- Human Resources Assistant II, Labor Grade 12, A130, effective 3-14-13

**Rationale for Decision:**

- Management has identified that the human resources department is in need of a position that can oversee the Veterans Affairs rigorous personnel file record keeping requirements. Over the years, the requirements have become more extensive with the adoption of the Joint Commission standards.
- This position will coordinate between all departments and HR to ensure that all of the documentation required in the personnel files is timely and complete.
- The current HR staffing level is well below where it should be in order to fulfill this obligation and to achieve a successful VA survey outcome.

**Funding Summary**

1. This position is a 18% General Funded position.  
This position is a 38% Federal Funded position.  
This position is a 44% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$69,424  
Appropriation #05-43-430010-53590000
3. Anticipated date of hire is: TBD at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$0.00
5. Total projected annual Salary and Benefit Cost:

Salary	\$28,309
Benefits	<u>\$20,106</u>
Total	\$48,415

Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: April 17, 2013

**Reclassification Request:**

- The Veteran's Home requests the reclassification of Vacant\_position #19471 Resident Services Supervisor, Labor Grade 25, A130 to a Supervisor III , Labor Grade 23, A130.

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

- Supervisor III , Labor Grade 23, A130, effective 3-14-13

**Rationale for Decision:**

- Management has identified that the recreation department needs a position that can coordinate between the Life Enhancement Dementia Unit and the Tarr Units recreation programs as well as formulate short-term and long-term department goals and objectives.
- The recreation department provides direct care services to the residents of the New Hampshire Veterans Home and this position will ensure program continuity, effectiveness and will be instrumental as a member of the residents' care team.
- This position will assess, develop, and coordinate the delivery of recreation therapy interventions for improved functioning of individuals with illness, dementia and mid to end stage Alzheimer's disease.

**Funding Summary**

1. This position is a 18% General Funded position.  
This position is a 38% Federal Funded position.  
This position is a 44% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$69,354  
Appropriation #05-43-430010-53590000-
3. Anticipated date of hire is: TBD at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$0.00
5. Total projected annual Salary and Benefit Cost:

Salary	\$47,737
Benefits	<u>\$11,532</u>
Total	\$59,269