



# State of New Hampshire

DIVISION OF PERSONNEL  
Department of Administrative Services  
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Concord, New Hampshire 03301

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April 17, 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: May 1, 2013

**Reclassification Request:**

- The Lottery Commission requests the reclassification of Filled\_position #14392 Chief Accountant, Labor Grade 26, A000 to a Administrator III , Labor Grade 31, A000.

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

- Administrator III, Labor Grade 31, A000, effective 4-19-13

**Rationale for Decision:**

- Position's role has expanded to include the functions of the vacant Administrator III position which was Chief Financial Officer (CFO) for the agency, in addition to its current role as supervisor of agency accounting and human resource functions.
- The position's level of independence, complexity, and skill needed to formulate technical, specialized solutions and policies is appropriate to the Administrator III level, and it compares well with others at that level with a similar role.
- The Administrator III classification is organizationally appropriate.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$85,486  
Appropriation #06-83-83-10290000-010
3. Filled position-effective date: 4-19-13
4. Projected cost (Salary & Benefits) for remainder of FY13: \$4,777
5. Total projected annual Salary and Benefit Cost:

Salary	\$66,417
Benefits	<u>\$29,430</u>
Total	\$95,847

**Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: May 1, 2013**

**Reclassification Request:**

- **The Department of Health and Human Services requests the reclassification of Filled\_position #40314 Business Administrator II, Labor Grade 24, A000 to a Administrator III , Labor Grade 31, A000.**

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

- **Administrator III , Labor Grade 31, A000, effective 4-5-13**

**Rationale for Decision:**

- **Due to position 14736 (Administrator III) being relinquished to the commissioner, this position is currently performing the functions of the former position as Administrator III.**
- **This position will administer and oversee the financial management objectives including budget planning, development and analysis; grants management and reporting; contract development; and compliance for the Division of Public health Services. Responsibilities focus on short and long-term strategies and policies and interpreting data needed to meet the DPHS program objectives over fiscal operations.**
- **This position will also formulate and coordinate the preparation, submission and implementation of the budgets in order to provide adequate funding for program goals. Develop, authorize, and monitor the implementation and coordination of DPHS policies and procedures required to accomplish department wide and division wide organizational objectives and goals over fiscal operations.**

**Funding Summary**

1. **This position is a 38% General Funded position.  
This position is a 62% Federal Funded position.**
2. **Total FY 13 Budgeted (Salary & Benefits): \$71,288.00  
Appropriation #05-95-90-900010-5110**
3. **Filled position-effective date: 04/05/2013**
4. **Projected cost (Salary & Benefits) for remainder of FY13: \$19,235**
5. **Total projected annual Salary and Benefit Cost:**

Salary	\$60,684
Benefits	<u>\$10,759</u>
Total	\$71,443

Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: May 1, 2013

**Reclassification Request:**

- The Department of Corrections requests the reclassification of Filled\_position #16270 Correctional Lieutenant , Labor Grade 21,X208 to a Correctional Captain , Labor Grade 23, X208.

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

- Correctional Captain , Labor Grade 23, X208, effective 4-5-13

**Rationale for Decision:**

- This position reports to the Division of Medical and Forensic Services and directs all security operations of two forensic housing units, Secure Psychiatric Unit (SPU) and Residential Treatment Unit (RTU).
- The agency states that the complexity of work and expertise needed to manage civilly committed incarcerated adult offenders, and the duties performed in managing security in this setting, are appropriate to the Corrections Captain level.
- The responsibilities and expectations of this position are appropriate to the Corrections Captain classification.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$106,980  
Appropriation #02-46-46-465010-58330000
3. Filled position-effective date: 4/5/13
4. Projected cost (Salary & Benefits) for remainder of FY13: \$21,021
5. Total projected annual Salary and Benefit Cost:

Salary	\$62,348
Benefits	<u>\$28,742</u>
Total	\$91,090

Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: May 1, 2013

**Reclassification Request:**

- The Department of Environmental Services requests the reclassification of Filled\_position #16792 Sanitary Engineer III, Labor Grade 31, A000 to a Civil Engineer VI , Labor Grade 32, A000.

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

- Civil Engineer VI, Labor Grade 32, A000, effective 4-5-13

**Rationale for Decision:**

- This position manages the Petroleum Remediation Section of the Oil remediation and Compliance Bureau, within the Waste Management Division.
- Multiple legislative bills were enacted over time adding significant responsibilities to the Petroleum Remediation Section, impacting the scope and complexity of work of this position, which now oversees 14 positions assigned to five subsections.
- The expanded duties and reporting relationships of this position are appropriate to the requested Civil Engineer VI level.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$81673  
Appropriation #44 44 442010 1000
3. Anticipated date of hire is: \_\_\_\_\_ at Minimum Step  
Filled position-effective date: \_\_\_\_\_
4. Projected cost (Salary & Benefits) for remainder of FY13: \$1332
5. Total projected annual Salary and Benefit Cost:

Salary	\$48,770
Benefits	<u>\$24,273</u>
Total	\$73,043

Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: May 1, 2013

**Reclassification Request:**

- The Department of Environmental Services requests the reclassification of Filled\_position #40506 Environmentalist II, Labor Grade 19, A000 to a Environmentalist IV , Labor Grade 27, A000.

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

- Environmentalist IV , Labor Grade 27, A000, effective 4-5-13

**Rationale for Decision:**

- This position was authorized as an Environmentalist II in 1990 to plan and conduct inspections, sampling and permitting of facilities that fell under the Public Bathing Facility Program. Since then, its scope and accountabilities have expanded.
- This position routinely communicates with and collaborates with 9 different external organizations and now requires more advanced engineering knowledge of pool equipment due to new Consumer Product Safety Commission regulations. It also now administers rules for public pools and spas.
- These duties, in addition to responsibility to develop changes in administrative rules, agency policy, and standard operating procedures for pool permitting, inspection, and enforcement activities, are appropriate to the Environmentalist IV level.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$81673  
Appropriation #44 44 442010 1000
3. Anticipated date of hire is: \_\_\_\_\_ at Minimum Step  
Filled position-effective date: \_\_\_\_\_
4. Projected cost (Salary & Benefits) for remainder of FY13: \$1332
5. Total projected annual Salary and Benefit Cost:

Salary	\$48,770
Benefits	<u>\$24,273</u>
Total	\$73,043

Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: May 1, 2013

**Reclassification Request:**

- The Department of Information Technology requests the reclassification of Filled position #15501 Business Systems Analyst II, Labor Grade 30,A000 to a Information Technology Manager III , Labor Grade 31,A000 .

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

- Information Technology Manager III, Labor Grade 31, A000 , effective 3-25-13

**Rationale for Decision:**

- During the first quarter of 2010, the NH State Legislature abolished 14 Department of Information Technology positions that were allocated to support the Department of Health and Human Services but were unfunded due to budgetary constraints. One of these positions was for an Information Technology Manager III position that had recently retired and was responsible for managing a team of 13 individuals that managed the Child Welfare System for DCYF.
- The elimination of this position and others, left the team without a manager and DoIT management without the ability to fill the manager position, as well as a severely reduced number of staff.
- This position supports the Child Welfare System (labeled NH Bridges) It is the largest in-house managed application that DoIT supports for DHHS and supports 7 Federal and 4 State programs. The position also supports management of Lotus Notes Database Development (DHHS currently has hundreds of DoIT developed Lotus Notes databases that the agency uses to gain administrative efficiencies).

**Funding Summary**

1. This position is a 58% General Funded position.  
This position is a 42% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$108,645  
Appropriation #1-03-03-030010-7708 IT
3. Filled position-effective date: 3/25/2013
4. Projected cost (Salary & Benefits) for remainder of FY13: \$25,228
5. Total projected annual Salary and Benefit Cost:

Salary	\$79,775
Benefits	<u>\$29,545</u>
Total	\$109,320

Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: May 1, 2013

**Reclassification Request:**

- The Department of Administrative Services requests the reclassification of Vacant position #19418 Program Assistant II, Labor Grade 15, A000 to a Financial Analyst , Labor Grade 28, A000.

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

- Financial Analyst , Labor Grade 28, A000, effective 3-27-13

**Rationale for Decision:**

- The position will review, monitor, evaluate and report on the state agency and statewide financial and operational activities in the areas of revenues, expenses, assets, liabilities and other financial and ooperational activities.
- Given the increase in the amount of financial informaiton that is now required to be made public (Transparency), an increased level of analysis and review is required.
- Additionally, financial analysis is required to help manage the State's limited financial reources. Increased and improved analysis of fiancial proceses and transactions is expected to allow the agency to implement additional internal controls and change any internal processes as deemed appropriate.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$50,774  
Appropriation #01-14-14-140010-86230000-010-500100
3. Anticipated date of hire is: 5/3/2013 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$8,694
5. Total projected annual Salary and Benefit Cost:

Salary	\$	50,915
Benefits	\$	<u>24,428</u>
Total	\$	75,343

**Division of Personnel**  
**Reclassification Waiver Per Chapter 224:315**  
**Governor and Council Meeting Date: May 1, 2013**

**Reclassification Request:**

- **The Department of Health and Human Services requests the reclassification of Filled position #15536 Business Administrator IV, Labor Grade 29, A00 to a Administrator III , Labor Grade 31, A000.**

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

- **Administrator III, Labor Grade 31, A000, effective 4-5-13**

**Rationale for Decision:**

- **In May 21, 2012 Division of Community Based Care Services requested and received approval for a 6-month temporary upgrade to this position. This was done to add the Bureau of Elderly and Adult Services (BEAS) under the financial management/oversight to the existing duties of BBH, BDS and DCBCS director's office.**
- **At that time the agency did a 6-month temp upgrade to have the time to reassess the finance needs to DCBCS. With the implementation of care management, continued budgetary resource constraints, new and more complicated federal grants (such as BIP and SIMM), the need to make this assignment permanent has proved to be well warranted.**
- **This position will administer and oversee the financial management objectives including budget planning, development and analysis; grants management and reporting; contract development; and compliance; for the Division of Community Based Care Services major bureaus.**

**Funding Summary**

1. **This position is a 30% General Funded position.  
This position is a 70% Federal Funded position.**
2. **Total FY 13 Budgeted (Salary & Benefits): \$102,943  
Appropriation #010-092-7001-010**
3. **Filled position-effective date: 4-5-13**
4. **Projected cost (Salary & Benefits) for remainder of FY13: \$29,030**
5. **Total projected annual Salary and Benefit Cost:**

Salary	\$72,852
Benefits	<u>\$34,968</u>
Total	\$107,820