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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

**VICKI V. QUIRAM**  
Commissioner  
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**SARA J. WILLINGHAM**  
Director of Personnel  
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June 01, 2016

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*  
Sara J. Willingham  
Director of Personnel

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 15, 2016

**Reclassification Request:**

- The Department of Cultural Resources requests the reclassification of Vacant\_position #40491 Administrator II, Labor Grade 29, A000 to a Grants Program Coordinator , Labor Grade 23, A000.

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

- Grants Program Coordinator , Labor Grade 23, A000, effective 5/11/2016

**Rationale for Decision:**

- This position was initially reclassified from Grants Program Coordinator to Administrator II to perform some of the duties of the vacant Unclassified Director. Now that the Director's position is filled, the agency requests to return the position to its original title and grade.
- This Grants Program Coordinator would provide leadership for the Division of the Arts, and oversee grants, partnerships, services and workshops to assist artists of all disciplines, non-profit arts organizations, and communities/organizations seeking to utilize the arts to improve the economic and social aspects of community life.
- The proposed duties are similar to those of other Grants Program Coordinator positions currently operating in the agency and state and parallel the class specification appropriately.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$116,003  
Budgetary number/string01-34-34-341010-12500000-010
3. Anticipated date of hire is: 09/02/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$53,387
5. Total projected annual Salary and Benefit Cost:

Salary	\$44,480
Benefits	<u>\$24,923</u>
Total	\$69,403

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 15, 2016

Reclassification Request:

- The New Hampshire Insurance Department requests the reclassification of Vacant position #18731 Legal Coordinator, Labor Grade 28, A000 to a Program Specialist II , Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist II, Labor Grade 21, A000, effective 5/13/2016

Rationale for Decision:

- The agency requests to reclassify this vacant position to Program Specialist II and transfer it to the Compliance Division to function as the Forms and Rates Intake Coordinator.
- This position would review documents submitted by insurance carriers, ensure protocols are followed and assign to the appropriate staff for analysis. In addition, it would generate reports to assist management with tracking and performance measurement metrics.
- The proposed duties are similar to those of other Program Specialist II positions currently operating in the state and parallel the class specification for Program Specialist II appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$99,814  
Budgetary number/string02-24-24-240010-25200000-010
3. Anticipated date of hire is: 7/8/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$60,717
5. Total projected annual Salary and Benefit Cost:

Salary	\$40,989
Benefits	<u>\$24,788</u>
Total	\$65,777

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: June 15, 2016

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant\_position #20125 Engineering Technician III, Labor Grade 16, A000 to a Secretary II , Labor Grade 9, A000.

Division of Personnel (DOP) Reclassification Decision:

- Secretary II, Labor Grade 9, A000, effective 5/17/2016

Rationale for Decision:

- This vacant position is requested to be reclassified to Secretary II in order to address a staffing issue in the Division of Project Development, Bureau of Construction, which currently has over 100 full-time positions supported by two full-time administrative support staff.
- As a Secretary II, this position would perform critical technical and clerical duties in support of Bureau operations and would provide the needed stability of full-time support for the Bureau.
- This position's duties mirror those of other Secretary II positions currently operating in similar capacities throughout the state, and parallel the class specification for Secretary II appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$49,896  
Budgetary number/string 04-96-96-962015-30350000-010
3. Anticipated date of hire is: 7/08/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$43,216
5. Total projected annual Salary and Benefit Cost:

Salary	\$25,682
Benefits	<u>\$21,135</u>
Total	\$46,817

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 15, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #41049 Administrative Assistant I, Labor Grade 16, A000 to a Supervisor IV , Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor IV, Labor Grade 25, A000, effective 5/24/2016

Rationale for Decision:

- The Department of Health and Human Services requests to reclassify a group of vacant positions, which would be transferred to the Division for Children, Youth and Families and perform duties appropriate to the classifications requested.
- These reclassifications would increase child protection coverage by adding a new shift from noon to 8:00 p.m. with some workers covering overnights and weekends. These increased hours are considered to be critical to improving the safety of children and parents.
- This position's duties are similar to those of other Supervisor IV positions with the same role in the agency, and parallel the state class specification appropriately.

Funding Summary

1. This position is a 61% General Funded position.  
This position is a 39% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$57,925  
Budgetary number/string05-95-42-421010-29570000-010
3. Anticipated date of hire is: 7/8/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$68,476
5. Total projected annual Salary and Benefit Cost:

Salary	\$48,458
Benefits	<u>\$25,725</u>
Total	\$74,182

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 15, 2016

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #41050 Program Specialist II, Labor Grade 21, A000 to a Supervisor IV , Labor Grade 25, A000.

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

- Supervisor IV, Labor Grade 25,A000, effective 5/24/2016

**Rationale for Decision:**

- The Department of Health and Human Services requests to reclassify a group of vacant positions, which would be transferred to the Division for Children, Youth and Families and perform duties appropriate to the classifications requested.
- These reclassifications would increase child protection coverage by adding a new shift from noon to 8:00 p.m. with some workers covering overnights and weekends. These increased hours are considered to be critical to improving the safety of children and parents.
- This position's duties are similar to those of other Supervisor IV positions with the same role in the agency, and parallel the state class specification appropriately.

**Funding Summary**

1. This position is a 61% General Funded position.  
This position is a 39% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$73,660  
Budgetary number/string05-95-42-421010-29570000-010
3. Anticipated date of hire is: 7/8/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$68,476
5. Total projected annual Salary and Benefit Cost:

Salary	\$48,458
Benefits	<u>\$25,725</u>
Total	\$74,182

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 15, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12095 Laboratory Scientist II, Labor Grade 18, A000 to a Child Protective Service Worker II , Labor Grade 20, A000.

Division of Personnel (DOP) Reclassification Decision:

- Child Protective Service Worker II, Labor Grade 20, A000, effective 05/24/2016

Rationale for Decision:

- The Department of Health and Human Services requests to reclassify a group of vacant positions, which would be transferred to the Division for Children, Youth and Families and perform duties appropriate to the classifications requested.
- These reclassifications would increase child protection coverage by adding a new shift from noon to 8:00 p.m. with some workers covering overnights and weekends. These increased hours are considered to be critical to improving the safety of children and parents.
- This position's duties are similar to those of other Child Protective Service Worker II positions with the same role in the agency, and parallel the state class specification appropriately.

Funding Summary

1. This position is a 61% General Funded position.  
This position is a 39% Federal Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$62,767  
Budgetary number/string05-095-042-421010-29570000-010
3. Anticipated date of hire is: 07/08/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$58,312
5. Total projected annual Salary and Benefit Cost:

Salary	\$39,293
Benefits	<u>\$23,878</u>
Total	\$63,171

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 15, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12146 Case Technician II, Labor Grade 16, A000 to a Child Protective Service Worker II , Labor Grade 20, A000.

Division of Personnel (DOP) Reclassification Decision:

- Child Protective Service Worker II, Labor Grade 20, A000, effective 05/24/2016

Rationale for Decision:

- The Department of Health and Human Services requests to reclassify a group of vacant positions, which would be transferred to the Division for Children, Youth and Families and perform duties appropriate to the classifications requested.
- These reclassifications would increase child protection coverage by adding a new shift from noon to 8:00 p.m. with some workers covering overnights and weekends. These increased hours are considered to be critical to improving the safety of children and parents.
- This position's duties are similar to those of other Child Protective Service Worker II positions with the same role in the agency, and parallel the state class specification appropriately.

Funding Summary

1. This position is a 61% General Funded position.  
This position is a 39% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$80,339  
Budgetary number/string05-095-042-421010-29570000-010
3. Anticipated date of hire is: 7/8/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$58,312
5. Total projected annual Salary and Benefit Cost:

Salary	\$39,293
Benefits	<u>\$23,878</u>
Total	\$63,171



Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 15, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12231 Case Technician II, Labor Grade 16, A000 to a Child Protective Service Worker II , Labor Grade 20, A000.

Division of Personnel (DOP) Reclassification Decision:

- Child Protective Service Worker II, Labor Grade 20, A000, effective 05/24/2016

Rationale for Decision:

- The Department of Health and Human Services requests to reclassify a group of vacant positions, which would be transferred to the Division for Children, Youth and Families and perform duties appropriate to the classifications requested.
- These reclassifications would increase child protection coverage by adding a new shift from noon to 8:00 p.m. with some workers covering overnights and weekends. These increased hours are considered to be critical to improving the safety of children and parents.
- This position's duties are similar to those of other Child Protective Service Worker II positions with the same role in the agency, and parallel the state class specification appropriately.

Funding Summary

1. This position is a 61% General Funded position.  
This position is a 39% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$69,616  
Budgetary number/string05-095-042-421010-29570000-010
3. Anticipated date of hire is: 7/8/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$58,312
5. Total projected annual Salary and Benefit Cost:

Salary	\$39,293
Benefits	<u>\$23,878</u>
Total	\$63,171

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 15, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12271 Quality Control Reviewer I, Labor Grade 20, A000 to a Child Protective Service Worker II , Labor Grade 20, A000.

Division of Personnel (DOP) Reclassification Decision:

- Child Protective Service Worker II, Labor Grade 20, A000, effective 05/24/2016

Rationale for Decision:

- The Department of Health and Human Services requests to reclassify a group of vacant positions, which would be transferred to the Division for Children, Youth and Families and perform duties appropriate to the classifications requested.
- These reclassifications would increase child protection coverage by adding a new shift from noon to 8:00 p.m. with some workers covering overnights and weekends. These increased hours are considered to be critical to improving the safety of children and parents.
- This position's duties are similar to those of other Child Protective Service Worker II positions with the same role in the agency, and parallel the state class specification appropriately.

Funding Summary

1. This position is a 61% General Funded position.  
This position is a 39% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$81,235  
Budgetary number/string05-095-042-421010-29570000-010
3. Anticipated date of hire is: 7/8/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$58,312
5. Total projected annual Salary and Benefit Cost:

Salary	\$39,293
Benefits	<u>\$23,878</u>
Total	\$63,171

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 15, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12326 Clerk IV, Labor Grade 12, A000 to a Case Technician Trainee , Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Case Technician Trainee, Labor Grade 12, A000, effective 5/24/2016

Rationale for Decision:

- The Department of Health and Human Services requests to reclassify this vacant position to Case Technician Trainee in order to provide a variety of support services appropriate to that title in a Child Support Unit.
- This position would perform duties associated with obtaining, verifying, and recording information pertinent to the Child Support Services program, and verifying arrearage amounts.
- The proposed duties are similar to those of other Case Technician Trainee positions in the agency and parallel the class specification for Case Technician Trainee appropriately.

Funding Summary

1. This position is a 66% General Funded position.  
This position is a 34% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$68,161  
Budgetary number/string 05-95-042-427010-79290000-010
3. Anticipated date of hire is: 07/08/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$46,611
5. Total projected annual Salary and Benefit Cost:

Salary	\$28,743
Benefits	<u>\$21,752</u>
Total	\$50,495

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 15, 2016

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #12384 Data Processing Supervisor III, Labor Grade 20, A000 to a Child Protective Service Worker II , Labor Grade 20, A000.

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

- Child Protective Service Worker II, Labor Grade 20, A000, effective 05/24/2016

**Rationale for Decision:**

- The Department of Health and Human Services requests to reclassify a group of vacant positions, which would be transferred to the Division for Children, Youth and Families and perform duties appropriate to the classifications requested.
- These reclassifications would increase child protection coverage by adding a new shift from noon to 8:00 p.m. with some workers covering overnights and weekends. These increased hours are considered to be critical to improving the safety of children and parents.
- This position's duties are similar to those of other Child Protective Service Worker II positions with the same role in the agency, and parallel the state class specification appropriately.

**Funding Summary**

1. This position is a 61% General Funded position.  
This position is a 39% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$65,655  
Budgetary number/string05-95-42-421010-29570000-010
3. Anticipated date of hire is: 7/8/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$58,312
5. Total projected annual Salary and Benefit Cost:

Salary	\$39,293
Benefits	<u>\$23,878</u>
Total	\$63,171

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 15, 2016

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #12523 Program Specialist I, Labor Grade 19, A000 to a Child Protective Service Worker II , Labor Grade 20, A000.

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

- Child Protective Service Worker II, Labor Grade 20, A000, effective 05/24/2016

**Rationale for Decision:**

- The Department of Health and Human Services requests to reclassify a group of vacant positions, which would be transferred to the Division for Children, Youth and Families and perform duties appropriate to the classifications requested.
- These reclassifications would increase child protection coverage by adding a new shift from noon to 8:00 p.m. with some workers covering overnights and weekends. These increased hours are considered to be critical to improving the safety of children and parents.
- This position's duties are similar to those of other Child Protective Service Worker II positions with the same role in the agency, and parallel the state class specification appropriately.

**Funding Summary**

1. This position is a 61% General Funded position.  
This position is a 39% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$82,898  
Budgetary number/string05-95-42-421010-29570000-010
3. Anticipated date of hire is: 7/8/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$58,312
5. Total projected annual Salary and Benefit Cost:

Salary	\$39,293
Benefits	<u>\$23,878</u>
Total	\$63,171

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 15, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12558 Employment Counselor Specialist , Labor Grade 19, A000 to a Child Protective Service Worker III , Labor Grade 22, A000.

Division of Personnel (DOP) Reclassification Decision:

- Child Protective Service Worker III, Labor Grade 22, A000, effective 05/24/2016

Rationale for Decision:

- The Department of Health and Human Services requests to reclassify a group of vacant positions, which would be transferred to the Division for Children, Youth and Families and perform duties appropriate to the classifications requested.
- These reclassifications would increase child protection coverage by adding a new shift from noon to 8:00 p.m. with some workers covering overnights and weekends. These increased hours are considered to be critical to improving the safety of children and parents.
- This position's duties are similar to those of other Child Protective Service Worker III positions with the same role in the agency, and parallel the state class specification appropriately.

Funding Summary

1. This position is a 61% General Funded position.  
This position is a 39% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$84,384  
Budgetary number/string05-95-42-421010-29570000-010
3. Anticipated date of hire is: 7/8/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$62,031
5. Total projected annual Salary and Benefit Cost:

Salary	\$42,647
Benefits	<u>\$24,553</u>
Total	\$67,200

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 15, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #14663 Health Facilities Construction Coordinator I, Labor Grade 21, A000 to a Child Protective Service Worker III , Labor Grade 22, A000.

Division of Personnel (DOP) Reclassification Decision:

- Child Protective Service Worker III, Labor Grade 22, A000, effective 05/24/2016

Rationale for Decision:

- The Department of Health and Human Services requests to reclassify a group of vacant positions, which would be transferred to the Division for Children, Youth and Families and perform duties appropriate to the classifications requested.
- These reclassifications would increase child protection coverage by adding a new shift from noon to 8:00 p.m. with some workers covering overnights and weekends. These increased hours are considered to be critical to improving the safety of children and parents.
- This position's duties are similar to those of other Child Protective Service Worker III positions with the same role in the agency, and parallel the state class specification appropriately.

Funding Summary

1. This position is a 61% General Funded position.  
This position is a 39% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$76,352  
Budgetary number/string05-95-42-421010-29570000-010
3. Anticipated date of hire is: 7/8/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$62,031
5. Total projected annual Salary and Benefit Cost:

Salary	\$42,647
Benefits	<u>\$24,553</u>
Total	\$67,200

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 15, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #16368 Training and Development Program Coordinator , Labor Grade 18, A000 to a Child Protective Service Worker III , Labor Grade 22, A000.

Division of Personnel (DOP) Reclassification Decision:

- Child Protective Service Worker III, Labor Grade 22,A000, effective 05/24/2016

Rationale for Decision:

- The Department of Health and Human Services requests to reclassify a group of vacant positions, which would be transferred to the Division for Children, Youth and Families and perform duties appropriate to the classifications requested.
- These reclassifications would increase child protection coverage by adding a new shift from noon to 8:00 p.m. with some workers covering overnights and weekends. These increased hours are considered to be critical to improving the safety of children and parents.
- This position's duties are similar to those of other Child Protective Service Worker III positions with the same role in the agency, and parallel the state class specification appropriately.

Funding Summary

1. This position is a 61% General Funded position.  
This position is a 39% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$76,439  
Budgetary number/string05-95-42-421010-29570000-010
3. Anticipated date of hire is: 7/8/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$62,031
5. Total projected annual Salary and Benefit Cost:

Salary	\$42,647
Benefits	<u>\$24,553</u>
Total	\$67,200



Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 15, 2016

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #19629 Family Services Specialist I, Labor Grade 17, A000 to a Child Protective Service Worker III , Labor Grade 22, A000.

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

- Child Protective Service Worker III, Labor Grade 22, A000, effective 05/24/2016

**Rationale for Decision:**

- The Department of Health and Human Services requests to reclassify a group of vacant positions, which would be transferred to the Division for Children, Youth and Families and perform duties appropriate to the classifications requested.
- These reclassifications would increase child protection coverage by adding a new shift from noon to 8:00 p.m. with some workers covering overnights and weekends. These increased hours are considered to be critical to improving the safety of children and parents.
- This position's duties are similar to those of other Child Protective Service Worker III positions with the same role in the agency, and parallel the state class specification appropriately.

**Funding Summary**

1. This position is a 61% General Funded position.  
This position is a 39% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$49,505  
Budgetary number/string05-95-42-421010-29570000-010
3. Anticipated date of hire is: 7/8/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$62,031
5. Total projected annual Salary and Benefit Cost:

Salary	\$42,647
Benefits	<u>\$24,553</u>
Total	\$67,200

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 15, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #19775 Paralegal I, Labor Grade 16, A000 to a Child Protective Service Worker III , Labor Grade 22, A000.

Division of Personnel (DOP) Reclassification Decision:

- Child Protective Service Worker III, Labor Grade 22, A000, effective 05/24/2016

Rationale for Decision:

- The Department of Health and Human Services requests to reclassify a group of vacant positions, which would be transferred to the Division for Children, Youth and Families and perform duties appropriate to the classifications requested.
- These reclassifications would increase child protection coverage by adding a new shift from noon to 8:00 p.m. with some workers covering overnights and weekends. These increased hours are considered to be critical to improving the safety of children and parents.
- This position's duties are similar to those of other Child Protective Service Worker III positions with the same role in the agency, and parallel the state class specification appropriately.

Funding Summary

1. This position is a 61% General Funded position.  
This position is a 39% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$57,807  
Budgetary number/string05-95-42-421010-29570000-010
3. Anticipated date of hire is: 7/8/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$62,031
5. Total projected annual Salary and Benefit Cost:

Salary	\$42,647
Benefits	<u>\$24,553</u>
Total	\$67,200

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 15, 2016

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #40530 Child Support Officer, Labor Grade 20, A000 to a Child Protective Service Worker III , Labor Grade 22, A000.

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

- Child Protective Service Worker III, Labor Grade 22, A000, effective 05/24/2016

**Rationale for Decision:**

- The Department of Health and Human Services requests to reclassify a group of vacant positions, which would be transferred to the Division for Children, Youth and Families and perform duties appropriate to the classifications requested.
- These reclassifications would increase child protection coverage by adding a new shift from noon to 8:00 p.m. with some workers covering overnights and weekends. These increased hours are considered to be critical to improving the safety of children and parents.
- This position's duties are similar to those of other Child Protective Service Worker III positions with the same role in the agency, and parallel the state class specification appropriately.

**Funding Summary**

1. This position is a 61% General Funded position.  
This position is a 39% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$85,735  
Budgetary number/string05-95-42-421010-29570000-010
3. Anticipated date of hire is: 7/8/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$62,031
5. Total projected annual Salary and Benefit Cost:

Salary	\$42,647
Benefits	<u>\$24,553</u>
Total	\$67,200

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 15, 2016

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #42946 Health Promotion Advisor, Labor Grade 23, A000 to a Program Specialist IV , Labor Grade 25, A000.

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

- Program Specialist IV, Labor Grade 25, A000, effective 5/13/2016

**Rationale for Decision:**

- As a Program Specialist IV, this position would review and develop tobacco treatment quality improvement plans to ensure implementation of evidence-based public health tobacco treatment initiatives into primary care.
- The position would: review, modify and implement policies and procedures for all operational activities of the NH Tobacco Helpline contract; facilitate partnerships between the Helpline vendor and public/private health plans and large employer groups; and ensure data collection and reporting meets national data set standards.
- The proposed duties are similar to those of other Program Specialist IV positions currently operating in the agency and the state and parallel the class specification for Program Specialist IV appropriately.

**Funding Summary**

1. This position is a 100% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$71,151  
Budgetary number/string05-95-90-902010-56080000-010
3. Anticipated date of hire is: 7/08/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$68,476
5. Total projected annual Salary and Benefit Cost:

Salary	\$48,458
Benefits	<u>\$25,725</u>
Total	\$74,182

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 15, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #42954 Claims Processor II, Labor Grade 12, A000 to a Administrator I , Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator I, Labor Grade 27, A000, effective 5/23/2016

Rationale for Decision:

- The agency requests to reclassify this vacant position to Administrator I to implement epidemiology, surveillance and evaluation activities related to obesity, school health, oral health, diabetes, heart disease, stroke and cancer.
- The position would collect, analyze, and interpret data to assess the burden of chronic disease, disseminate the results of epidemiologic efforts, and make recommendations regarding evidence-based public health interventions, programs and policies.
- The proposed duties are similar to those of other Administrator I positions currently operating in the agency and the state and parallel the class specification for Administrator I appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$62,057  
Budgetary number/string05-95-90-902010-56590000-010
3. Anticipated date of hire is: 7/08/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$73,320
5. Total projected annual Salary and Benefit Cost:

Salary	\$52,825
Benefits	<u>\$26,605</u>
Total	\$79,430

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 15, 2016

**Reclassification Request:**

- The Department of Education requests the reclassification of Vacant\_position #42772 Rehabilitation Counselor II, Labor Grade 21, A000 to a Program Specialist III , Labor Grade 23, A000.

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

- Program Specialist III, Labor Grade 23, A000, effective 05/19/2016

**Rationale for Decision:**

- The agency requests to reclassify and transfer this vacant position to the Employment/Employer Relations Section to establish and develop relationships with large and small employers and their intermediaries to provide training and technical assistance regarding employment of individuals with disabilities.
- The position would perform research, analyze and interpret information, and develop and draft program policy in order to provide market-driven and advanced individualized employment services to align business needs with participants' career goals.
- The proposed duties are similar to those of other Program Specialist III positions currently operating in the agency state and parallel the class specification for Program Specialist III appropriately.

**Funding Summary**

1. This position is a 100% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$67,024  
Budgetary number/string06-56-56-565510-40200000-010
3. Anticipated date of hire is: 6/24/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$66,734
5. Total projected annual Salary and Benefit Cost:

Salary	\$44,480
Benefits	<u>\$24,923</u>
Total	\$69,403

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 15, 2016

**Reclassification Request:**

- The Department of Education requests the reclassification of Vacant\_position #42773 Rehabilitation Counselor II, Labor Grade 21, A000 to a Program Specialist III , Labor Grade 23, A000.

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

- Program Specialist III, Labor Grade 23, A000, effective 05/19/2016

**Rationale for Decision:**

- The agency requests to reclassify and transfer this vacant position to the Employment/Employer Relations section to establish and develop relationships with large and small employers and their intermediaries to provide training and technical assistance regarding employment of individuals with disabilities.
- The position would perform research, analyze and interpret information, and develop and draft program policy in order to provide market-driven and advanced individualized employment services to align business needs with participants' career goals.
- The proposed duties are similar to those of other Program Specialist III positions currently operating in the agency and state and parallel the class specification for Program Specialist III appropriately.

**Funding Summary**

1. This position is a 100% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$67,024  
Budgetary number/string06-56-56-565510-40200000-010
3. Anticipated date of hire is: 06/24/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$66,734
5. Total projected annual Salary and Benefit Cost:

Salary	\$44,480
Benefits	<u>\$24,923</u>
Total	\$69,403