



State Of New Hampshire
DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex – 28 School Street
Concord, New Hampshire 03301

LINDA M. HODGDON
Commissioner
(603) 271-3201

SARA J. WILLINGHAM
Acting Director of Personnel
(603) 271-3261

March 12th 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
Sara J. Willingham
Acting Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: March 26, 2014

Reclassification Request:

- The Department of Administrative Services requests the reclassification of filled_position #11594 Senior Management Analyst, Labor Grade 26 A000 to a Administrator II , Labor Grade 29 A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator II, Labor Grade 29 A000, effective 3-07-14

Rationale for Decision:

- The Department of Administrative Services requests to modify this position from an analyst to a management role.
- This position now administers the fleet management program for all state agencies and develops statewide fleet management policies and procedures to ensure that the state fleet is utilized in an efficient and cost effective manner.
- The proposed job description meets the standards of the class specification of Administrator II and is appropriate to the agency organizational structure.

Funding Summary

1. This position is a 56% General Funded position.
This position is a 44% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$62,513
Budgetary number/string01-14-14-141500-59130000-010
3. Filled position-effective date: 03/07/2014
4. Projected cost (Salary & Benefits) for remainder of FY14: \$21,656
5. Total projected annual Salary and Benefit Cost:

Salary	\$53,935
Benefits	<u>\$26,503</u>
Total	\$80,438

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: March 26, 2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #11686 Program Specialist IV, Labor Grade 25 A000 to a Supervisor IV , Labor Grade 25 A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor IV, Labor Grade 25 A000, effective 2-25-14

Rationale for Decision:

- DCYF requests that this position be reclassified to Supervisor IV to assist with the oversight of the Juvenile Probation and Parole staff in the Conway and Rochester/Dover Offices.
- This position would serve as the Supervisor of District/Field Office Juvenile Probation and Parole Officers and as an officer of the court, upholding the vision and the mission of the agency, utilizing Practice Model theories, beliefs and principles in daily practice.
- The proposed supplemental job description of this position meets the standards of the class specification for Supervisor IV and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 67.96% General Funded position.
This position is a 32.04% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$80,851
Budgetary number/string05-95-42-421410-79050000-010
3. Anticipated date of hire is: May 2, 2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$8,105
5. Total projected annual Salary and Benefit Cost:

Salary	\$45,424
Benefits	<u>\$24,819</u>
Total	\$70,243

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: March 26, 2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #12461 Medical Service Consultant I, Labor Grade 22 A000 to a Program Planner II , Labor Grade 21 A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Planner II, Labor Grade 21 A000, effective 2-26-14

Rationale for Decision:

- This position would be located at NH Hospital, Patient Care Services, where it would function as a Program Planner II (Peer Support Specialist) to fill a critical function in the patient discharge process.
- The Peer Support Specialist would assist patients in discharge, support their return to successful community living, act as a liaison to available internal and external resources, teach recovery concepts, serve as an advocate, and be a role model.
- This position would also evaluate services to patients and recommend changes, compile statistics, and assist with program development and research, functions appropriate to the Program Planner II classification.

Funding Summary

1. This position is a 26.8% General Funded position.
This position is a 30.01% Federal Funded position.
This position is a 43.19% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$63,016
Budgetary number/string05-95-94-940010-87500000-010
3. Anticipated date of hire is: 5/16/14 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$4,758
5. Total projected annual Salary and Benefit Cost:

Salary	\$38,418
Benefits	<u>\$23,433</u>
Total	\$61,851

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: March 26, 2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #14660 Executive Secretary, Labor Grade 11 A000 to a Family Services Specialist Trainee , Labor Grade 13 A000.

Division of Personnel (DOP) Reclassification Decision:

- Family Services Specialist Trainee, Labor Grade 13 A000, effective 2-25-14

Rationale for Decision:

- The Division of Client Services requests to reclassify this position to Family Services Specialist Trainee to allow for expansion of the Berlin District Office due to an increased volume of district traffic.
- This position would: obtain and verify initial and ongoing eligibility data; recommend for supervisory approval; process eligibility information; identify barriers and service needs; and make referrals for Division clients.
- The proposed job description of this position meets the standards of the class specification for Family Services Specialist Trainee and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 53.17% General Funded position.
This position is a 46.83% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$46,480
Budgetary number/string 05-95-451010-79930000-010
3. Anticipated date of hire is: 04/04/14at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$9,478
5. Total projected annual Salary and Benefit Cost:

Salary	\$27,928
Benefits	<u>\$21,359</u>
Total	\$49,287

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: March 26, 2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #16347 Health Facilities Cleaner III, Labor Grade 8 A130 to a Program Specialist IV , Labor Grade 25 A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist IV, Labor Grade 25 A000, effective 2-26-14

Rationale for Decision:

- The Office of Business Operations, Contracts and Procurements Unit is reorganizing the contracts and procurements functions to locate business-related aspects of the contracting process under the Office of the Commissioner.
- This position would oversee all aspects of contracting for services, including technical assistance to Program Managers and the RFP/Procurement process, to ensure integrity and compliance with required State and Federal procedures.
- The proposed supplemental job description of this position meets the standards of the class specification for Program Specialist IV and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 66.5% General Funded position.
This position is a 29% Federal Funded position.
This position is a 4.5% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$45,294
Budgetary number/string05-95-94-940010-84100000-010
3. Anticipated date of hire is: 04/04/2013 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$13,509
5. Total projected annual Salary and Benefit Cost:

Salary	\$45,424
Benefits	<u>\$24,819</u>
Total	\$70,243

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: March 26, 2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #17118 Executive Secretary, Labor Grade 11 A000 to a Family Services Specialist Trainee , Labor Grade 13 A000.

Division of Personnel (DOP) Reclassification Decision:

- Family Services Specialist Trainee, Labor Grade 13 A000, effective 2-26-14

Rationale for Decision:

- The Division of Client Services requests to reclassify this position to Family Services Specialist Trainee to allow for expansion of the Berlin District Office due to an increased volume of district traffic.
- This position would: obtain and verify initial and ongoing eligibility data; recommend for supervisory approval; process eligibility information; identify barriers and service needs; and make referrals for Division clients.
- The proposed job description of this position meets the standards of the class specification for Family Services Specialist Trainee and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 53.17% General Funded position.
This position is a 46.83% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$46,480
Budgetary number/string05-95-45-451010-79930000-010
3. Anticipated date of hire is: 04/04/14at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$9,478
5. Total projected annual Salary and Benefit Cost:

Salary	\$27,928
Benefits	<u>\$21,359</u>
Total	\$49,287

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: March 26, 2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #19181 Word Processor Operator I, Labor Grade 9 A000 to a Psychological Associate I , Labor Grade 24 A000.

Division of Personnel (DOP) Reclassification Decision:

- Psychological Associate I, Labor Grade 24 A000, effective 2-26-14

Rationale for Decision:

- The Division of Children, Youth & Families, Sununu Youth Services Center requests to reclassify this position as they are in need of a full-time clinical coordinator assigned to the H-Unit. This position would be assigned to H Unit and the CSU-Crisis Services Unit.
- This position would provide crisis intervention and serve as the liaison to both units as well as provide support and training for staff that are charged with caring for youth at their most difficult times.
- The proposed job description of this position meets the standards of the class specification of the Psychological Associate I and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 100.00% General Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$44,237
Budgetary number/string05-95-42-421510-79160000-010
3. Anticipated date of hire is: May 2, 2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$7,837
5. Total projected annual Salary and Benefit Cost:

Salary	\$43,485
Benefits	<u>\$24,435</u>
Total	\$67,920

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: March 26, 2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #30932 Training Development Manager, Labor Grade 24 A000 to a Business Administrator IV , Labor Grade 29 A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Administrator IV, Labor Grade 29 A000, effective 2-25-14

Rationale for Decision:

- The Office of Medicaid Business and Policy requests this reclassification due to the need for a position to oversee and supervise a centralized Medicaid Rate Setting Unit.
- This position would plan, manage, evaluate and administer rate setting analysis and policies and maintain operations for the Rate Setting Unit, supporting short and long term agency initiatives and fiscal objectives and ensuring regulatory compliance.
- The proposed job description for this position meets the standards of the class specification for Business Administrator IV and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 50% General Funded position.
This position is a 50% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$67,151
Budgetary number/string 05-95-47-470010-79370000-010
3. Anticipated date of hire is: 5/2/2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$9,282
5. Total projected annual Salary and Benefit Cost:

Salary	\$59,935
Benefits	<u>\$26,503</u>
Total	\$80,438

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: March 26, 2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #40357 Secretary II, Labor Grade 9 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 2-26-14

Rationale for Decision:

- The Office of Medicaid Business and Policy requests this reclassification to ensure that NH Medicaid is positioned successfully to meet the data requirements of the newly implemented Care Management Program.
- This position would analyze, research, and formulate health care information and payment system management policies and procedures to increase the efficiency of the Office of Medicaid Business and Policy and agency business operations.
- The proposed job description of this position meets the standards of the class specification for Business Systems Analyst I and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 50% General Funded position.
This position is a 50% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$46,020
Budgetary number/string05-95-47-470010-79370000-010
3. Anticipated date of hire is: 5/2/14at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$8,970
5. Total projected annual Salary and Benefit Cost:

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

Division of Personnel
Reclassification Waiver Per Chapter 21-l:56
Governor and Council Meeting Date: March 26, 2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #42845 Executive Secretary, Labor Grade 11 A000 to a Family Services Specialist Trainee , Labor Grade 13 A000.

Division of Personnel (DOP) Reclassification Decision:

- Family Services Specialist Trainee, Labor Grade 13 A000, effective 2-26-14

Rationale for Decision:

- The Division of Client Services requests to reclassify this position to Family Services Specialist Trainee to allow for expansion of the Berlin District Office due to an increased volume of district traffic.
- This position would: obtain and verify initial and ongoing eligibility data; recommend for supervisory approval; process eligibility information; identify barriers and service needs; and make referrals for Division clients.
- The proposed job description of this position meets the standards of the class specification for Family Services Specialist Trainee and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 53.17% General Funded position.
This position is a 46.83% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$46,480
Budgetary number/string05-95-451010-79930000-010
3. Anticipated date of hire is: 04/04/14at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$9,478
5. Total projected annual Salary and Benefit Cost:

Salary	\$27,928
Benefits	<u>\$21,359</u>
Total	\$49,287

Division of Personnel
Reclassification Waiver Per Chapter 21-l:56
Governor and Council Meeting Date: March 26, 2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #43588 Executive Secretary, Labor Grade 11 A000 to a Family Services Specialist Trainee , Labor Grade 13 A000.

Division of Personnel (DOP) Reclassification Decision:

- Family Services Specialist Trainee, Labor Grade 13 A000, effective 2-26-14

Rationale for Decision:

- The Division of Client Services requests to reclassify this position to Family Services Specialist Trainee to allow for expansion of the Berlin District Office due to an increased volume of district traffic.
- This position would: obtain and verify initial and ongoing eligibility data; recommend for supervisory approval; process eligibility information; identify barriers and service needs; and make referrals for Division clients.
- The proposed job description of this position meets the standards of the class specification for Family Services Specialist Trainee and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 53.17% General Funded position.
This position is a 46.83% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$44,726
Budgetary number/string 05-95-45-451010-79930000-010
3. Anticipated date of hire is: 04/04/14 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$9,478
5. Total projected annual Salary and Benefit Cost:

Salary	\$27,928
Benefits	<u>\$21,359</u>
Total	\$49,287

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: March 26, 2014

Reclassification Request:

- The Department of Revenue Administration requests the reclassification of filled position #43319 Tax Auditor IV, Labor Grade 25 A000 to a Administrator II , Labor Grade 29 A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator II, Labor Grade 29 A000, effective 2-21-14

Rationale for Decision:

- The Department of Revenue requests to reclassify this position to an Administrator II in order to streamline and centralize agency appeals administration and processing functions.
- This position has evolved from conducting tax return audits to overseeing the adjudicative appeals hearing process for the agency's Audit Division, Central Tax Services Unit, and Collections Division, representing the agency's position at hearings.
- This position's duties now mirror those of other Administrator II positions currently operating in similar capacities at other state agencies. These duties also parallel the state class specification for Administrator II appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$90,990
Budgetary number/string10-084-084-13010000-500100-010
3. Filled position-effective date: 03/26/2014
4. Projected cost (Salary & Benefits) for remainder of FY14: \$18,562
5. Total projected annual Salary and Benefit Cost:

Salary	\$53,935
Benefits	<u>\$26,503</u>
Total	\$80,438

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: March 26, 2014

Reclassification Request:

- The Department of Transportation requests the reclassification of vacant_position #21820 Earth Scientist II, Labor Grade 22, A000 to a Civil Engineer III , Labor Grade 24, A130.

Division of Personnel (DOP) Reclassification Decision:

- Civil Engineer III, Labor Grade 24, A130, effective 3/12/14

Rationale for Decision:

- This position is requested to be reclassified to Civil Engineer III in order to adequately further efforts to implement a performance-based and strategic business model, and to comply with targeted federal funding requirements.
- As the Asset Information Resource Engineer in the Bureau of Planning and Community Assistance, this position would monitor and review engineering projects associated with the data gathering and analysis of statewide initiatives.
- This position's duties would mirror those of other Civil Engineer III positions currently operating in similar capacities at the Department of Transportation. These duties also parallel the state class specification for Civil Engineer III appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$81,696
Budgetary number/string04-096-096-096215-30320000-010
3. Anticipated date of hire is: 4/11/14at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$12,357
5. Total projected annual Salary and Benefit Cost:

Salary	\$46,384
Benefits	<u>\$25,009</u>
Total	\$71,393