



State of New Hampshire

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

21 *Ph*

LINDA M. HODGDON
Commissioner
(603) 271-3201

KAREN D. HUTCHINS
Director
(603) 271-3261

October 2nd, 2013

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,

Karen D. Hutchins
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: October 16, 2013

Reclassification Request:

- The Joint Board of Licensure requests the reclassification of Filled_position #18217 License Clerk, Labor Grade 11, A000 to a Program Assistant I , Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Assistant I, Labor Grade 12, A000, effective 9/20/13

Rationale for Decision:

- The Joint Board of Licensure and Certification requests to reclassify this position in response to the addition of the Electrician's Board to the agency via legislation in June of 2013, which increased their oversight and processing to fourteen Boards and forty distinct categories of licensure and certification.
- This position provides guidance and information to candidates and the public regarding the electrician licensing programs as well as program support and processing for 10,000+ licenses of varying types; in addition, this position now cross-functions with other program support and licensing programs at the Joint Board.
- This position's duties now mirror those of other Program Assistant I positions operating in similar capacities at the Joint Board and at other state agencies, and parallel the class specification for Program Assistant I appropriately. This reclassification will also help to align the agency's organizational structure.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$65,916
Appropriation #01-31-31-310010-2250
3. Filled position-effective date: 9/20/13
4. Projected cost (Salary & Benefits) for remainder of FY14: \$34,145
5. Total projected annual Salary and Benefit Cost:

Salary	\$26,540
Benefits	<u>\$20,185</u>
Total	\$46,725

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: October 16, 2013

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #14970 Business Administrator IV, Labor Grade 29, A000 to a Administrator III , Labor Grade 31, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator III, Labor Grade 31, A000, effective 9/20/13

Rationale for Decision:

- The Department Health and Human Services is seeking this reclassification in order to align administration functions needed in key areas of Medicaid policy both for the Bureau of Behavioral Health and for the Division of Community Based Care Services.
- This position: provides key oversight of state administrative rules, policies, and compliance for providers; administers a \$26M Balancing Incentive Program Grant at DHHS and the \$9M Medicaid Incentives Program for the Prevention of Chronic Disease; and takes a lead role on the Medicaid Managed Care implementation team.
- This position's duties now mirror those of other Administrator III positions currently operating in similar capacities at the Department of Health and Human Services as well as at other state agencies. These duties also parallel the state class specification for Administrator III appropriately.

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): \$102,459
Appropriation #05-95-92-920010-7001-010
3. Filled position-effective date: 9/9/13
4. Projected cost (Salary & Benefits) for remainder of FY14: \$82,746
5. Total projected annual Salary and Benefit Cost:

Salary	\$77,338
Benefits	<u>\$30,232</u>
Total	\$107,570

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: October 16, 2013

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant position #19534 Corrections Unit Manager, Labor Grade 24, X208 to a Program Coordinator , Labor Grade 26, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Coordinator, Labor Grade 26, A000, effective 9/18/13

Rationale for Decision:

- NH Department of Corrections has been implementing its transitional service program to those that are more community based. NH DOC is seeking to replace the role of Corrections Unit Manager to more closely align its positions with community corrections and residential support programs that are not used in a security based capacity, with emphasis on recidivism reduction.
- This position as Program Coordinator will now coordinate assignments of corrections personnel and resident activities to ensure appropriate discipline, behavior and confinement of incarcerated residents while observing and controlling residents and the work environment to insure institutional safety and security.
- This position is now aligned with and mirrors the other Program Coordinator position placed in Community Corrections. The proposed job description is appropriate to the classification of Program Coordinator and to the organizational structure.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$105,367
Appropriation #02-46-46-464510-71070000
3. Anticipated date of hire is: 12/13/13at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$35,450
5. Total projected annual Salary and Benefit Cost:

Salary	\$46,722
Benefits	<u>\$24,177</u>
Total	\$70,899