



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

**CHARLES M. ARLINGHAUS**  
 Commissioner  
 (603) 271-3201

September 19, 2018

His Excellency, Governor Christopher T. Sununu  
 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.

The change in position allocation or classification for vacant positions under RSA 21-I:56 I, shall be effective upon approval by the Governor and Executive Council. For filled positions with a current incumbent, Personnel Rule 303.04 Response of Director, mandates that the effective date of the change in position allocation or classification shall be the first day of the pay period immediately following the written response made by the Director of Personnel. In cases where this rule applies, Governor and Executive Council action is requested **retroactive** to the date specified for that position.

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,

Carol B. Jerry  
 Acting Director of Personnel

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: October 3, 2018

Reclassification Request:

- The Office of Professional Licensure and Certification requests the reclassification of Filled position #19845 Licensing Clerk, Labor Grade 11, A000 to an Administrative Assistant I, Labor Grade 16, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrative Assistant I, Labor Grade 16, A000 effective 9/7/2018

Rationale for Decision:

- Office of Professional Licensure and Certification-Allied Health is reclassifying this filled position to an Administrative Assistant I to assist in the supervision of two Licensing Clerks and to support the Direct Supervisor.
- The Administrative Assistant I will supervise and direct the work of two Licensing Clerks whom process professional license registrations, applications, and renewals for the State of New Hampshire. The position will also provide administrative support to the direct supervisor.
- The Proposed Supplemental Job Description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 01-21-21-215010-24060000-010
3. Anticipated date of hire is: 11/23/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$32,321
5. Total FY 19 Budgeted and Projected Annual Cost:

**Total FY 19 Budgeted:**

Salary	\$29,576
Benefits	<u>\$16,469</u>
Total	\$46,045

**Projected Annual Cost:**

Salary	\$34,769
Benefits	<u>\$25,255</u>
Total	\$60,024

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: October 3, 2018

Reclassification Request:

- The Department of Revenue requests the reclassification of Vacant position #41265 Clerk IV, Labor Grade 12, A000 to a Paralegal II, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Paralegal II, Labor Grade 19, A000 effective upon Council's approval

Rationale for Decision:

- The Department of Revenue Administration is reclassifying this vacant position to a Paralegal II; the position will be located in the Administration Unit, Hearing Bureau and will provide critical paralegal support in addressing a significant increase in numbers of appeals, final orders, and proceedings.
- The Paralegal II will perform paraprofessional complex legal research, review, and analysis of statutes, case law, regulations and rules, in order to ensure appropriate paralegal support is provided within the Hearings Bureau to assist with work volume and to minimize delays in operations and proceedings.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 01-84-84-840510-29530000-010
3. Anticipated date of hire is: 11/23/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$35,113
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$37,757
Benefits	<u>\$16,108</u>
Total	\$53,865

Projected Annual Cost:

Salary	\$39,098
Benefits	<u>\$26,112</u>
Total	\$65,209

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: October 3, 2018

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12278 Business Systems Analyst I, Labor Grade 28, A000 to a Business Administrator III, Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Administrator III, Labor Grade 27, A000 effective upon Council's approval

Rationale for Decision:

- The agency requests to reclassify this vacant position and transfer it within the Office of Finance to develop and administer business management functions for accounts assigned to the Office of the Commissioner; the duties performed by the position in its current classification have been reassigned to other positions.
- The position would provide budgetary planning and analysis, establish internal controls to monitor expenses and revenue, prepare statistical and financial models to support public policy decisions, and oversee the annual closing process for its assigned area.
- The proposed duties are similar to those of other Business Administrator III positions currently operating in the agency and state, and parallel the class specification for Business Administrator III appropriately.

Funding Summary

1. This position is a 50% General Funded position.  
This position is a 50% Federal Funded position.
2. Budgetary number/string 05-95-47-470010-79370000-010
3. Anticipated date of hire is: 11/9/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$48,417
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$77,411
Benefits	<u>\$43,110</u>
Total	\$120,521

Projected Annual Cost:

Salary	\$54,717
Benefits	<u>\$29,205</u>
Total	\$83,922

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: October 3, 2018

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12142 Internal Auditor 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 upon Council's approval

Rationale for Decision:

- Department of Health and Human Services is reclassifying this position due to a shift in the focus from supervising and conducting audits and assisting others develop these calculations to analyzing audit derived data for the formulation of rate setting methodology, development of tracking and reporting methods and ensuring compliance with law and regulation.
- The Financial Analyst, 28 will be responsible for the compilation and evaluation of data for the purpose of developing the methodology of several rate calculations related to Medicaid, and to assist in mitigating litigation risk by researching historical documents and interpreting law.
- The proposed Supplemental Job Description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 61% General Funded position.  
This position is a 39% Federal Funded position.
2. Budgetary number/string 05-95-95-950010-56760000-010
3. Anticipated date of hire is: 11/23/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$46,724
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$56,039
Benefits	<u>\$38,878</u>
Total	\$94,917

Projected Annual Cost:

Salary	\$57,096
Benefits	<u>\$29,676</u>
Total	\$86,772

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: October 3, 2018

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #15999 Program Special IV, Labor Grade 25, A000 to an Administrator II, Labor Grade 29, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator II, Labor Grade 29, A000 effective 8/31/2018

Rationale for Decision:

- The Therapeutic Cannabis Program (TCP) is currently decentralized with staff assigned to three different areas of the agency based on the functions of patient registration, alternative treatment center (ATC) inspection/regulation and program/policy administration.
- With this reclassification, TCP operations would be consolidated and transferred to the Division of Public Health Services; this position would oversee the organizational unit and all program operations to include statewide policies, funding, stakeholder education, legislation and rules, and long-term planning.
- The proposed duties are similar to those of other Administrator II positions currently operating in the agency and state, and parallel the class specification for Administrator II appropriately.

Funding Summary

1. This position is a 48.6% General Funded position.  
This position is a 44.7% Federal Funded position.  
This position is a 6.7% Other Funded position.
2. Budgetary number/string 05-95-95-952010-56800000-010
3. Filled position-effective date: 8/31/2018
4. Projected cost (Salary & Benefits) for remainder of FY19: \$69,030
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$65,292
Benefits	<u>\$21,560</u>
Total	\$86,852

Projected Annual Cost:

Salary	\$59,573
Benefits	<u>\$30,166</u>
Total	\$89,738