



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
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October 17, 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 31, 2018

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant position #16290 Teacher I, Labor Grade 18, A180 to a Pharmacist, Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Pharmacist, Labor Grade 27, A000 effective upon Council's approval

Rationale for Decision:

- The agency requests to reclassify and transfer this position to the Division of Medical and Forensic Services to meet an increase in the demand for pharmacy services. The agency is currently utilizing an outside staffing agency at considerable cost due to not having adequate in-house resources.
- This position will manage, track and disburse pharmaceuticals; the pharmacist will also work closely with physicians and nursing staff to offer information on potential side effects, proper dosing, and the safe combination of medications for labeled and/or controlled substances.
- The proposed duties are similar to those of other Pharmacist positions currently operating in the agency, and parallel the class specification for Pharmacist appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 02-46-46-465010-8232000-10
3. Anticipated date of hire is: 7/1/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY20: \$130,182
5. Total FY20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$46,297
Benefits	<u>\$34,547</u>
Total	\$80,844

Projected Annual Cost:

Salary	\$93,333
Benefits	<u>\$36,849</u>
Total	\$130,182

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 31, 2018

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #12082 Hydrogeologist III, Labor Grade 27, A000 to an Environmentalist III, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Environmentalist III, Labor Grade 23, A000 effective upon Council's approval

Rationale for Decision:

- The agency requests to reclassify this vacant position in response to changing workload demands experienced in the program area; due to a decline in new well siting applications, the agency no longer needs for a full-time resource to provide hydrogeological technical expertise related to well construction & pump installation.
- Alternatively, if reclassified, this position would plan, implement and coordinate activities associated with the water well, registered water use, groundwater discharge and community water supply programs, to include the technical analysis of data, records and reports and the performance of site investigations, in order to ensure compliance with established laws and regulations.
- The proposed duties are similar to those of other Environmentalist III positions currently operating in the agency and state, and parallel the class specification for Environmentalist III appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Budgetary number/string 03-44-44-441018-47180000-010
3. Anticipated date of hire is: 12/7/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$36,775
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$56,129
Benefits	<u>\$29,484</u>
Total	\$85,613

Projected Annual Cost:

Salary	\$46,059
Benefits	<u>\$27,490</u>
Total	\$73,549

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: October 31, 2018

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant position #17346 Environmentalist III, Labor Grade 23, A000 to a Business System Analyst I, Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business System Analyst I, Labor Grade 28, A000 effective upon Council's approval

Rationale for Decision:

- The Asset Management, Performance & Strategies Office within the Department of Transportation (DOT) is seeking reclassification of this vacant position to Business Systems Analyst I.
- This position will be responsible for analyzing and formulating information systems, procedures, and controls in order to build and integrate a number of agency management information systems affecting divisions and bureaus. The position will work with stakeholders and the DOT Commissioner's Office to define business objectives, perform research and present business solutions to meet the department-wide needs.
- 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% Other Funded position.
2. Budgetary number/string 04-96-96-962015-33750000-010
3. Anticipated date of hire is: 1/4/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$36,711
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$46,059
Benefits	<u>\$27,490</u>
Total	\$73,549

Projected Annual Cost:

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

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 31, 2018

Reclassification Request:

- The New Hampshire Veterans' Home requests the reclassification of Vacant position #41761 Administrator I, Labor Grade 27, A130 to a Business Administrator IV, Labor Grade 29, A130.

Division of Personnel (DOP) Reclassification Decision:

- Business Administrator IV, Labor Grade 29, A130 effective upon Council's approval

Rationale for Decision:

- The New Hampshire Veterans' Home (NHVH) is reclassifying this vacant position to a Business Administrator IV.
- This reclassification was prompted as a result of an audit at NHVH. The Business Administrator IV will administer agency budget preparation as well as the oversight and implementation of financial operations, policies, and procedures. The development of critical and strategic fiscal controls and reporting and risk reduction functions will also be part of this position's accountabilities.
- 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 28% General Funded position.
This position is a 36% Federal Funded position.
This position is a 36% Other Funded position.
2. Budgetary number/string 05-43-43-430010-53590000-010
3. Anticipated date of hire is: 12/21/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$43,614
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$59,870
Benefits	<u>\$30,225</u>
Total	\$90,095

Projected Annual Cost:

Salary	\$63,544
Benefits	<u>\$30,955</u>
Total	\$94,499

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 31, 2018

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #44218 Paralegal I, Labor Grade 16, A000 to a Legal Secretary III, Labor Grade 13, A000.

Division of Personnel (DOP) Reclassification Decision:

- Legal Secretary III, Labor Grade 13, A000 effective upon Council's approval

Rationale for Decision:

- The Department of Health and Human Services requests to reclassify this vacant position to Legal Secretary III.
- The Legal Secretary III will provide necessary secretarial and legal clerical/administrative support to attorneys and paralegals; functions that identified as a vital need in support for the Division of Children Youth and Families, Legal Unit.
- 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 49% General Funded position.
This position is a 44% Federal Funded position.
This position is a 7% Other Funded position.
2. Budgetary number/string 05-95-95-010-56800000-010
3. Anticipated date of hire is: 12/21/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$25,547
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$22,794
Benefits	<u>\$17,232</u>
Total	\$40,026

Projected Annual Cost:

Salary	\$30,869
Benefits	<u>\$24,483</u>
Total	\$55,352

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 31, 2018

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #40320 Administrator of Planning Coordination, Labor Grade 30, A000 to an Administrator IV, Labor Grade 33, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator IV, Labor Grade 33, A000 effective 10/12/2018

Rationale for Decision:

- Department of Health and Human Services requests to reclassify this filled position to an Administrator IV. The position will report to the unclassified Director of Data Analytics, 9U512.
- This position will provide operational and budget administration and develop controls, policies, and procedures relative to the review of data, reporting, and implementation of Medicaid Care Management Centers for Medicare and Medicaid Services and the Division for Behavioral Health.
- 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 60% General Funded position.
This position is a 40% Federal Funded position.
2. Budgetary number/string 05-95-95-010-66370000-010
3. Filled position-effective date: 10/12/2018
4. Projected cost (Salary & Benefits) for remainder of FY19: \$93,897
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$84,743
Benefits	<u>\$53,269</u>
Total	\$138,012

Projected Annual Cost:

Salary	\$89,427
Benefits	<u>\$54,180</u>
Total	\$143,607