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State of New Hampshire

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

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June 5, 2013

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
State House  
Concord New Hampshire 03301

**REQUESTED ACTION**

Pursuant to Chapter 224:315, Laws of 2011, Reclassification of Positions, and 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**

Chapter 224:315, Reclassification of Positions, states that for the biennium ending June 30, 2013, the Director of Personnel shall not approve any reclassification of classified positions which will result in an increase in pay, unless the director obtains a waiver for the specific position from the Governor and Council. 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 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: June 19, 2013

**Reclassification Request:**

- The Department of Corrections requests the reclassification of Filled\_position #40893, Clinical Mental Health Counselor, Labor Grade 21, A000 to a Clinical Mental Health Counselor , Labor Grade 23, A000.

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

- Clinical Mental Health Counselor, Labor Grade 23, A000, effective 5/3/13

**Rationale for Decision:**

- This is one of seven (7) positions of this title reporting to the agency's Secure Psychiatric Unit and to the Sexual Offender Treatment Program. Due to the complexity of the mental health service field and the reorganization of how services are provided, these positions have evolved in the areas of impact, working conditions, and communication.
- The Department of Corrections has assessed that these positions, while they retain a distinct role and qualification requirements, now function at a level comparable to Psychiatric Social Worker, labor grade 23, an adjoining position title in the agency.
- The Division of Personnel agrees that these positions now function at a higher level in the areas indicated, meriting the reallocation of the Clinical Mental Health Counselor classification to labor grade 23.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$81,277.00  
Appropriation #02-46-46-465010-58330000
3. Filled position-effective date: 5/3/13
4. Projected cost (Salary & Benefits) for remainder of FY13: \$8,693
5. Total projected annual Salary and Benefit Cost:

Salary	\$50,915
Benefits	<u>\$24,428</u>
Total	\$75,343

Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: June 19, 2013

**Reclassification Request:**

- The Department of Corrections requests the reclassification of Filled\_position #12852, Clinical Mental Health Counselor, Labor Grade 21, A000 to a Clinical Mental Health Counselor , Labor Grade 23, A000.

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

- Clinical Mental Health Counselor, Labor Grade 23, A000, effective 5/3/13

**Rationale for Decision:**

- This is one of seven (7) positions of this title reporting to the agency's Secure Psychiatric Unit and to the Sexual Offender Treatment Program. Due to the complexity of the mental health service field and the reorganization of how services are provided, these positions have evolved in the areas of impact, working conditions, and communication.
- The Department of Corrections has assessed that these positions, while they retain a distinct role and qualification requirements, now function at a level comparable to Psychiatric Social Worker, labor grade 23, an adjoining position title in the agency.
- The Division of Personnel agrees that these positions now function at a higher level in the areas indicated, meriting the reallocation of the Clinical Mental Health Counselor classification to labor grade 23.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$71,317.00  
Appropriation #02-46-46-465010-82310000
3. Filled position-effective date: 5/3/13
4. Projected cost (Salary & Benefits) for remainder of FY13: \$8,995
5. Total projected annual Salary and Benefit Cost:

Salary	\$53,138
Benefits	<u>\$24,822</u>
Total	\$77,960

Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: June 19, 2013

**Reclassification Request:**

- The Department of Corrections requests the reclassification of Filled\_position #16330, Clinical Mental Health Counselor, Labor Grade 21, A000 to a Clinical Mental Health Counselor , Labor Grade 23, A000.

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

- Clinical Mental Health Counselor, Labor Grade 23, A000, effective 5/3/13

**Rationale for Decision:**

- This is one of seven (7) positions of this title reporting to the agency's Secure Psychiatric Unit and to the Sexual Offender Treatment Program. Due to the complexity of the mental health service field and the reorganization of how services are provided, these positions have evolved in the areas of impact, working conditions, and communication.
- The Department of Corrections has assessed that these positions, while they retain a distinct role and qualification requirements, now function at a level comparable to Psychiatric Social Worker, labor grade 23, an adjoining position title in the agency.
- The Division of Personnel agrees that these positions now function at a higher level in the areas indicated, meriting the reallocation of the Clinical Mental Health Counselor classification to labor grade 23.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$82,254.00  
Appropriation #02-46-46-465010-82310000
3. Filled position-effective date: 5/3/13
4. Projected cost (Salary & Benefits) for remainder of FY13: \$8,693
5. Total projected annual Salary and Benefit Cost:

Salary	\$50,915
Benefits	<u>\$24,428</u>
Total	\$75,343

Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: June 19, 2013

**Reclassification Request:**

- The Department of Corrections requests the reclassification of Filled\_position #16921, Clinical Mental Health Counselor, Labor Grade 21, A000 to a Clinical Mental Health Counselor , Labor Grade 23, A000.

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

- Clinical Mental Health Counselor, Labor Grade 23, A000, effective 5/3/13

**Rationale for Decision:**

- This is one of seven (7) positions of this title reporting to the agency's Secure Psychiatric Unit and to the Sexual Offender Treatment Program. Due to the complexity of the mental health service field and the reorganization of how services are provided, these positions have evolved in the areas of impact, working conditions, and communication.
- The Department of Corrections has assessed that these positions, while they retain a distinct role and qualification requirements, now function at a level comparable to Psychiatric Social Worker, labor grade 23, an adjoining position title in the agency.
- The Division of Personnel agrees that these positions now function at a higher level in the areas indicated, meriting the reallocation of the Clinical Mental Health Counselor classification to labor grade 23.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$94,979.00  
Appropriation #02-46-46-465010-8231000
3. Filled position-effective date: 5/3/13
4. Projected cost (Salary & Benefits) for remainder of FY13: \$10,088
5. Total projected annual Salary and Benefit Cost:

Salary	\$53,138
Benefits	<u>\$34,288</u>
Total	\$87,426

Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: June 19, 2013

**Reclassification Request:**

- The Department of Corrections requests the reclassification of Filled\_position #18866, Clinical Mental Health Counselor, Labor Grade 21, A000 to a Clinical Mental Health Counselor , Labor Grade 23, A000.

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

- Clinical Mental Health Counselor, Labor Grade 23, A000, effective 5/3/13

**Rationale for Decision:**

- This is one of seven (7) positions of this title reporting to the agency's Secure Psychiatric Unit and to the Sexual Offender Treatment Program. Due to the complexity of the mental health service field and the reorganization of how services are provided, these positions have evolved in the areas of impact, working conditions, and communication.
- The Department of Corrections has assessed that these positions, while they retain a distinct role and qualification requirements, now function at a level comparable to Psychiatric Social Worker, labor grade 23, an adjoining position title in the agency.
- The Division of Personnel agrees that these positions now function at a higher level in the areas indicated, meriting the reallocation of the Clinical Mental Health Counselor classification to labor grade 23.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$71,894.00  
Appropriation #02-46-46-465010-82350000
3. Filled position-effective date: 5/3/13
4. Projected cost (Salary & Benefits) for remainder of FY13: \$9,216
5. Total projected annual Salary and Benefit Cost:

Salary	\$46,723
Benefits	<u>\$33,151</u>
Total	\$79,874

Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: June 19, 2013

**Reclassification Request:**

- The Department of Corrections requests the reclassification of Filled\_position #19925, Clinical Mental Health Counselor, Labor Grade 21, A000 to a Clinical Mental Health Counselor , Labor Grade 23, A000.

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

- Clinical Mental Health Counselor, Labor Grade 23, A000, effective 5/3/13

**Rationale for Decision:**

- This is one of seven (7) positions of this title reporting to the agency's Secure Psychiatric Unit and to the Sexual Offender Treatment Program. Due to the complexity of the mental health service field and the reorganization of how services are provided, these positions have evolved in the areas of impact, working conditions, and communication.
- The Department of Corrections has assessed that these positions, while they retain a distinct role and qualification requirements, now function at a level comparable to Psychiatric Social Worker, labor grade 23, an adjoining position title in the agency.
- The Division of Personnel agrees that these positions now function at a higher level in the areas indicated, meriting the reallocation of the Clinical Mental Health Counselor classification to labor grade 23.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$72,572.00  
Appropriation #02-46-46-465010-82350000
3. Filled position-effective date: 5/3/13
4. Projected cost (Salary & Benefits) for remainder of FY13: \$8,693
5. Total projected annual Salary and Benefit Cost:

Salary	\$50,915
Benefits	<u>\$24,428</u>
Total	\$75,343

**Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: June 19, 2013**

**Reclassification Request:**

- The Department of Corrections requests the reclassification of Filled\_position #19925, Clinical Mental Health Counselor, Labor Grade 21, A000 to a Clinical Mental Health Counselor , Labor Grade 23, A000.

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

- Clinical Mental Health Counselor, Labor Grade 23, A000, effective 5/3/13

**Rationale for Decision:**

- This is one of seven (7) positions of this title reporting to the agency's Secure Psychiatric Unit and to the Sexual Offender Treatment Program. Due to the complexity of the mental health service field and the reorganization of how services are provided, these positions have evolved in the areas of impact, working conditions, and communication.
- The Department of Corrections has assessed that these positions, while they retain a distinct role and qualification requirements, now function at a level comparable to Psychiatric Social Worker, labor grade 23, an adjoining position title in the agency.
- The Division of Personnel agrees that these positions now function at a higher level in the areas indicated, meriting the reallocation of the Clinical Mental Health Counselor classification to labor grade 23.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$72,572.00  
Appropriation #02-46-46-465010-82350000
3. Filled position-effective date: 5/3/13
4. Projected cost (Salary & Benefits) for remainder of FY13: \$7,856
5. Total projected annual Salary and Benefit Cost:

Salary	\$50,915
Benefits	<u>\$23,335</u>
Total	\$68,088

Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: June 19, 2013

**Reclassification Request:**

- The Racing and Charitable Gaming Commission requests the reclassification of Vacant position #43063 Legal Coordinator, Labor Grade 28, A000 to a Administrator III , Labor Grade 31, A000.

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

- Administrator III, Labor Grade 31, A000, effective 5/28/13

**Rationale for Decision:**

- This position functions as the primary legal and procedural position for the agency, in consultation with the Attorney General's Office. Since it was established, law changes have expanded the scope of the Racing and Charitable Gaming Commission, requiring new rules to be promulgated and enforced, and new RSAs to be administered.
- Due to these changes, this position is required to be more versed in state and federal statutes, including criminal statutes. This position must also hold adjudicative hearings concerning complex legal issues and recommend penalties and fines consistent with statute. In addition, it will now report to the Director and act as agency Director in the absence of the Director and Deputy Director.
- The need to recruit and retain qualified staff with a commensurate level of ability and expertise, as well as the scope of responsibility and expectations of this position, support reclassification to the Administrator III level.

**Funding Summary**

1. This position is a 100 % Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$83,607  
Appropriation #02-86-86-861214-22120000
3. Anticipated date of hire is: July, 1,2013 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$ 0
5. Total projected annual Salary and Benefit Cost:

Salary	\$ 57,935
Benefits	\$ <u>25,673</u>
Total	\$ 83,608

**Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: June 19, 2013**

**Reclassification Request:**

- The Department of Transportation requests the reclassification of Filled\_position #21723 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 5/17/13

**Rationale for Decision:**

- This position reports to the Bureau of Turnpikes, Toll Operations, where it oversees the electronic toll collection system utilized by DOT known as E-ZPass, to include the supervision of program staff.
- As the E-ZPass program and the percentage of toll transactions which are electronic have increased, this position's responsibilities have expanded in areas which include violation enforcement and reciprocity, increased subordinate staff, and vendor contract management.
- The responsibilities of this position are now on a par with the Supervisor IV (Toll Collection Manager) in the same Bureau which oversees the cash collection side. This position's duties are also comparable to the class specification for Supervisor IV.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$66,650  
Appropriation #04-96-96-961017-70220000
3. Filled position-effective date: 5/17/13
4. Projected cost (Salary & Benefits) for remainder of FY13: \$5,237.50
5. Total projected annual Salary and Benefit Cost:

Salary	\$44,752.50
Benefits	<u>\$23,335</u>
Total	\$68,087.50

**Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: June 19, 2013**

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Filled position #12784 Supervisor V, Labor Grade 26, A000 to a Supervisor VII, Labor Grade 28, A000.

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

- Supervisor VII, Labor Grade 28, A000, effective 5/17/13

**Rationale for Decision:**

- The Division of Client Services has required expanded responsibilities for this position, as driven by the business need to stabilize the Field Operations management structure during a time of unprecedented caseload growth and organizational change.
- The current level of accountability has long-term and statewide impacts, and requires delegating both supervisory and programmatic responsibilities to subordinate staff.
- This position will now supervise program administration and to evaluate subordinate Division Supervisors in the planning, implementation, evaluation and delivery of DCS programs and services.

**Funding Summary**

1. This position is a 53.23% General Funded position.  
This position is a 46.77% Federal Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$89,295.00  
Appropriation #05-95-45-450010-61320000
3. Filled position-effective date: 4/19/13
4. Projected cost (Salary & Benefits) for remainder of FY13: \$13,339
5. Total projected annual Salary and Benefit Cost:

Salary	\$60,567
Benefits	<u>\$26,139</u>
Total	\$86,706

Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: June 19, 2013

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #42958 Supervisor IV, Labor Grade 25, A000 to a Administrator I , Labor Grade 27, A000.

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

- Administrator I, Labor Grade 27, A000, effective 5/2/13

**Rationale for Decision:**

- This position has had an increase in responsibilities and an increase in complexity due to having responsibility for added program areas of expertise.
- This reclassification to Administrator I will allow for greater integration and coordination among the programs for Public Health Services/Public Health Statistics and Informatics due to a more specific focus on administrative tasks.
- This position will administer section objectives and operations of asthma, lead and health officer program for the Division of Public Health Services. Will plan, develop, coordinate and evaluate program goals, objectives, policies and procedures, implement actions plans, evaluate program and staff performance, and monitor progress toward accomplishment of program goals.

**Funding Summary**

1. This position is a 100% Federal Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$82,504.00  
Appropriation #05-95-90-901510-54970000
3. Anticipated date of hire is: 07/12/13 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$0.00
5. Total projected annual Salary and Benefit Cost:

Salary	\$48,770.00
Benefits	<u>\$24,047.00</u>
Total	\$72,817.00