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

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November 2, 2016

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
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The New Hampshire State Treasury requests the reclassification of Vacant_position #11596 Auditor II, Labor Grade 12, A000 to a Accountant II , Labor Grade 18, A000.

Division of Personnel (DOP) Reclassification Decision:

- Accountant II, Labor Grade 18, A000, effective 10-4-2016

Rationale for Decision:

- The agency requests to reclassify this vacant position in order to support the Assistant State Treasurer's supervision of statewide cash receipting processes and procedures, with the capability of performing independent final approval of cash receipts.
- This position would also communicate with banks and agencies to resolve errors and discrepancies, provide training to statewide agencies on best practices, and perform analysis of data and procedures to identify trends and recommend efficiencies.
- The proposed duties are similar to those of other Accountant II positions currently operating in the agency and state, and parallel the class specification for Accountant II appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$49,392
Budgetary number/string 01-38-38-380010-10500000-010
3. Anticipated date of hire is: 01-06-2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$25,980
5. Total projected annual Salary and Benefit Cost:

Salary	\$37,070
Benefits	<u>\$24,337</u>
Total	\$61,407

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The New Hampshire Insurance Department requests the reclassification of vacant position #10958 Program Specialist II, Labor Grade 21, A000 to a Insurance Company Examiner II , Labor Grade 31, A000.

Division of Personnel (DOP) Reclassification Decision:

- Insurance Company Examiner II, Labor Grade 31, A000, effective 10-14-2016

Rationale for Decision:

- The agency requests to reclassify this vacant position and transfer it to the Fraud Unit to help achieve the goal of performing more complex and involved audits of company practices, to identify large-scale and systemic fraudulent insurance claims payments.
- This position would implement and supervise fraud examinations of domestic and foreign insurance lines, assign and review the work of internal and external staff, help prepare enforcement and regulatory actions, and testify at agency hearings and trials.
- The proposed duties are similar to those of other Insurance Company Examiner II positions currently operating in the agency, and parallel the class specification for Insurance Company Examiner II appropriately.

Funding Summary

1. This position is a 100 % Other Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$78,540
Budgetary number/string 02-24-24-240010-25200000-010
3. Anticipated date of hire is: 12-9-2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$46,882
5. Total projected annual Salary and Benefit Cost:

Salary	\$63,999
Benefits	<u>\$29,764</u>
Total	\$93,763

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #42195 Environmentalist III, Labor Grade 23, 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 8-22-2016

Rationale for Decision:

- This request is part of the agency reorganization to create a Land Resources Management Bureau to consolidate resources and processes and allow for the effective implementation of integrated permitting, as defined in RSA 489.
- As Data Systems Coordinator for the Bureau, this position would increase the efficacy of business operations by integrating and streamlining data systems, creating an e-Permitting application, and developing the Geographical Information System (GIS).
- The proposed duties are similar to those of other Business Systems Analyst I positions currently operating in the agency and the state, and parallel the class specification for Business Systems Analyst I appropriately.

Funding Summary

1. This position is a 100 % Other Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$72,327
Budgetary number/string 03-44-44-442010-38550000-010
3. Anticipated date of hire is: 1-6-2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$35,724
5. Total projected annual Salary and Benefit Cost:

Salary	\$56,238
Benefits	<u>\$28,200</u>
Total	\$84,438

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #11846 Secretary II, Labor Grade 9, A000 to Child Protective Service Worker I, Labor Grade 18, A000.

Division of Personnel (DOP) Reclassification Decision:

- Child Protective Service Worker I, Labor Grade 18, A000, effective 10-17-2016

Rationale for Decision:

- This request is being made due to a steady increase in the number of protective reports being screened-in for investigations, and critical capacity and resource needs in the Division for Children, Youth and Families Child Protection areas.
- As a Child Protective Service Worker I, this position would perform entry level protective services casework in investigating and assessing reports of alleged abuse/neglect of children under RSA 169-C and provide for the safety of children and the welfare of families while promoting the prevention of child abuse and neglect.
- The proposed supplemental job description meets the standards of the class specification for Child Protective Service Worker I, mirrors existing positions of that title in the agency, and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 60.55% General Funded position.
This position is a 39.45% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$ unfunded
Budgetary number/string05-095-042-421010-29570000-010
3. Anticipated date of hire is: 12-9-2016at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$30,704
5. Total projected annual Salary and Benefit Cost:

Salary	\$37,070
Benefits	<u>\$24,337</u>
Total	\$61,407

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #12418 Program Assistant I, Labor Grade 12, A000 to a Child Protective Service Worker I , Labor Grade 18, A000.

Division of Personnel (DOP) Reclassification Decision:

- Child Protective Service Worker I, Labor Grade 18, A000, effective 10-17-2016

Rationale for Decision:

- This request is being made due to a steady increase in the number of protective reports being screened-in for investigations, and critical capacity and resource needs in the Division for Children, Youth and Families Child Protection areas.
- As a Child Protective Service Worker I, this position would perform entry level protective services casework in investigating and assessing reports of alleged abuse/neglect of children under RSA 169-C and provide for the safety of children and the welfare of families while promoting the prevention of child abuse and neglect.
- The proposed supplemental job description meets the standards of the class specification for Child Protective Service Worker I, mirrors existing positions of that title in the agency, and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 60.55% General Funded position.
This position is a 39.45% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$ unfunded
Budgetary number/string05-95-42-421010-29570000-010
3. Anticipated date of hire is: 12-9-2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$30,704
5. Total projected annual Salary and Benefit Cost:

Salary	\$37,070
Benefits	<u>\$24,337</u>
Total	\$61,407

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #12177 Executive Secretary, Labor Grade 11, A000 to a Business Systems Analyst II , Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Systems Analyst II, Labor Grade 30, A000, effective 10-19-2016

Rationale for Decision:

- The reclassification and transfer of this position is requested in order to support the oversight and monitoring of the regional Integrated Delivery Networks (IDNs) that serve Medicaid beneficiaries, under the delivery system reform incentive payment program "Building Capacity for Transformation", the approved Section 1115(a) Medicaid Waiver.
- This position would serve as the Office of Medicaid Services senior lead with the primary focus on the development of business operations, processes and applications to support the monitoring and evaluation of the Waiver Program.
- The proposed supplemental job description meets the standards of the class specification for Business Systems Analyst II, and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 30% General Funded position.
This position is a 66% Federal Funded position.
This position is a 4% Other Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$ unfunded
Budgetary number/string05-95-42-427010-7929000-010
3. Anticipated date of hire is: 1-6-2017at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$38,301
5. Total projected annual Salary and Benefit Cost:

Salary	\$61,308
Benefits	<u>\$29,221</u>
Total	\$90,529

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #12208 Clerk IV, Labor Grade 12, A000 to a Supervisor IV , Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor IV, Labor Grade 25, A000, effective 10-17-2016

Rationale for Decision:

- This request is being made due a steady increase in the number of protective reports being screened-in for investigations, and critical capacity and resource needs in the Division for Children, Youth and Families Child Protection areas.
- As a Supervisor IV, this position would supervise assigned Child Protective Service Worker staff in order to coordinate assessment and family services for families and their children, as referenced in RSA 169-C, Division for Children, Youth and Families.
- The proposed supplemental job description meets the standards of the class specification for Supervisor IV, mirrors existing positions functioning in the same capacity in the agency, and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 60.55% General Funded position.
This position is a 39.45% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$ unfunded
Budgetary number/string05-95-42-421010-29570000-010
3. Anticipated date of hire is: 12-9-2016at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$38,131
5. Total projected annual Salary and Benefit Cost:

Salary	\$49,433
Benefits	<u>\$26,829</u>
Total	\$76,262

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #12512 Family Services Associate, Labor Grade 10, A000 to a Child Protective Service Worker I , Labor Grade 18, A000.

Division of Personnel (DOP) Reclassification Decision:

- Child Protective Service Worker I, Labor Grade 18, A000, effective 10-17-2016

Rationale for Decision:

- This request is being made due to a steady increase in the number of protective reports being screened-in for investigations, and critical capacity and resource needs in the Division for Children, Youth and Families Child Protection areas.
- As a Child Protective Service Worker I, this position would perform entry level protective services casework in investigating and assessing reports of alleged abuse/neglect of children under RSA 169-C and provide for the safety of children and the welfare of families while promoting the prevention of child abuse and neglect.
- The proposed supplemental job description meets the standards of the class specification for Child Protective Service Worker I, mirrors existing positions of that title in the agency, and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 60.55% General Funded position.
This position is a 39.45% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$ unfunded
Budgetary number/string05-95-42-421010-29570000-010
3. Anticipated date of hire is: 12-9-2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$30,704
5. Total projected annual Salary and Benefit Cost:

Salary	\$37,070
Benefits	<u>\$24,337</u>
Total	\$61,407

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #12535 Supervisor V, Labor Grade 26, A000 to a Child Protective Service Worker I , Labor Grade 18, A000.

Division of Personnel (DOP) Reclassification Decision:

- Child Protective Service Worker I, Labor Grade 18, A000, effective 10-17-2016

Rationale for Decision:

- This request is being made due to a steady increase in the number of protective reports being screened-in for investigations, and critical capacity and resource needs in the Division for Children, Youth and Families Child Protection areas.
- As a Child Protective Service Worker I, this position would perform entry level protective services casework in investigating and assessing reports of alleged abuse/neglect of children under RSA 169-C and provide for the safety of children and the welfare of families while promoting the prevention of child abuse and neglect.
- The proposed supplemental job description meets the standards of the class specification for Child Protective Service Worker I, mirrors existing positions of that title in the agency, and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 60.55% General Funded position.
This position is a 39.45% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$ unfunded
Budgetary number/string05-95-42-421010-29570000-010
3. Anticipated date of hire is: 12-9-2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$30,704
5. Total projected annual Salary and Benefit Cost:

Salary	\$37,070
Benefits	<u>\$24,337</u>
Total	\$61,407

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #12704 Supervisor V, Labor Grade 26, A000 to a Child Protective Service Worker I , Labor Grade 18, A000.

Division of Personnel (DOP) Reclassification Decision:

- Child Protective Service Worker I, Labor Grade 18, A000, effective 10-17-2016

Rationale for Decision:

- This request is being made due to a steady increase in the number of protective reports being screened-in for investigations, and critical capacity and resource needs in the Division for Children, Youth and Families Child Protection areas.
- As a Child Protective Service Worker I, this position would perform entry level protective services casework in investigating and assessing reports of alleged abuse/neglect of children under RSA 169-C and provide for the safety of children and the welfare of families while promoting the prevention of child abuse and neglect.
- The proposed supplemental job description meets the standards of the class specification for Child Protective Service Worker I, mirrors existing positions of that title in the agency, and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 60.55% General Funded position.
This position is a 39.45% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$ unfunded
Budgetary number/string05-95-42-421010-29570000-010
3. Anticipated date of hire is: 12-9-2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$30,704
5. Total projected annual Salary and Benefit Cost:

Salary	\$37,070
Benefits	<u>\$24,337</u>
Total	\$61,407

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #14683 Secretary II, Labor Grade 9, A000 to a Supervisor IV , Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor IV, Labor Grade 25, A000, effective 10-17-2016

Rationale for Decision:

- This request is being made due a steady increase in the number of protective reports being screened-in for investigations, and critical capacity and resource needs in the Division for Children, Youth and Families Child Protection areas.
- As a Supervisor IV, this position would supervise assigned Child Protective Service Worker staff in order to coordinate assessment and family services for families and their children, as referenced in RSA 169-C, Division for Children, Youth and Families.
- The proposed supplemental job description meets the standards of the class specification for Supervisor IV, mirrors existing positions functioning in the same capacity in the agency, and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 60.55% General Funded position.
This position is a 39.45% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$ unfunded
Budgetary number/string05-95-42-421010-29570000-010
3. Anticipated date of hire is: 12-9-2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$38,131
5. Total projected annual Salary and Benefit Cost:

Salary	\$49,433
Benefits	<u>\$26,829</u>
Total	\$76,262

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #14703 Executive Secretary, Labor Grade 11, A000 to a Child Protective Service Worker I , Labor Grade 18, A000.

Division of Personnel (DOP) Reclassification Decision:

- Child Protective Service Worker I, Labor Grade 18, A000, effective 10-17-2016

Rationale for Decision:

- This request is being made due to a steady increase in the number of protective reports being screened-in for investigations, and critical capacity and resource needs in the Division for Children, Youth and Families Child Protection areas.
- As a Child Protective Service Worker I, this position would perform entry level protective services casework in investigating and assessing reports of alleged abuse/neglect of children under RSA 169-C and provide for the safety of children and the welfare of families while promoting the prevention of child abuse and neglect.
- The proposed supplemental job description meets the standards of the class specification for Child Protective Service Worker I, mirrors existing positions of that title in the agency, and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 60.55% General Funded position.
This position is a 39.45% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$ unfunded
Budgetary number/string05-095-042-421010-29570000-010
3. Anticipated date of hire is: 12-9-2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$30,704
5. Total projected annual Salary and Benefit Cost:

Salary	\$37,070
Benefits	<u>\$24,337</u>
Total	\$61,407

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #14949 Program Planning and Review Specialist, Labor Grade 28, A000 to a Child Protective Service Worker I , Labor Grade 18, A000.

Division of Personnel (DOP) Reclassification Decision:

- Child Protective Service Worker I, Labor Grade 18, A000, effective 10-17-2016

Rationale for Decision:

- This request is being made due to a steady increase in the number of protective reports being screened-in for investigations, and critical capacity and resource needs in the Division for Children, Youth and Families Child Protection areas.
- As a Child Protective Service Worker I, this position would perform entry level protective services casework in investigating and assessing reports of alleged abuse/neglect of children under RSA 169-C and provide for the safety of children and the welfare of families while promoting the prevention of child abuse and neglect.
- The proposed supplemental job description meets the standards of the class specification for Child Protective Service Worker I, mirrors existing positions of that title in the agency, and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 60.55% General Funded position.
This position is a 39.45% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$ unfunded
Budgetary number/string05-95-42-421010-29570000-010
3. Anticipated date of hire is: 12-9-2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$30,704
5. Total projected annual Salary and Benefit Cost:

Salary	\$37,070
Benefits	<u>\$24,337</u>
Total	\$61,407

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #19460 Secretary II, Labor Grade 9, A000 to Child Protective Service Worker I, Labor Grade 18, A000.

Division of Personnel (DOP) Reclassification Decision:

- Child Protective Service Worker I, Labor Grade 18, A000, effective 10-17-2016

Rationale for Decision:

- This request is being made due to a steady increase in the number of protective reports being screened-in for investigations, and critical capacity and resource needs in the Division for Children, Youth and Families Child Protection areas.
- As a Child Protective Service Worker I, this position would perform entry level protective services casework in investigating and assessing reports of alleged abuse/neglect of children under RSA 169-C and provide for the safety of children and the welfare of families while promoting the prevention of child abuse and neglect.
- The proposed supplemental job description meets the standards of the class specification for Child Protective Service Worker I, mirrors existing positions of that title in the agency, and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 60.55% General Funded position.
This position is a 39.45% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$ unfunded
Budgetary number/string05-95-42-421010-29570000-010
3. Anticipated date of hire is: 12-9-2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$30,704
5. Total projected annual Salary and Benefit Cost:

Salary	\$37,070
Benefits	<u>\$24,337</u>
Total	\$61,407

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #19805 Program Planning and Review Specialist, Labor Grade 28, A000 to a Child Protective Service Worker I , Labor Grade 18, A000.

Division of Personnel (DOP) Reclassification Decision:

- Child Protective Service Worker I, Labor Grade 18, A000, effective 10-17-2016

Rationale for Decision:

- This request is being made due to a steady increase in the number of protective reports being screened-in for investigations, and critical capacity and resource needs in the Division for Children, Youth and Families Child Protection areas.
- As a Child Protective Service Worker I, this position would perform entry level protective services casework in investigating and assessing reports of alleged abuse/neglect of children under RSA 169-C and provide for the safety of children and the welfare of families while promoting the prevention of child abuse and neglect.
- The proposed supplemental job description meets the standards of the class specification for Child Protective Service Worker I, mirrors existing positions of that title in the agency, and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 60.55% General Funded position.
This position is a 39.45% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$ unfunded
Budgetary number/string 05-95-42-421010-29570000-010
3. Anticipated date of hire is: 12-9-2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$30,704
5. Total projected annual Salary and Benefit Cost:

Salary	\$37,070
Benefits	<u>\$24,337</u>
Total	\$61,407

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #30314 Family Services Associate, Labor Grade 10, A000 to a Child Protective Service Worker I , Labor Grade 18, A000.

Division of Personnel (DOP) Reclassification Decision:

- Child Protective Service Worker I, Labor Grade 18, A000, effective 10-17-2016

Rationale for Decision:

- This request is being made due to a steady increase in the number of protective reports being screened-in for investigations, and critical capacity and resource needs in the Division for Children, Youth and Families Child Protection areas.
- As a Child Protective Service Worker I, this position would perform entry level protective services casework in investigating and assessing reports of alleged abuse/neglect of children under RSA 169-C and provide for the safety of children and the welfare of families while promoting the prevention of child abuse and neglect.
- The proposed supplemental job description meets the standards of the class specification for Child Protective Service Worker I, mirrors existing positions of that title in the agency, and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 60.55% General Funded position.
This position is a 39.45% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$ unfunded
Budgetary number/string05-95-42-421010-29570000-010
3. Anticipated date of hire is: 12-9-2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$30,704
5. Total projected annual Salary and Benefit Cost:

Salary	\$37,070
Benefits	<u>\$24,337</u>
Total	\$61,407

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #40114 Fiscal Specialist I, Labor Grade 15, A000 to a Child Protective Service Worker I , Labor Grade 18, A000.

Division of Personnel (DOP) Reclassification Decision:

- Child Protective Service Worker I, Labor Grade 18, A000, effective 10-17-2016

Rationale for Decision:

- This request is being made due to a steady increase in the number of protective reports being screened-in for investigations, and critical capacity and resource needs in the Division for Children, Youth and Families Child Protection areas.
- As a Child Protective Service Worker I, this position would perform entry level protective services casework in investigating and assessing reports of alleged abuse/neglect of children under RSA 169-C and provide for the safety of children and the welfare of families while promoting the prevention of child abuse and neglect.
- The proposed supplemental job description meets the standards of the class specification for Child Protective Service Worker I, mirrors existing positions of that title in the agency, and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 60.55% General Funded position.
This position is a 39.45% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$ unfunded
Budgetary number/string05-95-42-421010-29570000-010
3. Anticipated date of hire is: 12-9-2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$30,704
5. Total projected annual Salary and Benefit Cost:

Salary	\$37,070
Benefits	<u>\$24,337</u>
Total	\$61,407

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #40116 Supervisor III, Labor Grade 23, A000 to a Program Specialist IV , Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist IV, Labor Grade 25, A000, effective 10-19-2016

Rationale for Decision:

- The agency requests to reclassify and transfer this position due to the merger of the Division of Juvenile Justice Services into the Division for Children, Youth and Family Services and realignment of field and program services to meet critical service needs.
- This position would evaluate work procedures and plan the development and modification of Administrative Rules, program policies, and procedures, and provide program consultation, guidance, and education to agency staff and the community.
- The proposed supplemental job description meets the standards of the class specification of a Program Specialist IV and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 60.55% General Funded position.
This position is a 39.45% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$89,810
Budgetary number/string05-95-42-421010-29570000-010
3. Anticipated date of hire is: 12-9-2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$38,131
5. Total projected annual Salary and Benefit Cost:

Salary	\$49,433
Benefits	<u>\$26,829</u>
Total	\$76,262

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #40621 Word Processor Operator I, Labor Grade 9, A000 to a Supervisor IV , Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor IV, Labor Grade 25, A000, effective 10-17-2016

Rationale for Decision:

- This request is being made due a steady increase in the number of protective reports being screened-in for investigations, and critical capacity and resource needs in the Division of Children, Youth and Families Child Protection areas.
- As a Supervisor IV, this position would supervise assigned Child Protective Service Worker staff in order to coordinate assessment and family services for families and their children, as referenced in RSA 169-C, Division for Children, Youth and Families.
- The proposed supplemental job description meets the standards of the class specification for Supervisor IV, mirrors existing positions functioning in the same capacity in the agency, and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 60.55% General Funded position.
This position is a 39.45% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$34,944
Budgetary number/string05-95-42-421010-29570000-010
3. Anticipated date of hire is: 12-9-2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$38,131
5. Total projected annual Salary and Benefit Cost:

Salary	\$49,433
Benefits	<u>\$26,829</u>
Total	\$76,262

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #40973 Data Control Clerk II, Labor Grade 10, A000 to a Child Protective Service Worker I , Labor Grade 18, A000.

Division of Personnel (DOP) Reclassification Decision:

- Child Protective Service Worker I, Labor Grade 18, A000, effective 10-17-2016

Rationale for Decision:

- This request is being made due to a steady increase in the number of protective reports being screened-in for investigations, and critical capacity and resource needs in the Division for Children, Youth and Families Child Protection areas.
- As a Child Protective Service Worker I, this position would perform entry level protective services casework in investigating and assessing reports of alleged abuse/neglect of children under RSA 169-C and provide for the safety of children and the welfare of families while promoting the prevention of child abuse and neglect.
- The proposed supplemental job description meets the standards of the class specification for Child Protective Service Worker I, mirrors existing positions of that title in the agency, and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 60.55% General Funded position.
This position is a 39.45% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$ unfunded
Budgetary number/string05-95-42-421010-29570000-010
3. Anticipated date of hire is: 12-9-2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$30,704
5. Total projected annual Salary and Benefit Cost:

Salary	\$37,070
Benefits	<u>\$24,337</u>
Total	\$61,407

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #40121 Fiscal Specialist I, Labor Grade 15, A000 to a Child Protective Service Worker I , Labor Grade 18, A000.

Division of Personnel (DOP) Reclassification Decision:

- Child Protective Service Worker I, Labor Grade 18, A000, effective 10-17-2016

Rationale for Decision:

- This request is being made due to a steady increase in the number of protective reports being screened-in for investigations, and critical capacity and resource needs in the Division for Children, Youth and Families Child Protection areas.
- As a Child Protective Service Worker I, this position would perform entry level protective services casework in investigating and assessing reports of alleged abuse/neglect of children under RSA 169-C and provide for the safety of children and the welfare of families while promoting the prevention of child abuse and neglect.
- The proposed supplemental job description meets the standards of the class specification for Child Protective Service Worker I, mirrors existing positions of that title in the agency, and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 60.55% General Funded position.
This position is a 39.45% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$ unfunded
Budgetary number/string05-95-42-421010-29570000-010
3. Anticipated date of hire is: 12-9-2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$30,704
5. Total projected annual Salary and Benefit Cost:

Salary	\$37,070
Benefits	<u>\$24,337</u>
Total	\$61,407

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #41012 Case Aide, Labor Grade 14, A000 to a Child Protective Service Worker I , Labor Grade 18, A000.

Division of Personnel (DOP) Reclassification Decision:

- Child Protective Service Worker I, Labor Grade 18, A000, effective 10-17-2016

Rationale for Decision:

- This request is being made due to a steady increase in the number of protective reports being screened-in for investigations, and critical capacity and resource needs in the Division for Children, Youth and Families Child Protection areas.
- As a Child Protective Service Worker I, this position would perform entry level protective services casework in investigating and assessing reports of alleged abuse/neglect of children under RSA 169-C and provide for the safety of children and the welfare of families while promoting the prevention of child abuse and neglect.
- The proposed supplemental job description meets the standards of the class specification for Child Protective Service Worker I, mirrors existing positions of that title in the agency, and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 60.55% General Funded position.
This position is a 39.45% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$ unfunded
Budgetary number/string05-95-42-421010-29570000-010
3. Anticipated date of hire is: 12-9-2016at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$30,704
5. Total projected annual Salary and Benefit Cost:

Salary	\$37,070
Benefits	<u>\$24,337</u>
Total	\$61,407

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #41041 Supervisor V, Labor Grade 26, A000 to a Child Protective Service Worker I , Labor Grade 18, A000.

Division of Personnel (DOP) Reclassification Decision:

- Child Protective Service Worker I, Labor Grade 18, A000, effective 10-17-2016

Rationale for Decision:

- This request is being made due to a steady increase in the number of protective reports being screened-in for investigations, and critical capacity and resource needs in the Division for Children, Youth and Families Child Protection areas.
- As a Child Protective Service Worker I, this position would perform entry level protective services casework in investigating and assessing reports of alleged abuse/neglect of children under RSA 169-C and provide for the safety of children and the welfare of families while promoting the prevention of child abuse and neglect.
- The proposed supplemental job description meets the standards of the class specification for Child Protective Service Worker I, mirrors existing positions of that title in the agency, and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 60.55% General Funded position.
This position is a 39.45% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$ unfunded
Budgetary number/string05-95-42-421010-29570000-010
3. Anticipated date of hire is: 12-9-2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$30,704
5. Total projected annual Salary and Benefit Cost:

Salary	\$37,070
Benefits	<u>\$24,337</u>
Total	\$61,407

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #42624 Secretary II, Labor Grade 9, A000 to Child Protective Service Worker I, Labor Grade 18, A000.

Division of Personnel (DOP) Reclassification Decision:

- Child Protective Service Worker I, Labor Grade 18, A000, effective 10-17-2016

Rationale for Decision:

- This request is being made due to a steady increase in the number of protective reports being screened-in for investigations, and critical capacity and resource needs in the Division of Children, Youth and Families Child Protection areas.
- As a Child Protective Service Worker I, this position would perform entry level protective services casework in investigating and assessing reports of alleged abuse/neglect of children under RSA 169-C and provide for the safety of children and the welfare of families while promoting the prevention of child abuse and neglect.
- The proposed supplemental job description meets the standards of the class specification for Child Protective Service Worker I, mirrors existing positions of that title in the agency, and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 60.55% General Funded position.
This position is a 39.45% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$44,987
Budgetary number/string05-095-042-421010-29570000-010
3. Anticipated date of hire is: 12-9-2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$30,704
5. Total projected annual Salary and Benefit Cost:

Salary	\$37,070
Benefits	<u>\$24,337</u>
Total	\$61,407

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #42878 Program Specialist III, Labor Grade 23, A000 to a Supervisor IV , Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor IV, Labor Grade 25, A000, effective 10-17-2016

Rationale for Decision:

- This request is being made due a steady increase in the number of protective reports being screened-in for investigations, and critical capacity and resource needs in the Division for Children, Youth and Families Child Protection areas.
- As a Supervisor IV, this position would supervise assigned Child Protective Service Worker staff in order to coordinate assessment and family services for families and their children, as referenced in RSA 169-C, Division for Children, Youth and Families.
- The proposed supplemental job description meets the standards of the class specification for Supervisor IV, mirrors existing positions functioning in the same capacity in the agency, and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 60.55% General Funded position.
This position is a 39.45% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$ unfunded
Budgetary number/string05-95-42-421010-29570000-010
3. Anticipated date of hire is: 12-9-2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$38,131
5. Total projected annual Salary and Benefit Cost:

Salary	\$49,433
Benefits	<u>\$26,829</u>
Total	\$76,262

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #42916 Laboratory Assistant I, Labor Grade 9, A000 to a Supervisor IV , Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor IV, Labor Grade 25, A000, effective 10-17-2016

Rationale for Decision:

- This request is being made due a steady increase in the number of protective reports being screened-in for investigations, and critical capacity and resource needs in the Division of Children, Youth and Families Child Protection areas.
- As a Supervisor IV, this position would supervise assigned Child Protective Service Worker staff in order to coordinate assessment and family services for families and their children, as referenced in RSA 169-C, Division for Children, Youth and Families.
- The proposed supplemental job description meets the standards of the class specification for Supervisor IV, mirrors existing positions functioning in the same capacity in the agency, and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 60.55% General Funded position.
This position is a 39.45% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$ unfunded
Budgetary number/string05-95-42-421010-29570000-010
3. Anticipated date of hire is: 12-9-2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$38,131
5. Total projected annual Salary and Benefit Cost:

Salary	\$49,433
Benefits	<u>\$26,829</u>
Total	\$76,262

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #42920 Microbiologist I, Labor Grade 20, A000 to a Child Protective Service Worker I , Labor Grade 18, A000.

Division of Personnel (DOP) Reclassification Decision:

- Child Protective Service Worker I, Labor Grade 18, A000, effective 10-17-2016

Rationale for Decision:

- This request is being made due to a steady increase in the number of protective reports being screened-in for investigations, and critical capacity and resource needs in the Division for Children, Youth and Families Child Protection areas.
- As a Child Protective Service Worker I, this position would perform entry level protective services casework in investigating and assessing reports of alleged abuse/neglect of children under RSA 169-C and provide for the safety of children and the welfare of families while promoting the prevention of child abuse and neglect.
- The proposed supplemental job description meets the standards of the class specification for Child Protective Service Worker I, mirrors existing positions of that title in the agency, and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 60.55% General Funded position.
This position is a 39.45% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$79,156
Budgetary number/string05-95-42-421010-29570000-010
3. Anticipated date of hire is: 12-9-2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$30,704
5. Total projected annual Salary and Benefit Cost:

Salary	\$37,070
Benefits	<u>\$24,337</u>
Total	\$61,407

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of filled position #16653 Youth Counselor II, Labor Grade 14, A130 to a Program Specialist III , Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist III, Labor Grade 23, A000, effective 10-14-2016

Rationale for Decision:

- This request results from the merger of The Division of Juvenile Justice Services into the Division for Children Youth and Family Services and the realignment of field and program services meet critical needs in serving the children and youth of the state.
- This position would research, develop, and draft program policies to evaluate program and quality assurance practices in order to remain in compliance with state and federal mandates, and to meet performance based standards.
- The proposed supplemental job description meets the standards of the class specification of a Program Specialist III and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 58% General Funded position.
This position is a 42% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$79,794
Budgetary number/string05-95-42-421010-29600000-010
3. Filled position-effective date: 10-14-2016
4. Projected cost (Salary & Benefits) for remainder of FY17: \$46,677
5. Total projected annual Salary and Benefit Cost:

Salary	\$45,377
Benefits	<u>\$26,011</u>
Total	\$71,388

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #40118 Supervisor III, Labor Grade 23, A000 to a Program Specialist III , Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist III, Labor Grade 23, A000, effective 10-18-2016

Rationale for Decision:

- The agency requests to reclassify this vacant position and transfer it to the Office of Human Services, Children, Youth & Families, Child Development in order to function as a Child Development Enrollment/Improper Payment Specialist.
- This position would analyze and interpret Child Care Scholarship Program data, policies, and procedures for use in program planning and development. It would also investigate allegations of improper billing and payment in order to improve the fiscal integrity of the program, and oversee and coordinate child care provider enrollment.
- This position's proposed duties mirror those of other Program Specialist III positions operating in similar capacities in the agency and other state agencies, and parallel the class specification for Program Specialist III appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$98,731
Budgetary number/string05-95-42-421010-29760000-010
3. Anticipated date of hire is: 12-9-2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$35,694
5. Total projected annual Salary and Benefit Cost:

Salary	\$45,377
Benefits	<u>\$26,011</u>
Total	\$71,388

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of filled position #42606 Juvenile Probation & Parole Officer IV , Labor Grade 24, A000 to a Program Specialist IV , Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist IV, Labor Grade 25, A000, effective 10-14-2016

Rationale for Decision:

- This request results from the merger of The Division of Juvenile Justice Services into the Division for Children Youth and Family Services and the realignment of field and program services meet critical needs in serving the children and youth of the state.
- This position would evaluate work procedures and plan the development and modification of Administrative Rules, program policies and procedures, and provide program consultation, guidance, and education to agency staff and the community.
- The proposed supplemental job description meets the standards of the class specification of a Program Specialist IV and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 58% General Funded position.
This position is a 42% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$93,519
Budgetary number/string 05-95-42-421410-79050000-010
3. Filled position-effective date: 10-14-2016
4. Projected cost (Salary & Benefits) for remainder of FY17: \$49,864
5. Total projected annual Salary and Benefit Cost:

Salary	\$49,433
Benefits	<u>\$26,829</u>
Total	\$76,262

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of filled position #15841 Family Services Specialist II, Labor Grade 19, A000 to a Program Specialist II , Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist II, Labor Grade 21, A000, effective 10-14-2016

Rationale for Decision:

- This reclassification and position transfer results from the co-location of the Disability Determination Unit and Long Term Care Unit into one section in the Division of Client Services in order to focus on handling similar medical eligibility determinations, to improve efficiencies and communication.
- This position would research, review, and interpret program regulations and policies in regards to trusts, and review trust documentation submitted by applicants, recipients, legal counsel, and others to determine impact on program eligibility and compliance.
- The proposed supplemental job description meets the standards of the class specification for Program Specialist II and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 40.56% General Funded position.
This position is a 59.44% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$72,658
Budgetary number/string05-95-45-451010-79930000-010
3. Anticipated date of hire is: 1-6-2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$28,400
5. Total projected annual Salary and Benefit Cost:

Salary	\$41,828
Benefits	<u>\$25,296</u>
Total	\$67,124

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #30284 Technical Support Specialist II, Labor Grade 21, A000 to a Training Coordinator , Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Training Coordinator, Labor Grade 21, A000, effective 10-20-2016

Rationale for Decision:

- This reclassification is requested to satisfy a need for additional Training Coordinators in the Division of Client Services to plan, develop, coordinate, and deliver eligibility training curricula and professional development topics to agency staff.
- This position would research and analyze programs, policies, work procedures, and technical systems to support the development of effective training content, methods and materials, to ensure that training goals and work performance standards are met.
- The proposed duties are similar to those of other Training Coordinator positions currently operating in the agency and state, and parallel the class specification for Training Coordinator appropriately.

Funding Summary

1. This position is a 40.56% General Funded position.
This position is a 59.44% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$75,186
Budgetary number/string05-95-45-451010-79930000-010
3. Anticipated date of hire is: 1-6-2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$28,400
5. Total projected annual Salary and Benefit Cost:

Salary	\$41,828
Benefits	<u>\$25,296</u>
Total	\$67,124

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #12294 Program Specialist III, Labor Grade 23, A000 to a Business Systems Analyst II , Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Systems Analyst II, Labor Grade 30, A000, effective 10-19-2016

Rationale for Decision:

- The reclassification and transfer of this position is requested in order to support the oversight and monitoring of the regional Integrated Delivery Networks (IDNs) that serve Medicaid beneficiaries, under the delivery system reform incentive payment program "Building Capacity for Transformation", the approved Section 1115(a) Medicaid Waiver.
- This position would serve as the Office of Quality Assurance and Improvement's senior lead to monitor waiver outcomes, evaluate the program, guide the interpretation of complex specifications, design analytic plans, and coordinate technical resources.
- The proposed supplemental job description meets the standards of the class specification for Business Systems Analyst II, 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 17 Budgeted (Salary & Benefits): \$ unfunded
Budgetary number/string05-95-47-470010-79370000-010
3. Anticipated date of hire is: 1-6-2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$38,301
5. Total projected annual Salary and Benefit Cost:

Salary	\$61,308
Benefits	<u>\$29,221</u>
Total	\$90,529

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12627 Executive Secretary, Labor Grade 11, A000 to a Nutrition Consultant , Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Nutrition Consultant, Labor Grade 23, A000, effective 10-12-2016

Rationale for Decision:

- The Department of Health and Human Services requests to transfer this vacant position and reclassify it to Nutrition Consultant in order to meet requirements resulting from the Reauthorization of the Older Americans Act (P.L. 114-144) enacted on April 19, 2016.
- The Older Americans Act requires that the State Unit on Aging utilize the expertise of a dietician or individual with equivalent education and training to implement and evaluate the home delivered and congregate meals program.
- This position's duties are similar to those of other Nutrition Consultant positions operating at state agencies and parallel the class specification appropriately, and will meet the requirements stated above.

Funding Summary

1. This position is a 46.5% General Funded position.
This position is a 53.5% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$ unfunded
Budgetary number/string 05-095-048-481010-78720000-010
3. Anticipated date of hire is: 12-9-2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$35,694
5. Total projected annual Salary and Benefit Cost:

Salary	\$45,377
Benefits	<u>\$26,011</u>
Total	\$71,388

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #30595 Planning Analyst (Program Coordination), Labor Grade 24, 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 10-19-2016

Rationale for Decision:

- The reclassification and transfer of this position is requested in order to support the oversight and monitoring of the regional Integrated Delivery Networks (IDNs) that serve Medicaid beneficiaries, under the delivery system reform incentive payment program "Building Capacity for Transformation", the approved Section 1115(a) Medicaid Waiver.
- This position would develop requirements and manage systems needed to provide data for analysis, and respond to user, policy maker, stakeholder, regulator, and grantor needs for reports, information and technical assistance.
- The proposed supplemental job description meets the standards of the class specification for a Business Systems Analyst I, and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 97% General Funded position.
This position is a 3% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$87,648
Budgetary number/string05-95-92-920010-5945000-010
3. Anticipated date of hire is: 1-6-2017at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$35,724
5. Total projected annual Salary and Benefit Cost:

Salary	\$56,238
Benefits	<u>\$28,200</u>
Total	\$84,438

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #19150 Supervisor III, Labor Grade 23, A000 to a Licensing & Evaluation Coordinator , Labor Grade 20, A000.

Division of Personnel (DOP) Reclassification Decision:

- Licensing & Evaluation Coordinator, Labor Grade 20, A000, effective 10-11-2016

Rationale for Decision:

- The agency requests the reclassification and transfer of this vacant position in order to meet the requirements and performance/outcome measures of the federal Child Development Block Grant, that 100% of all child care facilities be inspected yearly.
- This position is critical to meeting these requirements as it would function as a Child Care Licensing Coordinator, planning and coordinating professional assessments of residential and non-residential child care programs.
- This position's proposed duties are similar to those of other Licensing & Evaluation Coordinator positions with the same role in the agency, and parallel the class specification appropriately.

Funding Summary

1. This position is a 44% General Funded position.
This position is a 56% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$ unfunded
Budgetary number/string05-95-95-952010-51430000-010
3. Anticipated date of hire is: 12-9-2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$32,519
5. Total projected annual Salary and Benefit Cost:

Salary	\$40,092
Benefits	<u>\$24,946</u>
Total	\$65,038

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #43636 Executive Secretary, Labor Grade 11, A000 to a Licensing & Evaluation Coordinator , Labor Grade 20, A000.

Division of Personnel (DOP) Reclassification Decision:

- Licensing & Evaluation Coordinator, Labor Grade 20, A000, effective 10-11-2016

Rationale for Decision:

- The agency requests the reclassification and transfer of this vacant position in order to meet the requirements and performance/outcome measures of the federal Child Development Block Grant, that 100% of all child care facilities be inspected yearly.
- This position is critical to meeting these requirements as it would function as a Child Care Licensing Coordinator, planning and coordinating professional assessments of residential and non-residential child care programs.
- This position's proposed duties are similar to those of other Licensing & Evaluation Coordinator positions with the same role in the agency, and parallel the class specification appropriately.

Funding Summary

1. This position is a 44% General Funded position.
This position is a 56% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$ unfunded
Budgetary number/string05-095-952010-51430000-010
3. Anticipated date of hire is: 12-9-2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$32,519
5. Total projected annual Salary and Benefit Cost:

Salary	\$40,092
Benefits	<u>\$24,946</u>
Total	\$65,038

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #30275 Accounting Technician, Labor Grade 12, A000 to a Program Planning and Review Specialist , Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Planning and Review Specialist, Labor Grade 28, A000, effective 10-19-2016

Rationale for Decision:

- The reclassification and transfer of this position is requested in order to support the oversight and monitoring of the regional Integrated Delivery Networks (IDNs) that serve Medicaid beneficiaries, under the delivery system reform incentive payment program "Building Capacity for Transformation", the approved Section 1115(a) Medicaid Waiver.
- This position would evaluate program and financial planning, development, and administration of the Integrated Delivery Networks, with the goal of transforming New Hampshire's behavioral health delivery system.
- The proposed supplemental job description meets the standards of the class specification for Program Planning and Review Specialist, 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 17 Budgeted (Salary & Benefits): \$ unfunded
Budgetary number/string 05-95-95-950010-56760000-010
3. Anticipated date of hire is: 1-6-2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$35,724
5. Total projected annual Salary and Benefit Cost:

Salary	\$56,238
Benefits	<u>\$28,200</u>
Total	\$84,438

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #19773 Secretary II, Labor Grade 9, A000 to a Legal Assistant , Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Legal Assistant, Labor Grade 19, A000, effective 10-7-2016

Rationale for Decision:

- The agency requests to reclassify and transfer this vacant position to satisfy a need for legal support for the attorneys in the Office of Legal & Regulatory Services, Bureau of General Counsel.
- This position would: coordinate, compose and respond to Right to Know requests; assist attorneys with the management of cases and deadlines; conduct basic research; and communicate with witnesses to confirm appearances and prepare them for testifying in court cases or administrative hearings.
- The proposed duties are similar to those of other Legal Assistant positions currently operating in the state, and parallel the class specification for Legal Assistant appropriately.

Funding Summary

1. This position is a 49% General Funded position.
This position is a 51% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$57,334
Budgetary number/string 05-095-952010-56800000-010
3. Anticipated date of hire is: 12-9-2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$31,571
5. Total projected annual Salary and Benefit Cost:

Salary	\$38,513
Benefits	<u>\$24,628</u>
Total	\$63,141

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #30559 Program Specialist IV, Labor Grade 25, A000 to an Attorney II , Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Attorney II, Labor Grade 28, A000, effective 10-21-2016

Rationale for Decision:

- The agency requests to reclassify this vacant position to Attorney II in order to serve as Legal Counsel and manage the Department's Administrative Rules Unit, to include oversight of the promulgation of administrative rules by program area staff.
- This position would draft and review written testimony and supporting documentation, and coordinate program area staffing coverage for JLCAR to transparently explain and promote the Department's position and goals on proposed rules.
- The proposed supplemental job description meets the standards of the class specification for Attorney II and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 63% General Funded position.
This position is a 37% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$61,590
Budgetary number/string 05-95-95-952010-56800000-010
3. Anticipated date of hire is: 12-9-2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$42,219
5. Total projected annual Salary and Benefit Cost:

Salary	\$56,238
Benefits	<u>\$28,200</u>
Total	\$84,438

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: November 16, 2016

Reclassification Request:

- The Department of Education requests the reclassification of Filled_position #43257 Internal Auditor III, Labor Grade 23, A000 to a Administrator IV , Labor Grade 33, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator IV, Labor Grade 33, A000, effective 10-14-2016

Rationale for Decision:

- This position would be transferred to oversee the Office of School Finance that is being created through agency reorganization in order to assist school district and state personnel to navigate federal grant compliance and state school funding laws.
- This position would: authorize and direct policies and procedures related to Adequacy and Charter School Aid and other state aid to school districts; oversee audit, systems development and business systems analysis staff; and monitor efficiency, effectiveness and accountability improvements in federal funding and state aid operations.
- The proposed duties are similar to those of other Administrator IV positions currently operating in the agency and state, and parallel the class specification for Administrator IV appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$88,556
Budgetary number/string06-56-56-560010-60140000-010
3. Filled position-effective date: 10-14-2016
4. Projected cost (Salary & Benefits) for remainder of FY17: \$66,163
5. Total projected annual Salary and Benefit Cost:

Salary	\$70,181
Benefits	<u>\$31,009</u>
Total	\$101,190