



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

CHARLES M. ARLINGHAUS
 Commissioner
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August 22, 2018

His Excellency, Governor Christopher T. Sununu
 and the Honorable Council
 State House
 Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to RSA 21-I:56 I, Reclassification of Positions, the Division of Personnel, Department of Administrative Services requests waiver approval of the attached classification decisions effective upon Governor and Executive Council action. Funding associated with each decision is detailed on the reclassification waiver.

EXPLANATION

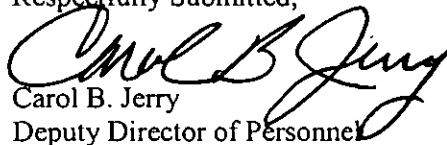
RSA 21-I:56 I, states that any request for reclassification of a position to a different class series as provided in RSA 21-I:54 shall require the approval of the Governor and Council.

Attached please find the classification decisions reached by the Classification Section of the Division of Personnel. RSA 21-I:42 II, provides the responsibility to the Division of Personnel to prepare, maintain and periodically revise a position classification plan for all positions in the classified service, based upon similarity of duties performed and responsibilities assumed, so that the same qualifications may reasonably be required for, and the same schedule of pay may equitably be applied to, all positions in the same classification. In addition, RSA 21-I:42 III, states that the Division of Personnel shall be responsible for allocating the position of every employee in the classified service to one of the classifications in the classification plan.

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

A thorough analysis of the proposed change specific to each position, both within their respective agency, as well as within the state classification system, has been completed by the Division of Personnel classification staff. A waiver is respectfully requested to proceed with the classification process.

Respectfully Submitted,


 Carol B. Jerry
 Deputy Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 5, 2018

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #42933 Data Entry Operator III, Labor Grade 8, A000 to a Program Assistant I, Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Assistant I, Labor Grade 12, A000 effective 7/20/18

Rationale for Decision:

- The New Hampshire Department of Health and Human Services, is reclassifying this position to a Program Assistant I. The Position is located in the Bureau of Drug and Alcohol Services (BDAS).
- The Program Assistant I will provide diverse duties and services in support of the programs and operations, and work closely with BDAS program staff and vendors to compile statistical, financial, program data, and contract information.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 20% General Funded position.
This position is a 80% Federal Funded position.
2. Budgetary number/string 05-95-92-920510-33840000-010
3. Filled position-effective date: 7/20/2018
4. Projected cost (Salary & Benefits) for remainder of FY19: \$52,251
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

| | |
|----------|-----------------|
| Salary | \$34,038 |
| Benefits | <u>\$25,110</u> |
| Total | \$59,148 |

Projected Annual Cost:

| | |
|----------|-----------------|
| Salary | \$34,651 |
| Benefits | <u>\$24,415</u> |
| Total | \$59,066 |

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: September 5, 2018

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #16167 Case Technician I, Labor Grade 14, A000 to a Quality Control Reviewer I, Labor Grade 20, A000.

Division of Personnel (DOP) Reclassification Decision:

- Quality Control Reviewer I, Labor Grade 20, A000 effective 8/3/18

Rationale for Decision:

- DHHS is reclassifying this filled position. Due to the rigorous reporting requirements placed on DHHS via the Community Mental Health Agreement (CMHA), the Health Services Assessment Unit requires a higher level of support. It requires support of data collection and data analysis. The data analysis conducted is used for other reports & if inaccurate will have a domino effect, causing published reports to be inaccurate.
- This position will conduct a detailed review & analysis of data related to the program, provider & participant to ensure provider compliance in meeting contractual expectations, best practices & standards. They will conduct interviews with participants and providers, reviews & analyzes reports for the purpose of verifying information/data.
- The Proposed Supplemental Job Description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 60% General Funded position.
This position is a 40% Federal Funded position.
2. Budgetary number/string 05-95-95-500100-66370000-010
3. Filled position-effective date: 8/3/2018
4. Projected cost (Salary & Benefits) for remainder of FY19: \$56,798
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

| | |
|----------|-----------------|
| Salary | \$40,073 |
| Benefits | <u>\$37,596</u> |
| Total | \$77,669 |

Projected Annual Cost:

| | |
|----------|-----------------|
| Salary | \$40,697 |
| Benefits | <u>\$26,428</u> |
| Total | \$67,125 |

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 5, 2018

Reclassification Request:

- The Department of Revenue requests the reclassification of Vacant position #41260 Clerk III, Labor Grade 8, A000 to an Administrator II, Labor Grade 29, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator II, Labor Grade 29, A000 effective upon Council's approval

Rationale for Decision:

- The Department of Revenue Administration is reclassifying this vacant position to an Administrator II for the Audit Division, Hearings Management Unit. This position is being reclassified in order to prevent a lapse in the management and oversight of the adjudicative appeals process for the Audit Division, Central Tax Services Unit and Collections Division, due to some anticipated staffing changes.
- The Administrator II will oversee processing of hearings, appeals, and audits for these units and will administer operations, supervise personnel, and direct work procedures. This position will also represents the Department at administrative hearings, legal proceedings, and speaking engagements.
- The Proposed Supplemental Job Description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 84-84-10-150100-500100-010
3. Anticipated date of hire is: 10/12/18 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$55,224
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

| | |
|----------|-----------------|
| Salary | \$26,169 |
| Benefits | <u>\$23,552</u> |
| Total | \$49,721 |

Projected Annual Cost:

| | |
|----------|-----------------|
| Salary | \$59,573 |
| Benefits | <u>\$30,166</u> |
| Total | \$89,739 |