



State of New Hampshire

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September 23, 2020

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,


Lorrie A. Rudis
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 23, 2020

Reclassification Request:

- The Department of Justice requests the reclassification of Filled position #41893, Program Assistant II, Labor Grade 15, A000 to a Program Specialist I, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist I, Labor Grade 19, A000 effective 8/28/20.

Rationale for Decision:

- In response to the increased complexity of claims and types of requests submitted to the Victims Assistance Unit, the position has assumed additional duties and is now performing similarly when compared to an existing Program Specialist I position in the unit.
- The position is processing claims for financial reimbursement to include conducting research, negotiating costs with service providers to maximize program funds, and making recommendations for payment. It develops outreach materials and coordinates logistics for statewide trainings on assistance programs.
- The proposed duties are similar to those of other Program Specialist I positions operating in the state and parallel the class specification appropriately.

Funding Summary

1. This position is a 10% Federal Funded position.
This position is a 90% Other Funded position.
2. Budgetary number/string 02-20-20-201510-26170000-010.
3. Filled position-effective date: 8/28/2020.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$43,998
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$39,356
Benefits	<u>\$17,318</u>
Total	\$56,674

Projected Annual Cost:

Salary	\$39,702
Benefits	<u>\$17,495</u>
Total	\$57,197

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: September 23, 2020

Reclassification Request:

- The Public Utility Commission requests the reclassification of Vacant position #14356, Program Assistant II, Labor Grade 15, A000 to a Human Resources Coordinator I, Labor Grade 21, A000U.

Division of Personnel (DOP) Reclassification Decision:

- Human Resources Coordinator I, Labor Grade 21, A000U effective upon Council's approval.

Rationale for Decision:

- The Public Utility Commission is repurposing this vacant position and reclassifying it to perform human resources functions.
- The Human Resources Coordinator I, will perform responsibilities related to recruiting, onboarding, payroll and benefits coordination.
- The proposed duties are similar to those of other positions of the same class title currently operating in the state, and parallel the class specification appropriately. The position and classification are appropriate to the agency's proposed and statewide organizational structures.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-81-81-810010-28120000-010.
3. Anticipated date of hire is: 10/23/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$43,504
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$42,977
Benefits	<u>\$39,519</u>
Total	\$82,496

Projected Annual Cost:

Salary	\$43,115
Benefits	<u>\$27,578</u>
Total	\$70,693

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 23, 2020

Reclassification Request:

- The New Hampshire Department of Health and Human Services requests the reclassification of Filled position #43567, Health Promotion Advisor, Labor Grade 23, A000 to a Planning Analyst-Program Coordinator, Labor Grade 24, A000.

Division of Personnel (DOP) Reclassification Decision:

- Planning Analyst-Program Coordinator, Labor Grade 24, A000 effective 8/28/20.

Rationale for Decision:

- The position's role expanded as a result of legislation changes that now require workforce surveys to be completed by all licensed health care providers under participating licensing boards, and subsequent changes to existing rules.
- The Planning Analyst coordinates, develops, and implements these surveys, analyzes data, creates and processes rule changes, and develops metrics reports used by management .
- The proposed duties are similar to those of other positions of the same class title currently operating in the agency and state, and parallel the class specification appropriately. The position and classification are appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 5% General Funded position.
This position is a 95% Federal Funded position.
2. Budgetary number/string 05-95-90-901010-79650000-010.
3. Filled position-effective date: 8/28/2020.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$75,524
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$60,470
Benefits	<u>\$34,470</u>
Total	\$94,940

Projected Annual Cost:

Salary	\$63,180
Benefits	<u>\$35,001</u>
Total	\$98,181

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 23, 2020

Reclassification Request:

- The New Hampshire Department of Health and Human Services requests the reclassification of Filled position #14535, Accountant III, 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 8/28/20.

Rationale for Decision:

- This position is part of a reorganization to better align business functions within New Hampshire Hospital's Billing Unit.
- The Supervisor IV will supervise the staff and unit operations by developing performance measures and operational procedures to ensure that benefit reimbursement is achieved and is in alignment with law, regulation and policy.
- The proposed duties are similar to those of other positions of the same class title currently operating in the agency and state, and parallel the class specification appropriately. The position and classification are appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 70% General Funded position.
This position is a 30% Other Funded position.
2. Budgetary number/string 05-95-94-940010-84100000-010.
3. Filled position-effective date: 8/28/2020.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$72,836
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$61,369
Benefits	<u>\$31,162</u>
Total	\$92,531

Projected Annual Cost:

Salary	\$63,180
Benefits	<u>\$31,507</u>
Total	\$94,687

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 23, 2020

Reclassification Request:

- The New Hampshire Department of Health and Human Services requests the reclassification of Filled position #16130, Program Specialist I, Labor Grade 19, A000 to a Utilization Review Coordinator, Labor Grade 20, A000.

Division of Personnel (DOP) Reclassification Decision:

- Utilization Review Coordinator, Labor Grade 20, A000 effective 8/28/20.

Rationale for Decision:

- This position is part of a reorganization to better align business functions within New Hampshire Hospital's Bureau of Revenue Cycle Operations. The reclassification will offset the increased in workload anticipated in the Utilization Review Section.
- The Utilization Review Coordinator will conduct several reviews related to admission and the quality of care services received. It will organize and present a variety of clinical, coverage, and financial information to patients, guardians, physicians and third parties in order to notify or obtain coverage and certification for hospital services.
- The proposed duties are similar to those of other positions of the same class title currently operating in the agency and state, and parallel the class specification appropriately. The position and classification are appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 70% General Funded position.
This position is a 30% Other Funded position.
2. Budgetary number/string 05-95-94-940010-84100000-010.
3. Filled position-effective date: 8/28/2020.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$68,248
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$46,761
Benefits	<u>\$40,051</u>
Total	\$86,812

Projected Annual Cost:

Salary	\$48,672
Benefits	<u>\$40,051</u>
Total	\$88,723