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State of New Hampshire

DIVISION OF PERSONNEL
Department of Administrative Services
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December 20, 2012

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

REQUESTED ACTION

Pursuant to Chapter 224:315, Laws of 2011, Reclassification of Positions, and RSA 21-I:56 I, Reclassification of Positions, the Division of Personnel, Department of Administrative Services requests waiver approval of the attached classification decisions effective upon Governor and Executive Council action. Funding associated with each decision is detailed on the reclassification waiver.

EXPLANATION

Chapter 224:315, Reclassification of Positions, states that for the biennium ending June 30, 2013, the Director of Personnel shall not approve any reclassification of classified positions which will result in an increase in pay, unless the director obtains a waiver for the specific position from the Governor and Council. RSA 21-I:56 I, states that any request for reclassification of a position to a different class series as provided in RSA 21-I:54 shall require the approval of governor and council.

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

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

Respectfully Submitted,

Karen D. Hutchins
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: January 16 , 2013

Reclassification Request:

- The Department of Environmental Services requests the reclassification of vacant position #42202 Hydrogeologist III, Labor Grade 27, A000 to a Program specialist IV , Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist IV, Labor Grade 25, A000, effective 12/6/12

Rationale for Decision:

- The agency cites an increase in federally funded grants requiring critical oversight of specialized program requirements, and compliance to Davis Bacon Wage standards, for the Wastewater Engineering Bureau and Drinking Water and Ground Water Bureaus.
- This position is located in the Water Divisions at DES in the Grants Management Unit. Reclassification to Program Specialist IV will enable the agency to establish capacity and expertise needed to ensure funding for current and future projects and initiatives.
- The proposed duties are similar to those of other Program Specialist IV positions at DES and at other state agencies, and parallel the class specification for that title appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$97,877.71
Appropriation #03-04-44-441010-4788
3. Anticipated date of hire is: 2/8/2013 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$23,546.70
5. Total projected annual Salary and Benefit Cost:

Salary	\$44,753
Benefits	<u>\$23,335</u>
Total	\$68,088

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: January 16 , 2013

Reclassification Request:

- The Public Utilities Commission requests the reclassification of vacant_position #14356 Clerk IV, Labor Grade 12, A000 to a Program Assistant II , Labor Grade 15, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Assistant II, Labor Grade 15, I000, effective 12/4/12

Rationale for Decision:

- Agency cites restructuring of capacity and streaming of resources necessitating programmatic support functions involving hearings, case and document management, and legal proceedings at the Public Utilities Commission.
- Position will cross-function with section staff, and will be located in the Administration Division, Clerks Office Unit.
- This position's duties now mirror those of other Program Assistant II positions operating at PUC and in other state agencies; functions also parallel the state class specification appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$66,792.45
Appropriation #02-81-81-810010-2812
3. Anticipated date of hire is: 2/1/2013 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$18,410.75
5. Total projected annual Salary and Benefit Cost:

Salary	\$29,718
Benefits	<u>\$20,670</u>
Total	\$50,388

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: January 16, 2013

Reclassification Request:

- The Department of Environmental Services requests the reclassification of filled position #16799 Principal Planner, Labor Grade 24, A000 to a Environmental Program Manager , Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Environmental Program Manager , Labor Grade 27, A000, effective 11/30/12

Rationale for Decision:

- This position manages compliance, resources, and consultant contracts, related to federal funds that address environmental issues for watershed and storm water programs in New Hampshire.
- The agency cites a significant increase in federal funding under the Clean Water Act resulting in a shift of this position's functions. The position now manages and oversees additional locally lead watershed management projects, and regulatory demands on storm water management programs, to ensure federal funding eligibility for the State of New Hampshire and its municipalities.
- The proposed duties are similar to those of other Environmental Program Manager positions at DES and at other state agencies, and parallel the class specification for that title appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$79,154.54
Appropriation #03-44-44-442010-7602
3. Filled position-effective date: 11/30/12
4. Projected cost (Salary & Benefits) for remainder of FY13: \$44,035.67
5. Total projected annual Salary and Benefit Cost:

Salary	\$60,567
Benefits	<u>\$20,621</u>
Total	\$81,188

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: January 16 , 2013

Reclassification Request:

- The Department of Environmental Services requests the reclassification of filled_position #42721 Hydrogeologist II, Labor Grade 23, A000 to a Environmentalist IV , Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Environmentalist IV, Labor Grade 27, A000, effective 12/7/12

Rationale for Decision:

- Due to reduction in budget and capacity within the Geological Survey Office at DES, administrative and technical responsibilities have shifted to this position in order to provide critical data collection, data management functions, and timely completion of project deliverables to meet federal funding standards.
- Reclassification to an Environmentalist IV better reflects the critical level of required expertise, expansion of complexity, and long term project administration of programs, within the Geological Survey Office.
- The proposed duties are similar to those of other Environmentalist IV positions at DES and at other state agencies, and parallel the class specification for that title.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$82,671.94
Appropriation #03-44-44-440010-1551
3. Filled position-effective date: 12/14/12
4. Projected cost (Salary & Benefits) for remainder of FY13: \$42,515.72
5. Total projected annual Salary and Benefit Cost:

Salary	\$56,716
Benefits	<u>\$27,508</u>
Total	\$84,224

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: January 16 , 2013

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of filled position #12550 Case Aide, Labor Grade 14, A000 to a Medical Service Technician , Labor Grade 17, A000.

Division of Personnel (DOP) Reclassification Decision:

- Medical Service Technician, Labor Grade 17, A000, effective 12/10/2012

Rationale for Decision:

- Medicaid Client Services has experienced a 20% call volume increase. The Call Center was forced to send many calls to voicemail resulting in an unacceptable rate of call abandonment and long hold times for callers.
- Medicaid Client Service is authorized a total of seven Medical Service Technician positions within the Call Center, all with identical job responsibilities.
- This request seeks to align this position with the job requirements of the Medical Service Technician Classification Spec in order to handle difficult complaint situations as well as to research questionable eligibility data, medical and dental compliance, and service delivery in order to verify that payments made to providers are accurate and consistent with policy.

Funding Summary

1. This position is a 50% General Funded position.
This position is a 50% Federal Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$51,639
Appropriation #05-95-950010-6126
3. Filled position-effective date: 12/14/12
4. Projected cost (Salary & Benefits) for remainder of FY13: \$29,054
5. Total projected annual Salary and Benefit Cost:

Salary	\$32,234
Benefits	<u>\$25,873</u>
Total	\$58,107

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: January 16 , 2013

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of filled position # 11824 Administrator II, Labor Grade 29, A000 to a Administrator IV , Labor Grade 33, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator III , Labor Grade 31, A000, effective 12/20/2012

Rationale for Decision:

- Reclassification is requested due to a merger of then Division of Juvenile Justice Services (DJJS) into the Division of Children, Youth and Families (DCYF), which has impacted the duties of this and other positions in DCYF.
- This position's role as Administrator of Business Operations/Human Resources for the Division has expanded as a result of the merger, and it is now required to fill in for the Division Director at a higher level. These changes have increased the level of skill and independence needed.
- DOP finds that the level of agency-wide authority and financial management typical of the Administrator IV level are not represented in this position; however, the Administrator III level is appropriate to its level of responsibility and similar to other positions at that title.

Funding Summary

1. This position is a 60% General Funded position.
This position is a 40% Federal Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$97,083
Appropriation #05-95-40-400010-5800
3. Filled position-effective date: 6/15/2012
4. Projected cost (Salary & Benefits) for remainder of FY13: \$95,510
5. Total projected annual Salary and Benefit Cost:

Salary	\$72,852
Benefits	<u>\$22,658</u>
Total	\$95,510

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: January 16 , 2013

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of filled position #12419 Assistant Administrator, Labor Grade 29, A000 to a Administrator III , Labor Grade 31, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator III, Labor Grade 31, A000, effective 12/12/12

Rationale for Decision:

- Reclassification is requested due to merger of then Division of Juvenile Justice Services (DJJS) into the Division of Children, Youth and Families (DCYF), which has impacted the duties of this and other positions in DCYF.
- The Bureau of Well-Being has expanded to include Adolescent Services and the Parent, Youth Voice, and Birth Parent/Reunification Programs. As Bureau Administrator, this position's level of responsibility has increased; for example, it now oversees the creation and maintenance of the Federal Five Year Plan and acts as central gatekeeper for CHINS (Childred in Need of Services).
- DOP finds that the level of agency-wide authority typical of the Administrator IV level is not represented in this position; however, the Administrator III level is appropriate to the diversity of the areas overseen, level of skill required, and the position's statewide impact.

Funding Summary

1. This position is a 40% General Funded position.
This position is a 60% Federal Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$112,752.20
Appropriation #05-95-40-400510-5801
3. Filled position-effective date: 6/15/2012
4. Projected cost (Salary & Benefits) for remainder of FY13: \$111,310.93
5. Total projected annual Salary and Benefit Cost:

Salary	\$ 69,557
Benefits	<u>\$ 41,755</u>
Total	\$111,312

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: January 16 , 2013

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of filled position #41087 Case Technician I, Labor Grade 14, A000 to a Child Support Specialist , Labor Grade 18, A000.

Division of Personnel (DOP) Reclassification Decision:

- Child Support Specialist , Labor Grade 18, A000, effective 12/6/12

Rationale for Decision:

- This position is now responsible for a broad range of case assignments and functions including: negotiating with obligors for collections of payments, putative father interviews, determination of enforcement remedies, processing registrations of foreign orders, audits and all case transfers and wage assignments for the Conway District Office.
- These duties are more accurately represented in the SJD of a Child Support Specialist.

Funding Summary

1. This position is a 34% General Funded position.
This position is a 66% Federal Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$30,857
Appropriation #05-95-95-957010-6128
3. Filled position-effective date: 12/14/12
4. Projected cost (Salary & Benefits) for remainder of FY13: \$25,012.58
5. Total projected annual Salary and Benefit Cost:

Salary	\$33,540
Benefits	<u>\$14,757</u>
Total	\$48,297

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: January 16 , 2013

Reclassification Request:

- The Department of Information Technology requests the reclassification of filled position #20036 Systems Development Specialist III, Labor Grade 23, A000 to a Systems Development Specialist V , Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Systems Development Specialist V, Labor Grade 28, A000, effective 12/6/12

Rationale for Decision:

- The Department of Transportation systems have evolved into highly automated and interrelated systems.
- The NH Department's Data Warehouse application has expanded this position to include new sources of data, increased reporting, and new data sharing needs.
- This position has now taken on more responsibilities and has had an increased level of technical knowledge in data warehousing with matches that of a Systems Development Specialist V.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$89,319
Appropriation #01-03-03-030010-7708
3. Filled position-effective date: 12/14/2012
4. Projected cost (Salary & Benefits) for remainder of FY13: \$37,670.97
5. Total projected annual Salary and Benefit Cost:

Salary	\$50,914
Benefits	<u>\$38,404</u>
Total	\$89,318

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: January 16 , 2013

Reclassification Request:

- The Department of Information Technology requests the reclassification of vacant position #11296 Systems Development Specialist III, Labor Grade 23,A000 to a Technical Support Specialist VI , Labor Grade 32, A000.

Division of Personnel (DOP) Reclassification Decision:

- Technical Support specialist VI, Labor Grade 32, A000, effective 11/30/12

Rationale for Decision:

- This position will be the primary Systems Administrator for the NH Employment Security.
- Responsibilities include the primary support of numerous servers and many federally and state mandated applications including critical systems such as NH Unemployment benefits to claimants; Job Match System for registration of applicants, posting job orders by employers, job matching resumes to job order and all federal reporting on these activities; and the Web Tax System for processing unemployment benefits and tax amounts for federal income tax purposes.
- There is currently significant hardship on the Department in completing all the activities required for NHES in a timely manner, which may put agency service levels and citizen services at risk. This position reclassification will provide NHES with the system administration support that is critical for them to be successful.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$87,241
Appropriation #01-03-03-030010-7708
3. Anticipated date of hire is: 2/8/2013 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$30,061.24
5. Total projected annual Salary and Benefit Cost:

Salary	\$60,684
Benefits	<u>\$26,160</u>
Total	\$86,844

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: January 16 , 2013

Reclassification Request:

- The Department of Information Technology requests the reclassification of filled position #41238 Systems Development Specialist V , Labor Grade 28, A000 to a Systems Development Specialist VI , Labor Grade 30,A000.

Division of Personnel (DOP) Reclassification Decision:

- Systems Development Specialist VI , Labor Grade 30, A000, effective 12/6/12

Rationale for Decision:

- Position now requires incumbent to act as a lead application development specialist for application and database design for agency functions.
- This position requires leadership of project teams, managing third-party vendors developing/integrating software solutions, and interfacing with third-party vendors, managerial and technical personnel to resolve problems .

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$108,759
Appropriation #01-03-03-030010-7708
3. Filled position-effective date: 12/14/12
4. Projected cost (Salary & Benefits) for remainder of FY13: \$48,644.58
5. Total projected annual Salary and Benefit Cost:

Salary	\$ 69,557
Benefits	\$ <u>41,632</u>
Total	\$111,189

