



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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January 18, 2023

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,

Lorie A. Rudis
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: 01/18/2023

Reclassification Request:

- The Department of Information Technology requests the reclassification of vacant position #15699, System Development Specialist VI, Labor Grade 30, A000 to a IT Manager IV, Labor Grade 32, A000.

Division of Personnel (DOP) Reclassification Decision:

- IT Manager IV, Labor Grade 32, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Information Technology is requesting to reclassify this vacant position to support the federally mandated initiatives to modernize the Medicaid system.
- This position will be responsible to support the overall management, enhancement, and operations of the Medicaid Management Information System; with a focus on procurement, contracts, and managing analysts.
- 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.
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Funding Summary

1. This position is a 58% General Funded position.
This position is a 42% Federal Funded position.
2. Budgetary number/string 01-03-03-030010-77080000-010.
3. Anticipated date of hire is: 2/10/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$36,765
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$68,272	Salary	\$73,447
Benefits	<u>\$35,701</u>	Benefits	<u>\$36,848</u>
Total	\$103,973.	Total	\$110,295

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: 01/18/2023

Reclassification Request:

- The Department of Information Technology requests the reclassification of vacant position #42508, System Development Specialist V, Labor Grade 28, 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 upon G&C approval.

Rationale for Decision:

- The Department of Information Technology is requesting to reclassify this vacant position to support the need for a Application Architect that can identify all systems and sub-systems, how they should fit together, and ensure system reliability and performance.
- This position will be responsible to lead the planning and execution of application and systems installations and upgrades, including security and program configuration and maintenance for business applications and databases in production, development, test, and disaster recovery environments.
- 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 58% General Funded position.
This position is a 42% Federal Funded position.
2. Budgetary number/string 01-03-03-030010-77080000-010.
3. Anticipated date of hire is: 2/24/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$32,680
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$71,604
Benefits	<u>\$27,598</u>
Total	\$99,202

Projected Annual Cost:

Salary	\$73,447
Benefits	<u>\$36,848</u>
Total	\$110,295

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: 01/18/2023

Reclassification Request:

- The Department of Administrative Services requests the reclassification of vacant position #10091, Clerk III , Labor Grade 8, A000 to a Business Administrator II, Labor Grade 24, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Administrator II, Labor Grade 24, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Administrative Services (DAS) is requesting to reclassify this vacant position to a Business Administrator II within the Division of Plant and Property to serve as an Business Administrator that will supervise fiscal operations and support staff.
- The Business Administrator II will develop and implement fiscal and program policies and procedures by conducting research and audits, collecting data, and establishing information and education centers. This role will read, interpret and audit contracts, manage the Procurement Card program for the Bureau, plan and prepare budgets, make recommendations to improve efficiency, and supervise staff in the execution of fiscal operational and program activities.
- 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 01-14-14-141510-29500000-010.
3. Anticipated date of hire is: 1/27/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$31,081
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$37,131
Benefits	<u>\$18,556</u>
Total	\$55,687

Projected Annual Cost:

Salary	\$51,860
Benefits	<u>\$32,060</u>
Total	\$83,920

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: 1/18/2023

Reclassification Request:

- The Military Affairs and Veterans Services requests the reclassification of Vacant position #43101, Building & Grounds Utility Person, Labor Grade 8, A130 to a Maintenance Mechanic II, Labor Grade 12, A130.

Division of Personnel (DOP) Reclassification Decision:

- Maintenance Mechanic II, Labor Grade 12, A130 effective upon G&C approval.

Rationale for Decision:

- The Department of Military Affairs and Veterans Services is requesting to reclassify this vacant position to support the Passage of the Burial Equity for Guard & Reserves Act, to allow greater staff flexibility with increased burials.
- This position will perform skilled maintenance, repair, grounds care and snow removal work at the New Hampshire State Veterans Cemetery.
- 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 100% General Funded position.
2. Budgetary number/string 02-12-12-121010-22600000-010.
3. Anticipated date of hire is: 2/10/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$20,814
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$36,137
Benefits	<u>\$18,335</u>
Total	\$54,472

Projected Annual Cost:

Salary	\$34,280
Benefits	<u>\$28,161</u>
Total	\$62,441

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: 01/18/2023

Reclassification Request:

- The Department of Safety requests the reclassification of vacant position #30450, Plumbers Board Inspector, Labor Grade 23, A130 to a Program Specialist III, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist III, Labor Grade 23, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Safety is requesting to reclassify this vacant position to conduct inspections as part of the State Building Permit Program.
- The Program Specialist III position will be responsible for building, plumbing and mechanical permits, construction plans, and fire code inspections to ensure compliance with State codes and laws.
- 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 100% Other Funded position.
2. Budgetary number/string 02-23-23-238010-66310000-010.
3. Anticipated date of hire is: 4/21/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$12,044
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$53,857
Benefits	<u>\$32,503</u>
Total	\$86,360

Projected Annual Cost:

Salary	\$49,714
Benefits	<u>\$31,584</u>
Total	\$81,298

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: 01/18/2023

Reclassification Request:

- The Board of Tax and Land Appeals requests the reclassification of vacant position #19847, Legal Secretary IV, Labor Grade 15, A000 to a Legal Assistant, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Legal Assistant, Labor Grade 19, A000 effective upon G&C approval.

Rationale for Decision:

- The Board of Tax and Land Appeals is requesting to reclassify this vacant position to a Legal Assistant to support the coordination and organization of appeals and legal materials for board hearings of property tax, state tax and eminent domain.
- The Legal Assistant will research and investigate legal issues pertaining to appeals of taxation, reassessment actions, and eminent domain and receive, review and prepare case files for hearings.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Board of Tax and Land Appeals' proposed organizational structure.

Funding Summary

1. This position is a 90% General Funded position.
This position is a 10% Other Funded position.
2. Budgetary number/string 02-89-89-890010-12410000-010.
3. Anticipated date of hire is: 2/10/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$24,040
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$50,059	Salary	\$42,201
Benefits	<u>\$34,464</u>	Benefits	<u>\$29,918</u>
Total	\$84,523	Total	\$72,119

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: 01/18/2023

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #12235, Child Support Officer , Labor Grade 20, A000 to a Program Specialist IV, Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist IV, Labor Grade 25, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services (HHS) is requesting to reclassify this vacant position to a Program Specialist IV to serve as a program lead for the Policy Unit of the Bureau of Child Support Services (BCSS) to perform audits, reviews, and compliance mechanisms to maintain program integrity and assure consistent funding/program applications.
- The Program Specialist IV will research, plan, evaluate and write statewide policies, rules, and procedures consistent with laws and federal regulations, plan, develop and implement statewide evaluation and compliance projects, collaborate with other state and federal agencies and business partners regarding compliance strategies, and oversee the Child Support Title IV-D State Plan.
- 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 34% General Funded position.
This position is a 66% Federal Funded position.
2. Budgetary number/string 05-95-42-427010-79290000-010.
3. Anticipated date of hire is: 3/10/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$22,488
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$60,783	Salary	\$54,169
Benefits	<u>\$34,049</u>	Benefits	<u>\$32,572</u>
Total	\$94,832	Total	\$86,741

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: 01/18/2023

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #30284, Training Coordinator, Labor Grade 21, A000 to a Program Specialist III, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist III, Labor Grade 23, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services, Bureau of Employment Support, is requesting a vacant reclassification to a Program Specialist III to create a state classified position for the New Hampshire Employment Program that was previously performed by a DHHS subcontractor.
- The Program Specialist III will be responsible for identifying and analyzing educational/training and program opportunities that will result in long-term employment success for NH Employment Program participants.
- 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 41% General Funded position.
This position is a 59% Federal Funded position.
2. Budgetary number/string 05-95-45-450010-61270000-010.
3. Anticipated date of hire is: 2/10/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$27,099
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$46,423
Benefits	<u>\$30,854</u>
Total	\$77,277

Projected Annual Cost:

Salary	\$49,714
Benefits	<u>\$31,584</u>
Total	\$81,298

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: 01/18/2023

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #44098, Program Assistant I, Labor Grade 12, A000 to a Program Specialist II, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist II, Labor Grade 21, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services (HHS) is requesting to reclassify this vacant position to a Program Specialist II in the Bureau of Employment Supports (BES) to perform employment program support and quality assurance activities for the New Hampshire Employment Program (NHEP).
- The Program Specialist II will review and audit cases and contracted entities to ensure complete, accurate, and compliant program and service delivery standards. The position will provide research, training, and technical assistance to Employment Counselor Specialists statewide in order to improve and ensure successful client reemployment outcomes by engaging and auditing education, training, and job market resources receiving program funding.
- 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 41% General Funded position.
This position is a 59% Federal Funded position.
2. Budgetary number/string 05-95-45-450010-61270000-010.
3. Anticipated date of hire is: 2/10/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$25,516
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$0	Salary	\$45,826
Benefits	\$0	Benefits	<u>\$30,722</u>
Total	\$0	Total	\$76,548

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: 01/18/2023

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #15034, Mental Health Worker III, Labor Grade 13, A130 to a Adult Protective Service Worker I, Labor Grade 20, A000.

Division of Personnel (DOP) Reclassification Decision:

- Adult Protective Service Worker I, Labor Grade 20, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services (HHS) is requesting to reclassify this vacant position to an Adult Protective Service Worker I for the Adult Protective Service Unit of the Bureau of Elderly and Adult Services to assist with an increase in the volume of complex cases related to scams, exploitation, self-neglect, chronic substance abuse disorder, untreated or undiagnosed mental health illness, and unstable housing or homelessness.
- The Adult Protective Service Worker I will perform complex Adult Services investigations, social work assessments, and case management. This role will receive and investigate reports of suspected abuse, neglect, self-neglect, exploitation of vulnerable adults, and perpetrator-based abuse and will develop, recommend, and implement case plans designed to protect vulnerable adults and prevent future harm.
- 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 91% General Funded position.
This position is a 9% Federal Funded position.
2. Budgetary number/string 05-95-48-480510-92500000-010.
3. Anticipated date of hire is: 2/10/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$24,740
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$0	Salary	\$43,922
Benefits	\$0	Benefits	<u>\$30,299</u>
Total	\$0	Total	\$74,221

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: 01/18/2023

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #15126, Mental Health Worker II, Labor Grade 11, A130 to a Adult Protective Service Worker I, Labor Grade 20, A000.

Division of Personnel (DOP) Reclassification Decision:

- Adult Protective Service Worker I, Labor Grade 20, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services (HHS) is requesting to reclassify this vacant position to an Adult Protective Service Worker I for the Adult Protective Service Unit of the Bureau of Elderly and Adult Services to assist with an increase in the volume of complex cases related to scams, exploitation, self-neglect, chronic substance abuse disorder, untreated or undiagnosed mental health illness, and unstable housing or homelessness.
- The Adult Protective Service Worker I will perform complex Adult Services investigations, social work assessments, and case management. This role will receive and investigate reports of suspected abuse, neglect, self-neglect, exploitation of vulnerable adults, and perpetrator-based abuse and will develop, recommend, and implement case plans designed to protect vulnerable adults and prevent future harm.
- 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 91% General Funded position.
This position is a 9% Federal Funded position.
2. Budgetary number/string 05-95-48-480510-92500000-010.
3. Anticipated date of hire is: 2/10/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$24,740
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$0	Salary	\$43,922
Benefits	\$0	Benefits	<u>\$30,299</u>
Total	\$0	Total	\$74,221

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: 01/18/2023

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #15146, Mental Health Worker II, Labor Grade 11, A130 to a Adult Protective Service Worker I, Labor Grade 20, A000.

Division of Personnel (DOP) Reclassification Decision:

- Adult Protective Service Worker I, Labor Grade 20, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services (HHS) is requesting to reclassify this vacant position to an Adult Protective Service Worker I for the Adult Protective Service Unit of the Bureau of Elderly and Adult Services to assist with an increase in the volume of complex cases related to scams, exploitation, self-neglect, chronic substance abuse disorder, untreated or undiagnosed mental health illness, and unstable housing or homelessness
- The Adult Protective Service Worker I will perform complex Adult Services investigations, social work assessments, and case management. This role will receive and investigate reports of suspected abuse, neglect, self-neglect, exploitation of vulnerable adults, and perpetrator-based abuse and will develop, recommend, and implement case plans designed to protect vulnerable adults and prevent future harm.
- 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 91% General Funded position.
This position is a 9% Federal Funded position.
2. Budgetary number/string 05-95-48-480510-92500000-010.
3. Anticipated date of hire is: 2/10/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$24,740
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$0
Benefits	<u>\$0</u>
Total	\$0

Projected Annual Cost:

Salary	\$43,922
Benefits	<u>\$30,299</u>
Total	\$74,221

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: 01/18/2023

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #15162, Mental Health Worker I, Labor Grade 09, A130 to a Executive Secretary , Labor Grade 11, A000.

Division of Personnel (DOP) Reclassification Decision:

- Executive Secretary , Labor Grade 11, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services (HHS) is requesting to reclassify this vacant position to an Executive Secretary in the Concord District Office of the Bureau of Elderly and Adult Services to fulfill the need of a dedicated resource providing clerical and secretarial support to the office and staff.
- The Executive Secretary will coordinate and engage in correspondence regarding reports of abuse, neglect, and exploitation, utilize a variety of technology to input, track, retrieve and report on cases and case activities, review and verify case documents and investigation summaries for completeness and accuracy, and provide clerical office support as the assistant to the Adult Protective Services Supervisor.
- 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 91% General Funded position.
This position is a 9% Federal Funded position.
2. Budgetary number/string 05-95-48-480510-92500000-010.
3. Anticipated date of hire is: 2/10/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$19,479
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$0	Salary	\$31,003
Benefits	<u>\$0</u>	Benefits	<u>\$27,434</u>
Total	\$0	Total	\$58,437

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: 01/18/2023

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #43582, Systems Development Specialist, Labor Grade 26, 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 upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services is requesting to reclassify this vacant position to a Business Systems Analyst I to analyze, research, and formulate information systems procedures and controls that will provide the departmental behavioral health risk factor and health outcome data for the Division of Public Health Services and the Division for Behavioral Health programs.
- The Business Systems Analyst I will manage software applications related to Behavioral Health Surveillance System user-identified needs and research indicator specifications to develop specialized data collection tools for data managers.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Health and Human Services proposed organizational structure

Funding Summary

1. This position is a 100% Federal Funded position.
2. Budgetary number/string 05-95-90-900510-52620000-010.
3. Anticipated date of hire is: 2/10/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$31,940
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$57,509
Benefits	<u>\$33,313</u>
Total	\$90,822

Projected Annual Cost:

Salary	\$61,601
Benefits	<u>\$34,221</u>
Total	\$95,822

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: 1/18/2023

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #14953, Social Worker III, Labor Grade 19, A000 to a Program Specialist III, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist III, Labor Grade 23, A000 effective December 30, 2022.

Rationale for Decision:

- The Department of Health and Human Services is requesting a reclassification of this filled position to a Program Specialist III to meet the business needs of the Office of Patient Experience and focus on Patient Experience Model.
- The Program Specialist III will collaborate across departments within New Hampshire Hospital to gather information to analyze and improve the patient experience by promoting new ideas based on qualitative and quantitative data.
- 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 40% General Funded position.
This position is a 60% Other Funded position.
2. Budgetary number/string 05-95-94-940010-87500000-010.
3. Filled position-effective date: 12/30/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$41,137
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$59,592
Benefits	<u>\$23,663</u>
Total	\$83,255

Projected Annual Cost:

Salary	\$56,539
Benefits	<u>\$22,796</u>
Total	\$79,335

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: 01/18/2023

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #16114, Social Worker III , Labor Grade 19, A000 to a Program Specialist III, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist III, Labor Grade 23, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services is requesting a reclassification of this vacant position to a Program Specialist III to meet the business needs of the Office of Patient Experience and to focus on the Patient Experience Model.
- The Program Specialist III will collaborate across departments within New Hampshire Hospital to gather information to analyze and improve the patient experience by promoting new ideas based on qualitative and quantitative data.
- 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 40% General Funded position.
This position is a 60% Other Funded position.
2. Budgetary number/string 05-95-94-940010-87500000-010.
3. Anticipated date of hire is: 3/10/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$21,077
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$58,592	Salary	\$49,714
Benefits	<u>\$46,522</u>	Benefits	<u>\$31,584</u>
Total	\$105,114	Total	\$81,298

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: 01/18/2023

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #16168, Medical Records Administrator, Labor Grade 24, A000 to a Administrator II, Labor Grade 29, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator II, Labor Grade 29, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services, New Hampshire Hospital, is requesting to reclassify this vacant position to an Administrator II for the Hospital's Health Information Department.
- The Administrator II will administer and oversee the Hospital's implementation, practices, and compliance with the privacy policies and procedures regarding the safe use and handling of Electronic Health Records in compliance with Federal and State HIPPA regulations.
- 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 40% General Funded position.
This position is a 60% Other Funded position.
2. Budgetary number/string 05-95-94-940010-87500000-010.
3. Anticipated date of hire is: 3/10/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$25,690
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$59,814	Salary	\$64,274
Benefits	<u>\$46,446</u>	Benefits	<u>\$34,813</u>
Total	\$106,260	Total	\$99,087

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: 01/18/2023

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #18638, TEACHER II DRC, Labor Grade 20, A000 to a Staff Development and Training Specialist , Labor Grade 24, A000.

Division of Personnel (DOP) Reclassification Decision:

- Staff Development and Training Specialist, Labor Grade 24, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services (HHS) is requesting to reclassify this vacant position to a Staff Development and Training Specialist for the Rehabilitation Department of New Hampshire Hospital (NHH) to support wellness initiatives that will help manage the physical and emotional health of NHH employees and patients.
- The Staff Development and Training Specialist will plan and deliver wellness services, events, and physical activity trainings to NHH employees and patients that promote social, emotional, cognitive and physical well-being. This role will provide leadership to the Wellness Committee, coordinate with Human Resources to execute wellness initiatives, and maintain and support the NHH gymnasium and Community Library environments.
- 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 40% General Funded position.
This position is a 60% Other Funded position.
2. Budgetary number/string 05-95-94-940010-87500000-010.
3. Anticipated date of hire is: 3/10/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$21,757
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$73,892	Salary	\$51,860
Benefits	<u>\$40,096</u>	Benefits	<u>\$32,060</u>
Total	\$113,988	Total	\$83,920

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: 01/18/2023

Reclassification Request:

- The Lottery Commission requests the reclassification of vacant position #14410, Gaming Enforcement Assistant Supervisor, Labor Grade 18, X208 to a Field Auditor, Labor Grade 22, A000.

Division of Personnel (DOP) Reclassification Decision:

- Field Auditor, Labor Grade 22, A000 effective upon G&C approval.

Rationale for Decision:

- The New Hampshire Lottery Commission is requesting a reclassification of this vacant position to a Field Auditor as duties have been revised from active law enforcement to the inspections and audits of gaming operators.
- The Field Auditor will enforce gaming regulations by monitoring all gaming activities through compliance inspections documented in written reports and will work closely with the licensing and auditing units on compliance-related matters.
- 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 100% Other Funded position.
2. Budgetary number/string 06-83-83-830013-20280000-010.
3. Anticipated date of hire is: 2/24/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$23,340
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$64,990	Salary	\$47,648
Benefits	<u>\$14,436</u>	Benefits	<u>\$31,126</u>
Total	\$79,426	Total	\$78,774