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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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January 10, 2024

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,

Handwritten signature of Lorrie A. Rudis in black ink.

Lorrie A. Rudis
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 10, 2024

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #30317, 15-2050 DATA SCIENTISTS-2, A000, Labor Grade 25, to a 13-1190 MISC BUS OPS SPECS-6, A000, Labor Grade 27.

Division of Personnel (DOP) Reclassification Decision:

- 13-1190 MISC BUS OPS SPECS-6, A000 , Labor Grade 27, effective 12/15/2023.

Rationale for Decision:

- The Department of Health and Human Services (DHHS) is reclassifying this filled position to 13-1190 Miscellaneous Business Operations Specialists-6 to serve as a Compliance and Contracts Administrator for Bureau of Child Support Services. This position will administer objectives relating to contract management, federal and state compliance, reporting requirements, audits, program performance and data analytics.
- The Compliance and Contracts Administrator will analyze, modify, recommend, and monitor operational and program procedures to comply with federal performance metrics, administer contract management and monitor child support program grants, contracts, Memoranda of Understandings, and Request for Proposals. This role will manage various state and federal audits, develop reports and presentations for legislative activities, budgets, and programs, and contribute to the implementation of technological safeguards of Bureau information.
- The proposed duties are like those of other positions within the same Occupational Group and level currently operating at the agency and throughout the state and parallel the Broad Group Specification appropriately. The role is also appropriate within 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. Filled position-effective date: 12/15/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$55,552
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$65,382	Salary	\$74,976
Benefits	<u>\$35,053</u>	Benefits	<u>\$36,828</u>
Total	\$100,435	Total	\$111,804

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 10, 2024

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #43567, 15-2050 DATA SCIENTISTS-2, A000, Labor Grade 24, to a 11-9110 MED-HLTH SVCS MGRS-3, A000, Labor Grade 27.

Division of Personnel (DOP) Reclassification Decision:

- 11-9110 MED-HLTH SVCS MGRS-3, A000 , Labor Grade 27, effective 12/15/2023.

Rationale for Decision:

- The Department of Health and Human Services is reclassifying this filled position from 15-2050 DATA SCIENTISTS-2 to 11-9110 MED-HLTH SVCS MGRS-3.
- The position will serve as a Health Professions Data Center Manager for the Rural Health and Primary Care Section within the Bureau of Healthcare Access, Equity, and Policy. The position will be responsible for program planning and implementation, data evaluation and oversight, aimed at enhancing the capacity of the Health Professions Data Center to inform health care workforce planning and policy and to effectively reduce workforce shortages and disparities within New Hampshire.
- The proposed duties are like those of other positions within the same Occupational Group and level currently operating at the agency and throughout the state and parallel the Broad Group Specification appropriately. The role is also appropriate within the agency's proposed organizational structure.

Funding Summary

1. This position is a 41.8% General Funded position.
This position is a 58.2% Federal Funded position.
2. Budgetary number/string 05-95-90-901010-79650000-010.
3. Filled position-effective date: 12/15/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$63,988
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$67,977	Salary	\$77,999
Benefits	<u>\$48,391</u>	Benefits	<u>\$50,328</u>
Total	\$116,368	Total	\$128,327

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 10, 2024

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #15846, 21-1090 Miscellaneous Community and Social Service Specialists-5, Labor Grade 23, A000 to a 43-6010 Secretaries and Administrative Assistants-6, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- 43-6010 Secretaries and Administrative Assistants-6, Labor Grade 23, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services (DHHS) is reclassifying this vacant position to 43-6010 Secretaries and Administrative Assistants-6, LG 23, to serve as a Clinical Staffing Coordinator for New Hampshire Hospital Nursing Department. This position will support the Nursing and Social Work Departments by facilitating the hiring of all clinical agency staff.
- The Clinical Staffing Coordinator will schedule interviews, facilitate onboarding, schedule orientation, and monitor individual contracts for renewals or terminations. This role will verify all education, training, licenses, background checks and medical information, administer and coordinate the credentialing and licensing processes, and develop and maintain affective tracking systems for contracts.
- The proposed duties are like those of other positions within the same Occupational Group and level currently operating at the agency and throughout the state and parallel the Broad Group Specification appropriately. The role is also appropriate within the agency's proposed organizational structure.

Funding Summary

1. This position is a 32.45% General Funded position.
This position is a 67.55% Other Funded position.
2. Budgetary number/string 05-95-94-940010-87500000-010.
3. Anticipated date of hire is: 1/26/2024 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$32,636
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$47,873	Salary	\$52,670
Benefits	<u>\$31,242</u>	Benefits	<u>\$32,183</u>
Total	\$79,115	Total	\$84,853

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 10, 2024

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12336, 43-3030 ACCTNG-AUDIT CLERKS-3, Labor Grade 12, A000 to a 13-2010 ACCTS-AUDITORS-2, Labor Grade 16, A000.

Division of Personnel (DOP) Reclassification Decision:

- 13-2010 ACCTS-AUDITORS-2, Labor Grade 16, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services (DHHS) is reclassifying this vacant position to 13-2010 Accountants and Auditors-2 to serve as an Accountant I for the Accounts Payable Unit at the Division of Finance & Procurement to assist with an increase in the volume of work and to help meet processing deadlines.
- The Accountant I will review and monitor invoices and manual warrants for liabilities incurred by all DHHS divisions and provide training and guidance to unit peers on procedures, processes, and workflow. This role will perform audits, prepare payment vouchers, review, prepare, and validate daily financial transactions, and ensure compliance with state and federal regulations and Administrative rules.
- The proposed duties are like those of other positions within the same occupational group and level currently operating at the agency and throughout the state and parallel the Broad Group specification appropriately. The role is also appropriate within the agency's proposed organizational structure.

Funding Summary

1. This position is a 58.66% General Funded position.
This position is a 41.34% Other Funded position.
2. Budgetary number/string 05-95-95-950010-56760000-010.
3. Anticipated date of hire is: 1/12/2024 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$29,264
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$30,947	Salary	\$39,761
Benefits	<u>\$27,567</u>	Benefits	<u>\$29,407</u>
Total	\$58,514	Total	\$69,168

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 10, 2024

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #19839, 13-1110 MANAGEMENT ANALYSTS-4, A000, Labor Grade 28, to a 15-2050 Data Scientists-4, A000, Labor Grade 30.

Division of Personnel (DOP) Reclassification Decision:

- 15-2050 Data Scientists-4, A000 , Labor Grade 30, effective 12/15/2023.

Rationale for Decision:

- The Department of Health and Human Services is reclassifying this filled position from 13-1110 MANAGEMENT ANALYSTS-4 to 15-2050 DATA SCIENTISTS-4.
- The position will serve as a Health Professions Data Center Manager for the Rural Health and Primary Care Section within the Bureau of Healthcare Access, Equity, and Policy. The role will be responsible for program planning and implementation, and data evaluation and oversight, aimed at enhancing the capacity of the Health Professions Data Center to inform health care workforce planning and policy, and to effectively reduce workforce shortages and disparities within New Hampshire.
- The proposed duties are like those of other positions within the same Occupational Group and level currently operating at the agency and throughout the state and parallel the Broad Group Specification appropriately. The role is also appropriate within the agency's proposed organizational structure.

Funding Summary

1. This position is a 57.05% General Funded position.
This position is a 42.95% Federal Funded position.
2. Budgetary number/string 05-95-95-955010-66370000-010.
3. Filled position-effective date: 12/15/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$61,942
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$81,742	Salary	\$94,047
Benefits	<u>\$28,213</u>	Benefits	<u>\$30,537</u>
Total	\$109,955	Total	\$124,584