

BUSINESS JUSTIFICATION TEMPLATE
Tennessee Department of Health

I. Executive Summary

The Department of Health has a total of 2,894 full-time positions. The Department would accept up to 76 applications out of 91 employees in the below classifications who are eligible to apply for the Voluntary Buyout Program (VBP). We have identified seven Divisions with eligible positions as further detailed below in the business justification and assessment section. These determinations were made based on an evaluation of the operational impact to the Department. The services provided by these classifications overlapped or are obsolete, or could be eliminated or absorbed by existing staff without loss of critical services to the public.

As detailed below and in the accompanying chart, most eligible positions will be reclassified if an employee who is eligible to apply does so and is accepted to participate in the VBP. If eligible employees do not apply, however, there would be no reduction in-force or layoff under this VBP business justification plan. Rather, employees in VBP-eligible positions who decline the VBP would continue in their current position, although layoffs or other involuntary action impacting certain positions could occur after the Department's Next Gen IT Plan is complete.

<u>Job Class</u>	<u>Proposed # of Positions</u>
Administrative Assistant 1	5
Administrative Secretary	2
Administrative Services Assistant 2	6
Administrative Services Assistant 3	2
Administrative Services Assistant 4	1
Audiologist 2	1
Clerk 2	5
Clerk 3	2
Environmental Health Specialist 3	2
Information Resources Support Specialist 3	3
Information Resources Support Specialist 4	4
Information Systems Specialist 4	1
Information Systems Consultant	1
Information Systems Analyst 3	1
Information Systems Manager 1	1
Information Systems Manager 3	3
Mainframe Computer Operator 2	1
Nurse's Assistant 2	7
Nutritionist 1	1
Nutritionist 3	1
Office Automation Specialist	1
Physician	1
Public Health Office Assistant	2
Registered Nurse 2	1
Registered Nurse 3	1
Registered Nurse 4	1
Registered Nurse-Expanded Skills	4
Secretary	2
Social Counselor 2	4
Social Services Specialist 2	1

Social Worker 2	1
Statistical Analyst 4	4
Statistical Analyst Supervisor	2
Word Processing Operator	1

II. Business Justification and Assessment

We have identified the Division of Community Health Services (CHS) as VBP-eligible because there is a need to combine lower level administrative positions and reclassify them to provide an increased level of support within the region and better meet agency needs. The **two Administrative Assistant 1 (AA 1)** positions (Dept ID 3436005000) in the Mid-Cumberland Regional Office (MCRO) will be reclassified to Administrative Services Assistant 2s (ASA 2). The funding for the **two AA 1** positions (Dept ID 3436006000) in the South Central Regional Office (SCRO) will be combined with funding for three other lower salary grade administrative positions to support reclassification to two ASA 3s and one ASA 4. The funding for the **one AA 1** position (Dept ID 3436007001) in the West Tennessee Regional Office (WTRO)-Union City will be combined with funding for one other lower salary grade administrative position to support reclassification to one Account Tech 1 or 2, the previous duties will be absorbed by existing staff. The funding for the **one Administrative Secretary** position (Dept ID 3436006000) in the SCRO will be combined with funding for the two abovementioned AA 1s and two other lower salary grade administrative positions to support reclassification to two ASA 3s and one ASA 4. The funding for the **one Administrative Secretary** position (Dept ID 3436007000) in the WTRO will be combined with funding for the one abovementioned AA 1 to support reclassification to one Account Tech 1 or 2; the previous duties will be absorbed by existing staff. The two positions in the MCRO will not be reclassified unless the proposed number takes the VBP. Funding for the three positions in the SCRO will only be combined (5 total) to support two ASA 3 positions and one ASA 4 position if the proposed number takes the VBP. Funding for the two positions in the WTRO will only be combined to support an Account Tech 1 or 2 if the proposed number takes the VBP. Any remaining funding will only be used to offset the cost to reclassify a future position up if the proposed number takes the VBP. Only vacant positions will be reclassified and no action will be taken as a result of an employee not taking the VBP.

We have identified **one ASA 2** and **one ASA 3** in the Division of Administrative Services (DAS) as VBP-eligible because these positions in the Accounts Office inadequately support current business needs and there is a need for additional accounting staff. The one ASA 2 position (DAS-Accounts Office) will be reclassified to an Account Tech 2 and the one ASA 3 position (DAS-Accounts Office) will be reclassified to an Accountant 2. These positions will not be reclassified unless the proposed number takes the VBP. Only vacant positions will be reclassified and no action will be taken as a result of an employee not taking the VBP.

We have identified **two ASA 2** positions (Dept ID 3432001000) in the Division of Policy, Planning and Assessment (PPA) as VBP-eligible because the duties can be absorbed by other staff. Funding for these positions will only be used to offset the cost to reclassify two future positions up if the proposed number takes the VBP. No action will be taken as a result of an employee not taking the VBP.

We have identified **two ASA 2** positions in the CHS-Southeast Region (SER) and **one ASA 2** position (Dept ID 3436001000) in the CHS-Northeast Regional Office (NERO) as VBP-eligible because there is a need to reclassify generic administrative positions to more specific job classifications to better meet business needs. The duties of the two ASA 2 positions in the SER will be absorbed by existing staff and the positions reclassified to better meet the needs of the

region. The duties of the one ASA 2 position in the NERO can be absorbed by existing clerical staff. The two positions in the SER will not be reclassified unless the proposed number takes the VBP. Funding for the one position in the NERO will only be used to offset the cost to reclassify a future position up if the proposed number takes the VBP. Only vacant positions will be reclassified and no action will be taken as a result of an employee not taking the VBP.

We have identified **one ASA 3** position (Dept ID 3430801000) in the Division of Laboratory Services as VBP-eligible because there is a need for a dedicated position to serve as the division's personnel officer. The one ASA 3 position will be reclassified to an HR Analyst 2. This position will not be reclassified unless the proposed number takes the VBP. Only vacant positions will be reclassified and no action will be taken as a result of an employee not taking the VBP.

We have identified **one ASA 4** position (Dept ID 3430101000) in the Commissioner's Office as VBP-eligible because this position in the Offices of Communication and Legislative Services inadequately supports current business needs. It will be reclassified to an Executive Admin Assistant 1 to match the other administrative support positions that are located in the Commissioner's Office. This position will not be reclassified unless the proposed number takes the VBP. Only vacant positions will be reclassified and no action will be taken as a result of an employee not taking the VBP.

We have identified **one Audiologist 2** position (Dept ID 3436002000) in the CHS-East Tennessee Regional Office (ETRO) as VBP-eligible because it is the only one in the Department of Health and is no longer needed; it will be reclassified to a position that better meets agency needs. This position will not be reclassified unless the proposed number takes the VBP. Only vacant positions will be reclassified and no action will be taken as a result of an employee not taking the VBP.

We have identified **five Clerk 2** positions (Dept ID 3432003000) in PPA as VBP-eligible because there is a need for more job specific classifications to better meet business needs, The funding for these five positions will be combined to support reclassification to two Vital Records Information Assistant (VRIA) positions. Funding for these positions will only be combined to support two VRIA positions if the proposed number takes the VBP. Only vacant positions will be reclassified and no action will be taken as a result of an employee not taking the VBP.

We have identified **two Clerk 3** positions (Dept ID 3436006000) in the CHS-SCRO as VBP-eligible because there is a need to combine lower level administrative positions and reclassify them to provide an increased level of support within the region. The funding for these two positions will be combined with funding from the abovementioned two AA 1s and one Administrative Secretary to support reclassification to two ASA 3s and one ASA 4 to work with billing, coding and rebilling claims. Funding for these two positions will only be combined (5 total) to support two ASA 3 positions and one ASA 4 position if the proposed number takes the VBP. Only vacant positions will be reclassified and no action will be taken as a result of an employee not taking the VBP.

We have identified **three Information Resource Support Specialist 3 (IRSS 3)** positions, **four IRSS 4** positions, **one Information Systems Consultant**, **one Information Systems Analyst 3**, **one Information Systems Manager 1** and **three Information Systems Manager 3** positions (Dept ID 3430107000), and one **Information System Specialist 4** position (Dept ID 3430502000) in the Information Technology Services Division (ITSD) as VBP-eligible because these current classifications are earmarked to be replaced by Next Gen IT classifications. These positions will be reclassified to the appropriate position titles as outlined on the Next Gen IT Job

Title Crosswalk. These positions will not be reclassified unless the proposed number takes the VBP. Only vacant positions will be reclassified and no action will be taken as a result of an employee not taking the VBP. However, once our Next Gen IT plan is completed and all vacancies have been filled, any employee who has not been selected for an available position will be impacted by a Reduction in Force.

We have identified **one Mainframe Computer Operator** position (Dept ID 3436001030) in the CHS-Northeast Region-Greene County Health Department as VBP-eligible because it is the only one in the Department of Health, is an obsolete classification and is not part of Next Gen IT. It will be reclassified to better meet agency needs. This position will not be reclassified unless the proposed number takes the VBP. Only vacant positions will be reclassified and no action will be taken as a result of an employee not taking the VBP.

We have identified **four Nurse's Assistant 2** positions in the CHS-Mid-Cumberland Region and **three Nurse's Assistant 2** positions (Dept ID 3436001010 and 3436001037) in the CHS-Northeast Region-Carter and Hawkins County Health Departments as VBP-eligible because there is a need to reclassify them to higher level clinical support positions to better serve the patient population within the health departments. These positions will be reclassified to Licensed Practical Nurse 2 positions. These positions will not be reclassified unless the proposed number takes the VBP. Only vacant positions will be reclassified and no action will be taken as a result of an employee not taking the VBP.

We have identified **one Office Automation Specialist** position (Dept ID 3436002000) in the CHS-ETRO as VBP-eligible because it is an obsolete classification and is not part of Next Gen IT; it will be reclassified to a position that better meets agency needs. This position will not be reclassified unless the proposed number takes the VBP. Only vacant positions will be reclassified and no action will be taken as a result of an employee not taking the VBP.

We have identified **four RN-Expanded Skills** positions in the CHS- West Tennessee Region as VBP-eligible because they have become obsolete as the training required for this classification is no longer offered. The funding for these positions will be combined to support reclassification to Nurse Practitioners to provide higher functioning skill level providers. These positions will not be reclassified unless the proposed number takes the VBP. Only vacant positions will be reclassified and no action will be taken as a result of an employee not taking the VBP.

We have identified **two Secretary** positions (Dept ID 3436001000) in the NERO as VBP-eligible because there is a need to reclassify generic administrative positions to more specific job classifications to better meet business needs. The duties of these positions will be absorbed by existing clerical staff and funding combined to support reclassification to one higher level position with expanded responsibilities. One of these positions will not be reclassified unless the proposed number takes the VBP. Any remaining funding will only be used to offset the cost to reclassify a future position up if the proposed number takes the VBP. Only vacant positions will be reclassified and no action will be taken as a result of an employee not taking the VBP.

We have identified **four Social Counselor 2** positions (Dept ID 3436002007, 3436002015, 3436002029, and 3436002087) in the CHS-East Tennessee Region as VBP-eligible because their duties can be absorbed by existing county contract staff and will improve efficiency. These positions will be reclassified to positions that better meet agency needs. These positions will not be reclassified unless the proposed number takes the VBP. Only vacant positions will be reclassified and no action will be taken as a result of an employee not taking the VBP.

We have identified **one Social Services Specialist 2** position (Dept ID 3436002000) in the CHS-ETRO and **one Social Worker 2** position (Dept ID 3436002073) in the CHS-East Tennessee Region-Roane County as VBP-eligible because their duties can be absorbed by existing county contract staff and will improve efficiency. These positions will be reclassified to positions that better meet agency needs. These positions will not be reclassified unless the proposed number takes the VBP. Only vacant positions will be reclassified and no action will be taken as a result of an employee not taking the VBP.

We have identified **four Statistical Analyst 4** positions and **two Statistical Analyst Supervisor** positions in PPA as VBP-eligible because there is a need for higher level statistical support. The funding for the four Statistical Analyst 4 positions will be combined to support reclassification to two Epidemiologist 1s. The two Statistical Analyst Supervisors will be reclassified to Statistical Programmer Specialist 2 positions. Funding for the four Stat Analyst 4 positions will only be combined to support two Epidemiologist 1 positions if the proposed number takes the VBP. The two Stat Analyst Supervisor positions will not be reclassified unless the proposed number takes the VBP. Only vacant positions will be reclassified and no action will be taken as a result of an employee not taking the VBP.

We have identified **one Word Processing Operator** position (Dept ID 3436007000) in the CHS-WTRO as VBP-eligible because it is the only one in the Department of Health, is an obsolete classification and is not part of Next Gen IT. It will be reclassified to better meet agency needs. This position will not be reclassified unless the proposed number takes the VBP. Only vacant positions will be reclassified and no action will be taken as a result of an employee not taking the VBP.

We have identified **one Nutritionist 1** position (Dept ID 3436008047); **two Environmental Health Specialist 3** positions, **one Nutritionist 3** position, **one Public Health Office Assistant** position and **one Registered Nurse 3** position (Dept ID 3436008057); **one Physician** position (Dept ID 3436008033); **one Public Health Office Assistant** position (Dept ID 3436008079); **one Registered Nurse 2** position and **one Registered Nurse 4** position (Dept ID 3436008082) as VBP-eligible because these positions are housed in Metro Health Departments located in Knoxville-Knox County, Jackson-Madison County, Chattanooga-Hamilton County, Memphis-Shelby County and Sullivan County. All impacted metro directors have been consulted and are aware of the Department's plan. These state positions are supervised by Metro employees who do not have access to Edison, creating issues with timekeeping and performance management. These positions will be transferred to the Department of Health's Central Office and reclassified to positions in areas where service gaps currently exist. These positions will not be reclassified unless the proposed number takes the VBP. Only vacant positions will be reclassified and no action will be taken as a result of an employee not taking the VBP.

III. Estimated Net Cost Savings
See Attached Spreadsheet

IV. Justification for Eligibility Appendix

The 2015 Program Document provides that designated Executive Branch employees must be actively employed in a full-time position as of June 30, 2015, and must have at least five (5) years of service as of that date, in order to be eligible for the VBP.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'John J. Dreyzehner', written in a cursive style.

John J. Dreyzehner, MD, MPH, FACOEM
Commissioner