



State of New Hampshire

DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex – 25 Capitol Street
Concord, New Hampshire 03301

DMH

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March 6, 2013

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

Karen D. Hutchins
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: March 20, 2013

Reclassification Request:

- The NH Liquor Commission requests the reclassification of Vacant_position #14323 Accounting Technician, Labor Grade 12, A000 to a Retail Store Manager II , Labor Grade 17, A130.

Division of Personnel (DOP) Reclassification Decision:

- Retail Store Manager II, Labor Grade 17, A130, effective 2/22/13

Rationale for Decision:

- Due to the change in organization needs of the Liquor Commission, this position is being reclassified to provide additional coverage in the agency's stores.
- With this reclass, this store will be staffed in the same manner as other stores with similar sales volume, number of employees, and number of management.
- As will all Retail Manager II positions, this position will be responsible for performing routine supervisory duties including ensuring proper stock levels of product, overseeing retail sales, and scheduling employees for optimum store profit.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$60,536
Appropriation #02-77-77-771512-1040
3. Anticipated date of hire is: 04/01/2013 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$14,942
5. Total projected annual Salary and Benefit Cost:

Salary	\$34,383
Benefits	<u>\$21,116</u>
Total	\$55,499

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: March 20, 2013

Reclassification Request:

- The Department of Administrative Services requests the reclassification of Vacant position #16492 Carpenter II, Labor Grade 14, A130 to a Plant Maintenance Engineer III , Labor Grade 21, A130.

Division of Personnel (DOP) Reclassification Decision:

- Plant Maintenance Engineer III, Labor Grade 21, A130, effective 2/22/13

Rationale for Decision:

- This position will be charge with building maintenance operations, remodeling and construction project management, and supervision of various crews and contractors, operating within the Governor Hugh Gallen Office Park Complex.
- The Plant Maintenance Engineer III, will provide critical knowledge and skill-sets needed in the oversight of this large state complex that houses various State Agencies and is expected to receive additional agencies that will be transitioning from leased into state owned spaces.
- This position's duties now mirror those of other Plant Maintenance Engineer III positions currently operating in other state agencies; functions also parallel the state class specification for appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$74,683.00
Appropriation #
3. Anticipated date of hire is: 4/5/2013at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$11,531
5. Total projected annual Salary and Benefit Cost:

Salary	\$40,373
Benefits	<u>\$22,112</u>
Total	\$62,485

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: March 20, 2013

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant_position #42553 Data Processing Supervisor II, Labor Grade 18, A000 to a System Development Specialist V , Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- System Development Specialist V, Labor Grade 28, A000, effective 2/15/13

Rationale for Decision:

- As a Systems Development Specialist V, this position will serve as a Geographical Information Systems (GIS) Developer in the Special Projects and NHVIEWW Section.
- The Special Projects and NHVIEWW section, in addition to its role of providing accurate location data for E9-1-1 functions, supports communication, response, and emergency planning for state, regional and local public safety operations. This reclassification is necessary to hire someone with the specific skill set required to design, develop, test, implement, and maintain new features for the NHVIEWW system and other GIS components.
- The technical skill and expertise necessary to maintain and modify GIS functionalities needed for the web-based mapping interface of NHVIEWW, which is the method that will be utilized by the majority of users to access NHVIEWW data and utilities, necessitate the skills of a System Development Specialist V. Additional duties will include managing the two-factor authentication system components for NHVIEWW access.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$76,721
Appropriation #02-023-010-236510-1395000-010
3. Anticipated date of hire is: May 3, 2013 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$8,694
5. Total projected annual Salary and Benefit Cost:

Salary	\$50,915
Benefits	<u>\$24,428</u>
Total	\$75,343

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: March 20, 2013

Reclassification Request:

- The Department of Information Technology requests the reclassification of Filled position #18291 Technical Support Specialist II, Labor Grade 21, A000 to a Technical Support Specialist IV , Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Technical Support Specialist IV, Labor Grade 27, A000, effective 2/22/13

Rationale for Decision:

- This position is currently assigned to DOT in the Regional Support Services group for desktop support. DOT's infrastructure and application systems have increased in scale and complexity over the past several years.
- Requirements for this position go beyond standard desktop support. Complexity added over the years include support of two server Citrix farms that provide secure remote access to DOT systems, the department-wide Managing Assets for Transportation Systems application critical for payroll requirements, and the Transportation Management Center advanced technology for real-time traffic management requiring complex work stations and compatability with multiple application, video, Intelligent Transportation Systems, Voice over IP, Radio of IP, and video wall systems.
- This position performs user support via telephone, remote administration, e-mail, and on-site. Provides troubleshooting for desktop hardware and software as well as installations, maintenance, and upgrades.

Funding Summary

1. This position is a 35.75% General Funded position.
This position is a 64.25% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$73,375
Appropriation #1-03-03-030010-7708 IT Salary & Benefits
3. Filled position-effective date: 2/22/2013
4. Projected cost (Salary & Benefits) for remainder of FY13: \$22,406
5. Total projected annual Salary and Benefit Cost:
Salary \$48,770
Benefits \$24,047
Total \$72,817

**Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: March 20, 2013**

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #40455 System Development Specialist VI, Labor Grade 30, A000 to a Information Technology Manager III , Labor Grade 31, A000.

Division of Personnel (DOP) Reclassification Decision:

- Information Technology Manager III, Labor Grade 31, A000, effective 2/15/13

Rationale for Decision:

- This position reports to the Agency Software Division, and is located in the Department of Transportation's Transportation Management Center.
- This position currently functions as a Intelligent Transportation Systems Technology Specialist, but the agency reports that their critical need at DOT at this time is for a Data Warehousing Manager. The warehouse manages DOT's project and financial data, and is critical for Federal reimbursement.
- The proposed responsibility to supervise the data warehouse and to manage related staff and teams are appropriate to the functions of an Information Technology Manager III.

Funding Summary

1. This position is a 0% General Funded position.
This position is a 100% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$113,952
Appropriation #1-03-03-030010-7708 IT Salary & Benefits
3. Anticipated date of hire is: 4/10/2013 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$12,863
5. Total projected annual Salary and Benefit Cost:

Salary	\$57,935
Benefits	<u>\$25,672</u>
Total	\$83,607

**Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: March 20, 2013**

Reclassification Request:

- **The Department of Health and Human Services requests the reclassification of Filled position #12343 Supervisor IV, Labor Grade 25, A000 to a Supervisor V , Labor Grade 26, A000.**

Division of Personnel (DOP) Reclassification Decision:

- **Supervisor V, Labor Grade 25, A000, effective 2/22/13**

Rationale for Decision:

- **Now the the Central Processing Unit is fully operational and has grown in scope to include providing all aspects of eligibility services to a statewide client base, this position now reflects thatof a Supervisor V-consistant with the agency's DO-based Administrative Supervisors and commensurates with the responsibilities of the position.**
- **The position's responsibilities have grown from planning and developing Unit procedureds to being responsible for overall operations and staff of the Unit.**
- **This position will plan, supervise and evaluate the overall program operation for over 30 programs of assistance administered by the CPU.**

Funding Summary

1. **This position is a 53.23% General Funded position.
This position is a 46.77% Federal Funded position.**
2. **Total FY 13 Budgeted (Salary & Benefits): \$84,915
Appropriation #05-95-450010-6132**
3. **Filled position-effective date: 4/19/2013**
4. **Projected cost (Salary & Benefits) for remainder of FY13: \$14,030**
5. **Total projected annual Salary and Benefit Cost:**

Salary	\$60,567
Benefits	<u>\$30,627</u>
Total	\$91,194

**Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: March 20, 2013**

Reclassification Request:

- **The Department of Health and Human Services requests the reclassification of Vacant position #12350 Data Control Clerk III, Labor Grade 12, A000 to a Financial Analyst , Labor Grade 28, A000.**

Division of Personnel (DOP) Reclassification Decision:

- **Financial Analyst, Labor Grade 28, A000, effective 2/08/13**

Rationale for Decision:

- **As a result of the downsizing of the Department's Public Assistance Cost Allocation Plan (PACAP) and the increase in complexity, the PACAP is overdue for update and renewal. The PACAP has not been updated since 2007.**
- **The PACAP now needs updating to fully reflect current operations including revisions in organizational structure, changes in the functions performed in certain units and the cost allocation methodologies employed.**
- **The reclassification from a Data Control Clerk III- LG 12 to a Financial Analyst- LG 28 will allow recruitment of the skill sets necessary for this unit.**

Funding Summary

1. **This position is a 61% General Funded position.
This position is a 39% Federal Funded position.**
2. **Total FY 13 Budgeted (Salary & Benefits): \$35,766
Appropriation #05-95-95-950010-56760000**
3. **Anticipated date of hire is: March 22, 2013 at Minimum Step**
4. **Projected cost (Salary & Benefits) for remainder of FY13: \$17,386**
5. **Total projected annual Salary and Benefit Cost:**

Salary	\$50,915
Benefits	<u>\$24,427</u>
Total	\$75,342

**Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: March 20, 2013**

Reclassification Request:

- **The Department of Health and Human Services requests the reclassification of Vacant position #16074 Licensed Practical Nurse II, Labor Grade 18, N130 to a Registered Nurse III , Labor Grade 23, N130.**

Division of Personnel (DOP) Reclassification Decision:

- **Registered Nurse III, Labor Grade 23, N130, effective 2/22/13**

Rationale for Decision:

- **NHH Nursing Department can no longer support the hiring of Licensed Practical Nurses to provide Acute Psychiatric Services provided by NHH. This increasing rate of admissions and rising level of symptom acuity requires that patients be cared for by Registered Nurses, wh are able to fully assess and care for patients.**
- **License Practical Nurses are not allowed to declare Personal Safety Emergenies under NH Law, and they are not able to assess patients who may be secluded or restrained.**
- **This position will be assigned to the Patient Care Services Unit and under the direction of the Unit Nursing Coordinator, will utilize the Nursing Process to manage patients' presenting behavior and assit in meeting immediate and long term needs for help.**

Funding Summary

1. **This position is a 69.41% General Funded position.
This position is a 30.59% Federal Funded position.**
2. **Total FY 13 Budgeted (Salary & Benefits): \$75,649
Appropriation #05-05-94-940010-8750**
3. **Anticipated date of hire is: April 19, 2013 at Minimum Step**
4. **Projected cost (Salary & Benefits) for remainder of FY13: \$11,895**
5. **Total projected annual Salary and Benefit Cost:**

Salary	\$52,591
Benefits	<u>\$24,725</u>
Total	\$77,316