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State Of New Hampshire
DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex – 28 School Street
Concord, New Hampshire 03301

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May 7th 2014

Her Excellency, Governor Margaret Wood Hassan
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.

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,

Sara J. Willingham
Director of Personnel

**Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 21, 2014**

Reclassification Request:

- The Department of Information Technology requests the reclassification of vacant position #41145 Business System Analyst, Labor Grade 28, A000 to a Technical Support Specialist II , Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Technical Support Specialist II, Labor Grade 21, A000, effective 5/3/14

Rationale for Decision:

- Department of Health and Human Services is reclassifying this vacant position to a Technical Support Specialist II as the Department is assuming additional duties for Help Desk support for the Department of Health and Human Services and needs resources in place to provide this assistance.
- This position will provide technical Help Desk problem resolution for desktop operating and maintenance functions; desktop-related troubleshooting for help desk services, hardware and software installations and upgrades.
- This position's duties now mirror those of other Technical Support Specialist II positions currently operating in similar capacities at the Department of Information Technology as well as at other state agencies. These duties also parallel the state class specification for an Technical Support Specialist II appropriately.

Funding Summary

1. This position is a 60% General Funded position.
This position is a 40% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$102,324
Budgetary number/string01-03-03-030010-77080000-010
3. Anticipated date of hire is: 6/27/2014at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$0
5. Total projected annual Salary and Benefit Cost:

Salary	\$38,418
Benefits	<u>\$23,434</u>
Total	\$61,852

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 21, 2014

Reclassification Request:

- The Department of Revenue Administration requests the reclassification of vacant position #30527 Account Clerk III, Labor Grade 9, A000 to a Tax Forms Examiner , Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Tax Forms Examiner, Labor Grade 12, A000, effective 4/7/14

Rationale for Decision:

- The Department of Revenue is reclassifying this position to a Tax Forms Examiner in order to incorporate cross functional and streamlined centralized taxpayer account reconciliation functions within the Audit Division.
- This position will provide centralized support for various Divisions within the Department of Revenue Administration related to review and reconciliation of tax information systems and processes, according to the State of New Hampshire Statutes.
- This position's duties now mirror those of other Tax Forms Examiner positions currently operating in similar capacities at the Department of Revenue. These duties also parallel the state class specification for Tax Forms Examiner appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$56,434
Budgetary number/string10-084-084-15010000-500100-010
3. Anticipated date of hire is: 05/02/2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$5,550
5. Total projected annual Salary and Benefit Cost:

Salary	\$26,938
Benefits	<u>\$21,163</u>
Total	\$48,101

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 21, 2014

Reclassification Request:

- The Department of Revenue Administration requests the reclassification of vacant position #14528 Business Administrator II, Labor Grade 24, A000U to a Compliance Officer II , Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Compliance Officer II, Labor Grade 21, A000, effective 4/18/14

Rationale for Decision:

- Department of Revenue is reclassifying this position to an Compliance Officer II in order increase the field presence needed to effectively enforce payment of Meals & Rental Trustee Taxes.
- This position will be located in the Collections Division and provided essential collection and enforcement functions needed to address overdue/delinquent licensed operator taxes, aid in staffing capacity for the Division, and increase revenue collected for the State of New Hampshire via this source.
- This position's duties now mirror those of other Compliance Officer II positions currently operating in similar capacities at the Department of Revenue. These duties also parallel the state class specification for Compliance Officer II appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$67,151
Budgetary number/string10-084-084-78840000-500100-010
3. Anticipated date of hire is: 05/30/2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$2,379
5. Total projected annual Salary and Benefit Cost:

Salary	\$38,417
Benefits	<u>\$23,433</u>
Total	\$61,850

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 21, 2014

Reclassification Request:

- The Department of Information and Technology requests the reclassification of vacant position #14312 Systems Development Specialist IV, Labor Grade 26, A000 to a Business Systems Analyst II , Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Systems Analyst I, Labor Grade 30, A000, effective 4/16/14

Rationale for Decision:

- The Department of Information Technology, Agency Software Division requests this position to be reclassified to Business Systems Analyst II LG 30 as the primary responsibility of business analysis for the NH State Liquor Commission. This position will work closely across multiple departments and the Department of Information Technology conducting all activities related to gathering project requirements and participating in the design, development and deployment and operations phases of multiple project, applications and supporting functionality.
- This position will not evaluate business policies for assigned state agency operations in order to assure state agency operations in order to assure development of compatible automated business systems functions and applications. Produces designs and requirements for subsequent programming, documentation, installation and support.
- This proposed supplemental job description meets the requirements of the classification specification of the Business System Analyst II and is appropriate to the Agency's organizational structure.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$80,850
Budgetary number/string01-03-03-030010-77080000-010
3. Anticipated date of hire is: 5/16/2014at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$6,408
5. Total projected annual Salary and Benefit Cost:

Salary	\$56,330
Benefits	<u>\$26,976</u>
Total	\$83,306

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 21, 2014

Reclassification Request:

- The Department of Safety requests the reclassification of vacant_position #41950 Executive Secretary, Labor Grade 11, A000 to a Program Assistant II , Labor Grade 15, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Assistant II , Labor Grade 15, A000, effective 4/22/14

Rationale for Decision:

- The Department of Safety requests this reclassification in order to obtain critical support in coordinating and maintaining contractual law enforcement services and programs.
- This position is located in the Division of State Police and assists and supports programs aimed at arranging for State Police security for special escorts and at construction and other project sites.
- This position's duties now mirror those of other Program Assistant II positions currently operating in similar capacities at the Department of Safety and at other state agencies, and are appropriate to the class specification for Program Assistant II.

Funding Summary

1. This position is a 100% Highway Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$65,916
Budgetary number/string#02-23-23-234010-40080000-010
3. Anticipated date of hire is: June 27, 2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$0.00
5. Total projected annual Salary and Benefit Cost:

Salary	\$30,164
Benefits	<u>\$21,801</u>
Total	\$51,965

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 21, 2014

Reclassification Request:

- The Department of Transportation requests the reclassification of vacant_position #20047 Senior Planner, Labor Grade 27, A000 to a Civil Engineer III , Labor Grade 24, A130.

Division of Personnel (DOP) Reclassification Decision:

- Civil Engineer III , Labor Grade 24, A130, effective 4/22/14

Rationale for Decision:

- The Department of Transportation requests to reclassify this position in order to provide additional engineering support to the Bureau of Planning and Community Assistance. There is a greater need for engineering skills than planning skills in this role.
- This position would monitor and review engineering projects, coordinate engineering activities, and assist with the collection and editing of transportation data. This role would provide a career ladder for engineering graduates with the appropriate skills.
- This position's duties would now mirror those of other Civil Engineer III positions and the class specification appropriately, and would enhance the technical skills required for Geographic Information Systems (GIS) work efforts.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$102,617
Budgetary number/string04-096-096-962015-30210000-010
3. Anticipated date of hire is: July 2014at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$0
5. Total projected annual Salary and Benefit Cost:

Salary	\$46,384
Benefits	<u>\$25,009</u>
Total	\$71,393

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 21, 2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #40375 Food Service Worker II, Labor Grade 5, A130 to a Program Specialist III , Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist III, Labor Grade 23, A000, effective 4/23/14

Rationale for Decision:

- The Department of Health and Human Services is reclassifying and transferring this vacant position to the Office of Minority Health and Refugee Affairs in order to meet growing service demands and federal funding outcome criteria.
- This position will assist the State Refugee Coordinator with adherence to administrative requirements from the federal Office of Refugee Resettlement (ORR) and with other activities of the State Refugee Program.
- This position's duties now mirror those of other PROGRAM SPECIALIST III positions currently operating in similar capacities at the Department of Health and Human Services and at other state agencies. These duties also parallel the state class specification for PROGRAM SPECIALIST III, appropriately.

Funding Summary

1. This position is a 68.82% General Funded position.
This position is a 30.89% Federal Funded position.
This position is a 0.29% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$27,025
Budgetary number/string05-95-94-940010-8410-010(salary),and-060(benefits)
3. Anticipated date of hire is: 05/30/14 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$2,530
5. Total projected annual Salary and Benefit Cost:

Salary	\$41,703
Benefits	<u>\$24,083</u>
Total	\$65,786

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 21, 2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #19166 Employment Counselor Specialist, Labor Grade 19, A000 to a Supervisor V , Labor Grade 26, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor V, Labor Grade 26, A000, effective 4/28/14

Rationale for Decision:

- Department of Health and Human Services is reclassifying this position to a Supervisor V, in order to better align the Field Support Manager supervisory structure and to match mirror the duties of the other filed manager positions.
- This position will provides critical monitoring, support, and field oversight, ensuring that the New Hampshire Employment Program consistently meets federally mandated program participation requirements and outcomes.
- This position's duties now mirror those of other Supervisor V positions currently operating in similar capacities at the Department of Health and Human Services as well as in other state agencies. These duties also parallel the state class specification for an Supervisor V appropriately.

Funding Summary

1. This position is a 48.29% General Funded position.
This position is a 51.71% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$60,487 (FY15)
Budgetary number/string05-95-45-450010-61270000-010
3. Anticipated date of hire is: 6/13/14 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$0
5. Total projected annual Salary and Benefit Cost:

Salary	\$47,423
Benefits	<u>\$25,215</u>
Total	\$72,638

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 21, 2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #40120 Fiscal Specialist I, Labor Grade 15, A000 to a Program Specialist I , Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist I, Labor Grade 19, A000, effective 4/3/14

Rationale for Decision:

- The Division of Client Services, New HEIGHTS requests to reclassify this position to Program Specialist I- LG 19 to support the increased workload of the New HEIGHTS Testing Unit resulting from numerous Access Front Door (AFD), Affordable Care Act (ACA) , and New HEIGHTS Incremental Renewal (IR) initiatives
- This position will now research and review program policy, business requirements, and position functions of New HEIGHTS system end users to develop and execute test plans, assuring all system changes comply with Federal and State laws, rules and policies.
- The proposed supplemental job description fits the criteria of the classification specification of Program Specialist I and is appropriate to the Agency's organizational structure.

Funding Summary

1. This position is a 53.17% General Funded position.
This position is a 46.83% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$59,480
Budgetary number/string05-95-45-451010-79940000-010
3. Anticipated date of hire is: 5/16/14at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$4,479
5. Total projected annual Salary and Benefit Cost:

Salary	\$35,389
Benefits	<u>\$22,835</u>
Total	\$58,224

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 21, 2014

Reclassification Request:

- The Veterans Home requests the reclassification of vacant_position #42636 Electrician Supervisor II, Labor Grade 17, A130 to a Account Clerk II , Labor Grade 7, A130.

Division of Personnel (DOP) Reclassification Decision:

- Account Clerk II , Labor Grade 7, A130, effective 4/3/14

Rationale for Decision:

- The New Hampshire Veterans Home requests to reclassify position #42636 to Account Clerk II- LG 7. Due to a recent audit from the legislative budget assistant's office, it was determined a need for an Account Clerk II position that can assume entry level tasks and responsibilities necessary in order to improve workflow efficiency and allow for greater segregation of duties.
- This position will now transcribe, post, and record financial data for use in maintaining accounting records.
- The proposed supplemental job description fits the criteria of the class specification of Account Clerk II and is appropriate to the Agency's organizational structure.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$52,506
Budgetary number/string 05-43-43-0430010-53580000-010
3. Anticipated date of hire is: 6/13/2014at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$0
5. Total projected annual Salary and Benefit Cost:

Salary	\$23,836
Benefits	<u>\$20,549</u>
Total	\$44,385

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 21, 2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #40120 Fiscal Specialist I, Labor Grade 15, A000 to a Program Specialist I, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist I, Labor Grade 19, A000, effective 4/3/14

Rationale for Decision:

- The Division of Client Services, New HEIGHTS requests to reclassify this position to Program Specialist I- LG 19 to support the increased workload of the New HEIGHTS Testing Unit resulting from numerous Access Front Door (AFD), Affordable Care Act (ACA), and New HEIGHTS Incremental Renewal (IR) initiatives
- This position will now research and review program policy, business requirements, and position functions of New HEIGHTS system end users to develop and execute test plans, assuring all system changes comply with Federal and State laws, rules and policies.
- The proposed supplemental job description fits the criteria of the classification specification of Program Specialist I and is appropriate to the Agency's organizational structure.

Funding Summary

1. This position is a 53.17% General Funded position.
This position is a 46.83% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$59,480
Budgetary number/string05-95-45-451010-79940000-010
3. Anticipated date of hire is: 5/16/14at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$4,479
5. Total projected annual Salary and Benefit Cost:

Salary	\$35,389
Benefits	<u>\$22,835</u>
Total	\$58,224

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 21, 2014

Reclassification Request:

- The Department of Education requests the reclassification of vacant_position #18581 Education Consultant II, Labor Grade 26, A000 to a Program Specialist II , Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist II, Labor Grade 21, A000, effective 5/5/14

Rationale for Decision:

- The Department of Education is reclassifying and transferring this vacant position to a Program Specialist II; position will be located in the School Approval Unit in the Bureau of Accountability.
- This position will coordinate the development of the School Approval program with local educational agencies and community organizations to ensure compliance with state and federal requirements and statutes.
- This position's duties now mirror those of other Program Specialist II positions currently operating in similar capacities at the Department of Education as well as at other state agencies. These duties also parallel the state class specification for an Program Specialist II appropriately.

Funding Summary

1. This position is a 100 % General Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$92,628
Budgetary number/string06-56-56-563010-40000000-010
3. Anticipated date of hire is: July 1, 2014at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$0
5. Total projected annual Salary and Benefit Cost:

Salary	\$38,418
Benefits	<u>\$23,434</u>
Total	\$61,852