



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

**LINDA M. HODGDON**  
 Commissioner  
 (603) 271-3201

**SARA J. WILLINGHAM**  
 Director of Personnel  
 (603) 271-3261

February 25<sup>th</sup>, 2015

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: March 13, 2015

**Reclassification Request:**

- The Department of Safety requests the reclassification of Vacant\_position #10499 Data Control Clerk II, Labor Grade 10, A000 to a Data Processing Supervisor I , Labor Grade 15, A000.

**Division of Personnel (DOP) Reclassification Decision:**

- Data Processing Supervisor I, Labor Grade 15, A000, effective 2-09-15

**Rationale for Decision:**

- The Department of Safety requests to reclassify this vacant position to a Data Processing Supervisor I in order to meet the cross-functional needs of the Criminal History Record Central Repository Unit.
- This position would supervise and review the standardized data processing operations of the Applicant Section of the Repository in the State Police Criminal Records Unit. It would supervise subordinate employees who receive, process, and disseminate New Hampshire and/or federal criminal history record information and data.
- The proposed supplemental job description meets the standards of the class specification of Data Processing Supervisor I, and is appropriate to the agency's organizational structure.

**Funding Summary**

1. This position is a 100 (revolving funds)% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$50,094  
Budgetary number/string 02-23-23-234010-40190000-010
3. Anticipated date of hire is: 4/3/15 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$12,687
5. Total projected annual Salary and Benefit Cost:

Salary	\$33,654
Benefits	<u>\$21,323</u>
Total	<u>\$54,977</u>

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: March 13, 2015

**Reclassification Request:**

- The Department of Safety requests the reclassification of Filled\_position #43205 Data Control Clerk III, Labor Grade 12, A000 to a Data Processing Supervisor I , Labor Grade 15, A000.

**Division of Personnel (DOP) Reclassification Decision:**

- Data Processing Supervisor I, Labor Grade 15, A000, effective 2-20-15

**Rationale for Decision:**

- The Department of Safety requests to reclassify this filled position to a Data Processing Supervisor I in order to meet the cross-functional needs of the Criminal History Record Central Repository Unit.
- This position supervises and reviews the standardized data processing operations of the Docket Section of the Repository in the State Police Criminal Records Unit, and supervises subordinate employees who receive, process, and disseminate New Hampshire and/or federal criminal history record information and data.
- The proposed supplemental job description meets the standards of the class specification of Data Processing Supervisor I, and is appropriate to the agency's organizational structure.

**Funding Summary**

1. This position is a 100 (revolving funds)% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$48,916  
Budgetary number/string 02-23-23-234010-40190000-010
3. Filled position-effective date: 2/20/15
4. Projected cost (Salary & Benefits) for remainder of FY15: \$17,479
5. Total projected annual Salary and Benefit Cost:

Salary	\$37,011
Benefits	<u>\$21,323</u>
Total	<u>\$58,334</u>

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: March 13, 2015

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #43570 Secretary II, Labor Grade 9, A000 to a Program Planner III , Labor Grade 25, A000.

**Division of Personnel (DOP) Reclassification Decision:**

- Program Planner III, Labor Grade 25, A000, effective 2-09-15

**Rationale for Decision:**

- The Office of the Commissioner for the NH CARE Program requests to reclassify this position to Program Planner III, labor grade 25 in order to adhere to the programmatic and fiscal National Monitoring Standards.
- This position would: ensure a coordinated monitoring process for NH Ryan White CARE Program contracts; evaluate contractor performance to determine compliance with program policies and standards; and monitor planning and quality assurance efforts to support the statewide continuum of care for HIV services.
- The proposed supplemental job description meets the class specification standards of Program Planner III and is appropriate to the organizational structure.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$51,596  
Budgetary number/string 05-95-90-902510-22290000-010
3. Anticipated date of hire is: 04/03/2015 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$13,763
5. Total projected annual Salary and Benefit Cost:

Salary	\$47,502
Benefits	<u>\$24,062</u>
Total	\$71,564