



LINDA M. HODGDON  
Commissioner  
(603) 271-3201

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

APPROB'D 5 AM 8:00 DAG

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

April 8<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: April 22, 2015

Reclassification Request:

- The Department of Administrative Services requests the reclassification of Vacant position #10234 Accountant II, Labor Grade 18, A000 to a Agency Records Auditor , Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Agency Records Auditor, Labor Grade 19, A000, effective 3-26-15

Rationale for Decision:

- The Department of Administrative Services requests to reclassify this vacant position in order to address Bureau of Accounting audit function needs that have been impacted by reductions in staffing levels due to vacancies.
- The Agency Records Auditor would coordinate the auditing of business processes for state expenditures and would be responsible for final approval of payroll and certain vendor expenditures and post audit procedures.
- This position's proposed duties are similar to those of other Agency Records Auditor positions at Department of Administrative Services and at other state agencies. These duties parallel the class specification for the Agency Records Auditor appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$79,133  
Budgetary number/string01-14-14-140510-29800000-010
3. Anticipated date of hire is: 5/29/2015at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$2,269
5. Total projected annual Salary and Benefit Cost:

Salary	\$37,011
Benefits	<u>\$21,987</u>
Total	\$58,998

Division of Personnel  
Reclassification Waiver Per Chapter 21-I: 56  
Governor and Council Meeting Date: April 22, 2015

**Reclassification Request:**

- The Department of Transportation requests the reclassification of Vacant\_position #17360 Administrative Assistant I, Labor Grade 16, A000 to a Business Systems Analyst I, Labor Grade 28, A000.

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

- Business Systems Analyst I, Labor Grade 28, A000, effective 3-26-15

**Rationale for Decision:**

- The Department of Transportation requests to reclassify this vacant position in the Commissioner's Office, Division of Policy and Administration in order to enable the Division to report on workforce metrics and performance.
- This Business Systems Analyst I would analyze and formulate information systems procedures and controls and actively seek to improve and develop processes to increase efficiency and eliminate wasteful practices, and would coordinate modifications with information technology personnel and/or vendors.
- This position's proposed duties align with those of other Business Systems Analyst I positions operating in similar capacities at Department of Transportation and at other state agencies. These duties also parallel the state class specification appropriately.

**Funding Summary**

1. This position is a 40% Federal Funded position.  
This position is a 60% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$56,696  
Budgetary number/string04-96-96-960015-30380000-010
3. Anticipated date of hire is: May 15, 2015at Minimum Step  
Filled position-effective date: May 15, 2015
4. Projected cost (Salary & Benefits) for remainder of FY15: \$6,107
5. Total projected annual Salary and Benefit Cost:

Salary	\$54,035
Benefits	<u>\$25,354</u>
Total	\$79,389

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: April 22, 2015

**Reclassification Request:**

- The Department of Transportation requests the reclassification of vacant\_position #21207 Field Auditor, Labor Grade 22, A000 to a Program Specialist II , Labor Grade 21, A000.

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

- Program Specialist II, Labor Grade 21, A000, effective 3-26-15

**Rationale for Decision:**

- The Department of Transportation requests to reclassify this vacant position in order to establish a critical position in the Office of Federal Labor Compliance in order to meet the requirements of the Department's ADA Title II Transition Plan.
- This Program Specialist II would research and review program regulations and policies and coordinate the development and implementation of programs and procedures related to Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act (ADA) and other federal civil rights program activities as assigned.
- This position's proposed duties align with those of other Program Specialist II positions at Department of Transportation and at other state agencies. These duties also parallel the state class specification for Program Specialist II appropriately.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$68,082  
Budgetary number/string04-96-96-960315-20560000-010
3. Anticipated date of hire is: May 15, 2015 at Minimum Step  
Filled position-effective date: May 15, 2015
4. Projected cost (Salary & Benefits) for remainder of FY15: \$ 4,829
5. Total projected annual Salary and Benefit Cost:

Salary	\$40,170
Benefits	<u>\$22,611</u>
Total	\$62,781

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: April 22, 2015

**Reclassification Request:**

- The New Hampshire Police Standards and Training Council requests the reclassification of Filled\_position #18977 Building Services Supervisor, Labor Grade 11, A130 to a Maintenance Mechanic II , Labor Grade 12, A130.

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

- Maintenance Mechanic II, Labor Grade 12, A130, effective 3-20-15

**Rationale for Decision:**

- The New Hampshire Police Standards and Training Council requests to reclassify this position in order to more closely align the current accountabilities and duties being performed to the classification of Maintenance Mechanic II.
- This position performs skilled maintenance and repair work on state buildings and grounds at the NH Police Standards and Training facility and maintains the operating condition of facility machinery and equipment, including police cruisers, the indoor firing range(s), agency skid cars, and other instructional vehicles.
- This position's duties relate to those of other Maintenance Mechanic II's currently operating within Police Standards and Training and at other state agencies, and parallel the class specification of Maintenance Mechanic II appropriately.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$66,452  
Budgetary number/string06-87-87-870510-89800000-010
3. Filled position-effective date: 3/20/2015
4. Projected cost (Salary & Benefits) for remainder of FY15: \$11,692
5. Total projected annual Salary and Benefit Cost:

Salary	\$30,056
Benefits	<u>\$20,611</u>
Total	\$50,667