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State Of New Hampshire
DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex – 28 School Street
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August 5, 2015

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord New Hampshire 03301

REQUESTED ACTION

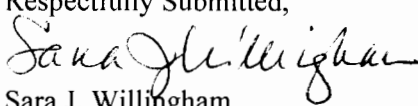
Pursuant to RSA 21-I:56 I, Reclassification of Positions, the Division of Personnel, Department of Administrative Services requests waiver approval of the attached classification decisions effective upon Governor and Executive Council action. Funding associated with each decision is detailed on the reclassification 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: August 26, 2015

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant_position #42581 Emergency Medical Services Regional Coordinator II, Labor Grade 25, A000 to a Administrator IV , Labor Grade 33, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator IV, Labor Grade 33, A000, effective 8-3-15

Rationale for Decision:

- The Division of Homeland Security and Emergency Management requests to reclassify this position, which would act as Security Operations Center Manager to ensure coordinated statewide cyber security protection and response mechanisms.
- This position would: establish and oversee the procedures and policies of the Center; coordinate and provide assistance to local, state, federal and private sector agencies in preparing for, responding to and recovering from cyber security incidents; and oversee staff assigned from various state agencies.
- The proposed duties are similar to characteristics of other Administrator IV positions currently operating in the Department of Safety as well as other agencies, and parallel the class specification for Administrator IV appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$73,781
Budgetary number/string02-023-023-236010-74840000-010
3. Anticipated date of hire is: 10-02-2015at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$73,411
5. Total projected annual Salary and Benefit Cost:

Salary	\$67,431
Benefits	<u>\$28,004</u>
Total	\$95,435

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 26, 2015

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Filled_position #42723 Sanitary Engineer II, Labor Grade 28, A000 to a Civil Engineer V , Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Civil Engineer V, Labor Grade 30, A000, effective 7-24-15

Rationale for Decision:

- The Department of Environmental Services requests to reclassify this position to Civil Engineer V, in order to meet critical administrative and technical needs for the Hazardous Water Remediation Bureau, Brownfields Unit.
- This position would administer funding and oversee multi-disciplinary investigations and remedial actions concerning the cleanup of contaminated properties under the Covenant Program and the Brownfields Revolving Loan Fund, and provide technical expertise in the review of remediation systems and cleanup of hazardous waste sites.
- This position's duties mirror those of other Civil Engineer V positions currently operating in similar capacities at the Department of Environmental Services. Its duties also parallel the state class specification for Civil Engineer V appropriately.

Funding Summary

1. This position is a 100 % Federal Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$ 116,406
Budgetary number/string 03-44-44-444010-25140000-010
3. Filled position-effective date: 7/24/2015
4. Projected cost (Salary & Benefits) for remainder of FY16: \$ 119,510
5. Total projected annual Salary and Benefit Cost:

Salary	\$ 77,317
Benefits	<u>\$ 42,743</u>
Total	\$120,060

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 26, 2015

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant_position #21571 Carriage Operator , Labor Grade 14, A000 to a Highway Maintainer II , Labor Grade 9, A000.

Division of Personnel (DOP) Reclassification Decision:

- Highway Maintainer II, Labor Grade 09, A000, effective 8-3-15

Rationale for Decision:

- The Department of Transportation requests to reclassify this vacant position in the Division of Operations, Bureau of Traffic, as there is more of a need for a Highway Maintainer which can be assigned to any one of the pavement marking operations.
- This position would perform semi-skilled work related to the maintenance of traffic control devices, primarily in the areas of signing and pavement marking, and would support sign maintenance functions during the winter.
- This position's duties would mirror those of other Highway Maintainer II positions operating within this Division, and parallel the characteristics of the Highway Maintainer II class specification appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$51,080
Budgetary number/string04-096-096-960515-3009000-010
3. Anticipated date of hire is: September 1, 2015 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$42,566
5. Total projected annual Salary and Benefit Cost:

Salary	\$25,175
Benefits	<u>\$19,645</u>
Total	\$44,820

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 26, 2015

Reclassification Request:

- The Department of Education requests the reclassification of Vacant_position #13203 Program Assistant II, Labor Grade 15, A000 to a Attorney III , Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Attorney III, Labor Grade 30, A000, effective 8-3-15

Rationale for Decision:

- The Department of Education requests to reclassify this position to an Attorney III to serve in an advisory capacity to the Department's Commissioner, State Board of Education, Division Directors, and Bureau Administrators regarding legislative activities and rulemaking procedures.
- This position would oversee legislative and administrative rule activities, act as legal counsel with regards to legislative regulatory and statutory matters on behalf of the agency and the State Board of Education, and consult with and advise school boards and superintendents/principals on organizational procedures and State Board rules and their application to school board policy.
- This position's duties would mirror those of other Attorney III positions currently operating in similar capacities at other state agencies. Duties also parallel the state class specification for an Attorney III appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$67,661
Budgetary number/string06-56-56-560510-20220000-010
3. Anticipated date of hire is: 9/18/2015 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$62,282
5. Total projected annual Salary and Benefit Cost:

Salary	\$58,910
Benefits	<u>\$26,318</u>
Total	\$85,228

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 26, 2015

Reclassification Request:

- The Department of Police Standards and Training requests the reclassification of Vacant_position #14557 Business Administrator I, Labor Grade 21, A000 to a Legal Secretary III , Labor Grade 13, A000.

Division of Personnel (DOP) Reclassification Decision:

- Legal Secretary III, Labor Grade 13, A000, effective 7-22-15

Rationale for Decision:

- New Hampshire Police Standards and Training is currently undergoing a review of resources and personnel in response to budgetary changes, and as a result is requesting to reclassify this position to Legal Secretary III.
- This position would provide legal secretarial services for the Police Standards and Training Council's Legal Bureau.
- This position's proposed duties would mirror those of other Legal Secretary III positions operating in similar capacities in other state agencies, and parallel the state class specification for Legal Secretary III appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$88,489
Budgetary number/string06-87-87-870510-89800000-010
3. Anticipated date of hire is: 9/18/15at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$38,620
5. Total projected annual Salary and Benefit Cost:

Salary	\$29,211
Benefits	<u>\$20,444</u>
Total	\$49,655

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 26, 2015

Reclassification Request:

- The Department of Revenue requests the reclassification of Vacant_position #14492 Clerk IV , Labor Grade 12, A000 to a Tax Forms Examiner , Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Tax Forms Examiner, Labor Grade 12, A000, effective 7-20-15

Rationale for Decision:

- This request is due to an organizational restructuring undertaken by the Department of Revenue that resulted in the creation of a multi-functioning, customer-focused unit, effectuating the consolidation of all taxpayer maintenance functions.
- Tax Forms Examiners provide basic taxpayer account reconciliation services which include: correction of documents processed, processing requests for reconsideration of penalties, issuing Certificates of Good Standings, Withdrawals and Dissolutions; and billing of outstanding receivables.
- This position's functions would mirror those of other Tax Forms Examiners operating within the Department of Revenue's organizational structure, and parallel the characteristics of the state class specification for this title appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$47,202
Budgetary number/string010-084-084-29530000-50010000-010
3. Anticipated date of hire is: 9/4/15 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$36,309
5. Total projected annual Salary and Benefit Cost:

Salary	\$27,164
Benefits	<u>\$20,039</u>
Total	\$47,202