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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

SARA J. WILLINGHAM  
Director of Personnel  
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October 7, 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: October 21, 2015

**Reclassification Request:**

- The Adjutant General's Department requests the reclassification of Vacant\_position #44008 Maintenance Mechanic II, Labor Grade 12, A130 to a Plant Maintenance Engineer I , Labor Grade 17, A130.

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

- Plant Maintenance Engineer I, Labor Grade 17, A130, effective 9-18-15

**Rationale for Decision:**

- The Adjutant General's Department requests to reclassify this vacant position to Plant Maintenance Engineer I to provide maintenance and repair support at the New Hampshire National Guard Training Site located in Center Strafford.
- This position would plan, direct, supervise, and perform repair and periodic/corrective maintenance activities involving plumbing, heating, electrical, air conditioning, carpentry, painting and mechanical work.
- The proposed duties are similar to those of other Plant Maintenance Engineer I positions currently operating in the state and parallel the class specification for Plant Maintenance Engineer I appropriately.

**Funding Summary**

1. This position is a 100% Federal Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$ 58,390  
Budgetary number/string 02-012-012-120010-22350000-10
3. Anticipated date of hire is: 12/11/2015 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$ 29,195
5. Total projected annual Salary and Benefit Cost:

Salary	\$36,504
Benefits	<u>\$21,886</u>
Total	\$58,390

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

**Reclassification Request:**

- The Department of Resources of Economic Development requests the reclassification of Vacant\_position #42060 Administrative Supervisor, Labor Grade 17, A000 to a Program Assistant II , Labor Grade 15, A000.

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

- Program Assistant II, Labor Grade 15, A000, effective 1-8-16

**Rationale for Decision:**

- Upon reclassification, this position would assist the Division of Parks and Recreation management team by overseeing the Department's campground reservations program and serving as back-up assistant for the Hampton meter ticketing program.
- This Program Assistant would collect, maintain and release program information, assist the public with inquiries relevant to campgrounds and parks, and monitor projects to assure minimal recreation interruption or displacement of campground guests.
- The proposed duties are similar to those of other Program Assistant II positions currently operating in the state, and parallel the class specification for Program Assistant II appropriately.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$61,690  
Budgetary number/string 03-35-35-351510-37200000-010
3. Anticipated date of hire is: 01/08/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$22,194
5. Total projected annual Salary and Benefit Cost:

Salary	\$31,551
Benefits	<u>\$20,907</u>
Total	\$52,458

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

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #13051 Air Pollution Control Engineer III, Labor Grade 24, A000 to a Environmentalist IV, Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Environmentalist IV, Labor Grade 27, A000, effective 9-24-15

Rationale for Decision:

- The Department requests to reclassify this position to Environmentalist IV and transfer it to the Water Division to provide technical expertise to support the small public water system program and ensure compliance with the Safe Drinking Water Act.
- This position would perform design review of public water system modifications, expansions and new systems and conduct inspections to identify deficiencies and evaluate compliance with applicable laws and regulations pertaining to public water system design and operation standards.
- The proposed duties are similar to those of other Environmentalist IV positions currently operating in the agency and the state, and parallel the class specification for Environmentalist IV appropriately.

Funding Summary

1. This position is a 100 % Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$ 71,345  
Budgetary number/string 03-44-44-441018-47900000-010
3. Anticipated date of hire is: 11/27/2015 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$ 41,289
5. Total projected annual Salary and Benefit Cost:

Salary	\$ 51,773
Benefits	<u>\$ 24,906</u>
Total	\$ 76,679