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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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November 4, 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: November 18, 2015

Reclassification Request:

- The NH Department of Employment Security requests the reclassification of Filled position #11212 Program Assistant II, Labor Grade 15, A000 to a Administrative Supervisor , Labor Grade 17, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrative Supervisor, Labor Grade 17, A000, effective 10-30-15

Rationale for Decision:

- The agency requests to reclassify this filled position to Administrative Supervisor to absorb the supervisory functions in the Appeals Unit in lieu of filling a vacant higher-level supervisor position.
- This position will assist in implementing and overseeing the Appeals Hearing process, while providing technical assistance, formal training and direct supervision to others regarding proper processing and scheduling.
- The proposed duties are similar to those of other Administrative Supervisor positions currently operating in the state and parallel the class specification for Administrative Supervisor appropriately.

Funding Summary

1. This position is a 100 % Federal Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$62,980
Budgetary number/string 02-27-27-270010-80400000-010
3. Filled position-effective date: October 30, 2015
4. Projected cost (Salary & Benefits) for remainder of FY16: \$35,645
5. Total projected annual Salary and Benefit Cost:

Salary	\$34,925
Benefits	<u>\$22,998</u>
Total	\$57,923

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 18, 2015

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Filled_position #19728 Environmentalist IV, Labor Grade 27, A000 to a Supervisor VII , Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor VII, Labor Grade 28, A000, effective 08-07-15

Rationale for Decision:

- The agency requests to reclassify this filled position to Supervisor VII to supervise the administration of the NH Source Water Protection Program and the associated staff within the Drinking Water and Groundwater Bureau.
- This position manages and implements program goals and objectives, and provides guidance and technical assistance to public water systems, municipalities, and regional planning agencies with respect to source water protection.
- The current duties being performed are similar to those of other Supervisor VII positions currently operating in the Department and state, and parallel the class specification for Supervisor VII appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$ 111,884
 - a. Budgetary number/string03-44-44-441018-47180000-010
3. Filled position-effective date: August 7, 2015
4. Projected cost (Salary & Benefits) for remainder of FY16: \$ 69,549
5. Total projected annual Salary and Benefit Cost:

Salary	\$ 55,126
Benefits	\$ <u>27,068</u>
Total	\$ 82,194

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 18, 2015

Reclassification Request:

- The Health and Human Services requests the reclassification of Vacant_position #11617 Teacher I, Labor Grade 18, A180 to a Youth Counselor I , Labor Grade 11, A130.

Division of Personnel (DOP) Reclassification Decision:

- Youth Counselor I, Labor Grade 11, A130, effective 10-21-15

Rationale for Decision:

- The agency requests to reclassify this vacant position to Youth Counselor to fill a void created by several vacant part-time Youth Counselor positions which has necessitated that employees work extra hours and overtime.
- This position would provide a safe and secure environment for adjudicated or detained individuals at the Sununu Youth Services Center by providing supervision and monitoring resident behavior.
- The proposed duties are similar to those of other Youth Counselor positions currently operating at the Sununu Youth Services Center and parallel the class specification for Youth Counselor I appropriately.

Funding Summary

1. This position is a 79.34% General Funded position.
This position is a 20.66% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$85,124
Budgetary number/string05-95-42-421510-79170000-010
3. Anticipated date of hire is: January 8, 2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$21,777
5. Total projected annual Salary and Benefit Cost:

Salary	\$29,557
Benefits	<u>\$21,916</u>
Total	\$51,473

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 18, 2015

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #11682 Teacher I, Labor Grade 18, A180 to a Youth Counselor I , Labor Grade 11, A130.

Division of Personnel (DOP) Reclassification Decision:

- Youth Counselor I, Labor Grade 11, A130, effective 10-21-15

Rationale for Decision:

- The agency requests to reclassify this vacant position to Youth Counselor to fill a void created by several vacant part-time Youth Counselor positions which has necessitated that employees work extra hours and overtime.
- This position would provide a safe and secure environment for adjudicated or detained individuals at the Sununu Youth Services Center by providing supervision and monitoring resident behavior.
- The proposed duties are similar to those of other Youth Counselor positions currently operating at the Sununu Youth Services Center and parallel the class specification for Youth Counselor I appropriately.

Funding Summary

1. This position is a 79.34% General Funded position.
This position is a 20.66% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$83,060
Budgetary number/string 05-95-42-421510-79170000-010
3. Anticipated date of hire is: January 8, 2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$21,777
5. Total projected annual Salary and Benefit Cost:

Salary	\$29,557
Benefits	<u>\$21,916</u>
Total	\$51,473

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 18, 2015

Reclassification Request:

- The Health and Human Services requests the reclassification of Vacant_position #40130 Teacher II, Labor Grade 20, A180 to a Youth Counselor I , Labor Grade 11, A130.

Division of Personnel (DOP) Reclassification Decision:

- Youth Counselor I, Labor Grade 11, A130, effective 10-21-15

Rationale for Decision:

- The agency requests to reclassify this vacant position to Youth Counselor I to fill a void created by several vacant part-time Youth Counselor positions which has necessitated that employees work extra hours and overtime.
- This position will provide a safe and secure environment for adjudicated or detained individuals at the Sununu Youth Services Center by providing supervision and monitoring resident behavior.
- The proposed duties are similar to those of other Youth Counselor I positions currently operating at the Sununu Youth Services Center and parallel the class specification for Youth Counselor I appropriately.

Funding Summary

1. This position is a 79.34% General Funded position.
This position is a 20.66% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$105,709
Budgetary number/string 05-95-42-421510-79170000-010
3. Anticipated date of hire is: January 8, 2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$21,777
5. Total projected annual Salary and Benefit Cost:

Salary	\$29,557
Benefits	<u>\$21,916</u>
Total	\$51,473

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 18, 2015

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #12546 Employment Counselor Specialist, Labor Grade 19, A000 to a Program Specialist II , Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist II, Labor Grade 21, A000, effective 10-30-15

Rationale for Decision:

- This filled position oversees the daily operations of the Division of Family Assistance's Assessment and Intervention Unit, which is tasked with providing services to high-risk clientele receiving Temporary Assistance for Needy Families (TANF) benefits.
- This position evaluates and monitors case management work performed by the unit's staff, tracks and monitors outcomes data to evaluate program effectiveness, and makes recommendations for changes or redesigns to improve program operation.
- The duties of this position are similar to those of other Program Specialist II positions currently operating in the agency and the state and parallel the class specification for Program Specialist II appropriately.

Funding Summary

1. This position is a 41.11% General Funded position.
This position is a 58.89% Federal Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$47,892
Budgetary number/string05-95-45-612700-500100-010
3. Filled position-effective date: October 30,2015
4. Projected cost (Salary & Benefits) for remainder of FY16: \$40,129
5. Total projected annual Salary and Benefit Cost:

Salary	\$40,989
Benefits	<u>\$24,220</u>
Total	\$65,209