



State Of New Hampshire
DIVISION OF PERSONNEL
Department of Administrative Services
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February 3, 2017

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

Retroactive

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.

The change in position allocation or classification for vacant positions under RSA 21-I:56 I, shall be effective upon approval by the Governor and Executive Council. For filled positions with a current incumbent, Personnel Rule 303.04 Response of Director, mandates that the effective date of the change in position allocation or classification shall be the first day of the pay period immediately following the written response made by the Director of Personnel. In cases where this rule applies, Governor and Executive Council action is requested **retroactive** to the date specified for that position.

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

Sara J. Willingham
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 15, 2017

Reclassification Request:

- The State Treasury Department requests the reclassification of Vacant position #11586 Auditor II, Labor Grade 12, A000 to a Accountant I, Labor Grade 16, A000.

Division of Personnel (DOP) Reclassification Decision:

- Accountant I, Labor Grade 16, A000 effective upon Council approval

Rationale for Decision:

- Processing changes have caused a shift in this position's duties so that it no longer needs to spend significant time preparing daily bank deposits for state agencies. Instead, it would focus on the validation and reconciliation of complex transactions.
- Complexity has increased due to widespread adoption of credit card payments, increased use of electronic funds transfers, and banks converting to electronic imaging. This position would also apply approval to post cash receipts within the state's financial system, NH FIRST.
- The proposed duties are similar to those of other Accountant I positions currently operating in the state, and parallel the class specification for Accountant I appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$50,401
Budgetary number/string 01-38-38-380010-10500000-010
3. Anticipated date of hire is: 3/17/2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$13,387
5. Total projected annual Salary and Benefit Cost:

Salary	\$34,242
Benefits	<u>\$23,768</u>
Total	\$58,010

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 15, 2017

Reclassification Request:

- The Department of Revenue requests the reclassification of Vacant position #14439 Data Control Clerk III, Labor Grade 12, A000 to a Supervisor IV , Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor IV, Labor Grade 25, A000 effective upon Council approval

Rationale for Decision:

- This request is part of an agency reorganization to merge the Document Processing Division and Central Taxpayer Services Unit into a new Division of Taxpayer Services in order to improve operations long-term and align resources for future needs.
- This position would supervise the Tax Account Reconciliation Unit staff, and would direct, evaluate, plan, and develop work methods and procedures in accordance with New Hampshire tax laws, Administrative Rules, and Department policies.
- The proposed supplemental job description meets the standards of the class specification for Supervisor IV and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$50,212
Budgetary number/string 01-84-84-840510-15010000-010
3. Anticipated date of hire is: 3-3-2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$20,532
5. Total projected annual Salary and Benefit Cost:

Salary	\$49,433
Benefits	<u>\$26,829</u>
Total	\$76,262

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 15, 2017

Reclassification Request:

- The New Hampshire Insurance Department requests the reclassification of Filled position #30083 Program Assistant I, Labor Grade 12, A000 to a Program Specialist I, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist I, Labor Grade 19, A000 effective 1/6/2017

Rationale for Decision:

- This position is no longer an administrative support position as it now provides technical support and coordinates project management efforts agency-wide in areas such as contracts, data management, marketing and continuous process improvement.
- As a project specialist, this position: researches information for use in writing program policies and procedures; tracks, analyzes, and presents program and project status reports for management; and confers with several agency units to assist with the implementation of solutions and project development, to address issues and needs.
- The proposed duties are similar to those of other Program Specialist I positions currently operating in the agency and state and parallel the class specification for Program Specialist I appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$74,420
Budgetary number/string 02-24-24-240010-25200000-010
3. Filled position-effective date: 1/6/2017
4. Projected cost (Salary & Benefits) for remainder of FY17: \$26,714
5. Total projected annual Salary and Benefit Cost:

Salary	\$38,513
Benefits	<u>\$24,628</u>
Total	\$63,141

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 15, 2017

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant position #42248 Corrections Counselor/Case Manager, Labor Grade 20, A130 to a Technical Institute/ College Professor , Labor Grade 25, A234.

Division of Personnel (DOP) Reclassification Decision:

- Technical Institute/College Professor, Labor Grade 25, A234 effective upon Council approval

Rationale for Decision:

- This reclassification would help strengthen student offerings in the occupational fields of construction and building trades, while improving the Department's legal obligations with respect to the Laaman Consent Decree and other mandates.
- This position would provide vocational and technical education to inmate students at the Career and Technical Education Center-Corrections Special School District (CSSD), and would ensure that education programs and policy requirements are met for offenders, according to Department, state, and federal guidelines.
- The proposed supplemental job description meets the standards of the class specification for the Technical Institute/College Professor series and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$101,266
Budgetary number/string 02-46-46-469010-82320000-010
3. Anticipated date of hire is: 3-17-2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$23,548
5. Total projected annual Salary and Benefit Cost:

Salary	\$64,262
Benefits	<u>\$37,779</u>
Total	\$102,041

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 15, 2017

Reclassification Request:

- The New Hampshire Liquor Commission requests the reclassification of Vacant position #14213 Building Service Worker II, Labor Grade 5, A130 to a Retail Store Clerk II , Labor Grade 12, A130.

Division of Personnel (DOP) Reclassification Decision:

- Retail Store Clerk II, Labor Grade 12, A130 effective upon Council approval

Rationale for Decision:

- This vacant reclassification and position transfer is being requested by the Commission in order to meet the staffing and coverage needs of the agency's retail sales operations.
- This Retail Store Clerk II would be located in Store 41 in Seabrook and would assist customers, provide sales coverage, and ensure that the laws related to prohibited sales are followed.
- The proposed supplemental job description meets the standards of the class specification for Retail Store Clerk II and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 100% (Liquor) position.
2. Total FY 17 Budgeted (Salary & Benefits): \$ 48,482
Budgetary number/string 02-77-77-771512-10300000-010
3. Anticipated date of hire is: 3-3-2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$14,661
5. Total projected annual Salary and Benefit Cost:

Salary	\$ 31,283
Benefits	<u>\$ 23,171</u>
Total	\$ 54,454

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 15, 2017

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #16409 Family Services Specialist II, Labor Grade 19, A000 to a Training Coordinator , Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Training Coordinator, Labor Grade 21, A000 effective upon Council approval

Rationale for Decision:

- The agency requests to reclassify this vacant position to satisfy a need for additional Training Coordinators in the Division of Client Services to plan, develop, coordinate, and deliver eligibility training curricula and professional development topics to agency staff.
- This position would research and analyze programs, policies, work procedures, and technical systems to support the development of effective training content, methods and materials, to ensure that training goals and work performance standards are met.
- The proposed duties are similar to those of other Training Coordinator positions currently operating in the agency and state, and parallel the class specification for Training Coordinator appropriately.

Funding Summary

1. This position is a 42.35% General Funded position.
This position is a 57.65% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$63,071
Budgetary number/string 05-95-45-451010-7993000-010
3. Anticipated date of hire is: 3-3-2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$18,073
5. Total projected annual Salary and Benefit Cost:

Salary	\$41,828
Benefits	<u>\$25,096</u>
Total	\$67,127

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 15, 2017

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #40410 Clerk Interviewer, Labor Grade 9, A000 to a Licensing & Evaluation Coordinator , Labor Grade 20, A000.

Division of Personnel (DOP) Reclassification Decision:

- Licensing & Evaluation Coordinator, Labor Grade 20, A000 effective upon Council approval

Rationale for Decision:

- This position would be transferred to the Bureau of Facilities Licensing & Certification in order to meet the need for additional staff to address the increased number of facilities offering substance use disorder (SUD) services due to the expansion of benefits to Medicaid populations.
- This position would perform both selected non-nursing duties of the Nurse Surveyor and duties of the Health Facilities Program Consultant, participate in a multi-disciplinary team, and cross-train for both federal certification and state licensing functions.
- This position's proposed duties are identical to those of an adjoining Licensing & Evaluation Coordinator, and parallel the class specification appropriately.

Funding Summary

1. This position is a 50% General Funded position.
This position is a 50% Other Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$0 Unfunded
Budgetary number/string 05-95-95-952010-51460000-010
3. Anticipated date of hire is: 3-3-2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$17,510
5. Total projected annual Salary and Benefit Cost:

Salary	\$40,092
Benefits	<u>\$24,946</u>
Total	\$65,038

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 15, 2017

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #43010 Administrative Assistant I, Labor Grade 16, A000 to a Medical Service Technician, Labor Grade 17, A000.

Division of Personnel (DOP) Reclassification Decision:

- Medical Service Technician, Labor Grade 17, A000 effective 2/3/2017

Rationale for Decision:

- This position would be transferred to the Office of Finance/Medicaid Services and is requested to be reclassified to a Medical Service Technician in order to meet the obligations of Medicaid Finance relative to the Family Planning Program.
- This position would review and confirm provider and client eligibility in order to process manual claims for non-managed care provider/client payments. It would also research and interpret client and provider data to explain program requirements and ensure state and federal compliance of clients, medical providers, and staff.
- The proposed supplemental job description meets the standards of the class specification for Medical Service Technician and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 50% General Funded position.
This position is a 50% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$66,761
Budgetary number/string 05-95-47-470010-79370000-010
3. Filled position-effective date: 2/3/2017
4. Projected cost (Salary & Benefits) for remainder of FY17: \$20,656
5. Total projected annual Salary and Benefit Cost:

Salary	\$35,627
Benefits	<u>\$24,047</u>
Total	\$59,674

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 15, 2017

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #42937 Data Control Clerk II, Labor Grade 10, A000 to a Statistician II , Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Statistician I, Labor Grade 16, A000 effective 12-23-2016

Rationale for Decision:

- Reclassification to the Statistician series was requested due in part to the transition of data collection from manual entry to electronic data reporting, which requires moving data in and among several surveillance databases and manipulating it into an understandable format.
- This position also communicates with laboratories and medical providers to clarify and verify statistical information, collaborates with the Program Manager on administrative warnings and fines for non-compliant reporting, and compiles data in response to legislative and media requests.
- The Division has determined that the proposed duties are most similar to those of Statistician I positions currently operating in the agency and state, and parallel the class specification for Statistician I appropriately, rather than Statistician II.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$58,880
Budgetary number/string 05-095-090-901510-7964000-010
3. Filled position-effective date: 12-23-2016
4. Projected cost (Salary & Benefits) for remainder of FY17: \$27,982
5. Total projected annual Salary and Benefit Cost:

Salary	\$35,627
Benefits	<u>\$25,000</u>
Total	\$60,627

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 15, 2017

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #12346 Data Processing Supervisor II, Labor Grade 18, A000 to an Accountant II, Labor Grade 18, A000.

Division of Personnel (DOP) Reclassification Decision:

- Accountant II, Labor Grade 18, A000 effective 2/3/2017

Rationale for Decision:

- This position was transferred to the Office of Finance to fill critical accounting and auditing needs and to assist in interpreting and analyzing financial statements and accounting reports, ensuring adherence to state and federal regulations and guidelines.
- This position is now responsible to maintain and monitor federal ledgers for effective and efficient cash management of federal grants and to provide supervision and guidance to staff performing contract monitoring of sub-grantees.
- The proposed supplemental job description meets the standards of the class specification for Accountant II and is appropriate to the organizational structure.

Funding Summary

1. This position is a 62% General Funded position.
This position is a 38% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$74,381
Budgetary number/string 05-95-95-950010-5676000-010
3. Filled position-effective date: 2/3/2017
4. Projected cost (Salary & Benefits) for remainder of FY17: \$26,232.00
5. Total projected annual Salary and Benefit Cost:

Salary	\$49,199
Benefits	<u>\$26,781</u>
Total	\$75,780

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 15, 2017

Reclassification Request:

- The New Hampshire Lottery Commission requests the reclassification of Vacant position #14408 Lottery Ticket Seller II, Labor Grade 9, A000 to an Accounting Technician, Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Accounting Technician, Labor Grade 12, A000 effective upon Council approval

Rationale for Decision:

- The New Hampshire Lottery Commission requests to reclassify this vacant position, which is located in the Claims Department, in order to have it perform accounting and claims processing duties.
- This position would validate and process payments of lottery prizes, reconcile and update the Control Ledger for the Prize Revolving Fund, and report Federal taxes to the IRS in accordance with State, Federal, and Department procedures.
- The proposed supplemental job description meets the standards of the class specification for Accounting Technician and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$61,086.00
Budgetary number/string 06-06-83-830010-10290000-010
3. Anticipated date of hire is: 3/3/2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$14,028
5. Total projected annual Salary and Benefit Cost:

Salary	\$29,328
Benefits	<u>\$22,777</u>
Total	\$52,105

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 15, 2017

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #12120 Environmentalist IV, Labor Grade 27, A000 to an Administrator II , Labor Grade 29, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator II, Labor Grade 29, A000 effective upon Council approval

Rationale for Decision:

- This Administrator II would manage increased federal and administrative requirements for the Clean Water State Revolving Fund and would require qualifications in business, financial and/or program management as opposed to environmental disciplines.
- This position would: evaluate changes to state and federal policies, laws and regulations to implement agency response for compliance; analyze fiscal and project content of grant and loan applications submitted by municipalities and recommend for approval; and coordinate program promotion and education outreach efforts.
- The proposed duties are similar to those of other Administrator II positions currently operating in the agency and state and parallel the class specification for Administrator II appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$104,973
Budgetary number/string 03-44-44-441018-2002000-010
3. Anticipated date of hire is: 3-17-2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$20,161
5. Total projected annual Salary and Benefit Cost:

Salary	\$58,676
Benefits	<u>\$28,691</u>
Total	\$87,367

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 15, 2017

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #13049 Air Pollution Technician I, Labor Grade 15, A000 to an Environmental Program Manager , Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Environmental Program Manager, Labor Grade 27, A000 effective upon Council approval

Rationale for Decision:

- The agency requests to reclassify this vacant position to dedicate a full-time resource to manage the demands of the Drinking Water State Revolving Fund and state aid grant programs, due in part to increased federal reporting and audit requirements.
- This position would review federal and state grant and loan applications submitted by municipalities in order to make decisions about the funding and priority for major infrastructure projects. This position would also participate in and address the findings of financial and performance audits.
- The proposed duties are similar to those of other Environmental Program Manager positions currently operating in the agency and state and parallel the class specification for Environmental Program Manager appropriately.

Funding Summary

1. This position is a 100 % Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$ 0 Unfunded
Budgetary number/string 03-44-44-443010-9000000-010
3. Anticipated date of hire is: 3-17-2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$ 18,837
5. Total projected annual Salary and Benefit Cost:

Salary	\$ 53,898
Benefits	<u>\$ 27,728</u>
Total	\$ 81,626

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 15, 2017

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #40468 Principal Planner, Labor Grade 24, A000 to an Environmental Program Manager , Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Environmental Program Manager, Labor Grade 27, A000 effective upon Council approval

Rationale for Decision:

- Program areas within the Watershed Management Bureau which have related goals and funding sources are being combined to increase effectiveness and efficiency, and to align the classifications of positions operating similarly within the agency.
- This position would act as the Coastal Grants and Communications Manager within the NH Coastal Program, to administer the technical assistance, public education, and outreach grant programs and the Coastal and Estuarine Land Conservation Program grants, and to report on performance metrics and standardize grant procedures.
- The proposed duties are similar to those of other Environmental Program Manager positions currently operating in the agency, and parallel the class specification for Environmental Program Manager appropriately.

Funding Summary

1. This position is a 100 % Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$85,069
Budgetary number/string 03-44-44-442110-3642000-010
3. Anticipated date of hire is: 3-17-2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$18,837
5. Total projected annual Salary and Benefit Cost:

Salary	\$ 53,898
Benefits	<u>\$ 27,728</u>
Total	\$ 81,626

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 15, 2017

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #10027 Principal Planner, Labor Grade 24, A000 to an Environmentalist IV , Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Environmentalist IV, Labor Grade 27, A000 effective upon Council approval

Rationale for Decision:

- Program areas within the Watershed Management Bureau which have related goals and funding sources are being combined to increase effectiveness and efficiency, and to align the classifications of positions operating similarly within the agency.
- This position would function as the Coastal Resilience Coordinator in the NH Coastal Program, supervising special studies of the coastal environment and reviewing data in order to make determinations regarding environmental impact and proposed policies.
- 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 % Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$85,069
Budgetary number/string 03-44-44-442010-3642000-010
3. Anticipated date of hire is: 3-17-2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$18,837
5. Total projected annual Salary and Benefit Cost:

Salary	\$53,898
Benefits	<u>\$27,728</u>
Total	\$81,626

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 15, 2017

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #19499 Technical Support Specialist IV, Labor Grade 27, A130 to an Electronic Technician III , Labor Grade 23, A130.

Division of Personnel (DOP) Reclassification Decision:

- Electronic Technician III, Labor Grade 23, A130 effective upon Council approval

Rationale for Decision:

- The information technology functions originally assigned to this position in the Winnepesaukee River Basin Program (WRBP) relating to Supervisory Control and Data Acquisition (SCADA) are now largely provided by the Department of Information Technology, resulting in a shift in duties to better address WRBP needs.
- This position is proposed to oversee the Electrical/Electronic section of the WRBP and perform skilled technical duties supervising and actively participating in the installation, maintenance, repair and upgrade of communication, electrical and electronic controls as well as the SCADA system.
- The proposed duties are similar to those of other Electronic Technician III positions currently operating in the state and parallel the class specification for Electronic Technician III appropriately.

Funding Summary

1. This position is a 100 % Other Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$ 118,850
Budgetary number/string 03-44-44-442010-13000000-010
3. Anticipated date of hire is: 3-17-2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$17,313
5. Total projected annual Salary and Benefit Cost:

Salary	\$ 48,402
Benefits	<u>\$ 26,621</u>
Total	\$ 75,023

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 15, 2017

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Filled position #30001 Principal Planner, Labor Grade 24, A000 to an Environmental Program Manager , Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Environmental Program Manager, Labor Grade 27, A000 effective 12-23-2016

Rationale for Decision:

- Program areas within the Watershed Management Bureau which have related goals and funding sources are being combined to increase effectiveness and efficiency, and to align the classifications of positions operating similarly within the agency.
- This position administers the Coastal Zone Management Act Federal Consistency Program, to include evaluating data, negotiating with state and federal agencies, and developing procedural manuals. It also assists in the preparation of the NH Coastal Program federal grant application and leads agency regional ocean planning efforts.
- These duties are similar to those of other Environmental Program Manager positions currently operating in the agency, and parallel the class specification for Environmental Program Manager appropriately.

Funding Summary

1. This position is a 100 % Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$107,501
Budgetary number/string 03-44-44-442010-36420000-010
3. Filled position-effective date: 12-23-2016
4. Projected cost (Salary & Benefits) for remainder of FY17: \$52,110
5. Total projected annual Salary and Benefit Cost:

Salary	\$66,905
Benefits	<u>\$46,001</u>
Total	\$112,906

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 15, 2017

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Filled position #40469 Principal Planner, Labor Grade 24, A000 to an Environmentalist IV , Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Environmentalist IV, Labor Grade 27, A000 effective 12-23-2016

Rationale for Decision:

- Program areas within the Watershed Management Bureau which have related goals and funding sources are being combined to increase effectiveness and efficiency, and to align the classifications of positions operating similarly within the agency.
- This position acts as Coastal Habitat Program Coordinator in the NH Coastal Program, managing projects to protect and restore coastal habitat, supervising the award and administration of grants and contracts to various stakeholders, and revising policies.
- 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 % Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$77,837
Budgetary number/string 03-44-44-442010-3642000-010
3. Filled position-effective date: 12-23-2016
4. Projected cost (Salary & Benefits) for remainder of FY17: \$37,674
5. Total projected annual Salary and Benefit Cost:

Salary	\$53,898
Benefits	<u>\$27,728</u>
Total	\$81,626