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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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June 7, 2017

His Excellency, Governor Christopher T. Sununu
 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.

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 *Sara Willingham*

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: June 21, 2017

Reclassification Request:

- The Department of Administrative Services requests the reclassification of Vacant position #41150 Maintenance Mechanic II, Labor Grade 12, A130 to an Administrative Assistant I, Labor Grade 16, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrative Assistant I, Labor Grade 16, A000 effective upon Council approval

Rationale for Decision:

- The agency requests to reclassify this vacant position to perform office management duties for the Bureau of Court Facilities. The position previously responsible for these duties was reclassified last year and several staff members have been managing the workload in the interim.
- This position would assist the Administrator in organizing and updating documents related to the maintenance and renovation of court facilities, to include tracking and processing bid proposals, preparing budget requests, and compiling data for reporting to agency officials.
- The proposed duties are similar to those of other Administrative Assistant I positions currently operating in the agency and state and parallel the class specification for Administrative Assistant I appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 18 Budgeted (Salary & Benefits): \$67,132
Budgetary number/string 01-14-14-141510-2045-010
3. Anticipated date of hire is: 7/21/17 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$51,317
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: June 21, 2017

Reclassification Request:

- The Department of Revenue requests the reclassification of Filled position #19990 Supervisor II, Labor Grade 21, A000 to a Tax Examiner V, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Tax Examiner V, Labor Grade 21, A000 effective 5/12/17

Rationale for Decision:

- As part of the creation of the Division of Taxpayer Services, the former Tax Forms Examiner classification is now a series titled Tax Examiner I – V. Related positions are being reclassified to appropriate levels in the series in order to address the evolving technology, customer service, and operational needs of tax information processing, examination, and taxpayer compliance with state and federal laws and rules.
- This position reviews cases, develops and implements procedures and guidelines to ensure the accurate and adequate processing of tax documents, and supervises the examining and data entry of taxpayer records to determine compliance with tax codes and ensure established productivity standards for the unit are met.
- The proposed supplemental job description meets the standards of the Tax Examiner V class specification and is appropriate to the structure of the new Division.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$80,885
Budgetary number/string 01-84-84-841010-5413-010
3. Filled position-effective date: 5/12/2017
4. Projected cost (Salary & Benefits) for remainder of FY17: \$6,222
5. Total projected annual Salary and Benefit Cost:

Salary	\$53,281
Benefits	<u>\$27,604</u>
Total	\$80,885

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

Reclassification Request:

- The New Hampshire Insurance Department requests the reclassification of Filled position #18078 Grants and Contracts Technician, Labor Grade 15, A000 to a Grants Program Coordinator, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Grants Program Coordinator, Labor Grade 23, A000 effective 6/9/17

Rationale for Decision:

- The position incumbent is now performing more technical duties for the agency's grants program, to include assisting with grant applications, working with federal grant coordinators to make corrections, and implementing the grant through the contracting process.
- This position: oversees the bookkeeping system, project records and ledgers related to federal and state grants; prepares and monitors all required financial and program status reports; and ensures that agency staff and contractors adhere to grant accounting laws, policies and procedures.
- The proposed duties are similar to those of other Grants Program Coordinator positions currently operating in the state and parallel the class specification for Grants Program Coordinator appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 18 Budgeted (Salary & Benefits): \$53,018
Budgetary number/string 02-24-24-240010-2520-010
3. Filled position-effective date: 6/9/2017
4. Projected cost (Salary & Benefits) for remainder of FY18: \$71,388
5. Total projected annual Salary and Benefit Cost:

Salary	\$45,377
Benefits	<u>\$26,011</u>
Total	\$71,388

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

Reclassification Request:

- The Department of Education requests the reclassification of Vacant position #44096 Systems Development Specialist IV, Labor Grade 26, A000 to a Financial Analyst, Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Financial Analyst, Labor Grade 28, A000 effective upon Council approval

Rationale for Decision:

- The Department of Education requests to reclassify this vacant position in the Office of School Finance to Financial Analyst in order to fill a crucial vacancy addressing budgets and fiscal operations for New Hampshire School Districts.
- This position would analyze and formulate information system procedures and controls to increase the efficiency of agency business operations related to the distribution of approximately \$1 billion dollars in Adequacy Aid, Charter School Aid, and Catastrophic Aid to school districts.
- The proposed supplemental job description meets the standards of the class specification for Financial Analyst, and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 18 Budgeted (Salary & Benefits): \$101,504
Budgetary number/string 06-56-56-563510-4000-010
3. Anticipated date of hire is: 8/4/2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$71,448
5. Total projected annual Salary and Benefit Cost:

Salary	\$56,238
Benefits	<u>\$28,200</u>
Total	\$84,438