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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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May 23, 2018

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
 Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 6, 2018

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #18972 Systems Development Specialist VI, Labor Grade 30, A000 to a Technical Support Specialist VI, Labor Grade 32, A000.

Division of Personnel (DOP) Reclassification Decision:

- Technical Support Specialist VI, Labor Grade 32, A000 effective upon Council's approval

Rationale for Decision:

- The New Hampshire Department of Information Technology is reclassifying this vacant position to a Technical Support Specialist VI; it will be located in the Agency Software Division and will support the Department of Revenue Administration.
- The Technical Support Specialist VI will formulate current and long-range solutions, strategies, or policies for the Department of Revenue Administration's maintenance of sophisticated relational DBMS (SQL, DB2, e.g.) and data storage, system software, and retrieval systems.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is 1% General Funded position.
This position is 99% Other Funded position.
2. Budgetary number/string 01-03-03-030010-77080000-010
3. Anticipated date of hire is: 7/20/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$86,263
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$85,042
Benefits	<u>\$35,209</u>
Total	\$120,251

Projected Annual Cost:

Salary	\$67,041
Benefits	<u>\$30,474</u>
Total	\$97,515

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 6, 2018

Reclassification Request:

- The Department of Justice requests the reclassification of Vacant position #10321 Assistant Administrator, Labor Grade 29, A000 to a Attorney III, Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Attorney III, Labor Grade 30, A000 effective upon Governor and Council's approval

Rationale for Decision:

- The New Hampshire Department of Justice is reclassifying this vacant position to an Attorney III in order to establish a role that will increase capacity needed in the representation the Charitable Trust Unit at court proceedings and at legislative hearings.
- The Attorney III will oversee legal staff, perform legal research, draft pleadings, legal documents, and represent the Director of Charitable Trusts in court. The position will also recommend actions to the Director of Charitable Trusts with respect to legal, legislative, and administrative initiatives.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-20-20-201010-26210000-010
3. Anticipated date of hire is: 7/20/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$80,187
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$82,257
Benefits	<u>\$38,925</u>
Total	\$121,182

Projected Annual Cost:

Salary	\$61,308
Benefits	<u>\$29,339</u>
Total	\$90,647

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 6, 2018

Reclassification Request:

- The Department of Natural and Cultural Resources requests the reclassification of Filled position #41616 Program Specialist III, Labor Grade 23, A000 to an Administrator II, Labor Grade 29, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator II, Labor Grade 29, A000 effective 4/13/18

Rationale for Decision:

- The Department of Natural and Cultural Resources is reclassifying this position to an Administrator II in order to better meet the requirements of RSA 12-A:10 and RSA 12-A:41-b of collaborating with committee members on special projects and engage with media production industry, state government, and in-state stakeholders.
- The Administrator II will serve as Bureau Chief of the Film Office and oversees and administer all aspects of programs and operations and will promote New Hampshire as a location for film, television, and photographic activity.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.
- Per House Bill 1738:IX, effective July 1, 2018 the funding for this position shall transfer to the Department of Business and Economic Affairs, along with the budgeted appropriations from class 011 to class 010. The current budgeted amount for FY19 is \$96,843, therefore leaving a shortfall of \$5,352, which will be borne by the Department of Business and Economic Affairs.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 03-35-35-352510-20050000-010
3. Filled position-effective date: 4/13/18
4. Projected cost (Salary & Benefits) for remainder of FY18: \$15,722
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:

Salary	\$0
Benefits	\$0
Total	\$0

Projected Annual Cost:

Salary	\$62,320
Benefits	<u>\$39,875</u>
Total	\$102,195

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: June 6, 2018

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #42727 Program Specialist III, Labor Grade 23, A000 to a Human Resources Technician, Labor Grade 17, A000.

Division of Personnel (DOP) Reclassification Decision:

- Human Resources Technician, Labor Grade 17, A000 effective upon Council's approval

Rationale for Decision:

- The agency requests to reclassify this vacant position and transfer it to the Human Resources Unit to provide technical assistance and guidance related to recruitment processes, perform data tracking and reporting, and ensure accurate administration of the Family Medical Leave Act (FMLA).
- There is currently a part-time position operating similarly in the section but a full-time resource is necessary to meet the high workload demands being experienced as a result of increased overall agency staffing levels which is putting a strain on the delivery of human resources related services.
- The proposed duties are similar to those of other Human Resources Technician positions currently operating in the state, and parallel the class specification for Human Resources Technician appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Budgetary number/string 03-44-44-443010-90000000-010
3. Anticipated date of hire is: 9/14/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$43,759
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$47,252
Benefits	<u>\$27,726</u>
Total	\$74,978

Projected Annual Cost:

Salary	\$35,627
Benefits	<u>\$24,254</u>
Total	\$59,881

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 6, 2018

Reclassification Request:

- The Department of Transportation requests the reclassification of Filled position #21366 Supervisor VII, Labor Grade 28, A000 to a Environmentalist IV, Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Environmentalist IV, Labor Grade 27, A000 effective 5/11/18

Rationale for Decision:

- The New Hampshire Department of Transportation is reclassifying this position to an Environmentalist IV and transferring it to the Bureau of Environment, Project Development Section.
- The Environmentalist IV will oversee the development of long-term and short-term environmental projects and regulatory actions and investigations for department mitigation sites ensuring compliance with permit conditions and environmental commitments.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 04-96-96-962015-50310000-010
3. Filled position-effective date: 5/11/18
4. Projected cost (Salary & Benefits) for remainder of FY18: \$7,149
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:

Salary	\$70,371
Benefits	<u>\$22,566</u>
Total	\$92,937

Projected Annual Cost:

Salary	\$70,371
Benefits	<u>\$22,566</u>
Total	\$92,937

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: June 6, 2018

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #41032 Family Services Associate, Labor Grade 10, A000 to a Administrator I, Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator I, Labor Grade 27, A000 effective upon Council's approval

Rationale for Decision:

- The Department of Health and Human Services is reclassifying and transferring this vacant position to an Administrator I in order to fulfill a mandate of Executive Order 2018-01 issued by Governor Sununu on 2/15/18.
- The Administrator I will administer and coordinate the programs and provisions of veteran's services, under a Memorandum of Understanding between the Department of Health and Human Services (DHHS) and the Adjutant General's Department to enhance the mission of the DHHS, Bureau of Community Based Military Programs.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 43% General Funded position.
This position is a 57% Federal Funded position.
2. Budgetary number/string 05-95-45-450010-79930000-010
3. Anticipated date of hire is: 7/6/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$75,479
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$28,235
Benefits	<u>\$23,961</u>
Total	\$52,196

Projected Annual Cost:

Salary	\$53,898
Benefits	<u>\$27,871</u>
Total	\$81,769