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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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April 06, 2016

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
Sara J. Willingham
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: April 20, 2016

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant_position #10422 Data Control Clerk III, Labor Grade 12, A000 to a Administrative Assistant I , Labor Grade 16, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrative Assistant I, Labor Grade 16, A000, effective 3/15/2016

Rationale for Decision:

- The agency requests to reclassify this vacant position to Administrative Assistant I to provide assistance to the Division Director, Assistant Director and Deputy State Fire Marshal in order to support efficient operations.
- The position would schedule and coordinate meetings and appointments, communicate with various parties regarding fire safety press releases and public relations materials, and maintain personnel and equipment records.
- The proposed duties are similar to those of other Administrative Assistant I positions currently operating in the agency and the 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 16 Budgeted (Salary & Benefits): \$52,752
Budgetary number/string02-23-23-2380010-50020000-010
3. Anticipated date of hire is: 5/13/2016at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$4,329
5. Total projected annual Salary and Benefit Cost:

Salary	\$33,560
Benefits	<u>\$22,723</u>
Total	\$56,282

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: April 20, 2016

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant_position #21652 Toll Attendant I, Labor Grade 09, A130 to a Program Specialist IV , Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist IV, Labor Grade A000,25, effective 3/17/2016

Rationale for Decision:

- This vacant position would be reclassified and transferred to the Bureau of Transportation Systems Management and Operations to develop, evaluate, review and modify statistical data from various Intelligent Transportation Systems (ITS).
- As a Program Specialist IV, the position would review ITS design plans, compose specification documents, provide training on device testing procedures, and develop policies and procedures relative to data collection for a variety of programs that disseminate information to the public.
- The proposed duties are similar to those of other Program Specialist IV positions currently operating in the agency and the state and parallel the class specification for Program Specialist IV appropriately.

Funding Summary

1. This position is a 52% HWY and 48% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$48,224
Budgetary number/string04-96-96-960515-30520000-010
3. Anticipated date of hire is: 05/27/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$2,853
5. Total projected annual Salary and Benefit Cost:

Salary	\$48,458
Benefits	<u>\$25,725</u>
Total	\$74,183

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: April 20, 2016

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant_position #21246 Toll Attendant I, Labor Grade 09, A130 to a Civil Engineer IV , Labor Grade 27, A130.

Division of Personnel (DOP) Reclassification Decision:

- Civil Engineer IV, Labor Grade 27, A130, effective 03/02/2016

Rationale for Decision:

- This reclassification is requested in order to meet the needs of the Turnpike Bureau's Asset Management Program, which now requires a full-time dedicated employee to develop and maintain it. This responsibility is currently shared between a Civil Engineer II and Civil Engineer V, who are of necessity assigned to other projects.
- This position would perform duties associated with identifying, tracking and reporting the Bureau of Turnpike's assets and would be responsible to coordinate with related areas in the Department, work with asset management groups, and related duties.
- The proposed duties are similar to those of other Civil Engineer IV positions currently operating at Department of Transportation and parallel the class specification for Civil Engineer IV appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$44,119
Budgetary number/string04-096-096-961017-70260000-010
3. Anticipated date of hire is: 05/27/2016at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$3,218
5. Total projected annual Salary and Benefit Cost:

Salary	\$56,347
Benefits	<u>\$27,315</u>
Total	\$83,662

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: April 20, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #40626 Program Assistant II , Labor Grade 15, A000 to a Programs Evaluation Specialist , Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Programs Evaluation Specialist , Labor Grade 21, A000, effective 03/18/2016

Rationale for Decision:

- The agency requests to reclassify this position to a Programs Evaluation Specialist due to increased accountabilities regarding contracts and systems which ensure adequate service delivery and protect Bureau of Infectious Disease Control programs and the state from fraud and abuse.
- This position monitors contracts and provides oversight and technical assistance for the Infectious Disease Prevention Investigation and Care Services Section, with priority given to the Tuberculosis Financial Assistance Program, to ensure contractor compliance with state and federal policies.
- This position's duties now mirror those of other Programs Evaluation Specialist positions operating in similar capacities at the Department of Health and Human Services, Division of Public Health, and parallel the class specification appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$57,767
Budgetary number/string 05-95-90-902510-51700000-010
3. Filled position-effective date: 04/01/2016
4. Projected cost (Salary & Benefits) for remainder of FY16: \$12,540
5. Total projected annual Salary and Benefit Cost:

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

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: April 20, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #42901 Statistical Assistant , Labor Grade 14, A000 to a Programs Evaluation Specialist , Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Programs Evaluation Specialist , Labor Grade 21, A000, effective 03/18/2016

Rationale for Decision:

- The agency requests to reclassify this position to a Programs Evaluation Specialist due to increased accountabilities regarding contracts and systems which ensure adequate service delivery and protect Bureau of Infectious Disease Control programs and the state from fraud and abuse.
- This position monitors contracts and provides oversight and technical assistance for the Infectious Disease Prevention Investigation and Care Services Section, with priority given to the NH Ryan White CARE Program, to ensure contractor compliance with state and federal policies.
- This position's duties now mirror those of other Programs Evaluation Specialist positions operating in similar capacities at the Department of Health and Human Services, Division of Public Health, and parallel the state class specification appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$65,209
Budgetary number/string 05-95-90-902510-22290000-010
3. Filled position-effective date: 04/01/2016
4. Projected cost (Salary & Benefits) for remainder of FY16: \$12,540
5. Total projected annual Salary and Benefit Cost:

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

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: April 20, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #16525 Carpenter II, Labor Grade 14, A130 to a Program Specialist II , Labor Grade 21, A130.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist II, Labor Grade 21, A130, effective 3/23/2016

Rationale for Decision:

- The agency requests to reclassify this vacant position to Program Specialist II and transfer it to the Administration area as a Project Manager to collaboratively determine the scope, schedule, cost, implementation, and completion of all facility-related construction projects.
- The position would manage day-to-day operational aspects of projects, to include creating and executing work plans, tracking and reporting team hours and expenses, communicating effectively with hospital staff, and continually seeking opportunities to increase customer satisfaction and strengthen client relationships.
- The proposed duties 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 69% General Funded position.
This position is a 27% Federal Funded position.
This position is a 4% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$78,700
Budgetary number/string05-95-94-940010-84100000-010
3. Anticipated date of hire is: 04/29/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$7,903
5. Total projected annual Salary and Benefit Cost:

Salary	\$43,722
Benefits	<u>\$24,771</u>
Total	\$68,492

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: April 20, 2016

Reclassification Request:

- The Department of Education requests the reclassification of Vacant_position #41230 Case Technician I, Labor Grade 14, A000 to a Disability Hearings Officer , Labor Grade 26, A000.

Division of Personnel (DOP) Reclassification Decision:

- Disability Hearings Officer, Labor Grade 26, A000, effective 3/23/2016

Rationale for Decision:

- The reclassification of this position to Disability Hearings Officer would assist in alleviating a critical capacity issue in the Disability Determination Services Section due to high case load and exponential demand for hearings.
- This position would perform professional administrative work concerned with the conduct of a statewide Appeals Hearing Program regarding decisions or determinations made in connection with various programs administered by the Social Security Administration, Disability Determinations Service.
- This position's duties mirror those of other Disability Hearings Officer positions currently operating in similar capacities at the Department of Education, and parallel the state class specification for Disability Hearings Officer appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$52,487
Budgetary number/string06-56-56-565510-40400000-010
3. Anticipated date of hire is: 06/24/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$0
5. Total projected annual Salary and Benefit Cost:

Salary	\$50,583
Benefits	<u>\$26,153</u>
Total	\$76,736