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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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February 28th, 2014

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

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Acting Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: March 12, 2014

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant_position #43396 Cash Terminal Operator II, Labor Grade 13, A000 to a Supervisor II , Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor II, Labor Grade 21, A000, effective 2-19-14

Rationale for Decision:

- This position would continue to be located in the Division of Motor Vehicles (DMV), Bureau of Operations, where it would provide an additional level of supervision over the Bureau as a Supervisor II.
- As a Supervisor II, this position would oversee operations of DMV staff, review work methods, provide appropriate training, oversee compliance with rules and laws, and ensure critical customer service.
- These duties mirror those of other Supervisor II positions at the Department of Safety and at other state agencies. They also parallel the state class specification for Supervisor II appropriately and coincide with a proper organizational structure.

Funding Summary

1. This position is a 100% Highway Funds% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$69,600
Budgetary number/string02-023-023-233015-2926000-010
3. Anticipated date of hire is: 4/4/2014at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$11,895
5. Total projected annual Salary and Benefit Cost:

| | |
|----------|-----------------|
| Salary | \$38,418 |
| Benefits | <u>\$23,434</u> |
| Total | \$61,852 |

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: March 12, 2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #42894 Program Assistant I, Labor Grade 12, A000 to a Technical Support Specialist I , Labor Grade 17, A000.

Division of Personnel (DOP) Reclassification Decision:

- Technical Support Specialist I, Labor Grade 17, A000, effective 2-19-14

Rationale for Decision:

- The Department of Health and Human Services is reclassifying this vacancy in order to establish a skilled technical support position that can assist end-users with utilizing Immunization Information System and obtain and track data that meets standards required by the State of New Hampshire and Center for Disease Control and Prevention.
- The Technical Support Specialist I will support development and maintenance of the Immunization Information System (IIS), Vaccine Tracking System (VTrckS) and data quality as it pertains to their interoperability and the interface with the electronic medical records throughout the state.
- This position's duties now mirror those of other Technical Support Specialist I positions currently operating within HHS and at other state agencies. Duties also parallel the State Class Specification of an Technical Support Specialist I appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$53,804
Budgetary number/string 05-95-90-902510-51780000-010
3. Anticipated date of hire is: 4/4/2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$ 10,582
5. Total projected annual Salary and Benefit Cost:

| | |
|----------|-----------------|
| Salary | \$32,717 |
| Benefits | <u>\$22,306</u> |
| Total | \$55,023 |