



State Of New Hampshire
DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex – 28 School Street
Concord, New Hampshire 03301

LINDA M. HODGDON
Commissioner
(603) 271-3201

SARA J. WILLINGHAM
Director of Personnel
(603) 271-3261

December 3rd, 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,

A handwritten signature in cursive script that reads "Sara J. Willingham".

Sara J. Willingham
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 23, 2014

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #41144 Systems Development Specialist V, Labor Grade 28, 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 11-19-14

Rationale for Decision:

- This vacant position would be transferred to the Department of Information Technology, Technical Support Service Division- Help Desk Services and is requested to be reclassified to a Technical Support Specialist I.
- This Technical Support Specialist I would work primarily with DHHS customers in transitioning from SENECA to the DoIT Help Desk, while providing assistance to users in a personal computer environment and maintaining and supporting personal computer equipment and applications.
- This position's duties would mirror the functions of other Technical Support Specialist Is currently operating at the Department of Information Technology. Duties also parallel the state class specification for Technical Support Specialist I appropriately.

Funding Summary

1. This position is a 59.67% General Funded position.
This position is a 40.33% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$104,689
Budgetary number/string01-03-03-030010-77080000-010
3. Anticipated date of hire is: 1/9/2015at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$56,371
5. Total projected annual Salary and Benefit Cost:

Salary	\$36,504
Benefits	<u>\$21,886</u>
Total	\$58,390

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 23, 2014

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant_position #18682 Clerk IV, Labor Grade 12, A000 to a Title Examiner , Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Title Examiner, Labor Grade 12, A000, effective 11-7-14

Rationale for Decision:

- This vacant position would be reclassified to Title Examiner, a classification which relates to the primary responsibilities of the position, and would remain in the Bureau of Title and Anti-Theft, within the Division of Motor Vehicles at the Department of Safety.
- The Title Examiner would review and approve or deny applications for titles and required supporting documents for authenticity, verifying that all applications and forms are properly completed and submitted, and would issue titles for approved applications.
- This position's duties would mirror the functions of other Title Examiner positions currently operating at the Department of Safety. Duties also parallel the state class specification for Title Examiner appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$67,087
Budgetary number/string02-23-23-2330010-23140000-010
3. Anticipated date of hire is: 1/23/2015at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$22,346
5. Total projected annual Salary and Benefit Cost:

Salary	\$28,178
Benefits	<u>\$20,240</u>
Total	\$48,418

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 23, 2014

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant_position #42570 Administrator of Planning Coordination, Labor Grade 30, A000 to a Administrator I , Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator I, Labor Grade 27, A000, effective 11-18-14

Rationale for Decision:

- The Department of Safety, Division of Homeland Security and Emergency Management (HSEM) requests to reclassify this position to Administrator I due to the dramatic change in job responsibilities over the years since this position came to DOS from DHHS.
- This position would supervise the Operations Section of HSEM and be responsible for coordinating and providing technical and organizational assistance to local, state, federal, and private sector agencies in preparing for, responding to, and recovering from natural, manmade and other disasters.
- The proposed supplemental job description is appropriate to the class specification for Administrator I and this classification is also appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$105,784
Budgetary number/string02-23-23-2360010-82400000-010
3. Anticipated date of hire is: 1/23/2015at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$29,492
5. Total projected annual Salary and Benefit Cost:

Salary	\$51,773
Benefits	<u>\$24,906</u>
Total	\$76,679

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 23, 2014

Reclassification Request:

- The Department of Employment Security requests the reclassification of Vacant position #11139 Employment Counselor, Labor Grade 18, A000 to a Interviewer I , Labor Grade 16, A000.

Division of Personnel (DOP) Reclassification Decision:

- Interviewer I, Labor Grade 16, A000, effective 11-19-14

Rationale for Decision:

- The New Hampshire Department of Employment Security requests to reclassify this vacant position in order to better align staff resources and to meet changing shifts in federal assistance unemployment and reemployment programs at the Manchester Local Office.
- This Interviewer I would provide programmatic expertise for a full range of unemployment insurance and employment services at New Hampshire Employment Security Local Offices.
- This position's duties would mirror the functions of other Interviewer I positions currently operating at the Department of Employment Security. Duties also parallel the state class specification for an Interviewer I appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$57,316
Budgetary number/string 02-00027-027-270010-80400000-010
3. Anticipated date of hire is: 02/06/2015 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$30,570
5. Total projected annual Salary and Benefit Cost:

Salary	\$32,897
Benefits	<u>\$21,173</u>
Total	\$54,070

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 23, 2014

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Filled_position #43495 Environmentalist IV, Labor Grade 27, A000 to a Administrator II , Labor Grade 29, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator II, Labor Grade 29, A000, effective 11-28-14

Rationale for Decision:

- This position was originally established as a primary technical resource for a pilot Fluvial Erosion Hazard Program. Evolution of federal and state funding and flood management needs and priorities throughout the state have necessitated the expansion of its duties, to include the administration of the New Hampshire Interagency Flood Management Team.
- This position now develops, adjusts, and administers staffing plans, grants, contracts, and budgets in support of the flood hazards programs and related initiatives. This position also develops state-wide policies and presents information before the public, legislators, and senior government officials relevant to risk management coordination and the advanced mission of the NH Interagency Flood Management Team.
- These duties now mirror the functions of other Administrator II positions currently operating at the Department of Environmental Services as well as at other state agencies. Duties also parallel the state classification specification for an Administrator II appropriately.

Funding Summary

1. This position is a 100 % Federal Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$ 83,268
Budgetary number/string 03-44-44-440010-15510000-010
3. Filled position-effective date: 11/28/2014
4. Projected cost (Salary & Benefits) for remainder of FY15: \$ 44,836
5. Total projected annual Salary and Benefit Cost:

Salary	\$ 67,061
Benefits	<u>\$ 27,638</u>
Total	\$ 94,699

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 23, 2014

Reclassification Request:

- The Department of Fish and Game requests the reclassification of Vacant_position #43029 Computer Entry/Audit Clerk, Labor Grade 10, A000 to a Program Assistant II , Labor Grade 15, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Assistant II, Labor Grade 15, A000, effective 11-24-14

Rationale for Decision:

- This position is located in the agency's Business Division. Workload has decreased for the Computer Entry/Audit Clerk positions due to recent online automation and purchasing of licenses. This reclassification is requested to better support the Department's business needs.
- As a Program Assistant II, this position would assist in training Off-Highway Recreational Vehicle agents and provide technical guidance to multiple parties regarding the electronic license and registration programs. It would also monitor and control equipment and consumable inventories, and perform all shipping and receiving for the agency.
- This variety of function and level of expectation in support of programs is appropriate to the Program Assistant II classification, and comparable to other positions of that title in state service.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$54,020
Budgetary number/string03-75-75-750520-21180000-010
3. Anticipated date of hire is: February 13, 2015 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$16,916
5. Total projected annual Salary and Benefit Cost:

Salary	\$33,654
Benefits	<u>\$21,323</u>
Total	\$54,977

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 23, 2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #15692 Financial Analyst , Labor Grade 28, A000 to a Administrator III , Labor Grade 31, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator III, Labor Grade 31, A000, effective 7-25-14

Rationale for Decision:

- This position is being transferred to the Business Operations, Contracts, and Procurements Unit to direct, administer, and oversee centralized contract and procurement operations for the Department of Health and Human Services.
- As an Administrator III, this position will be responsible for developing department-wide policies and procedures related to monitoring contractor performance/compliance, and for financial analysis, oversight, and reporting of fiscal issues related to efficiency and streamlining of state and federal contracts.
- This position's duties will mirror those of other Administrator III positions operating at the Department of Health and Human Services; position duties also parallel the characteristics for the state class specification for Administrator III appropriately.

Funding Summary

1. This position is a 56.00% General Funded position.
This position is a 44.00% Federal Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$104,124
Budgetary number/string05-95-95-951010-79350000-010
3. Filled position-effective date: 07/25/2014
4. Projected cost (Salary & Benefits) for remainder of FY15: \$96,632
5. Total projected annual Salary and Benefit Cost:

Salary	\$83,887
Benefits	<u>\$25,349</u>
Total	\$109,236

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 23, 2014

Reclassification Request:

- The Department of Administrative Services requests the reclassification of Filled_position #20045 Engineering Technician III, Labor Grade 16, A000 to a Public Works Project Manager I , Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Public Works Project Manager I, Labor Grade 21, A000, effective 11-14-14

Rationale for Decision:

- This request is in response to assignment of tasks that fall outside of this position's current classification. These changes were prompted by the section's capacity needs and by a realignment of resources that has taken place at the Administrative Services, Bureau of Public Works - Design and Construction, (Architectural Section).
- This position would perform a variety of technical, engineering, and architectural duties including the oversight, design, and drafting of various architectural projects for the Bureau of Public Works. It would also supervise the inspection and monitoring of construction projects, the preparation of project records, and the training and education of subordinate personnel.
- This position's duties would mirror those of other Public Works Project Manager I positions currently operating within the Bureau of Public Works - Design and Construction organizational structure; the proposed duties also parallel the state class specification for Public Works Project Manager I appropriately.

Funding Summary

1. This position is a 82% General Funded position.
This position is a 18% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$74,756
Budgetary number/string10-14-14-20910000-500100-010
3. Filled position-effective date: 11/14/2014
4. Projected cost (Salary & Benefits) for remainder of FY15: \$45,004
5. Total projected annual Salary and Benefit Cost:

Salary	\$42,641
Benefits	<u>\$35,366</u>
Total	<u>\$78,007</u>