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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

SARA J. WILLINGHAM
Director of Personnel
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September 16, 2015

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
Director of Personnel

**Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 7, 2015**

Reclassification Request:

- The Department of Revenue requests the reclassification of Filled_position #40962 Statistical Assistant , Labor Grade 14, A000 to a Real Estate Appraiser Trainee III , Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Real Estate Appraiser Trainee III, Labor Grade 19, A000, effective 9-18-15

Rationale for Decision:

- The agency requests to reclassify this filled position to Real Estate Appraiser Trainee III in order to have additional resources dedicated to meeting its statutory mandates of providing various forms of oversight.
- This position provides support, advice and guidance in the areas of assessing, appraising and equalization to municipal officials, town counsel and independent appraisers and monitors their procedures to ensure compliance with rules and regulations.
- The current duties being performed parallel the state class specification for Real Estate Appraiser Trainee III appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$73,269
Budgetary number/string01-84-84-841010-18710000-010
3. Filled position-effective date: 10/16/2015
4. Projected cost (Salary & Benefits) for remainder of FY16: \$41,049
5. Total projected annual Salary and Benefit Cost:

Salary	\$40,170
Benefits	<u>\$22,611</u>
Total	\$62,781

**Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 7, 2015**

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant_position #10588 Data Entry Operator III, Labor Grade 8, A000 to a Title Examiner , Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Title Examiner, Labor Grade 12, A000, effective 8-25-15

Rationale for Decision:

- The agency requests to reclassify this vacant position to Title Examiner in order to allow for the performance of duties outside the scope of data processing.
- This position would review titles and supporting documentation, approve or deny title applications, and conduct training sessions on title rules and regulations.
- The proposed duties are similar to those of other Title Examiner positions currently operating in the Department of Safety, and parallel the class specification for Title Examiner appropriately.

Funding Summary

1. This position is a 100% Highway Funds% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$62,245
Budgetary number/string02-23-23-233010-23140000-010
3. Anticipated date of hire is: 10/30/2015at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$29,795
5. Total projected annual Salary and Benefit Cost:

Salary	\$28,178
Benefits	<u>\$20,239</u>
Total	\$48,417

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: October 7, 2015

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant_position #42549 Data Control Clerk III, Labor Grade 12, A000 to a Administrator IV , Labor Grade 33, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator IV, Labor Grade 33, A000, effective 9-11-15

Rationale for Decision:

- The Division of Emergency Services & Communications requests to reclassify this position to act as a second Assistant Director, in order to enhance the level of service provided and to prepare for the deployment of NextGen 911, the next generation of communication network.
- This position would oversee Operations in the Division, including the PSAPs (Public Safety Answering Points) and Public Relations which operate 24/7 and have over 70 employees, with a focus on reducing the employee turnover rate and keeping service at a high level.
- This position's duties and the organizational structure it would oversee are similar to that of other Administrator IV positions, and parallel the state class specification for Administrator IV appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$69,696
Budgetary number/string02-23-23-236510-13950000-010
3. Anticipated date of hire is: 10/30/2015at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$58,729
5. Total projected annual Salary and Benefit Cost:

Salary	\$67,431
Benefits	<u>\$28,004</u>
Total	\$95,435

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: October 7, 2015

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #40509 Air Pollution Control Engineer V, Labor Grade 28, A000 to a Supervisor VII , Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor VII , Labor Grade 28, A000, effective 9-11-15

Rationale for Decision:

- The agency requests to reclassify this vacant position to Supervisor VII in order to better reflect the necessary minimum qualifications and to broaden the applicant pool.
- This position would supervise the administration of the programs of the Mobile Sources Section within the Air Resources Division, to include transportation planning/modeling and conformity, mobile source emission reduction strategies, alternative fuel and advanced technology vehicle programs.
- The proposed duties are similar to those of other Supervisor VII positions currently operating in the agency and the state, and parallel the class specification for Supervisor VII appropriately.

Funding Summary

1. This position is a 100 % Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$ 95,392
Budgetary number/string 03-44-44-443010-53080000-010
3. Anticipated date of hire is: 11/13/2015 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$ 45,801
5. Total projected annual Salary and Benefit Cost:

Salary	\$ 54,035
Benefits	<u>\$ 25,354</u>
Total	\$ 79,389

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: October 7, 2015

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #41640 Senior Planner, Labor Grade 27, A000 to a Administrator III , Labor Grade 31, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator III, Labor Grade 31, A000, effective 9-10-15

Rationale for Decision:

- The Department of Environmental Services requests to reclassify this vacant position to an Administrator III and transfer it to head up the new Project Management and Innovations Unit, formalizing changes in duties which have already occurred.
- As head of the Unit, the Administrator III will oversee the execution and management of strategic and large-scale projects and major initiatives across the Department.
- This position's duties mirror those of other Administrator III positions operating in similar capacities in the agency and other state agencies. These duties also parallel the state class specification for Administrator III appropriately.

Funding Summary

1. This position is a 100 % General Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$ 111,884
Budgetary number/string03-44-44-440010-38530000-010
3. Anticipated date of hire is: 01/08/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$ 37,362
5. Total projected annual Salary and Benefit Cost:

Salary	\$ 61,484
Benefits	<u>\$ 26,827</u>
Total	\$ 88,311

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: October 7, 2015

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Filled_position #43494 Environmentalist IV, Labor Grade 27, A000 to a Business Systems Analyst II , Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Systems Analyst II, Labor Grade 30, A000, effective 9-18-15

Rationale for Decision:

- The Department of Environmental Services requests to reclassify this position to a Business Systems Analyst II and would transfer it to the new Project Management and Innovations Unit, formalizing changes in duties which have already occurred.
- This position evaluates business policies across all divisions of the Department, defining detailed requirements and functionality in order to assure the development of effective and compatible automated systems and applications that support strategic and large scale innovations and procedural, system, and policy changes.
- This position's duties mirror those of other Business Systems Analyst II positions currently operating in similar capacities at other state agencies. These duties also parallel the state class specification for Business Systems Analyst II appropriately.

Funding Summary

1. This position is a 100 % General Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$107,915
Budgetary number/string03-44-44-440010-38530000-010
3. Filled position-effective date: 9/18/2015
4. Projected cost (Salary & Benefits) for remainder of FY16: \$ 76,558
5. Total projected annual Salary and Benefit Cost:

Salary	\$ 71,834
Benefits	\$ <u>32,929</u>
Total	\$ 104,763

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 7, 2015

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant_position #21240 Laboratory Scientist II, Labor Grade 18, A000 to a Engineering Technician IV , Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Engineering Technician IV, Labor Grade 19, A000, effective 9-8-15

Rationale for Decision:

- The agency requests to reclassify this vacant position to Engineering Technician IV in order to attract qualified candidates with asphalt binder testing experience.
- This position would perform highly skilled laboratory tests on various highway and bridge materials used in civil engineering projects to assess compliance with state and federal standards.
- The proposed duties are similar to those of other Engineering Technician IV positions currently operating in the state and parallel the state class specification for Engineering Technician IV appropriately.

Funding Summary

1. This position is a 72% Federal Funded position.
This position is a 28% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$57,316
Budgetary number/string04-96-96-962015-30340000-010
3. Anticipated date of hire is: 11-13-15 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$34,037
5. Total projected annual Salary and Benefit Cost:

Salary	\$37,011
Benefits	<u>\$21,987</u>
Total	\$58,998

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 7, 2015

Reclassification Request:

- The Department of Education requests the reclassification of Vacant_position #13258 Accounting Technician, Labor Grade 12, A000 to a Rehabilitation Technician , Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Rehabilitation Technician, Labor Grade 12, A000, effective 9-11-15

Rationale for Decision:

- The agency requests to reclassify this vacant position to Rehabilitation Technician to assist clients and applicants of the Berlin Vocational Rehabilitation Office in following policies and procedures in order to receive services as outlined in their vocational plans.
- This position would document individual records to comply with state and federal regulations, assist the counseling staff with coordinating client appointments, and provide job search assistance to clients in the career center.
- The proposed duties are similar to those of other Rehabilitation Technician positions currently operating in the state and parallel the class specification for Rehabilitation Technician appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$62,927
Budgetary number/string06-56-56-565510-40200000-010
3. Anticipated date of hire is: 11/13/2015 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$27,933
5. Total projected annual Salary and Benefit Cost:

Salary	\$28,178
Benefits	<u>\$20,239</u>
Total	\$48,417