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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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October 15th, 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
Sara J. Willingham
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 29, 2014

Reclassification Request:

- The Department of Adjutant General requests the reclassification of vacant_position #19360 Supervisor II, Labor Grade 21,A000U to a Accountant III , Labor Grade 21,A000.

Division of Personnel (DOP) Reclassification Decision:

- Accountant III, Labor Grade 21,A000, effective 9-26-14

Rationale for Decision:

- This position is no longer needed to supervise security functions, which are now contracted out. The United States Property and Fiscal Officer has okayed this position to be utilized as an Accountant to assist Federal Program Directors/Managers with annual budget development and implementation.
- This position will now coordinate cost accounting obligations/fiscal activities for Federal Cooperative Agreements and Appendices of the Adjutant General's Department/New Hampshire National Guard.
- The proposed supplemental job description is an accurate reflection of the class specification for Accountant III and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$65,989
Budgetary number/string02-12-12-120010-22450000-010
3. Anticipated date of hire is: 12/12/2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$32,995
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 29, 2014

Reclassification Request:

- The Department of Safety requests the reclassification of vacant_position #43703 Automotive Equipment Inspector, Labor Grade 17, A130 to a Supervisor II , Labor Grade 21, A130.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor II, Labor Grade 21, A130, effective 9-30-14

Rationale for Decision:

- The agency's Auto Equipment Inspectors have been supervised by three different State Police Sergeants and it has become evident as the program has evolved that it would be more effective to have the seven Inspectors report to an experienced Auto Equipment Inspector Supervisor.
- This position would supervise employees assigned to the State Police Field Enforcement Unit with responsibilities to include training, reviewing performance, implementing and monitoring motor vehicle laws, rules and regulations as they relate to public safety, and the certification of automotive mechanics.
- The proposed supplemental job description is appropriate to the class specification of Supervisor II and is also appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$60,719
Budgetary number/string02-23-23-234010-23050000-010
3. Anticipated date of hire is: 12/12/2014at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$38,071
5. Total projected annual Salary and Benefit Cost:

Salary	\$42,848
Benefits	<u>\$23,141</u>
Total	\$65,989

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 29, 2014

Reclassification Request:

- The Department of Safety requests the reclassification of vacant_position #41949 Executive Secretary, Labor Grade 11, A000 to a Equipment Supervisor , Labor Grade 19, A130.

Division of Personnel (DOP) Reclassification Decision:

- Equipment Supervisor, Labor Grade 19, A130, effective 10-6-14

Rationale for Decision:

- The Department of Safety requests to transfer this position to the Division of State Police, Support Services Bureau and reclassify it to Equipment Supervisor to meet the needs of the Division.
- The Equipment Supervisor would supervise the control and issue of uniforms and equipment, ensure oversight and management of various contracts and perform quality control and inspection functions for the Bureau of Support Services.
- This position's duties would mirror the functions of other Equipment Supervisor positions currently operating at the Department of Safety as well as at other state agencies, and parallel the state class specification for an Equipment Supervisor appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$65,129
Budgetary number/string02-23-23-2340010-40080000-010
3. Anticipated date of hire is: 12/12/2014at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$33,359
5. Total projected annual Salary and Benefit Cost:

Salary	\$39,478
Benefits	<u>\$22,475</u>
Total	\$61,953

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 29, 2014

Reclassification Request:

- The Department of Employment Security requests the reclassification of vacant_position #44004 Claims and Hearing Clerk II, Labor Grade 12,A000 to a Human Resources Assistant II , Labor Grade 12,A000.

Division of Personnel (DOP) Reclassification Decision:

- Human Resources Assistant II, Labor Grade 12,A000, effective 9-26-14

Rationale for Decision:

- The agency has identified an increase in the payroll system work processes as a result of the of the implementation of the NH FIRST payroll system. Current staffing levels in the NHES Human Resources office are no longer able to sustain the additional work demands, resulting in the necessity of adding this full-time permanent HR position.
- This position would prepare, review and maintain personnel forms and records, including processing hiring and termination functions and answering employee benefit inquiries at NH Employment Security.
- The proposed supplemental job description meets the expectations of the class specification of Human Resources Assistant II and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$50,462
Budgetary number/string02-27-27-270010-80400000-010
3. Anticipated date of hire is: 1/09/15 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$21,415
5. Total projected annual Salary and Benefit Cost:

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