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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

**CHARLES M. ARLINGHAUS**  
Commissioner  
(603) 271-3201

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

October 25, 2017

His Excellency, Governor Christopher T. Sununu  
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.

The change in position allocation or classification for vacant positions under RSA 21-I:56 I, shall be effective upon approval by the Governor and Executive Council. For filled positions with a current incumbent, Personnel Rule 303.04 Response of Director, mandates that the effective date of the change in position allocation or classification shall be the first day of the pay period immediately following the written response made by the Director of Personnel. In cases where this rule applies, Governor and Executive Council action is requested **retroactive** to the date specified for that position.

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 21-1:56  
Governor and Council Meeting Date: November 8, 2017

**Reclassification Request:**

- The Office of Professional Licensure & Certification requests the reclassification of Vacant position #14830 Finance Associate, Labor Grade 27, A000 to an Administrator I, Labor Grade 27, A000.

**Division of Personnel (DOP) Reclassification Decision:**

- Administrator I, Labor Grade 27, A000 effective upon Council's approval

**Rationale for Decision:**

- As an Administrator I, position #14830 would be transferred to the Division of Health Professions and would work under the administrative direction of the Division Director in order to enhance oversight of boards in the Health Services Division.
- This position would administer the objectives and administrative activities of Boards within the Division and the agency by providing planning, direction, communication, supervision and assessment relative to health practice and licensure in the state, and would oversee and supervise licensing and administrative staff.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Budgetary number/string 01-21-21-211010-24040000-010
3. Anticipated date of hire is: 12/8/2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$40,885
5. Total FY 18 Budgeted and Projected Annual Cost:

**Total FY 18 Budgeted:**

Salary	\$60,497
Benefits	<u>\$29,486</u>
Total	\$89,983

**Projected Annual Cost:\***

Salary	\$53,898
Benefits	<u>\$27,871</u>
Total	\$81,769

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: November 8, 2017

Reclassification Request:

- The Department of Labor requests the reclassification of Filled position #10977 Payroll Officer I, Labor Grade 14, A000 to a Human Resources Coordinator II, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Human Resources Technician, Labor Grade 17, A000 effective 10/13/2017

Rationale for Decision:

- The agency requested reclassification due to expanded duties in support of human resources functions. Based on analysis of the position's duties and statewide comparatives, the Classification Section has approved the reclassification of this position to the alternative title/labor grade of Human Resources Technician/17.
- This position provides technical assistance for a variety of human resources and payroll programs and keeps managers and employees informed of current policies and procedures. The position also processes, verifies and approves a variety of human resources and payroll transactions.
- The proposed supplemental job description meets the standards of the class specification for Human Resources Technician and is appropriate to comparative positions of this title and the agency's proposed organizational structure.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-26-26-260010-60000000-010
3. Filled position-effective date: 10/13/2017
4. Projected cost (Salary & Benefits) for remainder of FY18: \$52,244
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:		Projected Annual Cost:*	
Salary	\$41,808	Salary	\$43,505
Benefits	<u>\$36,061</u>	Benefits	<u>\$36,398</u>
Total	\$77,869	Total	\$79,903

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: November 8, 2017

**Reclassification Request:**

- The Department of Corrections requests the reclassification of Vacant position #18818 Registered Nurse III, Labor Grade 23, A130 to a Internal Affairs Investigator II, Labor Grade 21, X208.

**Division of Personnel (DOP) Reclassification Decision:**

- Internal Affairs Investigator II, Labor Grade 21, X208 effective upon Council's approval

**Rationale for Decision:**

- The agency requests to reclassify this vacant position and transfer it to the Division of Professional Standards to conduct and supervise activities related to criminal and internal investigations and the prosecution of cases, to include overseeing the training and performance of subordinate staff.
- This reclassification would re-establish the organizational structure previously in place, in that this position would serve as a lead investigator with primary assignment to the New Hampshire State Prison for Men, Goffstown Women's Prison, Community Corrections and Headquarters.
- The proposed duties are similar to those of the other Internal Affairs Investigator II positions functioning in the agency and parallel the class specification for Internal Affairs Investigator II appropriately.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Budgetary number/string 02-46-46-465010-82340000-010
3. Anticipated date of hire is: 1/5/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$32,157
5. Total FY 18 Budgeted and Projected Annual Cost:

**Total FY 18 Budgeted:**

Salary	\$ 71,989
Benefits	\$ <u>33,022</u>
Total	\$105,011

**Projected Annual Cost:\***

Salary	\$49,088
Benefits	<u>\$26,919</u>
Total	\$76,077

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: , 2017

Reclassification Request:

- The New Hampshire Liquor Commission requests the reclassification of Vacant position #14298 Warehouse Manager III, Labor Grade 20, A130 to a Supervisor IV, Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor IV, Labor Grade 25, A000 effective upon Council's approval

Rationale for Decision:

- The agency requests to reclassify this vacant position because the use of contracted resources has centralized a majority of warehouse functions and the position's functions as a Warehouse Manager III are no longer needed.
- This Supervisor IV position would function as the Loss Prevention Supervisor responsible for identifying risks associated with theft, developing solutions to reduce loss, and providing education and training to staff to increase awareness.
- The proposed duties are similar to those of other Supervisor IV positions functioning in the state and parallel the class specification for Supervisor IV appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-77-77-771512-10300000-010
3. Anticipated date of hire is: 10/10/2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$44,088
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:		Projected Annual Cost:*	
Salary	\$50,378	Salary	\$49,433
Benefits	<u>\$27,893</u>	Benefits	<u>\$26,987</u>
Total	\$78,271	Total	\$76,420

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: November 8, 2017

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Filled position #18986 Health Promotion Advisor, Labor Grade 23, A000 to an Administrator I, Labor Grade 27, A000.

**Division of Personnel (DOP) Reclassification Decision:**

- Program Specialist IV, Labor Grade 25, A000 effective 8/18/2017

**Rationale for Decision:**

- This position, located in the Division of Public Health Services, Bureau of Infectious Control, is requested to be reclassified due to the expansion of program monitoring, reporting, and evaluation activities. The Classification Section finds that the revised duties are more in line with the alternative title/labor grade of Program Specialist IV/25.
- This position evaluates and examines program data, operations, and policies to ensure adherence to evaluation implementation protocols, reviews new funding opportunities and contract proposals, reviews progress of evaluation plan implementation, and assures a systematic way to monitor, improve, and account for public health actions.
- The proposed supplemental job description meets the standards of the class specification for Program Specialist IV and is appropriate to comparative Program Specialist IV positions and the agency's proposed organizational structure.

**Funding Summary**

1. This position is a 45% General Funded position.  
This position is a 55% Federal Funded position.
2. Budgetary number/string 05-95-90-902510-75360000-010
3. Filled position-effective date: 8/18/2017
4. Projected cost (Salary & Benefits) for remainder of FY18: \$61,724
5. Total FY 18 Budgeted and Projected Annual Cost:

**Total FY 18 Budgeted:**

Salary	\$56,219
Benefits	<u>\$28,331</u>
Total	\$84,550

**Projected Annual Cost:\***

Salary	\$49,433
Benefits	<u>\$26,987</u>
Total	\$76,420

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: November 8, 2017

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #14794 Administrator II, Labor Grade 29, A000 to a Program Specialist IV, Labor Grade 25, A000.

**Division of Personnel (DOP) Reclassification Decision:**

- Program Specialist IV, Labor Grade 25, A000 effective upon Council's approval

**Rationale for Decision:**

- This position is located in the Office of the Commissioner, Contracts and Procurement Unit. The reclassification will align the title and functions with other Program Specialist IV positions in the Unit and address issues of volume and workload.
- This position would provide contract compliance and review activities for agency programs and initiatives and oversee corresponding procurement and contract functions. It would also provide technical assistance to Program Managers on the RFP/Procurement process to ensure integrity and compliance.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

**Funding Summary**

1. This position is a 61% General Funded position.  
This position is a 39% Federal Funded position.
2. Budgetary number/string 05-95-95-00095-56760000-010
3. Anticipated date of hire is: 1/19/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$29,392
5. Total FY 18 Budgeted and Projected Annual Cost:

**Total FY 18 Budgeted:**

Salary	\$ 80,457
Benefits	<u>\$ 26,000</u>
Total	\$106,457

**Projected Annual Cost:\***

Salary	\$49,433
Benefits	<u>\$26,987</u>
Total	\$76,420