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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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March 09, 2016

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: March 23, 2016

Reclassification Request:

- The Department of Adjutant General requests the reclassification of Vacant_position #43167 Electronic Technician I, Labor Grade 17, A130 to a Systems Development Specialist I , Labor Grade 18, A000.

Division of Personnel (DOP) Reclassification Decision:

- Systems Development Specialist I, Labor Grade 18, A000, effective 02-09-2016

Rationale for Decision:

- The agency requests to reclassify this vacant position to Systems Development Specialist I to perform programming, monitoring, troubleshooting and repairs of the agency's electronic security systems.
- This position would coordinate the formulation of electronic security and surveillance computer programs and specifications as part of new construction and maintenance projects, and would take or coordinate corrective action during systems malfunctions.
- The proposed duties are similar to those of other Systems Development Specialist I positions currently operating in the state and parallel the class specification for Systems Development Specialist I appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$ 63,117
Budgetary number/string 02-12-12-120010-22480000-010
3. Anticipated date of hire is: 05-13-2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$ 4,585
5. Total projected annual Salary and Benefit Cost:

Salary	\$ 36,329
Benefits	<u>\$ 23,281</u>
Total	\$ 59,609

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: March 23, 2016

Reclassification Request:

- The Department of Justice requests the reclassification of Vacant_position #18034 Training Development Manager, Labor Grade 24, A000 to a Attorney IV , Labor Grade 32, A000.

Division of Personnel (DOP) Reclassification Decision:

- Attorney IV, Labor Grade 32, A000, effective 02-24-2016

Rationale for Decision:

- The agency requests to reclassify this vacant position to Attorney IV in order to direct and manage electronic case management, trial preparation, video presentation and other electronic application data for the Office of the Attorney General.
- This position would serve as the technology legal advisor to the Attorney General, compose and implement related policies and procedures, design and supervise training and staff development programs, and ensure CJIS (Criminal Justice Information System) compliance.
- The proposed duties are similar to those of other Attorney IV positions currently operating in the state, and parallel the class specification for Attorney IV appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$72,929
Budgetary number/string02-20-20-200010-26010000-010
3. Anticipated date of hire is: 4-29-2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$10,952
5. Total projected annual Salary and Benefit Cost:

Salary	\$65,715
Benefits	<u>\$29,202</u>
Total	\$94,917

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: March 23, 2016

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant_position #10368 Clerk III, Labor Grade 08, A000 to a Title Examiner , Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Title Examiner , Labor Grade 12, A000, effective 02-10-2016

Rationale for Decision:

- The agency requests to reclassify this vacant position to Title Examiner so that it would perform duties relating to the issuance of motor vehicle titles, ensuring consistency with motor vehicle laws, administrative rules and procedures.
- As a Title Examiner, this position would examine and approve motor vehicle title applications and supporting documentation and would provide training to the Division of Motor Vehicles (DMV) partners and agents who issue titles.
- The proposed duties are similar to those of other Title Examiner positions currently operating at the Department of Safety and parallel the class specification for Title Examiner appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$53,698
Budgetary number/string02-23-23-233015-23140000-010
3. Anticipated date of hire is: 4-15-2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$7,768
5. Total projected annual Salary and Benefit Cost:

Salary	\$28,743
Benefits	<u>\$21,752</u>
Total	\$50,495

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: March 23, 2016

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant_position #19605 Electronics Technician, Radiological Instrumentation I, Labor Grade 18, A000 to a Program Planner II , Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Planner II, Labor Grade 21, A000, effective 02-26-2016

Rationale for Decision:

- The Department of Safety, Division of Homeland Security and Emergency Management requests to reclassify this vacant position located in the Planning Section and assign responsibility to coordinate, develop, and revise Emergency Management Plans.
- This position would work with local, state, and federal agencies and the private sector to prepare disaster response plans, and would also develop yearly FEMA mandated State Preparedness Report and Threat and Hazard Identification Risk Assessment planning requirements.
- This position's duties would be similar to those of other Program Planner II positions operating in similar capacities in the Department of Safety and at other state agencies, and parallel the state class specification for a Program Planner II appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$71,980
Budgetary number/string 02-23-23-236010-27400000-010
3. Anticipated date of hire is: 4/15/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$10,032
5. Total projected annual Salary and Benefit Cost:

Salary	\$40,989
Benefits	<u>\$24,220</u>
Total	\$65,209

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: March 23, 2016

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant_position #43189 Clerk IV, Labor Grade 12, A000 to a Program Assistant II , Labor Grade 15, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Assistant II, Labor Grade 15, A000, effective 02-26-2016

Rationale for Decision:

- The Department of Safety, Division of Homeland Security and Emergency Management requests to reclassify this vacant position to Program Assistant II in order to support the program and administrative needs of the Field Services Section.
- This position would provide administrative and programmatic support for disaster and emergency management field program operations and serve as a local liaison, responding to inquiries from state and federal agencies and the general public.
- This position's duties are similar to those of other Program Assistant II positions at the Department of Safety and at other state agencies, and parallel the class specification for Program Assistant II appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$52,836
Budgetary number/string02-23-23-236010-27400000-010
3. Anticipated date of hire is: 4/15/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$8,406
5. Total projected annual Salary and Benefit Cost:

Salary	\$32,195
Benefits	<u>\$22,448</u>
Total	\$54,642

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: March 23, 2016

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant_position #12832 from Secretary II, Labor Grade 09, A000 to a Payroll Officer II , Labor Grade 16, A000.

Division of Personnel (DOP) Reclassification Decision:

- Payroll Officer II, Labor Grade 16, A000, effective 02-26-2016

Rationale for Decision:

- The Department of Corrections requests to reclassify this vacant position to Payroll Officer II in order to provide additional support essential to managing employee payroll and related daily operational activities and transactions in the Payroll Section.
- This position would assist the Department with increased audit activity and processing requirements of payroll transactions, ensuring adherence to state and federal laws and rules, and would supervise the implementation of payroll and payroll activities.
- This position's duties mirror those of other Payroll Officer II positions currently operating in similar capacities at other state agencies, and parallel the state class specification for Payroll Officer II appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$ 0 (unfunded position)
Budgetary number/string02-46-46-464510-60430000-010
3. Anticipated date of hire is: 5/13/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$4,329
5. Total projected annual Salary and Benefit Cost:

Salary	\$33,560
Benefits	<u>\$22,723</u>
Total	\$56,283

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: March 23, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #16165 Mental Health Worker II, Labor Grade 11, A130 to a Supervisor I , Labor Grade 19, A130.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor I, Labor Grade 19, A130, effective 02-19-2016

Rationale for Decision:

- The agency requests to reclassify this position to Supervisor I in order to properly align the classification to the duties and functions that are currently being performed by this position as Assistant Transportation Shop Manager/Fleet Supervisor.
- This position was reassigned to the NH Hospital Transportation Garage, and it now coordinates and supervises the day to day operations and staff of a large motorized vehicle and equipment fleet, some of which operate 24 hours per day, 7 days a week.
- These duties are similar to those of other Supervisor I positions currently operating in similar capacities at other state agencies, and parallel the state class specification for Supervisor I appropriately.

Funding Summary

1. This position is a 30.9% General Funded position.
This position is a 68.81% Federal Funded position.
This position is a .29% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$69,611
Budgetary number/string05-95-94-940010-84100000-010
3. Filled position-effective date: 2/19/2016
4. Projected cost (Salary & Benefits) for remainder of FY16: \$19,798
5. Total projected annual Salary and Benefit Cost:

Salary	\$40,269
Benefits	<u>\$24,075</u>
Total	\$64,344