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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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December 7, 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: December 21, 2016

Reclassification Request:

- The Department of Safety requests the reclassification of filled position #42000 Emergency Medical Services Regional Coordinator II, Labor Grade 25, A130 to a Program Specialist IV , Labor Grade 25, A130.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist IV, Labor Grade 25, A130 effective 11-25-16

Rationale for Decision:

- The Division of Personnel has reviewed a revised supplemental job description for this position and determined that its duties as Research Coordinator for the Division of Fire Standards and Training & EMS align better with the Program Specialist IV classification.
- This position is responsible for the operational plan and/or policy for real-time data collection, analysis, and reporting. It plans and conducts studies to assess changes in emergency medical and trauma care services, and collaborates to compile, analyze and report illness and injury data to identify trends impacting public health/safety.
- The proposed duties are similar to those of other Program Specialist IV positions currently operating in the agency and state, and parallel the class specification for Program Specialist IV appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$102,729
Budgetary number/string 02-23-23-2370010-40650000-010
3. Filled position-effective date: 12-23-2016
4. Projected cost (Salary & Benefits) for remainder of FY17: \$35,198
5. Total projected annual Salary and Benefit Cost:

Salary	\$49,433
Benefits	<u>\$26,826</u>
Total	\$76,262

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

Reclassification Request:

- The Department of Resources and Economic Development requests the reclassification of vacant position #19430 Administrative Secretary, Labor Grade 14, A000 to a Program Specialist III , Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist III, Labor Grade 23, A000 effective 12-1-2016

Rationale for Decision:

- This reclassification would enable this position to provide needed program management in the areas of tax incentives, marketing, research and reporting of economic data, and event activities in the Division fo Economic Development.
- This Program Specialist III would assist key Division programs with analysis and interpretation of economic data, conference planning, support of the communication director, and budget assistance for the Government Assistance Contracting Center.
- The proposed supplemental job description meets the standards of the class specification for Program Specialist III and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$66,213
Budgetary number/string 03-35-35-350510-36000000-010
3. Anticipated date of hire is: 1-20-17 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$27,457
5. Total projected annual Salary and Benefit Cost:

Salary	\$45,377
Benefits	<u>\$26,011</u>
Total	\$71,388

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

Reclassification Request:

- The Department of Transportation requests the reclassification of vacant position #21303 Engineering Technician III, Labor Grade 16, A000 to a Hydrogeologist II , Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Hydrogeologist II, Labor Grade 23, A000 effective 11-21-16

Rationale for Decision:

- This Hydrogeologist II would provide assistance and back-up to the Engineering Geologist in all phases of geological investigations and geotechnical engineering work, including design and construction, assessments, and evaluations.
- This position would: review and evaluate blasting plans and operations to ensure compliance with regulations; supervise fieldwork performed by agency and contracted personnel; serve on technical committees and research panels; and plan and coordinate statewide GIS initiatives related to geological or geotechnical data.
- The proposed duties are similar to those of other Hydrogeologist II positions currently operating in the state, and parallel the class specification for Hydrogeologist II appropriately.

Funding Summary

1. This position is a 59% Federal Funded position.
This position is a 41% Other Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$61,570
Budgetary number/string 04-96-96-962015-3034000-010
3. Anticipated date of hire is: 2-17-2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$21,966
5. Total projected annual Salary and Benefit Cost:

Salary	\$45,377
Benefits	<u>\$26,011</u>
Total	\$71,388

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

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of filled position #12324 Case Technician I, Labor Grade 14, A000 to a Paralegal I , Labor Grade 16, A000.

Division of Personnel (DOP) Reclassification Decision:

- Paralegal , Labor Grade 16, A000 effective 11-25-16

Rationale for Decision:

- The agency requests to reclassify this filled position to Paralegal I due to permanent changes in the incumbent's responsibilities in response to agency reorganization and changing business needs in the Estate Recovery Unit.
- This position: assists unit counsel with probate administration to include preparing various motions and court-related documents; conducts legal research and develops evidentiary information for presentation in court and administrative appeals; and reviews, processes and tracks a variety of legal requests and transactions.
- The proposed duties are similar to those of other Paralegal I positions currently operating in the agency and state, and parallel the class specification for Paralegal I appropriately.

Funding Summary

1. This position is a 37% General Funded position.
This position is a 63% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$51,487
Budgetary number/string 05-95-95-952010-56800000-010
3. Filled position-effective date: 11-25-16
4. Projected cost (Salary & Benefits) for remainder of FY17: \$31,236
5. Total projected annual Salary and Benefit Cost:

Salary	\$34,242
Benefits	<u>\$23,768</u>
Total	\$58,010

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

Reclassification Request:

- The Department of Education requests the reclassification of vacant position #13261 Rehabilitation Counselor I, Labor Grade 19, A000 to a Program Specialist III , Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist III, Labor Grade 23, A000 effective 11-21-16

Rationale for Decision:

- This position is requested to be reclassified and transferred to the Manchester Regional Office in order to fulfill the requirements of the Workforce Innovation and Opportunity Act (WIOA) regarding Vocational Rehabilitation programs.
- This Program Specialist III would oversee and coordinate local New Hampshire Vocational Rehabilitation placement services to individuals with disabilities and specialize in assisting businesses to identify workforce recruitment needs.
- The proposed supplemental job description meets the standards of the class specification for Program Specialist III and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$71,388
Budgetary number/string 06-56-56-565510-40200000-010
3. Anticipated date of hire is: 2-3-2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$24,711
5. Total projected annual Salary and Benefit Cost:

Salary	\$45,377
Benefits	<u>\$26,011</u>
Total	\$71,388