



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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June 27, 2018

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: July 11, 2018

Reclassification Request:

- The Adjutant General's Department requests the reclassification of Vacant position #10033 Program Assistant II, Labor Grade 15, A000 to a Human Resources Technician, Labor Grade 17, A000.

Division of Personnel (DOP) Reclassification Decision:

- Human Resources Technician, Labor Grade 17, A000 effective Upon Council's approval

Rationale for Decision:

- The agency requests to reclassify this vacant position and transfer it to the Human Resources area of the Business Administration section; the duties currently being performed by this position as a Program Assistant II are now being adequately completed through use of a part-time position.
- Currently the agency only has one position assigned to human resources and payroll functions and requests a support position to assist with workload as well as to ensure continuity of operations. This position would provide technical assistance and guidance to current and prospective employees related to recruitment, benefits, payroll, employee relations and records management.
- The proposed duties are similar to those of other Human Resources Technician positions currently operating in the state, and parallel the class specification for Human Resources Technician appropriately.

Funding Summary

1. This position is a 98% General Funded position.
This position is a 2% Other Funded position.
2. Budgetary number/string 02-12-12-120010-22200000-010
3. Anticipated date of hire is: 8/3/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$50,669
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$34,188
Benefits	<u>\$25,140</u>
Total	\$59,328

Projected Annual Cost:

Salary	\$35,627
Benefits	<u>\$24,254</u>
Total	\$59,881

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: July 11, 2018

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #40151 Hydrogeologist III, Labor Grade 27, A000 to an Environmentalist IV, Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Environmentalist IV, Labor Grade 27, A000 effective Upon Council's approval

Rationale for Decision:

- The agency requests to reclassify this vacant position and transfer it to Spill Response and Complaint Investigation section of the Oil Remediation and Compliance Bureau to return staffing levels to an appropriate level to ensure adequate coverage for 24-hour emergency response.
- This position would manage and direct petroleum and hazardous waste spill prevention, preparedness and response activities as well as petroleum, solid waste and hazardous waste complaint investigations; this position would help ensure that negative impacts to residents, properties and resources are minimized.
- The proposed duties are similar to those of other Environmentalist IV positions currently operating in the agency and state, and parallel the class specification for Environmentalist IV appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 03-44-44-44010-14000000-010
3. Anticipated date of hire is: 8/3/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$69,190
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$56,128
Benefits	<u>\$29,484</u>
Total	\$85,612

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: July 11, 2018

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #43581 Program Planner III, Labor Grade 25, A000 to an Investigative Paralegal, Labor Grade 22, A000.

Division of Personnel (DOP) Reclassification Decision:

- Investigative Paralegal, Labor Grade 22, A000 effective Upon Council's approval

Rationale for Decision:

- The New Hampshire Department of Health and Human Services, Division of Public Health Services, Bureau of Public Health Protection is reclassifying this vacant position to an Investigative Paralegal in order support the legal enforcement and program compliance investigations within the Division of Public Health Services.
- The Investigative Paralegal will monitor the status of legal activities and compliance for various Division programs and legal cases, and investigate basis for fines, ownership, and history of non-compliance. This position will formulate resolutions and prepare responses to complaints and other inquiries from the public related right-to-know laws.
- 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 26% General Funded position.
This position is a 74% Federal Funded position.
2. Budgetary number/string 05-95-90-902010-51900000-010
3. Anticipated date of hire is: 8/3/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$58,655
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$68,704
Benefits	<u>\$43,266</u>
Total	\$111,970

Projected Annual Cost:

Salary	\$43,505
Benefits	<u>\$25,814</u>
Total	\$69,319