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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 31, 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

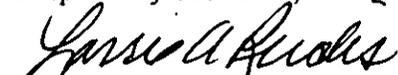
RSA 21-I:56 I, states that any request for reclassification of a position to a different class series as provided in RSA 21-I:54 shall require the approval of the Governor and Council.

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,


Lorrie A. Rudis 11-1-18
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 14, 2018

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #30072 from a Supervisor of Computer Operations, Labor Grade 19, A000 to a Technical Support Specialist VI, Labor Grade 32, A000.

Division of Personnel (DOP) Reclassification Decision:

- Technical Support Specialist VI, Labor Grade 32, A000 effective upon Council's approval

Rationale for Decision:

- The Department of Information Technology (DoIT) is reclassifying and transferring this vacant position to the Operations Division-Systems Administration and has requested the title of Technical Support Specialist VI.
- The Technical Support Specialist VI will oversee the design, evaluation, selection, implementation and monitoring of enterprise servers, storage, and backup systems. The position will also work with all levels of DoIT, systems administrators, and with state agencies to resolve and troubleshoot associated complex technical support issues and with the development of data archiving project(s).
- 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% Other Funded position.
2. Budgetary number/string 01-03-03-030010-77080000-010
3. Anticipated date of hire is: 2/1/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$34,581
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$51,865
Benefits	<u>\$28,640</u>
Total	\$80,505

Projected Annual Cost:

Salary	\$68,055
Benefits	<u>\$31,845</u>
Total	\$99,900

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: November 14, 2018

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #42884 Program Specialist IV, Labor Grade 25, A000 to a Public Health Program Manager, Labor Grade 26, A000.

Division of Personnel (DOP) Reclassification Decision:

- Public Health Program Manager, Labor Grade 26, A000 effective upon Council's approval

Rationale for Decision:

- The Department of Health and Human Services is reclassifying this vacant position to a Public Health Program Manager. The position will be located in Infectious Disease Control-Surveillance Program.
- The Public Health Program Manager will develop and provide administrative and programmatic supervision, program policy evaluation, and implement surveillance projects, contracts, and grants with agencies for the delivery of surveillance services in support of programs related to sexually transmitted diseases.
- 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% Federal Funded position.
2. Budgetary number/string 05-95-90-902510-75360000-010
3. Anticipated date of hire is: 12/7/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$40,559
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$51,514
Benefits	<u>\$28,570</u>
Total	\$80,084

Projected Annual Cost:

Salary	\$52,377
Benefits	<u>\$28,741</u>
Total	\$81,118

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: November 14, 2018

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #42943 Executive Security, Labor Grade 11, A000 to a Program Specialist I, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist I, Labor Grade 19, A000 effective upon Council's approval

Rationale for Decision:

- The Department of Health and Human Services is reclassifying and transferring this vacant position to a Program Specialist I. The position will be located in Bureau of Disease Control-Infectious Disease.
- The Program Specialist I will support the surveillance and investigation program areas, including support for the review of cases, the collection of infectious disease related clinical information, the maintenance of public health surveillance software, and with the implement quality assurance procedures.
- 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% Federal Funded position.
2. Budgetary number/string 05-95-90-902510-51700000-010
3. Anticipated date of hire is: 12/7/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$32,605
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$29,288
Benefits	<u>\$24,169</u>
Total	\$53,457

Projected Annual Cost:

Salary	\$39,098
Benefits	<u>\$26,112</u>
Total	\$65,210