



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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February 11th, 2015

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,

A handwritten signature in cursive script that reads "Sara J. Willingham".

Sara J. Willingham
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 25, 2015

Reclassification Request:

- The Department of Information Technology requests the reclassification of Filled position #19493 Technical Support Specialist VI, Labor Grade 32,A000 to a Information Technology Manager V , Labor Grade 34,A000.

Division of Personnel (DOP) Reclassification Decision:

- Information Technology Manager V, Labor Grade 34,A000, effective 1-09-15

Rationale for Decision:

- This reclassification is requested because position #19493's duties have expanded due to the resignation of the Database Administration Team Manager. The prior manager's position was a grandfathered unclassified position that can no longer be utilized as a management level position.
- This position now manages information technology programs and analyzes policies, evaluates specifications and formulates strategies to maintain the operation of multiple relational database management systems running on multiple networked computer platforms.
- The proposed supplemental job description meets the standards of the class specification of Information Technology Manager V and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 12.08% General Funded position.
This position is a 87.92% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$109,163
Budgetary number/string01-03-03-030010-77080000-010
3. Filled position-effective date: 1/9/2015
4. Projected cost (Salary & Benefits) for remainder of FY15: \$44,309
5. Total projected annual Salary and Benefit Cost:

Salary	\$75,192
Benefits	<u>\$29,539</u>
Total	\$104,731

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 25, 2015

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant_position #10658 Clerk IV, Labor Grade 12, A000 to a Title Examiner , Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Title Examiner, Labor Grade 12, A000, effective 1-28-15

Rationale for Decision:

- The Department of Safety requests to reclassify this vacant position to a Title Examiner in order to meet a shift in capacity demands within the Bureau of Title and Anti-Theft.
- The Title Examiner would examine and approve motor vehicle titles and provide training to Department of Motor Vehicle partners and agents who issue titles.
- This position's duties will mirror those of other Title Examiner positions currently operating within the Department of Safety, and will parallel the characteristics for the state class specification of a Title Examiner appropriately.

Funding Summary

1. This position is a 100 (highway funds)% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$55,531
Budgetary number/string02-23-23-2330010-23140000-010
3. Anticipated date of hire is: 4/3/2015at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$9,744
5. Total projected annual Salary and Benefit Cost:

Salary	\$30,056
Benefits	<u>\$20,611</u>
Total	\$50,667

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: February 25, 2015

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant_position #20279 Storekeeper, Labor Grade 10, A130 to a Warehouse Supervisor , Labor Grade 17, A130.

Division of Personnel (DOP) Reclassification Decision:

- Warehouse Supervisor , Labor Grade 17, A130, effective 1-16-15

Rationale for Decision:

- This reclassification is requested in order to improve the efficiency of warehouse operations in the Bureau of Mechanical Services, through enabling the Warehouse Superintendent to concentrate on improving ordering processes and procedures and to better take advantage of bulk procurement opportunities.
- This position would supervise the ordering, receipt, storage, control, and distribution of fleet repair parts, specialized merchandise, consumable goods, highway maintenance materials, garage equipment and fleet equipment in a centralized warehouse and satellite warehouses.
- The proposed supplemental job description reflects the standards and expectations of the Warehouse Supervisor class specification and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$48,075
Budgetary number/string04-096-096-960515-30050000-010
3. Anticipated date of hire is: April 17, 2015 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$8,983
5. Total projected annual Salary and Benefit Cost:

Salary	\$36,504
Benefits	<u>\$21,886</u>
Total	\$58,390