



State Of New Hampshire FEB21 '19 AM10:36 DAS

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DIVISION OF PERSONNEL  
Department of Administrative Services  
State House Annex - 28 School Street  
Concord, New Hampshire 03301

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Commissioner  
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LORRIE A. RUDIS  
Director of Personnel  
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February 20, 2019

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  
Director of Personnel

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: March 13, 2019

**Reclassification Request:**

- The Department of Information Technology requests the reclassification of Vacant position #19676 Information Technology Manager II, Labor Grade 30, A000 to a Business Systems Analyst I, Labor Grade 28, A000.

**Division of Personnel (DOP) Reclassification Decision:**

- Business Systems Analyst I, Labor Grade 28, A000 effective upon Council's approval

**Rationale for Decision:**

- The Department of Information Technology is reclassifying this vacant position to a Business System Analyst I in order to align capacity and functional needs to the Agency Software Division, Department of Transportation, Client Services in support of business systems programs and projects.
- The Business System Analyst I will develop, plan, organize, coordinate and administer assigned software and hardware projects and analyze and formulate information systems procedures and controls to increase the efficiency of agency business operations and related IT systems projects.
- 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: 5/24/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$3,337
5. Total FY 19 Budgeted and Projected Annual Cost:

**Total FY 19 Budgeted:**

Salary	\$76,811
Benefits	<u>\$33,579</u>
Total	\$110,390

**Projected Annual Cost:**

Salary	\$57,096
Benefits	<u>\$29,676</u>
Total	\$86,772