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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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November 21, 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 7, 2016

Reclassification Request:

- The Department of Information Technology requests the reclassification of vacant position #40025 Systems Development Specialist VI, Labor Grade 30, A000 to a Business Systems Analyst II , Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Systems Analyst II, Labor Grade 30, A000 effective 11-9-16

Rationale for Decision:

- This reclassification would address a growing business need for direction and support for department-wide and multi-divisional/multi-program projects and major initiatives, whereas the need for traditional development and programming has diminished.
- This position would: evaluate current operations and propose long-term strategies for the adoption of technology solutions; develop, authorize and implement information management policies and procedures; and develop, review, and update information infrastructure and equipment technology plans.
- The proposed duties are similar to those of other Business Systems Analyst II positions currently operating in the agency and state and parallel the class specification for Business Systems Analyst II appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$90,622
Budgetary number/string 01-03-03-030010-7708000-010
3. Anticipated date of hire is: 1/20/2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$34,819
5. Total projected annual Salary and Benefit Cost:

Salary	\$61,308
Benefits	<u>\$29,221</u>
Total	\$90,529

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 7, 2016

Reclassification Request:

- The Department of Information Technology requests the reclassification of vacant position #41943 Systems Development Specialist VI, Labor Grade 30, A000 to a Business Systems Analyst II , Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Systems Analyst II, Labor Grade 30, A000 effective 11-9-16

Rationale for Decision:

- This reclassification would address a growing business need for direction and support for department-wide and multi-divisional/multi-program projects and major initiatives, whereas the need for traditional development and programming has diminished.
- This position would: evaluate current operations and propose long-term strategies for the adoption of technology solutions; develop, authorize and implement information management policies and procedures; and develop, review, and update information infrastructure and equipment technology plans.
- The proposed duties are similar to those of other Business Systems Analyst II positions currently operating in the agency and state and parallel the class specification for Business Systems Analyst II appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$90,622
Budgetary number/string 01-03-03-030010-7708000-010
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4. Projected cost (Salary & Benefits) for remainder of FY17: \$34,819
5. Total projected annual Salary and Benefit Cost:

Salary	\$61,308
Benefits	<u>\$29,221</u>
Total	\$90,529

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 7, 2016

Reclassification Request:

- The Department of Safety requests the reclassification of vacant position #41998 Emergency Medical Services Regional Coordinator II, Labor Grade 25, A130 to a Administrator II , Labor Grade 29, A130.

Division of Personnel (DOP) Reclassification Decision:

- Administrator II, Labor Grade 29, A130 effective 11-3-16

Rationale for Decision:

- This position would be reclassified and transferred to the Bureau of Fire Training and Administration to function as the Deputy Chief of Certification and Support responsible for coordinating education, certification, accreditation and program support activities.
- The additional leadership and resources which would be provided by this position are needed due to the increased complexity of fire training and certification to meet national accreditation standards, and increased demand for online training resources for first responders located throughout the state.
- The proposed duties are similar to those of other Administrator II positions currently operating in the agency and state, and parallel the class specification for Administrator II appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$99,629
Budgetary number/string 02-23-23-2370010-40650000-010
3. Anticipated date of hire is: 1/06/2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$36,963
5. Total projected annual Salary and Benefit Cost:

Salary	\$58,676
Benefits	<u>\$28,691</u>
Total	<u>\$87,367</u>

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 7, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #42953 Data Control Clerk III, Labor Grade 12, A000 to a Program Specialist I, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist I, Labor Grade 19, A000 effective 11-2-16

Rationale for Decision:

- This Program Specialist I position would act as Assistant Vaccine Accountability Coordinator responsible for training professional and para-professional medical staff in federal regulation compliance and the proper handling/storage of vaccine.
- This position would: perform research and assist with the development of new policies for the New Hampshire Immunization Program; provide guidance to healthcare staff on vaccine viability, transport and temporary storage; and prepare and analyze specialized reports to identify cost-related trends and issues.
- The proposed duties are similar to those of other Program Specialist I positions currently operating in the agency and state, and parallel the class specification for Program Specialist I appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$72,781
Budgetary number/string 05-95-90-902510-5178000-010
3. Anticipated date of hire is: 2/3/2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$21,857
5. Total projected annual Salary and Benefit Cost:

Salary	\$38,513
Benefits	<u>\$24,628</u>
Total	\$63,141

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 7, 2016

Reclassification Request:

- The Department of Transportation requests the reclassification of vacant position #19299 Toll Attendant I, Labor Grade 9, A130 to a Business Systems Analyst II , Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Systems Analyst II, Labor Grade 30, A000 effective 11-4-16

Rationale for Decision:

- This position would transfer to the Bureau of Highway Maintenance and act as a Senior Business Systems Analyst to identify, evaluate and manage business needs and policies in order to enhance or create business systems to capture, process and report Department-wide information.
- This position would: initiate research with staff and vendors to identify internal and external business solutions; develop and implement business policies to protect the integrity of data, systems, processes and reports used in agency decision-making; and supervise and support analytical staff within and outside the Bureau.
- The proposed duties are similar to those of other Business Systems Analyst II positions currently operating in the agency and state, and parallel the class specification for Business Systems Analyst II appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$50,333
Budgetary number/string 015-096-096-3007000-010
3. Anticipated date of hire is: 1/6/2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$38,301
5. Total projected annual Salary and Benefit Cost:

Salary	\$61,308
Benefits	<u>\$29,221</u>
Total	\$90,529