



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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CHARLES M. ARLINGHAUS
 Commissioner
 (603) 271-3201

SARA J. WILLINGHAM
 Director of Personnel
 (603) 271-3261

October 11, 2017

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

Sara J. Willingham
 Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 25, 2017

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #12017 Nursing Coordinator, Labor Grade 27, N130 to an Information Technology Manager II, Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Information Technology Manager II, Labor Grade 30, A000 effective upon Council's approval

Rationale for Decision:

- The New Hampshire Department of Information Technology (DoIT) requests to reclassify this vacant position to an Information Technology Manager II in order to better support the information technology needs of the New Hampshire Veteran's Home.
- This position would serve as a full-time lead and liaison between the Home and DoIT managers and staff, and would facilitate inter-divisional information exchange to maintain continuity of systems. This position would also determine and direct the planning and development of current and long-term software and hardware needs.
- 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. Total FY 18 Budgeted (Salary & Benefits): \$130,791
Budgetary number/string 01-03-03-030010-7708000-010
3. Anticipated date of hire is: 12/8/2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$45,324
5. Total projected annual Salary and Benefit Cost:

Salary	\$61,308
Benefits	<u>\$29,339</u>
Total	\$90,647

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 25, 2017

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #41674 Systems Development Specialist VI, Labor Grade 30, A000 to an Information Technology Manager III, Labor Grade 31, A000.

Division of Personnel (DOP) Reclassification Decision:

- Information Technology Manager III, Labor Grade 31, A000 effective upon Council's approval

Rationale for Decision:

- This vacant position is requested to be reclassified to Information Technology Manager III in order to establish a key management role in addressing technology needs, IT project administration, and system/software services at the Department of Revenue.
- This position would act as assistant to the Information Technology Manager IV and would manage multi-divisional IT projects, facilitate communication among IT staff and between IT staff and agency, and assist with technology needs including systems delivery, problem resolution, performance measurement, and administrative support.
- 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% General Funded position.
2. Total FY 18 Budgeted (Salary & Benefits): \$96,519
Budgetary number/string 01-03-03-030010-77080000-010
3. Anticipated date of hire is: 12/8/2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$46,935
5. Total projected annual Salary and Benefit Cost:

Salary	\$63,999
Benefits	<u>\$29,871</u>
Total	\$93,870

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 25, 2017

Reclassification Request:

- The New Hampshire Liquor Commission requests the reclassification of Vacant position #44236 Retail Store Manager I, Labor Grade 14, A130 to a Paralegal II, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Paralegal II, Labor Grade 19, A000 effective upon Council's approval

Rationale for Decision:

- This reclassification to Paralegal II is requested in order to align position resources to the agency budget and to ensure the permanent establishment of a critical position which supports the Commission's Legal Counsel (Attorney IV).
- This position assists with agency-wide law-related research, investigations, and resource coordination, right to know and information requests, contracts, and leases, and is responsible for updating and creating all Commission rules and regulations.
- 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. Total FY 18 Budgeted (Salary & Benefits): \$57,617
Budgetary number/string 02-77-77-771012-10230000-010
3. Anticipated date of hire is: 12/8/2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$31,669
5. Total projected annual Salary and Benefit Cost:

Salary	\$38,513
Benefits	<u>\$24,825</u>
Total	\$63,338