



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

VICKI V. QUIRAM
Commissioner
(603) 271-3201

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

June 28, 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,

Joseph Shoemaker for
Sara J. Willingham
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: July 13, 2016

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #10383 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 6-24-16

Rationale for Decision:

- The Department of Information Technology is requests to reclassify this vacant position to a Business Systems Analyst II due to an identified need for a position to provide project management and prioritization at the Department of Safety.
- This reclassification would support the Department of Safety with ongoing technology project management, strategic planning analysis, and design requirements in order to meet complex and expanding business needs.
- This position's duties are similar to those of other Business Systems Analyst II positions operating in similar capacities at other state agencies, and parallel the class specification appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$101,050
Budgetary number/string 1-03-03-030010-7708
3. Anticipated date of hire is: 08/05/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$74,606
5. Total projected annual Salary and Benefit Cost:

Salary	\$60,099
Benefits	<u>\$28,071</u>
Total	\$88,170

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: July 13, 2016

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant_position #12805 Administrator II, Labor Grade 29, A000 to a Supervisor of Volunteer Activities , Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor of Volunteer Activities, Labor Grade 19, A000, effective 06-09-2016

Rationale for Decision:

- The agency requests to reclassify this vacant position to Supervisor of Volunteer Activities to supervise the recruitment, direction and coordination of approximately 700 community volunteers.
- The position would facilitate an orientation and training program, speak to community groups to increase public support and awareness of volunteer opportunities, monitor work progress, and maintain records to ensure compliance.
- The proposed duties are similar to those of other Supervisor of Volunteer Activities positions currently operating in the state and parallel the class specification for Supervisor of Volunteer Activities appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$95,534
Budgetary number/string 02-46-46-469010-823200000-010
3. Anticipated date of hire is: 08/05/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$56,603
5. Total projected annual Salary and Benefit Cost:

Salary	\$37,752
Benefits	<u>\$23,568</u>
Total	\$61,320

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: July 13, 2016

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #14817 Toxicologist IV, Labor Grade 29, A000 to a Program Specialist III , Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist III, Labor Grade 23, A000, effective 06-24-16

Rationale for Decision:

- This reclassification is requested as the program specifically associated with this position in the Air Resources Division is no longer supported and additional resources are needed in the Public Information and Permitting Unit of the Commissioner's Office.
- As a Communications Specialist, this position would develop and support the agency's public information and outreach activities, including news media, publications and forms, and web content management with emphasis on social media publishing.
- The proposed duties are similar to those of other Program Specialist III positions currently operating in the agency and the state, and parallel the class specification for Program Specialist III appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$87,531
Budgetary number/string 03-44-44-440010-59230000
3. Anticipated date of hire is: 09/02/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$53,387
5. Total projected annual Salary and Benefit Cost:

Salary	\$44,480
Benefits	<u>\$24,923</u>
Total	\$69,403

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: July 13, 2016

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #40605 Air Pollution Control Engineer III, Labor Grade 24, A000 to a Accountant IV , Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Accountant IV, Labor Grade 23, A000, effective 06-23-2016

Rationale for Decision:

- This position would be transferred to the Administrative Services Unit and reclassified to Accountant IV to address a need for additional resources to meet reporting and audit demands related to the Clean Water State Revolving Fund (CWSRF).
- The Accountant IV would: prepare financial statements for the CWSRF Enterprise Fund program; project future financial position using revenue analysis to ensure fund sustainability; compile program information for direct reporting to EPA; assess needs of the program and prepare the biennial budget; and provide training to staff.
- The proposed duties are similar to those of other Accountant IV positions currently operating in the agency and the state, and parallel the class specification for Accountant IV appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$74,756.14
Budgetary number/string 03-44-44-443010-91010000
3. Anticipated date of hire is: 10/14/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$45,373
5. Total projected annual Salary and Benefit Cost:

Salary	\$44,480
Benefits	<u>\$24,923</u>
Total	\$69,403

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: July 13, 2016

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant_position #40896 Probation-Parole Officer II, Labor Grade 22, L416 to a Administrator III , Labor Grade 31, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator III, Labor Grade 31, A000, effective 06-24-2016

Rationale for Decision:

- The Department of Corrections requests to reclassify this vacant position to Administrator III and transfer it to the Division of Field Services, Central Office, where it would act as Deputy Director and oversee Division-wide operations.
- The operations this position would oversee include collections, offender caseload management, and training. It would also work with the Division Director to assist with the oversight of special projects and the development of legislative proposals and budgets for the Department.
- This position's duties are similar to those of other Administrator III positions operating in similar capacities at other state agencies, and parallel the class specification appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$88,974
Budgetary number/string 02-46-46-462510-59290000-010
3. Anticipated date of hire is: 08/05/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$77,282
5. Total projected annual Salary and Benefit Cost:

Salary	\$62,732
Benefits	<u>\$28,601</u>
Total	\$91,333

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: July 13, 2016

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #43496 Hydrogeologist I, Labor Grade 18, A000 to a Environmentalist III , Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Environmentalist III, Labor Grade 23, A000, effective 06-13-2016

Rationale for Decision:

- As an Environmentalist III, this position would function as the Assistant Flood Hazards Geoscientist in response to the broadening flood hazards program, which emphasizes public outreach and high-level technical assistance to multiple stakeholders.
- This position would conduct site visits for public safety evaluation after flood events, implement the state's stream crossing assessment initiative, serve as the steward of the Department's river modeling flume, prioritize flood risk mitigation sites and collect individual town flood risk information.
- The proposed duties are similar to those of other Environmentalist III positions currently operating in the agency state and parallel the class specification for Environmentalist III appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$59,149.29
Budgetary number/string 03-44-44-440010-15510000
3. Anticipated date of hire is: 10/14/2016 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY17: \$45,373
5. Total projected annual Salary and Benefit Cost:

Salary	\$44,480
Benefits	<u>\$24,923</u>
Total	\$69,403

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: July 13, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #40113 Fiscal Specialist I, Labor Grade 15, A000 to a Financial Reporting Administrator II , Labor Grade 34, A000.

Division of Personnel (DOP) Reclassification Decision:

- Financial Reporting Administrator II, Labor Grade 34, A000, effective 6-29-16

Rationale for Decision:

- The Department of Health and Human Services requests to transfer and reclassify a group of vacant positions as part of a financial reorganization.
- These reclassifications will help align senior level positions under the agency Chief Financial Officer (CFO), as well as centralize agency-wide fiscal business operations.
- This position's proposed duties are similar to those of other Financial Reporting Administrator II positions with the same role operating at other state agencies, and parallel the class specification appropriately.

Funding Summary

1. This position is a 61.50% General Funded position.
This position is a 38.50% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$0 Unfunded
Budgetary number/string 05-95-95-950010-56760000-010
3. Anticipated date of hire is: 08/05/16 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$86,620
5. Total projected annual Salary and Benefit Cost:

Salary	\$ 71,916
Benefits	<u>\$ 30,452</u>
Total	\$102,368

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: July 13, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #42605 Secretary II, Labor Grade 09, A000 to a Administrator IV , Labor Grade 33, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator IV, Labor Grade 33, A000, effective 6-29-16

Rationale for Decision:

- The Department of Health and Human Services requests to transfer and reclassify a group of vacant positions as part of a financial reorganization.
- This Administrator IV would function as the Senior Financial Manager for the Billing, Reimbursement, Recovery, and Rate Setting Unit.
- This position's duties are similar to those of other Administrator IV positions with the same role operating at other state agencies, and parallel the class specification appropriately.

Funding Summary

1. This position is a 61.50% General Funded position.
This position is a 38.50% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$0 Unfunded
Budgetary number/string 05-95-95-950010-56760000-010
3. Anticipated date of hire is: 08/05/16 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$83,447
5. Total projected annual Salary and Benefit Cost:

Salary	\$68,796
Benefits	<u>\$29,823</u>
Total	\$98,619

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: July 13, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12335 Administrator I, Labor Grade 27, A000 to a Financial Reporting Administrator II , Labor Grade 34, A000.

Division of Personnel (DOP) Reclassification Decision:

- Financial Reporting Administrator II, Labor Grade 34, A000, effective 6-29-16

Rationale for Decision:

- The Department of Health and Human Services requests to transfer and reclassify a group of vacant positions as part of a financial reorganization.
- These reclassifications will help align senior level positions under the agency Chief Financial Officer (CFO), as well as centralize agency-wide fiscal business operations.
- This position's proposed duties are similar to those of other Financial Reporting Administrator II positions with the same role operating at other state agencies, and parallel the class specification appropriately.

Funding Summary

1. This position is a 61.50% General Funded position.
This position is a 38.50% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$0 Unfunded
Budgetary number/string 05-95-95-950010-56760000-010
3. Anticipated date of hire is: 01/06/17 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$43,310
5. Total projected annual Salary and Benefit Cost:

Salary	\$ 71,916
Benefits	<u>\$ 30,452</u>
Total	\$102,368

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: July 13, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12353 Secretary II, Labor Grade 09, A000 to a Financial Reporting Administrator II , Labor Grade 34, A000.

Division of Personnel (DOP) Reclassification Decision:

- Financial Reporting Administrator II, Labor Grade 34, A000, effective 6-29-16

Rationale for Decision:

- The Department of Health and Human Services requests to transfer and reclassify a group of vacant positions as part of a financial reorganization.
- These reclassifications will help align senior level positions under the agency Chief Financial Officer (CFO), as well as centralize agency-wide fiscal business operations.
- This position's proposed duties are similar to those of other Financial Reporting Administrator II positions with the same role operating at other state agencies, and parallel the class specification appropriately.

Funding Summary

1. This position is a 61.50% General Funded position.
This position is a 38.50% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$0 Unfunded
Budgetary number/string 05-95-95-950010-56760000-010
3. Anticipated date of hire is: 08/05/16 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$86,620
5. Total projected annual Salary and Benefit Cost:

Salary	\$ 71,916
Benefits	<u>\$ 30,452</u>
Total	\$102,368