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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

67 Jm
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November 18, 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,

Sara J. Willingham
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 2, 2015

Reclassification Request:

- The Department of Safety requests the reclassification of Filled_position #41967 Criminalist II, Labor Grade 24, X416 to a Administrator II , Labor Grade 29, X416.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor VI, Labor Grade 27, X416, effective 2/20/2015

Rationale for Decision:

- This position, located in the Division of State Police Forensic Laboratory's Quality Assurance Unit, is responsible for the quality assurance and controls for the Laboratory, and is requested to be reclassified to the Administrator II to reflect that function.
- The Division of Personnel has determined that the most appropriate classification for the role of supervising the quality of work for all laboratory employees, ensuring professional credibility and accuracy of the work product, and developing a competent and profician forensic examiner workforce is the Supervisor series.
- Supervisor VI, labor grade 27 is more appropriate for this function, and compares well with the level assigned to similar positions. The Employee Relations Manager has authorized the continuation of this position on the X416 schedule. This schedule is assigned to most positions in the Laboratory, including the subordinate Criminalist II.

Funding Summary

1. This position is a 26.0% General Funded position.
This position is a 74.0% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$126,258
Budgetary number/string02-23-23-234010-40220000-010
3. Filled position-effective date: 02/20/2015
4. Projected cost (Salary & Benefits) for remainder of FY16: \$128,743
5. Total projected annual Salary and Benefit Cost:

Salary	\$84,238
Benefits	<u>\$44,505</u>
Total	\$128,743

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: December 2, 2015

Reclassification Request:

- The Public Utilities Commission requests the reclassification of Filled_position #18221 Utility Analyst IV, Labor Grade 30, A000 to a Administrator III , Labor Grade 31, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator III, Labor Grade 31, A000, effective 11/13/2015

Rationale for Decision:

- The agency requests to reclassify this position to an Administrator III in order to address critical needs in administration, policy development, and direction concerning regional gas and electric market regulation and development within the Office of Consumer Advocate.
- This position acts as the Assistant Consumer Advocate and administers and directs all aspects of the representation of residential utility ratepayers on significant adjudicative and rulemaking dockets before the Public Utilities Commission.
- This position's duties now mirror those of other Administrator III positions currently operating in similar capacities at the Public Utilities Commission as well as at other state agencies, and parallel the class specification for Administrator III appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$80,883
Budgetary number/string02-81-81-812010-28160000-010
3. Filled position-effective date: 11/13/2015
4. Projected cost (Salary & Benefits) for remainder of FY16: \$59,873
5. Total projected annual Salary and Benefit Cost:

Salary	\$ 86,366
Benefits	\$ <u>17,414</u>
Total	\$103,780

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 2, 2015

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12582 Supervisor V, Labor Grade 26, 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 11/13/2015

Rationale for Decision:

- The agency requests to reclassify this vacant position to Business Systems Analyst II and transfer it to evaluate business needs and information technology requirements related to the Division of Client Services.
- This position would oversee the implementation of automation and technology projects to ensure the functions of the Customer Service Center are supported and meeting agency objectives.
- The proposed duties are similar to those of other Business Systems Analyst II positions currently operating in the state and parallel the class specification for Business Systems Analyst II appropriately.

Funding Summary

1. This position is a 43.9% General Funded position.
This position is a 56.1% Federal Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$73,781
Budgetary number/string05-95-045-451010-79930000-010
3. Anticipated date of hire is: 12/11/2015 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$44,085
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 21-1:56
Governor and Council Meeting Date: December 2, 2015

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #15735 Program Assistant I, Labor Grade 12, A000 to a Training Development Manager , Labor Grade 24, A000.

Division of Personnel (DOP) Reclassification Decision:

- Training Development Manager , Labor Grade 24, A000, effective 11/13/2015

Rationale for Decision:

- The agency requests to reclassify this vacant position to Training Development Manager and transfer it to supervise the daily operations of the Division of Client Services Training Unit to develop and deliver training and education programs.
- This position would approve training curricula, manuals, technical supports, and informational materials to ensure accuracy, compliance with policy, and effectiveness in achieving defined learning objectives while training agency staff, vendors, business partners and healthcare personnel.
- The proposed duties are similar to those of other Training Development Manager positions currently operating in the state and parallel the class specification for Training Development Manager appropriately.

Funding Summary

1. This position is a 43.9% General Funded position.
This position is a 56.1% Federal Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$61,537
Budgetary number/string05-95-45-451010-79930000-010
3. Anticipated date of hire is: 12/11/2015at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$35,850
5. Total projected annual Salary and Benefit Cost:

Salary	\$46,391
Benefits	<u>\$25,308</u>
Total	\$71,699

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: December 2, 2015

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #41045 Family Services Specialist I, Labor Grade 17, A000 to Administrator IV , Labor Grade 33, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator IV, Labor Grade 33, A000, effective 11/13/2015

Rationale for Decision:

- The agency requests to reclassify this vacant position to Administrator IV and transfer it to perform functions as the Chief of Service Operations within the Division of Client Services.
- This position would oversee operations of the Customer Service Center and the Central Scanning Unit, while developing long-term business strategies, policies and procedures to ensure alignment with Division business needs.
- The proposed duties are similar to those of other Administrator IV positions currently operating in the state and parallel the class specification for Administrator IV appropriately.

Funding Summary

1. This position is a 43.9% General Funded position.
This position is a 56.1% Federal Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$75,247
Budgetary number/string05-95-045-451010-79930000-010
3. Anticipated date of hire is: 12/11/2015 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$49,310
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: December 2, 2015

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #42942 Programs Information Officer, Labor Grade 23, A000 to a Program Specialist IV , Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist IV, Labor Grade 25, A000, effective 11/13/2015

Rationale for Decision:

- The agency requests to reclassify this vacant position to Program Specialist IV to perform community outreach activities associated with the Tobacco Prevention and Control Program.
- This position will plan, implement and evaluate public health improvement initiatives outlined in the National Prevention Strategy, with the goal of creating and sustaining tobacco-free environments through policy change.
- The proposed duties are similar to those of other Program Specialist IV positions currently operating in the state and parallel the class specification for Program Specialist IV appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$77,778
Budgetary number/string05-95-90-902010-5608000-010
3. Anticipated date of hire is: 1/8/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$31,385
5. Total projected annual Salary and Benefit Cost:

Salary	\$48,458
Benefits	<u>\$25,725</u>
Total	\$74,182