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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

MLC  
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October 3, 2018

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**

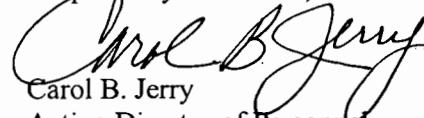
RSA 21-I:56 I, states that any request for reclassification of a position to a different class series as provided in RSA 21-I:54 shall require the approval of the Governor and Council.

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,

  
Carol B. Jerry  
Acting Director of Personnel

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: October 17, 2018

**Reclassification Request:**

- The Department of Information Technology requests the reclassification of Vacant position #14962 Business Systems Analyst II, Labor Grade 30, A000 to a Systems Development Specialist VI, Labor Grade 30, A000.

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

- Systems Development Specialist VI, Labor Grade 30, A000 effective upon Council's approval

**Rationale for Decision:**

- DoIT is reclassifying this vacant position to a Systems Development Specialist VI, LG 30 supporting DHHS.
- The Systems Development Specialist will be responsible for transitioning DHHS's current system, the State of New Hampshire's Statewide Automated Child Welfare Information System to a Comprehensive Child Welfare Information System per federal regulations. This is anticipated to be a 5-6 year project and this position will perform as one of the technical staff responsible for the new system's implementation.
- 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. Budgetary number/string 01-03-03-030010-77080000-010
3. Anticipated date of hire is: 1/4/2019 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY19: \$39,320
5. Total FY 19 Budgeted and Projected Annual Cost:

**Total FY 19 Budgeted:**

Salary	\$83,542
Benefits	<u>\$53,270</u>
Total	\$136,812

**Projected Annual Cost:**

Salary	\$62,244
Benefits	<u>\$30,695</u>
Total	\$92,939

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: October 17, 2018

**Reclassification Request:**

- The Department of Treasury requests the reclassification of Vacant position #40874 Internal Auditor I, Labor Grade 19, A000 to a Compliance Officer I, Labor Grade 17, A000.

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

- Program Assistant II, Labor Grade 15, A000 effective upon Council's approval

**Rationale for Decision:**

- This vacant position at the New Hampshire State Treasury Department is being reclassified to a Program Assistant II - the position is located in the Abandoned Property Division.
- The Program Assistant II will review documents, reports, and information, and analyze annual abandoned property Holder filings to determine individual Holder compliance and broad based business sector compliance with the provisions of RSA 471:C.
- 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 01-38-38-380510-80210000-010
3. Anticipated date of hire is: 12/07/18 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$30,853
5. Total FY 19 Budgeted and Projected Annual Cost:

**Total FY 19 Budgeted:**

Salary	\$45,677
Benefits	<u>\$38,706</u>
Total	\$84,383

**Projected Annual Cost:**

Salary	\$36,173
Benefits	<u>\$25,533</u>
Total	\$61,706

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: October 17, 2018

**Reclassification Request:**

- The Department of Justice requests the reclassification of Vacant position #41889 Criminal Justice Program Specialist, Labor Grade 24, A000 to an Accountant IV, Labor Grade 23, A000.

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

- Accountant IV, Labor Grade 23, A000 effective upon Council's approval

**Rationale for Decision:**

- The Department of Justice is reclassifying this vacant position to an Accountant IV. The position will be located in the Grants Management Unit and develop and oversee fiscal and accounting operations and controls pertaining to The Federal Funding and Grants Unit.
- The Accountant IV will implement budgetary controls, conduct compliance audits and analysis, and develop and interpret policies and technical aspects of accounting services for various accounting units for the Department of Justice Grants Management Unit and sub grantees/sub recipients.
- 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 15% General Funded position.  
This position is a 85% Federal Funded position.
2. Budgetary number/string 02-20-20-201510-19830000-010
3. Anticipated date of hire is: 11/23/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$39,603
5. Total FY 19 Budgeted and Projected Annual Cost:

**Total FY 19 Budgeted:**

Salary	\$51,985
Benefits	<u>\$40,163</u>
Total	\$92,148

**Projected Annual Cost:**

Salary	\$46,056
Benefits	<u>\$27,490</u>
Total	\$73,546

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: October 17, 2018

**Reclassification Request:**

- The Department of Safety requests the reclassification of Vacant position #42581 Administrator IV, Labor Grade 33, A000 to an Administrator II, Labor Grade 29, A000.

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

- Administrator II, Labor Grade 29, A000 effective upon Council's approval

**Rationale for Decision:**

- This position was initially intended to function as the Information Security Officer managing the Security Operations Center (SOC), however, that function is no longer needed due to creation of the Cyber Integration Center led by the Department of Information Technology. The agency requests to repurpose this vacant position to create a Deputy Director at the NH Information and Analysis Center (NHIAC).
- With the transfer of a State Police Sergeant position, the center is experiencing a need for a leadership position to oversee day-to-day operations for improved continuity. This position would evaluate and prioritize requests received at the center, as well as manage staff assigned to the Intelligence Analysis Unit and the Watch Center.
- The proposed duties are on par with 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% Federal Funded position.
2. Budgetary number/string 02-23-23-236010-74840000-010
3. Anticipated date of hire is: 11/23/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$48,320
5. Total FY 19 Budgeted and Projected Annual Cost:

**Total FY 19 Budgeted:**

Salary	\$73,236
Benefits	<u>\$32,871</u>
Total	\$106,107

**Projected Annual Cost:**

Salary	\$59,573
Benefits	<u>\$30,166</u>
Total	\$89,739

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: October 17, 2018

**Reclassification Request:**

- The Department of Safety requests the reclassification of Filled position #42547 Data Control Clerk III, Labor Grade 12, A000 to a Maintenance Mechanic II, Labor Grade 12, A130.

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

- Maintenance Mechanic II, Labor Grade 12, A130 effective 9/14/18

**Rationale for Decision:**

- During an internal review of this position, the agency determined that the assigned classification does not properly reflect the duties currently being performed by the incumbent; the agency requests to reclassify this filled position to address the inaccuracy.
- This position performs a variety of skilled maintenance and repair work and maintains the operating condition of machinery, equipment and systems for the Concord and Laconia facilities of the Division of Emergency Services and Communications.
- The proposed duties are similar to those of other Maintenance Mechanic II positions currently operating in the state, and parallel the class specification for Maintenance Mechanic II appropriately.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-23-23-236510-13950000-010
3. Filled position-effective date: 9/14/18
4. Projected cost (Salary & Benefits) for remainder of FY19: \$58,890
5. Total FY 19 Budgeted and Projected Annual Cost:

**Total FY 19 Budgeted:**

Salary	\$39,112
Benefits	<u>\$37,407</u>
Total	\$76,519

**Projected Annual Cost:**

Salary	\$42,606
Benefits	<u>\$37,979</u>
Total	\$80,585

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: October 17, 2018

**Reclassification Request:**

- The Department of Transportation requests the reclassification of Vacant position #21554 Geological Exploration Technician II, Labor Grade 11, 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 Asset Management, Performance & Strategies Office within the Department of Transportation agency is reclassifying this vacant position to Business Systems Analyst Is.
- The Business Systems Analysts will be responsible for analyzing and formulating information systems procedures and controls to build and or integrate a number of management information systems at DOT, affecting bureaus or even the entire department. They will collaborate with stakeholders and the Commissioner's Office to define business objectives and perform research and present solutions to meet the department 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. Budgetary number/string 04-96-96-962015-3375000-010
3. Anticipated date of hire is: 12/7/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$43,386
5. Total FY 19 Budgeted and Projected Annual Cost:

**Total FY 19 Budgeted:**

Salary	\$31,240
Benefits	<u>\$24,556</u>
Total	\$55,796

**Projected Annual Cost:**

Salary	\$57,096
Benefits	<u>\$26,676</u>
Total	\$86,772