



Victoria F. Sheehan
Commissioner

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.
Assistant Commissioner

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

Division of Operations
May 9, 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 (II), authorize the Department of Transportation to reclassify Position# 20222 from Civil Engineer VII, labor grade 34, to Transportation Operations Administrator, labor grade 35, in the Department of Transportation, Division of Operations, Bureau of Highway Maintenance. Effective upon the date of Fiscal Committee approval. 68% Highway Funds, 32% Other Funds.

EXPLANATION

This request reclassifies the existing *State Maintenance Engineer, Administrator of Highway Maintenance, Civil Engineer VII labor grade 34*, to the *State Maintenance Engineer, Transportation Operations Administrator labor grade 35*. The Department of Administrative Services, Division of Personnel, Administrative Rules allows a full time employee to submit a request for reclassification of a full-time position. The incumbent of Position 20222 prepared the reclassification request, the Department of Transportation supported the request and on April 28, 2017 the Department of Administrative Services, Division of Personnel agreed with the request. The reclassification also encompasses reorganization in the Division of Operations, as the position will report directly to the unclassified Director of Operations.

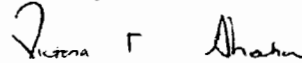
The Bureau of Highway Maintenance is the largest in the Department of Transportation responsible for 695 people and approximately a \$90 million budget during fiscal year 2017. The Bureau includes the six Highway Maintenance Districts, Fuel Distribution, Oversize Overweight Permitting, and the Department's Salted Well Program. The Bureau is responsible for summer and winter maintenance of the entire State's non-Turnpike roadways including more than 1,000 lane miles of interstate and almost 7,300 lane miles of the primary and secondary roadway system. The Bureau is responsible for environmental compliance of Bureau facilities and activities as well as the safety of Bureau employees. To meet past budget reductions the Bureau has reduced employees over the last 10 years and closed sheds straining the remaining people to complete the same amount of work. Effective past current and future management of this critical Bureau is necessary for the future success of the Department. Highway Maintenance is the only Bureau in the Department of Transportation led by an Appointing Authority who supervises other Appointing Authorities, the six District Maintenance Engineers. While

this reclassification request was initiated by the employee the Department strongly supports it based on personnel and fiscal responsibility.

The fiscal impact of the requested reclassification of position 20222 from Civil Engineer VII, schedule A130, labor grade 34, step 8, to Transportation Operations Administrator, schedule A130, labor grade 35, step 8, is a salary cost increase of approximately \$4,243.20, and an employer benefits cost increase of approximately \$855.00. Funding to support position 20222 salary and benefit cost increase of approximately \$5,098.20 in 04-96-96-960515-3007-010 will be met by managing vacancies.

Your approval of this resolution is respectfully requested.

Sincerely,

A handwritten signature in black ink, appearing to read "Victoria F. Sheehan".

Victoria F. Sheehan
Commissioner

Attachments:
Division of Personnel's Response
Organizational Charts



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

April 28, 2017

Alexis Martin, Administrator
Bureau of Human Resources
Department of Transportation
7 Hazen Dr.
Concord, NH 03301

Regarding: Request to reclassify position #20222 from Civil Engineer VII, labor grade 34 to Transportation Operations Administrator, labor grade 35

Dear Ms. Martin:

On January 11, 2017, we received a work unit request from you to review and reclassify this position to the title of Transportation Operations Administrator, labor grade 35. In your request, you stated that this position administers the largest bureau at your agency, the Bureau of Highway Maintenance, and that the duties have been expanded to include oversight of an additional area, the statewide fuel distribution program. The reclassification will also encompass reorganization within the Division of Operations, as the position will report directly to the unclassified Director of Operations.

We agree with your request to reclassify position #20222; however, this decision is not final until the approval of the Fiscal Committee as well, per RSA 21-I:56 (II), because this is a request to increase the salary of a classified position beyond labor grade 34.

It will be your responsibility to bring the request for reclassification to Transportation Operations Administrator, labor grade 35 before the Fiscal Committee. You may use this letter as confirmation of our decision. Once you have obtained Fiscal Committee approval, please notify me with documentation. Thank you.

Very truly yours,

Carol B. Jerry
Deputy Director

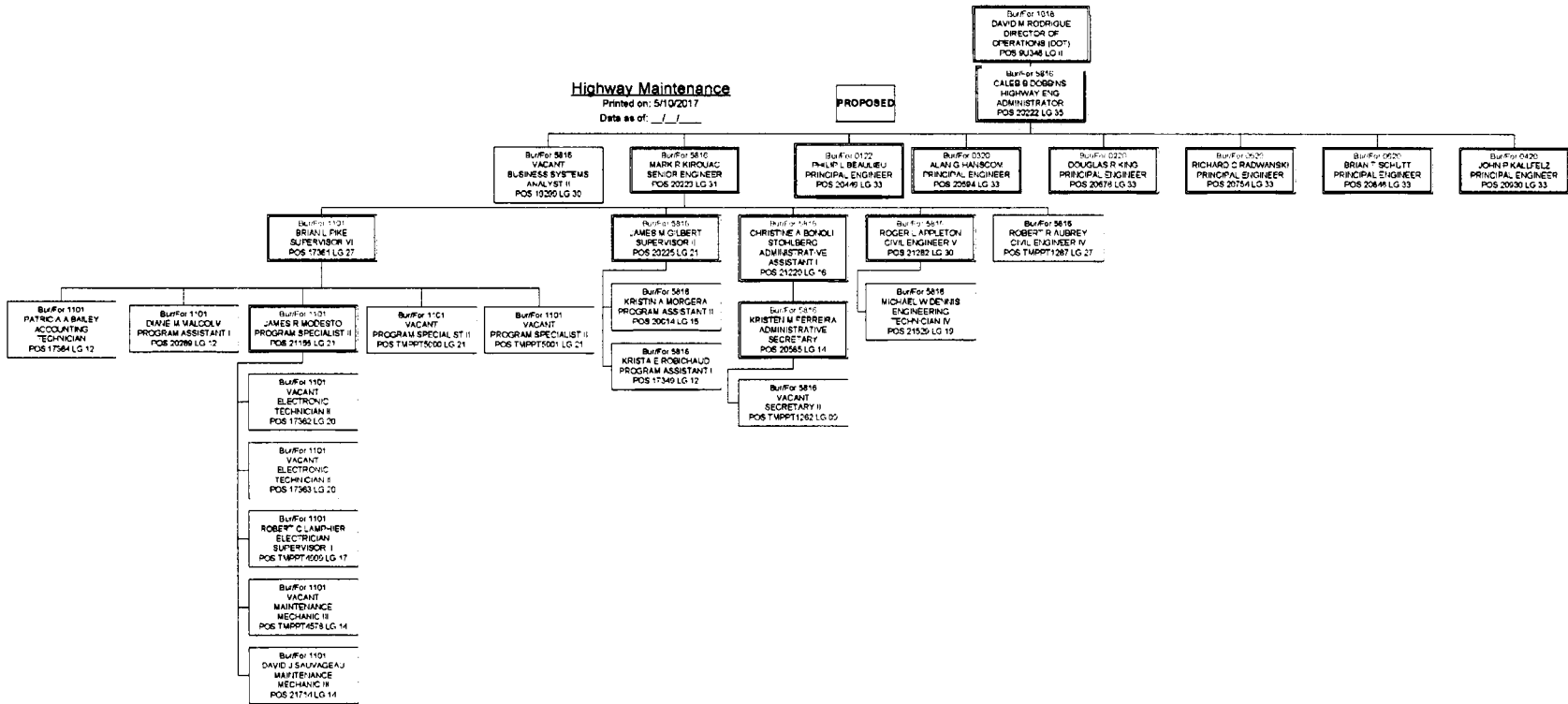
Cc: Sara J. Willingham, Director of Personnel

Highway Maintenance

Printed on: 5/10/2017

Data as of: / /

PROPOSED



Highway Maintenance

Printed on: 5/10/2017

Date as of: / /

CURRENT

