



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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June 24, 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.

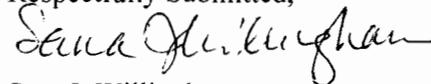
EXPLANATION

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: July 22, 2015

Reclassification Request:

- The New Hampshire State Treasury requests the reclassification of Vacant position #11597 Systems Development Specialist IV, Labor Grade 26, A000 to a Technical Support Specialist III , Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Technical Support Specialist III, Labor Grade 25, A000, effective 6-16-15

Rationale for Decision:

- The State Treasury requests to reclassify this vacant position in order to better meet its changing information technology and system support needs.
- This position would perform various aspects of technical support, system evaluation, troubleshooting, and maintenance for hardware, software, operating systems and technical/network agency needs.
- This position's duties would mirror those of other Technical Support Specialist III positions operating in similar capacities at agencies across the state. These duties also parallel the class specification for Technical Support Specialist III appropriately.

Funding Summary

1. This position is a 100 % Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$107,915
Budgetary number/string 01-38-38-380510-80210000-010
3. Anticipated date of hire is: 08/07/15 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$60,554
5. Total projected annual Salary and Benefit Cost:

| | |
|----------|-----------------|
| Salary | \$47,502 |
| Benefits | <u>\$24,062</u> |
| Total | \$71,564 |

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: July 22, 2015

Reclassification Request:

- The Department of Insurance requests the reclassification of Vacant_position #41767 Insurance Company Examiner III, Labor Grade 32, A000 to a Attorney III , Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Attorney III, Labor Grade 30, A000, effective 6-26-15

Rationale for Decision:

- The New Hampshire Insurance Department requests to reclassify this vacant position to Attorney III in order to have it function as the Deputy Enforcement Counsel to the agency's unclassified Enforcement Attorney.
- This position would recommend, initiate and represent the Department in regulatory and enforcement actions against entities and individuals regulated by the agency, assist in drafting legislative proposals for new or revised insurance statutes, and participate in the administrative rules process.
- These proposed duties as similar to those of Attorney III positions in other agencies, and parallel the class specification for Attorney III appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$85,228
Budgetary number/string 02-24-24-240010-25200000-010
3. Anticipated date of hire is: 8/7/15 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$72,116
5. Total projected annual Salary and Benefit Cost:

| | |
|----------|-----------------|
| Salary | \$58,910 |
| Benefits | <u>\$26,318</u> |
| Total | \$85,228 |

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: July 22, 2015

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant_position #21569 Toll Attendant I, Labor Grade 9,A130 to a Business System Analyst I , Labor Grade 28,A000.

Division of Personnel (DOP) Reclassification Decision:

- Business System Analyst I, Labor Grade 28,A000, effective 6-16-15

Rationale for Decision:

- The Department requests to reclassify this vacant position, which would be transferred to the Bureau of Turnpikes' Administrative Office, in order to dedicate critical system support and resources needed in analyzing and formulating system procedures and reporting of the Bureau's Balanced Scorecard performance.
- This position would actively seek to improve and develop processes to increase efficiency, eliminate wasteful practices, and make recommendations for improvements to existing programs, and it would coordinate system modifications with information technology personnel and/or vendors.
- his position's duties would mirror those of other Business Systems Analyst I positions currently operating in similar capacities at agencies across the state. These duties also parallel the state class specification for Business Systems Analyst I appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$46,830
Budgetary number/string04-96-96-961017-70310000-010
3. Anticipated date of hire is: 8/21/15 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$64,122
5. Total projected annual Salary and Benefit Cost:

| | |
|----------|-----------------|
| Salary | \$54,035 |
| Benefits | <u>\$25,354</u> |
| Total | \$79,389 |

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: July 22, 2015

Reclassification Request:

- The Department of Revenue Administration requests the reclassification of Filled position #19228 Data Processing Supervisor II, Labor Grade 18, A000 to a Program Specialist II , Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist II, Labor Grade 21, A000, effective 6-26-15

Rationale for Decision:

- This position was originally intended to perform both supervisory and forms tasks; however, tasks related to forms management have increased by necessity, and it is now apparent that the Department has a need for a full time Forms Manager.
- This position now has a significant and mandatory role of keeping the Department's 450 forms updated, and develops and coordinates activities related to forms management systems, to include form design, implementation, and standards development.
- This position's duties are similar to those of other Program Specialist II positions operating in similar capacities at agencies across the state, and parallel the class specification appropriately. In addition, this title is organizationally appropriate.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$66,089
Budgetary number/string 10-84-84-840510-15010000-010
3. Filled position-effective date: 7/24/2015
4. Projected cost (Salary & Benefits) for remainder of FY16: \$55,537
5. Total projected annual Salary and Benefit Cost:

| | |
|----------|-----------------|
| Salary | \$40,170 |
| Benefits | <u>\$22,611</u> |
| Total | \$62,781 |