



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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CHARLES M. ARLINGHAUS  
Commissioner  
(603) 271-3201

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

May 2, 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,

Sara J. Willingham  
Director of Personnel

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: May 16, 2018

**Reclassification Request:**

- The Department of Information Technology requests the reclassification of Vacant position #42506 Systems Development Specialist V, Labor Grade 28, 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 upon Council's approval

**Rationale for Decision:**

- The New Hampshire Department of Information technology is reclassifying this vacant position to a Business System Analyst II. The position will be located at the Agency Software Division and will support the Department of Health and Human Services.
- The Business System Analyst II will oversee the custom business reporting and system operational objectives of various DHHS systems with a primary focus in Behavioral and Developmental Health programs, including the evaluation of policies and procedures related to automated business systems and modifications that minimize operational and financial risk of department offices and programs.
- 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 99% Other Funded position.
2. This position is a 1% Other Funded position.
3. Budgetary number/string 01-03-03-030010-77080000-010
4. Anticipated date of hire is: 6/22/2018 at Minimum Step
5. Projected cost (Salary & Benefits) for remainder of FY19: \$87,161
6. Total FY 19 Budgeted and Projected Annual Cost:

**Total FY 19 Budgeted:**

|          |                 |
|----------|-----------------|
| Salary   | \$72,365        |
| Benefits | <u>\$42,111</u> |
| Total    | \$114,476       |

**Projected Annual Cost:**

|          |                 |
|----------|-----------------|
| Salary   | \$61,308        |
| Benefits | <u>\$29,339</u> |
| Total    | \$90,647        |

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: May 16, 2018

**Reclassification Request:**

- The Department of Justice requests the reclassification of Vacant position #18030 Legal Secretary III, Labor Grade 13, 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:**

- The New Hampshire Department of Justice is reclassifying this vacant position to an Administrator II to direct and administer the development and dissemination of all appropriate public and legislative information on behalf of the Department of Justice.
- The Administrator II plan long and short-term operational goals for agency-wide information, outreach, and legislative objectives and act as the media and public information administrator for the Department of Justice working with the Attorney General, Deputy Attorney General, and the Chief of Staff.
- 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 90% General Funded position.  
This position is a 10% Other Funded position.
2. Budgetary number/string 02-20-20-200510-26100000-010
3. Anticipated date of hire is: 6/22/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$84,128
5. Total FY 19 Budgeted and Projected Annual Cost:

**Total FY 19 Budgeted:**

|          |                 |
|----------|-----------------|
| Salary   | \$35,889        |
| Benefits | <u>\$16,325</u> |
| Total    | \$52,214        |

**Projected Annual Cost:**

|          |                 |
|----------|-----------------|
| Salary   | \$58,676        |
| Benefits | <u>\$28,817</u> |
| Total    | \$87,493        |

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: May 16, 2018

**Reclassification Request:**

- The Department of Safety requests the reclassification of Vacant position #43204 Counter Clerk II, Labor Grade 9, A000 to a Program Specialist III, Labor Grade 23, A000.

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

- Program Specialist III, Labor Grade 23, A000 effective upon Council's approval

**Rationale for Decision:**

- The New Hampshire Department of Safety, Division of State Police, Bureau of Support is in the process of reorganizing their State Police Recruitment and Training Unit and they are reclassifying this vacant position a Program Specialist III.
- The Program Specialist III will implement communications, marketing, and unit program outreach functions, including the creation of a social media presence to communicate with citizens statewide for purposes of conducting law enforcement education and outreach to diverse communities throughout the state.
- 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 49% General Funded position.  
This position is a 51% Other Funded position.
2. Budgetary number/string 02-23-23-234015-40030000-010
3. Anticipated date of hire is: 6/22/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$68,809
5. Total FY 19 Budgeted and Projected Annual Cost:

**Total FY 19 Budgeted:**

|          |                 |
|----------|-----------------|
| Salary   | \$27,183        |
| Benefits | <u>\$23,753</u> |
| Total    | \$50,936        |

**Projected Annual Cost:**

|          |                 |
|----------|-----------------|
| Salary   | \$45,377        |
| Benefits | <u>\$26,184</u> |
| Total    | \$71,561        |

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: May 16, 2018

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #14807 Public Health Nurse Coordinator, Labor Grade 23, A000 to a Program Specialist III, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist III, Labor Grade 23, A000 effective upon Council's approval

Rationale for Decision:

- The New Hampshire Department of Health and Human Services is reclassifying this vacant position to a Program Specialist III; the position is located in the Bureau of Special Medical Services.
- The Program Specialist III will evaluate, plan and coordinate care needs and services for assigned population of children within Special Medical Services (SMS), promote system of care quality improvement, and provide consultation, education, and technical assistance to providers, caregivers, and families in the community.
- 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 70% General Funded position.  
This position is a 30% Federal Funded position.
2. Budgetary number/string 05-95-93-930010-51910000-010
3. Anticipated date of hire is: 8/3/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$60,552
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

|          |                 |
|----------|-----------------|
| Salary   | \$61,608        |
| Benefits | <u>\$12,215</u> |
| Total    | \$73,823        |

Projected Annual Cost:

|          |                 |
|----------|-----------------|
| Salary   | \$45,377        |
| Benefits | <u>\$26,184</u> |
| Total    | \$71,561        |

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: May 16, 2018

Reclassification Request:

- The New Hampshire Lottery Commission requests the reclassification of Vacant position #14414 Lottery District Supervisor, Labor Grade 20, A000 to a Program Specialist III, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist III, Labor Grade 23, A000 effective upon Council's approval

Rationale for Decision:

- The New Hampshire Lottery Commission is reclassifying this vacant position to a Program Specialist III in order to support ongoing program, project, and product development including, Fast Play and the Instant Ticket programs; and to address the addition of SB191 Keno, HB562 iGaming.
- The Program Specialist III oversees the daily operations, development, and implementation of instant games, products, and lottery programs. The position provides technical assistance, process troubleshooting, validation of operations, sales support and product/program tracking and reporting.
- 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 06-83-83-830013-20280000-010
3. Anticipated date of hire is: 6/22/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$68,809
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

|          |                 |
|----------|-----------------|
| Salary   | \$42,852        |
| Benefits | <u>\$17,117</u> |
| Total    | \$59,969        |

Projected Annual Cost:

|          |                 |
|----------|-----------------|
| Salary   | \$45,377        |
| Benefits | <u>\$26,184</u> |
| Total    | \$71,561        |