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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

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May 21st, 2014

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: June 4, 2014

Reclassification Request:

- The Department of Information and Technology requests the reclassification of vacant position #40966 Information Technology Manager 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 4/16/14

Rationale for Decision:

- The Department of Information Technology, Agency Software Division requests this position be reclassified to Systems Development Specialist VI to replace one of four full-time positions that were lost over the past four years.
- Without this position, the Division will not be able to implement state and federal mandates in a timely manner, risking the loss of federal funding to DHHS. This position would work directly with all levels in the Department and with outside consultants.
- Per the proposed supplemental job description, this position would analyze, define and document business applications, which meets the standards of the class specification. In addition, this title is organizationally appropriate to the agency.

Funding Summary

1. This position is a 60% General Funded position.
This position is a 40% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$108,888
Budgetary number/string01-03-03-030010-77080000-010
3. Anticipated date of hire is: 5/16/2014at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$6,408
5. Total projected annual Salary and Benefit Cost:

Salary	\$56,330
Benefits	<u>\$26,976</u>
Total	\$83,306

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 4, 2014

Reclassification Request:

- The Department of Safety requests the reclassification of Filled_position #30043 Engineering Technician V, Labor Grade 22, A130 to a Technical Support Specialist III , Labor Grade 25, A130.

Division of Personnel (DOP) Reclassification Decision:

- Technical Support Specialist III, Labor Grade 25, A130, effective 05/02/14

Rationale for Decision:

- This reclassification is requested as part of a reorganization occurring in the Telecommunications Bureau, Technical Unit, which is aimed at addressing changes in technology and enhancements in the VoIP state-wide project.
- This position would support and resolve Legacy and Voice-over-Internet-Protocol Network problems and issues as they occur, ensuring minimum downtime, and would coordinate with vendors and personnel to finalize technical solutions.
- These duties would mirror those of Technical Support Specialist III positions operating in similar capacities at the Department of Safety, as well as in other state agencies. These duties parallel the class specification for Technical Support Specialist III appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$85,792
Budgetary number/string 02-023-023-236510-187000000-010
3. Filled position-effective date: May 2, 2014
4. Projected cost (Salary & Benefits) for remainder of FY14: \$8,524
5. Total projected annual Salary and Benefit Cost:

Salary	\$48,452
Benefits	<u>\$25,418</u>
Total	\$73,870

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 4, 2014

Reclassification Request:

- The Department of Banking requests the reclassification of vacant position #13781 Bank Examiner III, Labor Grade 27, A000 to a Administrator III, Labor Grade 31, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator III, Labor Grade 31, A000, effective 7/01/14

Rationale for Decision:

- The number of trust companies chartered in New Hampshire has more than doubled in the last decade, causing an increase in work for the Chief Bank Examiner (CBE), who oversees both state-chartered depository institutions and trust companies.
- As Director of Trusts, this position would manage the chartering, corporate transaction review, and examination of state-chartered trust companies, allowing the CBE to focus on banks and credit unions. This would increase the overall level of customer service.
- The Administrator III classification is appropriate to the level of duties and the qualifications required for this role.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$86,270
Budgetary number/string02-72-72-720010-20460000-010
3. Filled position-effective date: 7/01/15
4. Projected cost (Salary & Benefits) for remainder of FY14: \$0
5. Total projected annual Salary and Benefit Cost:

Salary	\$58,804
Benefits	<u>\$27,466</u>
Total	\$86,270

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 4, 2014

Reclassification Request:

- The Department of Resources and Economic Development requests the reclassification of vacant position #40049 Program Specialist III , Labor Grade 23, A000 to a Industrial Agent-At-Large I , Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Industrial Agent-At-Large I , Labor Grade 25, A000, effective 5/9/14

Rationale for Decision:

- This position is requested to be reclassified to an Industrial Agent-at-Large I as part of the Department's strategic development planning for the Business Retention and Support Unit within the New Hampshire Business Resource Center.
- This position would promote the growth of industry in New Hampshire by helping in-state businesses solve problems and take advantage of opportunities for growth; in addition, it would work on expanding outreach to business and industry in the state.
- This position's duties would now mirror those of other Industrial Agent-at-Large I positions currently operating in similar capacities in the Department, and these duties parallel the state class specification for Industrial Agent-at-Large I appropriately.

Funding Summary

1. This position is a 87% General Funded position.
This position is a 13% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$92,403
Budgetary number/string03-35-35-350510-36100000-010
3. Anticipated date of hire is: 07-01-2014at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$0.00
5. Total projected annual Salary and Benefit Cost:

Salary	\$45,423
Benefits	\$24,820
Total	\$70,243

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 4, 2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #40337 Secretary II, Labor Grade 9, A000 to a Program Specialist I , Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist I, Labor Grade 19, A000, effective 4/3/14

Rationale for Decision:

- The Division of Client Services, New HEIGHTS requests to reclassify this position to support the increased workload of the New HEIGHTS Testing Unit, which has resulted from numerous Access Front Door, Affordable Care Act, and New HEIGHTS initiatives.
- This position would research and review program policy, business requirements, and position functions of New HEIGHTS system end users to develop and execute test plans, assuring all system changes comply with federal and state laws, rules and policies.
- The proposed supplemental job description fits the criteria of the class specification for Program Specialist I and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 53.17% General Funded position.
This position is a 46.83% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$44,237
Budgetary number/string 05-95-90-901510-79640000-010
3. Anticipated date of hire is: 5/16/14at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$4,479
5. Total projected annual Salary and Benefit Cost:

Salary	\$35,389
Benefits	<u>\$22,835</u>
Total	\$58,224