



*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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Commissioner  
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May 18, 2016

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*

Sara J. Willingham  
Director of Personnel

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 1, 2016

**Reclassification Request:**

- The Department of Safety requests the reclassification of Vacant\_position #10489 Police Communications Specialist II, Labor Grade 18, A130 to a Administrator IV , Labor Grade 33, A000.

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

- Administrator IV, Labor Grade 33,A000, effective 05/05/2016

**Rationale for Decision:**

- This position would serve as the authorizing agent and coordinator of finances, purchasing, logistics and project management for the Division of State Police, and would supervise professional staff who implement and process fiscal operations.
- This position would manage Division administration, exclusive of discipline and tactical law enforcement matters, to include: budget development; fleet/equipment; spending; facilities; Administrative Rules; project management, including Capital Projects; evaluation of new technologies; and initiatives such as Balanced Scorecard.
- The proposed duties and organizational structure are appropriate to the class specification for Administrator IV, and are similar to the duties of other positions of that title within the Department of Safety and other agencies.

**Funding Summary**

1. This position is a 67.21% General Funded position.  
This position is a 32.97% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$73,643  
Budgetary number/string 02-23-23-234015-29270000-010
3. Filled position-effective date: 6/10/2016
4. Projected cost (Salary & Benefits) for remainder of FY16: \$0
5. Total projected annual Salary and Benefit Cost:

Salary	\$68,796
Benefits	<u>\$29,823</u>
Total	\$98,619

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 1, 2016

**Reclassification Request:**

- The New Hampshire Insurance Department requests the reclassification of Filled position #40590 Supervisor V, Labor Grade 26, A000 to a Insurance Fraud Investigator , Labor Grade 26, A000.

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

- Insurance Fraud Investigator, Labor Grade 26, A000, effective 04/15/2016

**Rationale for Decision:**

- The agency requests to reclassify this filled position to Insurance Fraud Investigator as the incumbent is no longer supervising employees but continues to investigate allegations of insurance-related criminal activity throughout the state.
- The position analyzes medical and financial data, conducts undercover operations, collaborates with law enforcement on the execution of search warrants, prepares cases for prosecution, and presents training to the insurance and law enforcement communities to increase fraud awareness.
- The current duties appropriately parallel the class specification for Insurance Fraud Investigator which was recently revised to more accurately depict the responsibilities and distinguishing factors of this title.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$107,431  
Budgetary number/string02-24-24-240010-25200000-010
3. Filled position-effective date: 04/15/2016
4. Projected cost (Salary & Benefits) for remainder of FY16: \$16,596
5. Total projected annual Salary and Benefit Cost:

Salary	\$ 68,406
Benefits	<u>\$ 39,471</u>
Total	\$107,877

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 1, 2016

**Reclassification Request:**

- The Department of Transportation requests the reclassification of Vacant\_position #20592 Survey Team Technician II, Labor Grade 12, 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 4/28/2016

**Rationale for Decision:**

- This position would be transferred to the Bureau of Planning and Community Assistance and reclassified in order to analyze and formulate information systems procedures and controls within the Asset Management, Performance and Strategy Section.
- The position would use data from various systems to: create and provide informational reports and dashboards to asset owners, workgroups and other stakeholders; identify software solutions for inventory, modeling, life-cycle cost, and management needs; and research best practices.
- The proposed duties are similar to those of other Business Systems Analyst I positions currently operating in the agency and state and parallel the class specification for Business Systems Analyst I appropriately.

**Funding Summary**

1. This position is a 31% Federal Funded position.  
This position is a 69% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$60,790  
Budgetary number/string 04-96-96-962015-30250000-010
3. Anticipated date of hire is: 06/24/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$0
5. Total projected annual Salary and Benefit Cost:

Salary	\$55,126
Benefits	<u>\$27,068</u>
Total	\$82,194