



State of New Hampshire

DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex-25 Capitol Street
Concord, New Hampshire 03301

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December 4th, 2013

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,

Karen D. Hutchins
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 20, 2013

Reclassification Request:

- The Department of Revenue requests the reclassification of Vacant_position #14464 Real Estate Appraiser, Labor Grade 23,A000 to a Business Administrator III , Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Administrator III, Labor Grade 27, A000, effective 12/3/13

Rationale for Decision:

- This reclassification is requested to provide more detailed financial analysis in the Administration Unit, which supports multiple operations of the agency, including revenue analysis for 79% of the State's General Fund revenue that flows through the Department.
- As a Business Administrator III, this position would perform budgetary planning and analysis and the review and analysis of financial and fiscal reports, and would analyze the agency's salary and benefit budgets in order to report to the Fiscal Committee. This position would also supervise all employees within the Unit's Business Office.
- These functions are compatible with the Business Administrator III class specification and are similar to other positions of that title in state government.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$65,384
Appropriation #01-084-084-841010-54130000
3. Anticipated date of hire is: 12/27/2013 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$34,674
5. Total projected annual Salary and Benefit Cost:

Salary	\$49,501
Benefits	<u>\$25,626</u>
Total	\$75,127

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: December 20, 2013

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant position #14564 Chief Emergency Management Specialist, Labor Grade 25, A000 to a Program Planner II, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Planner II, Labor Grade 21, A000, effective 11/25/13

Rationale for Decision:

- The Department of Safety is requesting to reclassify position 14564 to Program Planner II to provide the Technological Hazards Section additional assistance with addressing critical workflow gaps.
- This position will now be responsible for the provision of technical and programmatic assistance, and will provide information to the Radiological Emergency Response Program Offsite Response Organization.
- This position's supplemental job description matches the requirements of the state class specification for Program Planner II and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 32% Federal Funded position.
This position is a 68% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$85,229
Appropriation #023-23-23-2360-27400000
3. Anticipated date of hire is: February 7, 2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$21,410
5. Total projected annual Salary and Benefit Cost:

Salary	\$38,418
Benefits	<u>\$23,434</u>
Total	\$61,852

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 20, 2013

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant position #19889 Administrator II, Labor Grade 29, A130 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 11/18/13

Rationale for Decision:

- This position would work as part of the J-One Project to unify the various aspects of the public safety community's various databases, and enable them to interact with one another. The project will benefit several divisions within the Department of Safety as well as local communities.
- As the Development Team Lead, this position will work directly with all levels in the department and with outside consultants to analyze, define, and document business and technical applications related to the J-One Project.
- The proposed supplemental job description meets the basic purpose of the state class specification for a Systems Development Specialist VI. The proposed position is also appropriate to the organizational structure within the agency and compares well with surrounding and like positions.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$112,155
Appropriation #023-23-23-2370-40650000
3. Anticipated date of hire is: 2/7/2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$28,837
5. Total projected annual Salary and Benefit Cost:

Salary	\$56,330
Benefits	<u>\$26,977</u>
Total	\$83,307

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 20, 2013

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant position #10783 Police Communications Specialist II, Labor Grade 16, A130 to a Information Technology Manager III , Labor Grade 31, A000.

Division of Personnel (DOP) Reclassification Decision:

- Information Technology Manager III , Labor Grade 31, A000, effective 11/18/13

Rationale for Decision:

- This reclassification is in order to have a position that can work as part of the J One Project to unify the various aspects of the public safety community's various databases and enable them to interact with one another. This project will benefit several divisions within the Department of Safety as well as local communities.
- This position will now manage the information technology projects and programs for integrated information systems, design software process and procedures, and develop information systems policies to increase the efficiency of operations for multiple agencies.
- The proposed supplemental job description meets the basic purpose and duties of the Information Technology Manager III class specification. The proposed position is also appropriate to the organizational structure within the agency, and compares well with surrounding and like positions.

Funding Summary

1. This position is a 81% /19% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$56,919
Appropriation #023-23-23-2340-40030000
3. Anticipated date of hire is: 2/7/2014at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$29,863
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: December 20, 2013

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #12105 Water Pollution Sanitarian II, Labor Grade 19, A000 to a Environmentalist II , Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Environmentalist II , Labor Grade 19, A000, effective 11/22/13

Rationale for Decision:

- The Department of Environmental Services, Waste Management Division, has been authorized to form a temporary bureau in order to effectively conduct extensive environmental studies and mitigation actions to address methyl-t-butyl ether (MTBE) contamination statewide.
- The Environmentalist II will perform tasks related to the inspection and implementation of the drinking water well sampling program, and monitor and report on cases associated with the contamination of groundwater with methyl-t-butyl ether (MTBE).
- This position's duties now mirror those of other Environmentalist II positions currently operating in similar capacities within the Department of Environmental Services, as well as within other state agencies. These duties also parallel the state class specification for Environmentalist II appropriately.

Funding Summary

1. This position is a 100 % Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$57,933
Appropriation #03-44-44-442010-12000000
3. Anticipated date of hire is: 02/07/2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$20,154
5. Total projected annual Salary and Benefit Cost:

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