



45

*State Of New Hampshire*  
**DIVISION OF PERSONNEL**  
 Department of Administrative Services  
 State House Annex – 28 School Street  
 Concord, New Hampshire 03301

**CHARLES M. ARLINGHAUS**  
 Commissioner  
 (603) 271-3201

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

November 8, 2017

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.

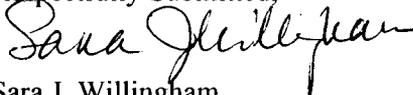
**EXPLANATION**

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 21-1:56  
Governor and Council Meeting Date: November 22, 2017

**Reclassification Request:**

- The Department of Safety requests the reclassification of Vacant position #10783 Information Technology Manager III , Labor Grade 31, A000 to an Administrator III, Labor Grade 31, A000.

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

- Administrator III, Labor Grade 31, A000 effective upon Council's approval

**Rationale for Decision:**

- This position would lead the Justice One Network (J-ONE) program team, providing oversight of processes and staff in the delivery, storage, preservation and protection of criminal justice-related data shared between state, local, county and federal agencies.
- The agency previously utilized an Administrator II in this program area; however, when vacated the position was reclassified to fill a need for attorney support. The Administrator III classification would reestablish a management position at a higher level due to expanded supervisory and programmatic duties.
- The proposed duties are similar to those of other Administrator III positions functioning in the agency and state and parallel the class specification for Administrator III appropriately.

**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: 1/5/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$39,714
5. Total FY 18 Budgeted and Projected Annual Cost:

**Total FY 18 Budgeted:**

|          |                 |
|----------|-----------------|
| Salary   | \$88,701        |
| Benefits | <u>\$26,195</u> |
| Total    | \$114,896       |

**Projected Annual Cost:**

|          |                 |
|----------|-----------------|
| Salary   | \$63,999        |
| Benefits | <u>\$29,871</u> |
| Total    | \$93,870        |

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: November 22, 2017

**Reclassification Request:**

- The Department of Environmental Services requests the reclassification of Vacant position #40503 Engineering Technician IV, Labor Grade 19, A000 to an Environmentalist II, Labor Grade 19, A000.

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

- Environmentalist II, Labor Grade 19, A000 effective upon Council's approval

**Rationale for Decision:**

- This reclassification is requested because it is no longer essential to have a dedicated resource providing engineering support due to changes in technology and the reassignment of tasks to other positions within the Hazardous Waste Remediation Bureau.
- As an Environmentalist II, this position would satisfy a need for more sophisticated GIS map development to support environmental media investigations, and to review and analyze water quality data and administer the permit compliance program for hazardous waste and landfill sites.
- The proposed duties are similar to those of other Environmentalist II positions functioning in the agency and state and parallel the class specification for Environmentalist II appropriately.

**Funding Summary**

1. This position is a 100% Federal Funded position.
2. Budgetary number/string 03-44-44-44010-25140000-010
3. Anticipated date of hire is: 1/5/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$26,797
5. Total FY 18 Budgeted and Projected Annual Cost:

**Total FY 18 Budgeted:**

|          |                 |
|----------|-----------------|
| Salary   | \$52,465        |
| Benefits | <u>\$38,171</u> |
| Total    | \$90,636        |

**Projected Annual Cost:**

|          |                 |
|----------|-----------------|
| Salary   | \$38,513        |
| Benefits | <u>\$24,825</u> |
| Total    | \$63,338        |

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: November 22, 2017

**Reclassification Request:**

- The Department of Education requests the reclassification of Vacant position #13101 Disability Examiner, Labor Grade 21, A000 to a Program Specialist I, Labor Grade 19, A000.

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

- Program Specialist I, Labor Grade 19, A000 effective upon Council's approval

**Rationale for Decision:**

- The Department of Education's Bureau of Disability, Disability Determination Services (DDS) requests reclassification of this position to a Program Specialist I in order to establish a key position to help meet the unit's production goals and outcomes.
- This position would assist the agency administrator, accountant, supervisors and security team with planning, monitoring and implementing service delivery program policies and regulations for contracts, staffing and security, and provide technical assistance and support to meet agency production, fiscal and reporting goals.
- 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% Federal Funded position.
2. Budgetary number/string 06-56-56-5650-25500000-010
3. Anticipated date of hire is: 12/22/2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$29,233
5. Total FY 18 Budgeted and Projected Annual Cost:

**Total FY 18 Budgeted:**

|          |                 |
|----------|-----------------|
| Salary   | \$41,808        |
| Benefits | <u>\$25,425</u> |
| Total    | \$67,233        |

**Projected Annual Cost:**

|          |                 |
|----------|-----------------|
| Salary   | \$38,513        |
| Benefits | <u>\$24,825</u> |
| Total    | \$63,338        |