



*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  
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**SARA J. WILLINGHAM**  
 Director of Personnel  
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July 11, 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*  
 Sara J. Willingham  
 Director of Personnel

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: July 25, 2018

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #42711 Program Assistant II, Labor Grade 15, A000 to a Technical Support Specialist, Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Technical Support Specialist III, Labor Grade 25, A000 effective upon Council's approval

Rationale for Decision:

- The DOIT is reclassifying this vacant position to a Technical Support Specialist III in order to effectively serve more agencies within the DoIT-Regional Support Services. The broader scope of work required to achieve effective service requires specialized knowledge, an increased level of independent judgment and project management.
- This position will serve the technical needs of several agencies and will perform installation, configuration, operation, monitoring, tuning, and maintenance of desktop hardware, software and peripherals, and provide PC LAN hardware and software troubleshooting, and support.
- 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 1% General Funded position.  
This position is a 99% Other Funded position.
2. Budgetary number/string 01-03-03-030010-77080000-010
3. Anticipated date of hire is: 9/28/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$53,537
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$47,005
Benefits	<u>\$38,969</u>
Total	\$85,974

Projected Annual Cost:

Salary	\$50,193
Benefits	<u>\$27,138</u>
Total	\$77,331

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: July 25, 2018

Reclassification Request:

- The Insurance Department requests the reclassification of Vacant position #44144 Insurance Compant Examiner II, Labor Grade 31, A000 to a Attorney IV, Labor Grade 32, A000.

Division of Personnel (DOP) Reclassification Decision:

- Attorney III, Labor Grade 30, A000 effective upon Council's approval

Rationale for Decision:

- The agency requests to reclassify and transfer this vacant position since the use of current staff and contracted vendors is adequately managing the market conduct examinations for life, accident and health insurance product lines. Alternatively, the agency is experiencing a need for additional legal counsel to address staff, consumer and industry inquiries due to an increase of new products in the market.
- This position would supplement the existing legal staff focusing on life, accident and health insurance lines, and perform the core functions of conducting legal research and analysis; drafting and coordinating agency rulemaking and legislation; and providing legal support for agency communications.
- The proposed duties are similar to those of other Attorney III positions currently operating in the agency and state, and parallel the class specification for Attorney III appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-24-24-240010-25200000-010
3. Anticipated date of hire is: 9/28/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$68,351
5. Total FY 19 Budgeted and Projected Annual Cost:

**Total FY 19 Budgeted:**

Salary	\$66,905
Benefits	<u>\$31,618</u>
Total	\$98,523

**Projected Annual Cost:**

Salary	\$68,055
Benefits	<u>\$30,674</u>
Total	\$98,729