



State of New Hampshire

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DIVISION OF PERSONNEL
DEPARTMENT OF ADMINISTRATIVE SERVICES
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May 6, 2015

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: May 27, 2015

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #42140 Civil Engineer V, Labor Grade 30, A000 to a Hydrogeologist IV , Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Hydrogeologist IV, Labor Grade 30, A000, effective 4-30-15

Rationale for Decision:

- This position is assigned to the Waste Management Division, Oil Remediation & Compliance Bureau (ORCB). Reclassification is requested due to modifications in the approach to managing contaminated site cleanup projects and state contractors providing "point-of-entry" (POE) water supply treatment systems and/or bottled water.
- The Hydrogeologist IV classification would provide the appropriate knowledge and skills necessary to improve the supervision and coordination of POE services, would benefit property owners affected by contamination, and would provide an opportunity for career progression within the ORCB.
- This position's proposed duties are similar to those of other Hydrogeologist positions in the agency, and the agency reporting structure is appropriate to this level. These duties also parallel the state class specification for Hydrogeologist IV appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$ 127,152
Budgetary number/string 03-44-44-444010-14210000-010
3. Anticipated date of hire is: 6/26/2015 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$84,123
5. Total projected annual Salary and Benefit Cost:

Salary	\$ 58,910
Benefits	<u>\$ 28,578</u>
Total	\$ 87,488

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 27, 2015

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #19723 Civil Engineer V, Labor Grade 30, A000 to a Senior Scientist , Labor Grade 29, A000.

Division of Personnel (DOP) Reclassification Decision:

- Senior Scientist, Labor Grade 29, A000, effective 5-4-15

Rationale for Decision:

- This position reports to the Water Quality Planning Program in the Watershed Management Bureau. The agency has determined that there is now a greater need in the program for the skills and abilities of a senior level water quality scientist, versus those of a civil engineer.
- The duties of this position have been revised to reflect a greater emphasis on program supervision and being a resource for a high level of scientific expertise, and less emphasis on engineering aspects.
- The newly revised classification of Senior Scientist more closely aligns with the demands of this position and program, and the proposed title and labor grade are organizationally appropriate.

Funding Summary

1. This position is a 100 % Federal Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$ 105,581
Budgetary number/string03-44-44-442010-20200000-010
3. Anticipated date of hire is: 06/26/2015 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$83,383
5. Total projected annual Salary and Benefit Cost:

Salary	\$ 60,154
Benefits	<u>\$ 26,564</u>
Total	\$ 86,718

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 27, 2015

Reclassification Request:

- The Department of Veteran's Home requests the reclassification of Vacant_position #11969 Licensed Nursing Assistant III, Labor Grade 14,A130 to a Program Assistant II , Labor Grade 15,A130.

Division of Personnel (DOP) Reclassification Decision:

- Program Assisant II, Labor Grade 15,A130, effective 4-15-15

Rationale for Decision:

- This reclassification is requested in order to dedicate resources to critical program support and maintenance for scheduling of medical personnel, and to ensure staffing levels remain in compliance with federal and state mandates.
- This position would perform paraprofessional duties assisting the Director of Nursing, Assistant Director of Nursing and the Nurse Managers in developing and implementing the nursing department's scheduling programs.
- This position's duties would mirror those of other Program Assistant II positions currently operating in similar capacities at agencies across the state. These duties also parallel the state class specification for Program Assistant II appropriately.

Funding Summary

1. This position is a 33% General Funded position.
This position is a 34% Federal Funded position.
This position is a 33% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$66,486
Budgetary number/string05-43-43-430010-53590000-010
3. Anticipated date of hire is: 6/12/15at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$54,977
5. Total projected annual Salary and Benefit Cost:

Salary	\$33,654
Benefits	<u>\$21,323</u>
Total	<u>\$54,977</u>

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 27, 2015

Reclassification Request:

- The Department of Education requests the reclassification of Vacant_position #41258 Education Consultant II, Labor Grade 27, A000 to a Administrator IV , Labor Grade 33, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator IV, Labor Grade 33, A000, effective 5-1-15

Rationale for Decision:

- The Governor's STEM (Science, Technology, Engineering and Mathematics) Task Force has recommended that the Department of Education appoint/hire a state-level STEM coordinator to lead efforts in these areas. The Department requests the reclassification of this vacant position for that purpose.
- The Administrator IV level would allow the agency to recruit an individual with the required experience and skill set. As head of the new Bureau of Instructional Support, this position would oversee STEM initiatives in the state and supervise Education Consultants that oversee other content areas to ensure an integrated approach.
- This position's duties are similar to other Administrator IV positions which head up other Bureaus in the Department and which operate in similar capacities at agencies across the state. These duties also parallel the class specification for Administrator IV appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$95,435
Budgetary number/string 06-56-56-562110-49670000-010
3. Anticipated date of hire is: 06/12/2015 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$95,435
5. Total projected annual Salary and Benefit Cost:

Salary	\$67,431
Benefits	<u>\$28,004</u>
Total	<u>\$95,435</u>