



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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September 21, 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
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 5, 2016

Reclassification Request:

- The Department of Information Technology requests the reclassification of vacant position #19678 Systems Development Specialist V, Labor Grade 28, A000 to a Technical Support Specialist VI , Labor Grade 32, A000.

Division of Personnel (DOP) Reclassification Decision:

- Technical Support Specialist VI, Labor Grade 32, A000 , effective 9/13/2016

Rationale for Decision:

- The Department of Information Technology requests to reclassify this position and transfer it to the Operations Division in order to provide technical support to the Department of Transportation's data base administration area.
- This reclassification would assist in meeting critical needs due to the growth, increased complexity, security standards, and access/diversification of the Department of Transportation's Windows-based Oracle database.
- This position's duties mirror those of other Technical Support Specialist VI positions operating in similar capacities in the Department of Information Technology, and parallel the class specification appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$97,441
Budgetary number/string 01-03-03-030010-77080000-010
3. Anticipated date of hire is: 12/9/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$48,709
5. Total projected annual Salary and Benefit Cost:

| | |
|----------|-----------------|
| Salary | \$67,041 |
| Benefits | <u>\$30,377</u> |
| Total | \$97,418 |

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 5, 2016

Reclassification Request:

- The Department of Safety requests the reclassification of vacant_position #10627 Cash Terminal Operator I, Labor Grade 11, A130 to a Program Specialist IV , Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist IV, Labor Grade 25, A000 , effective 9/9/2016

Rationale for Decision:

- The agency requests to reclassify this vacant position to Program Specialist IV to coordinate initiatives to improve the efficiency and customer service model of the Division of Motor Vehicles in the role of Driver Privilege Restoration Coordinator.
- This position would train Division staff and evaluate and implement opportunities to provide decentralized restoration processes, such as pilot programs to assess multiple location processing and to assist eligible individuals preparing for release from correctional facilities.
- The proposed duties are similar to those of other Program Specialist IV positions currently operating in the state, and parallel the class specification for Program Specialist IV appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$54,230
Budgetary number/string02-23-23-232330-23150000-010
3. Anticipated date of hire is: 10/14/16at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$49,864
5. Total projected annual Salary and Benefit Cost:

| | |
|----------|-----------------|
| Salary | \$49,433 |
| Benefits | <u>\$26,829</u> |
| Total | \$76,262 |

**Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 5, 2016**

Reclassification Request:

- The Department of Safety requests the reclassification of vacant position #43420 Administrator II, Labor Grade 29, A000 to a Attorney III , Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Attorney III , Labor Grade 30, A000, effective 9/2/2016

Rationale for Decision:

- This position would manage the Criminal Justice Information Systems operated by the New Hampshire State Police, utilizing legal expertise to develop and implement policies and rules concerning delivery, storage, preservation and protection of data.
- This Attorney III position would provide legal guidance to policy makers and on Right-to-Know issues regarding electronic data, develop legislation to support the Justice One Network (JONE), and oversee units and staff members to ensure compliance.
- The proposed duties and level of functioning parallel the class specification for Attorney III appropriately and are similar to other positions of this classification.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$125,079
Budgetary number/string 02-23-23-234010-4003000-010
3. Anticipated date of hire is: 12/9/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$45,265
5. Total projected annual Salary and Benefit Cost:

| | |
|----------|-----------------|
| Salary | \$61,308 |
| Benefits | <u>\$29,221</u> |
| Total | \$90,529 |

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 5, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #12479 Medical Service Consultant I, Labor Grade 22, A000 to a Supervisor VI Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor VI, Labor Grade 27, A000 , effective 9/12/2016

Rationale for Decision:

- This reclassification and transfer is part of an initiative to increase child protection coverage hours, shifts, and staffing levels to improve the Department's ability to investigate and respond to reports of abuse and neglect, and to maintain the safety of children in the state.
- This Supervisor VI would oversee subordinate supervisory staff in planning and implementing program goals and objectives at the Statewide Assessment Team/Child Protective Services level of the Division for Children, Youth and Families (DCYF) as mandated by RSA 169:C.
- This position's duties would mirror those of other Supervisor VI positions operating in similar capacities in the agency, and parallel the class specification for a Supervisor VI appropriately.

Funding Summary

1. This position is a 61% General Funded position.
This position is a 39% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$ Unfunded
Budgetary number/string05-095-042-421010-29570000-010
3. Anticipated date of hire is: 10/28/16 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$50,231
5. Total projected annual Salary and Benefit Cost:

| | |
|----------|-----------------|
| Salary | \$53,898 |
| Benefits | <u>\$27,728</u> |
| Total | \$81,626 |

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 5, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #19788 Employment Counselor Specialist, Labor Grade 19, A000 to a Child Protective Service Worker II , Labor Grade 20, A000.

Division of Personnel (DOP) Reclassification Decision:

- Child Protective Service Worker II, Labor Grade 20, A000 , effective 9/12/2016

Rationale for Decision:

- The Department of Health and Human Services requests to transfer and reclassify this vacant position to a Child Protective Service Worker II in order to increase child protection coverage.
- This request is part of an initiative to increase coverage hours, shifts, and staffing levels for work that is critical to improving the Department's ability to investigate and respond to reports of abuse and neglect, and to maintain the safety of children in the state.
- This position's duties mirror those of other Child Protective Service Worker II positions, and parallel the class specification for Child Protective Service Worker II appropriately.

Funding Summary

1. This position is a 61% General Funded position.
This position is a 39% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$ Unfunded
Budgetary number/string05-095-042-421010-29570000-010
3. Anticipated date of hire is: 10/28/16 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$40,023
5. Total projected annual Salary and Benefit Cost:

| | |
|----------|-----------------|
| Salary | \$40,092 |
| Benefits | <u>\$24,946</u> |
| Total | \$65,038 |

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 5, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #30775 Program Specialist I, Labor Grade 19, A000 to a Child Protective Service Worker II , Labor Grade 20, A000.

Division of Personnel (DOP) Reclassification Decision:

- Child Protective Service Worker II, Labor Grade 20, A000 , effective 9/12/2016

Rationale for Decision:

- The Department of Health and Human Services requests to transfer and reclassify this vacant position to a Child Protective Service Worker II in order to increase child protection coverage.
- This request is part of an initiative to increase coverage hours, shifts, and staffing levels for work that is critical to improving the Department's ability to investigate and respond to reports of abuse and neglect, and to maintain the safety of children in the state.
- This position's duties mirror those of other Child Protective Service Worker II positions, and parallel the class specification for Child Protective Service Worker II appropriately.

Funding Summary

1. This position is a 61% General Funded position.
This position is a 39% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$ Unfunded
Budgetary number/string05-095-042-421010-29570000-010
3. Anticipated date of hire is: 10/28/16 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$40,023
5. Total projected annual Salary and Benefit Cost:

| | |
|----------|-----------------|
| Salary | \$40,092 |
| Benefits | <u>\$24,946</u> |
| Total | \$65,038 |

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 5, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #40787 Accountant I, Labor Grade 16, A000 to a Child Protective Service Worker II , Labor Grade 20, A000.

Division of Personnel (DOP) Reclassification Decision:

- Child Protective Service Worker II, Labor Grade 20, A000 , effective 9/12/2016

Rationale for Decision:

- The Department of Health and Human Services requests to transfer and reclassify this vacant position to a Child Protective Service Worker II in order to increase child protection coverage.
- This request is part of an initiative to increase coverage hours, shifts, and staffing levels for work that is critical to improving the Department's ability to investigate and respond to reports of abuse and neglect, and to maintain the safety of children in the state.
- This position's duties mirror those of other Child Protective Service Worker II positions, and parallel the class specification for Child Protective Service Worker II appropriately.

Funding Summary

1. This position is a 61% General Funded position.
This position is a 39% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$ Unfunded
Budgetary number/string05-095-042-421010-29570000-010
3. Anticipated date of hire is: 10/28/16 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$40,023
5. Total projected annual Salary and Benefit Cost:

| | |
|----------|-----------------|
| Salary | \$40,092 |
| Benefits | <u>\$24,946</u> |
| Total | \$65,038 |

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 5, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #19151 Hearings Examiner, Labor Grade 31, A000 to a Administrator IV , Labor Grade 33, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator IV, Labor Grade 33, A000, effective 9/15/2016

Rationale for Decision:

- This reclassification is requested in order to administer the Bureau of Licensing & Certification, and results from a reorganization in which the current unclassified administrator has been transferred to serve in the capacity of Deputy Legal Counsel .
- This position would direct and manage the Bureau's statewide operations, which include legal, licensing and certification staff that oversee inspections for health, child care, assisted living, and residential facilities throughout the state.
- This position's duties mirror those of other Administrator IV positions operating in similar capacities in the agency as well as at other state agencies, and parallel the class specification appropriately.

Funding Summary

1. This position is a 61% General Funded position.
This position is a 39% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$122,424
Budgetary number/string05-95-95-952010-56830000-010
3. Anticipated date of hire is: 10/28/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$62,271
5. Total projected annual Salary and Benefit Cost:

| | |
|----------|-----------------|
| Salary | \$70,181 |
| Benefits | <u>\$31,009</u> |
| Total | \$101,190 |

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 5, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #43485 Financial Agent I, Labor Grade 20, A000 to a Attorney II , Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Attorney II, Labor Grade 28, A000 , effective 9/16/2016

Rationale for Decision:

- This position is requested to be reclassified and transferred to the Office of Legal & Regulatory Services in order to serve as an onsite legal counsel for the Division of Children, Youth and Families (DCYF) in a District Office Child Protective Service Unit.
- This Attorney II would represent the Division, develop legal strategies, and interpret and apply federal and state statutes, rules, and case law in New Hampshire District, Family and Probate Courts, administrative hearings, and other legal forums.
- This position's duties mirror those of other Attorney II positions operating in similar capacities in the agency as well as at other state agencies, and parallel the class specification for an Attorney II appropriately.

Funding Summary

1. This position is a 63% General Funded position.
This position is a 37% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$ Unfunded
Budgetary number/string05-95-95-952010-56800000-010
3. Anticipated date of hire is: 10/28/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$51,962
5. Total projected annual Salary and Benefit Cost:

| | |
|----------|-----------------|
| Salary | \$56,238 |
| Benefits | <u>\$28,200</u> |
| Total | \$84,438 |