



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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August 8, 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,

Carol B. Jerry
 Deputy Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 22, 2018

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant position #19236 Correctional Counselor/Case Manager, Labor Grade 20, A130 to a Supervisor II, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor III, Labor Grade 23, A000 effective upon Council's approval

Rationale for Decision:

- The agency requests to create a supervisor at the central Classification Office in Concord to coordinate and manage work flow; there are existing supervisory positions operating similarly at the Northern New Hampshire Correctional Facility and New Hampshire Correctional Facility for Women and this would create consistency in the organizational structure.
- This position would directly supervise case management and administrative support staff, with responsibility for making decisions regarding inmate movement involving custody level or facility changes for all correctional facilities as well as inmate movement occurring internally at the New Hampshire State Prison for Men.
- The proposed duties are similar to those of other Supervisor III positions currently operating in the agency and state, and parallel the class specification for Supervisor III appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 02-46-46-461510-55410000-010
3. Anticipated date of hire is: 9/28/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$50,291
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$54,685
Benefits	<u>\$36,972</u>
Total	\$91,657

Projected Annual Cost:

Salary	\$45,302
Benefits	<u>\$27,340</u>
Total	\$72,642