



State of New Hampshire

DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex – 25 Capitol Street
Concord, New Hampshire 03301

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February 20, 2013

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord New Hampshire 03301

REQUESTED ACTION

Pursuant to Chapter 224:315, Laws of 2011, Reclassification of Positions, and 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

Chapter 224:315, Reclassification of Positions, states that for the biennium ending June 30, 2013, the Director of Personnel shall not approve any reclassification of classified positions which will result in an increase in pay, unless the director obtains a waiver for the specific position from the Governor and Council. 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 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,

Karen D. Hutchins
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: March 6, 2013

Reclassification Request:

- The Department of Fish & Game requests the reclassification of Filled_position #43034 Program Planner II, Labor Grade 21, A000 to a Program Specialist III , Labor Grade 23,A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist III , Labor Grade 23, A000, effective 2-8-13

Rationale for Decision:

- This position reports to the Public Affairs Division, Wildlife Conservation Education unit, where it functions as a wildlife educator, including design and implementation of educational programs and related tasks.
- It has been assigned additional, more complex duties since it was first created, such as the management of Project WILD, working with a variety of partners and national organizations, and supervising and implementing a new volunteer program.
- The increased expectations in the areas of skill, supervision, and communication are appropriate to the Program Specialist III level and the duties of this position are now in line with those of the adjoining Program Specialist III, aquatic resources educator.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$79,616
Appropriation #03-75-75-751020-2124
3. Filled position-effective date: 3-8-13
4. Projected cost (Salary & Benefits) for remainder of FY13: \$21,542
5. Total projected annual Salary and Benefit Cost:

Salary	\$53,138
Benefits	<u>\$28,872</u>
Total	\$82,010

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: March 6, 2013

Reclassification Request:

- The New Hampshire Employment Security requests the reclassification of Filled_position #19703 Programs Technician, Labor Grade 19,A000 to a Program Specialist II , Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist II , Labor Grade 21, A000, effective 3-8-13

Rationale for Decision:

- This reclassification is in response to a realignment of personnel and the reorganization of the legal unit at New Hampshire Employment Security; critical cross-function is needed in order to ensure efficient and streamlined support of all debt recovery program activities in instances of benefit overpayments, fraud, and employer tax recovery actions.
- The Program Specialist II classification supports the shift in this position's duties that involve complex understanding of all agency programs in order to provide research, investigative, legal, and administrative support of recovery and collection efforts under federal and state rules and laws.
- This position's duties now mirror those of other Program Specialist II positions operating at NHES, as well as positions functioning in other state agencies. These duties also parallel the class specification for Program Specialist II appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$71,774
Appropriation #02-27-027-270010-80400000
3. Filled position-effective date: 3-8-13
4. Projected cost (Salary & Benefits) for remainder of FY13: \$18,776
5. Total projected annual Salary and Benefit Cost:

Salary	\$42,744
Benefits	<u>\$16,624</u>
Total	\$59,368

**Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: March 6, 2013**

Reclassification Request:

- The New Hampshire Employment Security requests the reclassification of Filled_position #11236 Program Technician, Labor Grade 19,A000 to a Program Specialist II , Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist II , Labor Grade 21, A000, effective 3-8-13

Rationale for Decision:

- This reclassification is in response to a realignment of personnel and the reorganization of the legal unit at New Hampshire Employment Security; critical cross-function is needed in order to ensure efficient and streamlined support of all debt recovery program activities in instances of benefit overpayments, fraud, and employer tax recovery actions.
- The Program Specialist II classification supports the shift in this position's duties that involve complex understanding of all agency programs in order to provide research, investigative, legal, and administrative support of recovery and collection efforts under federal and state rules and laws.
- This position's duties now mirror those of other Program Specialist II positions operating at NHES, as well as positions functioning in other state agencies. These duties also parallel the class specification for Program Specialist II appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$62,413
Appropriation #02-27-27-270010-8040
3. Filled position-effective date: 3-8-13
4. Projected cost (Salary & Benefits) for remainder of FY13: \$23,159
5. Total projected annual Salary and Benefit Cost:

Salary	\$37,850
Benefits	<u>\$33,593</u>
Total	\$71,443

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: March 6, 2013

Reclassification Request:

- The New Hampshire Employment Security requests the reclassification of Filled_position #11219 Paralegal, Labor Grade 16,A000 to a Program Specialist II , Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist II , Labor Grade 21, A000, effective 3-8-13

Rationale for Decision:

- This reclassification is in response to a realignment of personnel and the reorganization of the legal unit at New Hampshire Employment Security; critical cross-function is needed in order to ensure efficient and streamlined support of all debt recovery program activities in instances of benefit overpayments, fraud, and employer tax recovery actions.
- The Program Specialist II classification supports the shift in this position's duties that involve complex understanding of all agency programs in order to provide research, investigative, legal, and administrative support of recovery and collection efforts under federal and state rules and laws.
- This position's duties now mirror those of other Program Specialist II positions operating at NHES, as well as positions functioning in other state agencies. These duties also parallel the class specification for Program Specialist II appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$77,003
Appropriation #02-27-27-270010-8040
3. Filled position-effective date: 3-8-13
4. Projected cost (Salary & Benefits) for remainder of FY13: \$9,203
5. Total projected annual Salary and Benefit Cost:

Salary	\$41,087
Benefits	<u>\$34,839</u>
Total	\$75,926

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: March 6, 2013

Reclassification Request:

- The New Hampshire Employment Security requests the reclassification of Filled_position #11320 Paralegal I, Labor Grade 16,A000 to a Program Specialist II , Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist II , Labor Grade 21, A000, effective 3-8-13

Rationale for Decision:

- This reclassification is in response to a realignment of personnel and the reorganization of the legal unit at New Hampshire Employment Security; critical cross-function is needed in order to ensure efficient and streamlined support of all debt recovery program activities in instances of benefit overpayments, fraud, and employer tax recovery actions.
- The Program Specialist II classification supports the shift in this position's duties that involve complex understanding of all agency programs in order to provide research, investigative, legal, and administrative support of recovery and collection efforts under federal and state rules and laws.
- This position's duties now mirror those of other Program Specialist II positions operating at NHES, as well as positions functioning in other state agencies. These duties also parallel the class specification for Program Specialist II appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$64,522
Appropriation #02-27-027-270010-80400000
3. Filled position-effective date: 3-8-13
4. Projected cost (Salary & Benefits) for remainder of FY13: \$18,157
5. Total projected annual Salary and Benefit Cost:

Salary	\$41,087
Benefits	<u>\$16,594</u>
Total	\$57,681

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: March 6, 2013

Reclassification Request:

- The New Hampshire Employment Security requests the reclassification of Filled_position #11210 Legal Assistant, Labor Grade 19, A000 to a Program Specialist II , Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist II , Labor Grade 21, A000, effective 3-8-13

Rationale for Decision:

- This reclassification is in response to a realignment of personnel and the reorganization of the legal unit at New Hampshire Employment Security; critical cross-function is needed in order to ensure efficient and streamlined support of all debt recovery program activities in instances of benefit overpayments, fraud, and employer tax recovery actions.
- The Program Specialist II classification supports the shift in this position's duties that involve complex understanding of all agency programs in order to provide research, investigative, legal, and administrative support of recovery and collection efforts under federal and state rules and laws.
- This position's duties now mirror those of other Program Specialist II positions operating at NHES, as well as positions functioning in other state agencies. These duties also parallel the class specification for Program Specialist II appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$72,053
Appropriation #02-27-027-270010-80400000
3. Filled position-effective date: 3-8-13
4. Projected cost (Salary & Benefits) for remainder of FY13: \$26,358
5. Total projected annual Salary and Benefit Cost:

Salary	\$46,410
Benefits	<u>\$35,602</u>
Total	\$82,012