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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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July 13, 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 21-1:56
Governor and Council Meeting Date: August 03, 2016

Reclassification Request:

- The Office of Professional Licensure and Certification requests the reclassification of Vacant position #18095 Executive Director, Joint Board, Labor Grade 35, A000 to a Supervisor V , Labor Grade 26, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor V, Labor Grade 26, A000, effective 07/05/2016

Rationale for Decision:

- The agency requests to reclassify this vacant position, which is no longer needed to operate in the capacity of Executive Director due to the consolidation of the professional licensing boards and creation of other leadership positions.
- This position would be transferred in order to provide administrative and fiscal management to the Board of Pharmacy, to include overseeing personnel, ensuring proper records maintenance and accurate release of public information, and formulating new fiscal and operational strategies.
- The proposed duties are similar to those of other Supervisor V positions currently operating in the agency and the state, and parallel the class specification for Supervisor V appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$136,392
Budgetary number/string 01-21-21-215010-24060000
3. Anticipated date of hire is: 09/02/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$60,663
5. Total projected annual Salary and Benefit Cost:

Salary	\$51,597
Benefits	<u>\$27,265</u>
Total	\$78,862

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: August 03, 2016

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant_position #21810 Survey Team Technician I, Labor Grade 10, A000 to a Financial Analyst , Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Financial Analyst, Labor Grade 28, A000, effective 07/06/2016

Rationale for Decision:

- This position would be transferred to the Project Programming Unit of the Bureau of Finance to address the increased complexity of reporting systems and scrutiny regarding Federal Highway Administration rules and regulations for participating projects.
- As a Financial Analyst, this position would: conduct operational and performance statistical analysis to study effectiveness and compliance; forecast federal and state funds by program to advise senior leadership; make recommendations for improvement of controls and practices; and lead the facilitation of reviews and audits.
- The proposed duties are similar to those of other Financial Analyst positions currently operating in the agency and the state, and parallel the class specification for Financial Analyst appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$49,458
Budgetary number/string 04-96-96-960215-30010000
3. Anticipated date of hire is: 10/14/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$55,210
5. Total projected annual Salary and Benefit Cost:

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

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 03, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #16058 Chief Psychologist, Labor Grade 31, A000 to a Administrator III , Labor Grade 31, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator III, Labor Grade 31, A000, effective 06/30/2016

Rationale for Decision:

- New Hampshire Hospital requests to reclassify this vacant position in order to redirect resources to an area needing direction and leadership, ensuring the provision of evidence-based inpatient services to at-risk children and adolescents.
- This Administrator III would oversee clinical programming and operations for the Anna Philbrook Children's (APC) Unit, ensuring compliance with evidence-based treatment and hospital best practices, and develop agency-wide policies aimed at resolving critical issues for the treatment of mental illness in the APC patient population.
- This position's duties are similar to those of other Administrator III positions currently operating in similar capacities at the Department of Health and Human Services, and parallel the class specification for Administrator III appropriately.

Funding Summary

1. This position is a 27% General Funded position.
This position is a 30% Federal Funded position.
This position is a 43% Other Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$94,447
Budgetary number/string 05-95-94-940010-87500000
3. Anticipated date of hire is: 08/05/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$79,338
5. Total projected annual Salary and Benefit Cost:

Salary	\$63,999
Benefits	<u>\$29,764</u>
Total	<u>\$93,763</u>

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 03, 2016

Reclassification Request:

- The Department of Education requests the reclassification of Vacant_position #13194 Grants and Contracts Technician, Labor Grade 15, A000 to a Human Resources Technician , Labor Grade 17, A000.

Division of Personnel (DOP) Reclassification Decision:

- Human Resources Technician, Labor Grade 17, A000, effective 06/29/2016

Rationale for Decision:

- The Department of Education plans to transfer this position to the Human Resource and Payroll Office, and requests reclassification to Human Resources Technician due to the need for a full-time employee to support payroll and human resource functions.
- This Human Resources Technician would coordinate and monitor various personnel programs including payroll, time and leave, recruitment, and certification, and would assist with requests for information involving federal and state audits.
- This position's duties mirror those of other Human Resources Technician positions currently operating in similar capacities at other state agencies, and parallel the class specification for Human Resources Technician, appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$56,331
Budgetary number/string 06-56-56-563010-21830000
3. Anticipated date of hire is: 09/02/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$45,903
5. Total projected annual Salary and Benefit Cost:

Salary	\$35,627
Benefits	<u>\$24,047</u>
Total	\$59,674

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: August 03, 2016

Reclassification Request:

- The Department of Education requests the reclassification of Vacant_position #13257 Rehabilitation Counselor I, Labor Grade 19, A000 to a Program Specialist III , Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist III, Labor Grade 23, A000, effective 06/29/2016

Rationale for Decision:

- The Department of Education plans to transfer this position to the Division of Career Technology and Adult Learning, Concord Regional Office, and requests reclassification in order to meet the requirements of the Workforce Innovation and Opportunity Act.
- This Program Specialist III would perform research and analysis to develop services to increase competitive employment opportunities and optimize personal independence for eligible persons with disabilities, oversee local Vocational Rehabilitation placement services to individuals with disabilities, and work with state businesses.
- This position's duties are similar to those of other Program Specialist III positions currently operating in similar capacities at the Department of Education, and parallel the class specification for Program Specialist III appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$80,265
Budgetary number/string 06-56-56-565510-40200000
3. Anticipated date of hire is: 09/02/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$54,914
5. Total projected annual Salary and Benefit Cost:

Salary	\$45,377
Benefits	<u>\$26,011</u>
Total	\$71,388

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 03, 2016

Reclassification Request:

- The Department of Education requests the reclassification of Vacant_position #43683 Case Technician I, Labor Grade 14, A000 to a Accountant IV , Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Accountant IV, Labor Grade 23, A000, effective 6/30/2016

Rationale for Decision:

- This position would be transferred to the Bureau of Disability Determination Services and reclassified due to the need for an Accountant to plan and coordinate financial operations, ensure proper spending controls are adhered to, and related functions.
- This position would perform duties appropriate to the Accountant IV classification, including the development and interpretation of policies and the supervision of technical aspects of accounting services.
- This position's duties mirror those of other Accountant IV positions currently operating in similar capacities at other state agencies, and parallel the class specification for Accountant IV appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$54,723
Budgetary number/string06-56-56-565510-40400000
3. Anticipated date of hire is: 09/02/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$54,914
5. Total projected annual Salary and Benefit Cost:

Salary	\$45,377
Benefits	<u>\$26,011</u>
Total	\$71,388