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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

SARA J. WILLINGHAM
Director of Personnel
(603) 271-3261

January 27, 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: February 10, 2016

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant_position #13030 Supervisor I, Labor Grade 19, A000 to a Internal Auditor II , Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Internal Auditor II, Labor Grade 21, A000, effective 1-26-2016

Rationale for Decision:

- The Department of Corrections requests to reclassify this vacant position in the Bureau of Audit and Compliance in order to reflect a broader scope of function to perform internal financial and performance audits in line with the Internal Auditor II title.
- This position would establish auditing processes and conduct agency-wide performance, financial, operational, and compliance audits to detect deficient controls, fraud, or non-compliance with laws, regulations, and/or departmental policies.
- This position's duties would mirror those of Internal Auditor II positions currently operating in similar capacities at other state agencies, and the proposed duties parallel the state class specification for Internal Auditor II appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$55,267
Budgetary number/string02-46-46-462510-59290000-010
3. Anticipated date of hire is: 4/1/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$12,540
5. Total projected annual Salary and Benefit Cost:

Salary	\$40,989
Benefits	<u>\$24,220</u>
Total	\$65,209