



*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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 Commissioner  
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 Director of Personnel  
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September 07, 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: September 21, 2016

**Reclassification Request:**

- The Department of Information Technology requests the reclassification of Vacant position #42509 Information Technology Manager II, Labor Grade 30, A000 to a Systems Development Specialist V , Labor Grade 28, A000.

**Division of Personnel (DOP) Reclassification Decision:**

- Systems Development Specialist V, Labor Grade 28, A000, effective 8-24-2016

**Rationale for Decision:**

- The Department of Information Technology requests to reclassify this vacant position due to a growing business need for modernization of databases at the Fish and Game Department, and the need for an additional developer with the proper skill sets.
- This position would work directly with management, end users, consultants and state technicians to analyze, define, document, code, test, debug and implement business applications and lead computer programming projects to resolve business problems.
- This position's duties mirror those of other Systems Development Specialist V positions operating in similar capacities at the Department of Information Technology and at other state agencies, and parallel the class specification appropriately.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$111,874  
Budgetary number/string01-03-03-030010-77080000-010
3. Anticipated date of hire is: 9/30/2016at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$58,457
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 21-1:56  
Governor and Council Meeting Date: September 21, 2016

**Reclassification Request:**

- The Department of Environmental Services requests the reclassification of Vacant position #19743 Air Pollution Control Engineer V, Labor Grade 28, A000 to a Supervisor VII , Labor Grade 28, A000.

**Division of Personnel (DOP) Reclassification Decision:**

- Supervisor VII, Labor Grade 28, A000, effective 8-23-2016

**Rationale for Decision:**

- The agency requests to reclassify this vacant position to Supervisor VII to improve recruitment by broadening the minimum qualifications beyond engineering disciplines and also to require the supervisory experience that is critical for this position.
- This position would: develop, review, analyze and evaluate program objectives and policies for the Compliance Assessment section within the Air Resources Division; review and approve reports submitted by staff; and provide training, guidance and technical assistance to subordinate staff and the regulated community.
- The proposed duties are similar to those of other Supervisor VII positions currently operating in the agency and the state, and parallel the class specification for Supervisor VII appropriately.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$ \$98,349  
Budgetary number/string03-44-44-443010-91010000-010
3. Anticipated date of hire is: 10/28/2016at 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

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

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #16249 Family Services Specialist II, Labor Grade 19, A000 to a Training Coordinator , Labor Grade 21, A000.

**Division of Personnel (DOP) Reclassification Decision:**

- Training Coordinator, Labor Grade 21, A000, effective 8-24-2016

**Rationale for Decision:**

- The Department of Health and Human Services has see significant growth in the Division of Client Services' Training Unit, which has resulted in the need to broaden the responsibilities of this position regarding training-related functions.
- This position would provide one-on-one, group training and development of training materials and curricula regarding programs, policies, work procedures, and technical systems to ensure that end users achieve training goals and meet the agency's work performance standards.
- This position's duties mirror those of other Training Coordinator positions currently operating in similar capacities at the Department of Health and Human Services and at other state agencies, and parallel the class specification appropriately.

**Funding Summary**

1. This position is a 43.90% General Funded position.  
This position is a 56.1% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$77,131  
Budgetary number/string05-95-45-451010-79930000-010
3. Anticipated date of hire is: 10/14/16at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$43,889
5. Total projected annual Salary and Benefit Cost:

Salary	\$41,828
Benefits	<u>\$25,296</u>
Total	\$67,124

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

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Filled position #40355 Word Processor Operator I, Labor Grade 9, A000 to a Administrative Secretary , Labor Grade 14, A000.

**Division of Personnel (DOP) Reclassification Decision:**

- Administrative Secretary, Labor Grade 14, A000, effective 9-2-2016

**Rationale for Decision:**

- The agency requests this reclassification due to agency reorganization that has removed the primary administrative support position from this work area; therefore, the incumbent has assumed additional duties that no longer align with the current title.
- This position now performs administrative and secretarial duties to support the Bureaus of Mental Health Services and Children's Behavioral Health, with tasks such as preparing agendas, processing invoices and stipends, coordinating meetings and conferences, tracking expenses, and drafting a variety of reports and other materials.
- The proposed duties are similar to those of other Administrative Secretary positions currently operating in the agency and state, and parallel the class specification for Administrative Secretary appropriately.

**Funding Summary**

1. This position is a 66% General Funded position.  
This position is a 34% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$47,186  
Budgetary number/string05-95-92-920010-59450000-010
3. Anticipated date of hire is: 09/02/2016at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$43,605
5. Total projected annual Salary and Benefit Cost:

Salary	\$33,442
Benefits	<u>\$23,245</u>
Total	\$56,687