



State Of New Hampshire
DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex – 28 School Street
Concord, New Hampshire 03301

44
Blank

CHARLES M. ARLINGHAUS
Commissioner
(603) 271-3201

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

November 20, 2017

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,

Sara J. Willingham
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 6, 2017

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #12443 Systems Development Specialist V, Labor Grade 28, A000 to a Business System Analyst II, Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business System Analyst II, Labor Grade 30, A000 effective upon Council's approval

Rationale for Decision:

- The Department of Information Technology is reclassifying a vacant position to a Business Systems Analyst II due to a reassessment of business and technical support needs at the Agency Software Division.
- The Business Systems Analyst II will support various DHHS agencies, with a primary focus on support of the New England Child Support Enforcement System (NECSES). It will be responsible for development of compatible automated business systems functions, documenting system requirements, defining scope and objectives, and assisting in the creation of system specifications that drive system development, integration, and implementation.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 58% General Funded position.
This position is a 42% Other Funded position.
2. Budgetary number/string 01-03-03-030010-77080000-010
3. Anticipated date of hire is: 1/19/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$34,864
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:

Salary	\$78,311
Benefits	<u>\$43,288</u>
Total	\$121,599

Projected Annual Cost:

Salary	\$61,308
Benefits	<u>\$29,339</u>
Total	\$90,647

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 6, 2017

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #18464 Hydrogeologist III, Labor Grade 27, A000 to an Environmentalist IV, Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Environmentalist IV, Labor Grade 27, A000 effective upon Council's approval

Rationale for Decision:

- The Department of Environmental Services is reclassifying a vacant position to an Environmentalist IV in order to better meet the demands of the Private Water Well Program, by expanding the scope and certification areas to include technical and environmental guidance concerning well siting requirements, water quality and quantity testing, and well contrition standards.
- The Environmentalist IV oversees and implements a range of environmental projects and program activities associated with the NHDES Private Well Water Program, and performs investigations, studies and analyses related to the protection of groundwater resources. Provides administrative support for the New Hampshire Water Well Board ("Board") as provided in NH RSA 482-B.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 03-44-44-442010-10000000-010
3. Anticipated date of hire is: 1/5/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$34,595
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:

Salary	\$74,410
Benefits	<u>\$23,366</u>
Total	\$97,776

Projected Annual Cost:

Salary	\$53,898
Benefits	<u>\$27,871</u>
Total	\$81,769

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: December 6, 2017

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant position #21064 Toll Attendant I, Labor Grade 9, A000 to an Environmentalist II, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Environmentalist II, Labor Grade 19, A000 effective upon Council's approval

Rationale for Decision:

- The Department of Transportation is reclassifying this position to an Environmentalist II and transferring it to the Bureau of Environment, Wetlands Program; in order to address a need in increased environmental regulations concerning wetlands and wetland mitigation.
- The Environmentalist II will perform skilled professional and environmental work including technical evaluations, report preparation and specific observations relative to transportation projects and the potential impacts on wetlands and shorelands.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 23% Federal Funded position.
This position is a 77% Other Funded position.
2. Budgetary number/string 04-96-96-9605-30320000-010
3. Anticipated date of hire is: 1/19/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$24,361
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:

Salary	\$27,955
Benefits	<u>\$22,735</u>
Total	\$50,690

Projected Annual Cost:

Salary	\$38,513
Benefits	<u>\$24,825</u>
Total	\$63,338

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 6, 2017

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #19759 Secretary II, Labor Grade 9, A000 to a Case Technician Trainee, Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Case Technician Trainee, Labor Grade 12, A000 effective upon Council's approval

Rationale for Decision:

- The Department of Health and Human Services is reclassifying this vacant position to a Case Technician Trainee. The position will be located at the Division of Child Support Services, Laconia District Office.
- The Case Technician Trainee interviews applicants and other parties to provide, obtain, verify, and record information pertinent to the Child Support Services program, and provides a variety of case support services in a Child Support Unit under the general direction of a Supervisor.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure and to positions operating with the same class/title.

Funding Summary

1. This position is a 34% General Funded position.
This position is a 66% Federal Funded position.
2. Budgetary number/string 05-95-42-427010-79290000-010
3. Anticipated date of hire is: 1/19/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$20,128
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:

Salary	\$34,705
Benefits	<u>\$34,655</u>
Total	\$69,360

Projected Annual Cost:

Salary	\$29,328
Benefits	<u>\$23,006</u>
Total	\$52,334

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 6, 2017

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #42941 Program Assistant II, Labor Grade 15, A000 to a Health Promotion Advisor, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Health Promotion Advisor, Labor Grade 23, A000 effective 11/24/17

Rationale for Decision:

- The Department of Health and Human Services is reclassifying a position that is located in the Department of Public Health, Population and Community Services, Maternal Child Health Section; to a Health Promotion Advisor within the Women's Health Program, that will oversee the New Hampshire Family Planning health initiative.
- The Health Promotion Advisor conducts health and needs assessment activities involving current distribution of services and determines availability and quality of services. The position analyses risk factors, reviews medical and scientific research, identifies gaps in Family Planning services, and develops a strategic plans for provisions of services.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Budgetary number/string 05-95-90-902010-55300000-010
3. Filled position-effective date: 11/24/17
4. Projected cost (Salary & Benefits) for remainder of FY18: \$38,532
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:

Salary	\$32,858
Benefits	<u>\$23,705</u>
Total	\$56,563

Projected Annual Cost:

Salary	\$45,377
Benefits	<u>\$26,184</u>
Total	\$71,561

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 6, 2017

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #16044 Psychologist, Labor Grade 29, A000 to an Administrator III, Labor Grade 31, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator III, Labor Grade 31, A000 effective upon Council's approval

Rationale for Decision:

- The Department of Health and Human Services, New Hampshire Hospital is transferring and reclassifying this vacant position to an Administrator III. The position is being established as a result of a Sentinel review recommendation.
- The Administrator III will administer New Hampshire Hospital (NHH) objectives by planning, coordinating and executing system-wide patient experience and service excellence programs and initiatives. The position will evaluate agency-wide program operations for effectiveness and develop and evaluate the implementation of required corrective action strategies.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 34% General Funded position.
This position is a 20% Federal Funded position.
This position is a 46% Other Funded position.
2. Budgetary number/string 05-95-94-9400-87500000-010
3. Anticipated date of hire is: 1/5/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$39,714
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:

Salary	\$80,457
Benefits	<u>\$24,912</u>
Total	\$105,369

Projected Annual Cost:

Salary	\$63,999
Benefits	<u>\$29,871</u>
Total	\$93,870

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 6, 2017

Reclassification Request:

- The Department of Education requests the reclassification of Vacant position #19789 Accountant 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 upon Council's approval

Rationale for Decision:

- The Department of Education, Division of Education Improvement; Nutrition Programs Services is reclassifying this vacant position to a Program Specialist II to oversee and implement the Fresh Fruit and Vegetable Program and the National School Lunch Program.
- The Program Specialist II will provide technical assistance, coordinate and monitor various aspects of program implementation areas, and review and report on performance outcomes in order to ensure adherence to state and federal standards.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Budgetary number/string 06-56-56-2526-500100-010
3. Anticipated date of hire is: 1/5/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$28,476
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:

Salary	\$47,176
Benefits	<u>\$37,124</u>
Total	\$84,300

Projected Annual Cost:

Salary	\$41,828
Benefits	<u>\$25,481</u>
Total	\$67,309

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 6, 2017

Reclassification Request:

- The Department of Education requests the reclassification of Vacant position #13201 Education Consultant II, Labor Grade 27, A000 to a Program Coordinator, Labor Grade 26, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist IV, Labor Grade 25, A000 effective upon Council's approval

Rationale for Decision:

- The Department of Education is reclassifying this vacant position to a Program Specialist IV. The position will be located in the Division of Career Technology and Learning, Career Development Bureau and it will focus on program development and coordination of the apprenticeship and work-based learning programs in the Career Technology Education Centers throughout the State.
- The Program Specialist IV will have a scope to develop, coordinate, and implement Work-Based Learning (WBL) programs in Career and Technical Education (CTE) centers in New Hampshire, and will monitor compliance with state and federal regulations, and to provide technical assistance and consulting services to local and regional programs.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 06-56-56-6030-500100-010
3. Anticipated date of hire is: 1/5/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$32,332
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:

Salary	\$53,878
Benefits	<u>\$27,867</u>
Total	\$81,745

Projected Annual Cost:

Salary	\$49,433
Benefits	<u>\$26,987</u>
Total	\$76,420