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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
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August 03, 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: August 24, 2016

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #18971 Technical Support Specialist V, Labor Grade 29, A000 to a Business Systems Analyst II , Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Systems Analyst II, Labor Grade 30, A000, effective 07-14-2016

Rationale for Decision:

- This position is requested to be reclassified and transferred because the system administration services associated with it have been contracted out and there is need for a resource to concentrate on business requirements and projects at the Department of Revenue (DRA).
- This Business Systems Analyst II would analyze opportunities for creation, implementation and/or enhancement of DRA business systems applications, document and analyze business and technical requirements, and manage projects involving technical staff and vendors to support ongoing operations.
- The proposed duties are similar to those of other Business Systems Analyst II positions currently operating in the agency and the state, and parallel the class specification for Business Systems Analyst II appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$101,050
Budgetary number/string 01-03-03-030010-77080000-010
3. Anticipated date of hire is: 9/02/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$69,638
5. Total projected annual Salary and Benefit Cost:

Salary	\$61,308
Benefits	<u>\$29,221</u>
Total	\$90,529

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 24, 2016

Reclassification Request:

- The Office of Professional Licensure and Certification requests the reclassification of Vacant_position #17094 Administrator II, Labor Grade 29, A000 to a Program Specialist I, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist I, Labor Grade 19, A000, effective 07-18-2016

Rationale for Decision:

- The agency requests to reclassify this vacant position due to structure changes within the Board of Pharmacy that have resulted in the Executive Director now overseeing the investigative personnel, making the Administrator II position no longer warranted.
- This position would function as an Assistant Pharmacy Inspector licensed at the pharmacy technician level, to provide technical support, conduct specialized field audits and interviews, and prepare reports. It would not require licensure as a pharmacist, and therefore the 30% salary enhancement would no longer apply.
- The proposed duties are similar to those of other Program Specialist I positions currently operating in the state, and parallel the class specification for Program Specialist I appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$148,718
Budgetary number/string01-21-21-215010-24060000-010
3. Anticipated date of hire is: 9/30/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$43,713
5. Total projected annual Salary and Benefit Cost:

Salary	\$38,513
Benefits	<u>\$24,628</u>
Total	\$63,141

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 24, 2016

Reclassification Request:

- The Department of Education requests the reclassification of Vacant_position #42292 Education Consultant II, Labor Grade 27, A000 to a Technical Support Specialist VI , Labor Grade 32, A000.

Division of Personnel (DOP) Reclassification Decision:

- Technical Support Specialist VI, Labor Grade 32, A000, effective 07-29-2016

Rationale for Decision:

- The agency requests to reclassify and transfer this position to provide a key role in ensuring data collection into systems based on state and federal mandates, and to integrate data and information into their assessment and accountability procedures.
- As a Technical Support Specialist VI, this position would design and implement database system software and coordinate multiplatform database solutions to facilitate current and long-term agency goals.
- This position's proposed duties mirror those of other Technical Support Specialist VI positions operating in similar capacities at other state agencies, and parallel the class specification appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$82,594
Budgetary number/string06-56-56-562110-49930000-010
3. Anticipated date of hire is: 09/30/2016at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$67,443
5. Total projected annual Salary and Benefit Cost:

Salary	\$67,041
Benefits	<u>\$30,377</u>
Total	\$97,418