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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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April 18, 2018

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:

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #30067 System Development Specialist IV, Labor Grade 26, A000 to an Information Technology Manager II, Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Information Technology Manager II, Labor Grade 30, A000 effective upon Council's approval

Rationale for Decision:

- The Department of Information Technology is reclassifying this vacant position to an Information Technology Manager II in order to establish an IT lead at the New Hampshire Insurance Department.
- The Information Technology Manager II will implement policies, procedures, and standards to support all IT needs for the Agency, and manage multi-project information technology activities and IT development to ensure continuity 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% Other Funded position.
2. Budgetary number/string 01-03-03-030010-77080000-010
3. Anticipated date of hire is: 6/22/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$87,160
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$53,791
Benefits	<u>\$29,021</u>
Total	\$82,812

Projected Annual Cost:

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

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: May 2, 2018

Reclassification Request:

- The Public Utilities Commission requests the reclassification of Vacant position #17103 Technical Support Specialist II, Labor Grade 21, A000 to a Program Specialist IV, Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist III, Labor Grade 23, A000 effective upon Council's approval

Rationale for Decision:

- The agency requests to reclassify this vacant position to manage and develop the website and social media programs for the Commission, to include website design and content management for the Office of Consumer Advocate and Site Evaluation Committee; the technical support function previously required of this position is adequately performed by Department of Information Technology resources.
- This position would plan & implement strategies to promote awareness & education of agency activities, practices & decisions, as well as energy programs & initiatives available to consumers; evaluate functionality and usability of the website to include live streaming & e-filing processes; & establish, or modify, site & content standards.
- The proposed duties are similar to those of other Program Specialist III positions currently operating in the state, and parallel the class specification for Program Specialist III appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-81-81-810010-28120000-010
3. Anticipated date of hire is: 5/25/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$2,752
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:

Salary	\$57,419
Benefits	<u>\$20,001</u>
Total	\$77,420

Projected Annual Cost:

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

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: May 2, 2018

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #19505 Treatment Plant Operator I, Labor Grade 14, 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 upon Council's approval

Rationale for Decision:

- The agency requests to reclassify this vacant position and transfer it to Project Management and Innovation Unit to focus exclusively on the integration of geospatial systems into daily workflows of program implementation and the expansion of public accessibility to data.
- This position would analyze business processes and document business requirements for the development, testing, upgrading and maintenance of geographic information systems (GIS) and web-based applications in collaboration with the Department of Information Technology, and evaluate performance to ensure GIS project goals and timelines are met.
- The proposed duties are similar to those of other Business Systems Analyst II positions currently operating in the agency and state, and parallel the class specification for Business Systems Analyst II appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 03-44-44-440010-38530000-010
3. Anticipated date of hire is: 6/22/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$87,161
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$34,978
Benefits	<u>\$25,296</u>
Total	\$60,274

Projected Annual Cost:

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

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: May 2, 2018

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #18999 Industrial Hygiene Engineer I, Labor Grade 23, A000 to a Program Specialist I, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist I, Labor Grade 19, A000 effective upon Council's approval

Rationale for Decision:

- Agency requests to reclassify this position to Program Specialist I to provide technical support for the licensure & certification processes of asbestos professionals; the duties of responding to complaints, performing compliance inspections and interpreting analytical results related to asbestos management are performed by existing staff.
- This position would review applications for various certified asbestos abatement individuals and businesses to include conducting thorough background investigations; evaluate and approve asbestos training providers and technical training course material; and promote compliance with state and federal asbestos regulations through outreach to the regulated community and public.
- 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% Other Funded position.
2. Budgetary number/string 03-44-44-443010-90030000-010
3. Anticipated date of hire is: 6/22/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$60,902
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$62,808
Benefits	<u>\$21,655</u>
Total	\$84,463

Projected Annual Cost:

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

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: May 2, 2018

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant position #17257 Survey Team Technician II, Labor Grade 12, A000 to an Environmentalist III, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Environmentalist III, Labor Grade 23, A000 effective upon Council's approval

Rationale for Decision:

- The Department of Transportation is reclassifying and transferring this vacant position to an Environmentalist III. The position will be located in the Division of Operations Environmental Activities, Bureau of Environment.
- The Environmentalist III will serve as an Environmental Manager providing professional and supervisory environmental work including, technical evaluations, report preparation, and specific observations relative to the potential impacts associated with transportation projects.
- 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 04-96-96-962015-30320000-010
3. Anticipated date of hire is: 7/6/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$66,056
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$37,175
Benefits	<u>\$37,023</u>
Total	\$74,198

Projected Annual Cost:

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

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: May 2, 2018

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant position #19061 Toll Attendant I, Labor Grade 9, A130 to a Coordinator, Environmental Impact Evaluations, Labor Grade 29, A000.

Division of Personnel (DOP) Reclassification Decision:

- Coordinator, Environmental Impact Evaluations, Labor Grade 29, A000 effective upon Council's approval

Rationale for Decision:

- The Department of Transportation is reclassifying and transferring this vacant position to a Coordinator, Environmental Impact Evaluations. The position will be located in the Division of Operations Environmental Activities, Bureau of Environment.
- The Coordinator, Environmental Impact Evaluations will serve as Chief of Operations in the Management Section and supervise the Bureau's Operations Management Section providing oversight, planning and development of transportation project and maintenance activities, including program administration and staff evaluation.
- 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 04-96-96-962015-3032000-010
3. Anticipated date of hire is: 6/22/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$84,128
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$28,995
Benefits	<u>\$24,112</u>
Total	\$53,107

Projected Annual Cost:

Salary	\$58,676
Benefits	<u>\$28,817</u>
Total	\$87,493

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: May 2, 2018

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant position #21019 Toll Attendant I, Labor Grade 9, A130 to an Engineering Technician V, Labor Grade 22, A130.

Division of Personnel (DOP) Reclassification Decision:

- Engineering Technician V, Labor Grade 22, A000 effective upon Council's approval

Rationale for Decision:

- The Department of Transportation is reclassifying and transferring this vacant position to an Engineering Technician V. The position will be located in the Division of Operations Environmental Activities, Bureau of Environment.
- The Engineering Technician V will serve as the Maintenance Environmental Coordinator and perform skilled technical and supervisory environmental duties in the delivery of maintenance activities and transportation projects/maintenance operations for the Bureau of Environment.
- 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 04-96-96-962015-3032000-010
3. Anticipated date of hire is: 7/6/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$63,987
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$29,035
Benefits	<u>\$24,112</u>
Total	\$53,147

Projected Annual Cost:

Salary	\$43,505
Benefits	<u>\$25,814</u>
Total	\$69,319

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 2, 2018

Reclassification Request:

- The Department of Education requests the reclassification of Vacant position #44171 Program Assistant I, Labor Grade 12, A000 to an Administrator II , Labor Grade 29, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator II , Labor Grade 29, A000 effective upon Council's approval

Rationale for Decision:

- The New Hampshire Department of Education is undergoing a strategic reorganization of its Divisions and Bureaus in order to support new business and operational models, and to build a structure that aligns to Agency priorities. This vacant position is being reclassified to an Administrator II and will be located in the Division of Lerner Support.
- The Administrator II administers objectives by planning the long and short term organizational goals for programs in the Special Education Division, reviewing recommendations and developing or revising state policies and regulations governing the education of children and youth with disabilities.
- 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 06-56-56-562010-25040000-010
3. Anticipated date of hire is: 6/8/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$87,493
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$30,359
Benefits	<u>\$24,382</u>
Total	\$54,741

Projected Annual Cost:

Salary	\$58,676
Benefits	<u>\$28,817</u>
Total	\$87,493