



*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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February 7, 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: February 21, 2018

**Reclassification Request:**

- The Department of Information Technology requests the reclassification of Filled position #12415 Program Specialist I, Labor Grade 19, A000 to a Procurement Technician, Labor Grade 17, A000.

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

- Procurement Technician, Labor Grade 17, A000 effective 2/16/2018

**Rationale for Decision:**

- The Department Information Technology is aligning this position's functions with the class/title of Procurement Technician in order to accurately assign the appropriate classification based on the current scope and accountabilities. This position also cross functions with another Procurement Technician at DOIT.
- The Procurement Technician processes requests for procuring IT goods and services for the Department of Information Technology (DOIT) via DoIT's Requisition and Reporting tool (R&R) and NH First, applying conventional procurement business practices compliant with applicable State and Federal rules, laws and regulations.
- 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 37% General Funded position.
2. Budgetary number/string 01-03-03-030010-77080000-010
3. Filled position-effective date: 2/16/2018
4. Projected cost (Salary & Benefits) for remainder of FY18: \$26,069
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:		Projected Annual Cost:*	
Salary	\$47,529	Salary	\$47,529
Benefits	<u>\$37,194</u>	Benefits	<u>\$37,194</u>
Total	<u>\$84,723</u>	Total	<u>\$84,723</u>

\*Salary will not change for 2 years due to position being filled and downgraded, per 303.06.

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

Reclassification Request:

- The Department of Information Technology requests the reclassification of Filled position #30359 Buyer, Labor Grade 15, A000 to a Procurement Technician, Labor Grade 17, A000.

Division of Personnel (DOP) Reclassification Decision:

- Procurement Technician, Labor Grade 17, A000 effective 2/16/2018

Rationale for Decision:

- The Department Information Technology is aligning this position's functions with the class/title of Procurement Technician in order to accurately assign the appropriate classification based on the current scope and accountabilities. This position also cross functions with another Procurement Technician at DOIT.
- The Procurement Technician processes requests for procuring IT goods and services for the Department of Information Technology (DOIT) via DoIT's Requisition and Reporting tool (R&R) and NH First, applying conventional procurement business practices compliant with applicable State and Federal rules, laws and regulations.
- 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 37% General Funded position.  
This position is a 63% Other Funded position.
2. Budgetary number/string 01-03-03-030010-77080000-010
3. Filled position-effective date: 2/16/2018
4. Projected cost (Salary & Benefits) for remainder of FY18: \$28,031
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:

Salary	\$44,405
Benefits	<u>\$36,575</u>
Total	\$80,980

Projected Annual Cost:

Salary	\$49,956
Benefits	<u>\$41,145</u>
Total	\$91,101

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

**Reclassification Request:**

- The New Hampshire Insurance Department requests the reclassification of Vacant position #40590 Insurance Fraud Investigator, Labor Grade 26, A000 to a Insurance Company Examiner III, Labor Grade 32, A000.

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

- Insurance Company Examiner III, Labor Grade 32, A000 effective upon Council's approval

**Rationale for Decision:**

- The agency requests to reclassify this vacant position within the Fraud Unit to function as the Examiner-in-Charge to plan, conduct and supervise fraud examinations, with responsibility for managing unit resources and work time.
- The agency is responding to a need for additional staff to perform more complex analysis of fraud referrals which is not satisfied by the Insurance Fraud Investigator skill set. This position would focus on healthcare fraud and will play a role in deciding which cases to remand for prosecution through the Attorney General or County Attorneys.
- The proposed duties are similar to those of other Insurance Company Examiner III positions currently operating in the agency, and parallel the class specification for Insurance Company Examiner III appropriately.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-24-24-24010-25200000-010
3. Anticipated date of hire is: 3/2/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$26,254
5. Total FY 18 Budgeted and Projected Annual Cost:

**Total FY 18 Budgeted:**

Salary	\$70,671
Benefits	<u>\$41,776</u>
Total	\$112,447

**Projected Annual Cost:**

Salary	\$67,041
Benefits	<u>\$30,374</u>
Total	\$97,515

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

**Reclassification Request:**

- The Department of Corrections requests the reclassification of Filled position #41504 Mail Clerk II, Labor Grade 9, A000 to a Executive Secretary, Labor Grade 11, A000.

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

- Executive Secretary, Labor Grade 11, A000 effective 2/2/18

**Rationale for Decision:**

- The agency requests to reclassify this filled position since expanded duties have been assigned to this position and it is now providing essential clerical and administrative office support within the Administrative and Security Operations sections of the Northern NH Correctional Facility.
- This position collects and compiles various operational and inventory data for the Corrections Captain, ensures electronic scanning and filing of paperwork from various departments, and functions as the primary position to obtain and review criminal record information on visitors in order to make decisions regarding access to the facility.
- The proposed duties are similar to those of other Executive Secretary positions currently operating in the agency and state, and parallel the class specification for Executive Secretary appropriately.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Budgetary number/string 02-46-46-463510-33730000-010
3. Filled position-effective date: 2/2/2018
4. Projected cost (Salary & Benefits) for remainder of FY18: \$20,655
5. Total FY 18 Budgeted and Projected Annual Cost:

**Total FY 18 Budgeted:**

Salary	\$35,605
Benefits	<u>\$24,249</u>
Total	\$59,854

**Projected Annual Cost:**

Salary	\$35,451
Benefits	<u>\$24,219</u>
Total	\$59,670

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

**Reclassification Request:**

- The NH Liquor Commission requests the reclassification of Vacant position #44243 Warehouseman, Labor Grade 10, A130 to a Retail Store Clerk II, Labor Grade 12, A130.

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

- Retail Store Clerk II, Labor Grade 12, A130 effective upon Council's approval

**Rationale for Decision:**

- The agency requests to reclassify this vacant position and transfer it to the Dover store in order to align the staffing pattern at that location with other stores of similar size and sales volume.
- This position would provide exceptional customer service in a retail store environment by retrieving and compiling register receipts, maintaining product merchandising and inventory, and reporting sales results.
- The proposed duties are similar to those of other Retail Store Clerk II positions currently operating in the agency and parallel the class specification for Retail Store Clerk II appropriately.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-77-77-771512-10300000-010
3. Anticipated date of hire is: 3/2/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$14,720
5. Total FY 18 Budgeted and Projected Annual Cost:

**Total FY 18 Budgeted:**

Salary	\$30,284
Benefits	<u>\$23,196</u>
Total	\$53,480

**Projected Annual Cost:**

Salary	\$31,283
Benefits	<u>\$23,394</u>
Total	\$54,677

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

**Reclassification Request:**

- The Department of Environmental Services requests the reclassification of Vacant position #42174 Planning Analyst (Data Systems), Labor Grade 24, A000 to a 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 agency requests to reclassify and transfer this vacant position to function as a Watershed Coordinator for the Rivers and Lakes Management and Protection Programs in response to program expansion which demands additional staff support.
- This position would provide technical assistance and make recommendations to local officials, organizations and individuals on protection efforts and assist with the development and implementation of water management plans and projects; this position would also serve as an agency representative on advisory committees.
- The proposed duties are similar to those of other Environmentalist III positions currently operating in the state, and parallel the class specification for Environmentalist III appropriately.

**Funding Summary**

1. This position is a 100% Federal Funded position.
2. Budgetary number/string 03-44-44-442010-76020000-010
3. Anticipated date of hire is: 6/22/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$0
5. Total FY 18 Budgeted and Projected Annual Cost:

**Total FY 18 Budgeted:**

Salary	\$47,327
Benefits	<u>\$26,570</u>
Total	\$73,897

**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: February 21, 2018

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #16304 Dental Assistant, Labor Grade 11, A000 to a Training and Development Therapist, Labor Grade 16, A000.

Division of Personnel (DOP) Reclassification Decision:

- Training and Development Therapist, Labor Grade 16, A000 effective 2/2/2018

Rationale for Decision:

- New Hampshire Hospital, Support Services Unit, acquired an additional department; Hospitality/Gift Shop. It serves as a vocational work site for patients who work within the Gift Shop, and will serve as an employer to those with mental illnesses. The Training and Development Therapist is needed to fulfill the vocational work site program.
- The Training and Development Therapist will monitor training and development with a therapeutic/vocational program setting. The position will plan and deliver direct services to acute psychiatric patients with an emphasis on stabilizing symptoms and enhancing functional life skills.
- 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 05-95-94-940010-87500000-010
3. Filled position-effective date: 2/2/2018
4. Projected cost (Salary & Benefits) for remainder of FY18: \$15,971
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:

Salary	\$37,165
Benefits	<u>\$7,376</u>
Total	\$44,541

Projected Annual Cost:

Salary	\$38,512
Benefits	<u>\$7,626</u>
Total	\$46,138

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

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #19818 Administrative Assistant I, Labor Grade 16, 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:**

- The Department of Health and Human Services, Employee Assistance Program is reclassifying this vacant position to a Program Specialist I in order to align the position's duties to the increased complexity in program and administrative support functions. This position is the only support position located in this unit.
- The Program Specialist I monitors administrative, programmatic and office management procedures, systems and best practices to ensure effective, efficient and confidential office operations in support of the mission and goals of the Employee Assistance Program (EAP). The position develops, coordinates, prioritizes, and implements the internal protocols necessary to support staff and program 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 59% General Funded position.  
This position is a 6% Federal Funded position.  
This position is a 35% Other Funded position.
2. Budgetary number/string 05-95-95-950010-50250000-010
3. Anticipated date of hire is: 3/30/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$12,180
5. Total FY 18 Budgeted and Projected Annual Cost:

**Total FY 18 Budgeted:**

Salary	\$45,676
Benefits	<u>\$26,243</u>
Total	\$71,919

**Projected Annual Cost:**

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