



VICKI V. QUIRAM
Commissioner
(603) 271-3201

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
(603) 271-3261

April 20, 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: May 04, 2016

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #41133 Systems Development Specialist IV, Labor Grade 26, A000 to a Technical Support Specialist V , Labor Grade 29, A000.

Division of Personnel (DOP) Reclassification Decision:

- Technical Support Specialist V, Labor Grade 29, A000, effective 03/28/2016

Rationale for Decision:

- The Department of Information Technology requests to reclassify this vacant position to Technical Support Specialist V in order to provide dedicated support systems administration resources to the Department of Health and Human Services (DHHS).
- This position would provide critical daily technical support and system administration in meeting the growing technology resource needs and requirements across DHHS, and would provide a key role with plans for agency-wide security enhancements.
- This position's proposed duties mirror those of other Technical Support Specialist V positions operating in similar capacities at the Department of Information Technology, and would parallel the class specification for that title appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$106,304
Budgetary number/string01-03-03-030010-77080000-010
3. Anticipated date of hire is: 6/10/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: SN/A
5. Total projected annual Salary and Benefit Cost:

Salary	\$57,525
Benefits	<u>\$27,552</u>
Total	\$85,077

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 04, 2016

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant_position #43642 Executive Secretary, Labor Grade 11, A000 to a Program Specialist I , Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist I, Labor Grade 19, A000, effective 03/31/2016

Rationale for Decision:

- The Division of Homeland Security and Emergency Management requests for this position to function as a WebEOC Online Training Development Specialist. The Field Representative I, labor grade 19 title was requested initially, but the Division believes that Program Specialist I is a better fit.
- As a Program Specialist I, this position would be responsible for developing, implementing and updating online training programs for the Division, and provide technical and programmatic assistance for WebEOC development and maintenance.
- The proposed duties of this position are similar to those of other Program Specialist I positions operating in similar capacities at the Department of Safety 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 16 Budgeted (Salary & Benefits): \$60,110
Budgetary number/string02-23-23-236010-27400000-010
3. Anticipated date of hire is: 5/27/2016at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$2,358
5. Total projected annual Salary and Benefit Cost:

Salary	\$37,752
Benefits	<u>\$23,568</u>
Total	\$61,320

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 04, 2016

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant_position #40700 Maintenance Mechanic II, Labor Grade 12, A130 to a Program Specialist III , Labor Grade 23, A130.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist III, Labor Grade 23, A130, effective 04/06/2016

Rationale for Decision:

- The agency requests to reclassify this vacant position to Program Specialist III and transfer it to the Research and Quality Management Section of the Bureau of Emergency Medical Services in order to provide support for Section functions.
- The position would perform data collection, analysis and research for the development and planning of reports, procedures, policies and regulations, design search queries and extracts, compile and summarize information, and provide technical support.
- 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. Total FY 16 Budgeted (Salary & Benefits): \$60,562
Budgetary number/string02-23-23-237010-40650000-010
3. Anticipated date of hire is: 5/27/2016at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$2,806
5. Total projected annual Salary and Benefit Cost:

Salary	\$47,445
Benefits	<u>\$25,521</u>
Total	\$72,966

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 04, 2016

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #42214 Civil Engineer IV, Labor Grade 27, A000 to a Environmentalist IV , Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Environmentalist IV, Labor Grade 27, A000, effective 04/04/2016

Rationale for Decision:

- The agency requests to reclassify this vacant position to Environmentalist IV to more accurately reflect the necessary qualifications and key accountabilities, and in anticipation of more successful recruitment and retention.
- The position would compile and analyze data to develop and implement data driven policies, procedures, training programs, compliance strategies and regulatory decisions within the Permitting and Design Review section of the Solid Waste Management Bureau.
- The proposed duties are similar to those of other Environmentalist IV positions currently operating in the agency and parallel the class specification for Environmentalist IV appropriately.

Funding Summary

1. This position is a 100 % General Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$ 103,023
Budgetary number/string03-44-44-444010-54020000-010
3. Anticipated date of hire is: 05/13/2016at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$ 6,110
5. Total projected annual Salary and Benefit Cost:

Salary	\$ 52,826
Benefits	<u>\$ 26,605</u>
Total	\$ 79,430

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 04, 2016

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #30248 Environmental Technician II, Labor Grade 12, A000 to a Environmentalist II , Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Environmentalist II, Labor Grade 19, A000, effective 04/04/2016

Rationale for Decision:

- The agency requests to reclassify this vacant position to Environmentalist II to prioritize threats to drinking water resources and initiate activities to better understand and/or mitigate threats and future impacts.
- The position would: review technical information and develop analysis concerning above-ground petroleum storage tanks, hazardous materials and other potential sources of contamination in proximity to critical drinking water resources; conduct field inspections of regulated facilities; and collect water samples and land use data.
- The proposed duties are similar to those of other Environmentalist II positions currently operating in the agency and state, and parallel the class specification for Environmentalist II appropriately.

Funding Summary

1. This position is a 100 % Federal Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$ 53,178
Budgetary number/string03-44-44-441018-47180000-010
3. Anticipated date of hire is: 05/13/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$ 4,717
5. Total projected annual Salary and Benefit Cost:

Salary	\$ 37,752
Benefits	<u>\$ 23,568</u>
Total	\$ 61,320

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: May 04, 2016

Reclassification Request:

- The Department of Fish and Game requests the reclassification of Filled_position #43601 Program Assistant II, Labor Grade 15, A000 to a Coordinator, Outdoor Education Program , Labor Grade 20, A000.

Division of Personnel (DOP) Reclassification Decision:

- Coordinator, Outdoor Education Program, Labor Grade 20, A000, effective 04/01/2016

Rationale for Decision:

- The agency requests to reclassify this filled position to Coordinator, Outdoor Education Program as this position is now responsible for developing and coordinating statewide trapper education and archery education outreach programs for the agency.
- This position: recruits, trains and supervises volunteer instructors; develops course curriculum and policies and procedures for use by instructors; and promotes involvement and interest in programs through use of the agency website, press releases and social media.
- The proposed duties are similar to those of other Coordinator, Outdoor Education Program positions currently operating in the agency and the state and parallel the class specification for Coordinator, Outdoor Education Program appropriately.

Funding Summary

1. This position is a 98% Federal Funded position.
This position is a 2% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$69,764
Budgetary number/string03-75-75-751020-21210000-010
3. Filled position-effective date: 04/01/2016
4. Projected cost (Salary & Benefits) for remainder of FY16: \$14,125
5. Total projected annual Salary and Benefit Cost:

Salary	\$39,293
Benefits	<u>\$34,157</u>
Total	\$73,450

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 04, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #15743 Training & Development Therapist, 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 03/29/2016

Rationale for Decision:

- The Department of Health and Human Services, New Hampshire Hospital requests to reclassify this position and transfer it to the Community Based Care Services - Utilization Review Unit to provide support in the coordination and scheduling of patient care.
- This position would assist in meeting patient care needs by: coordinating referrals and processes for off-site treatment, programs, and appointments; supporting physicians with obtaining medication preauthorization; and developing procedures for external service delivery for patients.
- This position's duties mirror those of other Program Specialist I positions currently operating in similar capacities at New Hampshire Hospital, and parallel the class specification for Program Specialist I appropriately.

Funding Summary

1. This position is a 69% General Funded position.
This position is a 27% Federal Funded position.
This position is a 4% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$76,359
Budgetary number/string05-95-94-940010-8410000-010
3. Anticipated date of hire is: 04/29/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$2,358
5. Total projected annual Salary and Benefit Cost:

Salary	\$37,752
Benefits	<u>\$23,568</u>
Total	\$61,320

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 04, 2016

Reclassification Request:

- The Department of Education requests the reclassification of Vacant_position #13250 Accounting Technician , Labor Grade 12, A000 to a Rehabilitation Technician , Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Rehabilitation Technician, Labor Grade 12, A000, effective 04/15/2016

Rationale for Decision:

- The Department of Education, Division of Career Technology and Adult Learning, Bureau of Vocational Rehabilitation Service Delivery requests to reclassify this vacant position to Rehabilitation Technician in order to assist the Rehabilitation Counselors in managing client caseload.
- This position would assist disabled clients and/or applicants of the Portsmouth Vocational Rehabilitation Office in following policies and procedures in order to receive services as outlined in their vocational plans for the purpose of maximizing employment potential and personal independence.
- This position's duties mirror those of other Rehabilitation Technician positions currently operating in similar capacities at the Department of Education, and parallel the class specification for Rehabilitation Technician appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$61,150
Budgetary number/string 06-56-56-565510-40200000-010
3. Anticipated date of hire is: 06/10/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$ N/A
5. Total projected annual Salary and Benefit Cost:

Salary	\$28,743
Benefits	<u>\$21,752</u>
Total	\$50,495