



State of New Hampshire

DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex – 25 Capitol Street
Concord, New Hampshire 03301

Handwritten initials

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March 20, 2013

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord New Hampshire 03301

REQUESTED ACTION

Pursuant to Chapter 224:315, Laws of 2011, Reclassification of Positions, and 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

Chapter 224:315, Reclassification of Positions, states that for the biennium ending June 30, 2013, the Director of Personnel shall not approve any reclassification of classified positions which will result in an increase in pay, unless the director obtains a waiver for the specific position from the Governor and Council. 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 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,

Karen D. Hutchins

Karen D. Hutchins
Director of Personnel

**Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: April 3, 2013**

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of filled position #14644 Program Planner III, Labor Grade 25 A000 to a Administrator I , Labor Grade 27 A000.

Division of Personnel (DOP) Reclassification Decision:

- Senior Management Analyst, Labor Grade 26 A000, effective 2/27/13

Rationale for Decision:

- This position reports to the Division of Public Health Services' Bureau of Public Health Systems, Policy and Performance, where it heads up the Public Health Improvement Planning Section.
- The agency is seeking to create equity with the other Section Chiefs and to address the increase in responsibility to lead and supervise a Division-wide initiative to improve the quality of DPHS services and programs.
- The Division of Personnel has determined that while the increase in scope warrants reclassification, reporting relationships in the Bureau and comparisons with other positions support the Senior Management Analyst level.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): **\$93,244**
Appropriation #05-95-90-901010-5997
3. Filled position-effective date: **2/22/13**
4. Projected cost (Salary & Benefits) for remainder of FY13: **\$27,080**
5. Total projected annual Salary and Benefit Cost:

Salary	\$46,722
Benefits	\$23,685
Total	\$70,407

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: April 3, 2013

Reclassification Request:

- The Department of Information Technology requests the reclassification of vacant position #10211 Technical Support Specialist V, Labor Grade 29 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 2/22/13

Rationale for Decision:

- With the new Network Upgrade of the SoNH Core Network, DoIT has a very complex network core to troubleshoot. The agency has implemented Multiprotocol Label Switching and Border Gateway Protocol which are typically used in Carrier Networks to provide a clear separation of the Voice and Data Networks. With this new methodology in the network core, the agency needs engineers that have Cisco Certified Network Professional or higher experience.
- The Network Operations Team is tasked with implementing the new core network to support VOIP and other advanced like video conferencing and wireless.
- This position will direct, oversee, monitor and coordinate the selection, installation, design, development, security, operation, performance and maintenance of Local Area Networks and Wide Area Network infrastructure, platforms, and solutions.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$102,053
Appropriation #1-03-03-030010-7708 IT Salary & Benefits
3. Anticipated date of hire is: 4/17/13 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$10,021
5. Total projected annual Salary and Benefit Cost:

Salary	<u>\$60,684</u>
Benefits	<u>\$26,160</u>
Total	<u>\$86,844</u>

**Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: April 3, 2013**

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #14742 Planning Analyst (Data Systems), Labor Grade 24 A000 to a Systems Development Specialist V , Labor Grade 28 A000.

Division of Personnel (DOP) Reclassification Decision:

- Systems Development Specialist V, Labor Grade 28 A000, effective 2/25/13

Rationale for Decision:

- The duties of this position have changed significantly from that of a Planning Analyst/Data Systems to a position that requires a higher level of knowledge, skill and complexity to code complex business requirements for automated web-based health statistics services.
- Reclassifying this position to a Systems Development Specialist V will allow the position to be responsible for taking business requirements as prepared by a Business Systems Analyst and from those requirements rendering code that will accurately produce health statistics tables, graphs, charts, and other analytical presentations necessary to create user-specified reports.
- This position is critical is the DHHS is to achieve the cost savings and improved customer support that occur when applications are migrated to the web.

Funding Summary

1. This position is a 35% General Funded position.
This position is a 65% Federal Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$72,417
Appropriation #05-95-90-900510-5150
3. Anticipated date of hire is: 5/31/13 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$8694
5. Total projected annual Salary and Benefit Cost:

Salary	\$50,915
Benefits	<u>\$24,427</u>
Total	\$75,342