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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

**LINDA M. HODGDON**  
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January 28<sup>th</sup>, 2015

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*  
Sara J. Willingham  
Director of Personnel

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: February 11, 2015

**Reclassification Request:**

- The Department of Environmental Services requests the reclassification of Vacant position #43234 Technical Support Specialist II, Labor Grade 21, A130 to a Program Specialist III , Labor Grade 23, A000.

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

- Program Specialist III, Labor Grade 23, A000, effective 1-7-15

**Rationale for Decision:**

- The Department of Environmental Services (DES) requests to reclassify this position so that it may serve as a Safety and Training Specialist for the agency. Centralized oversight, coordination and audit across all divisions at a departmental level will ensure that all safety mandates are consistently met.
- This position would implement, coordinate and audit safety and training programs across all divisions of DES, actively seeking to continually improve the work environment through the analysis and management of risk, while ensuring compliance with policies and requirements.
- The proposed supplemental job description meets the requirements of the class specification of Program Specialist III and is appropriate to the agency's organizational structure.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$67,852  
Budgetary number/string 03-44-44-442010-13000000-010
3. Anticipated date of hire is: 05/15/2015 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$ 5,145
5. Total projected annual Salary and Benefit Cost:

Salary	\$ 43,602
Benefits	\$ <u>23,290</u>
Total	\$ 66,892

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: February 11, 2015

**Reclassification Request:**

- The Department of Resources and Economic Development requests the reclassification of Vacant\_position #11468 Forester II, Labor Grade 20, A130 to a Survey Team Technician IV , Labor Grade 19, A000.

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

- Survey Team Technician IV, Labor Grade 19,A000, effective 12-19-14

**Rationale for Decision:**

- The Department of Resources and Economic Development requests to reclassify this vacant position to a Survey Team Technician IV in order to perform surveying and survey-related duties.
- The Division of Forest and Lands has a critical need for a full-time position to focus on survey-related tasks as it adds more properties to its public land base. This position will implement supervisory technical surveying duties in connection with State Forests and State Parks.
- This position's proposed duties mirror those of other Survey Team Technician IV positions currently operating statewide, and parallel the functions stated on the state class specification for Survey Team Technician IV appropriately.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$98,228  
Budgetary number/string03-35-35-372010-35150000-010
3. Anticipated date of hire is: 04-03-15 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$11,346
5. Total projected annual Salary and Benefit Cost:

Salary	\$37,011
Benefits	<u>\$21,987</u>
Total	<u>\$58,998</u>

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: February 11, 2015

**Reclassification Request:**

- The Department of Transportation requests the reclassification of Vacant\_position #18299 Civil Engineer V, Labor Grade 30, A130 to a Administrator III , Labor Grade 31, A000.

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

- Administrator III, Labor Grade 31, A000, effective 1-14-15

**Rationale for Decision:**

- This position reports to a new bureau within the Division of Operations titled the Bureau of Transportation Systems Management and Operations, which monitors and manages the flow of traffic to reduce congestion and delay.
- This reclassification would allow for the transfer of all of the Bureau's statewide Intelligent Transportation Systems (ITS) program activities from the Administrator IV (Bureau Administrator) to this position, which would administer and manage the program's long term strategies, statewide policies, goals and objectives, and assigned professional and technical staff.
- The proposed supplemental job description aligns well with the class specification for Administrator III and the organizational structure supports the Administrator III level.

**Funding Summary**

1. This position is a 52% HWY and 48%% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$93,220  
Budgetary number/string04-96-96-960515-30520000-010
3. Anticipated date of hire is: 03/20/2015 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$20,379
5. Total projected annual Salary and Benefit Cost:

Salary	\$61,484
Benefits	<u>\$26,827</u>
Total	\$88,311

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: February 11, 2015

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #19629 Program Assistant I, Labor Grade 12, A000 to a Family Services Specialist I , Labor Grade 17, A000.

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

- Family Services Specialist I, Labor Grade 17,A000, effective 12-31-14

**Rationale for Decision:**

- The Department of Health and Human Services requests to reclassify this vacant position to a Family Service Specialist I, which would include the relocation of the position to the Division of Client Service Center (CSC).
- The Division is developing an organizational infrastructure to support the Client Service Center operational model. This position will provide core functions in the CSC setting, such as whole-person needs assessment, information and referral services, eligibility services, and benefit insurance.
- This position's duties would mirror those of other Family Service Specialist I positions currently operating within the Department of Health and Human Services, and parallel the state class specification appropriately.

**Funding Summary**

1. This position is a 51.34% General Funded position.  
This position is a 48.66% Federal Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$58,219  
Budgetary number/string 05-95-45-451010-79960000-010
3. Anticipated date of hire is: 2/20/15 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$17,125
5. Total projected annual Salary and Benefit Cost:

Salary	\$34,223
Benefits	<u>\$21,435</u>
Total	\$55,658

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: February 11, 2015

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #43585 Nutrition Consultant, Labor Grade 23, A000 to a Health Promotion Advisor , Labor Grade 23, A000.

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

- Health Promotion Advisor, Labor Grade 23, A000, effective 12-15-14

**Rationale for Decision:**

- This position is requested to be reclassified in order to assist in meeting critical outreach needs of a \$1.0 million, three year grant received from the Center for Disease Control. Upon approval, it would also be transferred to the Division of Public Health Services, Healthy Homes & Lead Poisoning Prevention Control Program.
- As a Health Promotion Advisor, this position would plan, organize, and coordinate the development, implementation, and evaluation of statewide and community healthy homes and lead poisoning prevention activities and initiatives and act as a resource to Division of Public Health Services with expertise related to the role of Healthy Homes & Lead Poisoning Prevention.
- This position's duties would mirror those of other Health Promotion Advisor positions currently operating within the Department of Health and Human Services, and would parallel the state class specification for Health Promotion Advisor appropriately.

**Funding Summary**

1. This position is a 100% Federal Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$78,774  
Budgetary number/string 05-95-90-901510-90620000-010
3. Anticipated date of hire is: 3/20/2015 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$15,437
5. Total projected annual Salary and Benefit Cost:

Salary	\$43,602
Benefits	<u>\$23,290</u>
Total	\$66,892

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: February 11, 2015

**Reclassification Request:**

- The Department of Education requests the reclassification of Filled\_position #13196 System Development Specialist IV, Labor Grade 26, A000 to a Business Systems Analyst I , Labor Grade 28, A000.

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

- Business Systems Analyst I, Labor Grade 28, A000, effective 12-26-14

**Rationale for Decision:**

- The Department of Education requests to reclassify this position, which is located in the Bureau of Data Management, as a result of added responsibilities, to include Charter School Adequacy Funding and the new Business Tax Credit Scholarship Program.
- This position manages, reviews, analyzes, and verifies school district budgets and financial statements and other related documents in order to ensure compliance with state statutes, department regulations, and generally accepted accounting principles as defined for school districts.
- This position's duties now mirror those of other Business Systems Analyst I positions currently operating within the Department of Education and at other state agencies, and parallel the state class specification for Business Systems Analyst I appropriately.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$93,4801  
Budgetary number/string06-56-56-563510-40000000-010
3. Filled position-effective date: 12/26/14
4. Projected cost (Salary & Benefits) for remainder of FY15: \$36,641
5. Total projected annual Salary and Benefit Cost:

Salary	\$54,035
Benefits	<u>\$25,354</u>
Total	\$79,389

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: February 11, 2015

**Reclassification Request:**

- The Department of Administrative Services requests the reclassification of Vacant position #41881 Program Assistant II, Labor Grade 15, A000 to a Case Technician II , Labor Grade 16, A000.

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

- Case Technician II, Labor Grade 16, A000, effective 12-16-14

**Rationale for Decision:**

- The Department of Administrative Services, Cost Containment Unit, requests to reclassify this vacant position in order to provide consistent oversight of the service and recovery of funds within the Process and Collection Section.
- The Case Technician II would supervise collections activities for the state, including the recovery of legal expenses from individuals, investigating financial and liability status, and monitoring case files and agreements for compliance with court or agency determinations.
- This position's duties mirror those of other Case Technician II positions currently operating within the Department of Administrative Services, Cost Containment Unit as well as at other state agencies, and parallel the state class specification appropriately.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$77,074  
Budgetary number/string 10-14-14-140010-86230000-010
3. Anticipated date of hire is: 3/20/2015 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$12,478
5. Total projected annual Salary and Benefit Cost:

Salary	\$32,897
Benefits	<u>\$21,173</u>
Total	\$54,070