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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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SARA J. WILLINGHAM
Director of Personnel
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March 25th, 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
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: April 8, 2015

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant_position #10432 Clerk III, Labor Grade 8, A000 to a Title Examiner , Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Title Examiner, Labor Grade 12, A000, effective 3-13-15

Rationale for Decision:

- The Department of Safety requests to reclassify this vacant position to a Title Examiner in order to meet a shift in capacity demands within the Bureau of Title and Anti-Theft.
- This Title Examiner would examine and approve motor vehicle titles and provide training to Division of Motor Vehicles (DMV) partners and agents who issue titles.
- This position's duties align with those of other Title Examiner positions currently operating within the Department of Safety, and parallel the characteristics of the class specification of a Title Examiner appropriately

Funding Summary

1. This position is a Highway Funds 100% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$56,166
Budgetary number/string02-23-23-233010-23140000-010
3. Anticipated date of hire is: 5/1/15at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$5,587
5. Total projected annual Salary and Benefit Cost:

Salary	\$28,178
Benefits	<u>\$20,239</u>
Total	\$48,417

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: April 8, 2015

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #42731 Environmentalist I, Labor Grade 16, A000 to a Accountant III , Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Accountant III, Labor Grade 21, A000, effective 2-25-15

Rationale for Decision:

- The Department of Environmental Services requests to reclassify this vacant position to Accountant III in order to meet business requirements in fiscal and accounting areas.
- This position would supervise and coordinate the fiscal activities of the MtBE programs within the Fund Accounting Section of the Administrative Services Unit.
- The proposed duties align with those of other Accountant III positions operating in similar capacities at the Department of Environmental Services well as at other state agencies, and parallel the class specification for Accountant III appropriately.

Funding Summary

1. This position is a 100 % Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$ 56,152
Budgetary number/string 03-44-44-440010-59230000-010
3. Anticipated date of hire is: 05/01/2015 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$ 7,244
5. Total projected annual Salary and Benefit Cost:

Salary	\$ 40,170
Benefits	<u>\$ 22,611</u>
Total	\$ 62,781

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: April 8, 2015

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant_position #21811 Transportation Management Communication Specialist, Labor Grade 12, A130 to a Program Specialist I , Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist I, Labor Grade 19, A000, effective 3-13-15

Rationale for Decision:

- The Department of Transportation requests to reclassify this vacant position to Program Specialist I to help provide outreach, programmatic evaluation and support to Intelligent Transportation System and Transportation Management Center Operations.
- This position would actively work with administrators and project managers to improve and develop automated processes, eliminate wasteful practices and make recommendations to improve operational programs in the Bureau of Transportation Systems Management and Operations.
- This position's proposed duties align with those of other Program Specialist I positions currently operating within the Department of Transportation and at other state agencies, and parallel the class specification for Program Specialist I appropriately.

Funding Summary

1. This position is a 52% HWY and 48% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$50,667
Budgetary number/string04-96-96-960515-30520000-010
3. Anticipated date of hire is: 5/1/2015 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$6,807
5. Total projected annual Salary and Benefit Cost:

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