



*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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October 29th, 2014

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: November,12, 2014

**Reclassification Request:**

- The Department of Information Technology requests the reclassification of Filled position #10243 Service & Production Technician, Labor Grade 12, A000 to a Technical Support Specialist Trainee , Labor Grade 14, A000.

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

- Technical Support Specialist Trainee, Labor Grade 14, A000, effective 10-31-14

**Rationale for Decision:**

- This position managed production output for payroll, running an IBM Mainframe prior to the implementation of NH FIRST. The Department of Information Technology reorganized personnel once NH FIRST was implemented and functions for this position changed to providing critical assistance in support of data backup systems.
- This position now performs support, reporting, and maintenance technical assistance of state servers and backup systems for the Department's Operations Division, to include: Unemployment, Child Support, Disease Control, Revenue Administration, and NH FIRST systems.
- These duties mirror the functions of another Technical Support Specialist Trainee currently operating at the Department of Information Technology, and they also parallel the state class specification for Technical Support Specialist Trainee appropriately.

**Funding Summary**

1. This position is a 35.72% General Funded position.  
This position is a 64.28% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$31,554  
Budgetary number/string01-03-03-030010-77080000-010
3. Filled position-effective date: 10/31/2014
4. Projected cost (Salary & Benefits) for remainder of FY15: \$31,434
5. Total projected annual Salary and Benefit Cost:

Salary	\$30,401
Benefits	<u>\$20,679</u>
Total	\$51,080

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: November,12, 2014

**Reclassification Request:**

- The Department of Employment Security requests the reclassification of Vacant position #11026 Chairman UC Appeals Tribunal I, Labor Grade 27, A000 to a Attorney III , Labor Grade 30, A000.

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

- Attorney III, Labor Grade 30, A000, effective 10-17-14

**Rationale for Decision:**

- This vacant position would be reclassified and transferred to the New Hampshire Employment Security Legal Section in order to serve as the Attorney III, Unemployment Compensation Fraud Prosecutor.
- The Attorney III would represent the state before state and federal courts and administrative agencies under the direct supervision of the Department of Justice. The position would also act as legal counsel to the Department of Employment Security, prosecuting unemployment compensation fraud cases involving both unemployment benefits and contributions.
- This position's proposed duties mirror the functions of other Attorney III positions currently operating at other state agencies. These duties also parallel the state class specification for Attorney III appropriately.

**Funding Summary**

1. This position is a 100% Federal Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$78,513  
Budgetary number/string 02-27-27-270010-80400000-010
3. Anticipated date of hire is: 01/02/2015at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$37,697
5. Total projected annual Salary and Benefit Cost:

Salary	\$58,910
Benefits	<u>\$26,318</u>
Total	\$85,228

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: November, 12, 2014

**Reclassification Request:**

- The Department of Transportation requests the reclassification of Vacant\_position #20736 Highway Patrol Foreman, Labor Grade 17, A130 to a Warehouse Supervisor , Labor Grade 17, A130.

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

- Warehouse Supervisor, Labor Grade 17, A130, effective 10-15-14

**Rationale for Decision:**

- This position is located in the Division of Operations, Bureau of Highway Maintenance at the Department of Transportation and is requested to be reclassified to Warehouse Supervisor to better meet the oversight of equipment, materials, and supply needs of the district locations.
- The Warehouse Supervisor would administer the ordering, receipt, storage, control, distribution, and repair of specialized merchandise, consumable goods, and highway maintenance materials and equipment in a centralized or satellite warehouse for a Highway Maintenance District.
- This position's duties would mirror the functions of other Warehouse Supervisor positions currently operating at the Department of Transportation as well as within other state agencies. Duties also parallel the state class specification for Warehouse Supervisor appropriately.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$58,390  
Budgetary number/string04-96-96-960515-30070000-010
3. Anticipated date of hire is: 12/12/2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$29,195
5. Total projected annual Salary and Benefit Cost:

Salary	\$36,504
Benefits	<u>\$21,886</u>
Total	\$58,390

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: November, 12, 2014

**Reclassification Request:**

- The Department of Transportation requests the reclassification of Vacant position #20258 Traffic Signal Technician II, Labor Grade 13, A130 to a Civil Engineer V , Labor Grade 30, A130.

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

- Civil Engineer V, Labor Grade 30, A130, effective 10-20-14

**Rationale for Decision:**

- This reclassification is requested to improve the maintenance and operation of traffic signals and coordinated traffic signal systems throughout the state by integrating professional engineering into the current maintenance oriented traffic signal section.
- This position would administer the maintenance and operation of traffic signals for the Department by developing, evaluating and maintaining a statewide traffic signal maintenance and operation plan to include goals and strategies to provide for optimal performance of standalone traffic signals and coordinated traffic signal systems.
- The proposed supplemental job description is appropriate to the class specification of Civil Engineer V 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): \$51987  
Budgetary number/string04-96-96-960515-30090000-010
3. Anticipated date of hire is: 12/12/2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$44,966
5. Total projected annual Salary and Benefit Cost:

Salary	\$62,837
Benefits	<u>\$27,095</u>
Total	\$89,932

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: November, 12, 2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #19881 Executive Secretary, Labor Grade 11, A000 to a Program Assistant II , Labor Grade 15, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Assistant II, Labor Grade 15, A000, effective 10-16-14

Rationale for Decision:

- The Department of Health and Human Services, Board of Medicine, requests to reclassify this vacant position in order to better address capacity, organizational needs, and programmatic expansion with hearings, investigations, disciplinary actions, and administrative functions.
- As a Program Assistant II, this position would provide critical programmatic support and assistance to investigators and physicians for the Board of Medicine, to include planning and coordinating activities, investigation and hearing program support functions, training, and research/editing of confidential materials.
- This position's proposed duties would be similar to the functions of other Program Assistant II positions currently operating at the Department of Health and Human Services as well as within other state agencies. Its duties also parallel the state class specification for Program Assistant II appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$71,512  
Budgetary number/string 05-74-74-740510-74000000-010
3. Anticipated date of hire is: 1/9/2015 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$22,194
5. Total projected annual Salary and Benefit Cost:

Salary	\$31,551
Benefits	<u>\$20,907</u>
Total	<u>\$52,458</u>

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: November, 12, 2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #12243 Fraud Investigator, Labor Grade 21, 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 10-31-14

Rationale for Decision:

- This position is located within the Office of Improvement & Integrity (OII) at the Department of Health and Human Services. It no longer performs fraud investigations. Currently, it provides critical analysis and formulation of systems procedures for the OII business operations.
- This position, requested to be reclassified to Business System Analyst I, now manages, researches, evaluates and coordinates automated reporting, data, and statistical analysis for multiple electronic/automated systems in support of agency-wide operational and reporting needs.
- These duties mirror the functions of another Business System Analyst I currently operating within the OII unit as well as other positions of that title at the Department of Health and Human Services. Its duties also parallel the class specification for Business System Analyst I appropriately.

Funding Summary

1. This position is a 53% General Funded position.  
This position is a 47% Federal Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$71,704  
Budgetary number/string05-95-95-951010-79350000-010
3. Filled position-effective date: 10-31-14
4. Projected cost (Salary & Benefits) for remainder of FY15: \$48,855
5. Total projected annual Salary and Benefit Cost:

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