



*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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Director of Personnel  
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December 16, 2015

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

**REQUESTED ACTION**

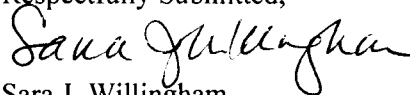
Pursuant to RSA 21-I:56 I, Reclassification of Positions, the Division of Personnel, Department of Administrative Services requests waiver approval of the attached classification decisions effective upon Governor and Executive Council action. Funding associated with each decision is detailed on the reclassification 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: January 13, 2016

**Reclassification Request:**

- The Department of Information Technology requests the reclassification of Filled position #42509 Systems Development Specialist VI, Labor Grade 30, A000 to a Information Technology Manager II , Labor Grade 30, A000.

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

- Information Technology Manager II, Labor Grade 30, A000, effective 12-11-2015

**Rationale for Decision:**

- This position was originally requested to be reclassified to the Information Technology Manager IV, labor grade 32 level to reflect its current role to act as Information Technology Lead for the Department of Fish and Game.
- The Division of Personnel determined that the organizational structure and the position's role to manage information technology and software development is more appropriate to the Information Technology Manager II, labor grade 30 level.
- This position is similar to other positions classified at the Information Technology Manager II level, and aligns with the class specification for that level appropriately.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$110,301  
Budgetary number/string01-03-03-030010-77080000-010
3. Filled position-effective date: 1/13/2016
4. Projected cost (Salary & Benefits) for remainder of FY16: \$48,683
5. Total projected annual Salary and Benefit Cost:

Salary	\$82,485
Benefits	<u>\$32,582</u>
Total	\$115,067

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: January 13, 2016

**Reclassification Request:**

- The Department of Corrections requests the reclassification of Vacant\_position #12843 Account Clerk III, Labor Grade 09, A000 to a Program Assistant II , Labor Grade 15, A000.

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

- Program Assistant II, Labor Grade 15, A000, effective 11-30-2015

**Rationale for Decision:**

- The agency requests to reclassify this vacant position to Program Assistant II and transfer it to perform offender record management functions to include entering, tracking and releasing information pertaining to inmate activities.
- This position would be responsible for determining eligibility for potential early release methods and programs, and would compile information for various requests to include sentence modification, conditional parole, and out-of-state placement.
- The proposed duties are similar to those of other Program Assistant II positions currently operating in the agency and the state and parallel the class specification for Program Assistant II appropriately.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$40,208  
Budgetary number/string02-46-46-461010-83000000-010
3. Anticipated date of hire is: 3/4/2016at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$14,712
5. Total projected annual Salary and Benefit Cost:

Salary	\$32,195
Benefits	<u>\$22,448</u>
Total	\$54,643

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: January 13, 2016

**Reclassification Request:**

- The Department of Corrections requests the reclassification of Filled\_position #12954 Technical Support Specialist I, Labor Grade 17, A130 to a Prison Shop Manager I , Labor Grade 16, A130.

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

- Prison Shop Manager I, Labor Grade 16, A130, effective 12-11-2015

**Rationale for Decision:**

- The agency requests to reclassify this filled position to Prison Shop Manager I because the program that the incumbent was previously doing was abolished, and the duties performed are now those of a Prison Shop Manager I.
- This position is currently performing duties associated with supporting NH Correctional Industries shops, such as ensuring timely and accurate delivery of products and managing a variety of Industry Shops when primary shop managers are unavailable.
- The duties of this position are similar to those of other Prison Shop Manager I positions currently operating at Department of Corrections and parallel the class specification for Prison Shop Manager I appropriately.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$81,148  
Budgetary number/string02-46-46-462010-5731000-010
3. Filled position-effective date: 12/11/2015
4. Projected cost (Salary & Benefits) for remainder of FY16: \$40,947
5. Total projected annual Salary and Benefit Cost:

Salary	\$50,996
Benefits	<u>\$30,899</u>
Total	\$81,895

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: January 13, 2016

**Reclassification Request:**

- The Department of Environmental Services requests the reclassification of Vacant position #19511 Hydrogeologist III, 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 12-04-2015

**Rationale for Decision:**

- The agency requests to reclassify this vacant position to an Environmentalist IV and transfer it to the Solid Waste Management Bureau in order to fill a critical need in managing the Solid Waste Facility Operator Training and Certificate Program.
- This position would administer this program to: ensure operators are aware of the potential environmental impacts associated with solid waste facility operations; increase compliance; and reduce the likelihood of accidents and health/safety issues.
- This position's duties would mirror those of other Environmentalist IV positions operating in similar capacities at the Department of Environmental Services, and would parallel the state class specification for Environmentalist IV position appropriately.

**Funding Summary**

1. This position is a 100 % Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$ 78,912  
Budgetary number/string 03-44-44-44010-54020000-010
3. Anticipated date of hire is: 02/20/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$ 24,440
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: January 13, 2016

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant position #20194 Information Technology Manager II, Labor Grade 30, A000 to a Supervisor VII, Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor VII, Labor Grade 28, A000, effective 12-7-2015

Rationale for Decision:

- The Department of Transportation requests to reclassify this vacant position to a Supervisor VII in order to have it supervise the Planning Section of the Bureau of Planning and Community Assistance.
- This position would supervise the development of: the State's Ten Year Transportation Plan as mandated under state law; the Statewide Transportation Improvement Program (STIP); the Long Range Transportation Plan; and other mandated planning efforts.
- This position's proposed duties mirror those of other Supervisor VII positions currently operating in similar capacities at the Department of Transportation, as well as at other state agencies, and parallel the class specification for Supervisor VII appropriately.

Funding Summary

1. This position is a 31% Federal Funded position.  
This position is a 69% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$109,958  
Budgetary number/string 04-96-96-962015-30210000-010
3. Anticipated date of hire is: 3/18/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$18,968
5. Total projected annual Salary and Benefit Cost:

Salary	\$55,126
Benefits	<u>\$27,608</u>
Total	\$82,194

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: January 13, 2016

**Reclassification Request:**

- The Department of Transportation requests the reclassification of Filled\_position #20229 Audit Technician , Labor Grade 11, A000 to a Accounting Technician , Labor Grade 12, A000.

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

- Accounting Technician , Labor Grade 12, A000, effective 12-11-2015

**Rationale for Decision:**

- The agency requests to reclassify this filled position to Accounting Technician because it now performs a variety of accounting duties relative to accounts payable for the Bureau of Mechanical Services.
- This position processes payment vouchers, reconciles records to provide financial tracking and budget control, and prepares expenditure and energy use reports.
- These duties are similar to those of other Accounting Technician positions currently operating in the agency and state, and parallel the class specification for Accounting Technician appropriately.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$72,342  
Budgetary number/string:04-96-96-960515-30050000-010
3. Filled position-effective date: 12/11/2015
4. Projected cost (Salary & Benefits) for remainder of FY16: \$30,660
5. Total projected annual Salary and Benefit Cost:

Salary	\$37,752
Benefits	<u>\$36,611</u>
Total	\$74,363

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: January 13, 2016

**Reclassification Request:**

- The Department of Transportation requests the reclassification of Filled\_position #20256 Word Processor Operator I, Labor Grade 09, A000 to a Clerk IV , Labor Grade 12, A000.

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

- Clerk IV, Labor Grade 12, A000, effective 12-11-2015

**Rationale for Decision:**

- The agency requests to reclassify this filled position to Clerk IV, as it now provides diverse clerical support to the Bureau of Mechanical Services.
- This position now audits payroll information, coordinates the pool vehicle reservation system, and maintains data regarding vehicle and tool inventories.
- The current duties being performed are similar to those of other Clerk IV positions currently operating in the agency and state, and parallel the class specification for Clerk IV appropriately.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$54,758  
Budgetary number/string04-96-96-960515-30050000-010
3. Filled position-effective date: 12/11/2015
4. Projected cost (Salary & Benefits) for remainder of FY16: \$27,322
5. Total projected annual Salary and Benefit Cost:

Salary	\$32,195
Benefits	<u>\$24,357</u>
Total	\$56,522



Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: January 13, 2016

**Reclassification Request:**

- The Department of Transportation requests the reclassification of Vacant\_position #21018 Systems Development Specialist V, Labor Grade 28, 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 12-7-2015

**Rationale for Decision:**

- The Department of Transportation requests to reclassify this vacant position to a Business Systems Analyst I to act as a Planning Business System Manager. This position would also be transferred to the Bureau of Planning and Community Assistance.
- As a Business Systems Analyst I, this position would administer MATS, ProMIS, and GIS, which are planning business systems, data governance for the transportation systems, and infrastructure assets for this and other agency Bureaus.
- This position's duties mirror those of other Business Systems Analyst I positions operating in similar capacities at the Department of Transportation as well as at other state agencies, and parallel the class specification appropriately.

**Funding Summary**

1. This position is a 31% Federal Funded position.  
This position is a 69% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$113,847  
Budgetary number/string04-96-96-962015-30210000-010
3. Anticipated date of hire is: 3/18/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$18,968
5. Total projected annual Salary and Benefit Cost:

Salary	\$55,126
Benefits	<u>\$27,608</u>
Total	\$82,194

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: January 13, 2016

**Reclassification Request:**

- The Department of Education requests the reclassification of Filled\_position #13113 Business Administrator II, Labor Grade 24, A000 to a Administrator IV , Labor Grade 33, A000.

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

- Administrator IV, Labor Grade 33, A000, effective 12-11-2015

**Rationale for Decision:**

- This reclassification is requested because units and functions have been reorganized under this position's oversight as it has taken on additional administration of units and duties from an abolished Division Director position.
- This position now authorizes the development of policies and procedures for the long-term administration of the Division of Career Technology and Adult Learning and provides overall administration of all units in order to meet state and federal mandates and program goals.
- This position's duties mirror those of other Administrator IV positions currently operating in similar capacities at the Department of Education, as well as at other state agencies, and parallel the class specification for Administrator IV appropriately.

**Funding Summary**

1. This position is a 100% Federal Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$91,275  
Budgetary number/string06-56-56-565510-40800000-010
3. Filled position-effective date: 12/11/2015
4. Projected cost (Salary & Benefits) for remainder of FY16: \$49,310
5. Total projected annual Salary and Benefit Cost:

Salary	\$68,796
Benefits	<u>\$29,823</u>
Total	\$98,619

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: January 13, 2016

**Reclassification Request:**

- The Department of Education requests the reclassification of Vacant\_position #13116 Chauffeur, Labor Grade 07, A000 to a Secretary II , Labor Grade 09, A000.

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

- Secretary II, Labor Grade 09, A000, effective 12-04-2015

**Rationale for Decision:**

- The agency requests to reclassify this position, which reports to the Division of Career Technology and Adult Learning, Bureau of Blind Services. The title of Secretary II is requested due to an increase in secretarial responsibilities.
- This position would provide administrative support to the Administrator of Services as well as office and field support to the staff and volunteers of the Office of Services for Blind and Visually Impaired.
- The proposed duties parallel the class specification for a Secretary II, and the organizational structure is appropriate for this reclassification.

**Funding Summary**

1. This position is a 100% Federal Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$38,344  
Budgetary number/string06-56-56-565510-40310000-010
3. Anticipated date of hire is: 02/19/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$14,405
5. Total projected annual Salary and Benefit Cost:

Salary	\$25,682
Benefits	<u>\$21,135</u>
Total	<u>\$46,817</u>