



State Of New Hampshire
DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex – 28 School Street
Concord, New Hampshire 03301

VICKI V. QUIRAM
Commissioner
(603) 271-3201

SARA J. WILLINGHAM
Director of Personnel
(603) 271-3261

June 15, 2016

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.

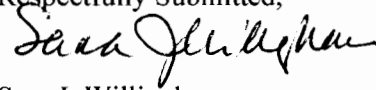
EXPLANATION

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: June 29, 2016

Reclassification Request:

- The New Hampshire Insurance Department requests the reclassification of Vacant position #41768 Insurance Company Examiner III, Labor Grade A000, 32 to a Attorney IV , Labor Grade A000, 32.

Division of Personnel (DOP) Reclassification Decision:

- Attorney IV, Labor Grade A000, 32, effective 05/26/2016

Rationale for Decision:

- The agency requests to reclassify this vacant position to Attorney IV to better represent the duties of the position as it continues to function as the Property and Casualty Legal Counsel.
- Historically, the agency has used the Insurance Company Examiner III title to successfully recruit for candidates with the appropriate expertise in the insurance industry as well as legal field; continued use of this title, however, would cause difficulties with recruitment due to recent changes in the experience requirement.
- The proposed duties are similar to those of other Attorney IV positions currently operating in the agency and the state and parallel the class specification for Attorney IV appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$116,447
Budgetary number/string02-24-24-240010-25200000-010
3. Anticipated date of hire is: 9/2/2016 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY17: \$73,013
5. Total projected annual Salary and Benefit Cost:

Salary	\$65,715
Benefits	<u>\$29,202</u>
Total	\$94,917

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 29, 2016

Reclassification Request:

- The Public Utilities Commission requests the reclassification of Vacant_position #17097 Administrator III, Labor Grade 31, A000 to a Utility Analyst IV , Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Utility Analyst IV, Labor Grade 30, A000, effective 06/01/2016

Rationale for Decision:

- The agency requests to reclassify this vacant position from an Administrator III since the duties previously performed by the Director of Administration position have been reassigned to other positions within the agency.
- The proposed Utility Analyst IV would be a senior level analyst position and would report to the Electric Division in order to provide additional resources for implementation of the State 10-Year Energy Strategy.
- The proposed duties are similar to those of other Utility Analyst IV positions currently operating in the agency and parallel the class specification for Utility Analyst IV appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$110,251
Budgetary number/string02-81-81-810010-28120000-010
3. Anticipated date of hire is: 07/08/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$81,388
5. Total projected annual Salary and Benefit Cost:

Salary	\$60,099
Benefits	<u>\$28,071</u>
Total	\$88,170

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 29, 2016

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #19641 Industrial Hygiene Engineer I, Labor Grade 23, A000 to a Program Specialist III , Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist III, Labor Grade 23, A000, effective 6/03/2016

Rationale for Decision:

- The agency requests to reclassify this vacant position to Program Specialist III to analyze and interpret data for use in developing program policies and procedures within the Asbestos Management Section.
- The position would provide technical support in the areas of database maintenance and the development of outreach materials, and would make formal presentations to the regulated community to educate and assist with maintaining compliance with asbestos regulations.
- The proposed duties are similar to those of other Program Specialist III positions currently operating in the agency and the state and parallel the class specification for Program Specialist III appropriately.

Funding Summary

1. This position is a 100 % Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$ 72,327
Budgetary number/string 04-44-44-443010-90030000-010
3. Anticipated date of hire is: 9/2/2016 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY17: \$ 53,387
5. Total projected annual Salary and Benefit Cost:

Salary	\$ 44,480
Benefits	\$ <u>24,923</u>
Total	\$ 69,403

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 29, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #19768 Clerk IV, Labor Grade 12, A000 to a Case Technician Trainee , Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Case Technician Trainee, Labor Grade 12, A000, effective 06/7/2016

Rationale for Decision:

- The agency requests to reclassify this vacant position to Case Technician Trainee in order to assist in a more functional approach to case management, and to help address some of the federally mandated performance measures.
- This position would perform duties associated with interviewing agency clientele, reviewing, verifying, and updating case information, and providing support to the Child Support Unit.
- The proposed duties are similar to those of other Case Technician Trainee positions currently operating at Department of Health and Human Services and parallel the class specification for Case Technician Trainee appropriately.

Funding Summary

1. This position is a 66% General Funded position.
This position is a 34% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$62,057
Budgetary number/string 05-95-42-427010-79290000-010
3. Anticipated date of hire is: 7/8/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$46,611
5. Total projected annual Salary and Benefit Cost:

Salary	\$28,743
Benefits	<u>\$21,752</u>
Total	\$50,495

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 29, 2016

Reclassification Request:

- The Department of Education requests the reclassification of Vacant_position #19167 Program Assistant II, Labor Grade 15, A000 to a Business Administrator I , Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Administrator I, Labor Grade 21, A000, effective 6/3/2016

Rationale for Decision:

- The Department of Education requests to reclassify this position due to a need in the Division of Educational Improvement, Bureau of Integrated Programs for a position to administer the Bureau's business-related functions.
- This position would administer financial budgets, G & C management of Compensatory Programs (Title I, II, III, IV, Homeless, Migrant and Nutrition), federal grants and state funding, and would serve as the Bureau Administrator's assistant leading internal and external communications.
- This position's duties are similar to those of other Business Administrator I positions in the state system, and parallel the class specification for Business Administrator I appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$68,902
Budgetary number/string06-56-56-563010-2183000-010
3. Anticipated date of hire is: 07/22/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$57,685
5. Total projected annual Salary and Benefit Cost:

Salary	\$40,989
Benefits	<u>\$24,220</u>
Total	\$65,209

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 29, 2016

Reclassification Request:

- The Department of Education requests the reclassification of Vacant_position #44013 Grants Program Coordinator , Labor Grade 23, A000 to a Program Specialist II , Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist II, Labor Grade 21, A000, effective 5/31/2016

Rationale for Decision:

- The agency requests to reclassify this vacant position to Program Specialist II as activities have changed in the Bureau and the number of required compliance reviews has increased.
- The position would review, evaluate and monitor the technical aspects of program compliance for the federally funded Child Nutrition Programs with primary responsibility for the Child and Adult Care Food Program.
- The proposed duties are similar to those of other Program Specialist II positions currently operating in the agency and the state and parallel the class specification for Program Specialist II appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$73,744
Budgetary number/string06-56-56-564010-30020000-010
3. Anticipated date of hire is: 07/22/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$57,685
5. Total projected annual Salary and Benefit Cost:

Salary	\$40,989
Benefits	<u>\$24,220</u>
Total	\$65,209

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 29, 2016

Reclassification Request:

- The Department of Education requests the reclassification of Vacant_position #18348 Accounting Technician , Labor Grade 12, A000 to a Program Specialist I , Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist I, Labor Grade A000,19, effective 5/27/2016

Rationale for Decision:

- The agency requests to reclassify this vacant position to Program Specialist I in order to allocate resources to the new case management system, Aware, which emphasizes data and reporting for federal programs.
- The position would research and review policy and procedures for the Aware system, develop procedural manuals, reports and publications related to the system, and provide technical assistance to field staff.
- The proposed duties are similar to those of other Program Specialist I positions currently operating in the agency and the state and parallel the class specification for Program Specialist I appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$71,699
Budgetary number/string06-56-56-565510-40200000-0100
3. Anticipated date of hire is: 07/22/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$52,244
5. Total projected annual Salary and Benefit Cost:

Salary	\$37,752
Benefits	<u>\$23,568</u>
Total	\$61,320