



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

LINDA M. HODGDON  
Commissioner  
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SARA J. WILLINGHAM  
Director of Personnel  
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June 18<sup>th</sup>, 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: July 2, 2014

**Reclassification Request:**

- The Department of Safety requests the reclassification of vacant\_position #10587 Data Entry Operator 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 6/3/14

**Rationale for Decision:**

- The Department of Safety requests to reclassify this vacant position to Title Examiner. This position is located in the Division of Motor Vehicles, Title Bureau.
- This position would examine and approve title applications and supporting documentation for issuance of a motor vehicle title proving ownership of a motor vehicle, consistent with NH motor vehicle laws, administrative rules, and procedures.
- This position's duties would mirror those of other Title Examiner positions currently operating in similar capacities at the Department of Safety. These duties also parallel the state class specification for Title Examiner, appropriately.

**Funding Summary**

1. This position is a 100 highway fund% position.
2. Total FY 15 Budgeted (Salary & Benefits): \$64,249  
Budgetary number/string02-23-23-233010-23140000-010
3. Anticipated date of hire is: 7/25/2014at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$42,831
5. Total projected annual Salary and Benefit Cost:

Salary	\$28,178
Benefits	<u>\$20,240</u>
Total	\$48,417

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: July 2, 2014

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #15828 Executive Secretary, Labor Grade 11, A000 to a Program Specialist III, Labor Grade 23, A000.

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

- Program Specialist III, Labor Grade 23, A000, effective 6/10/14

**Rationale for Decision:**

- The Department of Health and Human Services requests to reclassify this vacant position to Program Specialist III and transfer it to New Hampshire Hospital, Community Based Care Services.
- This position would provide critical verification for the credentialing and privileging of clinical practitioners, as well as comprehensive complex reviews, documentation, and legal applications in support of the Managed Care Documentation Program and the Administrative Review Committee.
- This position's duties would mirror those of other Program Specialist III positions currently operating in similar capacities in this agency and at other state agencies, and would parallel the class specification for Program Specialist III appropriately.

**Funding Summary**

1. This position is a 70% General Funded position.  
This position is a 30% Federal Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$50,667  
Budgetary number/string05-95-94-940010-8400-010
3. Anticipated date of hire is: August 8, 2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$56,602
5. Total projected annual Salary and Benefit Cost:

Salary	\$43,602
Benefits	<u>\$23,291</u>
Total	\$66,893

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: July 2, 2014

**Reclassification Request:**

- The Department of Environmental Services requests the reclassification of vacant position #17371 Word Processor Operator I, Labor Grade 9, A000 to a Data Processing Supervisor I , Labor Grade 15, A000.

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

- Data Processing Supervisor I, Labor Grade 15, A000, effective June 2, 2014

**Rationale for Decision:**

- The Department of Environmental Services requests to reclassify this vacant position, which is located in the Land Resources Management Program, to Data Processing Supervisor I.
- This position would supervise complex data entry of application, payment and complaint information, and oversee the standardized data processing operations of the Land Resources Management Program's Application Receipt Center.
- This position's duties would mirror those of other Data Processing Supervisor I positions operating in similar capacities at other state agencies. These duties also parallel the class specification for Data Processing Supervisor I appropriately.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$52,458  
Budgetary number/string44-44-442010-12000000-010
3. Anticipated date of hire is: 7/25/2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$ 46,405
5. Total projected annual Salary and Benefit Cost:

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