



State of New Hampshire

DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex-25 Capitol Street
Concord, New Hampshire 03301

20 *DM*

LINDA M. HODGDON
Commissioner
(603) 271-3201

KAREN D. HUTCHINS
Director
(603) 271-3261

September 18th, 2013

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,

Karen D. Hutchins
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 224:315
Governor and Council Meeting Date: October 2, 2013

Reclassification Request:

- The NH Liquor Commission requests the reclassification of Vacant_position #14302 Warehouseman, Labor Grade 10 to a Retail Store Clerk II , Labor Grade 12.

Division of Personnel (DOP) Reclassification Decision:

- Retail Store Clerk II, Labor Grade 12, effective 9/9/13

Rationale for Decision:

- The NH Liquor Commission requests an additional Retail Store Clerk II to maintain the newly relocated Bedford Liquor Store and assist the customers as this store is twice the size of the original store.
- This position will provide exceptional customer service in a retail store environment by retrieving and compiling register receipts, maintaining product merchandising and inventory, and reporting sales results.
- This position's proposed supplemental job description fits the criteria of the Retail Store Clerk II class specification and supports the agency's overall organizational structure.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$45,335
Appropriation # 02-77-77-771512-1040
3. Anticipated date of hire is: October 1, 2013 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$32,347
5. Total projected annual Salary and Benefit Cost:

Salary	\$26,540
Benefits	<u>\$20,184</u>
Total	\$46,724