



VICKI V. QUIRAM
Commissioner
(603) 271-3201

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

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

February 10, 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: March 09, 2016

Reclassification Request:

- The Adjutant General's Department requests the reclassification of Vacant_position #42521 Maintenance Mechanic II, Labor Grade 12, A130 to a Building and Grounds Utility Person , Labor Grade 8, A130.

Division of Personnel (DOP) Reclassification Decision:

- Building and Ground Utility Person, Labor Grade 8, A130, effective 2-3-2016

Rationale for Decision:

- The agency requests to reclassify this vacant position to Building and Grounds Utility Person in order to perform routine, skilled labor in a variety of custodial, grounds-keeping and maintenance duties.
- This position would also maintain and make minor repairs to equipment and power tools used in the performance of these duties, and distribute custodial supplies to multiple buildings.
- The proposed duties are similar to those of other Building and Grounds Utility Person positions currently operating at the agency and in the state and parallel the class specification for that title appropriately.

Funding Summary

1. This position is a 25% General Funded position.
This position is a 75% Federal Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$69,436
Budgetary number/string02-12-12-120010-22330000-010
3. Anticipated date of hire is: 4-15-2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$7,323
5. Total projected annual Salary and Benefit Cost:

Salary	\$26,333
Benefits	<u>\$21,267</u>
Total	\$47,600

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: March 09, 2016

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant_position #13029 Plant Maintenance Engineer I, Labor Grade 17, A130 to a Maintenance Technician , Labor Grade 21, A130.

Division of Personnel (DOP) Reclassification Decision:

- Maintenance Technician , Labor Grade 21, A130, effective 2-3-2016

Rationale for Decision:

- The agency requests to reclassify this vacant position to Maintenance Technician. The agency recently restructured and now this position's duties are more in line with the Maintenance Technician classification.
- This position would perform duties associated with the maintenance and repair of all HVAC systems, including oversight of boiler maintenance, physical plant maintenance and electronic systems at the facility.
- The proposed duties are similar to those of other Maintenance Technician positions currently operating at Department of Corrections and at other agencies, and parallel the class specification for Maintenance Technician appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$ 86,227
Budgetary number/string02-46-46-468010-82500000-010
3. Anticipated date of hire is: 4/29/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$7,903
5. Total projected annual Salary and Benefit Cost:

Salary	\$43,722.00
Benefits	<u>\$24,771.00</u>
Total	\$68,493.00

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: March 09, 2016

Reclassification Request:

- The New Hampshire Veterans Home requests the reclassification of Vacant position #19485 Medical Records Technician , Labor Grade 13, A130 to a Program Assistant II , Labor Grade 15, A130.

Division of Personnel (DOP) Reclassification Decision:

- Program Assistant II, Labor Grade 15, A130, effective 2-4-2016

Rationale for Decision:

- The agency requests to reclassify this vacant position to Program Assistant II in order to assist in the facility's implementation of and migration to an electronic medical records program.
- This position would: provide program guidance to staff to ensure that proper policies and procedures are followed in data input and electronic records management; develop and facilitate training; coordinate reporting; and supervise users.
- The proposed duties mirror those of other Program Assistant II positions currently operating in similar capacities at this agency and at other state agencies, and parallel the class specification for Program Assistant II position appropriately.

Funding Summary

1. This position is a 33% General Funded position.
This position is a 33% Federal Funded position.
This position is a 34% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$73,570
Budgetary number/string05-43-43-430010-53590000-010
3. Anticipated date of hire is: 4/1/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$11,004
5. Total projected annual Salary and Benefit Cost:

Salary	\$34,341
Benefits	<u>\$22,880</u>
Total	\$57,221

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: March 09, 2016

Reclassification Request:

- The Department of Education requests the reclassification of Vacant_position #13238 Vocational Rehabilitation Supervisor, Labor Grade 25, A000 to a Program Specialist III , Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist III, Labor Grade 23, A000, effective 1-27-2016

Rationale for Decision:

- As a Program Specialist III, the position would report to the Bureau of Finance, Policy and Planning–Employment/Employer Relations Unit and would assist in addressing needs identified in the Workforce Innovation and Opportunity Act (July 2014).
- In its new role, this position would monitor state and federal standards and work with community rehabilitation providers and vendors to ensure that competitive integrated employment outcomes for clients are met.
- This position's duties would be similar to those of other Program Specialist III positions operating in similar capacities at this agency and at other state agencies, and would parallel the state class specification for Program Specialist III position appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$73,034
Budgetary number/string06-56-56-565510-40200000-500100
3. Anticipated date of hire is: 4-15-2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$10,677
5. Total projected annual Salary and Benefit Cost:

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