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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
(603) 271-3201

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

February 12, 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
Acting Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 28, 2014

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant_position #18381 Toll Attendant II, Labor Grade 11, A130 to a Audit Technician , Labor Grade 11, A000.

Division of Personnel (DOP) Reclassification Decision:

- Audit Technician, Labor Grade 11, A000, effective 1/29/14

Rationale for Decision:

- The Department of Transportation requests to reclassify this vacant position in order streamline and supplement the Finance Payroll Section within the Division of Finance, Bureau of Finance and Contracts.
- The Audit Technician would utilize the internal time keeping and asset management system (MATS) and NH FIRST to reconcile payroll and leave balances, audit and verify employee records, and review and process rented equipment payments.
- This position's duties would mirror those of other Audit Technician positions currently operating within DOT and at other state agencies. Duties also parallel the state class specification for Audit Technician appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$49,012
Budgetary number/string04-096-096-961017-7026-010
3. Anticipated date of hire is: May 2, 2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$5,416
5. Total projected annual Salary and Benefit Cost:

Salary	\$25,968
Benefits	<u>\$20,970</u>
Total	\$46,938

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 28, 2014

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant_position #18376 Toll Attendant I, Labor Grade 9, A130 to a Accountant I , Labor Grade 16, A000.

Division of Personnel (DOP) Reclassification Decision:

- Accountant I, Labor Grade 16, A000, effective 1/28/14

Rationale for Decision:

- The Department of Transportation requests to reclassify this vacant position in order streamline and supplement the Purchasing and Accounts Payable Section within the Division of Finance, Bureau of Finance and Contracts.
- The Accountant I would provide reviews for encumbrances, accounts payable back-up, and critical review of purchasing and inventory records to ensure accuracy in reporting and adherence to controls.
- This position's duties now mirror those of other Accountant I positions currently operating within DOT and at other state agencies. Duties also parallel the state class specification for Accountant I appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$46,584
Budgetary number/string04-096-096-961017-70260000-010
3. Anticipated date of hire is: May 2, 2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$6,174
5. Total projected annual Salary and Benefit Cost:

Salary	\$31,450
Benefits	<u>\$22,055</u>
Total	\$53,505

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 28, 2014

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant_position #19684 Toll Attendant II, Labor Grade 11, A130 to a Accountant III , Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Accountant III, Labor Grade 21, A000, effective 2/3/14

Rationale for Decision:

- The Department of Transportation, Bureau of Finance and Contracts requests to reclassify this vacant position in an effort to supplement the Department's fiscal review and analysis efforts.
- The Accountant III would provide the Budget Operations and Financial Analysis Section with assistance in financial reporting, areas of fixed assets and consumable inventory maintenance reporting, and critical areas of audit.
- This position's duties would mirror those of other Accountant III positions currently operating within the DOT Bureau of Finance and Contracts. Duties also parallel the basic functions under the state class specification for Accountant III appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$49,012
Budgetary number/string04-096-096-961017-70260000-010
3. Anticipated date of hire is: May 2, 2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$7,137
5. Total projected annual Salary and Benefit Cost:

Salary	\$38,417
Benefits	<u>\$23,433</u>
Total	\$61,850

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 28, 2014

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant_position #21719 Toll Attendant I, Labor Grade 9, A130 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 1/30/14

Rationale for Decision:

- The Department of Transportation, Bureau of Finance and Contracts requests to reclassify this vacant position in an effort to improve data collection and reporting methods by means of automated solutions versus current manual procedures.
- This position would assist DOT financial operations by analyzing manual data collection methods and working closely with existing state agencies, DoIT, and vendors to establish streamlining and centralization of automated financial data and information.
- This position's duties would mirror those of other Business Systems Analyst I positions currently operating within DOT and at other state agencies. Duties also parallel the state class specification for Business Systems Analyst I appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$46,584
Budgetary number/string04-096-096-961017-70260000-010
3. Anticipated date of hire is: May 2, 2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$8,970
5. Total projected annual Salary and Benefit Cost:

Salary	\$51,678
Benefits	<u>\$26,056</u>
Total	\$77,734

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 28, 2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #11888 Child Protective Services Worker III, Labor Grade 22, A000 to a Supervisor IV , Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor IV, Labor Grade 25, A000, effective 2/5/14

Rationale for Decision:

- The Department of Health and Human Services requests to reclassify this vacant position to establish a skilled supervisory position that can provide critical support and oversight to Assessment and Family Service Child Protective Service Workers.
- The Supervisor IV would supervise subordinate Child Protective Services Workers and staff to assure the provision of quality mandated child welfare services, establishing and implementing the standards and expectation of work performance in the office.
- This position's duties would mirror those of other Supervisor IV positions currently operating within DHHS and at other state agencies. Duties also parallel the state class specification for Supervisor IV appropriately.

Funding Summary

1. This position is a 60% General Funded position.
This position is a 40% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$92,403
Budgetary number/string05-95-42-421010-29570000-010 and 060
3. Anticipated date of hire is: April 4, 2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$13,509
5. Total projected annual Salary and Benefit Cost:

Salary	\$45,424
Benefits	<u>\$24,819</u>
Total	\$70,243