



58 *Jan*

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

CHARLES M. ARLINGHAUS
Commissioner
(603) 271-3201

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

February 21, 2017

His Excellency, Governor Christopher T. Sununu
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.

The change in position allocation or classification for vacant positions under RSA 21-I:56 I, shall be effective upon approval by the Governor and Executive Council. For filled positions with a current incumbent, Personnel Rule 303.04 Response of Director, mandates that the effective date of the change in position allocation or classification shall be the first day of the pay period immediately following the written response made by the Director of Personnel. In cases where this rule applies, Governor and Executive Council action is requested **retroactive** to the date specified for that position.

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
Sara J. Willingham
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: March 7, 2018

Reclassification Request:

- The Department of Administrative Services requests the reclassification of Vacant position #16510 Maintenance Assistant, Labor Grade 10, A130 to a Plant Maintenance Engineer IV, Labor Grade 24, A130.

Division of Personnel (DOP) Reclassification Decision:

- Plant Maintenance Engineer IV, Labor Grade 24, A130 effective upon Council's Approval

Rationale for Decision:

- The agency requests to reclassify this vacant position within the Bureau of Facilities and Assets Management as a result of the closure of the Concord Steam Corporation which has resulted in the installation of heating plants on the Governor Hugh Gallen State Office Park campus.
- This position would directly supervise & coordinate the technical maintenance operations of 16 buildings with emphasis on managing the newly installed boilers & overseeing all HVAC-related activities for the bureau, including monitoring contractors & making determinations about utilizing in-house or contracted resources for projects.
- The proposed duties are similar to those of other Plant Maintenance Engineer IV positions currently operating in the agency and state, and parallel the class specification for Plant Maintenance Engineer IV appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 01-14-14-141510-20420000-010
3. Anticipated date of hire is: 5/25/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$2,988
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:

| | |
|----------|-----------------|
| Salary | \$38,414 |
| Benefits | <u>\$16,239</u> |
| Total | \$54,653 |

Projected Annual Cost:

| | |
|----------|-----------------|
| Salary | \$50,482 |
| Benefits | <u>\$27,195</u> |
| Total | \$77,677 |

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: March 7, 2018

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant position #10381 Records Control Clerk, Labor Grade 10, A000 to a Program Assistant II, Labor Grade 15, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Assistant II, Labor Grade 15, A000 effective upon Council's Approval

Rationale for Decision:

- The agency requests to reclassify this vacant position to have it function as a trainer for the administrative support staff assigned to the Bureau of Financial Responsibility, tasked with cross-training staff in order to reduce processing time and enhance customer service.
- This position would schedule and conduct individual and group training sessions on bureau computer systems with particular emphasis on the VISION database; participate in the development of standard operating procedures to improve work flow; and provide supervisory oversight as needed.
- The proposed duties are similar to those of other Program Assistant II positions currently operating in the agency and state, and parallel the class specification for Program Assistant II appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-23-23-233015-23150000-010
3. Anticipated date of hire is: 3/16/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$13,053
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:

| | |
|----------|-----------------|
| Salary | \$35,751 |
| Benefits | <u>\$34,861</u> |
| Total | \$70,612 |

Projected Annual Cost:

| | |
|----------|-----------------|
| Salary | \$32,858 |
| Benefits | <u>\$23,705</u> |
| Total | \$56,563 |

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: March 7, 2018

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant position #14581 Program Assistant II, Labor Grade 15, A000 to a Program Planner I, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Planner I, Labor Grade 19, A000 effective upon Council's Approval

Rationale for Decision:

- The agency requests to reclassify this vacant position to provide planning support to local, state, federal and private sector agencies; the administrative support previously performed by this position is adequately covered through the use of part-time staff within the Planning Section.
- This position would function as an All Hazards Planner to coordinate, develop and revise emergency management plans used in preparing for, responding to, and recovering from natural, human-caused, technological and other disasters, with a particular emphasis on Radiological Emergency Response (REP) plans.
- The proposed duties are similar to those of other Program Planner I positions currently operating in the state, and parallel the class specification for Program Planner I appropriately.

Funding Summary

1. This position is a 28% General Funded position.
This position is a 32% Federal Funded position.
This position is a 40% Other Funded position.
2. Budgetary number/string 02-23-23-236010-27400000-010
3. Anticipated date of hire is: 3/16/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$14,616
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:

| | |
|----------|----------------|
| Salary | \$34,819 |
| Benefits | <u>\$6,911</u> |
| Total | \$41,730 |

Projected Annual Cost:

| | |
|----------|-----------------|
| Salary | \$38,513 |
| Benefits | <u>\$24,825</u> |
| Total | \$63,338 |

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: March 7, 2018

Reclassification Request:

- The Department of Transportation requests the reclassification of Filled position #21270 Accounting Technician, Labor Grade 12, A000 to a Stock Control Supervisor, Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Stock Control Supervisor, Labor Grade 12, A000 effective 2/16/2018

Rationale for Decision:

- The Department of Transportation obtained this position due to the disbandment of the Department of Administrative Services Shared Services Unit. Reclassification of this position to a Stock Control Supervisor is based on agency needs within their Division of Operations, Turnpikes Bureau - Warehouse Unit.
- The Stock Control Supervisor will supervise and coordinate the receipt, storage, and distribution of stock and non-stock purchases to ensure adequate supplies and accountability of all items for the Bureau. The position will also oversee and maintain records of stock received, stock shipped, and inventory control of available stock.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 04-96-96-961017-70220000-010
3. Filled position-effective date: 2/16/2018
4. Projected cost (Salary & Benefits) for remainder of FY18: \$18,929
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:

| | |
|----------|-----------------|
| Salary | \$38,512 |
| Benefits | <u>\$23,006</u> |
| Total | \$61,518 |

Projected Annual Cost:

| | |
|----------|-----------------|
| Salary | \$38,512 |
| Benefits | <u>\$23,006</u> |
| Total | \$61,518 |

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: March 7, 2018

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #14954 Financial Agent I, Labor Grade 20, A000 to a Program Specialist III, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist III, Labor Grade 23, A000 effective upon Council's Approval

Rationale for Decision:

- The Department of Health and Human Services is reclassifying this vacant position to a Program Specialist III in order to address a critical backlog in provider claims and to meet Federal and State audit recommendations for additional capacity and resources in the Managed Care Organization, program integrity support areas.
- The Program Specialist III will serve as a Managed Care Organization Program Integrity Specialist that will analyze and review data to enroll or re-enroll in the New Hampshire Medicaid providers and ensure providers and Managed Care Organization (MCO) are in compliance with Medicaid Program Integrity rules and regulations.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 56% General Funded position.
This position is a 43% Federal Funded position.
This position is a 1% Other Funded position.
2. Budgetary number/string 05-95-95-951010-79350000-010
3. Anticipated date of hire is: 3/30/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$13,762
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:

| | |
|----------|-----------------|
| Salary | \$55,079 |
| Benefits | <u>\$38,688</u> |
| Total | \$93,767 |

Projected Annual Cost:

| | |
|----------|-----------------|
| Salary | \$45,377 |
| Benefits | <u>\$26,184</u> |
| Total | \$71,561 |