



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

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CHARLES M. ARLINGHAUS
Commissioner
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Director of Personnel
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June 6, 2018

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
for Sara J. Willingham
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 20, 2018

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #42865 Training Development Manager , Labor Grade 24, A000 to a Toxicologist V, Labor Grade 32, A000.

Division of Personnel (DOP) Reclassification Decision:

- Toxicologist V, Labor Grade 32, A000 effective upon Council's approval

Rationale for Decision:

- The New Hampshire Department of Health and Human Services, Division of Public Health Services, Bureau of Public Health Protection is reclassifying this vacant position to a Toxicologist V in order to establish capacity in evaluating and responding to human health risk factors from exposure to environmental toxic substance and chemical exposures.
- The Toxicologist V will administer scientific services in Environmental Toxicology including planning and policy development and technical consultation to public health and medical partners. The position will coordinate, direct, and evaluate prevention, control, and mitigation of public health hazards caused by environmental and/or chemical exposures.
- 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% Federal Funded position.
2. Budgetary number/string 05-95-90-901010-59970000-010
3. Anticipated date of hire is: 7/27/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$86,263
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$56,218
Benefits	<u>\$40,794</u>
Total	\$97,012

Projected Annual Cost:

Salary	\$67,041
Benefits	<u>\$30,474</u>
Total	\$97,515