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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

CHARLES M. ARLINGHAUS  
Commissioner  
(603) 271-3201

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

July 5, 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  
Director of Personnel

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: July 19, 2017

Reclassification Request:

- The New Hampshire Insurance Department requests the reclassification of Vacant position #40592 Secretary II, Labor Grade 9, A000 to a Research Assistant, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Research Assistant, Labor Grade 19, A000 effective upon Council's approval

Rationale for Decision:

- The agency requests to reclassify this vacant position and transfer it to the Fraud Unit to satisfy a need for additional staff resources due to an increase in the number of fraud referrals received and the highly complex nature of some of the fraud cases.
- This position would extract fraud-related statistical and other technical data from a variety of sources and databases, organize unit records and evidence, create and distribute reports to examiners and investigators for trend analysis, and perform research to compile reports for use by senior management in planning.
- The proposed duties are similar to those of other Research Assistant positions that have been utilized in the agency and parallel the class specification for Research Assistant appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 18 Budgeted (Salary & Benefits): \$69,360  
Budgetary number/string 02-24-24-240010-25200000-010
3. Anticipated date of hire is: 8/4/2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$53,594
5. Total projected annual Salary and Benefit Cost:

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

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: July 19, 2017

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant position #16288 from Senior Planner , Labor Grade 27, A000 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 upon Council's approval

Rationale for Decision:

- The Department of Corrections has adopted several new software technologies and needs additional resources dedicated to coordinating system roll-out, researching errors and determining solutions, and working with staff on workflow adjustments.
- This position would meet with Department representatives to discuss business objectives in order to recommend appropriate business information systems, and would assist in the development of Request for Proposals, while ensuring compliance with state, federal and court-mandated data requirements.
- The proposed duties are similar to those of other Business Systems Analyst I positions currently operating in the state and parallel the class specification for Business Systems Analyst I appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 18 Budgeted (Salary & Benefits): \$109,945  
Budgetary number/string 02-46-46-460010-59280000-010
3. Anticipated date of hire is: 8/18/2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$68,309
5. Total projected annual Salary and Benefit Cost:

Salary	\$56,238
Benefits	<u>\$28,335</u>
Total	\$84,573

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: July 19, 2017

**Reclassification Request:**

- The Department of Transportation requests the reclassification of Vacant position #20062 Civil Engineer VI, Labor Grade 32, A130 to a Administrator III, Labor Grade 31, A000.

**Division of Personnel (DOP) Reclassification Decision:**

- Administrator III, Labor Grade 31, A000 effective upon Council's approval

**Rationale for Decision:**

- Due to the anticipated merger of the Highway Design Survey Section into the Bureau of Right of Way, the Department requests reclassification to address the organizational need for a more wide-ranging experience background without the necessity of engineering expertise.
- This Administrator III would provide critical well-rounded management of right of way acquisitions, apply administrative knowledge of state and federal RSA's, and maintain timelines to meet the Department's commitments to legislative requirements for the State's Ten Year Transportation Plan.
- 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 69% General Funded position.  
This position is a 26% Federal Funded position.  
This position is a 5% Other Funded position.
2. Total FY 18 Budgeted (Salary & Benefits): \$130,059  
Budgetary number/string 04-96-96-962015-30280000-010
3. Anticipated date of hire is: 8/18/2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$75,818
5. Total projected annual Salary and Benefit Cost:

Salary	\$63,999
Benefits	<u>\$29,871</u>
Total	\$93,870