



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

APR 22 '15 AM 8:44 DAS

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

April 22nd, 2015

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: May 6, 2015

Reclassification Request:

- The Department of Transportation requests the reclassification of Filled_position #18297 Engineering Technician IV, Labor Grade 19,A000 to a Land Surveyor I , Labor Grade 22,A000.

Division of Personnel (DOP) Reclassification Decision:

- Land Surveyor Technician I, Labor Grade 20,A000, effective 11-28-2014

Rationale for Decision:

- The Department of Transportation requests to establish a promotional class series reporting to their Licensed Land Surveyor in order to increase staffing in this area, ensuring timely transportation corridor project plan reviews and accurate identification of existing right-of-way limits in compliance with relevant RSAs
- Over the last few years, this position has been assigned duties associated with the surveying of plans, appropriate to the Surveyor title. The proposed Land Surveyor I would perform surveying support functions relating to the planning, project development and/or maintenance of transportation structures and facilities, and provide right-of-way information in response to inquiries.
- The Division of Personnel supports this request but has determined that due to the requirement to report to a Licensed Land Surveyor, the level of duties, and the proposed qualification requirements, the title and labor grade of this position should be Land Surveyor Technician I, labor grade 20.

Funding Summary

1. This position is a 100 % Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$57,316
Budgetary number/string04-96-96-962015-30280000-010
3. Filled position-effective date: 11/28/2014
4. Projected cost (Salary & Benefits) for remainder of FY15: \$32,737
5. Total projected annual Salary and Benefit Cost:

Salary	\$38,513
Benefits	<u>\$22,284</u>
Total	\$60,797

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: May 6, 2015

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant _position #20245 Building Maintenance Supervisor, Labor Grade 15,A130 to a Land Surveyor II , Labor Grade 24,A000.

Division of Personnel (DOP) Reclassification Decision:

- Land Surveyor Technician I, Labor Grade 20,A000, effective 11-28-2014

Rationale for Decision:

- The Department of Transportation requests to establish a promotional class series reporting to their Licensed Land Surveyor in order to increase staffing in this area, ensuring timely transportation corridor project plan reviews and accurate identification of existing right-of-way limits in compliance with relevant RSAs.
- As a Land Surveyor II, this position would perform semi-professional surveying functions, and provide right-of-way information in response to inquiries. Reclassifying this vacant position to the II level would allow for I level employees to be promoted upon meeting minimum qualification, licensing, and performance requirements.
- The Division of Personnel supports this request but has determined that due to the requirement to report to a Licensed Land Surveyor, the level of duties, and the proposed qualification requirements, the title and labor grade of this position should be Land Surveyor Technician II, labor grade 22.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$54,977
Budgetary number/string04-96-96-962015-30280000-010
3. Anticipated date of hire is: 6/1/2015 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$2,338
5. Total projected annual Salary and Benefit Cost:

Salary	\$38,513
Benefits	<u>\$22,284</u>
Total	\$60,797

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 6, 2015

Reclassification Request:

- The Department of Transportation requests the reclassification of Filled_position #20593 Right of Way Agent I, Labor Grade 18,A000 to a Land Surveyor I , Labor Grade 22,A000.

Division of Personnel (DOP) Reclassification Decision:

- Land Surveyor Technician I, Labor Grade 20,A000, effective 11-28-2014

Rationale for Decision:

- The Department of Transportation requests to establish a promotional class series reporting to their Licensed Land Surveyor in order to increase staffing in this area, ensuring timely transportation corridor project plan reviews and accurate identification of existing right-of-way limits in compliance with relevant RSAs.
- Over the last few years, this position has been assigned duties associated with the surveying of plans, appropriate to the Surveyor title. The proposed Land Surveyor I would perform surveying support functions relating to the planning, project development and/or maintenance of transportation structures and facilities, and provide right-of-way information in response to inquiries.
- The Division of Personnel supports this request but has determined that due to the requirement to report to a Licensed Land Surveyor, the level of duties, and the proposed qualification requirements, the title and labor grade of this position should be Land Surveyor Technician I, labor grade 20.

Funding Summary

1. This position is a 100 % Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$57,316
Budgetary number/string04-96-96-962015-30280000-010
3. Filled position-effective date: 11-28-2014
4. Projected cost (Salary & Benefits) for remainder of FY15: \$32,737
5. Total projected annual Salary and Benefit Cost:

Salary	\$38,513
Benefits	<u>\$22,284</u>
Total	\$60,797