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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

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October 1st, 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
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I: 56
Governor and Council Meeting Date: October 15 , 2014

Reclassification Request:

- The Department of Safety requests the reclassification of filled_position # 41847 Administrator II , Labor Grade 29,A000 to a Information Technology Manager , Labor Grade 32,A000 .

Division of Personnel (DOP) Reclassification Decision:

- Information Technology Manager , Labor Grade 32,A000, effective 8-22-14

Rationale for Decision:

- This position serves as the Geographic Information System (GIS) Administrator for the Division of Emergency Services and Communications with the primary responsibility for the NH Visual Information and Emergency Watch Web (NH VIEWW).
- Due to rapidly evolving technological advances emerging in the GIS arena, this position is responsible for short and long-term strategic goals in planning, designing, implementing and updating Division-wide GIS solutions, and assuring that long-term strategies are advanced and that proper interpretation of data leads to appropriate conclusions to defend GIS decisions.
- The functions of this position and qualifications needed for this role support the title of Information Technology Manager IV. The proposed supplemental job description fits the criteria of the class specification and is appropriate to the agency's structure.

Funding Summary

1. This position is a 100 (E911)% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$101,926
Budgetary number/string02-23-23-236510-1395000-010
3. Filled position-effective date: 8/22/2014
4. Projected cost (Salary & Benefits) for remainder of FY15: \$74,159
5. Total projected annual Salary and Benefit Cost:

Salary	\$64,409
Benefits	<u>\$27,406</u>
Total	\$91,815

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 15, 2014

Reclassification Request:

- The Department of Fish and Game requests the reclassification of Vacant_position #19694 Computer Entry/Audit Clerk , Labor Grade 10, A000 to a Program specialist I , Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist I, Labor Grade 19, A000, effective 9/23/14

Rationale for Decision:

- The NH Fish and Game Department requests that position #19694 be reclassified to Program Specialist I and transferred to the Office of the Executive Director in order to report to and assist the Federal Aid Administrator.
- This position would assist the Federal Aid Administrator with the administration of federal aid grants and ensure data and record retention for the various divisions and grant programs as well as assist in reporting, tracking and usage of grant monies.
- he proposed supplemental job description is appropriate to the class specification for Program Specialist I and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 50% Federal Funded position.
This position is a 50 Fish and Game Funds % Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$44,424
Appropriation #03-75-75-750250-21180000-010
3. Anticipated date of hire is: 11/14/14at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$34,038
5. Total projected annual Salary and Benefit Cost:

Salary	\$37,011
Benefits	<u>\$21,987</u>
Total	\$58,998

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 15, 2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of filled position #16591 Regional Coordinator , Labor Grade 21,A000 to a Technical Support Spec III , Labor Grade 25,A000.

Division of Personnel (DOP) Reclassification Decision:

- Technical Support Spec III, Labor Grade 25,A000, effective 5-30-14

Rationale for Decision:

- The rollout of the Web Information Technology System (WITS) has transformed this position's role in the Bureau of Drug and Alcohol Services from a focus on preventative and treatment services to the maintenance and implementation of WITS to all external provider stakeholders in support of Bureau administration and program areas.
- Responsibilities such as assisting and training end users of the WITS system, troubleshooting system issues, meeting data management and reporting needs, doing user acceptance testing and quality assurance, and setting up and maintaining editable code tables are responsibilities typical of a Technical Support Specialist.
- The Division of Personnel has determined that these responsibilities support the Technical Support Specialist III classification, and are similar to other state positions of that title.

Funding Summary

1. This position is a 44% General Funded position.
This position is a 56% Federal Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$79,397
Budgetary number/string05-95-49-491510-29870000-010
3. Filled position-effective date: 10/17/2014
4. Projected cost (Salary & Benefits) for remainder of FY15: \$46,792
5. Total projected annual Salary and Benefit Cost:

Salary	\$47,502
Benefits	<u>\$24,062</u>
Total	\$71,564