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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**

**VICKI V. QUIRAM**  
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January 13, 2016

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 21-1:56  
Governor and Council Meeting Date: January 27,2016

**Reclassification Request:**

- The Governor's Commission on Disability requests the reclassification of Vacant position #41157 Clerk Interviewer, Labor Grade 9, A000 to a Administrative Secretary , Labor Grade 14, A000.

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

- Administrative Secretary, Labor Grade 14, A000, effective 1-05-2016

**Rationale for Decision:**

- The agency requests to reclassify this vacant position to Administrative Secretary to perform administrative and secretarial duties related to the Commission and its programs, and to support the Executive Director.
- This position will make meeting arrangements and preparations, to include drafting agendas, preparing minutes, maintaining attendance records and assisting with seating accommodations as needed.
- The proposed duties are similar to those of other Administrative Secretary positions currently operating in the state and parallel the class specification for Administrative Secretary appropriately.

**Funding Summary**

1. This position is a 97.5% General Funded position.  
This position is a 2.5% Federal Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$52,487  
Appropriation #01-02-02-020510-10040000-010
3. Anticipated date of hire is: 03/04/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$14,333
5. Total projected annual Salary and Benefit Cost:

Salary	\$31,025
Benefits	<u>\$22,212</u>
Total	\$53,237

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: January 27, 2016

**Reclassification Request:**

- The Department of Administrative Services requests the reclassification of Vacant position #41882 Program Assistant II, Labor Grade 15, A000 to a Administrator III , Labor Grade 31, A000.

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

- Administrator III, Labor Grade 31, A000, effective 1-06-2016

**Rationale for Decision:**

- This position would be relocated to the Department's Risk Management Unit and is requested to be reclassified in order to act as Workers' Compensation Administrator in support of the state's \$8 million dollar self-funded workers' compensation program.
- This position would enhance the performance of the program by providing leadership, support and subject matter expertise to staff throughout state government who have workers' compensation related duties, and would also ensure legal compliance, oversee vendors, coordinate training programs, and serve on executive and legislative branch commissions.
- The proposed responsibilities of this position are appropriate to the class specification of Administrator III and align well with the duties and scope of authority of other Administrator III positions in the state system.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$66,193  
Appropriation #01-14-14-143510-29010000-010
3. Anticipated date of hire is: 3/4/2016at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$24,590
5. Total projected annual Salary and Benefit Cost:

Salary	\$62,732
Benefits	<u>\$28,601</u>
Total	\$91,333

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: January 27,2016

**Reclassification Request:**

- The New Hampshire Department of Insurance requests the reclassification of Vacant position #10944 Administrative Supervisor , Labor Grade 17, A000 to a Program Assistant II , Labor Grade 15, A000.

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

- Program Assistant II, Labor Grade 15, A000, effective 12-17-2015

**Rationale for Decision:**

- The agency requests to reclassify this vacant position to Program Assistant II and transfer it to the Business Unit to perform paraprofessional duties related to human resources, payroll and accounting in anticipation of the retirement of a similar position.
- This position will collect, maintain, track and analyze a variety of specialized data, and will also provide guidance and instruction regarding related policies and procedures.
- The proposed duties are similar to those of other Program Assistant II positions currently operating in the agency and the state and parallel the class specification for Program Assistant II appropriately.

**Funding Summary**

1. This position is a 100 % Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$57,079  
Budgetary number/string02-24-24-240010-25200000-010
3. Anticipated date of hire is: 02/19/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$16,813
5. Total projected annual Salary and Benefit Cost:

Salary	\$32,195
Benefits	<u>\$22,448</u>
Total	\$54,642

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: January 27, 2016

**Reclassification Request:**

- The Department of Transportation requests the reclassification of Vacant\_position #20148 Civil Engineer III, Labor Grade 24, A130 to a Program Specialist II , Labor Grade 21, A000.

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

- Program Specialist II, Labor Grade 21, A000, effective 12-24-2015

**Rationale for Decision:**

- This position is requested to be reclassified to Program Specialist II in order to assist in the development, testing and implementation of various Asset Management systems in the Bureau of Planning and Community Assistance.
- This position would provide support for MATS (Managing Assets for Transportation Systems) users, support the Geographic Information Systems (GIS) application, document business processes, ensure effective communication with key agency bureaus, and conduct training on new system modules with all users.
- These duties are similar to type of functions performed by other Program Specialist IIs in the agency and the state system and are appropriate to the class specification for that title.

**Funding Summary**

1. This position is a 31% Federal Funded position.  
This position is a 69% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$74,240  
Budgetary number/string04-96-96-962015-30210000-010
3. Anticipated date of hire is: 4/15/16at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$10,032
5. Total projected annual Salary and Benefit Cost:

Salary	\$40,989
Benefits	<u>\$24,220</u>
Total	\$65,209

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: January 27, 2016

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Filled position #12398 Program Specialist IV, Labor Grade 25, A000 to a Program Planning and Review Specialist , Labor Grade 28, A000.

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

- Program Planning and Review Specialist , Labor Grade 28, A000, effective 12/25/2015

**Rationale for Decision:**

- The agency requests to reclassify this position as part of a recent reorganization, and to align efforts with The Community Mental Health Settlement Agreement to develop and implement a number of quality management activities.
- This position now monitors program quality and performance through the analysis of statistical, financial, and program evaluation data to assure the integrity of health programs and services provided by the Department of Health and Human Services.
- This position's duties now mirror those of other Program Planning and Review Specialist positions operating in similar capacities at the agency, and parallel the class specification for Program Planning and Review Specialist appropriately.

**Funding Summary**

1. This position is a 80% General Funded position.  
This position is a 20% Federal Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$94,675  
Budgetary number/string 05-95-48-480510-89310000-010
3. Filled position-effective date: 12/25/2015
4. Projected cost (Salary & Benefits) for remainder of FY16: \$45,983
5. Total projected annual Salary and Benefit Cost:

Salary	\$69,722
Benefits	<u>\$29,909</u>
Total	\$99,631

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: January 27, 2016

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Filled position #16223 Medical Service Consultant II, Labor Grade 24, A000 to a Program Planning and Review Specialist , Labor Grade 28, A000.

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

- Program Planning and Review Specialist , Labor Grade 28, A000, effective 12/25/2015

**Rationale for Decision:**

- The agency requests to reclassify this position as part of a recent reorganization, and to align efforts with The Community Mental Health Settlement Agreement to develop and implement a number of quality management activities.
- This position now monitors program quality and performance through the analysis of statistical, financial, and program evaluation to assure the integrity of health programs and services provided by the Department of Health and Human Services.
- This position's duties now mirror those of other Program Planning and Review Specialist positions operating in similar capacities at the agency, and parallel the class specification for Program Planning and Review Specialist appropriately.

**Funding Summary**

1. This position is a 80% General Funded position.  
This position is a 20% Federal Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$81,630  
Budgetary number/string 05-95-48-480510-89310000-010
3. Filled position-effective date: 12/25/2015
4. Projected cost (Salary & Benefits) for remainder of FY16: \$39,048
5. Total projected annual Salary and Benefit Cost:

Salary	\$58,631
Benefits	<u>\$27,716</u>
Total	\$86,347