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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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December 26, 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

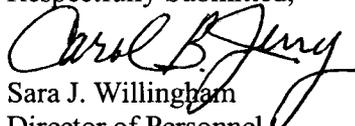
RSA 21-I:56 I, states that any request for reclassification of a position to a different class series as provided in RSA 21-I:54 shall require the approval of the Governor and Council.

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,

(for) 
Sara J. Willingham
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 10, 2018

Reclassification Request:

- The Department of Administrative Services requests the reclassification of Vacant position #19412 Journeyman Electrician, Labor Grade 14, A130 to a Financial Data Specialist II, Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Financial Data Specialist II, Labor Grade 30, A000 effective upon Council's approval

Rationale for Decision:

- The Department of Administrative Services is transferring and reclassifying this vacant position to a Financial Data Specialist II in order to help fill a critical resource shortage and provide support for the NH FIRST application. The position will now be located in the Financial Data Management Division.
- The Financial Data Specialist II will provide support to the State of New Hampshire Enterprise Resource Planning (ERP) system, including developing custom reports, custom inbound and outbound interfaces, and custom processing to support the users of the system.
- 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% General Funded position.
2. Budgetary number/string 01-14-14-142010-13700000-010
3. Anticipated date of hire is: 2/16/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$27,891
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:

Salary	\$33,758
Benefits	<u>\$23,884</u>
Total	\$57,642

Projected Annual Cost:

Salary	\$61,308
Benefits	<u>\$29,339</u>
Total	\$90,647

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: January 10, 2018

Reclassification Request:

- The Office of Professional Licensure & Certification requests the reclassification of Filled position #42827 Program Specialist II, Labor Grade 21, A000 to a Supervisor IV, Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor II, Labor Grade 21, A000 effective 12-22-17

Rationale for Decision:

- The Office of Professional Licensure & Certification requested a reclassification of this filled position due to expanded duties that have put a greater emphasis on supervision and coordination of workflow, staff, outside parties, and operational support. These supervisory duties have been added to its current program support role with coordinating complex licensing programs for the Real Estate Commission (REC).
- DOP has approved this position's reclassification at the level of Supervisor II, based on the materials received and the position's organizational and reporting structure. The position supervises a Program Assistant II & a License Clerk, coordinates and monitors all activities of the Real Estate Appraiser Board program to ensure compliance with federally mandated requirements of the Federal Appraisal Subcommittee.
- The supplemental job description now meets the standards of the Supervisor II class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 01-21-21-212010-24050000-10
3. Filled position-effective date: 12/22/2017
4. Projected cost (Salary & Benefits) for remainder of FY18: \$44,418
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:

Salary	\$49,179
Benefits	<u>\$44,218</u>
Total	\$93,397

Projected Annual Cost:

Salary	\$51,597
Benefits	<u>\$44,641</u>
Total	\$96,238

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 10, 2018

Reclassification Request:

- The Department of Safety requests the reclassification of Filled position #10565 Accounting Technician, Labor Grade 12, A000 to a Human Resources Assistant II, Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Human Resources Assistant II, Labor Grade 12, A000 effective 12-22-17

Rationale for Decision:

- The Department of Safety is reclassifying this filled position to a Human Resources Assistant II in order to align the human resources functions performed by this position with the appropriate classification title. The position is located in the Business Office, Human Resources Unit.
- The Human Resources Assistant II is responsible for processing and updating appropriate employee transactions in NH First such as letters for new hires, promotions, demotions, transfers, increments, terminations. This position provides transactional and clerical support to other employees working in the Human Resources Unit and assistance to agency employees with answering Human Resources related questions.
- 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 9% General Funded position.
This position is a 91% Other Funded position.
2. Budgetary number/string 02-23-23-232015-23100000-010
3. Filled position-effective date: 12/22/2017
4. Projected cost (Salary & Benefits) for remainder of FY18: \$26,108
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:

Salary	\$40,012
Benefits	<u>\$16,555</u>
Total	\$56,567

Projected Annual Cost:

Salary	\$40,012
Benefits	<u>\$16,555</u>
Total	\$56,567