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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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April 17, 2019

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,

Lorrie A. Rudis
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: May 1, 2019

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant position #14578, Emergency Management Specialist, Labor Grade 21, A000, to a Supervisor III, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor III, Labor Grade 23, A000, effective upon council approval.

Rationale for Decision:

- The Department of Safety requests to reclassify this position to satisfy a need for a Training and Exercise Supervisor within the Operations Section of the Division of Homeland Security and Emergency Management. The addition of this position would alleviate some of the supervisory burden experienced by the Assistant Bureau Chief.
- This position would develop and implement a comprehensive, all-hazards training and exercise program to meet local, state, county, federal and private sector needs utilizing Homeland Security Exercise and Evaluation Program (HSEEP) principles.
- The proposed duties are similar to those of other Supervisor III positions currently operating in the agency and state, and parallel the class specification for Supervisor III appropriately.

Funding Summary

1. This position is a 28% General Funded position.
This position is a 32% Federal Funded position.
This position is a 40% Other Funded position.
2. Budgetary number/string 02-23-23-236010-27400000-010
3. Anticipated date of hire is: 5/10/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$5,678
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$49,179
Benefits	<u>\$39,400</u>
Total	\$88,579

Projected Annual Cost:

Salary	\$46,059
Benefits	<u>\$27,490</u>
Total	\$73,549

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 1, 2019

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant position #17205, Engineering Technician III, Labor Grade 16, A000, to a Information Technology Manager III, Labor Grade 31, A000.

Division of Personnel (DOP) Reclassification Decision:

- Information Technology Manager III, Labor Grade 31, A000, effective upon council approval.

Rationale for Decision:

- The Department of Transportation is reclassifying and transferring this vacant position to an Information Technology Manager III. The position will be located in the Department of Transportation Commissioner's Office.
- The position will manage the design, evaluation, selection, and implementation of enterprise systems software for Department of Transportation, including strong coordination with DoIT, to ensure agency business needs are met efficiently. The position will supervise assigned professional staff as well as manage project teams.
- 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% Other Funded position.
2. Budgetary number/string 04-96-96-962015-33750000-010
3. Anticipated date of hire is: 6/7/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$0
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$35,555
Benefits	<u>\$25,410</u>
Total	\$60,965

Projected Annual Cost:

Salary	\$64,974
Benefits	<u>\$31,235</u>
Total	\$96,209

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: May 1, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #21025, Accountant II, Labor Grade 18, A000 to an Administrator I, Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator I, Labor Grade 27, A000, effective upon council approval.

Rationale for Decision:

- The Department of Health and Human Services is reclassifying and transferring this vacant position to an Administrator I, LG 27.
- The position is responsible for the administration of contracts for procurement operations within The Department of Health and Human Services and analyzing their efficacy. Manages a team of contract specialists to achieve state and federal regulatory requirements in accordance with policy and procedure.
- 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 61% General Funded position.
This position is a 39% Federal Funded position.
2. Budgetary number/string 05-95-95-950010-56760000-010
3. Anticipated date of hire is: 6/7/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$0
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$38,456
Benefits	<u>\$25,985</u>
Total	\$64,441

Projected Annual Cost:

Salary	\$54,717
Benefits	<u>\$29,205</u>
Total	\$83,922

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: May 1, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #43187, Accounting Technician, Labor Grade 12, A000, to an Administrator I, Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator I, Labor Grade 27, A000, effective upon council approval.

Rationale for Decision:

- Department of Health and Human Services is reclassifying and transferring this vacant position to an Administrator I, LG 27.
- The position is responsible for the administration of contracts for procurement operations within the Department of Health and Human Services and analyzing their efficacy. Manages a team of contract specialists to achieve state and federal regulatory requirements in accordance with policy and procedure.
- 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 61% General Funded position.
This position is a 39% Federal Funded position.
2. Budgetary number/string 05-95-95-950010-56760000-010.
3. Anticipated date of hire is: 6/7/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$0
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$33,423
Benefits	<u>\$15,837</u>
Total	\$49,260

Projected Annual Cost:

Salary	\$54,717
Benefits	<u>\$29,205</u>
Total	\$83,922