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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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March 28, 2018

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,

Sara J. Willingham
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: April 11, 2018

Reclassification Request:

- The Department of Administrative Services requests the reclassification of Vacant position #19203 Paralegal II, Labor Grade 19, A000 to an Executive Project Manager, Labor Grade 35, A000.

Division of Personnel (DOP) Reclassification Decision:

- Executive Project Manager, Labor Grade 35, A000 effective upon Council's approval

Rationale for Decision:

- The New Hampshire Department of Administrative Services is reclassifying in order to establish a Deputy Director of Risk & Benefits. This position will oversee fiscal affairs of all state agencies and departments to ensure uniformity of services and development of financial and management reports that will be available to serve the various needs of all state agencies and the executive and legislative branches.
- The Executive Project Manager/Deputy Director administers Risk Management Unit services and programs including the activities of the Employee and Retiree Health Benefit Program, and property and casualty insurance programs, including workers compensation, fleet, property, cyber liability, and other liability insurance operations.
- 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 01-14-14-141510-29010000-010
3. Anticipated date of hire is: 5/11/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$8,403
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:

Salary	\$38,513
Benefits	<u>\$24,825</u>
Total	\$63,338

Projected Annual Cost:

Salary	\$76,830
Benefits	<u>\$32,412</u>
Total	\$109,242

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: April 11, 2018

Reclassification Request:

- The Department of Labor requests the reclassification of Filled position #16740 Supervisor II, Labor Grade 21, A000 to a Program Specialist II, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist II, Labor Grade 21, A000 effective 1/5/18

Rationale for Decision:

- The Department of Labor is reclassifying this position to a Program Specialist II in order to align the position's updated duties and organizational placement to the appropriate classification. This position is located in the Division of Workers Compensation.
- The Program Specialist II develops teaching material to be used to train Department of Labor staff in carrying out various job assignments. The position provides technical and equipment assistance, development of forms, electronic data interchange support, and update/maintenance of agency website, in support of the Division's and Department's programs and operations.
- 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 02-26-26-261010-62000000-010
3. Filled position-effective date: 3/21/2018
4. Projected cost (Salary & Benefits) for remainder of FY18: \$14,385
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:

Salary	\$49,179
Benefits	<u>\$18,823</u>
Total	\$68,002

Projected Annual Cost:

Salary	\$49,179
Benefits	<u>\$18,823</u>
Total	\$68,002

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: April 11, 2018

Reclassification Request:

- The NH Liquor Commission requests the reclassification of Vacant position #44226 Information Technology Manager IV, Labor Grade 32, A000 to a Attorney IV, Labor Grade 32, A000.

Division of Personnel (DOP) Reclassification Decision:

- Attorney IV, Labor Grade 32, A000 effective upon Council's approval

Rationale for Decision:

- The agency requests to reclassify this position to augment the current legal staff in response to increased complexity and volume associated with contract monitoring, rulemaking, Right to Know requests, and employee-related matters and related litigation.
- This position would serve as an advisor to the senior management team by effectively communicating legal advice; provide results of legal research on relevant rules, regulations, policies, and laws; and represent the Commission during lawsuits.
- The proposed duties are similar to those of the other Attorney IV position operating in the agency and parallel the class specification for Attorney IV appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-77-77-771012-10230000-010
3. Anticipated date of hire is: 4/27/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$11,252
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:

Salary	\$92,079
Benefits	<u>\$39,393</u>
Total	\$131,472

Projected Annual Cost:

Salary	\$67,041
Benefits	<u>\$30,474</u>
Total	\$97,515

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: April 11, 2018

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #42185 Groundsman, Labor Grade 7, A130 to a Paralegal II, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Paralegal II, Labor Grade 19, A000 effective upon Council's approval

Rationale for Decision:

- The agency requests to reclassify this vacant position and transfer it to the Legal Unit to satisfy a need for additional legal staff support for responding to Right-to-Know requests; the number of requests for records has significantly risen which is increasing the agency's response time.
- This position would also conduct legal research and perform case preparation tasks to support enforcement and hearings activities; participate in and monitor deadlines for agency rulemaking; and maintain legislative tracking.
- The proposed duties are similar to those of other Paralegal II positions currently operating in the state, and parallel the class specification for Paralegal II appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 03-44-44-442010-29540000-010
3. Anticipated date of hire is: 6/8/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$0
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:

Salary	\$25,958
Benefits	<u>\$22,339</u>
Total	\$48,297

Projected Annual Cost:

Salary	\$38,513
Benefits	<u>\$24,825</u>
Total	\$63,338

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: April 11, 2018

Reclassification Request:

- The Department of Fish and Game requests the reclassification of Vacant position #43026 Computer Entry/Audit Clerk, Labor Grade 10, A000 to an Automotive Mechanic, Labor Grade 15, A130.

Division of Personnel (DOP) Reclassification Decision:

- Automotive Mechanic, Labor Grade 15, A130 effective upon Council's approval

Rationale for Decision:

- The agency requests to reclassify this vacant position and transfer it to the service garage because an additional resource is needed in order to fulfill vehicle maintenance needs for the department.
- This position would perform skilled mechanical work to maintain, repair and equip motor vehicles, boats, snowmobiles and off-highway recreation vehicles, as well as maintain parts inventory and procure parts from outside suppliers.
- The proposed duties are similar to those of other Automotive Mechanic positions currently operating in the state, and parallel the class specification for Automotive Mechanic appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 03-75-75-750520-21110000-010
3. Anticipated date of hire is: 5/11/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$4,553
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:

Salary	\$27,222
Benefits	<u>\$22,589</u>
Total	\$49,811

Projected Annual Cost:

Salary	\$35,048
Benefits	<u>\$24,139</u>
Total	\$59,187

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: April 11,2018

Reclassification Request:

- The Department of Fish and Game requests the reclassification of Filled position #40461 Design Drafter II, Labor Grade 20, A000 to a Program Specialist II, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist II, Labor Grade 21, A000 effective 3/2/18

Rationale for Decision:

- The New Hampshire Fish and Game Department is reclassifying this position to a Program Specialist II. The reclassification will help align the position to the changing needs in varied electronic media program support, graphic design, publication development and with the administration and coordination of vendor relations.
- The Program Specialist II will research and implement the most efficient methods, materials, and industry requirements for a wide range of production applications. It will work cooperatively with all divisions of Department seeking innovative and cost-efficient methods of accomplishing various divisions' goals. The Program Specialist II will ensure compliance with the policies of the Bureau of Graphic Services.
- 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% Federal Funded position.
This position is a 91% Other Funded position.
2. Budgetary number/string 03-75-75-751020-21200000-010
3. Filled position-effective date: 3/2/2018
4. Projected cost (Salary & Benefits) for remainder of FY18: \$25,619
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:		Projected Annual Cost:	
Salary	\$54,778	Salary	\$56,238
Benefits	<u>\$38,629</u>	Benefits	<u>\$38,918</u>
Total	\$93,629	Total	\$95,156