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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

SARA J. WILLINGHAM
Director of Personnel
(603) 271-3261

July 22, 2015

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,

A handwritten signature in cursive script that reads "Sara J. Willingham".

Sara J. Willingham
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: August 5, 2015

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant_position #18042 Secretary II, Labor Grade 09, A000 to a Paralegal I , Labor Grade 16, A000.

Division of Personnel (DOP) Reclassification Decision:

- Paralegal I, Labor Grade 16, A000, effective 7-10-15

Rationale for Decision:

- The Department of Safety, Bureau of Hearings, requests to reclassify this vacant position to Paralegal I in order to accomplish a 1:1 ratio of prosecutor to paralegal within the Prosecution Unit.
- This position will provide support through the functions of performing initial case reviews, preparing responses to defense motions, conducting research and interviews, tracking/scheduling hearings, and preparing specialized legal documents.
- The proposed duties as similar to those of other Paralegal I positions currently operating in similar capacities at the Department of Safety as well as in other agencies, and parallel the class specification for Paralegal I appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$65,522
Budgetary number/string02-23-23-2310010-23040000-010
3. Anticipated date of hire is: 10/2/2015 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$37,433
5. Total projected annual Salary and Benefit Cost:

Salary	\$32,897
Benefits	<u>\$21,173</u>
Total	\$54,070