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State Of New Hampshire
DIVISION OF PERSONNEL
Department of Administrative Services
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July 19, 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,

Sara J. Willingham
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 2, 2017

Reclassification Request:

- The Department of Administrative Services requests the reclassification of Vacant position #10145 Building Maintenance Supervisor, Labor Grade 15, A000 to a Maintenance Technician, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Maintenance Technician, Labor Grade 21, A000 effective upon Council's approval

Rationale for Decision:

- The agency requests to reclassify this vacant position to dedicate a resource to the new steam and hot water heating systems located in the downtown area and at New Hampshire hospital. The position would also oversee equipment at the biomass steam plant on Hazen Drive.
- In addition to filling a need for additional staff at the appropriate skill level, this position would be assigned to second shift in order to reduce the amount of overtime and number of emergency call backs due to equipment failure during those hours.
- The proposed duties are similar to those of other Maintenance Technician positions currently operating in the agency and state and parallel the class specification for Maintenance Technician appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 18 Budgeted (Salary & Benefits): \$59,162
Budgetary number/string 01-14-14-141510-29500000-010
3. Anticipated date of hire is: 9/1/2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$51,776
5. Total projected annual Salary and Benefit Cost:

Salary	\$41,828
Benefits	<u>\$25,481</u>
Total	\$67,309

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: August 2, 2017

Reclassification Request:

- The Department of Administrative Services requests the reclassification of Vacant position #44001 Program Specialist II, Labor Grade 21, A000 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 agency requests to reclassify this vacant position and re-assign it within the Risk Management Unit to the finance section. The position would conduct data analysis to assist with data reporting and strategic planning for the state employee and retiree health benefit plan.
- This position would work in conjunction with agency accounting personnel and health plan vendors in financial and claims data analysis, and manage the preparation of specialized analysis and reports for the Governor, Commissioner, legislative committees, state agencies, and regulatory agencies.
- The proposed duties are similar to those of other Financial Data Specialist II positions currently operating in the agency and parallel the class specification for Financial Data Specialist II appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 18 Budgeted (Salary & Benefits): \$67,286
Budgetary number/string 01-14-14-143510-29010000-010
3. Anticipated date of hire is: 09/01/17 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$69,728
5. Total projected annual Salary and Benefit 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: August 2, 2017

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant position #19564 Senior Dentist, Labor Grade 35, A130 to an Administrator I, Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator I, Labor Grade 27, A000 effective upon Council's approval

Rationale for Decision:

- The agency no longer has a need for the Senior Dentist as a classified position since this is now a contracted function. Position #19564 would be relocated to the Division of Community Corrections and reclassified in order to assume responsibility for the agency's re-entry program coordination efforts.
- This position would act as Re-entry Care Manager and supervise professional program staff in order to ensure that the transition from the prisons into the community, and from the prisons to Transitional Housing Units/Work Centers to the community is seamless, so that the offender has the best opportunity to re-enter the community successfully.
- The proposed supplemental job description meets the standards of the class specification for Administrator I and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 18 Budgeted (Salary & Benefits): \$116,922
Budgetary number/string 02-46-46-465010-82340000-010
3. Anticipated date of hire is: 9/1/17 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$62,899
5. Total projected annual Salary and Benefit Cost:

Salary	\$53,898
Benefits	<u>\$27,871</u>
Total	\$81,769

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: August 2, 2017

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Filled position #40153 Engineering Technician IV, Labor Grade 19, A000 to a Technical Support Specialist III, Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Technical Support Specialist III, Labor Grade 25, A000 effective 7/21/17

Rationale for Decision:

- The agency requests to reclassify this filled position since the Dam Bureau has incorporated more complex, state-of-the-industry, computerized operating and data collection systems in part to provide the emergency response community and public with critical planning information related to flood forecasting.
- This position programs, installs, tests, and maintains the agency's Hydrologic Data Collection Network and models computer programs and Supervisory Control and Data Acquisition (SCADA) controls used in remote dam operation; the position performs diagnostic troubleshooting, upgrades software and utilities, and trains agency staff.
- The proposed duties are similar to those of other Technical Support Specialist III positions currently operating in the agency and state and parallel the class specification for Technical Support Specialist III appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 18 Budgeted (Salary & Benefits): \$86,400
Budgetary number/string 03-44-44-442010-29540000-010
3. Filled position-effective date: 7/21/2017
4. Projected cost (Salary & Benefits) for remainder of FY18: \$67,463
5. Total projected annual Salary and Benefit Cost:

Salary	\$49,433
Benefits	<u>\$26,826</u>
Total	\$76,262

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: August 2, 2017

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant position #21781 Survey Team Technician I, Labor Grade 10, A000 to a License Land Surveyor, Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- License Land Surveyor, Labor Grade 27, A000 effective upon Council's approval

Rationale for Decision:

- The Department of Transportation is reclassifying this vacant position to a License Land Surveyor in anticipation of the merger of the Highway Design Survey Section into the Bureau of Right-of-Way.
- The License Land Surveyor will manage the day-to-day operation of the Department's Control Surveys program efforts and perform Licensed Land Surveying duties to develop, enhance, manage, coordinate, and maintain the vertical, horizontal, and gravitational geodetic control network in support of connected Agency Bureaus.
- 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 26% Federal Funded position.
This position is a 74% Other Funded position.
2. Total FY 18 Budgeted (Salary & Benefits): \$61,107
Budgetary number/string 04-96-96-962015-30280000-010
3. Anticipated date of hire is: 9/1/2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$62,899
5. Total projected annual Salary and Benefit Cost:

Salary	\$53,898
Benefits	<u>\$27,871</u>
Total	<u>\$81,769</u>

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: August 2, 2017

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant position #20152 Survey Team Technician V, Labor Grade 22, A000 to an Administrator III, Labor Grade 31, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator III, Labor Grade 31, A000 effective upon Council's approval

Rationale for Decision:

- The Department of Transportation is reclassifying this vacant position to an Administrator III in anticipation of the merger of the Highway Design Survey Section into the Bureau of Right-of-Way.
- The Administrator III will administer, supervise and develop policies and procedures and will plan, evaluate, coordinate and direct the Department's Boundary and Engineering survey and mapping programs in the Bureau of Right-of-Way to achieve the mission and goals of the Department.
- 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 26% Federal Funded position.
This position is a 74% Other Funded position.
2. Total FY 18 Budgeted (Salary & Benefits): \$69,318
Budgetary number/string 04-96-96-962015-30280000-010
3. Anticipated date of hire is: 9/1/2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$72,125
5. Total projected annual Salary and Benefit Cost:

Salary	\$63,999
Benefits	<u>\$29,764</u>
Total	\$93,763

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: August 2, 2017

Reclassification Request:

- The Department of Education requests the reclassification of Filled position #13096 Systems Development Specialist III, Labor Grade 23, A000 to a Technical Support Specialist V, Labor Grade 29, A000.

Division of Personnel (DOP) Reclassification Decision:

- Technical Support Specialist III, Labor Grade 25, A000 effective 5/12/17

Rationale for Decision:

- This position is located at the Department of Education, Division of Career Technology and Adult Learning, Disability Determination Services Bureau; it is being reclassified to a Technical Support Specialist III due to the Division's change to a fully electronic system resulting in increased transactional, troubleshooting, and technical needs.
- Technical Support Specialist III performs design, selection, evaluation, implementation, training, and maintenance of computer operating systems; networking and database management; as well technical support for related software and hardware to ensure bureau system operations, reliability, and program compliance.
- The proposed supplemental job description meets the standards of the class specification for a Technical Support Specialist III and the class/title is appropriate to the bureau's current organizational size and structure.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 18 Budgeted (Salary & Benefits): \$78,614
Budgetary number/string 06-56-56-565010-25500000-010
3. Filled position-effective date: 5/12/2017
4. Projected cost (Salary & Benefits) for remainder of FY18: \$76,420
5. Total projected annual Salary and Benefit Cost:

Salary	\$49,433
Benefits	<u>\$26,987</u>
Total	\$76,420

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 2, 2017

Reclassification Request:

- The Department of Education requests the reclassification of Filled position #13097 Technical Support Specialist III, Labor Grade 25, A000 to a Business System Analyst II, Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business System Analyst I, Labor Grade 28, A000 effective 5/12/17

Rationale for Decision:

- This position is located at the Department of Education, Division of Career Technology and Adult Learning, Disability Determination Services Bureau; it is being reclassified to a Business System Analyst I due to the Division's change to a fully electronic system resulting in increased transactional/processing, analysis, and support needs.
- The Business System Analyst I analyzes and implements information systems related to case management and fiscal procedures in order to increase the efficiency and effectiveness of program operations. The position works with external providers and the Social Security Administration to identify information needs and system requirements.
- The proposed supplemental job description meets the standards of the class specification for a Business System Analyst I and the class/title is appropriate to the bureau's current organizational size and structure.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 18 Budgeted (Salary & Benefits): \$78,614
Budgetary number/string 06-56-56-565010-25500000-010
3. Filled position-effective date: 5/12/2017
4. Projected cost (Salary & Benefits) for remainder of FY18: \$84,573
5. Total projected annual Salary and Benefit Cost:

Salary	\$56,238
Benefits	<u>\$28,335</u>
Total	\$84,573