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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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Commissioner  
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April 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: May 3, 2017

**Reclassification Request:**

- The Department of Information Technology requests the reclassification of Vacant position #43651 Information Technology Manager III, Labor Grade 31, A000 to a Systems Development Specialist VI, Labor Grade 30, A000.

**Division of Personnel (DOP) Reclassification Decision:**

- Systems Development Specialist VI, Labor Grade 30, A000 effective upon Council's approval

**Rationale for Decision:**

- The Department of Information Technology is requesting this vacant reclassification in order to better support the development and administration of technical needs related to critical systems and databases at the Banking Department.
- This position would: serve as the IT lead; direct, oversee and participate in projects and programs for integrated information systems; develop information systems policies and procedures to increase efficiency; manage IT expenditures and budgets; and advise on systems and networks for the Banking Department.
- The proposed supplemental job description meets the standards of the class specification for Systems Development Specialist VI and is appropriate to the agency's proposed organizational structure.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$114,389  
Budgetary number/string 01-03-03-030010-7708000-010
3. Anticipated date of hire is: 6/9/2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$0
5. Total projected annual Salary and Benefit Cost:

Salary	\$61,308
Benefits	<u>\$29,221</u>
Total	\$90,529

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: May 3, 2017

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #40444 Training & Development Therapist, Labor Grade 16, A000 to a Supervisor II, Labor Grade 21, A130.

**Division of Personnel (DOP) Reclassification Decision:**

- Laundry Manager II, Labor Grade 15, A130 effective upon Council's approval

**Rationale for Decision:**

- The agency requests to reclassify this vacant position to supervise the Laundry Services section of New Hampshire Hospital, as the current Laundry Manager II position performing this function has been reassigned with a separate reclassification pending.
- This position would: review and develop operational standards related to health, sanitation, infection control and fire codes; implement appropriate staff training programs and preventative maintenance for laundry equipment; and monitor expenditures to ensure adherence to an established budget.
- The Division of Personnel has determined that Laundry Manager II is appropriate to the proposed functions and organizational structure, rather than Supervisor II, based on comparison with similar positions currently operating in the state and the class specification for Laundry Manager II.

**Funding Summary**

1. This position is a 72% General Funded position.  
This position is a 28% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$71,385  
Budgetary number/string 05-95-94-940010-84100000-010
3. Anticipated date of hire is: 5/26/2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$2,268
5. Total projected annual Salary and Benefit Cost:

Salary	\$35,048
Benefits	<u>\$23,930</u>
Total	\$58,978

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: May 3, 2017

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #16430 Health Facilities Cleaner III, Labor Grade 8, A130 to a Buyer, Labor Grade 15, A130.

**Division of Personnel (DOP) Reclassification Decision:**

- Buyer, 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 Materials Management and Procurement section of New Hampshire Hospital to assist with the centralized purchasing of equipment, materials and supplies.
- This position would interact with staff to assess needs for materials, perform research to ensure conformance with the latest healthcare standards, and work with vendors and sales representatives to obtain bids and price quotations, ensuring compliance with state contracting and purchasing guidelines.
- The proposed duties are similar to those of other Buyer positions currently operating in the state and parallel the class specification for Buyer appropriately.

**Funding Summary**

1. This position is a 72% General Funded position.  
This position is a 28% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$59,247  
Budgetary number/string 05-95-94-940010-84100000-010
3. Anticipated date of hire is: 5/26/2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$2,268
5. Total projected annual Salary and Benefit Cost:

Salary	\$35,048
Benefits	<u>\$23,930</u>
Total	\$58,978

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: May 3, 2017

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #15798 Training & Development Specialist, Labor Grade 16, A000 to a Supervisor II, Labor Grade 21, A130.

Division of Personnel (DOP) Reclassification Decision:

- Gift & Food Services Manager, Labor Grade 17, A130 effective 3/17/2017

Rationale for Decision:

- The agency requests to reclassify this position to develop and manage the Hospitality Program of New Hampshire Hospital, to include functions related to the gift shop, coffee/snack bar and special events greeters, and oversight of the Vocational Worksite Program enabling patients to gain skills for transition back to the community.
- The Division of Personnel has determined that the title of Gift & Food Services Manager is a better fit for the role of this position than Supervisor II. The Basic Purpose of this title is "To supervise, coordinate and direct the operation of a food and gift shop", and the minimum qualification requirements are appropriate.
- The proposed duties are similar to those of the other Gift & Food Services Manager position currently operating in the state and parallel the class specification for Gift and Food Services Manager appropriately.

Funding Summary

1. This position is a 72% General Funded position.  
This position is a 28% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$71,846  
Budgetary number/string 05-95-94-940010-84100000-010
3. Filled position-effective date: 3/17/2017
4. Projected cost (Salary & Benefits) for remainder of FY17: \$14,429
5. Total projected annual Salary and Benefit Cost:

Salary	\$38,002
Benefits	<u>\$24,525</u>
Total	\$62,527

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: May 3, 2017

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Filled position #16359 Laundry Manager II, Labor Grade 15, A130 to a Supervisor II, Labor Grade 21, A130.

**Division of Personnel (DOP) Reclassification Decision:**

- Warehouse Manager III, Labor Grade 20, A130 effective 3/17/2017

**Rationale for Decision:**

- The agency requests to reclassify this filled position, since the incumbent has been reassigned from Laundry Services to oversee the Materials Management and Procurement section of New Hampshire Hospital, which is being established to centralize hospital functions and is lacking a section-level supervisor.
- This position would continue to develop and implement policies and procedures related to purchasing, equipment/furniture inventory, and bulk photocopying services, as well as the receipt, storage, issuance and delivery of all medical supplies and hospital materials.
- The Division of Personnel has determined that the classification of Warehouse Manager III is appropriate to these functions and to the proposed organizational structure. In addition, the proposed duties are similar to those of the other Warehouse Manager III positions currently operating in the state.

**Funding Summary**

1. This position is a 72% General Funded position.  
This position is a 28% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$67,903  
Budgetary number/string 05-95-94-940010-84100000-010
3. Filled position-effective date: 3/17/2017
4. Projected cost (Salary & Benefits) for remainder of FY17: \$15,750
5. Total projected annual Salary and Benefit Cost:

Salary	\$42,765
Benefits	<u>\$25,485</u>
Total	\$68,250