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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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March 22, 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

Sara J. Willingham
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: April 5, 2017

Reclassification Request:

- The Department of Administrative Services requests the reclassification of Vacant position #43182 Financial Analyst, Labor Grade 28, A000 to an Administrator IV, Labor Grade 33, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator IV, Labor Grade 33, A000 effective upon Council approval

Rationale for Decision:

- This vacant position would be relocated to function as the Deputy Administrator of the Division of Plant and Property Management. The addition of a Deputy is necessary due to the anticipated increase in the duties assigned to the Division Administrator and in capital projects in the coming biennium totaling in excess of \$80 million.
- The Deputy Administrator would directly supervise the two Bureaus responsible for statewide energy management and leasing oversight, and would assist in managing the three facilities Bureaus, with direct supervision of all five Bureaus in the Administrator's absence. Project, committee, and hearing duties would be split.
- The proposed duties and organizational structure are similar to those of other Administrator IV positions currently operating in the state with the role of Deputy Director, and parallel the Administrator IV class specification appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$84,516
Budgetary number/string 01-014-014-141501-7886000-010
3. Anticipated date of hire is: 5/12/2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$7,784
5. Total projected annual Salary and Benefit Cost:

Salary	\$70,181
Benefits	<u>\$31,009</u>
Total	\$101,190