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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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November 12th, 2014

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,

Sara J. Willingham
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 3, 2014

Reclassification Request:

- The Department of Information Technology requests the reclassification of Filled position #10579 Technical Support Specialist VI, Labor Grade 32, A000 to a Information Technology Manager V , Labor Grade 34, A000.

Division of Personnel (DOP) Reclassification Decision:

- Information Technology Manager V, Labor Grade 34, A000, effective 11-14-14

Rationale for Decision:

- This reclassification is requested because position #10579's duties have expanded due to the resignation of the Database Administration Team Manager. The prior manager's position was a grandfathered unclassified position that can no longer be utilized as a management level position.
- This position now manages information technology programs and analyzes policies, evaluates specifications and formulates strategies to maintain the operation of multiple relational database management systems running on multiple networked computer platforms.
- The proposed supplemental job description meets the standards of the class specification of Information Technology Manager V and is appropriate to the agency's organizational structure

Funding Summary

1. This position is a 56.51% General Funded position.
This position is a 43.49% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$127,809
Budgetary number/string 01-03-03-030010-77080000-010
3. Anticipated date of hire is: N/A at Minimum Step
Filled position-effective date: 11/14/2014
4. Projected cost (Salary & Benefits) for remainder of FY15: \$104,731
5. Total projected annual Salary and Benefit Cost:

Salary	\$75,192
Benefits	<u>\$29,539</u>
Total	\$104,731

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: December 3, 2014

Reclassification Request:

- The Department of Safety requests the reclassification of Filled_position #40584 Administrative Supervisor, Labor Grade 17,A000 to a Accountant III , Labor Grade 21,A000.

Division of Personnel (DOP) Reclassification Decision:

- Accountant III, Labor Grade 21, A000, effective 8-22-14

Rationale for Decision:

- This position, located in the Division of Emergency Services and Communications, has had its accounting-related duties expand due to the increased number of accounting units to monitor and maintain in the Division as a result of legislation and organizational changes.
- The Division of Personnel has determined that the Accountant III classification best addresses the duties and qualifications necessary for this position's current role of supervising and coordinating the fiscal activities of the Division's Administration Unit.
- The duties of this position are similar to other positions in state service classified in the Accountant series, and are appropriate to the class specification for Accountant III.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$69,362
Budgetary number/string02-23-23-2365010-13950000-010
3. Filled position-effective date: 8/22/2014
4. Projected cost (Salary & Benefits) for remainder of FY15: \$61,864
5. Total projected annual Salary and Benefit Cost:

Salary	\$47,234
Benefits	<u>\$25,870</u>
Total	\$73,104

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 3, 2014

Reclassification Request:

- The Department of Labor requests the reclassification of Vacant_position #18091 Rehabilitation Technician, Labor Grade 12, A000 to a Program Assistant I , Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Assistant I, Labor Grade 12, A000, effective 10-20-14

Rationale for Decision:

- This position would remain in the Workers Compensation Unit. A review of work flow shows that the agency would be better served by reclassifying the position so that it could now review and approve all Permanent Impairment Awards.
- As a Program Assistant I, this position would monitor the insurance carriers to show compliance with workers' compensation statutes regarding Permanent Impairment Awards to claimants, and would assist with programmatic support functions related to ensuring compliance.
- This position's duties will mirror the functions of other Program Assistant I positions currently operating at the Department of Labor as well as at other state agencies. Duties also parallel the state class specification for Program Assistant I appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$58,845
Budgetary number/string 02-26-26-261010-62000000-010
3. Anticipated date of hire is: 12/12/14 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$29,423
5. Total projected annual Salary and Benefit Cost:

Salary	\$16,743
Benefits	<u>\$12,680</u>
Total	\$29,423

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 3, 2014

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant_position #19895 Systems Development Specialist IV, Labor Grade 26, A000 to a Technical Support Specialist V , Labor Grade 29, A000.

Division of Personnel (DOP) Reclassification Decision:

- Technical Support Specialist V, Labor Grade 29, A000, effective 11-5-14

Rationale for Decision:

- This reclassification is requested in order to establish dedicated, local information technology support for the Department. This position would be responsible for networks, servers, and computers not currently supported by DoIT.
- This position would perform duties associated with all hardware and networking on unsupported areas, to include supervision of repair and repair of equipment, configuration of networks, and oversight of replacements, and would work primarily behind the security perimeter of the facilities.
- The Division of Personnel has determined that these duties and the proposed organizational structure are appropriate to the Technical Support Specialist V level, and parallel the class specification of that title appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$-0-
Budgetary number/string02-46-46-465010-82310000-010
3. Anticipated date of hire is: 3/6/15 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$23,352
5. Total projected annual Salary and Benefit Cost:

Salary	\$60,154
Benefits	<u>\$26,564</u>
Total	\$86,718

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 3, 2014

Reclassification Request:

- The Department of Resources and Economic Development requests the reclassification of Vacant_position #11449 Stock Clerk III, Labor Grade 11, A000 to a Forestry and Fire Maintenance Mechanic , Labor Grade 14, A130.

Division of Personnel (DOP) Reclassification Decision:

- Forestry and Fire Maintenance Mechanic, Labor Grade 14,A000, effective 11-3-14

Rationale for Decision:

- The Department of Resources and Economic Development requests to reclassify this position to Forestry and Fire Maintenance Mechanic in order to run the daily operations of the Bear Brook warehouse as well as provide support to the wild land fire program for the southern half of the state.
- This position would maintain and assist in the operations of the agency's warehouse facility and forest fire equipment and supply cache located at Bear Brook State Park. Duties include performing warehouse inventory functions; maintaining the facility, fuel distribution system and firefighting equipment; and performing fire suppression duties when requested.
- The proposed supplemental job description is appropriate to the class specifications of the Forestry and Fire Maintenance Mechanic and is also appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$48,830
Budgetary number/string03-35-35-351510-37010000-010.
3. Anticipated date of hire is: 01/9/15 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$15,303
5. Total projected annual Salary and Benefit Cost:

Salary	\$32,427
Benefits	<u>\$21,710</u>
Total	\$54,137

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 3, 2014

Reclassification Request:

- The Department of Resources and Economic Development requests the reclassification of Filled_position #40068 Design Drafter II, Labor Grade 20, A000 to a Programs Information Officer , Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Programs Information Officer, Labor Grade 23, A000, effective 9-5-14

Rationale for Decision:

- This position, located in the Division of Travel and Tourism Development, is requested to be reclassified due to an evolution of its duties as a result of changes in technology and how the consumer wants to receive their information to make choices
- This position has evolved from a web and graphics designer role to one of digital marketing manager to show the NH State Parks experience through blogs and videos, and to manage the web and social media components of the Division's strategic marketing plan.
- The Division of Personnel has determined that this expansion of duties relating to information and publicity functions is appropriate to the Programs Information Officer classification. This position is comparable to the other positions of that title located in the agency and in other agencies, and parallels the class specification appropriately

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$58,165
Budgetary number/string03-35-35-351510-37010000-010.
3. Filled position-effective date: 9-5-14
4. Projected cost (Salary & Benefits) for remainder of FY15: \$50,522
5. Total projected annual Salary and Benefit Cost:

Salary	\$45,474
Benefits	<u>\$23,661</u>
Total	\$69,135

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 3, 2014

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #16669 Assistant Planner , Labor Grade 20, A000 to a Environmentalist III , Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Environmentalist III, Labor Grade 23, A000, effective 10-20-14

Rationale for Decision:

- The Department of Environmental Services requests to reclassify this vacant position to an Environmentalist III to better align with expected federal priorities for the New Hampshire Coastal Program from a programmatic focus to a scientific study of coastal reliance.
- The Environmentalist III would analyze ecological, biological, social, and economic factors in order to evaluate short and long term impacts of policies and activities, as well as provide technical assistance to state, regional, municipal, and local organizations implementing climate resilience measures.
- This position's proposed duties mirror the functions of other Environmentalist III positions currently operating at the Department of Environmental Services as well as at other state agencies. Duties also parallel the state class specification for Environmentalist III appropriately.

Funding Summary

1. This position is a 100 % Federal Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$ 62,865
Budgetary number/string 03-44-44-442010-36420000-010
3. Anticipated date of hire is: 2/6/2015 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$23,156
5. Total projected annual Salary and Benefit Cost:

Salary	\$ 43,602
Benefits	\$ <u>23,291</u>
Total	\$ 66,893

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 3, 2014

Reclassification Request:

- The Department of Fish and Game requests the reclassification of Filled_position #43055 Program Specialist II, Labor Grade 21, A000 to a Fish & Wildlife Ecologist , Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Fish & Wildlife Ecologist, Labor Grade 23, A000, effective 10-31-14

Rationale for Decision:

- The Department of Fish and Game requests to reclassify this position to a Fish & Wildlife Ecologist. This position coordinates land protection, restoration and stewardship initiatives and projects for land management and habitat assessment within the Great Bay National Estuarine Research Reserve.
- The Fish & Wildlife Ecologist is responsible for species monitoring and land management restoration functions and is instrumental in ensuring accurate coordination of data and surveys that impact habitat protection and funding for restoration and protection initiatives throughout the state.
- This position's duties now mirror the functions of other Fish & Wildlife Ecologist positions currently operating at the Department of Fish and Game. Duties also parallel the state class specification for Fish & Wildlife Ecologist appropriately.

Funding Summary

1. This position is a 75% Federal Funded position.
This position is a 25% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$72,425
Budgetary number/string03-75-75-753020-22890000-010
3. Filled position – effective date: 10-31-14
4. Projected cost (Salary & Benefits) for remainder of FY15: \$39,758
5. Total projected annual Salary and Benefit Cost:

Salary	\$56,394
Benefits	<u>\$23,122</u>
Total	\$79,516

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 3, 2014

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant_position #21714 Toll Attendant I, Labor Grade 9, A130 to a Maintenance Mechanic III , Labor Grade 14, A130.

Division of Personnel (DOP) Reclassification Decision:

- Maintenance Mechanic III, Labor Grade 14, A130, effective 10-31-14

Rationale for Decision:

- This vacant position would be transferred to the Bureau of Highway Maintenance, Fuel Distribution Section and reclassified in order to maintain the Department of Transportation's statewide fuel dispensing system.
- As a Maintenance Mechanic III, this position would maintain equipment and support field employees in continued operations of the state's 93 fuel distribution sites, and would perform skilled work involving the installation, construction, maintenance, and repair of the fuel dispensing system.
- This position's proposed duties mirror the functions of other Maintenance Mechanic IIIs currently operating at the Department of Transportation as well as at other state agencies. Duties also parallel the state class specification for a Maintenance Mechanic III appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$53,507
Budgetary number/string04-96-96-960515-31980000-010
3. Anticipated date of hire is: 12/12/2014at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$26,754
5. Total projected annual Salary and Benefit Cost:

Salary	\$32,427
Benefits	<u>\$21,080</u>
Total	\$53,507

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 3, 2014

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant_position #18371 Toll Attendant I, Labor Grade 09, A130 to a Highway Maintainer II , Labor Grade 09, A130.

Division of Personnel (DOP) Reclassification Decision:

- Highway Maintainer II, Labor Grade 09, A130, effective 10-9-14

Rationale for Decision:

- The Department of Transportation requests to reclassify this vacant position as part of reorganization efforts to address the fleet management and highway maintenance staffing needs resulting from the Route 16, Spaulding Turnpike expansion project.
- This position will be located in the new patrol shed in Rochester, NH and will maintain the northern portion of the Spaulding Turnpike.
- This position's duties now mirror functions of other Highway Maintainer II positions currently operating at the Department of Transportation. Duties also parallel the state class specification for Highway Maintainer II appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$46,830
Budgetary number/string04-96-96-961017-70260000-010
3. Anticipated date of hire is: 07/03/2015 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$0.00
5. Total projected annual Salary and Benefit Cost:

Salary	\$26,853
Benefits	<u>\$19,977</u>
Total	\$46,830

**Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 3, 2014**

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant_position #18383 Toll Attendant II, Labor Grade 11, A130 to a Highway Maintainer III , Labor Grade 12, A130.

Division of Personnel (DOP) Reclassification Decision:

- Highway Maintainer III, Labor Grade 12, A130, effective 10-9-14

Rationale for Decision:

- The Department of Transportation requests to reclassify this vacant position as part of reorganization efforts to address the fleet management and highway maintenance staffing needs resulting from the Route 16, Spaulding Turnpike expansion project.
- This position will be located in the new patrol shed in Rochester, NH and will maintain the northern portion of the Spaulding Turnpike.
- This position's duties now mirror functions of other Highway Maintainer III positions currently operating at the Department of Transportation. Duties also parallel the state class specification for a Highway Maintainer III appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$49,371
Budgetary number/string04-96-96-961017-70260000-010
3. Anticipated date of hire is: 07/03/2015 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$0.00
5. Total projected annual Salary and Benefit Cost:

Salary	\$30,056
Benefits	<u>\$20,611</u>
Total	\$50,667

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 3, 2014

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant_position #18384 Toll Supervisor, Labor Grade 13, A130 to a Highway Patrol Foreman , Labor Grade 17, A130.

Division of Personnel (DOP) Reclassification Decision:

- Highway Patrol Foreman, Labor Grade 17, A130, effective 10-9-14

Rationale for Decision:

- The Department of Transportation requests to reclassify this vacant position as part of reorganization efforts to address the fleet management and highway maintenance staffing needs resulting from the Route 16, Spaulding Turnpike expansion project.
- This position will be located in the new patrol shed in Rochester, NH and will oversee the crew and maintenance for the northern portion of the Spaulding Turnpike.
- This position's duties now mirror functions of other Highway Patrol Foreman positions currently operating at the Department of Transportation. Duties also parallel the state class specification for a Highway Patrol Foreman appropriately

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$51,987
Budgetary number/string04-96-96-961017-70260000-010
3. Anticipated date of hire is: 03/06/2015 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$15,720
5. Total projected annual Salary and Benefit Cost:

Salary	\$36,504
Benefits	<u>\$21,886</u>
Total	\$58,390

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 3, 2014

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant_position #18396 Toll Attendant I, Labor Grade 09, A130 to a Highway Maintainer II , Labor Grade 09, A130.

Division of Personnel (DOP) Reclassification Decision:

- Highway Maintainer II, Labor Grade 09, A130, effective 10-9-14

Rationale for Decision:

- The Department of Transportation requests to reclassify this vacant position as part of reorganization efforts to address the fleet management and highway maintenance staffing needs resulting from the Route 16, Spaulding Turnpike expansion project.
- This position will be located in the new patrol shed in Rochester, NH and will maintain the northern portion of the Spaulding Turnpike.
- This position's duties now mirror functions of other Highway Maintainer II positions currently operating at the Department of Transportation. Duties also parallel the state class specification for a Highway Maintainer II appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$46,830
Budgetary number/string04-96-96-961017-70310000-010
3. Anticipated date of hire is: 07/03/2015 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$0.00
5. Total projected annual Salary and Benefit Cost:

Salary	\$26,853
Benefits	<u>\$19,977</u>
Total	\$46,830

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 3, 2014

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant_position #19298 Toll Attendant I, Labor Grade 09, A130 to a Highway Maintainer II , Labor Grade 09, A130.

Division of Personnel (DOP) Reclassification Decision:

- Highway Maintainer II, Labor Grade 09, A130, effective 10-9-14

Rationale for Decision:

- The Department of Transportation requests to reclassify this vacant position as part of reorganization efforts to address the fleet management and highway maintenance staffing needs resulting from the Route 16, Spaulding Turnpike expansion project.
- This position will be located in the new patrol shed in Rochester, NH and will maintain the northern portion of the Spaulding Turnpike.
- This position's duties now mirror functions of other Highway Maintainer II positions currently operating at the Department of Transportation. Duties also parallel the state class specification for a Highway Maintainer II appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$46,830
Budgetary number/string04-96-96-961017-70260000-010
3. Anticipated date of hire is: 07/03/2015 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$0.00
5. Total projected annual Salary and Benefit Cost:

Salary	\$26,853
Benefits	<u>\$19,977</u>
Total	\$46,830

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 3, 2014

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant_position #19686 Toll Attendant II, Labor Grade 11, A130 to a Highway Maintainer III , Labor Grade 12, A130.

Division of Personnel (DOP) Reclassification Decision:

- Highway Maintainer III, Labor Grade 12, A130, effective 10-9-14

Rationale for Decision:

- The Department of Transportation requests to reclassify this vacant position as part of reorganization efforts to address the fleet management and highway maintenance staffing needs resulting from the Route 16, Spaulding Turnpike expansion project.
- This position will be located in the new patrol shed in Rochester, NH and will maintain the northern portion of the Spaulding Turnpike.
- This position's duties now mirror functions of other Highway Maintainer III positions currently operating at the Department of Transportation. Duties also parallel the state class specification for a Highway Maintainer III appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$49,371
Budgetary number/string04-96-96-961017-70260000-010
3. Anticipated date of hire is: 07/03/2015 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$0.00
5. Total projected annual Salary and Benefit Cost:

Salary	\$30,056
Benefits	<u>\$20,611</u>
Total	\$50,667

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 3, 2014

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant_position #21029 Toll Attendant I, Labor Grade 09, A130 to a Highway Maintainer II , Labor Grade 09, A130.

Division of Personnel (DOP) Reclassification Decision:

- Highway Maintainer II, Labor Grade 09, A130, effective 10-9-14

Rationale for Decision:

- The Department of Transportation requests to reclassify this vacant position as part of reorganization efforts to address the fleet management and highway maintenance staffing needs resulting from the Route 16, Spaulding Turnpike expansion project.
- This position will be located in the new patrol shed in Rochester, NH and will maintain the northern portion of the Spaulding Turnpike.
- This position's duties now mirror functions of other Highway Maintainer II positions currently operating at the Department of Transportation. Duties also parallel the state class specification for a Highway Maintainer II appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$46,830
Budgetary number/string04-96-96-961017-70310000-010
3. Anticipated date of hire is: 07/03/2015 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$0.00
5. Total projected annual Salary and Benefit Cost:

Salary	\$26,853
Benefits	<u>\$19,977</u>
Total	\$46,830

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 3, 2014

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant_position #21243 Toll Supervisor, Labor Grade 13, A130 to a Assistant Highway Patrol Foreman , Labor Grade 14, A130.

Division of Personnel (DOP) Reclassification Decision:

- Assistant Highway Patrol Foreman, Labor Grade 14, A130, effective 10-9-14

Rationale for Decision:

- The Department of Transportation requests to reclassify this vacant position as part of reorganization efforts to address the fleet management and highway maintenance staffing needs resulting from the Route 16, Spaulding Turnpike expansion project.
- This position will be located in the new patrol shed in Rochester, NH and will assist in the oversight of the crew and maintenance for the northern portion of the Spaulding Turnpike
- This position's duties now mirror functions of other Assistant Highway Patrol Foreman positions currently operating at the Department of Transportation. Duties also parallel the state class specification for an Assistant Highway Patrol Foreman appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$51,987
Budgetary number/string04-96-96-961017-70260000-010
3. Anticipated date of hire is: 04/17/2015 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$8,232
5. Total projected annual Salary and Benefit Cost:

Salary	\$32,427
Benefits	<u>\$21,080</u>
Total	\$53,507

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 3, 2014

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant_position #21637 Toll Attendant I, Labor Grade 09, A130 to a Highway Maintainer II , Labor Grade 09, A130.

Division of Personnel (DOP) Reclassification Decision:

- Highway Maintainer II, Labor Grade 09, A130, effective 10-9-14

Rationale for Decision:

- The Department of Transportation requests to reclassify this vacant position as part of reorganization efforts to address the fleet management and highway maintenance staffing needs resulting from the Route 16, Spaulding Turnpike expansion project.
- This position will be located in the new patrol shed in Rochester, NH and will maintain the northern portion of the Spaulding Turnpike.
- This position's duties now mirror functions of other Highway Maintainer II positions currently operating at the Department of Transportation. Duties also parallel the state class specification for a Highway Maintainer II appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$46,830
Budgetary number/string04-96-96-961017-70260000-010
3. Anticipated date of hire is: 07/03/2015 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$0.00
5. Total projected annual Salary and Benefit Cost:

Salary	\$26,853
Benefits	<u>\$19,977</u>
Total	\$46,830

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 3, 2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12216 Secretary II, Labor Grade 9, A000 to a Program Assistant I , Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Assistant I, Labor Grade 12, A000, effective 10-22-14

Rationale for Decision:

- The Department of Health and Human Services requests to reclassify this vacant position as part of streamlining efforts within the Central Scanning Unit that support electronic records management systems for the Division of Client Services and the Division of Child Support Services.
- As a Program Assistant I, this position would perform diverse programmatic duties in support of the scanning, indexing, client case record management and data quality reviews that are critical in the processing of client eligibility verification efforts and data maintenance for the Division's programs.
- This position's proposed duties mirror the functions of other Program Assistant I positions currently operating within the Central Scanning Unit at the Department of Health and Human Services. Duties also parallel the state class specification for Program Assistant I appropriately.

Funding Summary

1. This position is a 51.34% General Funded position.
This position is a 48.66% Federal Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$39,220
Budgetary number/string05-95-45-451010-79960000-010
3. Anticipated date of hire is: 11/14/14 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$25,752
5. Total projected annual Salary and Benefit Cost:

Salary	\$28,178
Benefits	<u>\$20,239</u>
Total	\$48,417

**Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 3, 2014**

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12418 Secretary II, Labor Grade 9, A000 to a Program Assistant I , Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Assistant I, Labor Grade 12, A000, effective 10-22-14

Rationale for Decision:

- The Department of Health and Human Services requests to reclassify this vacant position as part of streamlining efforts within the Central Scanning Unit that support electronic records management systems for the Division of Client Services and the Division of Child Support Services.
- As a Program Assistant I, this position would perform diverse programmatic duties in support of the scanning, indexing, client case record management and data quality reviews that are critical in the processing of client eligibility verification efforts and data maintenance for the Division's programs.
- This position's duties would mirror the functions of other Program Assistant I positions currently operating within the Central Scanning Unit at the Department of Health and Human Services. Duties also parallel the state class specification for Program Assistant I appropriately.

Funding Summary

1. This position is a 51.34% General Funded position.
This position is a 48.66% Federal Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$64,932
Budgetary number/string05-95-45-451010-79960000-010
3. Anticipated date of hire is: 11/14/14 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$33,668
5. Total projected annual Salary and Benefit Cost:

Salary	\$28,178
Benefits	<u>\$20,239</u>
Total	\$48,417

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 3, 2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #19629 Secretary II, Labor Grade 9, A000 to a Program Assistant I , Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Assistant I, Labor Grade 12, A000, effective 10-22-14

Rationale for Decision:

- The Department of Health and Human Services requests to reclassify this vacant position as part of streamlining efforts within the Central Scanning Unit that support electronic records management systems for the Division of Client Services and the Division of Child Support Services.
- As a Program Assistant I, this position would perform diverse programmatic duties in support of the scanning, indexing, client case record management and data quality reviews that are critical in the processing of client eligibility verification efforts and data maintenance for the Division's programs.
- This position's duties would mirror the functions of other Program Assistant I positions currently operating within the Central Scanning Unit at the Department of Health and Human Services. Duties also parallel the state class specification for Program Assistant I appropriately.

Funding Summary

1. This position is a 51.34% General Funded position.
This position is a 48.66% Federal Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$58,219
Budgetary number/string05-95-45-451010-79960000-010
3. Anticipated date of hire is: 11/14/14 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$36,800
5. Total projected annual Salary and Benefit Cost:

Salary	\$28,178
Benefits	<u>\$20,239</u>
Total	\$48,417