



102 Jm

State Of New Hampshire
DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex – 28 School Street
Concord, New Hampshire 03301

CHARLES M. ARLINGHAUS
Commissioner
(603) 271-3201

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

August 9, 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

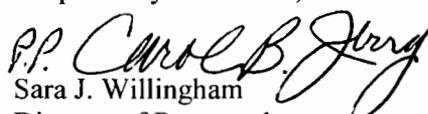
RSA 21-I:56 I, states that any request for reclassification of a position to a different class series as provided in RSA 21-I:54 shall require the approval of the Governor and Council.

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 23, 2017

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant position #41840 Audit Supervisor II, Labor Grade 20, A000 to a Supervisor III, Labor Grade 23, A130.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor III, Labor Grade 23, A130 effective upon Council's approval

Rationale for Decision:

- Due to reorganization in the agency, the duties of this Audit Supervisor II position have been reassigned to other positions within the Administration Bureau providing an opportunity for this position to now fill a need for additional staff in the Operations section of the Bureau of Emergency Communications.
- The position would be used as a floating Telecommunications Supervisor in order to provide supervisor coverage for both planned and unplanned leave at the two E9-1-1 call centers, overseeing Telecommunications Specialist personnel, assisting with critical emergency response situations and ensuring compliance with protocols and standards.
- The proposed duties match those of the other Supervisor III positions currently operating as Telecommunications Supervisors in the agency and parallel the class specification for Supervisor III appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 18 Budgeted (Salary & Benefits): \$83,543
Budgetary number/string 02-23-23-236510-13950000-010
3. Anticipated date of hire is: 9/15/2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$54,943
5. Total projected annual Salary and Benefit Cost:

Salary	\$48,402
Benefits	<u>\$26,783</u>
Total	\$75,185

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 23, 2017

Reclassification Request:

- The Veteran's Home requests the reclassification of Vacant position #11987 Program Assistant II, Labor Grade 15, A130 to a Supervisor of Volunteer Activities, Labor Grade 19, A130.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor of Volunteer Activities, Labor Grade 19, A130 effective upon Council's approval

Rationale for Decision:

- The New Hampshire Veteran's Home is reclassifying this vacant position to a Supervisor of Volunteer Activities in order to enhance the facility's volunteer and charitable donations programs and to establish a crucial point-position to provide coordination and oversight of volunteers.
- The Supervisor of Volunteer Activities will supervise all elements of the volunteer program, including the recruitment, retention, and coordination of volunteer workers participating in activities designed to extend, enhance, and supplement the delivery of programs and services for the New Hampshire Veterans Home (NHVH) residents.
- 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 47% General Funded position.
This position is a 28% Federal Funded position.
This position is a 25% Other Funded position.
2. Total FY 18 Budgeted (Salary & Benefits): \$84,813
Budgetary number/string 05-43-43-430010-53590000-010
3. Anticipated date of hire is: 9/15/2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$48,533
5. Total projected annual Salary and Benefit Cost:

Salary	\$41,080
Benefits	<u>\$25,333</u>
Total	\$66,413

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 23, 2017

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #18540 Juvenile Probation & Parole Officer IV, Labor Grade 24, A000 to a Program Specialist IV, Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist IV, Labor Grade 25, A000 effective upon Council's approval

Rationale for Decision:

- This vacant position would be transferred within the Division of Children, Youth and Families (DCYF) and reclassified in order to function as a Safety Specialist, to create and sustain a safety culture within DCYF regarding the safety of both staff and clients.
- This position would evaluate procedures and plan the development and modification of program operations, field practices, policies and procedures for the safety of DCYF staff and clients, establishing a safety culture in the District Offices, Sununu Youth Services Center, and at State Office.
- The proposed duties are appropriate to the Program Specialist IV class specification and to the agency's organizational structure.

Funding Summary

1. This position is a 25% General Funded position.
This position is a 75% Federal Funded position.
2. Total FY 18 Budgeted (Salary & Benefits): \$104,790
Budgetary number/string 05-95-42-421010-29610000-010
3. Anticipated date of hire is: 9/15/17 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$55,845
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 23, 2017

Reclassification Request:

- The Department of Education requests the reclassification of Vacant position #13230 Rehab Technician, Labor Grade 12, A000 to a Secretary II, Labor Grade 9, A000.

Division of Personnel (DOP) Reclassification Decision:

- Secretary II, Labor Grade 9, A000 effective upon Council's approval

Rationale for Decision:

- The Department of Education is reclassifying this vacant position to a Secretary II to provide support to the Manchester Regional Office.
- The Secretary II will support customer service and clerical functions for the Manchester Regional Office and ten counselors. The position will provide data entry, answer, screen, and route telephone calls, schedule appointments and assist clients with program information.
- 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 100% Federal Funded position.
2. Total FY 18 Budgeted (Salary & Benefits): \$58,189
Budgetary number/string 06-56-56-565510-25380000-010
3. Anticipated date of hire is: 10/13/2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$31,775
5. Total projected annual Salary and Benefit Cost:

Salary	\$26,208
Benefits	<u>\$22,389</u>
Total	\$48,597