



# State of New Hampshire

DIVISION OF PERSONNEL  
Department of Administrative Services  
State House Annex-25 Capitol Street  
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*cbm*

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May 15, 2013

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
State House  
Concord New Hampshire 03301

### REQUESTED ACTION

Pursuant to Chapter 224:315, Laws of 2011, Reclassification of Positions, and 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

Chapter 224:315, Reclassification of Positions, states that for the biennium ending June 30, 2013, the Director of Personnel shall not approve any reclassification of classified positions which will result in an increase in pay, unless the director obtains a waiver for the specific position from the Governor and Council. 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 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,

Karen D. Hutchins  
Director of Personnel

Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: June 5, 2013

**Reclassification Request:**

- The Department of Administrative Services requests the reclassification of Vacant position #10142 Maintenance Assistant, Labor Grade 10, A130 to a Plant Maintenance Engineer IV , Labor Grade 24, A130.

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

- Plant Maintenance Engineer IV, Labor Grade 24, A130, effective 4/25/13

**Rationale for Decision:**

- This position reports to the Bureau of General Services. It is proposed to report to the Plant Maintenance Engineer V which administers the building and grounds maintenance engineering program and oversees construction.
- As a Plant Maintenance Engineer IV, this position would function as Maintenance Manager to directly supervise and coordinate the technical maintenance operations of 30 buildings overseen by the Department of Administrative Services.
- This position's scope and level of function, which includes the supervision of skilled Maintenance Technicians at labor grade 21, is appropriate to the requested Plant Maintenance Engineer IV level, and is similar to other state positions of this title.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$55,300  
Appropriation #01-14-14-141510-20900000
3. Anticipated date of hire is: 6/13/2013at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$0.00
5. Total projected annual Salary and Benefit Cost:

Salary	\$45,698
Benefits	<u>\$23,503</u>
Total	\$69,201

Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: June 5, 2013

**Reclassification Request:**

- The Joint Board of Licensure requests the reclassification of Filled\_position #11349 Administrative Assistant I, Labor Grade 16, A000 to a Administrative Supervisor , Labor Grade 17, A000.

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

- Administrative Supervisor, Labor Grade 17, A000 , effective 5-3-13

**Rationale for Decision:**

- The complexity and responsibilities assigned to this position have increased. This position now serves as Office Supervisor of the Joint Board and provides administrative support and supervision to support staff.
- The expansion of the Joint Board requires a clear line of authority for support staff. The current classification of Administration Assistant I is inconsistent with the duties and responsibilities assigned to the position and is inconsistent with clear line of authority for effective management of Joint Board support staff.
- This position supervises office staff for the fourteen component Boards of the Joint Board of Licensure and Certification to support the Executive Director in high level professional duties in the development, implementation, and overseeing licensing programs.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$64,033  
Appropriation #01-31-31-310010-22500000
3. Filled position-effective date: 5/3/13
4. Projected cost (Salary & Benefits) for remainder of FY13: \$0
5. Total projected annual Salary and Benefit Cost:

Salary	\$32,234
Benefits	<u>\$21,116</u>
Total	\$53,350

Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: June 5, 2013

**Reclassification Request:**

- The Department of Cultural Resources requests the reclassification of Filled\_position #18100 Historian, Labor Grade 24, A000 to a Administrator II , Labor Grade 29, A000.

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

- Senior Historian, Labor Grade 27, A000, effective 5/3/13

**Rationale for Decision:**

- This position reports to the Division of Historical Resources. Over the past three years, it took on the roles of supervisor of the Planning & Project Reviews Section, Deputy State Historic Preservation Officer, and State Archaeologist due to budgetary reductions.
- The Division of Personnel determined that the Administrator II class has functions that are outside of the scope of this position; however, it is clear that responsibilities have increased, and that this position now supervises Historians at the same labor grade.
- The combination of specialized Historian/programmatic and administrative functions and the need to create a less flat organizational structure in the Division of Historical Resources will be addressed by the creation of a Senior Historian level.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$88,198  
Appropriation #01-34-34-3420-34200000
3. Filled position-effective date: 05/03/13
4. Projected cost (Salary & Benefits) for remainder of FY13: \$8,403
5. Total projected annual Salary and Benefit Cost:

Salary	\$48,770
Benefits	<u>\$24,048</u>
Total	\$72,818

Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: June 5, 2013

**Reclassification Request:**

- The Department of Safety requests the reclassification of Filled\_position #10150 Engineering Technician IV, Labor Grade 19, A130 to a Technical Support Specialist II , Labor Grade 21, A130.

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

- Technical Support Specialist II , Labor Grade 21, A130, effective 5/3/13

**Rationale for Decision:**

- This position now reflects that of a Technical Support Specialist II, by assisting with the problem resolution for all Statewide Telecommunication operations and maintenance functions under the direction of the Bureau of Statewide Telecommunications.
- This position now provides first and second tier desktop-related trouble shooting for Telecom Help Desk Services by performing hardware and software installations and upgrades to assist other voice clusters.
- The Incumbent in this position initiated the reclass request, stating that the position no longer functioned as an Engineer Technician IV and that the duties had changed over time. During the review process the agency did state they supported this request and agree to the proposed SJD.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$77,369  
Appropriation #02-23-23-236510-18700000
3. Filled position-effective date: 05/03/2013
4. Projected cost (Salary & Benefits) for remainder of FY13: \$7,551
5. Total projected annual Salary and Benefit Cost:

Salary	\$43,373
Benefits	<u>\$22,074</u>
Total	\$65,447

Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: June 5, 2013

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #43326 Environmentalist III, Labor Grade 23, A000 to a Business Systems Analyst I , Labor Grade 28, A000 .

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

- Business Systems Analyst I, Labor Grade 28, A000 , effective 5/6/13

**Rationale for Decision:**

- Position will be located in the Public Health Statistics and Informatics Bureau at DPH. It will focus on continued deployment of the Web-based Interactive System for Direction and Outcome Measures; (WISDOM), and provide critical oversight of system operational life cycles for the collection, dissemination, and analysis of health statistics, electronic data reports.
- The Business System Analyst I, provides key support and assessment of systems that DPH and Health Data Analysts rely on for vital reporting, metrics, and information needed to ensure standards, outcomes and funding for multiple public health programs and initiatives.
- This position's duties mirror those of other Business System Analyst I positions within the organizational structure and at other state agencies. These functions also parallel the class specification for a Business System Analyst I appropriately.

**Funding Summary**

1. This position is a 38% General Funded position.  
This position is a 62% Federal Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$70,511  
Appropriation #05-95-90-900510-2203
3. Anticipated date of hire is: 06/14/13 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$0.00
5. Total projected annual Salary and Benefit Cost:

Salary	\$50,915.00
Benefits	<u>\$24,429.00</u>
Total	\$75,344.00

**Division of Personnel**  
**Reclassification Waiver Per Chapter 224:315**  
**Governor and Council Meeting Date: June 5, 2013**

**Reclassification Request:**

- **The Department of Health and Human Services requests the reclassification of Vacant position #16052 Social Worker III, Labor Grade 19, A000 to a Senior Psychiatric Social Worker , Labor Grade 26, A000.**

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

- **Senior Psychiatric Social Worker, Labor Grade 26, A000, effective 4/26/13**

**Rationale for Decision:**

- **Needs assessment of comprehensive admission, treatment, discharge planning and population needs have resulted in this request for vacant reclassification. This position will be located at The Department of Health and Human Services, New Hampshire Hospital, Social Work Department**
- **The Senior Psychiatric Social Worker will provide the professional background needed to support and implement a wide-range of therapeutic services, including the completion of comprehensive psychosocial assessment in order to meet the current and future demands of patient care at NHH.**
- **This position's duties mirror those of other Senior Psychiatric Social Worker positions within the organizational structure and at other state agencies; functions also parallel the class specification appropriately.**

**Funding Summary**

1. **This position is a 69.41% General Funded position.  
This position is a 30.59% Federal Funded position.**
2. **Total FY 13 Budgeted (Salary & Benefits): \$78,986  
Appropriation #05-95-94-940010-87500000**
3. **Anticipated date of hire is: 6/28/13at Minimum Step**
4. **Projected cost (Salary & Benefits) for remainder of FY13: \$0.00**
5. **Total projected annual Salary and Benefit Cost:**

Salary	\$46,722
Benefits	<u>\$23,685</u>
Total	\$70,407

**Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: June 5, 2013**

**Reclassification Request:**

- **The Department of Health and Human Services requests the reclassification of Vacant position #12376 Accountant I, Labor Grade 16, A000 to a Business Administrator II , Labor Grade 24, A000.**

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

- **Business Administrator II, Labor Grade 24, A000 , effective 3/29/13**

**Rationale for Decision:**

- **Streamlining and further centralization of the HHS Business Operations - Fiscal Services Unit, that supports, administers, and processes agency-wide technical, system analysis, and recording/reporting of state and federal financial transactions; has resulted in this vacant reclassification request.**
- **This position will be located in the Fiscal Services Unit and will administer financial policies, procedures, and controls, required by multiple federal grants, fiscal reporting requirements, and cash transaction management, for HHS departments agency-wide.**
- **This position's duties mirror those of other Business Administrator II positions within the organizational structure and at other state agencies; functions also parallel the class specification appropriately.**

**Funding Summary**

1. **This position is a 61% General Funded position.  
This position is a 39% Federal Funded position.**
2. **Total FY 13 Budgeted (Salary & Benefits): \$53,848  
Appropriation #05-95-95-950010-56760000**
3. **Anticipated date of hire is: 5/17/2013 at Minimum Step**
4. **Projected cost (Salary & Benefits) for remainder of FY13: \$5,065**
5. **Total projected annual Salary and Benefit Cost:**

Salary	\$42,842
Benefits	<u>\$22,997</u>
Total	\$65,839