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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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August 24, 2016

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

REQUESTED ACTION

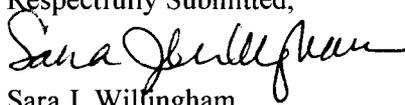
Pursuant to RSA 21-I:56 I, Reclassification of Positions, the Division of Personnel, Department of Administrative Services requests waiver approval of the attached classification decisions effective upon Governor and Executive Council action. Funding associated with each decision is detailed on the reclassification 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: September 7, 2016

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #19860 Information Technology Manager IV, Labor Grade 32,A000 to a Business Systems Analyst II , Labor Grade 30,A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Systems Analyst II, Labor Grade 30,A000, effective 08-19-2016

Rationale for Decision:

- The Department of Information Technology is reclassifying this vacant position to a Business Systems Analyst II.
- The Business Systems Analyst II will evaluate and review information technology contracts and manage the procurement and acquisitions of IT services, in order to assure development of compatible automated business systems functions and applications for the Department of Information Technology.
- This position's duties now mirror those of other Business Systems Analyst II positions currently operating in similar capacities at other state agencies. These functions also parallel the state class specification for a Business Systems Analyst II appropriately.

Funding Summary

1. This position is a 39.18% General Funded position.
This position is a 60.92% Other Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$138,144
Budgetary number/string01-03-03-030010-77080000-010
3. Anticipated date of hire is: 10/28/2016at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$55,710
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: September 7, 2016

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #42175 Systems Development Specialist IV, Labor Grade 26,A000 to a Information Technology Manager III , Labor Grade 31,A000.

Division of Personnel (DOP) Reclassification Decision:

- Information Technology Manager III, Labor Grade 31,A000, effective 8-11-2016

Rationale for Decision:

- The agency requests to reclassify this vacant position to create a Senior Project Manager as part of a reorganization plan within the Agency Software Division's staff assigned to the Department of Environmental Services.
- This position will plan, manage, oversee, coordinate, and/or support large-scale, department-wide, and multi-divisional/multi-program projects, improvements and major new initiatives and will also function as an Assistant Information Technology Lead to provide adequate management and oversight in the absence of the Agency Technology Manager.
- The proposed duties are similar to those of other Information Technology Manager III positions currently operating in the state, and parallel the class specification for Information Technology Manager III appropriately.

Funding Summary

1. This position is a 16.86%% General Funded position.
This position is a 83.14% Other Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$78,972
Budgetary number/string01-03-03-030010-77080000-010
3. Anticipated date of hire is: 10/28/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$57,700
5. Total projected annual Salary and Benefit Cost:

Salary	\$63,999
Benefits	\$29,764
Total	\$93,763

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 7, 2016

Reclassification Request:

- The Department of Safety requests the reclassification of Filled _position #14611 Emergency Medical Services Training Coordinator , Labor Grade 19,A130 to a Program Specialist III , Labor Grade 23,A130.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist III, Labor Grade 23,A130, effective 8-5-2016

Rationale for Decision:

- The agency requests to reclassify this filled position to Program Specialist III since the incumbent is serving as the Compliance Officer responsible for coordinating compliance and enforcement activities for the Bureau of Emergency Medical Services.
- The agency has consolidated duties into a single position to increase the efficiency of handling investigations with responsibilities such as conducting interviews, writing investigative reports, and representing the bureau at adjudicative hearings; the position also oversees the processing of Right-to-Know requests.
- The proposed duties are similar to those of other Program Specialist III positions in the agency and the state and parallel the class specification for Program Specialist III appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$83,110
Budgetary number/string02-23-23-237010-40650000-010
3. Filled position-effective date: 8/5/2016
4. Projected cost (Salary & Benefits) for remainder of FY17: \$65,596
5. Total projected annual Salary and Benefit Cost:

Salary	\$48,402
Benefits	<u>\$26,621</u>
Total	\$75,023

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 7, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #16227 Administrator III, Labor Grade 31,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 8-16-2016

Rationale for Decision:

- The Department of Health and Human Services is reclassifying this vacant position to a Business Systems Analyst I.
- The Business Systems Analyst I will align financial as well as collection, analysis, and interpretation of large volume of data in order to audit and perform monthly reconciliation of the Care Management and Premium Assistance Program eligibility claims and capitation payments.
- This position's duties now mirror those of other Business Systems Analyst I positions currently operating in similar capacities at The Department of Health and Human Services as well as at other state agencies. These functions also parallel the state class specification for a Business Systems Analyst I appropriately.

Funding Summary

1. This position is a 50% General Funded position.
This position is a 50% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$94,119
Budgetary number/string05-95-47-470010-79370000-010
3. Anticipated date of hire is: 10/14/2016at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$55,209
5. Total projected annual Salary and Benefit Cost:

Salary	\$56,238
Benefits	<u>\$28,200</u>
Total	\$84,438

**Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 7, 2016**

Reclassification Request:

- The Department of Education requests the reclassification of Vacant_position #16950 Vocational Rehabilitation Specialist , Labor Grade 26,A000 to a Administrator III , Labor Grade 31,A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator III, Labor Grade 31,A000, effective 8-9-2016

Rationale for Decision:

- The Department of Education is reclassifying this vacant position to an Administrator III.
- This position will administer the statewide field program operations for the Bureau of Vocational Rehabilitation by authorizing and monitoring the implementation of state/federal policies and procedures as they relate to the delivery of rehabilitation services to persons with disabilities in all regional offices.
- Duties compare well to other Administrator III positions currently operating in similar capacities at other state agencies. The organizational structure appropriately supports this classification and the characteristics and responsibilities mirror the state class specification for an Administrator III.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$91,653
Budgetary number/string06-56-56-565510-40800000-010
3. Anticipated date of hire is: 09/30/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$64,913
5. Total projected annual Salary and Benefit Cost:

Salary	\$63,999
Benefits	<u>\$29,764</u>
Total	\$93,763