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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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April 9th 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
Acting Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: April 23, 2014

Reclassification Request:

- The Department of Information Technology requests the reclassification of vacant position #41942 Systems Development Specialist VI, Labor Grade 30, 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 3/28/14

Rationale for Decision:

- The Department of Information Technology, Software Division requests to reclassify this vacant position because the duties are being realigned to support the Department of Safety.
- This position will now evaluate specifications for new applications and enhancements and apply project management techniques, assuring timely completion of critical projects, including the new VISION effort.
- This position's proposed supplemental job description is appropriate to the requirements of the class specification for Information Technology Manager III and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$107,810
Budgetary number/string01-03-03-030010-77080000-010
3. Anticipated date of hire is: 5/30/2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$3,318
5. Total projected annual Salary and Benefit Cost:

Salary	\$58,804
Benefits	<u>\$27,466</u>
Total	\$86,270

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: April 23, 2014

Reclassification Request:

- The Department of Transportation requests the reclassification of vacant_position #20589 Systems Development Specialist IV, Labor Grade 26, A000 to a Administrator IV , Labor Grade 33, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator IV , Labor Grade 33, A000, effective 3/31/14

Rationale for Decision:

- This position would oversee the new Bureau of Systems Management and Operations, to include the Transportation Management Center (TMC)/Intelligent Transportation Systems (ITS), and TMC Operations, which provide statewide traffic management.
- Administrative activities of these programs, such as budgeting, personnel and procedure development, would transfer from the current TMC Program Manager (Civil Engineer V) to this position, allowing the Manager to focus on current programs.
- The proposed duties of this position are appropriate to the Administrator IV classification, and similar to other positions overseeing statewide programs which impact multiple agencies and the public.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$72,638
Budgetary number/string04-096-096-960515-30520000-010
3. Anticipated date of hire is: 5/30/2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$4,015
5. Total projected annual Salary and Benefit Cost:

Salary	\$73,946
Benefits	<u>\$30,460</u>
Total	\$104,405

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: April 23, 2014

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #12101 Laboratory Scientist IV, Labor Grade 25, A000 to a Program Specialist IV , Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist IV , Labor Grade 25, A000, effective 3/24/14

Rationale for Decision:

- The Bureau of Public Health Systems requests the transfer and reclassification of this position to fulfill the work plan activities that were submitted as part of the grant application for the Medicare Rural Hospital Grant Program (MRHFP-Flex Program).
- This position would use the science and methods of quality improvement (QI) to accelerate organizational transformation by advising, modeling, and acting as an improvement consultant and educator via performance measurement and analysis.
- The proposed job description of this position meets the standards of the class specification for Program Specialist IV and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$69,775
Budgetary number/string05-95-90-903010-52300000-010
3. Anticipated date of hire is: 05/30/2014at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$2,702
5. Total projected annual Salary and Benefit Cost:

Salary	\$45,424
Benefits	<u>\$24,820</u>
Total	\$70,244