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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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October 5, 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 21-1:56
Governor and Council Meeting Date: October 26, 2016

Reclassification Request:

- The Office of Professional Licensure and Certification requests the reclassification of Vacant_position #14338 Business Administrator I, Labor Grade 21, A000 to a Program Assistant I , Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Assistant I, Labor Grade 12,A000, effective 9/28/2016

Rationale for Decision:

- The agency requests to reclassify this vacant position due to structure changes after board consolidation that have resulted in the higher level duties being adequately performed by another position within the Division of Administration.
- This position would provide administrative support in the areas of human resources, payroll, inventory, fleet management, and purchasing, to include compiling and entering specialized data, maintaining records, and preparing requisitions.
- The proposed duties are similar to those of other Program Assistant I positions currently operating in the agency and state, and parallel the class specification for Program Assistant I appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$67,024
Budgetary number/string 01-21-21-211010-24040000-010
3. Anticipated date of hire is: 11/25/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$28,056
5. Total projected annual Salary and Benefit Cost:

Salary	\$29,328
Benefits	<u>\$22,777</u>
Total	\$52,105

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 26, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12794 Family Services Associate, Labor Grade 10, A000 to a Supervisor III , Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor III, Labor Grade 23, A000, effective 9/22/2016

Rationale for Decision:

- The agency requests to reclassify this vacant position to Supervisor III and transfer it to the Long Term Care Financial Unit to provide adequate supervision and support to the assigned Family Services Specialist positions operating throughout the state.
- The addition of a Supervisor III to this Unit will duplicate the successful supervisory structure in similar units within the Division of Client Services, and will maintain services performed by another Supervisor III assigned to assist but no longer available.
- The proposed duties are similar to those of other Supervisor III positions currently operating in the agency and state, and parallel the class specification for Supervisor III appropriately.

Funding Summary

1. This position is a 57% General Funded position.
This position is a 43% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$49,752
Budgetary number/string 05-95-45-451010-7993000-010
3. Anticipated date of hire is: 11/25/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$38,440
5. Total projected annual Salary and Benefit Cost:

Salary	\$45,377
Benefits	<u>\$26,011</u>
Total	\$71,388

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 26, 2016

Reclassification Request:

- The Police Standards & Training Council requests the reclassification of Vacant_position #19603 Accounting Technician, Labor Grade 12, A000 to a Building Service Worker III , Labor Grade 8, A130.

Division of Personnel (DOP) Reclassification Decision:

- Building Service Worker III, Labor Grade 8, A130, effective 9/22/2016

Rationale for Decision:

- The agency requests to reclassify this vacant position since staffing levels involved with the financial operations of the agency are adequate and there is a need for an additional resource as a Building Service Worker III.
- This position would perform and oversee custodial, cleaning, repair and maintenance services, to include groundskeeping, overseeing tradespeople, ordering cleaning and repair supplies, and responding to facility alarms and system failures.
- The proposed duties are similar to those of other Building Service Worker III positions currently operating in the agency and state, and parallel the class specification for Building Service Worker III appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$ Unfunded
Budgetary number/string06-87-87-870510-8980000-010
3. Anticipated date of hire is: 11/25/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$26,469
5. Total projected annual Salary and Benefit Cost:

Salary	\$26,874
Benefits	<u>\$22,283</u>
Total	\$49,157