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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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January 24, 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
Sara J. Willingham
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: February 7, 2018

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #42507 Systems Development Specialist IV, Labor Grade 26, A000 to a Technical Support Specialist VI, Labor Grade 32, A000.

Division of Personnel (DOP) Reclassification Decision:

- Technical Support Specialist VI, Labor Grade 32, A000 effective upon Council's approval

Rationale for Decision:

- The Department of Information Technology is reclassifying this vacant position to a Technical Support Specialist VI due to a critical need identified in the oversight, management, and coordination of servers, systems, and growing IT infrastructure at the Department of Transportation, that require complex technical support.
- The Technical Support Specialist VI will oversee and coordinate the design, evaluation, selection, implementation, and monitoring of systems software and hardware. It will provide platform solutions to facilitate the implementation and continued processing of applications and server support for the Department of Transportation.
- 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% Other Funded position.
2. Budgetary number/string 01-03-03-030010-7708000-010
3. Anticipated date of hire is: 4/27/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$11,252
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:

Salary	\$67,041
Benefits	<u>\$30,474</u>
Total	\$97,515

Projected Annual Cost:

Salary	\$67,041
Benefits	<u>\$30,074</u>
Total	\$97,515

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 7, 2018

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #42728 Program Planner III, Labor Grade 25, A000 to a Waste Management Specialist IV, Labor Grade 26, A000.

Division of Personnel (DOP) Reclassification Decision:

- Waste Management Specialist IV, Labor Grade 26, A000 effective upon Council's approval

Rationale for Decision:

- The agency requests to reclassify this vacant position to create a Used Oil Program Manager within the Hazardous Waste Compliance section to ensure adequate program management and increase staffing for compliance inspections and the investigation of complaints related to used oil.
- This position would be responsible for development of new used oil rules, inspection of regulated facilities, preparation of inspection reports & enforcement actions, research & writing of regulatory interpretation letters, training, provision of technical information to the regulated community, & coordination/evaluation of the used oil grants program.
- The proposed duties are similar to those of other Waste Management Specialist IV positions currently operating in the agency, and parallel the class specification for Waste Management Specialist IV appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 03-44-44-444010-53920000-010
3. Anticipated date of hire is: 3/30/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$15,195
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:

Salary	\$49,432
Benefits	<u>\$26,806</u>
Total	\$76,238

Projected Annual Cost:

Salary	\$51,597
Benefits	<u>\$27,416</u>
Total	\$79,013

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: February 7, 2018

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #40048 Senior Accounting Technician, Labor Grade 14, A000 to a Internal Auditor III, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Internal Auditor III, Labor Grade 23, A000 effective upon Council's approval

Rationale for Decision:

- The agency requests to reclassify this position to create a dedicated auditing resource within the Administrative Services Unit to analyze & examine accounting operations & fiscal controls, coordinate the implementation of new/modified procedures to ensure compliance with laws & rules, and advise leadership in the resolution of problems.
- This position would regularly conduct internal audits, identifying risks and developing recommendations, and would coordinate external audits with unit and department staff, to include the integration of auditor recommendations and preparation of follow-up reports.
- The proposed duties are similar to those of other Internal Auditor III positions currently operating in the state, and parallel the class specification for Internal Auditor III appropriately.

Funding Summary

1. This position is a 52% General Funded position.
This position is a 48% Other Funded position.
2. Budgetary number/string 03-44-44-440010-10020000-010
3. Anticipated date of hire is: 3/30/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$13,762
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:

Salary	\$31,629
Benefits	<u>\$23,410</u>
Total	\$55,039

Projected Annual Cost:

Salary	\$45,377
Benefits	<u>\$26,184</u>
Total	\$71,561

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 7, 2018

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12285 Business Administrator IV, Labor Grade 29, A000 to a Administrator I, Labor Grade 29, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator I, Labor Grade 29, A000 effective upon Council's approval

Rationale for Decision:

- The agency is reclassifying this position to an Administrator II. The reclassification is being requested in order to attract the preferred qualifications and crucial skill-sets that will be essential for the administration & interpretation of Medicaid policy, fiscal & rate reimbursement analysis, and for the development of rate setting methodologies.
- This position will plan short & long term goals to set statewide standards & procedures, improve operational performance goals, and perform administration duties, including: interpreting Medicare cost reports and developing methodology for evaluating alternatives for financing reimbursement of Medicaid claims, and developing system-wide policies & procedures for consistent and reliable data management.
- 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 50% General Funded position.
This position is a 50% Federal Funded position.
2. Budgetary number/string 05-95-47-470010-79370000-010
3. Anticipated date of hire is: 04/13/18 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$13,461
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:

Salary	\$73,211
Benefits	<u>\$42,279</u>
Total	\$115,490

Projected Annual Cost:

Salary	\$58,676
Benefits	<u>\$28,817</u>
Total	\$87,493

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 7, 2018

Reclassification Request:

- The Department of Education requests the reclassification of Vacant position #13069 Disabilities Examiner Trainee, Labor Grade 18, A000 to a Business Administrator IV, Labor Grade 29, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Administrator IV, Labor Grade 29, A000 effective upon Council's approval

Rationale for Decision:

- The Department of Education is reclassifying this vacant position as part of an agency-wide reorganization that aims to implement a new business and operational model that aligns Agency priorities, ensures that exiting bureaus and office adhere to State Law, and promotes cross division and bureau collaboration to ensure vital services to the State and public.
- This position will be located in the DOE Business Office, it will administer the development and implementation of agency -wide business management operations, including the implementation and evaluation of financial management, budgetary planning and analysis, and personnel and data management programs, for all federal, state and alternatively funded Department programs.
- 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. Budgetary number/string 06-56-56-565510-25500000-010
3. Anticipated date of hire is: 3/16/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$20,191
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:

Salary	\$39,592
Benefits	<u>\$16,471</u>
Total	\$56,064

Projected Annual Cost:

Salary	\$58,676
Benefits	<u>\$28,817</u>
Total	\$87,493

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: February 7, 2018

Reclassification Request:

- The Department of Education requests the reclassification of Vacant position #43259 Program Specialist I, Labor Grade 19, A000 to a Business Administrator II, Labor Grade 24, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Administrator II, Labor Grade 24, A000 effective upon Council's approval

Rationale for Decision:

- The Department of Education is reclassifying this vacant position as part of an agency-wide reorganization that aims to implement a new business and operational model that aligns Agency priorities, ensures that exiting bureaus and office adhere to State Law, and promotes cross division and bureau collaboration to ensue vital services to the State and public.
- The vacant Business Administrator II will plan, develop and administer financial and business operations and provide fiscal management for assigned programs within the Department. It will work within the Office of Business Management (OBM) and serves as the main point of contact between OBM and assigned Divisions Directors and Program Administrators.
- 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% General Funded position.
2. Budgetary number/string 06-56-56-565010-60300000-010
3. Anticipated date of hire is: 3/16/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$17,053
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:

Salary	\$38,512
Benefits	<u>\$24,825</u>
Total	\$63,337

Projected Annual Cost:

Salary	\$47,327
Benefits	<u>\$26,570</u>
Total	\$73,897