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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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Commissioner
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Director of Personnel
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May 27, 2015

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: June 10, 2015

Reclassification Request:

- The Department of Information Technology requests the reclassification of Filled position #19676 Systems Development Specialist V, Labor Grade 28, A000 to an Information Technology Manager II , Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Information Technology Manager II, Labor Grade 30, A000, effective 5-15-15

Rationale for Decision:

- Reclassification is requested for this position, which manages and implements information technology (IT) projects, coordinates vendor services, and oversees IT programs, policies, and procedures at the NH Department of Transportation.
- Project demands at the Bureau of Turnpikes concerning automated and technological systems have increased, requiring management and coordination of operations. This position's functions and tasks have therefore refocused to be more in-line with the Information Technology Manager II role.
- This position aligns with other Information Technology Manager II positions operating in similar capacities at DoIT and in other state agencies. Its duties also parallel the state class specification for Information Technology Manager II appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$93,975
Budgetary number/string01-03-03-030010-77080000-010
3. Anticipated date of hire is: N/A at Minimum Step
Filled position-effective date: 5/15/2015
4. Projected cost (Salary & Benefits) for remainder of FY15: \$6,556
5. Total projected annual Salary and Benefit Cost:

Salary	\$58,910
Benefits	<u>\$26,318</u>
Total	\$85,228