



State of New Hampshire

DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex-25 Capitol Street
Concord, New Hampshire 03301

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November 20th, 2013

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,

Karen D. Hutchins
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 4th, 2013

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant_position #41420 Corrections Officer, Labor Grade 14, X208 to a Medical Secretary II , Labor Grade 11, A000.

Division of Personnel (DOP) Reclassification Decision:

- Medical Secretary II , Labor Grade 11, A000, effective 11-6-13

Rationale for Decision:

- This reclassification would provide additional support for the Department's largest healthcare site in Concord. This position will be key in ensuring consistent monitoring of appointments and compliance requirements associated with the medical treatment of offenders.
- As a Medical Secretary II, this position would monitor and provide secretarial support activities involving medical records and healthcare reporting in the Department of Corrections for the Division of Medical and Forensic Services.
- The proposed supplemental job description fits the complete criteria of the Medical Secretary II class specification and is appropriate to the organizational structure of the agency.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$-0-*
Appropriation #02-46-46-465010-82350000
3. Anticipated date of hire is: 1/10/14at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$19,859
5. Total projected annual Salary and Benefit Cost:

Salary	\$25,968
Benefits	<u>\$20,971</u>
Total	\$46,939

*per Chapter 144:55 and 144:56, Laws of 2013: Authorized the department of corrections to fill unfunded positions within a total expenditure cap and transfer funds within and among all accounting units within the department.

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 4th, 2013

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant_position #20315 District Supervisor, Highway Signing, Labor Grade 15, A130 to a Carriage Operator , Labor Grade 14, A130.

Division of Personnel (DOP) Reclassification Decision:

- Carriage Operator, Labor Grade 14, A130, effective 11/8/13

Rationale for Decision:

- The Department of Transportation is seeking this reclassification in order to restore a fifth long line pavement marking crew so that the agency can complete the annual maintenance projects of yellow and white lines throughout the state.
- This position provides maintenance and field crew work related to the operation of paint carriages and equipment in order to ensure the proper alignment and pattern of paint and bead application applied to various pavement makings on State maintained highways and roads.
- This position's duties now mirror those of other Carriage Operator positions currently operating in similar capacities at the Department of Transportation. These duties also parallel the state class specification for Carriage Operator appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$51,965
Appropriation #04-096-096-960515-3009-010
3. Anticipated date of hire is: 1/10/14at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$22,415
5. Total projected annual Salary and Benefit Cost:

Salary	\$31,014
Benefits	<u>\$21,968</u>
Total	\$52,982

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 4th, 2013

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant_position #20605 Highway Patrol Foreman, Labor Grade 17, A130 to a Warehouse Supervisor , Labor Grade 17, A130.

Division of Personnel (DOP) Reclassification Decision:

- Warehouse Supervisor, Labor Grade 17, A130, effective 11/8/13

Rationale for Decision:

- This reclassification would meet the need in the highway maintenance districts for a position responsible for millions of dollars in equipment and inventory belonging to the Department. Over the last several years there has been an increasing amount of equipment assigned to the district locations with no supervision over this equipment as it moves between locations.
- The position will administer the ordering, storage, control, distribution, and repair of specialized merchandise, consumable goods, and highway maintenance materials and equipment in a centralized or satellite warehouse.
- The proposed supplemental job description mirrors that of the Warehouse Supervisor class specification and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 100 (Highway)% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$57,636
Appropriation #04-96-96-96-960515-3007-010
3. Anticipated date of hire is: 2/7/2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$19,951
5. Total projected annual Salary and Benefit Cost:

Salary	\$34,899
Benefits	<u>\$22,738</u>
Total	\$57,637