



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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September 4th, 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 224:315
Governor and Council Meeting Date: September 18, 2013

Reclassification Request:

- The Department of Information Technology requests the reclassification of Filled position #11033 Programs Technician , Labor Grade 19, A000 to a Systems Development Specialist III , Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Systems Development Specialist III, Labor Grade 23,A000, effective 8/23/13

Rationale for Decision:

- The Department of Information Technology experienced a reduction of five Agency Software Division development/programming staff over the past two years. As a result, this position's duties supporting NH Employment Security systems have expanded.
- This position now provides programming and testing and must have development skills and abilities necessary to support NHES web-based applications and database systems related to unemployment, taxes, and various public information applications.
- These duties and requirements mirror those of other Systems Development Specialist III positions operating in similar capacities at DoIT and other state agencies, and parallel the state class specification for Systems Development Specialist III appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$40,173
Appropriation #1-03-03-030010-7708 IT Salary & Benefits
3. Filled position-effective date: 8/23/2013
4. Projected cost (Salary & Benefits) for remainder of FY14: \$51,813
5. Total projected annual Salary and Benefit Cost:

Salary	\$41,087
Benefits	<u>\$23,062</u>
Total	\$64,149