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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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November 14, 2018

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,


Lorrie A. Rudis
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: December 5, 2018

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #10219 Service and Production Technician, Labor Grade 12, A000 to a Business Systems Analyst II, Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Systems Analyst II, Labor Grade 30, A000 effective upon Council's Approval

Rationale for Decision:

- The Department of Information Technology (DoIT) Systems is reclassifying and transferring this vacant position to a Business Systems Analyst II. The position will be located in Department of Environmental Services.
- The Business Systems Analyst II will implement DoIT enterprise-wide information system solutions and associated procedures to support the Department of Environmental Services (NHDES), and evaluate processes across the Commissioner's Office units to define detailed business requirements supporting the development of automated systems and applications.
- 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 19% General Funded position.
This position is a 28% Federal Funded position.
This position is a 53% Other Funded position.
2. Budgetary number/string 01-03-03-030010-77080000-010
3. Anticipated date of hire is: 2/1/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$32,171
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$38,513
Benefits	<u>\$19,001</u>
Total	\$57,514

Projected Annual Cost:

Salary	\$62,244
Benefits	<u>\$30,695</u>
Total	\$92,939

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: December 5, 2018

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #14708 System Developer Specialist II, Labor Grade 21, 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 (DoIT) is reclassifying and transferring this position to a Technical Support Specialist VI. The position will report to DoIT in support of The Department of Health and Human Services (DHHS).
- This Position will support technical initiatives at DHHS which include planning and managing upgrade and implementation of Microsoft and Linux networking solutions, including installing and configuring Server and Server applications, selecting and directing the implementation of systems performance tools to monitor and tune system performance, & developing & coordinating the design of complex technical solutions.
- 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 52% General Funded position.
This position is a 48% Federal Funded position.
2. Budgetary number/string 01-03-03-030010-77080000-010
3. Anticipated date of hire is: 2/1/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$34,580
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$43,439
Benefits	<u>\$26,972</u>
Total	\$70,411

Projected Annual Cost:

Salary	\$68,055
Benefits	<u>\$31,845</u>
Total	\$99,900

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: December 5, 2018

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #42921 Program Specialist IV, Labor Grade 25, A000 to an Administrator III, Labor Grade 31, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator III, Labor Grade 31, A000 effective upon Council's approval

Rationale for Decision:

- The Department of Health and Human Services (DHHS) is reclassifying and transferring this vacant position to an Administrator III, LG 31, the position is located in Bureau of Improvement and Integrity.
- The Administrator III will develop and implement a department-wide system of grants management and administration. As well as establish policies and procedures for staff, and monitor and evaluate the effectiveness of grants administration throughout DHHS.
- 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 56% General Funded position.
This position is a 43% Federal Funded position.
This position is a 1% Other Funded position.
2. Budgetary number/string 05-95-10-500100-66370000-010
3. Anticipated date of hire is: 2/1/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$33,303
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$66,342
Benefits	<u>\$34,738</u>
Total	\$101,080

Projected Annual Cost:

Salary	\$64,974
Benefits	<u>\$31,235</u>
Total	\$96,209