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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

CHARLES M. ARLINGHAUS
Commissioner
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LORRIE A. RUDIS
Director of Personnel
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December 5, 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

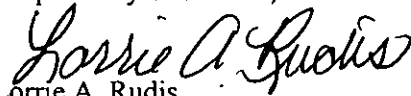
RSA 21-I:56 I, states that any request for reclassification of a position to a different class series as provided in RSA 21-I:54 shall require the approval of the Governor and Council.

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 19, 2018

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant position #20197 Engineering Technician III, Labor Grade 16, A000 to a Business Systems Analyst I, Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Systems Analyst I, Labor Grade 28, A000 effective upon Council's approval

Rationale for Decision:

- The Department of Transportation (DOT), Bureau of Highway Design is reclassifying this vacant position to a Business Systems Analyst I.
- The Business Systems Analyst I will support DOT in the development of efficiencies in their business systems and associated processes by aligning bureau goals and performance measures to department-wide information, systems and business strategies.
- 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 62% Federal Funded position.
This position is a 38% Other Funded position.
2. Budgetary number/string 04-96-96-962015-30250000-010
3. Anticipated date of hire is: 2/1/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$30,036
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$45,977
Benefits	<u>\$38,766</u>
Total	\$84,743

Projected Annual Cost:

Salary	\$57,096
Benefits	<u>\$29,676</u>
Total	\$86,772

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: December 19, 2018

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #19187 Administrator I, Labor Grade 27, 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 Health and Human Services (DHHS) is reclassifying this filled position to a Business Systems Analyst II. The position will be located in Project Management Office.
- The Business Systems Analyst II, works in partnership with the Department of Information Technology Administration and with the DHHS Project Management Office to evaluate business policies, procedures and needs within DHHS in order to develop and deliver complex business and technology projects supporting 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 54% General Funded position.
This position is a 46% Federal Funded position.
2. Budgetary number/string 05-95-10-500100-59520000-010
3. Anticipated date of hire is: 1/18/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$35,746
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$56,129
Benefits	<u>\$29,484</u>
Total	\$85,613

Projected Annual Cost:

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

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 19, 2018

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #43074 Administrator I, Labor Grade 27, 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 11/23/2018

Rationale for Decision:

- The Department of Health and Human Services (DHHS) is reclassifying this filled position to a Business Systems Analyst II. The position will be located in Project Management Office.
- The Business Systems Analyst II, works in partnership with the Department of Information Technology Administration and with the DHHS Project Management Office to evaluate business policies, procedures and needs within DHHS in order to develop and deliver complex business and technology projects supporting 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 54% General Funded position.
This position is a 46% Federal Funded position.
2. Budgetary number/string 05-95-10-500100-59520000-010
3. Filled position-effective date: 11/23/2018
4. Projected cost (Salary & Benefits) for remainder of FY19: \$53,675
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$73,210
Benefits	<u>\$23,715</u>
Total	\$96,925

Projected Annual Cost:

Salary	\$75,435
Benefits	<u>\$24,248</u>
Total	\$99,683