



# State of New Hampshire

DIVISION OF PERSONNEL  
Department of Administrative Services  
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May 1, 2013

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
State House  
Concord New Hampshire 03301

### REQUESTED ACTION

Pursuant to Chapter 224:315, Laws of 2011, Reclassification of Positions, and 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

Chapter 224:315, Reclassification of Positions, states that for the biennium ending June 30, 2013, the Director of Personnel shall not approve any reclassification of classified positions which will result in an increase in pay, unless the director obtains a waiver for the specific position from the Governor and Council. 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 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: May 15, 2013**

**Reclassification Request:**

- The Department of Administrative Services requests the reclassification of Vacant position #10082 Administrator II, Labor Grade 29, A000 to a Administrator, Plant and Property Management , Labor Grade 35, A000.

**Division of Personnel (DOP) Reclassification Decision:**

- Administrator, Plant and Property Management, Labor Grade 35, A000, effective 7/1/13

**Rationale for Decision:**

- During the last 8-10 years the legislature has added several areas of new responsibilities to the Department of Administrative Services to include the transfer of the Bureau of Public Works Design and Construction, the transfer of building and property management for Health and Human Services buildings as well as building and property management for property formerly occupied by Department of Corrections in Laconia.
- The Department of Administrative Services is requesting to separate some of the duties in the Division of Plant and Property Management and create this new position under the direction of the Director of Plant and Property Management.
- This position will direct and implement all aspects of facility and security management for state owned buildings under the care of the department, including programs, policy and personal activities.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$72,859  
Appropriation #01-14-14-141510-7886-010-500100
3. Filled position-effective date: July 1, 2013
4. Projected cost (Salary & Benefits) for remainder of FY13: \$0.00
5. Total projected annual Salary and Benefit Cost:

Salary	\$69,557
Benefits	<u>\$27,733</u>
Total	\$97,290

Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: May 15, 2013

**Reclassification Request:**

- The Department of Environmental Services requests the reclassification of Filled position #12121 Environmentalist III, Labor Grade 23, A000 to a Environmentalist IV , Labor Grade 27, A000.

**Division of Personnel (DOP) Reclassification Decision:**

- Environmentalist IV , Labor Grade 27, A000, effective 4/19/13

**Rationale for Decision:**

- Position's expanded responsibilities for the supervision of training, licensing, and program activities associated with NH Public Drinking Water at DES, resulted from a reorganization and capacity streamlining that took place at the DES Water Division.
- The Environmentalist IV classification justifies the position's increased complexity in technical, policy, and regulatory research skills utilized in assessing environmental impacts on drinking water sources; position also now ensures that these programs meet compliance with Federal and State Drinking Water Acts.
- This position's duties mirror those of other Environmentalist IV positions within the DES organizational structure and at other state agencies. These functions also parallel the class specification for The Environmentalist IV appropriately.

**Funding Summary**

1. This position is a 100% Federal Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$88,132  
Appropriation #44 44 442010 2010
3. Filled position-effective date: \_\_\_\_\_
4. Projected cost (Salary & Benefits) for remainder of FY13: \$10,460
5. Total projected annual Salary and Benefit Cost:

Salary	\$50,915
Benefits	<u>\$33,634</u>
Total	\$84,549

Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: May 15, 2013

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #10200 Systems Development Specialist II, Labor Grade 21, A000 to a Technical Support Specialist IV , Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Technical Support Specialist IV, Labor Grade 27, A000, effective 4/15/13

Rationale for Decision:

- Agency cites increased technical support needs experienced by the Agency Software Division due to a shifting and reduction of multiple technical support positions related to budget cuts and reorganization.
- Position will provide complex state-wide help-desk end-user technical support related to areas of: computer operating, networking and data base management systems, and to related hardware, software, training and technical data issues.
- The proposed duties are similar to those of other Technical Support Specialist IV operating at DOIT, and parallel the state class specification for that title appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$81,673  
Appropriation #1-03-03-030010-7708 IT Salary & Benefits
3. Anticipated date of hire is: 5/17/2013at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$2,801
5. Total projected annual Salary and Benefit Cost:

Salary	\$48,770
Benefits	<u>\$24,048</u>
Total	\$72,818

Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: May 15, 2013

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Filled position #42855 Supervisor VI, Labor Grade 27, A000 to a Administrator II , Labor Grade 29, A000.

**Division of Personnel (DOP) Reclassification Decision:**

- Supervisor VII, Labor Grade 28, A000, effective 4/5/13

**Rationale for Decision:**

- This position reports to the Division of Public Health Services, Bureau of Health Statistics and Informatics. Its role is to act as Chief of the Bureau's Health Statistics and Data Management Section.
- The agency believes that the communication role of this position to act as official representative for DPHS regarding health statistics and to oversee the system used by DPHS to track health indicators is appropriate to the Administrator II level.
- The Division of Personnel has determined that duties of this position such as supervision of subordinate managers and health data programs, reviewing reports, and preparing contracts are more appropriate to the next level up in the Supervisor series.

**Funding Summary**

1. This position is a 42% General Funded position.  
This position is a 58% Federal Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$108,885.00  
Appropriation #05-95-90-900510-5150
3. Filled position-effective date: 04/05/13
4. Projected cost (Salary & Benefits) for remainder of FY13: \$18,922
5. Total projected annual Salary and Benefit Cost:

Salary	\$63,180
Benefits	<u>\$39,456</u>
Total	\$102,636

**Division of Personnel**  
**Reclassification Waiver Per Chapter 224:315**  
**Governor and Council Meeting Date: May 15, 2013**

**Reclassification Request:**

- **The Department of Health and Human Services requests the reclassification of Filled\_position #40399 Business Systems Analyst II, Labor Grade 30, A000 to a Administrator III , Labor Grade 31, A000.**

**Division of Personnel (DOP) Reclassification Decision:**

- **Data Processing Project Manager, Labor Grade 31, A000, effective 4/19/13**

**Rationale for Decision:**

- **This position reports to the Office of the Commissioner and heads up the Data Management Unit within the Division of Business Operations, Bureau of Finance.**
- **The position still heads up its unit but its scope has expanded to include administration of projects of other Business Operations units due to changes in statewide business, payroll, and human resource functions and the implementation of several new IT systems.**
- **The emphasis on information systems and data which impact financial and business functions and the expanded focus on project management for this position are more appropriate to the classification of Data Processing Project Manager.**

**Funding Summary**

1. **This position is a 61% General Funded position.  
This position is a 39% Federal Funded position.**
2. **Total FY 13 Budgeted (Salary & Benefits): \$117,063  
Appropriation #05-95-95-950010-56760000**
3. **Filled position-effective date: 4/19/13**
4. **Projected cost (Salary & Benefits) for remainder of FY13: \$16,753**
5. **Total projected annual Salary and Benefit Cost:**

Salary	\$76,187
Benefits	<u>\$25,673</u>
Total	\$101,860

**Division of Personnel**  
**Reclassification Waiver Per Chapter 224:315**  
**Governor and Council Meeting Date: May 15, 2013**

**Reclassification Request:**

- **The Department of Health and Human Services requests the reclassification of Filled position #41071 Family Services Specialist II, Labor Grade 17, A000 to a Supervisor III , Labor Grade 23, A000.**

**Division of Personnel (DOP) Reclassification Decision:**

- **Supervisor III, Labor Grade 23, A000, effective 4/19/13**

**Rationale for Decision:**

- **This position reports to the Division of Client Services, Field Operations, Central Processing Unit (CPU). The CPU provides statewide support for the full array of Division programs and services, and this has led to an expansion of the incumbent's responsibilities to meet business demands.**
- **The business need of the Unit is for this position to have direct supervisory authority and to perform other supervisory duties which go beyond the scope of the Family Services Specialist II classification. The agency states that this position is responsible for the same set of functions as a Line Supervisor III in their District Offices.**
- **The unit supervision responsibilities and the organizational structure of this position are appropriate to the requested Supervisor III level.**

**Funding Summary**

1. **This position is a 53.23% General Funded position.  
This position is a 46.77% Federal Funded position.**
2. **Total FY 13 Budgeted (Salary & Benefits): \$66,916  
Appropriation #05-95-450010-61320000**
3. **Filled position-effective date: 4/19/13**
4. **Projected cost (Salary & Benefits) for remainder of FY13: \$10,657**
5. **Total projected annual Salary and Benefit Cost:**

Salary	\$42,841.50
Benefits	\$26,426.19
Total	\$69,267.69 (FY14)

Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: May 15, 2013

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #19843 Laboratory Scientist III, Labor Grade 20, A000 to a Administrator IV , Labor Grade 33, A000.

**Division of Personnel (DOP) Reclassification Decision:**

- Administrator of Planning Coordination, Labor Grade 30, A000, effective 4/9/13

**Rationale for Decision:**

- This position will be transferred within the Division of Public Health to become the administrator of the Bureau of Public Health Statistics and Informatics.
- Due to comparisons with the salary of the unclassified position currently supervising this Bureau, and the typical functions and organizational structure assigned to Administrator IV positions, an alternative classification and labor grade is recommended.
- Administrator of Planning Coordination, labor grade 30 is appropriate to the position's role to disseminate health statistics, administer and improve separate IT applications, and act as coordinator between DPHS and DoIT to transition from paper-based to web-based reports.

**Funding Summary**

1. This position is a 38% General Funded position.  
This position is a 62% Federal Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$64,115  
Appropriation #05-95-90-900510-2203
3. Anticipated date of hire is: 5/17/13 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$9,084
5. Total projected annual Salary and Benefit Cost:

Salary	\$55,497
Benefits	<u>\$24,570</u>
Total	\$80,067

**Division of Personnel**  
**Reclassification Waiver Per Chapter 224:315**  
**Governor and Council Meeting Date: May 15, 2013**

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #11602 Building Service Worker III, Labor Grade 8, A130 to a Youth Counselor Trainee , Labor Grade 7, A130A.

**Division of Personnel (DOP) Reclassification Decision:**

- Youth Counselor Trainee, Labor Grade 7, A130A, effective 4/5/13

**Rationale for Decision:**

- Agency indicates that budgetary, part-time resource consolidation, and capacity assessments were conducted at the Sununu Youth Services Center in order to address critical staffing shortages being experienced in the 24 hour facility.
- Hire level vacant positions have been reclassified to Youth Counselor I and Trainee positions in order streamline the required 24 hour staffing schedules, while meeting quality rehabilitative services for adjudicated or detained juveniles.
- This position's duties now mirror those of other Youth Counselor I and Trainee positions currently operating at HHS; functions also parallel the state class specifications appropriately.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$53,978  
Appropriation #05-95-41-412010-58150000-010 & 060
3. Anticipated date of hire is: 6/14/13at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$0
5. Total projected annual Salary and Benefit Cost:

Salary	\$23,484
Benefits	<u>\$20,591</u>
Total	\$44,075

**Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: May 15, 2013**

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #16081 Fiscal Specialist II, Labor Grade 17, A000 to a Youth Counselor Trainee, Labor Grade 7, A130A.

**Division of Personnel (DOP) Reclassification Decision:**

- Youth Counselor Trainee, Labor Grade 7, A130A, effective 4/5/13

**Rationale for Decision:**

- Agency indicates that budgetary, part-time resource consolidation, and capacity assessments were conducted at the Sununu Youth Services Center in order to address critical staffing shortages being experienced in the 24 hour facility.
- Hire level vacant positions have been reclassified to Youth Counselor I and Trainee positions in order streamline the required 24 hour staffing schedules, while meeting quality rehabilitative services for adjudicated or detained juveniles.
- This position's duties now mirror those of other Youth Counselor I and Trainee positions currently operating at HHS; functions also parallel the state class specifications appropriately.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$51,211  
Appropriation #05-95-41-412010-58150000-010 & 060
3. Anticipated date of hire is: 6/14/13at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$0
5. Total projected annual Salary and Benefit Cost:

Salary	\$23,484
Benefits	<u>\$20,591</u>
Total	\$44,075

**Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: May 15, 2013**

**Reclassification Request:**

- **The Department of Health and Human Services requests the reclassification of Vancat\_position #19442 Executive Secretary, Labor Grade 11, A000 to a Youth Counselor I , Labor Grade 11, A130.**

**Division of Personnel (DOP) Reclassification Decision:**

- **Youth Counselor I, Labor Grade 11, A130, effective 4/5/13**

**Rationale for Decision:**

- **Agency indicates that budgetary, part-time resource consolidation, and capacity assessments were conducted at the Sununu Youth Services Center in order to address critical staffing shortages being experienced in the 24 hour facility.**
- **Hire level vacant positions have been reclassified to Youth Counselor I and Trainee positions in order streamline the required 24 hour staffing schedules, while meeting quality rehabilitative services for adjudicated or detained juveniles.**
- **This position's duties now mirror those of other Youth Counselor I and Trainee positions currently operating at HHS; functions also parallel the state class specifications appropriately.**

**Funding Summary**

1. **This position is a 100% General Funded position.**
2. **Total FY 13 Budgeted (Salary & Benefits): \$57,680  
Appropriation #05-95-41-412010-58150000-010 & 060**
3. **Anticipated date of hire is: 6/14/13at Minimum Step**
4. **Projected cost (Salary & Benefits) for remainder of FY13: \$0**
5. **Total projected annual Salary and Benefit Cost:**

Salary	\$27,290
Benefits	<u>\$21,267</u>
Total	\$48,557

**Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: May 15, 2013**

**Reclassification Request:**

- **The Department of Transportation requests the reclassification of Vacant position #21661 Toll Attendant I, Labor Grade 9, A130 to a Lift Bridge Worker II , Labor Grade 12, A130.**

**Division of Personnel (DOP) Reclassification Decision:**

- **Lift Bridge Worker II, Labor Grade 12, A130, effective 4/22/13**

**Rationale for Decision:**

- **This is one of six vacant positions no longer needed in Bureau of Turnpikes due to the new E-ZPass lanes being constructed. The positions are to be transferred to the Bureau of Bridge Maintenance and reclassified to the Lift Bridge Worker series because they are required for the operation of the new Memorial Bridge in Portsmouth, set to reopen July 2013.**
- **These positions replace ones that were eliminated from Bridge Maintenance as they were not needed during the bridge construction phase. The proposed functions are appropriate to the designated level in the Lift Bridge Worker series.**
- **The proposed organizational structure is appropriate.**

**Funding Summary**

1. **This position is a 100% Other Funded position.**
2. **Total FY 13 Budgeted (Salary & Benefits): \$57,876  
Appropriation #04-096-096-965015-5034**
3. **Anticipated date of hire is: 6/14/2013 at Minimum Step**
4. **Projected cost (Salary & Benefits) for remainder of FY13: \$0**
5. **Total projected annual Salary and Benefit Cost:**

Salary	\$28,309
Benefits	<u>\$20,418</u>
Total	\$48,727

**Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: May 15, 2013**

**Reclassification Request:**

- **The Department of Transportation requests the reclassification of Vacant position #21247 Toll Attendant I, Labor Grade 9, A130 to a Lift Bridge Worker II , Labor Grade 12, A130.**

**Division of Personnel (DOP) Reclassification Decision:**

- **Lift Bridge Worker II, Labor Grade 12, A130, effective 4/22/13**

**Rationale for Decision:**

- **This is one of six vacant positions no longer needed in Bureau of Turnpikes due to the new E-ZPass lanes being constructed. The positions are to be transferred to the Bureau of Bridge Maintenance and reclassified to the Lift Bridge Worker series because they are required for the operation of the new Memorial Bridge in Portsmouth, set to reopen July 2013.**
- **These positions replace ones that were eliminated from Bridge Maintenance as they were not needed during the bridge construction phase. The proposed functions are appropriate to the designated level in the Lift Bridge Worker series.**
- **The proposed organizational structure is appropriate.**

**Funding Summary**

1. **This position is a 100% Other Funded position.**
2. **Total FY 13 Budgeted (Salary & Benefits): \$45,366  
Appropriation #04-096-096-960515-5034**
3. **Anticipated date of hire is: 06/14/2013 at Minimum Step**
4. **Projected cost (Salary & Benefits) for remainder of FY13: \$0**
5. **Total projected annual Salary and Benefit Cost:**

Salary	\$28,309
Benefits	<u>\$20,418</u>
Total	<u>\$48,727</u>

**Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: May 15, 2013**

**Reclassification Request:**

- The Department of Transportation requests the reclassification of Vacant position #21241 Toll Attendant I, Labor Grade 9, A130 to a Lift Bridge Worker II , Labor Grade 12, A130.

**Division of Personnel (DOP) Reclassification Decision:**

- Lift Bridge Worker II, Labor Grade 12, A130, effective 4/22/13

**Rationale for Decision:**

- This is one of six vacant positions no longer needed in Bureau of Turnpikes due to the new E-ZPass lanes being constructed. The positions are to be transferred to the Bureau of Bridge Maintenance and reclassified to the Lift Bridge Worker series because they are required for the operation of the new Memorial Bridge in Portsmouth, set to reopen July 2013.
- These positions replace ones that were eliminated from Bridge Maintenance as they were not needed during the bridge construction phase. The proposed functions are appropriate to the designated level in the Lift Bridge Worker series.
- The proposed organizational structure is appropriate.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$38,545  
Appropriation #04-096-096-960515-5034
3. Anticipated date of hire is: 06/14/2013 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$0

Salary	\$28,309
Benefits	<u>\$20,418</u>
Total	\$48,727

**Division of Personnel**  
**Reclassification Waiver Per Chapter 224:315**  
**Governor and Council Meeting Date: May 15, 2013**

**Reclassification Request:**

- **The Department of Transportation requests the reclassification of Vacant position #21090 Toll Attendant I, Labor Grade 9, A130 to a Lift Bridge Worker II , Labor Grade 12, A130.**

**Division of Personnel (DOP) Reclassification Decision:**

- **Lift Bridge Worker II, Labor Grade 12, A130, effective 4/22/13**

**Rationale for Decision:**

- **This is one of six vacant positions no longer needed in Bureau of Turnpikes due to the new E-ZPass lanes being constructed. The positions are to be transferred to the Bureau of Bridge Maintenance and reclassified to the Lift Bridge Worker series because they are required for the operation of the new Memorial Bridge in Portsmouth, set to reopen July 2013.**
- **These positions replace ones that were eliminated from Bridge Maintenance as they were not needed during the bridge construction phase. The proposed functions are appropriate to the designated level in the Lift Bridge Worker series.**
- **The proposed organizational structure is appropriate.**

**Funding Summary**

1. **This position is a 100% Other Funded position.**
2. **Total FY 13 Budgeted (Salary & Benefits): \$49,778**  
**Appropriation #04-096-096-960515-5034**
3. **Anticipated date of hire is: 6/14/2013at Minimum Step**
4. **Projected cost (Salary & Benefits) for remainder of FY13: \$0**
5. **Total projected annual Salary and Benefit Cost:**

Salary	\$28,309
Benefits	<u>\$20,418</u>
Total	\$48,727

**Division of Personnel**  
**Reclassification Waiver Per Chapter 224:315**  
**Governor and Council Meeting Date: May 15, 2013**

**Reclassification Request:**

- **The Department of Transportation requests the reclassification of Vacant position #21066 Toll Attendant I, Labor Grade 9, A130 to a Lift Bridge Worker III , Labor Grade 14, A130.**

**Division of Personnel (DOP) Reclassification Decision:**

- **Lift Bridge Worker III, Labor Grade 14, A130, effective 4/22/13**

**Rationale for Decision:**

- **This is one of six vacant positions no longer needed in Bureau of Turnpikes due to the new E-ZPass lanes being constructed. The positions are to be transferred to the Bureau of Bridge Maintenance and reclassified to the Lift Bridge Worker series because they are required for the operation of the new Memorial Bridge in Portsmouth, set to reopen July 2013.**
- **These positions replace ones that were eliminated from Bridge Maintenance as they were not needed during the bridge construction phase. The proposed functions are appropriate to the designated level in the Lift Bridge Worker series.**
- **The proposed organizational structure is appropriate.**

**Funding Summary**

1. **This position is a 100% Other Funded position.**
2. **Total FY 13 Budgeted (Salary & Benefits): \$51,274**  
**Appropriation # 04-096-096-960515-5034**
3. **Anticipated date of hire is: 06/14/2013at Minimum Step**
4. **Projected cost (Salary & Benefits) for remainder of FY13: \$0**
5. **Total projected annual Salary and Benefit Cost:**

Salary	\$30,555
Benefits	<u>\$21,777</u>
Total	\$52,332

**Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: May 15, 2013**

**Reclassification Request:**

- The Department of Transportation requests the reclassification of Vacant position #21072 Toll Attendant I, Labor Grade 9, A130 to a Lift Bridge Worker III , Labor Grade 14, A130.

**Division of Personnel (DOP) Reclassification Decision:**

- Lift Bridge Worker III, Labor Grade 14, A130, effective 4/22/13

**Rationale for Decision:**

- This is one of six vacant positions no longer needed in Bureau of Turnpikes due to the new E-ZPass lanes being constructed. The positions are to be transferred to the Bureau of Bridge Maintenance and reclassified to the Lift Bridge Worker series because they are required for the operation of the new Memorial Bridge in Portsmouth, set to reopen July 2013.
- These positions replace ones that were eliminated from Bridge Maintenance as they were not needed during the bridge construction phase. The proposed functions are appropriate to the designated level in the Lift Bridge Worker series.
- The proposed organizational structure is appropriate.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$51,648  
Appropriation #04-096-096-960515-5034
3. Anticipated date of hire is: 6/14/2013 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$0
5. Total projected annual Salary and Benefit Cost:

Salary	\$30,555
Benefits	<u>\$21,777</u>
Total	\$52,332

Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: May 15, 2013

**Reclassification Request:**

- The Joint Board requests the reclassification of Filled\_position #18095 Administrator II, Labor Grade 29, A000 to a Administrator of Joint Board , Labor Grade 35, A000.

**Division of Personnel (DOP) Reclassification Decision:**

- Executive Director, Joint Board, Labor Grade 35, A000, effective 7/1/13

**Rationale for Decision:**

- The complexity and responsibilities assigned to this position have increased. This position now serves as Office Supervisor of the Joint Board and provides administrative support and supervision to support staff.
- The expansion of the Joint Board requires a clear line of authority for support staff. The current classification of Administration Assistant I is inconsistent with the duties and responsibilities assigned to the position and is inconsistent with clear line of authority for effective management of Joint Board support staff.
- This position supervises office staff for the fourteen component Boards of the Joint Board of Licensure and Certification to support the Executive Director in high level professional duties in the development, implementation, and overseeing licensing programs.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$66,007.50 (salary) 44,661.33 (benefits)  
Appropriation #031 031 310010 2250
3. Anticipated date of hire is:           at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$0
5. Total projected annual Salary and Benefit Cost:

Salary	\$70,304
Benefits	<u>\$45,416</u>
Total	\$115,720