



# State of New Hampshire

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

*dm*  
10

LINDA M. HODGDON  
Commissioner  
(603) 271-3201

KAREN D. HUTCHINS  
Director  
(603) 271-3261

February 6, 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: February 20, 2013

**Reclassification Request:**

- The Public Utilities Commission requests the reclassification of vacant position #14342 Utility Engineer, Labor Grade 28 to a Administrator III , Labor Grade 31, A000.

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

- Administrator III, Labor Grade 31, A000, effective 12/4/12

**Rationale for Decision:**

- The agency cites a critical need for administrative oversight within the Public Utilities Commission Safety Division.
- Reclassification to an Administrator III will enable the agency to establish capacity to cover the expanded division, as well as the investigations, cyber security, and emergency response functions.
- The proposed duties are similar to those of other Administrator III positions at PUC and at other state agencies, and parallel the class specification for that title appropriately.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$112,752  
Appropriation #02-81-81-810010 2812 Office of the Commission
3. Anticipated date of hire is: April 5, 2013 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$16,685
5. Total projected annual Salary and Benefit Cost:

Salary	\$57,935
Benefits	<u>\$29,306</u>
Total	\$87,241

Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: February 20, 2013

Reclassification Request:

- The Department of Resources and Economic Development requests the reclassification of filled\_position #11509 Accounting Technician, Labor Grade 12 to a Program Assistant III , Labor Grade 17, A000.

Division of Personnel (DOP) Reclassification Decision:

- Accountant I, Labor Grade 16, A000, effective 1/31/13

Rationale for Decision:

- This position reports to the Admin/Finance/HR unit in the Division of Parks and Recreation, Cannon Mountain/Franconia Notch State Park, where it processes payment of bills and compiles and reports data concerning financial income transactions.
- Staff shortages, changes in reporting requirements, and other factors have caused this position to be assigned more accounts payable responsibility as well as the troubleshooting of Cannon Mountain's internal accounting software program.
- This increased scope of responsibility, to include increased communication and training functions, is appropriate to the higher expectations of skill and knowledge appropriate to the Accountant I classification.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$62,244  
Appropriation #03-35-35-351510-37030000-010
3. Filled position-effective date: 1/25/13
4. Projected cost (Salary & Benefits) for remainder of FY13: \$20,519
5. Total projected annual Salary and Benefit Cost:

Salary	\$32,234
Benefits	<u>\$21,116</u>
Total	\$53,350

Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: February 20, 2013

Reclassification Request:

- The Department of Resources and Economic Development requests the reclassification of filled\_position #11445 Accounting Technician, Labor Grade 12 to a Accountant I , Labor Grade 16, A000.

Division of Personnel (DOP) Reclassification Decision:

- Accountant I, Labor Grade 16, A000, effective 1/31/13

Rationale for Decision:

- This position reports to the Office of the Commissioner, Business Office, Internal Auditing Section. Due to staffing reductions, this position's duties have expanded with more emphasis on field training and audits regarding receipts and revenue.
- These additional responsibilities are appropriate to the requested classification of Accountant I, which is responsible to monitor the establishment and maintenance of fiscal services and controls within a specified accounting unit.
- The duties assigned to this position are appropriate in comparison with other positions in the state system classified as Accountant Is.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$52,254  
Appropriation #03-35-35-350010-34000000-010
3. Filled position-effective date: 1/11/13
4. Projected cost (Salary & Benefits) for remainder of FY13: \$24,592
5. Total projected annual Salary and Benefit Cost:

Salary	\$36,290
Benefits	<u>\$21,835</u>
Total	\$58,125

Division of Personnel  
Reclassification Waiver Per Chapter 224:315  
Governor and Council Meeting Date: February 20, 2013

Reclassification Request:

- NH Department of Corrections requests the reclassification of vacant position #12899 Corrections Lieutenant, Labor Grade 21, X208 to a Agency Audit Manager, Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Agency Audit Manager, Labor Grade 25, A000, effective 1-30-13

Rationale for Decision:

- The Agency Auditor Manager position will be responsible for developing an internal auditing plan to establish and perform ongoing testing and auditing of the Agency's compliance with state laws and regulations, federal mandates, court orders and departmental policies as they relate to correctional operations and internal business activities.
- This position will be responsible for the development of a department-wide auditing plan that includes auditing of a wide and diverse combination of areas which would include financial audits, payroll audits and policy compliance audits associated with institutional enforcement and safety to ensure agency objectives are met and internal controls are in place.
- This position will also be required to develop reporting methods to present audit findings and make recommendations to agency officials.

Funding Summary

1. This position is a 100%% General Funded position.
2. Total FY 13 Budgeted (Salary & Benefits): \$103,402  
Appropriation #02-46-46-461510-8360
3. Anticipated date of hire is: 4/5/13 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY13: \$18,332
5. Total projected annual Salary and Benefit Cost:

Salary	\$44,752
Benefits	<u>\$23,335</u>
Total	\$68,087