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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

SARA J. WILLINGHAM
Director of Personnel
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May 04, 2016

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,

Sara J. Willingham
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 18, 2016

Reclassification Request:

- The Department of Safety requests the reclassification of Filled_position #10568 Administrative Supervisor, Labor Grade 17, A000 to a Business Administrator I , Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Administrator I, Labor Grade 21, A000, effective 04-29-2016

Rationale for Decision:

- This position is currently responsible for assisting with the business management operations of the Marine Patrol Bureau, to include duties related to financial management, contract preparation, budgetary planning and federal data reporting.
- The position now prepares budgets for four accounts based on forecasted expenditures, serves as the primary agency contact with the United States Coast Guard relative to the Recreational Boating Safety grant, and prepares fiscal, statistical and informational reports for superiors, legislators and the public.
- These duties are similar to those of other Business Administrator I positions currently operating in the agency and the state and parallel the class specification for Business Administrator I appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$63,987
Budgetary number/string02-23-23-2340010-50010000-010
3. Filled position-effective date: 4/29/2016
4. Projected cost (Salary & Benefits) for remainder of FY16: \$7,715
5. Total projected annual Salary and Benefit Cost:

Salary	\$42,647
Benefits	<u>\$24,220</u>
Total	\$66,867

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 18, 2016

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #15654 Program Planning and Review Specialist , Labor Grade 28, A000 to a Administrator III , Labor Grade 31, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator III, Labor Grade 31, A000, effective 04/15/2016

Rationale for Decision:

- This position has absorbed additional duties from the loss of positions and the transfer of programs into the Bureau of Developmental Services, and is now responsible to implement and administer the Adult Supports and Services programs, including supervision of professional staff.
- The position now provides oversight to budgets, contracts, policies, procedures and operational activities, provides training and supervision to section staff members, and represents the agency on statewide area agency committees and advisory councils to promote more coordinated and responsive systems.
- The proposed duties are similar to those of other Administrator III positions currently operating in the agency and state and parallel the class specification for Administrator III appropriately.

Funding Summary

1. This position is a 70% General Funded position.
This position is a 30% Federal Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$116,406
Budgetary number/string05-95-93-930010-59470000-010
3. Filled position-effective date: 04/15/2016
4. Projected cost (Salary & Benefits) for remainder of FY16: \$18,594
5. Total projected annual Salary and Benefit Cost:

Salary	\$79,303
Benefits	<u>\$41,558</u>
Total	\$120,861