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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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January 10, 2017

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,

Sara J. Willingham
Sara J. Willingham
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: January 24, 2018

Reclassification Request:

- The Department of Safety requests the reclassification of Filled position #10548 Counter Clerk II, Labor Grade 9, A000 to a Human Resources Assistant I, Labor Grade 9, A000.

Division of Personnel (DOP) Reclassification Decision:

- Human Resources Assistant I, Labor Grade 9, A000 effective 1-5-18

Rationale for Decision:

- The Department of Safety is reclassifying this filled position to a Human Resources Assistant I, the position reports to the Human Resources Department and duties have changed to encompass Human Resources support accountabilities.
- The Human Resources Assistant I assists the Department of Safety Human Resources Department in performing routine support functions including; assisting with new employee orientations and onboarding processes, providing employment information to applicants and the general public, answering questions relating to state hiring procedures, and maintaining and posting accurate and current employment opportunity listings regarding advancement opportunities for employees.
- 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 9% General Funded position.
This position is a 91% Other Funded position.
2. Budgetary number/string 02-23-23-232015-23100000-010
3. Filled position-effective date: 1/5/2018
4. Projected cost (Salary & Benefits) for remainder of FY18: \$21,091
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:

Salary	\$34,405
Benefits	<u>\$15,445</u>
Total	\$49,850

Projected Annual Cost:

Salary	\$34,405
Benefits	<u>\$15,445</u>
Total	\$49,850

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 24, 2018

Reclassification Request:

- The New Hampshire Insurance Department requests the reclassification of Filled position #10944 Program Assistant II, Labor Grade 15, A000 to a Human Resources Technician, Labor Grade 17, A000.

Division of Personnel (DOP) Reclassification Decision:

- Human Resources Technician, Labor Grade 17, A000 effective 1-5-18

Rationale for Decision:

- The Insurance Department is reclassifying this filled position to a Human Resources Technician because the position has taken on expanded duties in areas of Human Resources support functions that are now the majority of the position's accountability areas.
- The Human Resources Technician has a scope to perform a variety of agency-wide Human Resources related functions in support of the Insurance Department Human Resources Unit, the Human Resources Administrator, and Department employees. This position performs technical assistance in the areas of recruitment, payroll, and benefits administration and assists the Human Resources Administrator with the development of HR and employee programs.
- 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 100% Other Funded position.
2. Budgetary number/string 02-24-24-240010-25200000-010
3. Filled position-effective date: 1/5/2018
4. Projected cost (Salary & Benefits) for remainder of FY18: \$31,396
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:

Salary	\$35,773
Benefits	<u>\$33,893</u>
Total	\$69,666

Projected Annual Cost:

Salary	\$37,069
Benefits	<u>\$37,140</u>
Total	\$74,209

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: January 24, 2018

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant position #14282 Account Technician , Labor Grade 12, A000 to a Management Analyst, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Management Analyst, Labor Grade 21, A000 effective upon Council's approval

Rationale for Decision:

- The Department of Transportation is reclassifying and transferring this vacant position to a Management Analyst. The position will be located in the Policy and Administration Division, Office of Administration and support the Department's newly implemented Standard Operating System.
- The Management Analyst will analyze DOT procedural documents to include: policies, directives, procedures, forms, and manuals, and will develop and maintain the centralized Standard Operating System. It will review internal Departmental business and operations practices to develop proposals for improved procedures, and system control programs to enforce compliance standards.
- 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 25% Federal Funded position.
This position is a 75% Other Funded position.
2. Budgetary number/string 04-96-96-960015-30380000-010
3. Anticipated date of hire is: 3/2/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$18,122
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:

Salary	\$41,828
Benefits	<u>\$25,481</u>
Total	\$52,594

Projected Annual Cost:

Salary	\$41,828
Benefits	<u>\$25,481</u>
Total	\$67,309

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 24, 2018

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #12365 Executive Secretary , Labor Grade 11, A000 to a Legal Assistant , Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Legal Assistant , Labor Grade 19, A000 effective 12/29/2017

Rationale for Decision:

- DHHS, Bureau of General Council is reclassifying this position to a Legal Assistant because duties that have been assigned to this position have now gone beyond secretarial support and into legal assistance requiring knowledge and skills in reviewing, processing, and preparing legal documents and information.
- The Legal Assistant will be preparing petitions, drafting memoranda, conducting legal research, analyzing legal documents, drafting motions, organizing evidence for hearings, and investigating & responding to Right-to-Know request. Support will also be provided to NH Hospital Counsel & to the Department's Multi-disciplinary legal Team.
- 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 49% General Funded position.
This position is a 44% Federal Funded position.
This position is a 7% Other Funded position.
2. Budgetary number/string 05-95-95-00095-56800000-010
3. Filled position-effective date: 2/2/2018
4. Projected cost (Salary & Benefits) for remainder of FY18: \$21,925
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:

Salary	\$28,275
Benefits	<u>\$22,798</u>
Total	\$51,073

Projected Annual Cost:

Salary	\$38,513
Benefits	<u>\$24,825</u>
Total	\$63,338