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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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March 7, 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,

Sara J. Willingham  
Director of Personnel

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

Reclassification Request:

- The Department of Liquor requests the reclassification of Vacant position #44240 Training Coordinator , Labor Grade 21, A000 to a Informational Representative II, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Informational Representative , Labor Grade 21, A000 effective upon Council's Approval

Rationale for Decision:

- The agency requests to reclassify this vacant position to dedicate a resource as an Event Planner; the intent is that this reclassification will allow the agency to respond to the increased number of promotional events and available venues that it is experiencing as well as alleviate overtime costs.
- This position would coordinate product tasting and sales events with off premise business partners, to include overseeing logistics, advertising, and staffing, and would perform a cost analysis after the event based on sales trends to inform decisions about future event planning and promotional pricing.
- The proposed duties are similar to those of other Informational Representative II positions currently operating in the state, and parallel the class specification for Informational Representative II appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-77-77-771512-10240000-010
3. Anticipated date of hire is: 4/13/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$10,355
5. Total FY 18 Budgeted and Projected Annual Cost:

Total FY 18 Budgeted:

Salary	\$49,199
Benefits	<u>\$20,354</u>
Total	\$69,553

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: March 21, 2018

**Reclassification Request:**

- The Department of Transportation requests the reclassification of Filled position #17345 Highway Maintainer II, Labor Grade 9, A130 to a Welder Mechanic I, Labor Grade 15, A130.

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

- Welder Mechanic I, Labor Grade 15, A130 effective 3-2-18

**Rationale for Decision:**

- The Department Transportation is reclassifying this position to a Welder Mechanic I. This position is located in the Transportation Operations, District 6 and will fill a vacancy need for a Welder Mechanic in that district.
- The Welder Mechanic I schedules repair assignments and fabrications in the welding shop to keep the District operations functioning in a productive and safe way.
- 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 04-96-96-960515-30070000-010
3. Filled position-effective date: 3/2/2018
4. Projected cost (Salary & Benefits) for remainder of FY18: \$15,935
5. Total FY 18 Budgeted and Projected Annual Cost:

**Total FY 18 Budgeted:**

Salary	\$33,738
Benefits	<u>\$15,313</u>
Total	\$49,050

**Projected Annual Cost:**

Salary	\$35,048
Benefits	<u>\$24,139</u>
Total	\$59,187

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

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #16190 Supervisor II, Labor Grade 21, A000 to a Psychiatric Social Worker, Labor Grade 23, A000.

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

- Psychiatric Social WorkerI, Labor Grade 23, A000 effective upon Council's Approval

**Rationale for Decision:**

- The Department of Health and Human Services is reclassifying this vacant position in order to address critical mental health needs at New Hampshire Hospital. The Psychiatric Social Worker will play a key role in the complex treatment and discharge planning of every patient..
- The Psychiatric Social Worker will provide professional services in psychiatric social work to all psychiatric patient populations consisting of the observation/evaluation, assessment, and treatment of acutely ill psychiatric patients with a wide range of psychiatric disabilities. The position will formulate psychosocial diagnosis, treatment interventions based on diagnosis, and comprehensive discharge planning including arrangements for aftercare and treatment with community agencies..
- 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 20% General Funded position.  
This position is a 34% Federal Funded position.  
This position is a 46% Other Funded position.
2. Budgetary number/string 05-95-94-940010-87500000-010
3. Anticipated date of hire is: 3/30/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$13,762
5. Total FY 18 Budgeted and Projected Annual Cost:

**Total FY 18 Budgeted:**

Salary	\$58,310
Benefits	<u>\$20,178</u>
Total	\$78,488

**Projected Annual Cost:**

Salary	\$45,377
Benefits	<u>\$26,184</u>
Total	\$71,561

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

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #19777 Word Processor Operator I, Labor Grade 9, A000 to a Case Technician Trainee, Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Case Technician Trainee, Labor Grade 12, A000 effective upon Council's Approval

Rationale for Decision:

- The Department of Health and Human Services is reclassifying this vacant position to a Case Technician Trainee in order to build case service capacity needs within the District Office. The position is located on the Division of Child Support Services, Rochester District Office.
- The Case Technician Trainee interviews agency clientele and collateral sources; reviews, verifies and updates case information; and provides a variety of support services in a Child Support Unit under the general direction of a Supervisor.
- 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 66% General Funded position.  
This position is a 34% Federal Funded position.
2. Budgetary number/string 05-95-42-427010-7929000-010
3. Anticipated date of hire is: 3/30/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$10,064
5. Total FY 18 Budgeted and Projected Annual Cost:

**Total FY 18 Budgeted:**

Salary	\$35,005
Benefits	<u>\$15,564</u>
Total	\$50,569

**Projected Annual Cost:**

Salary	\$29,328
Benefits	<u>\$23,006</u>
Total	\$52,334