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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**

**LINDA M. HODGDON**  
Commissioner  
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Acting Director of Personnel  
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March 26<sup>th</sup> 2014

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  
Acting Director of Personnel

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: April 9, 2014

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of vacant position #12335 Supervisor VI, Labor Grade 27, A000 to a Administrator I , Labor Grade 27, A000.

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

- Administrator I, Labor Grade 27, A000, effective 3/19/14

**Rationale for Decision:**

- Department of Health and Human Services is reclassifying this position to an Administrator I, in order to implement a streamlined reporting structure and administration support to forty one Adult Protective Service Workers and targeted programs.
- This position will administer organizational goals and objectives of the Adult Protective Service (APS) Community Program within the Bureau of Elderly and Adult Services (BEAS) designed to protect and improve the lives of elderly and incapacitated adults and oversee administrative and field staff to assure compliance with Department and State mandates.
- This position's duties now mirror those of other Administrator I positions currently operating in similar capacities at the Department of Health and Human Services as well as in other state agencies. These duties also parallel the state class specification for an Administrator I appropriately.

**Funding Summary**

1. This position is a 85% General Funded position.  
This position is a 15% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$74,251  
Budgetary number/string05-95-95-953010-56870000-010
3. Anticipated date of hire is: 05/30/2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$2,890
5. Total projected annual Salary and Benefit Cost:

Salary	\$49,501
Benefits	<u>\$25,626</u>
Total	\$75,127

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: April 9, 2014

**Reclassification Request:**

- The Department of Education requests the reclassification of vacant\_position #13312 Administrator IV, Labor Grade 33, A000 to a Education Consultant II , Labor Grade 27, A000.

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

- Education Consultant II, Labor Grade 27, A000, effective 3/19/14

**Rationale for Decision:**

- Department of Education is reclassifying this position to an Education Consultant II in order to address a need for efficient and critical technical assistance to New Hampshire school districts for the Title I program.
- This position will plan, coordinate, and support compensatory educational programs for compliance with federal and state regulations, by providing technical assistance and monitoring services for local education agencies and schools.
- This position's duties now mirror those of other Education Consultant II positions currently operating in similar capacities at the Department of Education. These duties also parallel the state class specification for Education Consultant II appropriately.

**Funding Summary**

1. This position is a 100% Federal Funded position.
2. Total FY 14 Budgeted (Salary & Benefits): \$119,046  
Budgetary number/string06-56-56-563010-21830000-010
3. Anticipated date of hire is: June 13, 2014 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY14: \$0
5. Total projected annual Salary and Benefit Cost:

Salary	\$49,501
Benefits	<u>\$25,626</u>
Total	\$75,127