



*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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December 02, 2015

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: December 16, 2015

Reclassification Request:

- The Department of Administrative Services requests the reclassification of Vacant position #40010 Plant Maintenance Engineer IV, Labor Grade 24, A130 to a Maintenance Technician , Labor Grade 21, A130.

Division of Personnel (DOP) Reclassification Decision:

- Maintenance Technician , Labor Grade 21, A130, effective 11/16/2015

Rationale for Decision:

- The agency requests to reclassify this vacant position to Maintenance Technician to make progress in the reorganization of the Bureau of Court Facilities in order to reduce overlapping duties and to more effectively utilize its positions.
- This position would supervise and coordinate the highly skilled maintenance and repair of state court grounds, buildings, utilities and equipment in the Nashua Region, to include the systems of heating, air-conditioning, refrigeration, and ventilation.
- The proposed duties are similar to those of other Maintenance Technician positions currently operating in the agency and the state and parallel the class specification for Maintenance Technician appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$50,773  
Budgetary number/string 01-14-14-141510-20450000-010
3. Anticipated date of hire is: 1/8/2016at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$27,588
5. Total projected annual Salary and Benefit Cost:

Salary	\$40,989
Benefits	<u>\$24,220</u>
Total	\$65,209

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: December 16, 2015

Reclassification Request:

- The Office of Professional Licensure and Certification requests the reclassification of Vacant\_position #13064 Executive Secretary, Labor Grade 11, A000 to a Paralegal I, Labor Grade 16, A000.

Division of Personnel (DOP) Reclassification Decision:

- Paralegal I, Labor Grade 16, A000, effective 11/19/2015

Rationale for Decision:

- The agency requests to reclassify this vacant position to Paralegal I to perform judicial support activities related to the adjudicatory process for the Board of Nursing to ensure compliance with state mandated requirements.
- This position would disseminate information in response to public inquiries regarding the complaint and disciplinary processes, track and monitor filings, review cases, and prepare specialized correspondence and reports.
- The proposed duties are similar to those of other Paralegal I positions currently operating in the state and parallel the class specification for Paralegal I appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$49,254  
Budgetary number/string01-21-21-215010-24060000-010
3. Anticipated date of hire is: 1/08/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$23,812
5. Total projected annual Salary and Benefit Cost:

Salary	\$33,560
Benefits	<u>\$22,723</u>
Total	\$56,283

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: December 16, 2015

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant position #43393 Planning Analyst/Data Systems, Labor Grade 24, A000 to a Senior Management Analyst , Labor Grade 26, A000.

Division of Personnel (DOP) Reclassification Decision:

- Senior Management Analyst, Labor Grade 26, A000, effective 11/23/2015

Rationale for Decision:

- The agency requests to reclassify this vacant position in the Information and Analysis Center (IAC) in order to have it supervise the collection of statistical data, develop reports and draw conclusions to be used in decision-making by various stakeholders.
- This position would analyze, evaluate, maintain and update IAC methods, guidelines, policies and procedures as well as the associated documentation.
- The proposed duties are similar to those of other Senior Management Analyst positions currently operating in the state and parallel the class specification for Senior Management Analyst appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$91,353  
Budgetary number/string 02-23-23-231010-11230000-010
3. Anticipated date of hire is: 2/5/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$26,562
5. Total projected annual Salary and Benefit Cost:

Salary	\$50,583
Benefits	<u>\$26,153</u>
Total	\$76,736

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: December 16, 2015

Reclassification Request:

- The New Hampshire Insurance Department requests the reclassification of Filled position #41189 Senior Clerk Interviewer, Labor Grade 10, A000 to a Program Assistant II, Labor Grade 15, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Assistant II, Labor Grade 15, A000, effective 11/27/2015

Rationale for Decision:

- The agency requests to reclassify this filled position to Program Assistant II because this position now performs paraprofessional duties related to federal grant funding, procurement, inventory and payroll.
- This position collects, maintains, tracks and analyzes a variety of specialized data, and also provides guidance regarding related policies, procedures and laws.
- The duties of this position are similar to those of other Program Assistant II positions currently operating in the agency and the state and parallel the class specification for Program Assistant II appropriately.

Funding Summary

1. This position is a 100 % Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$65,521  
Budgetary number/string 02-24-24-240010-25200000-010
3. Filled position-effective date: 11/27/2015
4. Projected cost (Salary & Benefits) for remainder of FY16: \$30,893
5. Total projected annual Salary and Benefit Cost:

Salary	\$34,924
Benefits	<u>\$22,448</u>
Total	\$57,372

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: December 16, 2015

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant\_position #21273 Toll Attendant I, Labor Grade 9, A130 to a Business Systems Analyst I , Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Systems Analyst I, Labor Grade 28, A000, effective 11/25/2015

Rationale for Decision:

- The Department of Transportation requests to reclassify this vacant position to Business Systems Analyst I, and transfer it to report to the Bureau of Mechanical Services.
- This position would analyze and formulate information systems procedures and controls in order to create reports and dashboards aimed at improving performance, cost effectiveness, and efficiency of the Department's fleet vehicles and equipment.
- The proposed duties mirror those of other Business Systems Analyst I positions operating in similar capacities in the agency, as well as at other state agencies. These duties also parallel the class specification for Business Systems Analyst I appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$49,724  
Budgetary number/string:04-96-96-961017-70310000-010
3. Anticipated date of hire is: 2/06/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$28,767
5. Total projected annual Salary and Benefit Cost:

Salary	\$55,126
Benefits	<u>\$27,068</u>
Total	\$82,194

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: December 16, 2015

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #16130 Administrative Secretary , Labor Grade 14, A000 to a Program Specialist I , Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist I, Labor Grade 19, A000, effective 11/19/2015

Rationale for Decision:

- The agency requests to reclassify this vacant position to Program Specialist I to monitor utilization review information in order to ensure adherence to Medicare certification requirements, insurance authorization and appeals procedures.
- This position would develop workflows to improve utilization management practices and would create procedure manuals used in training.
- The proposed duties are similar to those of other Program Specialist I positions currently operating in the agency and the state and parallel the class specification for Program Specialist I appropriately.

Funding Summary

1. This position is a 30.9% General Funded position.  
This position is a 68.1% Federal Funded position.  
This position is a .29% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$60,290  
Budgetary number/string05-95-94-940010-84100000-010
3. Anticipated date of hire is: 01/08/16 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$25,943
5. Total projected annual Salary and Benefit Cost:

Salary	\$37,752
Benefits	<u>\$23,568</u>
Total	\$61,320

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: December 16, 2015

Reclassification Request:

- The New Hampshire Public Utilities Commission requests the reclassification of Vacant position #18229 Clerk IV, Labor Grade 12, A000 to a Program Specialist III , Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist III , Labor Grade 23, A000, effective 12/08/2015

Rationale for Decision:

- The agency requests to reclassify this position so that it can act as the Clerk of the Public Utilities Commission to manage, develop and maintain a docketing and archiving system for the Site Evaluation Committee (SEC).
- This position would manage the Clerk's Office and develop and implement policies of the Commission and the SEC regarding docketing and archiving, analyze filing and document management practices, and train and supervise Clerk's Office employees.
- The proposed duties are appropriate to the class specification for Program Specialist III, and similar to those of other positions classified as Program Specialist IIIs in the state system.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$65,161  
Budgetary number/string 02-81-81-810010-28120000-010
3. Anticipated date of hire is: 01/08/16 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$29,363
5. Total projected annual Salary and Benefit Cost:

Salary	\$44,480
Benefits	<u>\$24,923</u>
Total	\$69,403