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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

76 *Sm*  
SARA J. WILLINGHAM  
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March 23, 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 21-1:56  
Governor and Council Meeting Date: April 06, 2016

**Reclassification Request:**

- The Department of Information Technology requests the reclassification of Vacant position #40361 Information Technology Manager II, Labor Grade 30, A000 to a Technical Support Specialist III , Labor Grade 25, A000.

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

- Technical Support Specialist III, Labor Grade 25, A000, effective 03-03-2016

**Rationale for Decision:**

- The agency requests to reclassify this vacant position because the management duties associated with it are no longer needed due to the consolidation of supervisory duties within Groupware Support Services.
- As a Technical Support Specialist III, this position would meet a growing demand for day-to-day administration and support in the areas of active directory, email, file and print, backup, recovery and power management.
- The proposed duties are similar to those of other Technical Support Specialist III positions currently operating in the state and parallel the class specification for Technical Support Specialist III appropriately.

**Funding Summary**

1. This position is a 38.6% General Funded position.  
This position is a 61.4% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$123,299  
Budgetary number/string01-03-03-030010-77080000-010
3. Anticipated date of hire is: 4/29/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$8,560
5. Total projected annual Salary and Benefit Cost:

Salary	\$48,458
Benefits	<u>\$25,725</u>
Total	\$74,182

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: April 06, 2016

**Reclassification Request:**

- The Department of Administrative Services requests the reclassification of Vacant position #43085 Business Systems Analyst II, Labor Grade 30, A000 to a Administrator III , Labor Grade 31, A000.

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

- Administrator III, Labor Grade 31, A000, effective 03-07-2016

**Rationale for Decision:**

- This reclassification would align this position with others in the benefits industry and with the other Administrator III acting as Benefits Manager in the Risk Management Unit (RMU). It would also assist in managing expanded workload and with recruitment.
- This position would provide procurement, contract management and general oversight of assigned third party administrators (TPA) of the state employee and retiree benefits program, ensure participation in and compliance with federal programs and requirements, and provide subject matter expertise.
- The proposed duties mirror those of the other Administrator III (Benefits Manager) in RMU, and parallel the state class specification for Administrator III appropriately.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$108,858  
Budgetary number/string 01-14-14-143510-29010000-010
3. Anticipated date of hire is: 4/29/2016 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$10,538
5. Total projected annual Salary and Benefit Cost:

Salary	\$62,732
Benefits	<u>\$28,601</u>
Total	\$91,333

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: April 06, 2016

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant\_position #10512 Cash Terminal Operator I, Labor Grade 11, A130 to a Supervisor I , Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor I, Labor Grade 19, A000, effective 03-08-2016

Rationale for Decision:

- The agency requests to reclassify this vacant position to Supervisor I to assist with the overall supervision and administration of the Bureau of Financial Responsibility within the Division of Motor Vehicles.
- As a Supervisor I, this position would supervise assigned team leads and clerical staff, assist with day-to-day functions, and ensure proper training and staffing levels are achieved.
- The proposed duties are similar to those of other Supervisor I positions currently operating in the agency and state and parallel the class specification for Supervisor I appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$74,820  
Budgetary number/string02-23-23-233017-23150000-010
3. Anticipated date of hire is: 04/29/2016at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$7,075
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: April 06, 2016

**Reclassification Request:**

- The New Hampshire Insurance Department requests the reclassification of Vacant position #10961 Senior Accounting Technician, Labor Grade 14, A000 to a Program Specialist IV , Labor Grade 25, A000.

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

- Program Specialist IV, Labor Grade 25, A000, effective 3-8-2016

**Rationale for Decision:**

- This reclassification would create a Consumer Outreach Coordinator tasked with developing, implementing and managing programs to inform and educate state residents about insurance products, market issues, consumer risks and resources.
- This position would act as an ambassador of the Department to a wide range of audiences with a special emphasis on hard to reach consumers such as those with financial challenges, substance abuse disorders, mental health conditions or disabilities, children, and the elderly.
- The proposed duties are similar to those of other Program Specialist IV positions currently operating in the state and parallel the class specification for Program Specialist IV appropriately.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$62,594  
Budgetary number/string02-24-24-240010-25200000-010
3. Anticipated date of hire is: 5/13/16 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$5,706
5. Total projected annual Salary and Benefit Cost:

Salary	\$48,458
Benefits	<u>\$25,725</u>
Total	\$74,182