



VICKI V. QUIRAM  
Commissioner  
(603) 271-3201

53 *jm*

*State Of New Hampshire*  
DIVISION OF PERSONNEL  
Department of Administrative Services  
State House Annex – 28 School Street  
Concord, New Hampshire 03301

SARA J. WILLINGHAM  
Director of Personnel  
(603) 271-3261

March 8, 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  
Director of Personnel

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: March 22, 2017

**Reclassification Request:**

- The Department of Environmental Services requests the reclassification of Vacant position #43240 Hydrogeologist V, Labor Grade 32, A000 to an Administrator III, Labor Grade 31, A000.

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

- Administrator III, Labor Grade 31, A000 effective upon Council approval

**Rationale for Decision:**

- The hydrogeological analysis duties formerly performed by this position have been transferred and consolidated within the existing Hydrogeology and Conservation section of the Drinking Water and Groundwater Bureau. This position is requested to be reclassified in order to administer the Information Management and Reporting section.
- This section combines Water Quality Monitoring and Information Management, areas which conduct similar, sometimes overlapping activities focused on federal Safe Drinking Water Act (SDWA) reporting to the EPA. Oversight by this Administrator III would improve coordination and efficiency, and increase the capability to address data management needs.
- The proposed duties are similar to those of other Administrator III positions currently operating in the agency and state and parallel the class specification for Administrator III appropriately.

**Funding Summary**

1. This position is a 100% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$128,172  
Budgetary number/string 03-44-44-441018-47900000-010
3. Anticipated date of hire is: 5/12/2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY17: \$7,213
5. Total projected annual Salary and Benefit Cost:

Salary	\$63,999
Benefits	<u>\$29,764</u>
Total	\$93,763