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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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May 24, 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*  
Sara J. Willingham  
Director of Personnel

**Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: June 7, 2017**

**Reclassification Request:**

- The Department of Revenue requests the reclassification of Filled position #14469 Data Control Clerk III, Labor Grade 12, A000 to a Tax Examiner II, Labor Grade 12, A000.

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

- Tax Examiner II, Labor Grade 12, A000 effective 5/12/17

**Rationale for Decision:**

- The Department of Revenue Administration has reorganized to create the Division of Taxpayer Services. The Department of Personnel, Classifications Section created the Tax Examiner I – V series to help address evolving technology, customer service, and business/operational needs of positions addressing tax information processing, examination, and taxpayer compliance with state and federal laws and rules.
- The Tax Examiner II, examines taxpayer returns and information for preparation of processing using standard specialized equipment; process returns/documents and remittance according to established procedures to ensure correct processing and posting of tax documents and payments.
- 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% General Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$66,615  
Budgetary number/string 01-84-84-840510-1501-010
3. Filled position-effective date: 5/12/2017
4. Projected cost (Salary & Benefits) for remainder of FY17: \$5,124
5. Total projected annual Salary and Benefit Cost:

Salary	\$32,779
Benefits	<u>\$33,836</u>
Total	\$66,615

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 7, 2017

**Reclassification Request:**

- The Department of Revenue requests the reclassification of Filled position #18961 Data Control Clerk III, Labor Grade 12, A000 to a Tax Examiner II, Labor Grade 12, A000.

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

- Tax Examiner II, Labor Grade 12, A000 effective 5/12/17

**Rationale for Decision:**

- The Department of Revenue Administration has reorganized to create the Division of Taxpayer Services. The Department of Personnel, Classifications Section created the Tax Examiner I – V series to help address evolving technology, customer service, and business/operational needs of positions addressing tax information processing, examination, and taxpayer compliance with state and federal laws and rules.
- The Tax Examiner II, examines taxpayer returns and information for preparation of processing using standard specialized equipment; process returns/documents and remittance according to established procedures to ensure correct processing and posting of tax documents and payments.
- 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% General Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$62,218  
Budgetary number/string 01-84-84-840510-1501-010
3. Filled position-effective date: 5/12/2017
4. Projected cost (Salary & Benefits) for remainder of FY17: \$4,786
5. Total projected annual Salary and Benefit Cost:

Salary	\$35,732
Benefits	<u>\$26,486</u>
Total	\$62,218

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 7, 2017

**Reclassification Request:**

- The Department of Revenue requests the reclassification of Filled position #14474 Data Control Clerk III, Labor Grade 12, A000 to a Tax Examiner II, Labor Grade 12, A000.

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

- Tax Examiner II, Labor Grade 12, A000 effective 5/12/17

**Rationale for Decision:**

- The Department of Revenue Administration has reorganized to create the Division of Taxpayer Services. The Department of Personnel, Classifications Section created the Tax Examiner I – V series to help address evolving technology, customer service, and business/operational needs of positions addressing tax information processing, examination, and taxpayer compliance with state and federal laws and rules.
- The Tax Examiner II, examines taxpayer returns and information for preparation of processing using standard specialized equipment; process returns/documents and remittance according to established procedures to ensure correct processing and posting of tax documents and payments.
- 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% General Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$59,799  
Budgetary number/string 01-84-84-840510-1501-010
3. Filled position-effective date: 5/12/2017
4. Projected cost (Salary & Benefits) for remainder of FY17: \$4,600
5. Total projected annual Salary and Benefit Cost:

Salary	\$35,731
Benefits	<u>\$24,068</u>
Total	\$59,799

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 7, 2017

**Reclassification Request:**

- The Department of Revenue requests the reclassification of Filled position #18951 Data Control Clerk III, Labor Grade 12, A000 to a Tax Examiner II, Labor Grade 12, A000.

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

- Tax Examiner II, Labor Grade 12, A000 effective 5/12/17

**Rationale for Decision:**

- The Department of Revenue Administration has reorganized to create the Division of Taxpayer Services. The Department of Personnel, Classifications Section created the Tax Examiner I – V series to help address evolving technology, customer service, and business/operational needs of positions addressing tax information processing, examination, and taxpayer compliance with state and federal laws and rules.
- The Tax Examiner II, examines taxpayer returns and information for preparation of processing using standard specialized equipment; process returns/documents and remittance according to established procedures to ensure correct processing and posting of tax documents and payments.
- 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% General Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$58,252  
Budgetary number/string 01-84-84-840510-1501-010
3. Filled position-effective date: 5/12/2017
4. Projected cost (Salary & Benefits) for remainder of FY17: \$4,327
5. Total projected annual Salary and Benefit Cost:

Salary	\$32,779
Benefits	<u>\$23,473</u>
Total	\$56,252

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: June 7, 2017

**Reclassification Request:**

- The Department of Revenue requests the reclassification of Filled position #19966 Data Control Clerk II, Labor Grade 10, A000 to a Tax Examiner I, Labor Grade 10, A000.

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

- Tax Examiner I, Labor Grade 10, A000 effective 5/12/2017

**Rationale for Decision:**

- The Department of Revenue Administration has reorganized to create the Division of Taxpayer Services. The Department of Personnel, Classifications Section created the Tax Examiner I – V series to help address evolving technology, customer service, and business/operational needs of positions addressing tax information processing, examination, and taxpayer compliance with state and federal laws and rules.
- The Tax Examiner I, examines incoming taxpayer returns and other tax documents to ensure the presence of all supporting documents and information necessary for accurate processing.
- 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% General Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$43,080  
Budgetary number/string 01-84-84-840510-1501-010
3. Filled position-effective date: 5/12/2017
4. Projected cost (Salary & Benefits) for remainder of FY17: \$3,314
5. Total projected annual Salary and Benefit Cost:

Salary	\$28,813
Benefits	<u>\$14,267</u>
Total	\$43,080

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: June 7, 2017

**Reclassification Request:**

- The Department of Revenue requests the reclassification of Filled position #14478 Data Control Clerk III, Labor Grade 12, A000 to a Tax Examiner II, Labor Grade 12, A000.

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

- Tax Examiner II, Labor Grade 12, A000 effective 5/12/17

**Rationale for Decision:**

- The Department of Revenue Administration has reorganized to create the Division of Taxpayer Services. The Department of Personnel, Classifications Section created the Tax Examiner I – V series to help address evolving technology, customer service, and business/operational needs of positions addressing tax information processing, examination, and taxpayer compliance with state and federal laws and rules.
- The Tax Examiner II, examines taxpayer returns and information for preparation of processing using standard specialized equipment; process returns/documents and remittance according to established procedures to ensure correct processing and posting of tax documents and payments.
- 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% General Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$62,418  
Budgetary number/string 01-84-84-840510-1501-010
3. Filled position-effective date: 5/12/2017
4. Projected cost (Salary & Benefits) for remainder of FY17: \$4,801
5. Total projected annual Salary and Benefit Cost:

Salary	\$37,011
Benefits	<u>\$25,407</u>
Total	\$62,418

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 7, 2017

**Reclassification Request:**

- The Department of Revenue requests the reclassification of Filled position #14493 Supervisor II, Labor Grade 21, A000 to a Tax Examiner V, Labor Grade 21, A000.

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

- Tax Examiner V, Labor Grade 21, A000 effective 5/12/17

**Rationale for Decision:**

- The Department of Revenue Administration has reorganized to create the Division of Taxpayer Services. The Department of Personnel, Classifications Section created the Tax Examiner I – V series to help address evolving technology, customer service, and business/operational needs of positions addressing tax information processing, examination, and taxpayer compliance with state and federal laws and rules.
- The Tax Examiner V, develops and implements procedures and guidelines to ensure the accurate and adequate processing of tax documents, and supervises the examining and data entry of taxpayer records to determine compliance with tax codes and ensure established productivity standards for the unit are met.
- 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% General Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$85,670  
Budgetary number/string 01-84-84-840510-5413-010
3. Filled position-effective date: 5/12/2017
4. Projected cost (Salary & Benefits) for remainder of FY17: \$6,590
5. Total projected annual Salary and Benefit Cost:

Salary	\$48,639
Benefits	<u>\$37,031</u>
Total	\$85,670

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 7, 2017

**Reclassification Request:**

- The Department of Revenue requests the reclassification of Filled position #41786 Data Control Clerk III, Labor Grade 12, A000 to a Tax Examiner II, Labor Grade 12, A000.

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

- Tax Examiner II, Labor Grade 12, A000 effective 5/12/17

**Rationale for Decision:**

- The Department of Revenue Administration has reorganized to create the Division of Taxpayer Services. The Department of Personnel, Classifications Section created the Tax Examiner I – V series to help address evolving technology, customer service, and business/operational needs of positions addressing tax information processing, examination, and taxpayer compliance with state and federal laws and rules.
- The Tax Examiner II, examines taxpayer returns and information for preparation of processing using standard specialized equipment; process returns/documents and remittance according to established procedures to ensure correct processing and posting of tax documents and payments.
- 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% General Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$57,799  
Budgetary number/string 01-84-84-840510-1501-010
3. Filled position-effective date: 5/12/2017
4. Projected cost (Salary & Benefits) for remainder of FY17: \$4,446
5. Total projected annual Salary and Benefit Cost:

Salary	\$34,067
Benefits	<u>\$23,732</u>
Total	\$57,799

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 7, 2017

**Reclassification Request:**

- The Department of Revenue requests the reclassification of Filled position #41259 Data Control Clerk III, Labor Grade 12, A000 to a Tax Examiner II, Labor Grade 12, A000.

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

- Tax Examiner II, Labor Grade 12, A000 effective 5/12/17

**Rationale for Decision:**

- The Department of Revenue Administration has reorganized to create the Division of Taxpayer Services. The Department of Personnel, Classifications Section created the Tax Examiner I – V series to help address evolving technology, customer service, and business/operational needs of positions addressing tax information processing, examination, and taxpayer compliance with state and federal laws and rules.
- The Tax Examiner II, examines taxpayer returns and information for preparation of processing using standard specialized equipment; process returns/documents and remittance according to established procedures to ensure correct processing and posting of tax documents and payments.
- 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% General Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$64,607  
Budgetary number/string 01-84-84-840510-1501-010
3. Filled position-effective date: 5/12/2017
4. Projected cost (Salary & Benefits) for remainder of FY17: \$4,970
5. Total projected annual Salary and Benefit Cost:

Salary	\$31,108
Benefits	<u>\$33,499</u>
Total	<u>\$64,607</u>

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 7, 2017

**Reclassification Request:**

- The Department of Revenue requests the reclassification of Filled position #30531 Data Control Clerk III, Labor Grade 12, A000 to a Tax Examiner II, Labor Grade 12, A000.

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

- Tax Examiner II, Labor Grade 12, A000 effective 5/12/17

**Rationale for Decision:**

- The Department of Revenue Administration has reorganized to create the Division of Taxpayer Services. The Department of Personnel, Classifications Section created the Tax Examiner I – V series to help address evolving technology, customer service, and business/operational needs of positions addressing tax information processing, examination, and taxpayer compliance with state and federal laws and rules.
- The Tax Examiner II, examines taxpayer returns and information for preparation of processing using standard specialized equipment; process returns/documents and remittance according to established procedures to ensure correct processing and posting of tax documents and payments.
- 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% General Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$68,043  
Budgetary number/string 01-84-84-840510-1501-010
3. Filled position-effective date: 5/12/2017
4. Projected cost (Salary & Benefits) for remainder of FY17: \$5,234
5. Total projected annual Salary and Benefit Cost:

Salary	\$33,968
Benefits	\$34,075
Total	\$68,043

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 7, 2017

**Reclassification Request:**

- The Department of Revenue requests the reclassification of Filled position #41244 Data Control Clerk III, Labor Grade 12, A000 to a Tax Examiner II, Labor Grade 12, A000.

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

- Tax Examiner II, Labor Grade 12, A000 effective 5/12/17

**Rationale for Decision:**

- The Department of Revenue Administration has reorganized to create the Division of Taxpayer Services. The Department of Personnel, Classifications Section created the Tax Examiner I – V series to help address evolving technology, customer service, and business/operational needs of positions addressing tax information processing, examination, and taxpayer compliance with state and federal laws and rules.
- The Tax Examiner II, examines taxpayer returns and information for preparation of processing using standard specialized equipment; process returns/documents and remittance according to established procedures to ensure correct processing and posting of tax documents and payments.
- 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% General Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$58,934  
Budgetary number/string 01-84-84-840510-1501-010
3. Filled position-effective date: 5/12/2017
4. Projected cost (Salary & Benefits) for remainder of FY17: \$4,533
5. Total projected annual Salary and Benefit Cost:

Salary	\$35,011
Benefits	<u>\$23,923</u>
Total	\$58,934

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 7, 2017

**Reclassification Request:**

- The Department of Revenue requests the reclassification of Filled position #19964 Data Control Clerk III, Labor Grade 12, A000 to a Tax Examiner II, Labor Grade 12, A000.

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

- Tax Examiner II, Labor Grade 12, A000 effective 5/12/17

**Rationale for Decision:**

- The Department of Revenue Administration has reorganized to create the Division of Taxpayer Services. The Department of Personnel, Classifications Section created the Tax Examiner I – V series to help address evolving technology, customer service, and business/operational needs of positions addressing tax information processing, examination, and taxpayer compliance with state and federal laws and rules.
- The Tax Examiner II, examines taxpayer returns and information for preparation of processing using standard specialized equipment; process returns/documents and remittance according to established procedures to ensure correct processing and posting of tax documents and payments.
- 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% General Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$54,245  
Budgetary number/string 01-84-84-840510-1501-010
3. Filled position-effective date: 5/12/2017
4. Projected cost (Salary & Benefits) for remainder of FY17: \$4,173
5. Total projected annual Salary and Benefit Cost:

Salary	\$31,109
Benefits	<u>\$23,136</u>
Total	<u>\$54,245</u>

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 7, 2017

**Reclassification Request:**

- The Department of Revenue requests the reclassification of Filled position #41785 Data Control Clerk III, Labor Grade 12, A000 to a Tax Examiner II, Labor Grade 12, A000.

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

- Tax Examiner II, Labor Grade 12, A000 effective 5/12/17

**Rationale for Decision:**

- The Department of Revenue Administration has reorganized to create the Division of Taxpayer Services. The Department of Personnel, Classifications Section created the Tax Examiner I – V series to help address evolving technology, customer service, and business/operational needs of positions addressing tax information processing, examination, and taxpayer compliance with state and federal laws and rules.
- The Tax Examiner II, examines taxpayer returns and information for preparation of processing using standard specialized equipment; process returns/documents and remittance according to established procedures to ensure correct processing and posting of tax documents and payments.
- 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% General Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$62,418  
Budgetary number/string 01-84-84-840510-1501-010
3. Filled position-effective date: 5/12/2017
4. Projected cost (Salary & Benefits) for remainder of FY17: \$4,801
5. Total projected annual Salary and Benefit Cost:

Salary	\$37,911
Benefits	<u>\$24,507</u>
Total	\$62,418

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 7, 2017

**Reclassification Request:**

- The Department of Revenue requests the reclassification of Filled position #18958 Data Control Clerk III, Labor Grade 12, A000 to a Tax Examiner II, Labor Grade 12, A000.

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

- Tax Examiner II, Labor Grade 12, A000 effective 5/12/17

**Rationale for Decision:**

- The Department of Revenue Administration has reorganized to create the Division of Taxpayer Services. The Department of Personnel, Classifications Section created the Tax Examiner I – V series to help address evolving technology, customer service, and business/operational needs of positions addressing tax information processing, examination, and taxpayer compliance with state and federal laws and rules.
- The Tax Examiner II, examines taxpayer returns and information for preparation of processing using standard specialized equipment; process returns/documents and remittance according to established procedures to ensure correct processing and posting of tax documents and payments.
- 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% General Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$58,243  
Budgetary number/string 01-84-84-840510-1501-010
3. Filled position-effective date: 5/12/2017
4. Projected cost (Salary & Benefits) for remainder of FY17: \$4,480
5. Total projected annual Salary and Benefit Cost:

Salary	\$34,367
Benefits	<u>\$23,876</u>
Total	\$58,243

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 7, 2017

**Reclassification Request:**

- The Department of Revenue requests the reclassification of Filled position #30533 Supervisor II, Labor Grade 21, A000 to a Tax Examiner V, Labor Grade 21, A000.

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

- Tax Examiner V, Labor Grade 21, A000 effective 5/12/17

**Rationale for Decision:**

- The Department of Revenue Administration has reorganized to create the Division of Taxpayer Services. The Department of Personnel, Classifications Section created the Tax Examiner I – V series to help address evolving technology, customer service, and business/operational needs of positions addressing tax information processing, examination, and taxpayer compliance with state and federal laws and rules.
- The Tax Examiner V, develops and implements procedures and guidelines to ensure the accurate and adequate processing of tax documents, and supervises the examining and data entry of taxpayer records to determine compliance with tax codes and ensure established productivity standards for the unit are met.
- 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% General Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$80,885  
Budgetary number/string 01-84-84-841010-5413-010
3. Filled position-effective date: 5/12/2017
4. Projected cost (Salary & Benefits) for remainder of FY17: \$6,222
5. Total projected annual Salary and Benefit Cost:

Salary	\$53,281
Benefits	<u>\$27,604</u>
Total	\$80,885

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: June 7, 2017

**Reclassification Request:**

- The Department of Revenue requests the reclassification of Filled position #19983 Data Clerk IV, Labor Grade 12, A000 to a Tax Examiner II, Labor Grade 12, A000.

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

- Tax Examiner II, Labor Grade 12, A000 effective 5/12/17

**Rationale for Decision:**

- The Department of Revenue Administration has reorganized to create the Division of Taxpayer Services. The Department of Personnel, Classifications Section created the Tax Examiner I – V series to help address evolving technology, customer service, and business/operational needs of positions addressing tax information processing, examination, and taxpayer compliance with state and federal laws and rules.
- The Tax Examiner II, examines taxpayer returns and information for preparation of processing using standard specialized equipment; process returns/documents and remittance according to established procedures to ensure correct processing and posting of tax documents and payments.
- 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% General Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$59,799  
Budgetary number/string 01-84-84-841010-5413-010
3. Filled position-effective date: 5/12/2017
4. Projected cost (Salary & Benefits) for remainder of FY17: \$4,600
5. Total projected annual Salary and Benefit Cost:

Salary	\$35,431
Benefits	<u>\$24,368</u>
Total	\$59,799

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 7, 2017

**Reclassification Request:**

- The Department of Revenue requests the reclassification of Filled position #14473 Data Control Clerk II, Labor Grade 10, A000 to a Tax Examiner I, Labor Grade 10, A000.

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

- Tax Examiner I, Labor Grade 10, A000 effective 5/12/2017

**Rationale for Decision:**

- The Department of Revenue Administration has reorganized to create the Division of Taxpayer Services. The Department of Personnel, Classifications Section created the Tax Examiner I – V series to help address evolving technology, customer service, and business/operational needs of positions addressing tax information processing, examination, and taxpayer compliance with state and federal laws and rules.
- The Tax Examiner I, examines incoming taxpayer returns and other tax documents to ensure the presence of all supporting documents and information necessary for accurate processing.
- 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% General Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$46,369  
Budgetary number/string 01-84-84-840510-1501-010
3. Filled position-effective date: 5/12/2017
4. Projected cost (Salary & Benefits) for remainder of FY17: \$3,566
5. Total projected annual Salary and Benefit Cost:

Salary	\$31,551
Benefits	<u>\$14,818</u>
Total	\$46,369

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 7, 2017

**Reclassification Request:**

- The Department of Revenue requests the reclassification of Vacant position #40827 Data Control Clerk II, Labor Grade 10, A000 to a Tax Examiner I, Labor Grade 10, A000.

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

- Tax Examiner I, Labor Grade 10, A000 effective upon Council's approval

**Rationale for Decision:**

- The Department of Revenue Administration has reorganized to create the Division of Taxpayer Services. The Department of Personnel, Classifications Section created the Tax Examiner I – V series to help address evolving technology, customer service, and business/operational needs of positions addressing tax information processing, examination, and taxpayer compliance with state and federal laws and rules.
- The Tax Examiner I, examines incoming taxpayer returns and other tax documents to ensure the presence of all supporting documents and information necessary for accurate processing.
- 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% General Funded position.
2. Total FY 18 Budgeted (Salary & Benefits): \$49,811  
Budgetary number/string 01-84-84-840510-2953-010
3. Anticipated date of hire is: 6/23/2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$47,895
5. Total projected annual Salary and Benefit Cost:

Salary	\$27,222
Benefits	<u>\$22,589</u>
Total	\$49,811

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 7, 2017

**Reclassification Request:**

- The Department of Revenue requests the reclassification of Vacant position #14481 Data Control Clerk II, Labor Grade 10, A000 to a Tax Examiner I, Labor Grade 10, A000.

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

- Tax Examiner I, Labor Grade 10, A000 effective upon Council's approval

**Rationale for Decision:**

- The Department of Revenue Administration has reorganized to create the Division of Taxpayer Services. The Department of Personnel, Classifications Section created the Tax Examiner I – V series to help address evolving technology, customer service, and business/operational needs of positions addressing tax information processing, examination, and taxpayer compliance with state and federal laws and rules.
- The Tax Examiner I, examines incoming taxpayer returns and other tax documents to ensure the presence of all supporting documents and information necessary for accurate processing.
- 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% General Funded position.
2. Total FY 18 Budgeted (Salary & Benefits): \$49,811  
Budgetary number/string 01-84-84-840510-2953-010
3. Anticipated date of hire is: 6/23/2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$47,895
5. Total projected annual Salary and Benefit Cost:

Salary	\$27,222
Benefits	<u>\$22,589</u>
Total	\$49,811

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 7, 2017

**Reclassification Request:**

- The Public Utilities Commission requests the reclassification of Filled position #30515 Program Assistant II, Labor Grade 15, A000 to an Utility Analyst I, Labor Grade 24, A000.

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

- Management Analyst, Labor Grade 21, A000 effective 4/28/17

**Rationale for Decision:**

- The agency requests to reclassify this filled position since it is no longer an administrative support position and has assumed more technical duties related to telecommunications regulation and responsibility for agency-wide project management coordination, as a member of the Regulatory Innovation and Strategy Division.
- In addition to performing telecommunications oversight duties, such as the review of fund disbursements and specialized requests, the incumbent manages the implementation of business solutions to include making recommendations based on financial and logistical factors and providing training and user support to staff members.
- The proposed duties are similar to those of other Management Analyst positions currently operating in the agency and state and parallel the class specification for Management Analyst appropriately.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$56,186  
Budgetary number/string 02-81-81-810010-2812-010
3. Filled position-effective date: 4/28/2017
4. Projected cost (Salary & Benefits) for remainder of FY17: \$7,745
5. Total projected annual Salary and Benefit Cost:

Salary	\$41,828
Benefits	<u>\$25,296</u>
Total	\$67,124

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: June 7, 2017

**Reclassification Request:**

- The Department of Transportation requests the reclassification of Vacant position #21331 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 upon Council approval

**Rationale for Decision:**

- The Department of Transportation is reclassifying this vacant position to a Welder Mechanic I and transferring it to the OPS Division Highway, in order to meet the increased needs for heavy equipment and machinery repair work.
- The Welder Mechanic I repairs and maintains the District and garage-owned equipment as necessary to minimize operational downtime and 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 of a Welder Mechanic I, and is appropriate to the agency's proposed organizational structure.

**Funding Summary**

1. This position is a 84% General Funded position.  
This position is a 16% Other Funded position.
2. Total FY 18 Budgeted (Salary & Benefits): \$61,860  
Budgetary number/string 04-96-96-960515-3007-010
3. Anticipated date of hire is: 7/7/2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$54,441
5. Total projected annual Salary and Benefit Cost:

Salary	\$35,048
Benefits	<u>\$23,930</u>
Total	\$58,978

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: June 7, 2017

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Filled position #12393 Administrator IV, Labor Grade 33, A000 to a Financial Reporting Administrator II , Labor Grade 34, A000.

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

- Financial Reporting Administrator II , Labor Grade 34, A000 effective 4/18/2017

**Rationale for Decision:**

- The Department of Health and Human Services is reclassifying this position to a Financial Reporting Administrator II, due to the loss of an unclassified Medicaid Finance Director resulting in the reassignment of duties and functions to this position.
- The Financial Reporting Administrator II serves as the Senior Finance Director for the Office of Medicaid Services, and plans, coordinates and administers the activities of the Medicaid Program which include: budget, accounting, fiscal administration, and supervision of all financial activities that impact policy and legislative decisions.
- Reclassification would bring this class/title into alignment with positions within the Division of Finance that also serve as senior level Finance Directors under the agency CFO. This position's duties are similar to those of other Financial Reporting Administrator II positions operating at other state agencies, and parallel the state class specification appropriately.

**Funding Summary**

1. This position is a 50% General Funded position.  
This position is a 50% Federal Funded position.
2. Total FY 17 Budgeted (Salary & Benefits): \$136,820  
Budgetary number/string 05-95-47-470010-79370000-010
3. Filled position-effective date: 4/18/2017
4. Projected cost (Salary & Benefits) for remainder of FY17: \$19,295
5. Total projected annual Salary and Benefit Cost:

Salary	\$96,796
Benefits	<u>\$47,637</u>
Total	\$144,433

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: June 7, 2017

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #16658 Human Resources Technician , Labor Grade 17, A000 to a Planning Analyst (Data Systems), Labor Grade 24, A000.

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

- Planning Analyst (Data Systems), Labor Grade 24, A000 effective upon Council approval

**Rationale for Decision:**

- The agency requests to reclassify this vacant position in the department's Bureau of Human Resources in order to have a dedicated resource for data analysis to inform and optimize workforce planning, resource allocation, program development and personnel management.
- This position would identify relevant human resources data metrics, design and implement survey collection methods to gather data, analyze and interpret results to determine workforce trends and correlations, and establish data procedures to ensure confidentiality and compliance.
- The proposed duties are similar to those of the other Planning Analyst (Data Systems) positions currently operating in the state and parallel the class specification for Planning Analyst (Data Systems) appropriately.

**Funding Summary**

1. This position is a 74% General Funded position.  
This position is a 26% Federal Funded position.
2. Total FY 18 Budgeted (Salary & Benefits): \$82,129  
Budgetary number/string 05-95-95-953010-5677-010
3. Anticipated date of hire is: 7/7/2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$68,059
5. Total projected annual Salary and Benefit Cost:

Salary	\$47,327
Benefits	<u>\$26,404</u>
Total	\$73,731

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: June 7, 2017

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #19752 Data Control Clerk II, Labor Grade 10, A000 to an Administrator I, Labor Grade 27, A000.

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

- Administrator I , Labor Grade 27, A000 effective upon Council approval

**Rationale for Decision:**

- The agency requests to reclassify this vacant position and transfer it to the department's Bureau of Human Resources, as part of restructuring, to oversee employee relations including performance management, the grievance and appeal process and employee retention.
- This position would analyze data and evaluate policy effectiveness to inform the development and planning of new initiatives or modifications to current programs and procedures, to address issues such as turnover, absenteeism and performance management in order to improve retention and productivity.
- The proposed duties are similar to those of the other Administrator I positions currently operating in the state and parallel the class specification for Administrator I appropriately.

**Funding Summary**

1. This position is a 61% General Funded position.  
This position is a 39% Federal Funded position.
2. Total FY 18 Budgeted (Salary & Benefits): \$-0  
Budgetary number/string 05-95-95-953010-5677-010
3. Anticipated date of hire is: 7/7/2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$75,347
5. Total projected annual Salary and Benefit Cost:

Salary	\$53,898
Benefits	<u>\$27,728</u>
Total	\$81,626