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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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December 6, 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 21-1:56  
Governor and Council Meeting Date: December 20, 2017

**Reclassification Request:**

- The Department of Safety requests the reclassification of Vacant position #41977 Program Assistant I, Labor Grade 12, A000 to a Program Specialist III, Labor Grade 23, A130.

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

- Program Specialist III, Labor Grade 23, A130 effective upon Council's approval

**Rationale for Decision:**

- The agency requests to reclassify this vacant position to Program Specialist III and transfer it to the Emergency Medical Services Data Management section to program, review and manage data collection systems, as well as summarize and analyze information for reporting, and provide technical support to system end-users.
- There is currently a position operating similarly in the section but an additional resource is needed to meet requests for information from state and local leaders, boards and commissions; additionally, a planned upgrade to an online records management systems will require support regarding system maintenance and administration.
- The proposed duties are similar to those of other Program Specialist III positions currently operating in the agency and state, and parallel the class specification for Program Specialist III appropriately.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-23-23-237010-40650000-010
3. Anticipated date of hire is: 1/19/2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$29,917
5. Total FY 18 Budgeted and Projected Annual Cost:

**Total FY 18 Budgeted:**

Salary	\$33,277
Benefits	<u>\$15,221</u>
Total	\$48,498

**Projected Annual Cost:**

Salary	\$48,402
Benefits	<u>\$26,783</u>
Total	\$75,185

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: December 20, 2017

**Reclassification Request:**

- The Department of Safety requests the reclassification of Vacant position #40017 Auditor II, Labor Grade 12, A000 to a Human Resources Technician, Labor Grade 17, A000.

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

- Human Resources Technician, Labor Grade 17, A000 effective upon Council's approval

**Rationale for Decision:**

- The agency requests to reclassify this vacant position and transfer it to the Human Resources section to provide technical assistance and make preliminary recommendations pertaining to organizational services programs for the department, to include position reclassification, transfer and establishment transactions.
- There is currently a part-time position operating similarly in the section but a full-time resource is necessary to meet the high workload demands related to the maintenance, creation, and modification of the agency's positions, as well as to serve as a liaison between the agency and the Division of Personnel.
- The proposed duties are similar to those of other Human Resources Technician positions currently operating in the state, and parallel the class specification for Human Resources Technician appropriately.

**Funding Summary**

1. This position is a 9% General Funded position.  
This position is a 91% Other Funded position.
2. Budgetary number/string 02-23-23-232015-23100000-010
3. Anticipated date of hire is: 1/19/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$23,031
5. Total FY 18 Budgeted and Projected Annual Cost:

**Total FY 18 Budgeted:**

Salary	\$37,175
Benefits	<u>\$28,522</u>
Total	\$65,697

**Projected Annual Cost:**

Salary	\$35,627
Benefits	<u>\$24,254</u>
Total	\$59,881

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: December 20, 2017

**Reclassification Request:**

- The New Hampshire Insurance Department requests the reclassification of Vacant position #41769 Insurance Company Examiner II, Labor Grade 31, A000 to a Senior Management Analyst, Labor Grade 26, A000.

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

- Senior Management Analyst, Labor Grade 26, A000 effective upon Council's approval

**Rationale for Decision:**

- The agency requests to reclassify this vacant position and transfer it to the Business Operations and Project Management Office to function as the agency's Senior Project Leader, responsible for planning, developing and completing agency-wide projects and business activities in order to increase overall organization effectiveness.
- In support of the Administrator, this position would review business and program performance through the analysis of data and reports; supervise project team members to ensure compliance with agency objectives and requirements; and evaluate the implementation of agency-wide procedures and policies.
- 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% Other Funded position.
2. Budgetary number/string 02-24-24-240010-25200000-010
3. Anticipated date of hire is: 2/2/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$27,351
5. Total FY 18 Budgeted and Projected Annual Cost:

**Total FY 18 Budgeted:**

Salary	\$63,980
Benefits	<u>\$29,867</u>
Total	\$93,847

**Projected Annual Cost:**

Salary	\$51,597
Benefits	<u>\$27,416</u>
Total	\$79,013

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: December 20, 2017

**Reclassification Request:**

- The New Hampshire Liquor Commission requests the reclassification of Vacant position #44242 Warehouseman, Labor Grade 10, A000 to a Senior Management Analyst, Labor Grade 26, A000.

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

- Senior Management Analyst, Labor Grade 26, A000 effective upon Council's approval

**Rationale for Decision:**

- The agency requests to reclassify this vacant position and transfer it to the Division of Enforcement and Licensing to identify and integrate data sources, manipulate data, and produce operational and performance reports, including predictive analysis, trends and statistics.
- The data and reports produced and supervised by this position would be used to make decisions regarding the progress of specific investigations, to create consistency and accuracy in accounting for revenue, as well as to inform broader decisions about resources and funding allocated to education and enforcement initiatives.
- 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% Other Funded position.
2. Budgetary number/string 02-77-77-770512-78780000-010
3. Anticipated date of hire is: 1/5/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$33,429
5. Total FY 18 Budgeted and Projected Annual Cost:

**Total FY 18 Budgeted:**

Salary	\$32,031
Benefits	<u>\$16,470</u>
Total	\$48,501

**Projected Annual Cost:**

Salary	\$51,597
Benefits	<u>\$27,416</u>
Total	\$79,013

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: December 20, 2017

**Reclassification Request:**

- The Department of Natural and Cultural Resources requests the reclassification of Filled position #11442 Program Specialist I, Labor Grade 19, A000 to a Historian, Labor Grade 24, A000.

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

- Historian, Labor Grade 24, A000 effective 11/21/17

**Rationale for Decision:**

- The Department of Natural and Cultural Resources, Division of Historical Resources, is reclassifying this position to a Historian in order to better align the functions and accountabilities of this position to the expanded application of complex GIS technology and emphasis on the research and analysis of historical preservation and archaeological data.
- The Historian analyzes, evaluates, and interprets information and data in the field of history and archaeology to assist staff, researchers, consultants and the general public in their pursuit of historical resource data and to address inquiries; it ensures consultants are in compliance with federal and state laws, statutes, policies, and regulations.
- 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% Federal Funded position.
2. Budgetary number/string 03-35-35-354010-14440000-010
3. Filled position-effective date: 11/24/2017
4. Projected cost (Salary & Benefits) for remainder of FY18: \$42,546
5. Total FY 18 Budgeted and Projected Annual Cost:

**Total FY 18 Budgeted:**

Salary	\$49,179
Benefits	<u>\$26,936</u>
Total	\$76,115

**Projected Annual Cost:**

Salary	\$51,597
Benefits	<u>\$27,416</u>
Total	\$79,013

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: December 20, 2017

**Reclassification Request:**

- The Department of Transportation requests the reclassification of Filled position #21714 Maintenance Mechanic III, Labor Grade 14, A000 to an Electronic Technician I, Labor Grade 17, A000.

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

- Electronic Technician I, Labor Grade 17, A000 effective 11/10/17

**Rationale for Decision:**

- The agency requests to reclassify this filled position in response to changing technology within the statewide fuel distribution system which now requires increased electronic skill in order to successfully perform installation, maintenance and repair work.
- The position's duties have changed to include more advanced programming and troubleshooting of electrical and electronic computerized components; completing and overseeing required environmental inspections to ensure compliance with federal and state rules and regulations.
- The proposed duties are similar to those of other Electronic Technician I positions currently operating in the state, and parallel the class specification for Electronic Technician I appropriately.

**Funding Summary**

1. This position is a 36% Federal Funded position.  
This position is a 64% Other Funded position.
2. Budgetary number/string 04-96-96-960515-31980000-010
3. Filled position-effective date: 11/10/2017
4. Projected cost (Salary & Benefits) for remainder of FY18: \$31,599
5. Total FY 18 Budgeted and Projected Annual Cost:

**Total FY 18 Budgeted:**

Salary	\$37,042
Benefits	<u>\$15,967</u>
Total	\$53,009

**Projected Annual Cost:**

Salary	\$38,513
Benefits	<u>\$16,258</u>
Total	\$54,771

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: December 20, 2017

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #40785 Supervisor VII, Labor Grade 28, A000 to an Administrator II, Labor Grade 29, A000.

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

- Administrator II, Labor Grade 29, A000 effective upon Council's approval

**Rationale for Decision:**

- The Department of Health and Human Services is reclassifying this vacant position to an Administrator II. It will oversee program audits and the implementation and evaluation of revenue enhancement, cost containment objectives, initiatives, and policy management.
- The Administrator II represents the New Hampshire DCYF in collaborations with the Federal Administration for Children and Families; for initiatives that will increase revenue or reduce costs for DCYF. It will Administer and audit Federal reimbursement programs and evaluate state and federal regulations to prepare and maintain statewide standards, procedures and program services.
- 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 71% General Funded position.  
This position is a 29% Federal Funded position.
2. Budgetary number/string 05-95-42-421010-29620000-010
3. Anticipated date of hire is: 1/19/2018 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$33,651
5. Total FY 18 Budgeted and Projected Annual Cost:

**Total FY 18 Budgeted:**

Salary	\$76,810
Benefits	<u>\$44,788</u>
Total	\$121,599

**Projected Annual Cost:**

Salary	\$58,676
Benefits	<u>\$28,817</u>
Total	\$87,493



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

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Filled position #12362 Paralegal II, Labor Grade 19, A000 to a Program Specialist III, Labor Grade 23, A000.

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

- Program Specialist III, Labor Grade 23, A000 effective 11/24/17

**Rationale for Decision:**

- The Department of Health and Human Services is reclassifying this position to a Program Specialist III. The position is located in the Office of Legal Regulatory Services, Bureau of General Counsel and performs professional law related activities requiring researching, analyzing, and interpreting data, laws, and regulations to support the goals of the Unit.
- The Program Specialist III also consults with and provides information and interpretation of policies, laws, and regulations to state and local officials and private agencies to ensure coordination in the implementation of Medicaid estate recovery.
- 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 48% General Funded position.  
This position is a 45% Federal Funded position.  
This position is a 7% Other Funded position.
2. Budgetary number/string 05-95-95-952010-56800000-010
3. Filled position-effective date: 11/24/2017
4. Projected cost (Salary & Benefits) for remainder of FY18: \$40,885
5. Total FY 18 Budgeted and Projected Annual Cost:

**Total FY 18 Budgeted:**

Salary	\$46,959
Benefits	<u>\$26,497</u>
Total	\$73,456

**Projected Annual Cost:**

Salary	\$49,433
Benefits	<u>\$26,497</u>
Total	\$75,930