



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

FEB 06 '19 PM 3:56 DAS

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February 6, 2019

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,

Lorrie A. Rudis
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 20, 2019

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #18020 System Development Specialist VI, Labor Grade 30, A000 to a Technical Support Specialist VI, Labor Grade 32, A000.

Division of Personnel (DOP) Reclassification Decision:

- Technical Support Specialist VI, Labor Grade 32, A000 effective upon Council's Approval

Rationale for Decision:

- The New Hampshire Department of Information Technology is reclassifying this vacant position to a Technical Support Specialist VI; it will be located in the Operations Division - Telecommunications.
- The Technical Support Specialist VI will work with all levels in the Department of Information Technology, other state agencies, and outside consultants to oversee, administer, support and maintain the State's NH VoIP Communications Systems equipment and applications.
- 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% Other Funded position.
2. Budgetary number/string 01-03-03-030010-77080000-010
3. Anticipated date of hire is: 5/10/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$7,685
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$80,477
Benefits	<u>\$34,305</u>
Total	\$114,782

Projected Annual Cost:

Salary	\$68,055
Benefits	<u>\$31,845</u>
Total	\$99,900

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 20, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #17137 Executive Secretary, Labor Grade 11, A000 to a Program Assistant II, Labor Grade 15, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Assistant II, Labor Grade 15, A000 effective 2/1/19

Rationale for Decision:

- The Department of Health and Human Services is reclassifying this filled position to a Program Assistant II; the position is located in the Office of Legal and Regulatory Services and will provide program and administrative assistance, and coordinate functions for the Child Care Licensing Unit.
- The Program Assistant II will supervise staff, provide program information and guidance and monitor and coordinate the flow of the issuance of licenses and related documentation in accordance with state laws 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 33% General Funded position.
This position is a 67% Federal Funded position.
2. Budgetary number/string 05-95-10-500100-51430000-010
3. Filled position-effective date: 2/1/2019
4. Projected cost (Salary & Benefits) for remainder of FY19: \$23,495
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$39,702
Benefits	<u>\$26,593</u>
Total	\$66,295

Projected Annual Cost:

Salary	\$41,321
Benefits	<u>\$26,552</u>
Total	\$67,873