



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

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WILLIAM CASS, P.E.
ASSISTANT COMMISSIONER

Bureau of Finance and Contracts
August 7, 2015

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord New Hampshire 03301

REQUESTED ACTION

Authorize the New Hampshire Department of Transportation to **retroactively** pay Brian Howard, Automotive Technician, \$1,042.05 for prior year position labor grade reallocation with current fiscal year funds. This reallocation was approved by Division of Personnel on June 10, 2015. 3.7% Intra Agency Transfer, 2.0% Agency Income and 94.3% Highway Funds.

Funds are available in account titled, 04-096-096-960515-3005, Mechanical Services as follows:

010-500100 Regular Personal Services	\$ 923.14
019-500105 Regular Holiday Pay	\$ 44.86
018-500106 Overtime Pay	\$ 0.00
060-500601 Benefits (FICA)	\$ 74.05
Total	\$1,042.05

EXPLANATION

This incumbent requested a reallocation of his position on 10/3/2014 with the Division of Personnel. The Division of Personnel agreed that the position should be given a higher labor grade from a labor grade 15 to a labor grade 16 which resulted in the retroactive payment due. Attached you will find a copy of the decision by the Division of Personnel.

We request approval to pay for the prior fiscal year difference in labor grade reallocation due to the incumbent.

Respectfully Submitted,

William Cass, P.E.
Assistant Commissioner



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

VICKI V. QUIRAM
 Commissioner
 (603) 271-3201

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

June 16, 2015

Alexis Martin, Administrator
 Bureau of Human Resources
 Dept. of Transportation
 Office of the Commissioner
 John O. Morton Building
 7 Hazen Dr.
 Concord, NH 03301

Request(s) Received: 6/30/2014 Reason: Reallocation
 Position #(s): #20236, 20237, & 20251
 From: Automotive Mechanic /LG: 15
 To: Automotive Mechanic /LG: 17
 Incumbent(s): Benjamin Gelinias; Jeremy Minery; Brian Howard

Dear Ms. Martin:

The Division of Personnel Disagrees with the above request.

Decision: alternative classification/labor grade: Automotive Technician/labor grade 16

The effective date of this decision is on *Retroactive Pay Date, Friday, October 03, 2014.*

The Classification Section reviewed the following areas that impacted this decision:

❖ Summary of Current Request:

This is an incumbent request to reallocate the labor grade of their positions of Automotive Mechanic from labor grade 15 to labor grade 17. As justification for their request, the incumbents cite increased technology and advancements in the automotive industry, the diversity of the vehicles they work on, and the physical demands of their work. They recommend that the Distinguishing Factors of Skill, Knowledge, and Complexity assigned to the Automotive Mechanic classification be increased. Your agency has requested that the Division of Personnel review this request and determine the appropriate level for these three positions. On December 5, 2014, a Classification Analyst visited your agency and met with the Administrator of Mechanical Services, the position incumbents, and their immediate supervisor. The information obtained at this site review was taken into consideration in this decision.

❖ Review of Job Class Specification:

The Classification Analyst did extensive research regarding the current classification of Automotive Mechanic and the characteristics and qualification requirements of the field of auto mechanics. This included contacting dealerships/garages and accredited technology schools. The Analyst found that at auto dealerships, positions performing similar duties are called "Automotive Technicians" rather than "Automotive Mechanics". In addition, the Analyst found that the automotive industry is developing rapidly and requires increasingly complex skills to maintain and repair newer cars and trucks. For example, the review positions must be able to use and understand multiple scans in diagnosing vehicle warning lights, know how to do further research if they do not get a diagnostic code, and be able to troubleshoot and reprogram a vehicle's computer, rather than sending it back to the dealer for that service as they had done in the past. Due to the Analysts' research and the higher expectations and qualifications which have become necessary for these positions, such as U.S. National Institute for Automotive Service Excellence (ASE) certification, we have determined that it would be appropriate to create a new classification title of Automotive Technician. This new

title will have duties and minimum qualifications requirements which are distinct from those of the Automotive Mechanic classification.

❖ **Review of Distinguishing Factor Levels:**

Based on the information presented in the proposed supplemental job description and Position Classification Questionnaire, we believe that most of the Distinguishing Factor levels assigned to the current Automotive Mechanic classification are appropriate to these positions. However, we agree with the incumbents that the level of Skill necessary to perform the work has increased due to the complexity of diagnosing malfunctions, and the need for specialized training regarding multiple types of vehicles and systems. Skill level 4 "requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function". Level 4 corresponds to a requirement of between three and six years of experience, and currently these positions require two years of experience; therefore we propose an increase in the experience requirement for the new Automotive Technician classification in comparison with Automotive Mechanic. Regarding Supervision, we have lowered that factor from level 2 to level 1, since these positions assist in supervising staff, but this responsibility only comprises 1% of their overall work time. The higher level of Skill and lower level of Supervision equates to 290 points, or labor grade 16.

❖ **Review of Comparative Positions:**

The Division of Personnel reviewed related positions in other agencies and in DOT, which confirmed the appropriateness of labor grade 16. For example, it would not be appropriate for these positions to be assigned the same labor grade as DOT's Heavy Equipment Mechanics, labor grade 17, because those positions work on much larger vehicles in an entirely different garage setting using different equipment, and for these reasons require a higher level of qualification. If the Distinguishing Factor levels of Knowledge and Complexity were to be increased beyond the levels already assigned to Automotive Mechanic, they would exceed the levels assigned to Heavy Equipment Mechanic for those factors, which would be inappropriate. In addition, some related positions at labor grade 17, such as Automotive Shop Manager II, are assigned more supervisory functions than the three review positions do, and so are appropriately at a higher level.

NEXT STEPS & FURTHER INFORMATION

1. **See Email Instructions:**

Please follow the steps in the auto-notification email you will receive once the Classification Section approves the decision in NH FIRST.

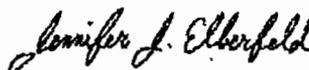
Please note: As stated in the auto-notification instructions, if the position(s) are filled, you will need to submit the appropriate Change Pay Rate Transaction to Candy Burke, Division of Personnel, *no later than Tuesday at noon of the next non-payday week* in order to accurately adjust employee compensation.

2. **Save SJD:**

The proposed supplemental job description has been revised with changes to bring it into compliance with the appropriate level and will be attached to the Position Record in NH FIRST for your use in future recruitment and personnel decisions. After it is loaded in the Position Record, we recommend that you save the SJD to your internal database as soon as possible.

Please feel free to contact me via phone at 603-271-1430, or via email, at Jennifer.Elberfeld@nh.gov if you have any questions. Thank you.

Sincerely,



Jennifer J. Elberfeld, Classification Administrator

Cc: Benjamin Gellinas; Jeremy Minery; & Brian Howard, Automotive Mechanics
Sara J. Willingham, Director of Personnel