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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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August 26, 2015

Her Excellency, Governor Margaret Wood Hassan
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.

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: September 16, 2015

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant_position #21271 Payroll Officer II, Labor Grade 16, A000 to a Agency Audit Manager, Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Agency Audit Manager, Labor Grade 25, A000, effective 8-18-15

Rationale for Decision:

- The Department of Transportation's Bureau of Turnpikes requests to reclassify this vacant position to an Agency Audit Manager, which would be located in the Commissioner's Office.
- This position would plan, conduct, and supervise internal and external audits concerning business operations and contractors/consultants to determine adherence to regulatory requirements and standards of Federal and State rules and regulations.
- This position's duties would mirror those of other Agency Audit Manager positions operating in similar capacities in the agency as well as at other state agencies. These duties also parallel the class specification for Agency Audit Manager appropriately.

Funding Summary

1. This position is a 39.4% Federal Funded position.
This position is a 60.6% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$77,121
Budgetary number/string 04-96-96-960215-30010000-010
3. Anticipated date of hire is: 10/30/15at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$44,039
5. Total projected annual Salary and Benefit Cost:

Salary	\$47,502
Benefits	<u>\$24,062</u>
Total	\$71,564

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September, 16, 2015

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant_position #21579 Geological Exploration Technician I, Labor Grade 9, A130 to a Human Resources Technician, Labor Grade 17, A000.

Division of Personnel (DOP) Reclassification Decision:

- Human Resources Technician, Labor Grade 17, A000, effective 12-16-14

Rationale for Decision:

- The Department of Transportation requests to reclassify this vacant position to a Human Resources Technician in order to assist in critical hiring functions for the Bureau of Human Resources.
- As a Human Resources Technician, this position would coordinate, monitor, and provide technical assistance related to internal and external job opportunities and postings as well as the certification process.
- This position's proposed duties mirror those of other Human Resources Technicians currently operating statewide, and parallel the state class specification for Human Resources Technician appropriately.

Funding Summary

1. This position is a 30% Federal Funded position.
This position is a 70% Other Funded position.
2. Total FY 15 Budgeted (Salary & Benefits): \$49,069.31
Budgetary number/string 04-96-96-960315-30170000-010
3. Anticipated date of hire is: 10/16/15 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY15: \$36,391
5. Total projected annual Salary and Benefit Cost:

Salary	\$34,222
Benefits	<u>\$21,435</u>
Total	\$55,657

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 16, 2015

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant_position #21242 Toll Supervisor, Labor Grade 13, A130 to a Program Specialist IV, Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist IV, Labor Grade 25, A000, effective 8-11-15

Rationale for Decision:

- The Department of Transportation requests to reclassify this vacant position to Program Specialist IV as the Winter Maintenance Program Specialist to plan, develop, review and evaluate winter maintenance practices and procedures.
- This position would ensure that the winter maintenance program is meeting desired service levels and that there is a continuous evaluation of new methods to increase service and/or reduce costs through research, data collection and analysis, contract administration, and training.
- The proposed duties are similar to those of other Program Specialist IV positions currently operating in the Department of Transportation as well as other agencies, and parallel the state class specification for Program Specialist IV appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$56,679
Budgetary number/string04-096-096-961017-70260000-010
3. Anticipated date of hire is: 10/30/15at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$44,039
5. Total projected annual Salary and Benefit Cost:

Salary	\$47,502
Benefits	<u>\$24,062</u>
Total	\$71,564

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 16, 2015

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12217 Management Analyst, Labor Grade 21, A000 to a Child Support Officer , Labor Grade 20, A000.

Division of Personnel (DOP) Reclassification Decision:

- Child Support Officer, Labor Grade 20, A000, effective 8-19-15

Rationale for Decision:

- The Department of Health and Human Services requests to reclassify this vacant position to a Child Support Officer in order to fill a critical staffing need in the Southern District Office.
- The Child Support Officer establishes and/or enforces court and administrative orders for support in conjunction with varied field activities in order to fulfill the requirements of child support laws, regulations and policies in the Division of Child Support Services.
- This position's duties would mirror those of other Child Support Officer positions operating in similar capacities at the Division of Child Support Services. These duties also parallel the state class specification for Child Support Officer appropriately.

Funding Summary

1. This position is a 34% General Funded position.
This position is a 66% Federal Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$60,796
Budgetary number/string05-95-42-427010-79290000-010
3. Anticipated date of hire is: 10/16/15 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$39,751
5. Total projected annual Salary and Benefit Cost:

Salary	\$38,512
Benefits	<u>\$22,284</u>
Total	<u>\$60,796</u>

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 16, 2015

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #43574 Programs Information Officer, Labor Grade 23, A000 to a Program Planner III , Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Planner III, Labor Grade 25 A000, effective 8-18-15

Rationale for Decision:

- The Department of Health and Human Services requests to reclassify this vacant position to Program Planner III to function as the Epidemiologist/Evaluator assigned to the Healthy Homes & Lead Poisoning Prevention Program.
- This position would conduct data analysis and plan and evaluate program activities by developing and implementing data systems, surveillance activities, statistical analyses, monitoring and evaluation activities, and reporting around adult and childhood lead poisoning.
- The proposed duties are similar to those of other Program Planner III positions currently operating in the Department of Health and Human Services as well as other agencies, and parallel the state class specification for Program Planner III appropriately.

Funding Summary

1. This position is a 100 % Federal Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$71,564
Budgetary number/string05-95-90-901510-79640000-010
3. Anticipated date of hire is: 10/30/15 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$44,039
5. Total projected annual Salary and Benefit Cost:

Salary	\$47,502
Benefits	<u>\$24,062</u>
Total	\$71,564

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 16, 2015

Reclassification Request:

- The Department of Revenue Administration requests the reclassification of Filled position #18966 Administrative Secretary, Labor Grade 14, A000 to a Paralegal I, Labor Grade 16, A000.

Division of Personnel (DOP) Reclassification Decision:

- Paralegal I, Labor Grade 16, A000, effective 8-21-15

Rationale for Decision:

- The Department of Revenue Administration requests to reclassify this position, which is the only support for the Legal Bureau, due to additional duties absorbed as a result of the elimination of a Paralegal II position.
- This position has taken on a larger role in the administrative rulemaking process and in bankruptcy case management, and the legal support, research, and reporting it provides have become critical to Revenue Counsel and Assistant Counsel.
- The expectations and qualification requirements of this position are appropriate to the Paralegal I class specification and are similar to those of other Paralegal Is operating in similar capacities at other state agencies.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$73,615
Budgetary number/string 10-84-84-840010-788400-010
3. Filled position-effective date: 09/16/2015
4. Projected cost (Salary & Benefits) for remainder of FY16: \$39,512
5. Total projected annual Salary and Benefit Cost:

Salary	\$32,896
Benefits	<u>\$31,173</u>
Total	\$54,069

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 16, 2015

Reclassification Request:

- The Department of Revenue Administration requests the reclassification of Vacant position #43322 Systems Development Spec IV, Labor Grade 26, A000 to a Program Specialist III, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist III, Labor Grade 23, A000, effective 8-18-15

Rationale for Decision:

- The Department of Revenue Administration requests to reclassify this vacant position to Program Specialist III to help provide critical programmatic support to the Tax Policy and Legislative Analysis Group.
- This position would provide technical assistance and collect and report statistical and financial data from electronic data files for use in evaluating and analyzing current program operations as well as the impact of proposals to modify the New Hampshire tax structure.
- This position's duties would mirror those of other Program Specialist III positions currently operating in similar capacities at other state agencies. These duties also parallel the state class specification for Program Specialist III appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 16 Budgeted (Salary & Benefits): \$84,011
Budgetary number/string 10-84-84-840510-13010000-010
3. Anticipated date of hire is: 09/18/2015 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY16: \$48,883
5. Total projected annual Salary and Benefit Cost:

Salary	\$43,602
Benefits	<u>\$23,290</u>
Total	\$66,892