



State Of New Hampshire

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

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January 23, 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 21-1:56
Governor and Council Meeting Date: February 6, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #40529 Child Support Officer, Labor Grade 20, A000 to a Program Specialist IV, Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist IV, Labor Grade 25, A000 effective 1-4-19

Rationale for Decision:

- The Department of Health and Human Service, Bureau of Child Support Services is reclassifying this position to a Program Specialist IV, in response to changes in duties due to federal regulation & policy changes that have necessitated a greater focus in support & management of programs, cases, & operations with enforcement activities.
- The Program Specialist IV supervises and manages specialized Criminal Non Support (CNS) caseloads while concurrently performing child support officer establishment and enforcement duties and paraprofessional law related research incorporating the policies, rules, and procedures in support of the Bureau of Child Support Services (BCSS) Legal Unit.
- 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 34% General Funded position.
This position is a 66% Federal Funded position.
2. Budgetary number/string 05-95-42-427010-79290000-010
3. Filled position-effective date: 1-4-19
4. Projected cost (Salary & Benefits) for remainder of FY19: \$34,909
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$54,779
Benefits	<u>\$29,217</u>
Total	\$83,996

Projected Annual Cost:

Salary	\$53,539
Benefits	<u>\$28,972</u>
Total	\$82,511

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 6, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #43017 Child Support Officer, Labor Grade 20, A000 to a Program Specialist IV, Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist IV, Labor Grade 25, A000 effective 1-4-19

Rationale for Decision:

- The Department of Health and Human Service, Bureau of Child Support Services is reclassifying this position to a Program Specialist IV, in response to changes in duties due to federal regulation & policy changes that have necessitated a greater focus in support & management of programs, cases, & operations with enforcement activities.
- The Program Specialist IV supervises and manages specialized Criminal Non Support (CNS) caseloads while concurrently performing child support officer establishment and enforcement duties and paraprofessional law related research incorporating the policies, rules, and procedures in support of the Bureau of Child Support Services (BCSS) Legal Unit
- 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 34% General Funded position.
This position is a 66% Federal Funded position.
2. Budgetary number/string 05-95-42-427010-79290000-010
3. Filled position-effective date: 1/4/2019
4. Projected cost (Salary & Benefits) for remainder of FY19: \$28,561
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$55,079
Benefits	<u>\$40,569</u>
Total	\$95,648

Projected Annual Cost:

Salary	\$53,539
Benefits	<u>\$28,971</u>
Total	\$82,510

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 6, 2019

Reclassification Request:

- The NH Lottery Commission requests the reclassification of Vacant position #43565 Systems Development Specialist IV, Labor Grade 26, A000 to a Business Systems Analyst, Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Systems Analyst I, Labor Grade 28, A000 effective upon Council's Approval

Rationale for Decision:

- The Lottery Commission is reclassifying this vacant to a Business Systems Analyst, LG 28.
- The position will support the Lottery Commission in analyzing and improving the information systems used to manage compliance and enhance their deliverables by executing test plans, evaluating technologies and vendors and providing informed recommendations to leadership and then seeing solutions implemented.
- 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 06-13-83-08300-20280000-010
3. Anticipated date of hire is: 7/1/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$0
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$63,979
Benefits	<u>\$21,887</u>
Total	\$85,866

Projected Annual Cost:

Salary	\$57,954
Benefits	<u>\$21,887</u>
Total	\$79,841

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 6, 2019

Reclassification Request:

- The Office of Professional Licensure and Certification requests the reclassification of Vacant position #41197 Systems Development Specialist IV, Labor Grade 26, A000 to a Business Systems Analyst, Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Systems Analyst, Labor Grade 28, A000 effective upon Council's Approval

Rationale for Decision:

- The agency requests reclassification to better align the position to meet its operational needs. This position would analyze and formulate agency-wide information system procedures and controls to improve the effectiveness and efficiency of business processes.
- This position would determine business and system requirements for projects; develop detailed specifications for new or enhanced databases, application interfaces, and workflow; and develop system test plans and implementation tasks. It would work collaboratively with stakeholders, users, vendors, and Department of Information Technology staff.
- The proposed duties are similar to those of other Business Systems Analyst I positions currently operating in the state, and parallel the class specification for Business Systems Analyst I appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 10-21-21-212010-24040000-010
3. Anticipated date of hire is: 3/1/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$23,362
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$52,377
Benefits	<u>\$28,741</u>
Total	\$81,118

Projected Annual Cost:

Salary	\$57,096
Benefits	<u>\$29,676</u>
Total	\$86,772