



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

25 Capitol Street – Room 120  
Concord, New Hampshire 03301  
[Office@das.nh.gov](mailto:Office@das.nh.gov)

Charles M. Arlinghaus  
Commissioner  
(603) 271-3201

Joseph B. Bouchard  
Assistant Commissioner  
(603) 271-3204

Catherine A. Keane  
Deputy Commissioner  
(603) 271-2059

June 5, 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: June 19, 2019

Reclassification Request:

- The Adjutant General's Department requests the reclassification of Vacant position #43164 Engineering Technician V, Labor Grade 22, A000 to a Program Specialist III, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist III, Labor Grade 23, A000, effective upon Council's approval.

Rationale for Decision:

- The agency would like to reclassify this position to reflect its expanded programmatic duties related to planning and project management. Additionally, the minimum qualifications of the current classification are narrow which is restricting the applicant pool and limiting recruitment efforts.
- This position would develop, coordinate and implement a statewide Energy Program for the Adjutant General's Department and the NH Army National Guard. It would analyze and evaluate the utility and energy needs of the Department's facilities, recommend plans or procedures, and ensure compliance with regulatory guidance, executive orders, sustainable design policy, and resiliency mandates.
- The proposed duties are similar to those of other Program Specialist III positions currently in the agency and state and parallel the class specification for Program Specialist III.

Funding Summary

1. This position is a 25% General Funded position.  
This position is a 75% Federal Funded position.
2. Budgetary number/string ~~02-12-12-120010-30030000-010~~
3. Anticipated date of hire is: 10/1/2019 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY20: \$51,501
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$44,830
Benefits	<u>\$26,890</u>
Total	\$71,720

Projected Annual Cost:

Salary	\$46,761
Benefits	<u>\$27,629</u>
Total	\$74,390

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 19, 2019

**Reclassification Request:**

- The Department of Safety requests the reclassification of Vacant position #10971 Administrative Supervisor, Labor Grade 17, A000 to a Program Assistant II, Labor Grade 15, A000.

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

- Program Assistant II, Labor Grade 15, A000, effective upon Governor and Council's approval.

**Rationale for Decision:**

- The agency requests to reclassify this position in the Office of Highway Safety due to changes that have occurred with its responsibilities; the position is no longer supervising subordinate clerical staff and has become more involved with program functions such as statistical reporting and grant processing.
- This position would review federal grant applications for completeness and eligibility, track grant awards and maintain inventory data of equipment purchased for local and state governments. It would also assist with coordinating events and presentations and provide technical assistance to field representatives on program procedures.
- The proposed duties are similar to those of other Program Assistant II positions currently operating in the agency and state, and parallel the class specification for Program Assistant II appropriately.

**Funding Summary**

1. This position is a 50% Federal Funded position.  
This position is a 50% Other Funded position.
2. Budgetary number/string 02-23-23-231015-75460000-010
3. Anticipated date of hire is: 7/5/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY20: \$54,414
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$51,300
Benefits	<u>\$19,138</u>
Total	\$70,438

**Projected Annual Cost:**

Salary	\$33,872
Benefits	<u>\$25,077</u>
Total	\$58,949

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 19, 2019

**Reclassification Request:**

- The Department of Education requests the reclassification of Filled position #13233 Secretary II, Labor Grade 9, A000 to a Program Assistant I, Labor Grade 12, A000.

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

- Program Assistant I, Labor Grade 12, A000 effective June 7, 2019.

**Rationale for Decision:**

- Department of Education is reclassifying this filled position to a Program Assistant I.
- The position will be responsible for assisting the bureau in performing clerical duties such as reviewing vendor payments for accuracy and compliance with policy and law; fielding internal and external questions, as well as managing a variety of documentation for their retrieval, completion, and revision.
- 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 06-56-56-565010-25380000-010
3. Filled position-effective date: 6/7/2019
4. Projected cost (Salary & Benefits) for remainder of FY19: \$0
5. Total FY 19 Budgeted and Projected Annual Cost:

**Total FY 19 Budgeted:**

Salary	\$35,306
Benefits	<u>\$16,209</u>
Total	\$51,515

**Projected Annual Cost:**

Salary	\$29,777
Benefits	<u>\$24,266</u>
Total	\$54,043

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 19, 2019

**Reclassification Request:**

- The Department of Education requests the reclassification of Filled position #13272 Accounting Technician, Labor Grade 12, A000 to a Rehabilitation Technician, Labor Grade 12, A000.

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

- Rehabilitation Technician, Labor Grade 12, A000 effective June 7, 2019.

**Rationale for Decision:**

- The Department of Education is reclassifying this filled position to a Rehabilitation Technician as part of a larger reorganization effort.
- The position will focus efforts on supporting rehabilitation counseling functions instead of accounting functions of the section. Responsibilities include assisting counseling staff in coordinating services, assisting in management of the section's client caseload, and managing related paperwork and communications.
- 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 06-56-56-565010-2538000-010
3. Filled position-effective date: 6/7/2019
4. Projected cost (Salary & Benefits) for remainder of FY19: \$0
5. Total FY 19 Budgeted and Projected Annual Cost:

**Total FY 19 Budgeted:**

Salary	\$38,812
Benefits	<u>\$26,055</u>
Total	\$64,867

**Projected Annual Cost:**

Salary	\$38,812
Benefits	<u>\$26,055</u>
Total	\$64,867