



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
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November 20, 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: November 20, 2019

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #17184, Systems Development Specialist I, Labor Grade 18, 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 approval.

Rationale for Decision:

- The Department of Information Technology is reclassifying vacant position to a Technical Support Specialist VI, LG 32.
- The position will support the Department of Transportation's information technology business needs and once filled will train under an employee scheduled for retirement of the same classification. The position will coordinate the design of complex projects related to databases and their required hardware and software. The position will work with a diverse IT teams made up of internal staff and vendors, and agency leadership to enhance the databases functionality, capacity and performance.
- 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: 1/17/2020 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$38,900
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$54,945
Benefits	<u>\$39,996</u>
Total	\$94,941

Projected Annual Cost:

Salary	\$69,089
Benefits	<u>\$32,050</u>
Total	\$101,139

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: November 20, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #15415, Prog Planning and Review Spec, Labor Grade 28, A000 to an Administrator II, Labor Grade 29, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator II, Labor Grade 29, A000 effective 9/27/19.

Rationale for Decision:

- The Department of Health and Human Services is reclassifying this filled position to an Administrator II, LG 29.
- The position will administer a variety of grants and contracts related to housing for the homeless, including the evaluation of applicable law and policies to deliver these services. The position is also responsible for implementing a coordinated entry system in compliance with the US Department of Housing and Urban Development (HUD).
- 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 27% General Funded position.
This position is a 73% Federal Funded position.
2. Budgetary number/string 05-95-42-423010-79270000-010.
3. Filled position-effective date: 9/27/2019.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$62,871
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$57,954
Benefits	<u>\$29,845</u>
Total	\$87,799

Projected Annual Cost:

Salary	\$60,470
Benefits	<u>\$30,344</u>
Total	\$90,814

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: November 20, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #43572, Program Specialist IV, Labor Grade 25, A000 to a Public Health Program Manager, Labor Grade 26, A000.

Division of Personnel (DOP) Reclassification Decision:

- Public Health Program Manager, Labor Grade 26, A000 effective 10/25/19.

Rationale for Decision:

- Department of Health and Human Services is reclassifying this filled position to a Public health Program Manager.
- The position will be responsible for developing and maintaining an information system used to track vaccine and immunization data, providing related technical assistance, evaluating grants and their requirements to ensure compliance. The position supervises and directs the work of subordinate support staff.
- 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 05-95-90-902510-5178-010.
3. Filled position-effective date: 10/25/2019
4. Projected cost (Salary & Benefits) for remainder of FY 20: **\$54,438**
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:		Projected Annual Cost:	
Salary	\$63,180	Salary	\$65,949
Benefits	<u>\$21,970</u>	Benefits	<u>\$22,512</u>
Total	\$85,150	Total	\$88,461