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# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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July 27 2022

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: July 27, 2022

**Reclassification Request:**

- The Department of Safety requests the reclassification of Vacant position #10571, Accounting Technician, Labor Grade 12, A000 to a Business Systems Analyst II, Labor Grade 30, A000.

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

- Business Systems Analyst II, Labor Grade 30, A000 effective Upon G&C approval.

**Rationale for Decision:**

- The Department of Safety is requesting to reclassify this vacant position to a Business Systems Analyst II in the Division of Administration to guide decision-making driven by data analytics, manage projects, and manage automated solution implementation of key programs in support of Division goals and objectives
- The Business Systems Analyst II will manage all high-level metrics and reporting, software, and platform implementation and oversight while evaluating business policies related to automated systems functions and applications at the Division level.
- 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 30% General Funded position.  
This position is a 70% Other Funded position.
2. Budgetary number/string 02-23-23-232015-21900000-010.
3. Anticipated date of hire is: 8/26/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$79,819
5. Total FY 23 Budgeted and Projected Annual Cost:

**Total FY 23 Budgeted:**

Salary	\$34,790
Benefits	<u>\$40,896</u>
Total	\$75,686

**Projected Annual Cost:**

Salary	\$67,169
Benefits	<u>\$35,456</u>
Total	\$102,625

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: July 27, 2022

Reclassification Request:

- The Department of Safety requests the reclassification of Filled position #40851, Human Resources Administrator, Labor Grade 26, A000 to an Assistant Administrator, Labor Grade 29, A000.

Division of Personnel (DOP) Reclassification Decision:

- ADMINISTRATOR II, Labor Grade 29, A000 effective 07/01/22.

Rationale for Decision:

- The Department of Safety is requesting to reclassify this filled position to an Administrator II in the Human Resources Bureau to accommodate its evolution into a more complex role with increased responsibilities and a greater level of expectation after a shifting of tasks occurred based on priorities of the Bureau.
- The Administrator II position will represent and provide leadership for the agency by supporting a broad range of strategic human resources initiatives related to: talent acquisition, organizational objectives, specialized trainings, and human resources program and policy development in collaboration with the Human Resources Director, the Commissioner's Office and the Director of Administration.
- 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 25% General Funded position.  
This position is a 75% Other Funded position.
2. Budgetary number/string 02-23-23-232015-21920000-010.
3. Filled position-effective date: 7/1/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$97,537
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$57,584	Salary	\$59,069
Benefits	<u>\$44,284</u>	Benefits	<u>\$46,271</u>
Total	\$101,868	Total	\$105,340

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: July 27, 2022

Reclassification Request:

- The Department of Correction requests the reclassification of Vacant position #12934, Hearings Officer, Labor Grade 26, A000 to a Program Specialist IV, Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist IV, Labor Grade 25, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Corrections is requesting to reclassify this vacant position to a Program Specialist IV to support the increased operational needs of Department of Professional Standards.
- The Program Specialist IV will evaluate and conduct quality improvement reviews, mandates, court orders, policies and laws and sentinel event reviews for serious incidents and prepare reports on the status and present information to Commissioner and Executive Leadership.
- The proposed duties are similar to those of other positions of the same class title currently operating in the agency and state, and parallel the class specification appropriately. The position and classification are appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 02-46-46-463510-59290000-010.
3. Anticipated date of hire is: 8/12/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$70,678
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$76,039
Benefits	<u>\$27,186</u>
Total	\$103,225

Projected Annual Cost:

Salary	\$54,169
Benefits	<u>\$32,572</u>
Total	\$86,741

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: July 27, 2022

Reclassification Request:

- The Department of Business and Economic Affairs. requests the reclassification of Filled position #20541, Information Center Attendant I, Labor Grade 6, A130 to a Park Attendant II, Labor Grade 10, A130.

Division of Personnel (DOP) Reclassification Decision:

- Park Attendant II, Labor Grade 10, A130 effective 7/15/2022.

Rationale for Decision:

- The Department of Business and Economic Affairs and the Division of Personnel have collaborated on an organizational assessment of the attendant positions assigned to the State Welcome and Information Centers, resulting in a request to reclassify the Information Center Attendant II positions to Park Attendant II in the Division of Travel and Tourism Development in order to resolve pay inequities between attendant and clerk positions, enhance recruitment efforts and create advancement opportunities within the organization.
- The Park Attendant II positions will represent the State of New Hampshire at the Welcome and Information Centers location by promoting the state's attractions, providing information and direction to visitors and offering mentorship/training to Park Attendant I positions.
- 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% General Funded position.
2. Budgetary number/string 03-22-22-220010-21750000-010.
3. Filled position-effective date: 7/15/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$52,828
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$29,938	Salary	\$31,817
Benefits	<u>\$27,208</u>	Benefits	<u>\$27,614</u>
Total	\$57,146	Total	\$59,431

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: July 27, 2022

Reclassification Request:

- The Department of Business and Economic Affairs. requests the reclassification of Filled position #20748, Information Center Attendant I, Labor Grade 6, A130 to a Park Attendant II, Labor Grade 10, A130.

Division of Personnel (DOP) Reclassification Decision:

- Park Attendant II, Labor Grade 10, A130 effective 07/15/2022.

Rationale for Decision:

- The Department of Business and Economic Affairs and the Division of Personnel have collaborated on an organizational assessment of the attendant positions assigned to the State Welcome and Information Centers, resulting in a request to reclassify the Information Center Attendant II positions to Park Attendant II in the Division of Travel and Tourism Development in order to resolve pay inequities between attendant and clerk positions, enhance recruitment efforts and create advancement opportunities within the organization.
- The Park Attendant II positions will represent the State of New Hampshire at the Welcome and Information Centers location by promoting the state's attractions, providing information and direction to visitors and offering mentorship/training to Park Attendant I positions.
- 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% General Funded position.
2. Budgetary number/string 03-22-22-220010-21750000-010.
3. Filled position-effective date: 7/27/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$44,459
5. Total FY 23 Budgeted and Projected Annual Cost:

**Total FY 23 Budgeted:**

Salary	\$32,292
Benefits	<u>\$17,483</u>
Total	\$49,775

**Projected Annual Cost:**

Salary	\$34,278
Benefits	<u>\$17,913</u>
Total	\$52,191

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: July 27, 2022

**Reclassification Request:**

- The Department of Business and Economic Affairs. requests the reclassification of Filled position #21548, Information Center Attendant I, Labor Grade 6, A130 to a Park Attendant II, Labor Grade 10, A130.

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

- Park Attendant II, Labor Grade 10, A130 effective 7/15/2022.

**Rationale for Decision:**

- The Department of Business and Economic Affairs and the Division of Personnel have collaborated on an organizational assessment of the attendant positions assigned to the State Welcome and Information Centers, resulting in a request to reclassify the Information Center Attendant II positions to Park Attendant II in the Division of Travel and Tourism Development in order to resolve pay inequities between attendant and clerk positions, enhance recruitment efforts and create advancement opportunities within the organization.
- The Park Attendant II positions will represent the State of New Hampshire at the Welcome and Information Centers location by promoting the state's attractions, providing information and direction to visitors and offering mentorship/training to Park Attendant I positions.
- 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% General Funded position.
2. Budgetary number/string 03-22-22-220010-21750000-010.
3. Filled position-effective date: 7/15/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$50,897
5. Total FY 23 Budgeted and Projected Annual Cost:

**Total FY 23 Budgeted:**

Salary	\$36,737
Benefits	<u>\$18,468</u>
Total	\$55,205

**Projected Annual Cost:**

Salary	\$38,426
Benefits	<u>\$18,833</u>
Total	\$57,259

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: July 27, 2022

Reclassification Request:

- The Department of Business and Economic Affairs. requests the reclassification of Filled position #21550, Information Center Attendant I, Labor Grade 6, A130 to a Park Attendant II, Labor Grade 10, A130.

Division of Personnel (DOP) Reclassification Decision:

- Park Attendant II, Labor Grade 10, A130 effective 7/15/2022.

Rationale for Decision:

- The Department of Business and Economic Affairs and the Division of Personnel have collaborated on an organizational assessment of the attendant positions assigned to the State Welcome and Information Centers, resulting in a request to reclassify the Information Center Attendant II positions to Park Attendant II in the Division of Travel and Tourism Development in order to resolve pay inequities between attendant and clerk positions, enhance recruitment efforts and create advancement opportunities within the organization.
- The Park Attendant II positions will represent the State of New Hampshire at the Welcome and Information Centers location by promoting the state's attractions, providing information and direction to visitors and offering mentorship/training to Park Attendant I positions.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.
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Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 03-22-22-220010-21750000-010.
3. Filled position-effective date: 7/15/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$50,897
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$29,333
Benefits	<u>\$16,826</u>
Total	\$46,159

Projected Annual Cost:

Salary	\$38,426
Benefits	<u>\$18,833</u>
Total	\$57,259



Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: July 27, 2022

Reclassification Request:

- The Department of Business and Economic Affairs. requests the reclassification of Filled position #21561, Information Center Attendant I, Labor Grade 6, A130 to a Park Attendant II, Labor Grade 10, A130.

Division of Personnel (DOP) Reclassification Decision:

- Park Attendant II, Labor Grade 10, A130 effective 7/15/2022.

Rationale for Decision:

- The Department of Business and Economic Affairs and the Division of Personnel have collaborated on an organizational assessment of the attendant positions assigned to the State Welcome and Information Centers, resulting in a request to reclassify the Information Center Attendant II positions to Park Attendant II in the Division of Travel and Tourism Development in order to resolve pay inequities between attendant and clerk positions, enhance recruitment efforts and create advancement opportunities within the organization.
- The Park Attendant II positions will represent the State of New Hampshire at the Welcome and Information Centers location by promoting the state's attractions, providing information and direction to visitors and offering mentorship/training to Park Attendant I positions.
- 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% General Funded position.
2. Budgetary number/string 03-22-22-220010-21750000-010.
3. Filled position-effective date: 07/15/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$64,038
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$31,456
Benefits	<u>\$40,157</u>
Total	\$71,613

Projected Annual Cost:

Salary	\$31,817
Benefits	<u>\$40,226</u>
Total	\$72,043

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: July 27, 2022

Reclassification Request:

- The Department of Business and Economic Affairs. requests the reclassification of Filled position #21583, Information Center Attendant I, Labor Grade 6, A130 to a Park Attendant II, Labor Grade 10, A130.

Division of Personnel (DOP) Reclassification Decision:

- Park Attendant II, Labor Grade 10, A130 effective 7/15/2022.

Rationale for Decision:

- The Department of Business and Economic Affairs and the Division of Personnel have collaborated on an organizational assessment of the attendant positions assigned to the State Welcome and Information Centers, resulting in a request to reclassify the Information Center Attendant II positions to Park Attendant II in the Division of Travel and Tourism Development in order to resolve pay inequities between attendant and clerk positions, enhance recruitment efforts and create advancement opportunities within the organization.
- The Park Attendant II positions will represent the State of New Hampshire at the Welcome and Information Centers location by promoting the state's attractions, providing information and direction to visitors and offering mentorship/training to Park Attendant I positions.
- 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% General Funded position.
2. Budgetary number/string 03-22-22-220010-21750000-010.
3. Filled position-effective date: 7/15/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$50,897
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$38,333	Salary	\$38,426
Benefits	<u>\$18,822</u>	Benefits	<u>\$18,833</u>
Total	\$57,155	Total	\$57,259

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: July 27, 2022

Reclassification Request:

- The Department of Business and Economic Affairs. requests the reclassification of Filled position #21584, Information Center Attendant I, Labor Grade 6, A130 to a Park Attendant II, Labor Grade 10, A130.

Division of Personnel (DOP) Reclassification Decision:

- Park Attendant II, Labor Grade 10, A130 effective 7/15/2022.

Rationale for Decision:

- The Department of Business and Economic Affairs and the Division of Personnel have collaborated on an organizational assessment of the attendant positions assigned to the State Welcome and Information Centers, resulting in a request to reclassify the Information Center Attendant II positions to Park Attendant II in the Division of Travel and Tourism Development in order to resolve pay inequities between attendant and clerk positions, enhance recruitment efforts and create advancement opportunities within the organization.
- The Park Attendant II positions will represent the State of New Hampshire at the Welcome and Information Centers location by promoting the state's attractions, providing information and direction to visitors and offering mentorship/training to Park Attendant I positions.
- 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% General Funded position.
2. Budgetary number/string 03-22-22-220010-21750000-010.
3. Filled position-effective date: 7/15/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$50,897
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$37,637	Salary	\$38,426
Benefits	<u>\$18,668</u>	Benefits	<u>\$18,833</u>
Total	\$56,305	Total	\$57,259

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: July 27, 2022

Reclassification Request:

- The Department of Business and Economic Affairs. requests the reclassification of Filled position #21617, Information Center Attendant I, Labor Grade 6, A130 to a Park Attendant II, Labor Grade 10, A130.

Division of Personnel (DOP) Reclassification Decision:

- Park Attendant II, Labor Grade 10, A130 effective 7/15/2022.

Rationale for Decision:

- The Department of Business and Economic Affairs and the Division of Personnel have collaborated on an organizational assessment of the attendant positions assigned to the State Welcome and Information Centers, resulting in a request to reclassify the Information Center Attendant II positions to Park Attendant II in the Division of Travel and Tourism Development in order to resolve pay inequities between attendant and clerk positions, enhance recruitment efforts and create advancement opportunities within the organization.
- The Park Attendant II positions will represent the State of New Hampshire at the Welcome and Information Centers location by promoting the state's attractions, providing information and direction to visitors and offering mentorship/training to Park Attendant I positions
- 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% General Funded position.
2. Budgetary number/string 03-22-22-220010-21750000-010.
3. Filled position-effective date: 7/15/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$71,616
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$36,737	Salary	\$38,426
Benefits	<u>\$41,328</u>	Benefits	<u>\$42,142</u>
Total	\$78,065	Total .	\$80,568

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: July 27, 2022

Reclassification Request:

- The Department of Business and Economic Affairs. requests the reclassification of Vacant position #21689, Information Center Attendant II, Labor Grade 8, A130 to a Park Attendant III, Labor Grade 13, A130.

Division of Personnel (DOP) Reclassification Decision:

- Park Attendant III, Labor Grade 13, A130 effective Upon G&C approval.

Rationale for Decision:

- The Department of Business and Economic Affairs and the Division of Personnel have collaborated on an organizational assessment of the attendant positions assigned to the State Welcome and Information Centers, resulting in a request to reclassify the Information Center Attendant II positions to Park Attendant III in the Division of Travel and Tourism Development in order to resolve pay inequities between attendant and clerk positions, enhance recruitment efforts and create advancement opportunities within the organization.
- The Park Attendant III positions will represent the State of New Hampshire at the Welcome and Information Centers location by providing guidance and mentoring in the provision of customer service and facility support and assisting with overseeing staff members at individual welcome centers.
- 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% General Funded position.
2. Budgetary number/string 03-22-22-220010-21750000-010.
3. Anticipated date of hire is: 7/29/22 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$54,494
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$37,819	Salary	\$35,532
Benefits	<u>\$28,956</u>	Benefits	<u>\$28,439</u>
Total	\$66,775	Total	\$63,971

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: July 27, 2022

Reclassification Request:

- The Department of Business and Economic Affairs. requests the reclassification of Filled position #21035, Information Center Attendant I, Labor Grade 6, A130 to a Park Attendant II, Labor Grade 10, A130.

Division of Personnel (DOP) Reclassification Decision:

- Park Attendant II, Labor Grade 10, A130 effective 7/15/2022.

Rationale for Decision:

- The Department of Business and Economic Affairs and the Division of Personnel have collaborated on an organizational assessment of the attendant positions assigned to the State Welcome and Information Centers, resulting in a request to reclassify the Information Center Attendant II positions to Park Attendant II in the Division of Travel and Tourism Development in order to resolve pay inequities between attendant and clerk positions, enhance recruitment efforts and create advancement opportunities within the organization.
- The Park Attendant II positions will represent the State of New Hampshire at the Welcome and Information Centers location by promoting the state's attractions, providing information and direction to visitors and offering mentorship/training to Park Attendant I positions.
- 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% Turnpike Funded position.
2. Budgetary number/string 03-22-22-220010-21760000-010.
3. Filled position-effective date: 7/15/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$41,732
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:	
Salary	\$36,137
Benefits	<u>\$8,037</u>
Total	\$44,174

Projected Annual Cost:	
Salary	\$38,426
Benefits	<u>\$8,522</u>
Total	\$46,948

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: July 27, 2022

Reclassification Request:

- The Department of Business and Economic Affairs. requests the reclassification of Filled position #21586, Information Center Attendant I, Labor Grade 6, A130 to a Park Attendant II, Labor Grade 10, A130.

Division of Personnel (DOP) Reclassification Decision:

- Park Attendant II, Labor Grade 10, A130 effective 7/15/2022.

Rationale for Decision:

- The Department of Business and Economic Affairs and the Division of Personnel have collaborated on an organizational assessment of the attendant positions assigned to the State Welcome and Information Centers, resulting in a request to reclassify the Information Center Attendant II positions to Park Attendant II in the Division of Travel and Tourism Development in order to resolve pay inequities between attendant and clerk positions, enhance recruitment efforts and create advancement opportunities within the organization.
- The Park Attendant II positions will represent the State of New Hampshire at the Welcome and Information Centers location by promoting the state's attractions, providing information and direction to visitors and offering mentorship/training to Park Attendant I positions.
- 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% Turnpike Funded position.
2. Budgetary number/string 03-22-22-220010-21760000-010.
3. Filled position-effective date: 7/15/22.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$43,719
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$31,490	Salary	\$31,817
Benefits	<u>\$18,700</u>	Benefits	<u>\$17,367</u>
Total	\$50,190	Total	\$49,184

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: July 27, 2022

Reclassification Request:

- The Department of Business and Economic Affairs. requests the reclassification of Filled position #21594, Information Center Attendant I, Labor Grade 6, A130 to a Park Attendant II, Labor Grade 10, A130.

Division of Personnel (DOP) Reclassification Decision:

- Park Attendant II, Labor Grade 10, A130 effective 7/15/2022.

Rationale for Decision:

- The Department of Business and Economic Affairs and the Division of Personnel have collaborated on an organizational assessment of the attendant positions assigned to the State Welcome and Information Centers, resulting in a request to reclassify the Information Center Attendant II positions to Park Attendant II in the Division of Travel and Tourism Development in order to resolve pay inequities between attendant and clerk positions, enhance recruitment efforts and create advancement opportunities within the organization.
- The Park Attendant II positions will represent the State of New Hampshire at the Welcome and Information Centers location by promoting the state's attractions, providing information and direction to visitors and offering mentorship/training to Park Attendant I positions.
- 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% Turnpike Funded position.
2. Budgetary number/string 03-22-22-220017-21760000-010.
3. Filled position-effective date: 07/15/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$43,719
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$38,333	Salary	\$31,817
Benefits	<u>\$18,822</u>	Benefits	<u>\$17,367</u>
Total	\$57,155	Total	\$49,184



Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: July 27, 2022

Reclassification Request:

- The Department of Business and Economic Affairs. requests the reclassification of filled position #21595, Information Center Attendant II, Labor Grade 8, A130 to a Park Attendant III, Labor Grade 13, A130.

Division of Personnel (DOP) Reclassification Decision:

- Park Attendant III, Labor Grade 13, A130 effective 7/15/2022.

Rationale for Decision:

- The Department of Business and Economic Affairs and the Division of Personnel have collaborated on an organizational assessment of the attendant positions assigned to the State Welcome and Information Centers, resulting in a request to reclassify the Information Center Attendant II positions to Park Attendant III in the Division of Travel and Tourism Development in order to resolve pay inequities between attendant and clerk positions, enhance recruitment efforts and create advancement opportunities within the organization.
- The Park Attendant III positions will represent the State of New Hampshire at the Welcome and Information Centers location by providing guidance and mentoring in the provision of customer service and facility support and assisting with overseeing staff members at individual welcome centers.
- 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% Turnpike Funded position.
2. Budgetary number/string 03-22-22-220017-21760000-010.
3. Filled position-effective date: 7/15/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$69,762
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:	
Salary	\$34,438
Benefits	<u>\$28,206</u>
Total	\$62,644

Projected Annual Cost:	
Salary	\$37,087
Benefits	<u>\$41,395</u>
Total	\$78,482

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: July 27, 2022

Reclassification Request:

- The Department of Business and Economic Affairs requests the reclassification of Vacant position #21727, Information Center Attendant I, Labor Grade 6, A130 to a Park Attendant II, Labor Grade 10, A130.

Division of Personnel (DOP) Reclassification Decision:

- Park Attendant II, Labor Grade 10, A130 effective Upon G&C Approval.

Rationale for Decision:

- The Department of Business and Economic Affairs and the Division of Personnel have collaborated on an organizational assessment of the attendant positions assigned to the State Welcome and Information Centers, resulting in a request to reclassify the Information Center Attendant II positions to Park Attendant II in the Division of Travel and Tourism Development in order to resolve pay inequities between attendant and clerk positions, enhance recruitment efforts and create advancement opportunities within the organization.
- The Park Attendant II positions will represent the State of New Hampshire at the Welcome and Information Centers location by promoting the state's attractions, providing information and direction to visitors and offering mentorship/training to Park Attendant I positions.
- 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% Turnpike Funded position.
2. Budgetary number/string 03-22-22-220010-21760000-010.
3. Anticipated date of hire is: 7/29/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$57,505
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$39,565	Salary	\$38,426
Benefits	<u>\$29,343</u>	Benefits	<u>\$29,080</u>
Total	\$68,908	Total	\$67,506

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: July 27, 2022

**Reclassification Request:**

- The Department of Natural and Cultural Resources requests the reclassification of Vacant position #42061, Program Specialist II, Labor Grade 21, A000 to a Public Works Project Manger VI, Labor Grade 34, A000.

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

- Public Works Project Manager VI, Labor Grade 34, A000 effective Upon G&C approval.

**Rationale for Decision:**

- The Department of Natural and Cultural Resources (DNCR) is requesting to reclassify this vacant position to a Public Works Project Manager VI to oversee and administer the agency's Capital and ARPA Budgets and infrastructure, development, and maintenance projects across the State.
- The Public Works Project Manager VI will direct architectural and engineering projects and programs department and state-wide, at all development and implementation phases; the role will develop policies and procedures and provide strategic management planning and implementation of the department capital and ARPA budget and investment programs.
- 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 03-35-35-351510-34010000-010.
3. Anticipated date of hire is: 8/26/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$92,347
5. Total FY 23 Budgeted and Projected Annual Cost:

**Total FY 23 Budgeted:**

Salary	\$46,422
Benefits	<u>\$30,855</u>
Total	\$77,277

**Projected Annual Cost:**

Salary	\$80,352
Benefits	<u>\$38,380</u>
Total	\$118,732

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: July 27, 2022

**Reclassification Request:**

- The New Hampshire Veterans Home requests the reclassification of Filled position #41710, Chauffer I , Labor Grade 7, A130 to a Recreational Assistant II, Labor Grade 11, A130.

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

- Recreational Assistant II, Labor Grade 11, A130 effective 7/1/22.

**Rationale for Decision:**

- The New Hampshire Veterans Home is requesting to reclassify this filled position to a Recreational Assistant II to add additional support for the Recreation Unit and enhance each resident's quality of life, interests, and engagement.
- The Recreational Assistant II will provide recreation services to residents at New Hampshire Veterans Home.
- The proposed duties are similar to those of other positions of the same class title currently operating in the agency and state, and parallel the class specification appropriately. The position and classification are appropriate to the agency's proposed organizational structure.

**Funding Summary**

1. This position is a 29% General Funded position.  
This position is a 39% Federal Funded position.  
This position is a 32% Other Funded position.
2. Budgetary number/string 05-43-43-430010-53590000-010.
3. Filled position-effective date: 7/1/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$72,571
5. Total FY 23 Budgeted and Projected Annual Cost:

**Total FY 23 Budgeted:**

Salary	\$33,782
Benefits	<u>\$40,673</u>
Total	\$74,455

**Projected Annual Cost:**

Salary	\$37,001
Benefits	<u>\$41,376</u>
Total	\$78,377

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: July 27, 2022

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Filled position #9T3088, Program Specialist III , Labor Grade 23, 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 07/01/22.

**Rationale for Decision:**

- The Department of Health and Human Services is requesting to reclassify this filled position to a Public Health Program Manager in the Infectious Disease Surveillance Section (IDSS) of the Department of Public Health to provide administrative and programmatic supervision to the COVID-19 Epidemiology and Surveillance Program.
- The Public Health Program Manager will supervise and coordinate technical surveillance processes and case coordination, review, analyze and interpret epidemiology reports for consistent and accurate dissemination of statistical information, analyze and evaluate program policies and procedures and makes recommendations, and collaborate with state and local officials to coordinate activities.
- 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 05-95-90-903010-18350000-059.
3. Filled position-effective date: 7/01/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$73,507
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$54,444	Salary	\$56,538
Benefits	<u>\$22,099</u>	Benefits	<u>\$22,850</u>
Total	\$76,543	Total	\$79,388