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# State of New Hampshire

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January 8, 2020

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: January 8, 2020

**Reclassification Request:**

- The Office of Strategic Initiatives requests the reclassification of Filled position #10013, Accountant II, Labor Grade 18, A000 to a Business Administrator I, Labor Grade 21, A000.

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

- Business Administrator I, Labor Grade 21, A000 effective 11/22/19.

**Rationale for Decision:**

- The agency identified the need for reclassification due to permanent changes in responsibility due to reorganization. With the elimination of a non-classified Fiscal Manager position, the review position has assumed additional duties in order to assist the Business Director.
- In addition to coordinating a variety of accounting, human resources and payroll functions, the position is also contributing to financial tracking and reporting, budget preparation, contract development, and year-end closing activities.
- The proposed duties are similar to those of other Business Administrator I positions currently operating in the state, and parallel the class specification for Business Administrator I appropriately.

**Funding Summary**

1. This position is a 52% General Funded position.  
This position is a 48% Federal Funded position.
2. Budgetary number/string 01-02-02-024010-64000000-010.
3. Filled position-effective date: 11/22/2019.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$39,517
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$51,300
Benefits	<u>\$19,193</u>
Total	\$70,439

**Projected Annual Cost:**

Salary	\$52,845
Benefits	<u>\$20,543</u>
Total	\$73,388

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: January 8, 2020

**Reclassification Request:**

- The New Hampshire Liquor Commission requests the reclassification of Vacant position #14253, Warehouseman, Labor Grade 10, A130 to a Retail Store Clerk II, Labor Grade 12, A130.

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

- Retail Store Clerk II, Labor Grade 12, A130 effective upon Council's approval.

**Rationale for Decision:**

- The New Hampshire Liquor Commission is reclassifying this vacant position to a Retail Store Clerk II in order to meet the demands of a retail store location.
- The Retail Store Clerk II will perform all the standard store duties for this level, including customer service, register, sales tasks, and working with merchandise and inventory at a New Hampshire Liquor Commission Retail Store Location.
- 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 02-77-77-771512-10300000-010.
3. Anticipated date of hire is: 1/31/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$19,612
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$34,798
Benefits	<u>\$15,907</u>
Total	\$50,705

**Projected Annual Cost:**

Salary	\$32,240
Benefits	<u>\$24,416</u>
Total	\$56,656

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: January 8, 2020

**Reclassification Request:**

- The New Hampshire Liquor Commission requests the reclassification of Vacant position #44150, Warehouseman, Labor Grade 10, A130 to a Retail Store Clerk II, Labor Grade 12, A130.

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

- Retail Store Clerk II, Labor Grade 12, A130 effective upon Council's approval.

**Rationale for Decision:**

- The New Hampshire Liquor Commission is reclassifying this vacant position to a Retail Store Clerk II in order to meet the demands of a retail store location. r
- The Retail Store Clerk II will perform all the standard store duties for this level, including customer service, register, sales tasks, and working with merchandise and inventory at a New Hampshire Liquor Commission Retail Store Location.
- 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 02-77-77-771512-10300000-010.
3. Anticipated date of hire is: 1/31/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$19,612
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$33,198
Benefits	<u>\$15,594</u>
Total	\$48,792

**Projected Annual Cost:**

Salary	\$32,240
Benefits	<u>\$24,416</u>
Total	\$56,656

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: January 8, 2020

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant position #18395, Toll Attendant I, Labor Grade 9, A130 to a Business Systems Analyst I, 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:

- This position would be transferred to the Division of Finance to manage in-house teams, consultants and contractors tied to the inventory portion of an agency-wide system being implemented. It would coordinate the definition of business inventory objectives and the development of system policies and procedures for the efficient management of inventory data.
- After system implementation, the position would shift its focus to managing operational standardization; system enhancements, upgrades, and maintenance; employee training; operational, financial and audit reporting; and inventory reconciliations.
- The proposed duties are similar to those of other Business Systems Analyst I positions currently operating in the agency and state, and parallel the class specification for Business Systems Analyst I appropriately.

Funding Summary

1. This position is a 23% Federal Funded position.  
This position is a 77% Other Funded position.
2. Budgetary number/string 04-96-96-960215-30010000-10.
3. Anticipated date of hire is: 1/31/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$30,255
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$28,829
Benefits	<u>\$23,757</u>
Total	\$52,586

Projected Annual Cost:

Salary	\$57,954
Benefits	<u>\$29,450</u>
Total	\$87,404

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: January 8, 2020

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant position #21275, Toll Attendant I, Labor Grade 9, A130 to an Administrative Supervisor, Labor Grade 17, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrative Supervisor, Labor Grade 17, A000 effective upon Council's approval.

Rationale for Decision:

- The staffing level needed for cash collection for tolls is decreasing with the transition to electronic toll collection. At the same time, workload with the E-ZPass Program is increasing as a majority of cash customers opt for invoice collection, resulting in a need for additional supervisory resources in the back office.
- This position would assist the E-ZPass Program Manager by functioning as a first-line supervisor to subordinate staff, to include handling escalated customer service calls, providing training, and ensuring that staff are compliant with program policies, procedures, laws and regulations. It would also develop and compile reports for manager-level use in analyzing and evaluating system trends.
- The proposed duties are similar to those of other Administrative Supervisor positions currently operating in the state, and parallel the class specification for Administrative Supervisor appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 04-96-96-961017-70220000-010.
3. Anticipated date of hire is: 1/31/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$21,466
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:		Projected Annual Cost:	
Salary	\$39,879	Salary	\$36,719
Benefits	<u>\$37,047</u>	Benefits	<u>\$25,293</u>
Total	\$76,926	Total	\$62,012

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: January 8, 2020

**Reclassification Request:**

- The Department of Transportation requests the reclassification of Vacant position #21655, Toll Attendant I, Labor Grade 9, A130 to an Administrative Supervisor, Labor Grade 17, A000.

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

- Administrative Supervisor, Labor Grade 17, A000 effective upon Council's approval.

**Rationale for Decision:**

- The staffing level needed for cash collection for tolls is decreasing with the transition to electronic toll collection. At the same time, workload with the E-ZPass Program is increasing as a majority of cash customers opt for invoice collection, resulting in a need for additional supervisory resources in the back office.
- This position would assist the E-ZPass Program Manager by functioning as a first-line supervisor to subordinate staff, to include handling escalated customer service calls, providing training, and ensuring that staff are compliant with program policies, procedures, laws and regulations. It would also develop and compile reports for manager-level use in analyzing and evaluating system trends.
- The proposed duties are similar to those of other Administrative Supervisor positions currently operating in the state, and parallel the class specification for Administrative Supervisor appropriately.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Budgetary number/string 04-96-96-961017-70220000-010.
3. Anticipated date of hire is: 1/31/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$21,466
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:		Projected Annual Cost:	
Salary	\$39,879	Salary	\$36,719
Benefits	<u>\$38,912</u>	Benefits	<u>\$25,293</u>
Total	\$78,791	Total	\$62,012

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: January 8, 2020

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #14595, Licensing & Eval Coordinator, Labor Grade 20, A000 to a Supervisor IV, Labor Grade 25, A000.

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

- Supervisor IV, Labor Grade 25, A000 effective upon Council's approval.

**Rationale for Decision:**

- The Department of Health and Human Services is reclassifying this vacant position to a Supervisor IV, LG 25.
- The position will supervise and perform inspection of health facilities as well as supervise a corresponding training program, a federal requirement. The position supervises a Licensing and Evaluation Coordinator and a Program Specialist.
- 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 29% General Funded position.  
This position is a 60% Federal Funded position.  
This position is a 11% Other Funded position.
2. Budgetary number/string 05-10-95-500100-51460000-010.
3. Anticipated date of hire is: 1/3/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$33,437
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$72,203
Benefits	<u>\$32,250</u>
Total	\$104,453

**Projected Annual Cost:**

Salary	\$50,954
Benefits	<u>\$28,080</u>
Total	\$79,034



Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: January 8, 2020

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #15727, Switchboard Operator II, Labor Grade 11, A130 to an Administrative Supervisor, Labor Grade 17, A130.

Division of Personnel (DOP) Reclassification Decision:

- Administrative Supervisor, Labor Grade 17, A130 effective 11/8/19.

Rationale for Decision:

- The Department of Health and Human Services is reclassifying this filled position to an Administrative Supervisor, LG 17.
- The position will be responsible for supervising and coordinating switchboard staff for coverage of New Hampshire Hospital. The position is also responsible for appropriately handling a variety of telephonic and information system equipment inquiries and their inventory for the hospital.
- 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 70% General Funded position.  
This position is a 30% Other Funded position.
2. Budgetary number/string 05-95-94-940010-84100000-010.
3. Filled position-effective date: 11/08/2019.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$42,716
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$43,549
Benefits	<u>\$26,639</u>
Total	\$70,188

**Projected Annual Cost:**

Salary	\$45,989
Benefits	<u>\$28,053</u>
Total	\$74,042

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: January 8, 2020

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #15924, Hospital Unit Assistant, Labor Grade 11, A000 to an Executive Secretary, Labor Grade 11, A000.

Division of Personnel (DOP) Reclassification Decision:

- Executive Secretary, Labor Grade 11, A000 effective upon Council's approval.

Rationale for Decision:

- The Department of Health and Human Services is reclassifying this vacant position to an Executive Secretary, LG 11.
- The position will perform responsible and varied secretarial duties including compiling scheduling data for timecards, reviewing leave accruals, research discrepancies, and maintains database with personnel data. The position also prepares, distributes and collects new hire paperwork to facilitate the hiring processes, and generates reports for use by administrative 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 84% General Funded position.  
This position is a 16% Other Funded position.
2. Budgetary number/string 05-95-94-940010-84000000-010.
3. Anticipated date of hire is: 1/17/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$20,371
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$29,153
Benefits	<u>\$23,811</u>
Total	\$52,964

**Projected Annual Cost:**

Salary	\$29,153
Benefits	<u>\$23,811</u>
Total	\$53,964

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: January 8, 2020

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Filled position #18625, Hospital Unit Assistant, Labor Grade 11, A000 to an Executive Secretary, Labor Grade 11, A000.

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

- Executive Secretary, Labor Grade 11, A000 effective 10/25/19.

**Rationale for Decision:**

- The Department of Health and Human Services is reclassifying this vacant position to an Executive Secretary, LG 11.
- The position will perform responsible and varied secretarial duties including compiling scheduling data for timecards, reviewing leave accruals, research discrepancies, and maintains database with personnel data. The position also prepares, distributes and collects new hire paperwork to facilitate the hiring processes, and generates reports for use by administrative 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 84% General Funded position.  
This position is a 16% Other Funded position.
2. Budgetary number/string 05-95-94-940010-84000000-010.
3. Anticipated date of hire is: 1/17/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$22,550
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$38,325
Benefits	<u>\$25,616</u>
Total	\$63,941

**Projected Annual Cost:**

Salary	\$29,153
Benefits	<u>\$24,143</u>
Total	\$53,296

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: January 8, 2020

Amendment to Item #196 originally approved on December 18, 2019

- Business Systems Analyst II labor grade updated from 32 to 30, resulting in changes in Funding Summary section #4 & #5.

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #12408, Systems Development Specialist V, Labor Grade 28, 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 Council's approval.

**Rationale for Decision:**

- The Department of Health and Human Services (HHS) is reclassifying this vacant position to a Business Systems Analyst II. Position is located in the Operations Division, Bureau of Information Services.
- With the agency's migration to Enterprise Platforms agency HHS is looking for different skill sets in order to move from developer skills to business analysis to support and meet operational objectives and evaluation of business systems output requirements and data analysis.
- 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 39% General Funded position.  
This position is a 61% Federal Funded position.
2. Budgetary number/string 05-95-95-954010-59520000-010.
3. Anticipated date of hire is: 2/14/2020 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$28,817
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:		Projected Annual Cost:	
Salary	\$82,478	Salary	\$63,180
Benefits	<u>\$35,844</u>	Benefits	<u>\$30,474</u>
Total	\$118,322	Total	\$93,654

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: January 8, 2020

**Reclassification Request:**

- The Office of Professional Licensure and Certification requests the reclassification of Filled position #13061, Accounting Technician, Labor Grade 12, A000 to a Accountant I, Labor Grade 16, A000.

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

- Accountant I, Labor Grade 16, A000 effective 12/20/19.

**Rationale for Decision:**

- The duties of this position have changed as a result of the elimination of a part-time Accountant IV position as well as the incorporation of technology that has reduced work time associated with data entry and clerical functions related to the agency's financial operations.
- This position is now heavily involved with designing and preparing budgeting and accounting reports for the Director of Finance, as well as customized financial reports for the various Boards and special projects. It also develops and documents accounting systems and procedures for accounts payable and revenue, implements auditing, and trains agency-wide staff on accounting functions of the licensing software (MLO).
- The proposed duties are similar to those of other Accountant I positions currently operating in the state, and parallel the class specification for Accountant I appropriately.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Budgetary number/string 10-21-21-2110-24040000-010.
3. Filled position-effective date: 12/20/2019.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$26,452
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$31,232
Benefits	<u>\$24,555</u>
Total	\$55,787

**Projected Annual Cost:**

Salary	\$32,505
Benefits	<u>\$24,807</u>
Total	\$57,312