



State of New Hampshire

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August 26, 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
Lorrie A. Rudis
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 26, 2020

Reclassification Request:

- The New Hampshire Department of Information Technology requests the reclassification of Vacant position #19758, Technical Support Specialist III, Labor Grade 25, A000 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:

- The position will provide information system implementation and integration of business operations specific to the Department of Insurance.
- The Business Systems Analyst I will identify business systems needs by collaborating with end users and developing detailed technical information on the system and software design, build and implementation.
- 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% Other Funded position.
2. Budgetary number/string 01-03-03-030010-77080000-010.
3. Anticipated date of hire is: 10/9/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$57,825
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$53,091
Benefits	<u>\$29,541</u>
Total	\$82,632

Projected Annual Cost:

Salary	\$57,954
Benefits	<u>\$30,484</u>
Total	\$88,438

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 26, 2020

Reclassification Request:

- The New Hampshire Department of Corrections requests the reclassification of Vacant position #30347, Senior Management Analyst, Labor Grade 26, A000 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:

- The agency is experiencing increased demand for support of its critical business systems; reclassification would dedicate an additional resource to supplement existing staff in this work area.
- This Business Systems Analyst I will work with departmental users to define detailed business system requirements for fixes and for development of new functionality; it will coordinate business information initiatives with all partners and stakeholders.
- 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 02-46-46-460010-59280000-010.
3. Anticipated date of hire is: 9/25/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$61,226
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$55,464
Benefits	<u>\$30,006</u>
Total	\$85,470

Projected Annual Cost:

Salary	\$57,954
Benefits	<u>\$30,484</u>
Total	\$88,438

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 26, 2020

Reclassification Request:

- The New Hampshire Department of Corrections requests the reclassification of Vacant position #44333, Technical Support Specialist IV , Labor Grade 27, A000 to an Information Technology Manager IV, Labor Grade 32, A000.

Division of Personnel (DOP) Reclassification Decision:

- Information Technology Manager IV, Labor Grade 32, A000 effective upon Council's approval.

Rationale for Decision:

- The agency is restructuring its Bureau of Business Information and Technology and this position would lead the Project Management section to manage agency-wide information technology and integrated information systems projects, to include developing project scope, cost estimates, human resource requirements, work plans, time schedules, and communication plans.
- This position would work across multiple departments to direct work activities, negotiate resources, identify barriers and solutions, and ensure adherence to timelines and budgets. Additionally, it would function as the Deputy Administrator to fulfill leadership responsibilities in the absence of the Administrator to ensure continuity of information technology services.
- The proposed duties are similar to those of other Information Technology Manager IV positions operating in the state, and parallel the class specification for Information Technology Manager IV appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 02-46-46-460010-59280000-010.
3. Anticipated date of hire is: 9/25/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$70,444
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$72,182
Benefits	<u>\$33,279</u>
Total	\$105,461

Projected Annual Cost:

Salary	\$69,089
Benefits	<u>\$32,664</u>
Total	\$101,753

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 26, 2020

Reclassification Request:

- The New Hampshire Department of Corrections requests the reclassification of Vacant position #40206, Corrections Officer, Labor Grade 14, C0416S to an Information Technology Manager III, Labor Grade 31, A000.

Division of Personnel (DOP) Reclassification Decision:

- Information Technology Manager III, Labor Grade 31, A000 effective upon Council's approval.

Rationale for Decision:

- The agency is restructuring its Bureau of Business Information and Technology and this position would lead the Development section to oversee the design, testing and implementation of secure software applications. It will develop policies for systems accessed and updated by staff and inmates, including Inmate Service applications associated with education, recreation and industries programs.
- This position would manage the quality and design integrity of all assigned programming activities; supervise and set priorities and timelines for internal information technology staff as well as the Department of Information Technology (DoIT) development resources, contractors and vendors; and evaluate specifications for new applications and enhancements.
- The proposed duties are similar to those of other Information Technology Manager III positions operating in the state, and parallel the class specification for Information Technology Manager III appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 02-46-46-463510-33720000-010.
3. Anticipated date of hire is: 9/25/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$67,845
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$44,600
Benefits	<u>\$32,472</u>
Total	\$77,072

Projected Annual Cost:

Salary	\$65,949
Benefits	<u>\$32,049</u>
Total	\$97,998

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 26, 2020

Reclassification Request:

- The New Hampshire Department of Corrections requests the reclassification of Vacant position #40224, Corrections Officer, Labor Grade 14, C0416 to a Systems Development Specialist VI, Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Systems Development Specialist VI, Labor Grade 30, A000 effective upon Council's approval.

Rationale for Decision:

- The agency is restructuring its Bureau of Business Information & Technology and this position would be assigned to the Development section to develop, implement and manage database applications as well as maintain and upgrade existing interfaces between systems to accomplish agency objectives, ensuring data security and integrity.
- This position would develop and maintain data tables, views and complex queries; develop and administer policy and procedures for backup & recovery; and continually review utilization of hardware and software for short and long-term capacity planning.
- The proposed duties are similar to those of other Systems Development Specialist VI positions operating in the state, and parallel the class specification for Systems Development Specialist VI appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 02-46-46-463510-33720000-010.
3. Anticipated date of hire is: 9/24/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$65,553
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$43,352
Benefits	<u>\$32,100</u>
Total	\$75,452

Projected Annual Cost:

Salary	\$63,180
Benefits	<u>\$31,507</u>
Total	\$94,687

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 26, 2020

Reclassification Request:

- The New Hampshire Banking Department requests the reclassification of Filled position #42402, Business Administrator IV, Labor Grade 29, A000 to an Administrator III, Labor Grade 31, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator III, Labor Grade 31, A000 effective 7/31/20.

Rationale for Decision:

- The Director of Operations, this position has assumed a larger leadership role concerning management of the business needs of the department functions spanning across all divisions; it makes recommendations for managerial, programmatic, fiscal and budget changes. Duties are no longer adequately represented by the current title.
- This position is developing, tracking & analyzing data-driven measurements for the department to ensure alignment with the agency's Strategic Plan, acting as a project manager for agency-wide business and operational projects that currently have a focus on information technology initiatives, all while continuing to oversee agency finances, human resources and budget functions.
- The proposed duties are similar to those of other positions of the same class title currently operating in the 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% Other Funded position.
2. Budgetary number/string 02-72-72-720510-20430000-010.
3. Filled position-effective date: 7/31/2020.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$89,354
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$88,197
Benefits	<u>\$37,240</u>
Total	\$125,437

Projected Annual Cost:

Salary	\$72,306
Benefits	<u>\$33,294</u>
Total	\$105,600

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 26, 2020

Reclassification Request:

- The New Hampshire Department of Transportation requests the reclassification of Filled position #21271, Agency Audit Manager, Labor Grade 25, A000 to an Administrator I, Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator I, Labor Grade 27, A000 effective 5/8/20.

Rationale for Decision:

- The scope and accountabilities of the position have grown as a result of the agency's goals to enhance consistent oversight of federal programs and to streamline policies and processes. The comparative analysis concluded that the review position functions differently than other Agency Audit Manager positions operating in the state and reclassification will ensure equity.
- The position develops, implements and evaluates plans, policies and procedures for an agency-wide internal audit and policy compliance program; coordinates operations with auditing staff assigned throughout the agency; presents recommendations and progress reports directly to Commissioner-level staff; and consults with directors and managers in the development and modification of their procedures, policies, & training.
- The proposed Supplemental Job Description meets the standards of the Administrator I class specification & is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 83% Other Funded position.
2. Budgetary number/string 04-96-96-960015-50380000-010.
3. Filled position-effective date: 05/08/2020.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$98,966
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$65,949
Benefits	<u>\$29,113</u>
Total	\$95,062

Projected Annual Cost:

Salary	\$68,952
Benefits	<u>\$30,014</u>
Total	\$98,966

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 26, 2020

Reclassification Request:

- The New Hampshire Department of Transportation requests the reclassification of Vacant position #20047, Civil Engineer III, Labor Grade 24, 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:

- The agency requests reclassification of this position to better align the skills of prospective applicants with the duties required of the position which involve GIS-based data collection, analysis, integration and reporting in support of agency and municipal projects and planning. The Bureau currently has an existing position performing similarly but additional capacity is needed.
- This position would manage complex business systems projects and initiatives to including meeting with employees, technical staff and stakeholders to discuss business objectives and devising information technology solutions. It would also develop and administer consultant contracts for GIS systems.
- 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% Federal Funded position.
This position is a 75% Other Funded position.
2. Budgetary number/string 04-96-96-962015-30210000-010.
3. Anticipated date of hire is: 10/1/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$61,226
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$52,021
Benefits	<u>\$29,322</u>
Total	\$81,343

Projected Annual Cost:

Salary	\$57,954
Benefits	<u>\$30,484</u>
Total	\$88,438

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 26, 2020

Reclassification Request:

- The New Hampshire Department of Transportation requests the reclassification of Vacant position #20423, Civil Engineer III, Labor Grade 24, 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:

- The agency requests reclassification of this position to better align the skills of prospective applicants with the duties required of the position which involve GIS-based data collection, analysis, integration and reporting in support of agency and municipal projects and planning. The Bureau currently has an existing position performing similarly but additional capacity is needed.
- This position would manage complex business systems projects and initiatives to including meeting with employees, technical staff and stakeholders to discuss business objectives and devising information technology solutions. It would also develop and administer consultant contracts for GIS systems.
- 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% Federal Funded position.
This position is a 75% Other Funded position.
2. Budgetary number/string 04-96-96-962015-30210000-010.
3. Anticipated date of hire is: 10/1/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$61,226
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:		Projected Annual Cost:	
Salary	\$70,232	Salary	\$57,954
Benefits	<u>\$23,363</u>	Benefits	<u>\$30,484</u>
Total	\$93,595	Total	\$88,438

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 26, 2020

Reclassification Request:

- The New Hampshire Department of Health and Human Services requests the reclassification of Vacant position #40383, Mental Health Worker Trainee , Labor Grade 7, A130 to a Registered Nurse I NRS DRC, Labor Grade 19, A130.

Division of Personnel (DOP) Reclassification Decision:

- Registered Nurse I NRS DRC, Labor Grade 19, A130 effective upon Council's approval.

Rationale for Decision:

- Vacant position reclassification is being requested for an additional nursing position to allow for continuity of care from one shift to another; improving patient care and unit cohesiveness.
- This position will be responsible for providing nurse psychiatric and medical care to patients suffering from major mental health illnesses..
- 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 34% General Funded position.
This position is a 66% Other Funded position.
2. Budgetary number/string 05-95-94-940010-87500000-010.
3. Anticipated date of hire is: 8/28/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$61,481
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$34,737
Benefits	<u>\$37,697</u>
Total	\$72,434

Projected Annual Cost:

Salary	\$50,835
Benefits	<u>\$29,090</u>
Total	\$79,925

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 26, 2020

Reclassification Request:

- The New Hampshire Department of Health and Human Services requests the reclassification of Filled position #12144, Program Specialist IV, Labor Grade 25, A000 to a Financial Analyst, Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Financial Analyst, Labor Grade 28, A000 effective 7/31/20.

Rationale for Decision:

- Four positions within the Medicaid Rate Setting Unit perform similar duties for the purposes of setting Medicaid rates and ensuring financial and operational compliance and efficiency. These positions are also cross-trained in program specifics and act as backups for one another.
- The position will perform financial analyses and calculations used to determine rate setting, reimbursement and budgetary needs. Work includes collaboration with Medicaid Management Informational System (MMIS) staff to ensure proper system setup of rates. The position responsible for establishing and maintaining compliant methodologies and procedures.
- 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 66% General Funded position.
This position is a 34% Federal Funded position.
2. Budgetary number/string 05-95-95-950010-53760000-010.
3. Filled position-effective date: 8/28/2020.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$81,011
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$66,849
Benefits	<u>\$43,985</u>
Total	\$110,834

Projected Annual Cost:

Salary	\$71,916
Benefits	<u>\$33,398</u>
Total	\$105,314

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 26, 2020

Reclassification Request:

- The New Hampshire Department of Health and Human Services requests the reclassification of Filled position #12285, Administrator II, Labor Grade 29, A000 to a Financial Analyst, Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Financial Analyst, Labor Grade 28, A000 effective 7/31/20.

Rationale for Decision:

- Four positions within the Medicaid Rate Setting Unit perform similar duties for the purposes of setting Medicaid rates and ensuring financial and operational compliance and efficiency. These positions are also cross-trained in program specifics and act as backups for one another.
- The position will perform financial analyses and calculations used to determine rate setting, reimbursement and budgetary needs. Work includes collaboration with Medicaid Management Informational System (MMIS) staff to ensure proper system setup of rates. The position responsible for establishing and maintaining compliant methodologies and procedures.
- 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 66% General Funded position.
This position is a 34% Federal Funded position.
2. Budgetary number/string 05-95-95-950010-56760000-010.
3. Filled position-effective date: 8/14/2020.
4. Projected cost (Salary & Benefits) for remainder of FY 21: **\$80,382**
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$68,490
Benefits	<u>\$44,306</u>
Total	\$112,796

Projected Annual Cost:

Salary	\$75,133
Benefits	<u>\$24,388</u>
Total	\$99,521