



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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August 14, 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: August 14, 2019

**Reclassification Request:**

- The Department of Safety requests the reclassification of Vacant position #20009, Licensing Examiner II, Labor Grade 16, A130 to a Cash Terminal Operator II, Labor Grade 13, A130.

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

- Cash Terminal Operator II, Labor Grade 13, A130, effective upon Council's approval.

**Rationale for Decision:**

- The agency requests to reclassify this position and transfer it to the Bureau of Operations to provide additional support for the non-U.S. Document Verification Program. The agency anticipates this change will result in a decrease in wait times as well as consumer complaints.
- This position would serve the general public through processing non-U.S. citizen motor vehicle transactions at the counter, customer service area or work station, including entering the necessary data and information, collecting the appropriate and correct fee(s), printing and issuing the appropriate documents, and maintaining an accurate cash drawer. This position would also assist with supervisory and training functions.
- The proposed duties are similar to those of other Cash Terminal Operator II positions currently operating in the agency and state, and parallel the class specification for Cash Terminal Operator II appropriately.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-23-23-233015-23110000-010.
3. Anticipated date of hire is: 8/30/2019 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$44,935
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$37,648
Benefits	<u>\$25,484</u>
Total	\$63,132

**Projected Annual Cost:**

Salary	\$33,426
Benefits	<u>\$24,989</u>
Total	\$58,415

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: August 14, 2019

**Reclassification Request:**

- The Department of Safety requests the reclassification of Vacant position #41976, Program Assistant I, Labor Grade 12, A000 to a Program Specialist III, Labor Grade 23, A000.

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

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

**Rationale for Decision:**

- The agency requests to reclassify this position and transfer it to the Bureau of Certification and Support to augment the educational technology section that is responsible for the development and delivery of online training content. The expansion of online educational content significantly reduces travel time and expenses for the Division.
- This position would be identical to an existing position that is providing instructional design and development of e-learning and blended learning programs. Duties would include working with clients and subject matter experts to define requirements and performance objectives, developing evaluation plans to measure training impact on students, and ensuring program quality and Division standards are being met.
- The proposed supplemental job description meets the standards of the class specification and is similar to other Program Specialist III positions currently operating in the state.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-23-23-237010-40650000-010.
3. Anticipated date of hire is: 8/30/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$57,223
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$39,702
Benefits	<u>\$39,545</u>
Total	\$79,247

**Projected Annual Cost:**

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

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: August 14, 2019

**Reclassification Request:**

- The Department of Environmental Services requests the reclassification of Vacant position #12136, Superintendent, Wastewater Treatment Plant, Labor Grade 31, A130 to an Administrator III, Labor Grade 31, A000.

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

- Administrator III, Labor Grade 31, A000 effective upon Council's approval.

**Rationale for Decision:**

- This position was held vacant after the retirement of a long-time employee to allow for reassessment of the Winnepesaukee River Basin Program needs. The agency has determined to transition the position from providing technical direction to performing broader administration and evaluation of day-to-day operations.
- This position would develop and implement policies, administer program budgets and contracts, prepare detailed content for regulatory reports, and recommend improvements for safer operations. It would also oversee all the personnel management functions, to include hiring, training, performance review and succession planning.
- The proposed duties are similar to those of other Administrator III positions currently operating in the agency and state, and parallel the class specification for Administrator III appropriately.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Budgetary number/string 03-44-44-442010-13000000-010.
3. Anticipated date of hire is: 10/25/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$59,924
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$65,949
Benefits	<u>\$31,025</u>
Total	\$96,974

**Projected Annual Cost:**

Salary	\$65,949
Benefits	<u>\$31,428</u>
Total	\$97,377

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: August 14, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #42885, Program Specialist III, Labor Grade 23, A000 to a Licensing & Evaluating Coordinator, Labor Grade 20, A000.

Division of Personnel (DOP) Reclassification Decision:

- Licensing & Evaluating Coordinator, Labor Grade 20, A000 effective upon Council's approval.

Rationale for Decision:

- The Department of Health and Human Services is reclassifying this vacant position to a Licensing and Evaluation Coordinator, LG 20.
- The position will perform professional and specialized assessments to determine compliance with state licensure, Medicaid or Medicare certification. These assessments are performed individually & as team-leader of a multi-disciplinary team. The position must use specialized knowledge and skills in evaluating care and treatment provided to patients, investigation, analysis, evidentiary documentation, & technical assistance.
- 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 33% General Funded position.  
This position is a 57% Federal Funded position.  
This position is a 10% Other Funded position.
2. Budgetary number/string 05-95-10-500100-66370000-010
3. Anticipated date of hire is: 9/13/2019 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$49,600
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$63,480
Benefits	<u>\$41,667</u>
Total	\$105,147

Projected Annual Cost:

Salary	\$41,321
Benefits	<u>\$26,552</u>
Total	\$67,873

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: August 14, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #43501, Secretary II, Labor Grade 9, A000 to a Program Assistant II, Labor Grade 15, A000.

Division of Personnel (DOP) Reclassification Decision:

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

Rationale for Decision:

- The Department of Health and Human Services is reclassifying this vacant position to a Program Assistant II, LG 15.
- The position will coordinate and perform a variety of secretarial duties in support of the multiple bureaus to include scheduling appointments and coordinating marketing mailer campaigns, invoice processing and tracking of personnel related transactions and documents.
- 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 41% General Funded position.  
This position is a 59% Federal Funded position.
2. Budgetary number/string 05-95-45-450010-61250000-010.
3. Anticipated date of hire is: 9/13/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$43,078
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$31,733
Benefits	<u>\$24,325</u>
Total	\$56,058

Projected Annual Cost:

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

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: August 14, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12582, Business Systems Analyst II, Labor Grade 30, A000 to an Administrator III, Labor Grade 31, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator III, Labor Grade 31, A000 effective upon Council's approval.

Rationale for Decision:

- The Department of Health and Human Services is reclassifying and transferring this vacant position to an Administrator III, LG 31.
- The position will be responsible for administering agency objectives by planning and evaluating long term operational and business strategies. The position will provide oversight and evaluation of programs, their operations, policies and procedures and impact. The position will also develop and evaluate professional standards to ensure the division objectives are achieved and are compliant with applicable regulations.
- 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 44% General Funded position.  
This position is a 56% Federal Funded position.
2. Budgetary number/string 05-95-45-451010-79930000-010.
3. Anticipated date of hire is: 9/13/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$71,160
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$84,394
Benefits	<u>\$34,637</u>
Total	\$119,031

Projected Annual Cost:

Salary	\$65,949
Benefits	<u>\$31,428</u>
Total	\$97,377

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: August 14, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #43480, Accountant II, Labor Grade 18, A000 to a Business Administrator, Labor Grade 24, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Administrator, Labor Grade 24, A000 effective upon Council's approval.

Rationale for Decision:

- The Department of Health and Human Services is reclassifying this vacant position to a Business Administrator II.
- The position will plan, develop and evaluate business management procedures including fiscal, budgetary, statistical and personnel operations to ensure business goals are achieved for several bureaus.
- 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 66% General Funded position.  
This position is a 34% Federal Funded position.
2. Budgetary number/string 05-95-95-950010-56760000-010.
3. Anticipated date of hire is: 9/13/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$56,120
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$46,761
Benefits	<u>\$27,268</u>
Total	\$74,029

Projected Annual Cost:

Salary	\$48,770
Benefits	<u>\$28,027</u>
Total	\$76,797

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: August 14, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #40120, Program Specialist I, Labor Grade 19, 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:

- Department of Health and Human Services is reclassifying this vacant position to a Business Systems Analyst I, LG 28.
- The position will support New HEIGHTS systems implementation by analyzing business needs and requirements, determining degree and method of automation, and overseeing the system development process.
- 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 40% General Funded position.  
This position is a 60% Federal Funded position.
2. Budgetary number/string 05-95-95-954010-59520000-010.
3. Anticipated date of hire is: 9/13/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$64,161
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$55,856
Benefits	<u>\$40,174</u>
Total	\$96,030

Projected Annual Cost:

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

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: August 14, 2019

**Reclassification Request:**

- The Lottery Commission requests the reclassification of Vacant position #14414, Program Specialist III, Labor Grade 23, A000 to a Research Analyst, Labor Grade 23, A000.

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

- Research Analyst, Labor Grade 23, A000 effective upon Council's approval.

**Rationale for Decision:**

- The Lottery Commission is reclassifying this vacant position to a Research Analyst, LG 23.
- The position will gather, analyze and interpret data for the performance evaluation of lottery products, game programs, and retailers for use in recommending opportunities to improve marketing campaigns, performance of products and business practices.
- 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 06-83-83-500100-20280000-10.
3. Anticipated date of hire is: 8/30/2019 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20; \$57,223
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$52,920
Benefits	<u>\$19,143</u>
Total	\$72,063

**Projected Annual Cost:**

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