



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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March 25, 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-I:56  
Governor and Council Meeting Date: March 25, 2020

**Reclassification Request:**

- The Department of Corrections requests the reclassification of Vacant position #18467, Corrections Officer, Labor Grade 14, CO416 to a Program Specialist IV, Labor Grade 25, A000.

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

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

**Rationale for Decision:**

- The agency requests to reclassify and transfer this position to the Office of the Commissioner to plan, develop and implement an agency-wide employee wellness program to ensure work practices, environments and culture value, enhance and protect employee well-being.
- This position would assess health and wellness needs for a varied staff operating in multiple facilities and offices, research and incorporate best practices into programming, and design ways to evaluate progress toward short- and long-term goals.
- The proposed duties are similar to those of other Program Specialist IV positions, and parallel the class specification for Program Specialist IV appropriately.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Budgetary number/string 02-46-46-463510-3374000-10.
3. Anticipated date of hire is: 4/24/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$9,119
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$43,494
Benefits	<u>\$31,886</u>
Total	\$75,380

**Projected Annual Cost:**

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

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: March 25, 2020

**Reclassification Request:**

- The Department of Corrections requests the reclassification of Vacant position #19254, Corrections Officer, Labor Grade 14, CO416 to a Training Specialist, Labor Grade 18, A000.

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

- Training Specialist, Labor Grade 18, A000 effective upon Council's approval.

**Rationale for Decision:**

- The agency requests to reclassify this position to provide an additional resource in the Division of Security and Training in response to increased demand for training services such as emergency management preparedness training.
- This position would facilitate on-boarding, correctional academies and in-service training, as well as provide supervision of the central training office activities to ensure recordkeeping is current and to monitor training schedules.
- The proposed duties are similar to those of other Training Specialist positions currently operating in the state, and parallel the class specification for Training Specialist appropriately.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Budgetary number/string 02-46-46-463510-33720000-10.
3. Anticipated date of hire is: 4/24/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$7,360
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$41,922
Benefits	<u>\$31,416</u>
Total	\$73,338

**Projected Annual Cost:**

Salary	\$38,201
Benefits	<u>\$25,583</u>
Total	\$63,784

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: March 25, 2020

**Reclassification Request:**

- The Department of Corrections requests the reclassification of Vacant position #19901, Corrections Officer Trainee, Labor Grade 12, CO416 to a Program Specialist IV, Labor Grade 25, A000.

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

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

**Rationale for Decision:**

- The agency requests to reclassify and transfer this position to the Office of the Commissioner to plan, develop and implement an agency-wide employee wellness program to ensure work practices, environments and culture value, enhance and protect employee well-being.
- This position would assess health and wellness needs for a varied staff operating in multiple facilities and offices, research and incorporate best practices into programming, and design ways to evaluate progress toward short- and long-term goals.
- The proposed duties are similar to those of other Program Specialist IV positions, and parallel the class specification for Program Specialist IV appropriately.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Budgetary number/string 02-46-46-463510-33740000-10
3. Anticipated date of hire is: 4/24/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$9,119
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$38,948
Benefits	<u>\$30,527</u>
Total	\$69,475

**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: March 25, 2020

**Reclassification Request:**

- The New Hampshire Liquor Commission requests the reclassification of Vacant position #10480, Accounting Technician, Labor Grade 12, A000 to an Accountant I, Labor Grade 16, A000.

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

- Accountant I, Labor Grade 16, A000 effective upon Council's approval.

**Rationale for Decision:**

- The NH Liquor Commission is reclassifying a vacant position to meet current business needs related to an increased volume of accounts payable transactions and necessity for developed reporting forms and procedures.
- The position will be responsible for developing accounting reports, processing invoices, authorizing expenditures, certification of accounting data. The position will develop supporting procedures to ensure accuracy of accounting data.
- 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 02-77-77-771012-10230000-010.
3. Anticipated date of hire is: 4/24/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$6,959
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$32,376
Benefits	<u>\$24,451</u>
Total	\$56,827

**Projected Annual Cost:**

Salary	\$35,295
Benefits	<u>\$25,014</u>
Total	\$60,309

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: March 25, 2020

Reclassification Request:

- The Department of Natural and Cultural Resources requests the reclassification of Vacant position #30184, Carpentry Supervisor II, Labor Grade 17, A130 to a Plant Maintenance Engineer I, Labor Grade 17, A130.

Division of Personnel (DOP) Reclassification Decision:

- Plant Maintenance Engineer I, Labor Grade 17, A130 effective upon Council's approval.

Rationale for Decision:

- The agency has evaluated the positions assigned to its Design, Development and Maintenance Bureau and requests reclassification to improve the agency's ability to address maintenance and construction projects that have been deferred due to the lack of staff and skills.
- This position would cross-function to perform and supervise diverse work related to building maintenance, plumbing and heating operations including all aspects of the carpentry trade and repairs.
- The proposed duties are similar to those of other Plant Maintenance Engineer I positions currently operating in the agency and state, and parallel the class specification for Plant Maintenance Engineer I appropriately.

Funding Summary

1. This position is a 20% General Funded position.  
This position is a 80% Other Funded position.
2. Budgetary number/string 03-35-35-350010-34010000-010.
3. Anticipated date of hire is: 5/8/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$4,995
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$47,819
Benefits	<u>\$18,456</u>
Total	\$66,275

Projected Annual Cost:

Salary	\$39,166
Benefits	<u>\$25,772</u>
Total	\$64,938

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: March 25, 2020

Reclassification Request:

- The Department of Natural and Cultural Resources requests the reclassification of Vacant position #42063, Carpenter II, Labor Grade 14, A130 to a Plant Maintenance Engineer I, Labor Grade 17, A130.

Division of Personnel (DOP) Reclassification Decision:

- Plant Maintenance Engineer I, Labor Grade 17, A130 effective upon Council's approval.

Rationale for Decision:

- The agency has evaluated the positions assigned to its Design, Development and Maintenance Bureau and requests reclassification to improve the agency's ability to address maintenance and construction projects that have been deferred due to the lack of staff and skills.
- This position would cross-function to perform and supervise diverse work related to building maintenance, plumbing and heating operations including all aspects of the carpentry trade and repairs.
- The proposed duties are similar to those of other Plant Maintenance Engineer I positions currently operating in the agency and state, and parallel the class specification for Plant Maintenance Engineer I appropriately.

Funding Summary

1. This position is a 20% General Funded position.  
This position is a 80% Other Funded position.
2. Budgetary number/string 03-35-35-350010-34010000-010.
3. Anticipated date of hire is: 5/8/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY. 20: \$4,995
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$40,560
Benefits	<u>\$17,035</u>
Total	\$57,595

Projected Annual Cost:

Salary	\$39,166
Benefits	<u>\$25,772</u>
Total	\$64,938

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: March 25, 2020

**Reclassification Request:**

- The Department of Natural and Cultural Resources requests the reclassification of Vacant position #11522, Plumber Supervisor II, Labor Grade 17, A130 to a Maintenance Technician, Labor Grade 21, A130.

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

- Maintenance Technician, Labor Grade 21, A130 effective upon Council's approval.

**Rationale for Decision:**

- The agency has evaluated the positions assigned to its Design, Development and Maintenance Bureau and requests reclassification to improve the agency's ability to address maintenance and construction projects that have been deferred due to the lack of staff and skills.
- This position would provide plumbing expertise as a Master Plumber while performing and supervising the installation, technical maintenance, and repair of building systems and working collaboratively with other trades staff to ensure projects are completed timely.
- The proposed duties are similar to those of other Maintenance Technician positions currently operating in the state, and parallel the class specification for Maintenance Technician appropriately.

**Funding Summary**

1. This position is a 20% General Funded position.  
This position is a 80% Other Funded position.
2. Budgetary number/string 03-35-35-350010-34010000-010.
3. Anticipated date of hire is: 5/8/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$5,623
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$49,878
Benefits	<u>\$39,004</u>
Total	\$88,882

**Projected Annual Cost:**

Salary	\$45,988
Benefits	<u>\$27,108</u>
Total	\$73,096

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: March 25, 2020

Reclassification Request:

- The Department of Natural and Cultural Resources requests the reclassification of Filled position #11528, Electrician Supervisor II, Labor Grade 17, A130 to a Maintenance Technician, Labor Grade 21, A130.

Division of Personnel (DOP) Reclassification Decision:

- Maintenance Technician, Labor Grade 21, A130 effective 1/31/20.

Rationale for Decision:

- The agency has evaluated the positions assigned to its Design, Development and Maintenance Bureau and requests reclassification to improve the agency's ability to address maintenance and construction projects that have been deferred due to the lack of staff and skills.
- This position would provide electrical expertise as a Master Electrician while performing and supervising the installation, technical maintenance, and repair of building systems and working collaboratively with other trades staff to ensure projects are completed timely.
- The proposed duties are similar to those of other Maintenance Technician positions currently operating in the state, and parallel the class specification for Maintenance Technician appropriately.

Funding Summary

1. This position is a 20% General Funded position.  
This position is a 80% Other Funded position.
2. Budgetary number/string 03-35-35-350010-34010000-010.
3. Filled position-effective date: 1/31/2020.
3. Projected cost (Salary & Benefits) for remainder of FY 20: \$24,238
4. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$51,917
Benefits	<u>\$39,403</u>
Total	\$91,320

**Projected Annual Cost:**

Salary	\$43,115
Benefits	<u>\$26,907</u>
Total	\$70,022

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: March 25, 2020

**Reclassification Request:**

- The Department of Environmental Services requests the reclassification of Vacant position #40162, Word Processor Operator I, Labor Grade 9, A000 to a Program Assistant I, Labor Grade 12, A000.

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

- Program Assistant I, Labor Grade 12, A000 effective upon Council's approval.

**Rationale for Decision:**

- The agency currently has a part-time Program Assistant I operating similarly. Due to the volume of work, the agency has determined that a full-time resource is justified and would use the reclassified position to replace the existing part-time position.
- The position would perform diverse administrative duties including complex data entry, report processing, database management and related technical work in support of the Air Resources Division, Compliance Bureau.
- The proposed duties are similar to those of other Program Assistant I positions currently operating in the agency and state, and parallel the class specification for Program Assistant I appropriately.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Budgetary number/string 03-44-44-443010-53080000-010.
3. Anticipated date of hire is: 4/10/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$5,346
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$27,027
Benefits	<u>\$23,404</u>
Total	\$50,431

**Projected Annual Cost:**

Salary	\$30,225
Benefits	<u>\$24,021</u>
Total	\$54,246

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: March 25, 2020

Reclassification Request:

- The Department of Transportation requests the reclassification of Filled position #20435, Secretary II, Labor Grade 9, A000 to a Clerk IV, Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Clerk IV, Labor Grade 12, A000 effective 1/31/20.

Rationale for Decision:

- Additional duties are being performed by this position in the Bureau of Traffic, and reclassification would align the position with other Clerk IV positions operating at the agency to ensure equity.
- This position performs a wide range of clerical duties, to include processing accounts payable, reconciling financial records, maintaining multiple databases, generating various reports, and providing customer service to the public.
- The Proposed Supplemental Job Description meets the standards of the class specification and is appropriate to the organizational structure.

Funding Summary

1. This position is a 46% Federal Funded position.  
This position is a 54% Other Funded position.
2. Budgetary number/string 04-96-96-960515-30090000-010.
3. Filled position-effective date: 1/31/20.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$18,777
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$33,007
Benefits	<u>\$6,489</u>
Total	\$39,496

**Projected Annual Cost:**

Salary	\$30,225
Benefits	<u>\$24,021</u>
Total	\$54,246

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: March 25, 2020

**Reclassification Request:**

- The Department of Transportation requests the reclassification of Vacant position #21069, Toll Shift Supervisor, Labor Grade 13, A130 to a Supervisor II, Labor Grade 21, A000.

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

- Supervisor II, Labor Grade 21, A000 effective upon Council's approval.

**Rationale for Decision:**

- The agency requests this reclassification to dedicate a resource to function as the Operations Supervisor within the Bureau of Transportation Systems Management and Operations center.
- This position would schedule, train, direct and evaluate the Transportation Management Communication Specialist staff to ensure appropriate coverage and performance standards are met, as well as coordinate activities with other agencies.
- The proposed duties are similar to those of other Supervisor II positions currently operating in the agency and state, and parallel the class specification for Supervisor II appropriately.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Budgetary number/string 04-96-96-960515-30520000-10.
3. Anticipated date of hire is: 4/25/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$8,038
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$33,425
Benefits	<u>\$24,657</u>
Total	\$58,082

**Projected Annual Cost:**

Salary	\$43,115
Benefits	<u>\$26,545</u>
Total	\$69,660

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: March 25, 2020

**Reclassification Request:**

- The New Hampshire Lottery Commission requests the reclassification of Vacant position #14402, Gaming Enforcement Investigator, Labor Grade 16, A000 to a Field Auditor, Labor Grade 22, A000.

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

- Field Auditor, Labor Grade 22, A000 effective upon Council's approval.

**Rationale for Decision:**

- The gaming industry is rapidly evolving, particularly with respect to the use of technology, and the more complex oversight places additional demands on the agency's enforcement positions.
- The agency requests reclassification due to the need for increased skill and knowledge to effectively enforce gaming regulations by monitoring all gaming activities and performing compliance inspections of licensed gaming operations.
- The proposed duties are similar to those of other Field Auditor positions currently operating in the state, and parallel the class specification for Field Auditor appropriately.

**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: 4/10/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$11,033
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$58,317
Benefits	<u>\$20,512</u>
Total	\$78,829

**Projected Annual Cost:**

Salary	\$44,831
Benefits	<u>\$26,881</u>
Total	\$71,712