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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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June 16, 2021

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,

Handwritten signature of Lorrie A. Rudis in black ink.

Lorrie A. Rudis
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: June 16,2021

Reclassification Request:

- The Department of Administrative Services requests the reclassification of Vacant position #44530, Human Resources Specialist, Labor Grade 27, A000 to a Administrator I, Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator I, Labor Grade 27, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Administrative Services is requesting a reclassification of this vacant position to an Administrator I; the position will be located in the Division of Personnel, Operations Section.
- The position will administer operations, human resources programs, and build technical support and capacity for the Division and State Human Resources. It will supervise personnel, administer the review/audit of compliance with human resources programs and transactions, and assist the Operations Section Administrator with daily operations and recommendations for short-term policies 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 100% General Funded position.
2. Budgetary number/string 01-14-14-141010-10440000-010.
3. Anticipated date of hire is: 5/21/2021 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$3,291
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$55,556
Benefits	<u>\$30,014</u>
Total	\$85,570

Projected Annual Cost:

Salary	\$55,556
Benefits	<u>\$30,014</u>
Total	\$85,570

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 16,2021

Reclassification Request:

- The Department of Corrections requests the reclassification of Filled position #12805, Programs Information Officer , Labor Grade 23, A000 to a Administrator II, Labor Grade 29, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator II, Labor Grade 29, A000 effective 5/21/2021.

Rationale for Decision:

- The Department of Corrections is requesting a reclassification of this position to an Administrator II to effectively administer internal and external communications, assist with recruitment and retention needs, and liaison with the Governor's Office on public relations matters and DOC programs.
- The Administrator II will develop, direct, and administer the Department of Corrections' strategic communications and PR programs, it will address public and stakeholder inquiries, and work with the Commissioner to broaden awareness and with the development of long and short-term goals.
- 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 02-46-46-460010-71010000-010.
3. Filled position-effective date: 5/21/2021.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$3,993
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$54,600
Benefits	<u>\$41,586</u>
Total	\$96,186

Projected Annual Cost:

Salary	\$60,470
Benefits	<u>\$43,345</u>
Total	\$103,815

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: June 16,2021

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant position #42238, Informational Representative, Labor Grade 21, 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 a reclassification of this position to a Program Specialist IV to effectively develop, coordinate, and support internal and external communications programs and initiatives; this position will represent the Department at the Joint Information Committee.
- The Program Specialist IV will plan and evaluate strategic communications, programming, and develop policies and procedures for the promotion and outreach of Departmental state and federal initiatives through traditional, media, and online tools. The position will monitor public information for accuracy and impact, and recommend appropriate follow-up actions.
- 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 02-46-46-460010-71010000-010.
3. Anticipated date of hire is: 6/18/2021 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$0
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$61,369
Benefits	<u>\$21,628</u>
Total	\$82,997

Projected Annual Cost:

Salary	\$50,954
Benefits	<u>\$29,113</u>
Total	\$80,067

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 16, 2021

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #15009, Mental Health Worker , Labor Grade 14, A130 to a Program Specialist IV, Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

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

Rationale for Decision:

- The Department of Health & Human Services is requesting a reclassification of this position to a Program Specialist IV to improve and expand Adult Protective Services' ability to respond to an increased number of reports of fraud and self-neglect cases of vulnerable adults.
- The Program Specialist IV will evaluate, manage and provide consultation and coordination for complex cases of financial exploitation and self-neglect, analyze data to develop mitigation strategies and processes, and create and distribute informational materials to increase public and provider awareness of issues of financial exploitation and self-neglect.
- 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 91% General Funded position.
This position is a 9% Federal Funded position.
2. Budgetary number/string 05-95-48-480510-92500000-010.
3. Anticipated date of hire is: 8/13/2021 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$0
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$0
Benefits	<u>\$0</u>
Total	\$0

Projected Annual Cost:

Salary	\$50,954
Benefits	<u>\$29,113</u>
Total	\$80,067

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 16,2021

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #15194, Mental Health Worker Trainee, Labor Grade 7, A130 to a Executive Secretary, Labor Grade 11, A000.

Division of Personnel (DOP) Reclassification Decision:

- Executive Secretary, Labor Grade 11, A000 effective Upon G&C approval.

Rationale for Decision:

- The reclassification of this position to Executive Secretary will allow for clerical and administrative support within the Adult Protective Services Rochester District Office, which has no existing resource to perform this function.
- The Executive Secretary will perform a variety of administrative duties for the unit, including: composing and reviewing communications and documents; collecting, entering, and retrieving data from case management systems; and maintaining electronic and paper-based filing systems.
- 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 91% General Funded position.
This position is a 9% Federal Funded position.
2. Budgetary number/string 05-95-48-480510-92500000-010.
3. Anticipated date of hire is: 8/13/2021 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$0
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$0
Benefits	<u>\$0</u>
Total	\$0

Projected Annual Cost:

Salary	\$29,153
Benefits	<u>\$24,844</u>
Total	\$53,997

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: June 16,2021

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #15212, Mental Health Worker III, Labor Grade 13, A130 to a Adult Protective Service Worker I, Labor Grade 20, A000.

Division of Personnel (DOP) Reclassification Decision:

- Adult Protective Service Worker I, Labor Grade 20, A000 effective Upon G&C approval.

Rationale for Decision:

- The reclassification of this vacant position to Adult Protective Service Worker I will increase capacity in the Bureau of Elderly and Adult Services (BEAS) State Registry Unit to respond efficiently to a higher volume of requests and meet statutory requirements.
- The Adult Protective Service Worker I will respond to requests from potential employers, perpetrators, individuals and probate courts to determine if a person is on the registry. The position will also receive and assess reports and inquiries of suspected abuse, neglect, self-neglect or exploitation of a vulnerable adult.
- 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 91% General Funded position.
This position is a 9% Federal Funded position.
2. Budgetary number/string 05-95-48-480510-92500000-010.
3. Anticipated date of hire is: 8/13/2021 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$0
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$0
Benefits	<u>\$0</u>
Total	\$0

Projected Annual Cost:

Salary	\$41,321
Benefits	<u>\$27,227</u>
Total	\$68,548

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 16,2021

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #15222, Mental Health Worker , Labor Grade 14, A130 to a Program Specialist IV, Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

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

Rationale for Decision:

- The Department of Health & Human Services is requesting a reclassification of this position to a Program Specialist IV to improve and expand Adult Protective Services' ability to respond to an increased number of reports of fraud and self-neglect cases of vulnerable adults.
- The Program Specialist IV will evaluate, manage and provide consultation and coordination for complex cases of financial exploitation and self-neglect, analyze data to develop mitigation strategies and processes, and create and distribute informational materials to increase public and provider awareness of issues of financial exploitation and self-neglect.
- 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 91% General Funded position.
This position is a 9% Federal Funded position.
2. Budgetary number/string 05-95-48-480510-92500000-010.
3. Anticipated date of hire is: 8/13/2021 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$0
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$0
Benefits	<u>\$0</u>
Total	\$0

Projected Annual Cost:

Salary	\$50,954
Benefits	<u>\$29,113</u>
Total	\$80,067

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 16,2021

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #15356, Mental Health Worker II, Labor Grade 12, A130 to a Adult Protective Service Worker I, Labor Grade 20, A000.

Division of Personnel (DOP) Reclassification Decision:

- Adult Protective Service Worker I, Labor Grade 20, A000 effective Upon G&C approval.

Rationale for Decision:

- The reclassification of this vacant position to Adult Protective Service Worker I will increase capacity in the Bureau of Elderly and Adult Services (BEAS) State Registry Unit to respond efficiently to a higher volume of requests and meet statutory requirements.
- The Adult Protective Service Worker I will respond to requests from potential employers, perpetrators, individuals and probate courts to determine if a person is on the registry. The position will also receive and assess reports and inquiries of suspected abuse, neglect, self-neglect or exploitation of a vulnerable adult.
- 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 91% General Funded position.
This position is a 9% Federal Funded position.
2. Budgetary number/string 05-95-48-480510-92500000-010.
3. Anticipated date of hire is: 8/13/2021 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$0
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$0
Benefits	<u>\$0</u>
Total	\$0

Projected Annual Cost:

Salary	\$41,321
Benefits	<u>\$27,227</u>
Total	\$68,548