



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES  
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November 6, 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,

A handwritten signature in cursive script that reads "Lorrie A. Rudis".

Lorrie A. Rudis  
 Director of Personnel

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: November 6, 2019

**Reclassification Request:**

- The Department of Environmental Services requests the reclassification of Vacant position #19130, Hydrogeologist III, Labor Grade 27, A000 to a Civil Engineer IV, Labor Grade 27, A000.

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

- Civil Engineer IV, Labor Grade 27, A000 effective upon Council's approval.

**Rationale for Decision:**

- The agency has reviewed the resources currently assigned to its Petroleum Remediation Section and determined that reclassification of this vacant position is necessary to maintain experiential and educational diversity among staff, as well as to support succession planning and change in the organizational structure.
- The Civil Engineer IV would supervise regulatory management of the design and implementation of remedial actions, with greater emphasis on and expertise related to the design, construction, and maintenance of systems that remediate contaminated soil and groundwater. This position would also research and recommend improved technical standards for system design and operation.
- The proposed duties and structure are similar to those of other Civil Engineer IV positions currently operating in the agency & state and parallel the class specification for Civil Engineer IV.

**Funding Summary**

1. This position is a 100% Federal Funded position.
2. Budgetary number/string 03-44-44-444010-20750000-010.
3. Anticipated date of hire is: 1/3/2020 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$35,931
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:		Projected Annual Cost:	
Salary	\$71,688	Salary	\$55,556
Benefits	<u>\$43,274</u>	Benefits	<u>\$29,371</u>
Total	\$114,962	Total	\$84,927

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: November 6, 2019

**Reclassification Request:**

- The Department of Transportation requests the reclassification of Vacant position #21704, Toll Attendant I, Labor Grade 9, A130 to a Civil Engineer IV, Labor Grade 27, A130.

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

- Civil Engineer IV, Labor Grade 27, A130 effective upon Council's approval.

**Rationale for Decision:**

- The agency requests to reclassify this vacant position to supervise the asset management program within the Bureau of Highway Maintenance. The agency currently has Civil Engineer IV positions established in the Bureau of Turnpikes and Bureau of Bridge Maintenance that function similarly within similar structures that supports this requested change.
- The Civil Engineer IV would assemble, analyze, and organize engineering data from a variety of sources in order to report on bureau assets, to include assessing the condition of assets, identifying repair and funding needs, and developing programs/databases for consistent tracking and reporting. It would also coordinate work plans with other bureaus throughout the Department.
- The proposed supplemental job description meets the standards of the class specification for Civil Engineer IV appropriately.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Budgetary number/string 04-09-09-960515-3007-010.
3. Anticipated date of hire is: 12/20/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$41,244
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	\$59,259
Benefits	<u>\$30,104</u>
Total	\$89,363