



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
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December 18, 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 21-1:56
Governor and Council Meeting Date: December 18, 2019

Reclassification Request:

- The Department of Labor requests the reclassification of Vacant position #10985, Secretary II, Labor Grade 9, A000 to a Paralegal I, Labor Grade 16, A000.

Division of Personnel (DOP) Reclassification Decision:

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

Rationale for Decision:

- The Department of Labor is reclassifying this vacant position to a Paralegal I.
- The position will provide paralegal support functions and assistance to an agency attorney by reviewing, organizing and researching a variety of legal materials used in legal proceedings.
- 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 02-26-26-261010-62000000-010.
3. Anticipated date of hire is: 1/3/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$25,548
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	\$35,295
Benefits	<u>\$25,091</u>
Total	\$60,386

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 18, 2019

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #12038, Payroll Officer II, Labor Grade 16, A000 to a Human Resources Technician, Labor Grade 17, A000.

Division of Personnel (DOP) Reclassification Decision:

- Human Resources Technician, Labor Grade 17, A000 effective upon Council's approval.

Rationale for Decision:

- The New Hampshire Department of Environmental Services (NHDES) is reclassifying this vacant position to a Human Resources Technician. The position will support human resources and payroll functions within the agency's Human Resources Unit.
- The Human Resources Technician will provide technical assistance in processing and applying administrative policies to human resource and employee relation functions at NHDES including responsibility for payroll and benefit processing.
- 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 55% General Funded position.
This position is a 45% Other Funded position.
2. Budgetary number/string 03-44-44-440010-10020000-010.
3. Anticipated date of hire is: 1/3/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$26,039
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$43,745
Benefits	<u>\$17,659</u>
Total	\$61,404

Projected Annual Cost:

Salary	\$36,173
Benefits	<u>\$25,373</u>
Total	\$61,546

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 18, 2019

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant position #21087, Toll Attendant I, Labor Grade 9, A130 to a Transportation Management Communications Specialist, Labor Grade 12, A130.

Division of Personnel (DOP) Reclassification Decision:

- Transportation Mgmt Comm Spec, Labor Grade 12, A130 effective upon Council's approval.

Rationale for Decision:

- The Department of Transportation is reclassifying this vacant position to a Transportation Management Communication Specialist for the Transportation Systems Management Operation Bureau in order to meet a capacity need for its 365/24/7 operation.
- The Transportation Management Communication Specialist will receive, process, and disseminate information using the Transportation Management Center's Transportation Management systems, which include the traffic management & traffic event information, the highway camera and multiple scan monitors, and the roadway weather information 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 100% Other Funded position.
2. Budgetary number/string 04-96-96-960515-3052-10.
3. Anticipated date of hire is: 2/14/2020 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$17,454
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$28,829
Benefits	<u>\$25,622</u>
Total	\$54,451

Projected Annual Cost:

Salary	\$32,240
Benefits	<u>\$24,487</u>
Total	\$56,727

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: December 18, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12141, Program Specialist III, Labor Grade 23, A000 to a Administrator I, Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator I, Labor Grade 27, A000 effective upon Council's approval.

Rationale for Decision:

- The Department of Health and Human Services is reclassifying this vacant position to an Administrator I. The position will have a role that will focus on the administration of rulemaking and policy development for the Division of Long Term Supports and Services (DLTSS) with concentrations on the Bureaus of Elderly and Adult Services (BEAS) and Developmental Services (BDS).
- The Administrator I will direct, manage, and coordinate components in the development of administrative rules, Fiscal Impact Statements, policies and procedures for DLTSS programs and services and serve in an advisory capacity to program and supervisory staff on legislation, rulemaking and policy.
- 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 45% General Funded position.
This position is a 55% Federal Funded position.
2. Budgetary number/string 05-95-48-481010-78720000-010.
3. Anticipated date of hire is: 2/14/2020 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$26,049
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:		Projected Annual Cost:	
Salary	\$68,349	Salary	\$55,556
Benefits	<u>\$22,476</u>	Benefits	<u>\$29,103</u>
Total	\$90,825	Total	\$84,659

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 18, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #16624, Chief of Prevention & Education Services, Labor Grade 25, 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 Council's approval.

Rationale for Decision:

- The Department of Health and Human Services is reclassifying this vacant position to a Program Specialist IV in order to provide better alignment of the position's functions and duties to an appropriate State Classification Tile and to improve recruitment efforts.
- The Program Specialist IV will plan, organize, and coordinate the development, implementation, and evaluation of population-based statewide and community-level substance abuse prevention interventions and have oversight for all federal and state funds related to these programs.
- 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 1% General Funded position.
This position is a 99% Federal Funded position.
2. Budgetary number/string 05-95-92-920510-33800000-010.
3. Anticipated date of hire is: 2/14/2020 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$24,353
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$69,066
Benefits	<u>\$23,366</u>
Total	\$92,432

Projected Annual Cost:

Salary	\$50,954
Benefits	<u>\$28,192</u>
Total	\$79,146

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: December 18, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12408, Systems Development Specialist V, Labor Grade 28, A000 to a Business Systems Analyst II, Labor Grade 32, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Systems Analyst II, Labor Grade 32, A000 effective upon Council's approval.

Rationale for Decision:

- The Department of Health and Human Services (HHS) is reclassifying this vacant position to a Business Systems Analyst II. The position is located in the Operations Division, Bureau of Information Services.
- With the agency's migration to Enterprise Platforms, HHS is looking for different skill sets in order to move from developer skills to business analysis to support and meet operational objectives and evaluation of business systems output requirements and data analysis.
- 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 39% General Funded position.
This position is a 61% Federal Funded position.
2. Budgetary number/string 05-95-95-954010-59520000-010.
3. Anticipated date of hire is: 2/14/2020 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$31,038
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$82,478
Benefits	<u>\$35,844</u>
Total	\$118,322

Projected Annual Cost:

Salary	\$69,090
Benefits	<u>\$31,783</u>
Total	\$100,873

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 18, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12759, Case Technician, Labor Grade 14, A000 to a Program Specialist I, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist I, Labor Grade 19, A000 effective upon Council's approval.

Rationale for Decision:

- The Department of Health and Human Services is reclassifying this vacant position to a Program Specialist I. The position is located in the Bureau of Improvement and Integrity, Special Investigation Unit and is being reclassified to address a backlog of claim audits and reviews for compliance, and to improve claims referrals, in order to meet federal mandates.
- The Program Specialist I, will also review and determine recipient eligibility under general federal guidance for compliance and will train and audit other Special Investigation staff regarding claims calculations, administrative appeals along with applicable policy.
- 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 54% General Funded position.
This position is a 46% Federal Funded position.
2. Budgetary number/string 05-95-95-951010-79350000-010.
3. Anticipated date of hire is: 12/6/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$32,833
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:		Projected Annual Cost:	
Salary	\$43,414	Salary	\$39,702
Benefits	<u>\$17,594</u>	Benefits	<u>\$25,964</u>
Total	\$61,008	Total	\$65,666