



State of New Hampshire

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March 11, 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 21-1:56
Governor and Council Meeting Date: March 11, 2020

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #13154, Systems Development Specialist V, Labor Grade 28, A000 to a Technical Support Specialist VI, Labor Grade 32, A000.

Division of Personnel (DOP) Reclassification Decision:

- Technical Support Specialist VI, Labor Grade 32, A000 effective upon Council's approval.

Rationale for Decision:

- The Department of Information Technology would like to repurpose a vacant position to provide technical support to the Department of Education (DOE). The position will aid in achieving efficiencies for DOE's federal reporting requirements.
- The position will provide project management for the development and/or maintenance of internal computer applications at Department of Education and perform system analysis and design to achieve agency objectives.
- 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 67% Other Funded position.
2. Budgetary number/string 01-03-03-030010-77080000-010.
3. Anticipated date of hire is: 4/24/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$11,622
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$64,352
Benefits	<u>\$32,295</u>
Total	\$96,647

Projected Annual Cost:

Salary	\$69,089
Benefits	<u>\$31,631</u>
Total	\$100,720

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: March 11, 2020

Reclassification Request:

- The Department of Business and Economical Affairs requests the reclassification of Vacant position #11497, Administrative Secretary, Labor Grade 14, A000 to an Administrative Assistant II, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrative Assistant II, Labor Grade 19, A000 effective upon Council's approval.

Rationale for Decision:

- Since the Department of Business and Economic Affairs was created, a shared position has been administratively supporting the Commissioner's Office. Due to funding changes, that position will no longer be available to perform these duties.
- The reclassification of this position would dedicate a full-time resource to develop, monitor and perform administrative and office management functions exclusively for the agency's Office of the Commissioner.
- The proposed duties are similar to those of other Administrative Assistant II positions currently operating in the agency and state, and parallel the class specification for Administrative Assistant II appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 03-22-22-220510-14480000-010.
3. Anticipated date of hire is: 3/27/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$12,611
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$32,623
Benefits	<u>\$24,500</u>
Total	\$57,123

Projected Annual Cost:

Salary	\$39,702
Benefits	<u>\$25,877</u>
Total	\$65,579

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: March 11, 2020

Reclassification Request:

- The Department of Natural and Cultural Resources requests the reclassification of Vacant position #11411, Librarian II, Labor Grade 21, 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 Department of Natural and Cultural Resources is reorganizing the Payroll Services and Human Resources units to allow for operational cross-function and improved service and support.
- This position will support and provide technical assistance for system and information processing of personnel activities including recruitment, hiring, and payroll processing at the Agency; it will provide support with the development of processes and procedures of these activities to enhance personnel and benefit support areas.
- The proposed duties are similar to those of other Human Resources Technician positions currently operating in the agency and state, and parallel the class specification for Human Resources Technician appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Budgetary number/string 03-35-35-353010-25540000-010.
3. Anticipated date of hire is: 3/27/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$11,925
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$43,115
Benefits	<u>\$26,554</u>
Total	<u>\$69,668</u>

Projected Annual Cost:

Salary	\$36,719
Benefits	<u>\$25,293</u>
Total	<u>\$62,012</u>

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: March 11, 2020

Reclassification Request:

- The Department of Natural and Cultural Resources requests the reclassification of Vacant position #16750, Librarian II, Labor Grade 21, A000 to a Human Resources Coordinator, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Human Resources Coordinator, Labor Grade 21, A000 effective upon Council's approval.

Rationale for Decision:

- The Department of Natural and Cultural Resources is reorganizing the Payroll Services and Human Resources units to allow for operational cross-function and improved service and support.
- This position will coordinate and monitor agency human resources management activities, policies and trainings, and will be instrumental in the implementation of agency personnel programs. The Human Resources Coordinator will provide oversight and input in the development of processes, procedures in support of the agency and unit.
- The proposed duties are similar to those of other Human Resources Coordinator positions currently operating in the agency and state, and parallel the class specification for Human Resources Coordinator appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Budgetary number/string 03-35-35-353010-25540000-010.
3. Anticipated date of hire is: 3/27/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$13,396
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:		Projected Annual Cost:	
Salary	\$43,115	Salary	\$43,115
Benefits	<u>\$26,554</u>	Benefits	<u>\$26,545</u>
Total	\$69,668	Total	\$69,660

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: March 11, 2020

Reclassification Request:

- The Department of Natural and Cultural Resources requests the reclassification of Vacant position #30182, Human Resources Administrator, Labor Grade 26, A000 to an Administrator II, Labor Grade 29, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator II, Labor Grade 29, A000 effective upon Council's approval.

Rationale for Decision:

- The Department of Natural and Cultural Resources is reorganizing the Payroll Services and Human Resources units to allow for operational cross-function and improved service and support.
- This position will administer, monitor, and coordinate human resources operations for the Agency to include: recruitment, onboarding, benefits and payroll, training and development, performance management, employee relations, regulatory compliance, and human resources analytics.
- The proposed duties are similar to those of other Administrator II positions currently operating in the agency and state, and parallel the class specification for Administrator II appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 03-35-35-350010-34000000-010.
3. Anticipated date of hire is: 3/27/20 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$17,389
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$71,832
Benefits	<u>\$32,176</u>
Total	\$104,008

Projected Annual Cost:

Salary	\$60,470
Benefits	<u>\$29,943</u>
Total	\$90,413

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: March 11, 2020

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #15862, Medical Typist II, Labor Grade 10, A130 to a Medical Service Technician, Labor Grade 17, A130.

Division of Personnel (DOP) Reclassification Decision:

- Medical Service Technician, Labor Grade 17, A130 effective 12/20/19.

Rationale for Decision:

- Due to position elimination at Glenclyff Home, this position has taken on a number of duties and functions from others. New accountabilities have expanded beyond the classification and involve greater agency impact.
- The Medical Service Technician will research and review medical records and insurance coverage to ensure appropriate services are both provided and billed at the appropriate rate and party. The position communicates with insurance carriers, patients and their family and confers with the finance department.
- 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 20% General Funded position.
This position is a 80% Other Funded position.
2. Budgetary number/string 05-95-91-910010-57100000-010.
3. Filled position-effective date: 12/20/2019.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$36,865
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$40,799
Benefits	<u>\$38,480</u>
Total	\$79,279

Projected Annual Cost:

Salary	\$40,994
Benefits	<u>\$38,880</u>
Total	\$79,874