



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
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September 1, 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,

Lorrie A. Rudis
Director of Personnel

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

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #40361, Technical Support Specialist III, Labor Grade 25, A000 to a Information Technology Manager III, Labor Grade 31, A000.

Division of Personnel (DOP) Reclassification Decision:

- Information Technology Manager III, Labor Grade 31, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Information Technology is requesting to reclassify and transfer this position to the Agency Software Division – Department of Safety, to accommodate evolving need of oversight of the Business Analysts, department projects, and technology contracts.
- The Information Technology Manager III will manage department priorities, redesign business processes, document business and technical requirements for projects, manage project delivery to achieve on-time and on-budget project completion, and drive contract processes for the agency.
- 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% Other Funded position.
2. Budgetary number/string 01-03-03-030010-77080000-010.
3. Anticipated date of hire is: 10/8/2021 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$66,071
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$50,953
Benefits	<u>\$30,821</u>
Total	\$81,774

Projected Annual Cost:

Salary	\$66,729
Benefits	<u>\$34,320</u>
Total	\$101,049

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

Reclassification Request:

- The Department of Employment Security requests the reclassification of Vacant position #40979, Buildings and Grounds Utility Person, Labor Grade 8, A000 to a Maintenance Mechanic III, Labor Grade 14, A000.

Division of Personnel (DOP) Reclassification Decision:

- Maintenance Mechanic III, Labor Grade 14, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Employment Security is requesting a reclassification of this position to a Maintenance Mechanic III to share the workload of maintaining the agency's 12 office buildings throughout the state.
- The Maintenance Mechanic III will perform skilled maintenance and repair in multiple trades of agency buildings and properties. The position will coordinate with contractors, suppliers and agency management to assure that projects are carried out in a timely and accurate manner.
- 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% Federal Funded position.
2. Budgetary number/string 02-02-27-270010-80400000-010.
3. Anticipated date of hire is: 9/24/2020 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$41,438
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$36,678
Benefits	<u>\$8,157</u>
Total	\$44,835

Projected Annual Cost:

Salary	\$33,014
Benefits	<u>\$26,842</u>
Total	\$59,856

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

Reclassification Request:

- The Department of Employment Security requests the reclassification of Vacant position #8T2967, Accounting Technician , Labor Grade 12, A000 to a Program Assistant II, Labor Grade 15, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Assistant II, Labor Grade 15, A000 effective upon G&C approval.

Rationale for Decision:

- The New Hampshire Department of Employment Security is requesting a reclassification of this position as part of a reorganization of their Fiscal Management Section to accommodate their changing operational needs following the addition of new programs to the agency.
- The Program Assistant II position will assist with the review, validation, and tracking of financial and reporting processes, assist with planning and managing of the Federal Cost Accounting System (FCAS) and State Financial System (NH FIRST), and monitor grant/program coding, and perform accounts payable duties.
- 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% Federal Funded position.
2. Budgetary number/string 02-27-27-270010-80400000-050.
3. Anticipated date of hire is: 9/24/2021 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$42,510
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$32,625
Benefits	<u>\$27,028</u>
Total	\$59,653

Projected Annual Cost:

Salary	\$34,281
Benefits	<u>\$27,123</u>
Total	\$61,404

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

Reclassification Request:

- The Department of Corrections requests the reclassification of Filled position #13028, Administrative Assistant I, 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 08/13/2021.

Rationale for Decision:

- The Department of Corrections is requesting a reclassification of this position to a Human Resources Technician to assist the Human Resources Bureau in completing related NH FIRST transactions and technical assistance.
- The Human Resources Technician ensures that employee transactions are entered, processed and reported accurately, while providing technical assistance to other members of the Human Resources Bureau and across the department.
- 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 02-46-46-460010-83010000-010.
3. Filled position-effective date: 8/13/2021.
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$56,486
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$48,481
Benefits	<u>\$20,554</u>
Total	\$69,035

Projected Annual Cost:

Salary	\$49,237
Benefits	<u>\$20,698</u>
Total	\$69,935

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

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #12032, Civil Engineer IV, Labor Grade 27, A000 to a Environmentalist IV, Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Environmentalist IV, Labor Grade 27, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Environmental Services is reclassifying this position to accommodate the changing technical needs of the Oil Compliance Section, Technical Standards & Design Review Subsection, and to maintain the level of resources necessary for efficient operation.
- The Environmentalist IV will provide technical expertise to review the design, installation, and operation of regulated petroleum storage tanks, underground oil and hazard substance storage tanks, and vapor recovery 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% Federal Funded position.
2. Budgetary number/string 03-44-44-44010-20740000-010.
3. Anticipated date of hire is: 10/8/2021 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$57,674
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$55,555
Benefits	<u>\$31,842</u>
Total	<u>\$87,397</u>

Projected Annual Cost:

Salary	\$56,219
Benefits	<u>\$31,989</u>
Total	<u>\$88,208</u>

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

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant position #18382, Toll Shift Supervisor, Labor Grade 13, A130 to a Program Assistant II, Labor Grade 15, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Assistant II, Labor Grade 15, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Transportation is reclassifying and transferring this position to the E-Z Pass section of the Bureau of Turnpikes to accommodate new business needs as the Dover, Rochester, and Bedford tolls transition to electronic collection only facilities.
- The Program Assistant II will provide customer service, technical assistance, and manage customer complaints in the Walk-In Centers, and assist with tracking and reporting of unpaid transactions and revenue collections.
- 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 04-96-96-961017-70220000-010.
3. Anticipated date of hire is: 10/8/2021 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$40,149
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$33,426
Benefits	<u>\$26,933</u>
Total	\$60,359

Projected Annual Cost:

Salary	\$34,281
Benefits	<u>\$27,123</u>
Total	\$61,404

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

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant position #19291, Toll Attendant II, Labor Grade 11, A130 to a Program Assistant II, Labor Grade 15, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Assistant II, Labor Grade 15, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Transportation is reclassifying and transferring this position to the E-Z Pass section of the Bureau of Turnpikes to accommodate new business needs as the Dover, Rochester, and Bedford tolls transition to electronic collection only facilities.
- The Program Assistant II will provide customer service, technical assistance, and manage customer complaints in the Walk-In Centers, and assist with tracking and reporting of unpaid transactions and revenue collections.
- 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 04-96-96-961017-70220000-010.
3. Anticipated date of hire is: 10/8/2021 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$40,149
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$31,096
Benefits	<u>\$26,417</u>
Total	\$57,513

Projected Annual Cost:

Salary	\$34,281
Benefits	<u>\$27,123</u>
Total	\$61,404

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

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant position #21728, Toll Attendant I, Labor Grade 9, A130 to a Program Assistant II, Labor Grade 15, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Assistant II, Labor Grade 15, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Transportation is reclassifying and transferring this position to the E-Z Pass section of the Bureau of Turnpikes to accommodate new business needs as the Dover, Rochester, and Bedford tolls transition to electronic collection only facilities.
- The Program Assistant II will provide customer service, technical assistance, and manage customer complaints in the Walk-In Centers, and assist with tracking and reporting of unpaid transactions and revenue collections.
- 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 04-96-96-961017-70220000-010.
3. Anticipated date of hire is: 10/8/2021 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$40,149
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$30,077
Benefits	<u>\$26,190</u>
Total	\$56,267

Projected Annual Cost:

Salary	\$34,281
Benefits	<u>\$27,123</u>
Total	\$61,404

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

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #15409, Administrator of Training and Education, Labor Grade 28, A000 to a Program Planning and Review Specialist , Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Planning and Review Specialist , Labor Grade 28, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Health & Human Services is requesting a reclassification of this vacant position to a Program Planning & Review Specialist (PPRS) because contracted agencies now perform the training development and delivery duties, which has resulted in a need for evaluation of contracted services.
- The PPRS will oversee program and financial planning, development and administration of a regional developmental services delivery system. The position will evaluate metrics and other reporting to assure accountability and plan the successful implementation of the Bureau of Developmental Services' mission, 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 55% General Funded position.
This position is a 45% Federal Funded position.
2. Budgetary number/string 05-95-93-930010-59470000-010.
3. Anticipated date of hire is: 12/3/2021 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$45,581
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$83,495
Benefits	<u>\$29,641</u>
Total	\$113,136

Projected Annual Cost:

Salary	\$58,637
Benefits	<u>\$32,525</u>
Total	\$91,162