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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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July 12 2022

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: July 12, 2022

Reclassification Request:

- The Department of Information Technology requests the reclassification of Filled position #42173, Systems Development Spec V, Labor Grade 28, A000 to a Business Systems Analyst II, Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Systems Analyst II, Labor Grade 30, A000 effective 06/17/2022.

Rationale for Decision:

- The Department of Information Technology is requesting to reclassify this filled position to a Business Systems Analyst II to lead and maintain the implementation of geographic information system (GIS) applications and platforms that support the Department of Environmental Services (DES).
- The Business Systems Analyst II will interface with the DES GIS team and GIS users, leading the development and implementation of agency-wide GIS standards, including enterprise and desktop development tools, training, field data collection methods, and metadata requirements.
- 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 16% General Funded position.
This position is a 23% Federal Funded position.
This position is a 61% Other Funded position.
2. Budgetary number/string 01-03-03-030010-77080000-010.
3. Filled position-effective date: 6/17/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$130,957
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$78,024	Salary	\$84,159
Benefits	<u>\$50,485</u>	Benefits	<u>\$51,835</u>
Total	\$128,509	Total	\$135,994

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: July 12, 2022

Reclassification Request:

- The Office of Professional Licensure and Certification requests the reclassification of Filled position #19992, Business Administrator IV, Labor Grade 29, A000 to a Administrator III, Labor Grade 31, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator III, Labor Grade 31, A000 effective 05/20/2022.

Rationale for Decision:

- The agency requests to reclassify this filled position functioning as its Director of Finance in response to additional demands placed on the position related to implementing standardized business processes, developing internal controls to ensure compliance and data accuracy, and administering an agency-wide auditing program.
- This position develops, implements and monitors the agency's budget, authorizes fiscal policies and procedures, prepares specialized financial analyses and projections, and oversees the reconciliation of revenue from administrative fines and licensing fees for approximately 200,000 professional healthcare and technical licensees.
- The proposed duties are similar to those of other positions of the same class title currently operating in the state, and parallel the class specification appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 01-21-21-211010-24040000-010.
3. Filled position-effective date: 5/20/22.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$118,731
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:	
Salary	\$81,594
Benefits	<u>\$41,457</u>
Total	\$123,051

Projected Annual Cost:	
Salary	\$80,352
Benefits	<u>\$38,379</u>
Total	\$118,731

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: July 12, 2022

Reclassification Request:

- The Department of Agriculture requests the reclassification of Vacant position #42925, Program Planner III, Labor Grade 25, A000 to a Program Assistant III, Labor Grade 17, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Assistant III, Labor Grade 17, A000, effective Upon G&C approval.

Rationale for Decision:

- The Department of Agriculture is requesting to reclassify this vacant position to a Program Assistant III to perform high-level paraprofessional support duties for the Commissioner and complex agency programs within the jurisdiction of the State of NH's regulatory oversight for the Food and Drug Administration (FDA).
- The Program Assistant III will assist with planning and coordinating activities related to maintaining program compliance with policies and procedures, including tracking and maintaining inspection reports, compiling data and reports, and ensuring proper dissemination of inspection data information and FDA updates.. TO BE COMPLETED BY DOP
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.TO BE COMPLETED BY DOP

Funding Summary

This position is a 100% Federal Funded position.

1. Budgetary number/string 02-18-18-181010-38950000-010.
2. Anticipated date of hire is: 7/15/2022 at Minimum Step
3. Projected cost (Salary & Benefits) for remainder of FY 23: \$60,675
4. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$55,051	Salary	\$39,042
Benefits	<u>\$32,768</u>	Benefits	<u>\$29,217</u>
Total	\$87,819	Total	\$68,259

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: July 12, 2022

Reclassification Request:

- The Department of Safety requests the reclassification of Filled position #10499, Data Processing Supervisor I, Labor Grade 15, A000 to a Supervisor I, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor I, Labor Grade 19, A000 effective 06/17/2022.

Rationale for Decision:

- The Department of Safety, Criminal Record Unit is requesting to reclassify this filled position to a Supervisor I to designate a resource to focus on specialized training and to implement and oversee a comprehensive auditing process to ensure Criminal Justice Information Systems (CJIS) compliance.
- The Supervisor I will provide supervision, monitoring, training, and guidance to unit staff regarding the process and procedure methods required to accurately and efficiently receive, process, and disseminate Criminal History Record Information (CHRI) related to criminal and applicant tenprint image submission.
- 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 02-23-23-234010-40190000-010.
3. Position-effective date: 6/17/22.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$71,472
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$39,385	Salary	\$43,922
Benefits	<u>\$41,915</u>	Benefits	<u>\$30,299</u>
Total	\$81,300	Total	\$74,221

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: July 12, 2022

Reclassification Request:

- The Department of Safety requests the reclassification of Filled position #43205, Data Processing Supervisor I, Labor Grade 15, A000 to a Supervisor I, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor I, Labor Grade 19, A000 effective 06/17/2022.

Rationale for Decision:

- The Department of Safety, Criminal Record Unit is requesting to reclassify this filled position to a Supervisor I to designate a resource to focus on specialized training and to implement and oversee a comprehensive auditing process to ensure Criminal Justice Information Systems (CJIS) compliance.
- The Supervisor I will provide supervision, monitoring, training, and guidance to unit staff regarding the process and procedure methods required to accurately and efficiently receive, process, and disseminate Criminal History Record Information (CHRI) related to criminal and applicant tenprint image submission.
- 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 02-23-23-234010-40190000-010.
3. Filled position-effective date: 6/17/22.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$58,490
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$48,717	Salary	\$49,714
Benefits	<u>\$10,818</u>	Benefits	<u>\$11,026</u>
Total	\$59,535	Total	\$60,740

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: July 12, 2022

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant position #43209, Data Processing Supervisor I, Labor Grade 15, A000 to a Supervisor I, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor I, Labor Grade 19, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Safety, Criminal Record Unit is requesting to reclassify this vacant position to a Supervisor I to designate a resource to focus on specialized training and to implement and oversee a comprehensive auditing process to ensure Criminal Justice Information Systems (CJIS) compliance.
- The Supervisor I will provide supervision, monitoring, training, and guidance to unit staff regarding the process and procedure methods required to accurately and efficiently receive, process, and disseminate Criminal History Record Information (CHRI) related to criminal and applicant tenprint image submission.
- 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 02-23-23-234010-40190000-010.
3. Anticipated date of hire is: 7/15/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$64,106
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:	
Salary	\$50,556
Benefits	<u>\$31,781</u>
Total	\$82,337

Projected Annual Cost:	
Salary	\$42,201
Benefits	<u>\$29,918</u>
Total	\$72,119

**Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: July 12, 2022**

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant position #43682, Corrections Counselor/Case Manager, Labor Grade 20, A000 to a Program Specialist II, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist II, Labor Grade 21, A000 effective Upon G&C Approval.

Rationale for Decision:

- The Department of Corrections (DOC) is requesting to reclassify this vacant position to a Program Specialist II in the Bureau of Communications
- The Program Specialist II will provide department-wide investigation, tracking, research and metrics on complaints; in accordance to policies, procedures, and guidelines. This role will coordinate improvement initiatives and consult with other DOC staff and the Governor's Office to ensure timely responses to issues raised. It will create and maintain critical reports on corrective actions and outcomes used for decision-making, mitigation strategies, and operational improvements.
- 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% General Funded position.
2. Budgetary number/string 02-46-46-465010-82310000-010.
3. Anticipated date of hire is: 7/29/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$65,207
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$47,610
Benefits	<u>\$39,337</u>
Total	\$86,947

Projected Annual Cost:

Salary	\$45,826
Benefits	<u>\$30,722</u>
Total	\$76,548

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: July 12, 2022

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #12076, Clerk III, Labor Grade 8, A000 to a Attorney III, Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Attorney III, Labor Grade 30, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Environmental Services is requesting to reclassify this vacant position to an Attorney III. The position will be located in the Subsurface Systems Bureau and will be a dedicate resource for the Land Resources Management Program (LRM).
- The Attorney III will supervise and coordinate all legal and legislative activities for the LRM; including research, providing legal advice for compliance, permitting, and enforcement actions, as well as drafting new rules, testifying at legislative hearings, and consulting, advising, and training staff on legal matters.
- 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 03-44-44-440010-12000000-010.
3. Anticipated date of hire is: 9/9/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$76,019
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$27,985	Salary	\$67,169
Benefits	<u>\$26,765</u>	Benefits	<u>\$35,456</u>
Total	\$54,750	Total	\$102,625

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: July 12, 2022

Reclassification Request:

- The Department Of Health and Human Services requests the reclassification of Vacant position #42911, Public Health Program Manager, Labor Grade 26, 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 Health and Human Services is requesting to reclassify this vacant position to an Administrator I in the Maternal Child Health (MCH) Section of the Bureau of Population Health & Community Services to administer clinical programs and services to those at risk of not receiving care. TO BE COMPLETED BY DOP
- The Administrator I will analyze, plan and administer new program initiatives, develop policies and procedures, prepare and submit grant applications, and make recommendations for new legislation to align agency objectives with State and Federal 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 100% Federal Funded position.
2. Budgetary number/string 05-95-90-902010-51900000-010.
3. Anticipated date of hire is: 7/29/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$78,991
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$71,604
Benefits	<u>\$26,201</u>
Total	\$97,805

Projected Annual Cost:

Salary	\$59,069
Benefits	<u>\$33,659</u>
Total	\$92,728