



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES  
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July 31, 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-I:56  
Governor and Council Meeting Date: July 31, 2019

**Reclassification Request:**

- The Department of Justice requests the reclassification of Filled position #40478, Legal Secretary IV, Labor Grade 15, A000 to a Paralegal II, Labor Grade 19, A000.

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

- Paralegal II, Labor Grade 19, A000 effective 7/5/19.

**Rationale for Decision:**

- When the Drug Task Force Prosecution Unit was formed in 2016 to focus on the prosecution of major drug crimes, this position was tasked with providing secretarial support. Over time, the duties performed by the position have changed and are no longer aligned with the assigned classification.
- This position is now performing paraprofessional law-related work comparable to other Paralegal II positions at the agency, to include interviewing witnesses, gathering and analyzing data, researching and screening asset forfeiture cases, drafting petitions and notices, and responding to Right to Know requests.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's organizational structure.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-20-20-200510-2905-010.
3. Filled position-effective date: July 5, 2019.
4. Projected cost (Salary & Benefits) for remainder of FY20: \$53,868
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$41,320
Benefits	<u>\$17,037</u>
Total	\$58,357

**Projected Annual Cost:**

Salary	\$41,320
Benefits	<u>\$17,037</u>
Total	\$58,357

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: July 31, 2019

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #17165 Management Analyst, Labor Grade 21, 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, LG 25.
- The position will conduct medical eligibility determinations and reviews by assessing and evaluating the needs of applicants for the long term care program. The position will also supervise the work of staff and contracted consultants, and develop or modify policies, procedures and program materials as needed.
- 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 50% General Funded position.  
This position is a 50% Federal Funded position.
2. Budgetary number/string 05-95-93-930010-71670000-010.
3. Anticipated date of hire is: 9/13/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$58,033
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$53,145
Benefits	<u>\$19,499</u>
Total	\$72,644

**Projected Annual Cost:**

Salary	\$50,954
Benefits	<u>\$28,459</u>
Total	\$79,413

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: July 31, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #42996 Secretary II, Labor Grade 11, A000 to a Case Aide, Labor Grade 14, A000.

Division of Personnel (DOP) Reclassification Decision:

- Case Aide, Labor Grade 14, A000 effective upon Council's approval.

Rationale for Decision:

- The Department of Health and Human Services is reclassifying this vacant position to a Case Aide, LG 14.
- The position will provide administrative and clerical support of a technical nature to support the processing activities for the determination of program eligibility. The position collects records and requests medical information for the processing and evaluation of applications, updating paper and electronic records and fielding questions from applicants.
- 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 50% General Funded position.  
This position is a 50% Federal Funded position.
2. Budgetary number/string 05-95-93-930010-71670000-010.
3. Anticipated date of hire is: 9/13/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$41,986
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$35,478
Benefits	<u>\$25,059</u>
Total	\$60,537

**Projected Annual Cost:**

Salary	\$32,624
Benefits	<u>\$24,830</u>
Total	\$57,454

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: July 31, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification and transfer of Vacant position #16435, Health Facilities Cleaner II, Labor Grade 7, A000 to an Assistant Administrator, Labor Grade 29.

Division of Personnel (DOP) Reclassification Decision:

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

Rationale for Decision:

- The Department of Health and Human Services is reclassifying and transferring this vacant position to an Assistant Administrator, LG 29. The position will be located in the Facilities Maintenance and Office Services Unit.
- The position will support the director in the management of the Facilities and Office Services Unit and its sections: HHS Facilities Coordination, Safety and Wellness, and Office Services and Fleet Management. The position is responsible for evaluating policies and procedures, evaluating request for workspace configurations, furniture, and equipment in coordination with a number of other agencies. The position will also act as the official representative in the absence of the Director.
- 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 64% General Funded position.  
This position is a 36% Federal Funded position.
2. Budgetary number/string 05-95-95-953010-5685-010.
3. Anticipated date of hire is: 9/13/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$66,364
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:		Projected Annual Cost:	
Salary	\$36,730	Salary	\$60,470
Benefits	<u>\$25,304</u>	Benefits	<u>\$30,344</u>
Total	\$62,034	Total	\$90,814