



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES  
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April 8, 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,

  
Lorie A. Rudis  
Director of Personnel

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: April 8, 2020

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #10545, Administrative Secretary, Labor Grade 14, A000 to a Procurement Technician, Labor Grade 17, A000.

Division of Personnel (DOP) Reclassification Decision:

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

Rationale for Decision:

- Due to a reorganization of the Department of Information Technology, Agency Software Division, the position supporting the Department of Safety that performed a mix of administrative duties for the purposes of goods and services, will instead be solely responsible for the procurement of information technology products.
- The Procurement Technician will process requests for the purchase of IT goods and services utilizing the agency procurement systems. It will track purchase requests and correspond/coordinate accordingly with the Department of Safety. This position will prepare and maintain procurement documentation, requests quotes, and track funding for purchases.
- 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 01-03-03-030010-7708000-010.
3. Anticipated date of hire is: 5/8/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$4,770.
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$35,598
Benefits	<u>\$36,208</u>
Total	\$71,806

Projected Annual Cost:

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

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: April 8, 2020

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #20034, Technical Support Specialist V, Labor Grade 29, 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 upon Council's approval.

Rationale for Decision:

- The Department of Information Technology's Project Management Office will utilize the Business Systems Analyst II to improve project management maturity and address issues identified in audits.
- The position will evaluate business policies, practices and procedures for all of Department of Information Technology to assure delivery of complex projects. The position provides in-depth business systems analysis, research, makes recommendations and project plans, and engages cross-divisional teams to manage agency IT and operations projects to completion.
- 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 35% General Funded position.  
This position is a 65% Other Funded position.
2. Budgetary number/string 01-03-03-030010-77080000-010.
3. Anticipated date of hire is: 5/8/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$7,204
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$60,470
Benefits	<u>\$29,952</u>
Total	\$90,422

Projected Annual Cost:

Salary	\$63,180
Benefits	<u>\$30,474</u>
Total	\$93,654

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: April 8, 2020

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #40852, Systems Development Specialist VI, Labor Grade 30, 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 upon Council's approval.

Rationale for Decision:

- The reclassification is needed so the Department of Information Technology can support and meet the business needs of the Department of Safety with a Business Systems Analyst II.
- The position will have a lead role within the Department of Information Technology (DoIT) team supporting the Department of Safety (DOS) to develop, oversee and coordinate large-scale, department-wide, and multi-divisional/multi-program business systems projects and initiatives that are critical to DOS.
- 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 01-03-03-030010-77080000-010.
3. Anticipated date of hire is: 5/8/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$7,204
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$63,180
Benefits	<u>\$30,483</u>
Total	\$93,663

Projected Annual Cost:

Salary	\$63,180
Benefits	<u>\$30,474</u>
Total	\$93,654

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: April 8, 2020

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant position #14340, Program Assistant I, Labor Grade 12, A000 to a Program Specialist III, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist III, Labor Grade 23, A000 effective upon Council's approval.

Rationale for Decision:

- The agency requests to reclassify and transfer this position in response to an increased demand for data analysis and system administration related to multiple Records Management Systems (RMS) of the Division of Fire Standards and Training and Emergency Medical Services.
- This position would oversee operational workflows and system configurations to provide a broad range of technical and advisory support for internal, external, local, state and federal users.
- The proposed duties are identical to another Program Specialist III position operating in the section, and parallel the class specification for Program Specialist III appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-23-23-237010-40650000-010.
3. Anticipated date of hire is: 4/24/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$8,541
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$32,178
Benefits	<u>\$38,071</u>
Total	\$70,249

Projected Annual Cost:

Salary	\$46,761
Benefits	<u>\$27,259</u>
Total	\$74,020

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: April 8, 2020

Reclassification Request:

- The New Hampshire Banking Department requests the reclassification of Vacant position #42400, Executive Secretary, Labor Grade 11, A000 to a Program Assistant I, Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Assistant I, Labor Grade 12, A000 effective upon Council's approval.

Rationale for Decision:

- The agency requests reclassification of this position to align with its diverse clerical duties being performed department-wide under the direction of the Director of Business Operations.
- In response to a recent audit, policies and procedures have been implemented to improve internal controls for cash receipts and consumer complaints; this position would be more involved in these activities, as well as records management, inventory tracking/reporting, and maintenance of the agency's Manual of Procedures (MOP).
- The proposed duties are similar to those of other Program Assistant I positions currently operating in the state, and parallel the class specification for Program Assistant I appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-72-72-720510-20430000-010.
3. Anticipated date of hire is: 6/5/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$0
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$39,722
Benefits	<u>\$27,472</u>
Total	\$67,194

Projected Annual Cost:

Salary	\$30,225
Benefits	<u>\$24,021</u>
Total	\$54,246

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: April 8, 2020

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #41646, Air Pollution Control Engineer V, Labor Grade 28, A000 to a Supervisor VII, Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor VII, Labor Grade 28, A000 effective upon Council's approval.

Rationale for Decision:

- The agency requests to reclassify this position to Supervisor VII to improve recruitment by broadening the minimum qualifications beyond engineering disciplines; an engineering background is not essential for performing the core functions of the position.
- This position will manage and supervise the overall administration of the Asbestos Management Section within the Air Resources Division, including directing, planning, and prioritizing work, evaluating staff, and ensuring the consistent implementation of rules.
- The proposed duties are similar to those of other Supervisor VII positions currently operating in the agency and state, and parallel the class specification for Supervisor VII appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 03-44-44-443010-90030000-010.
3. Anticipated date of hire is: 6/5/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$0
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$84,094
Benefits	<u>\$45,703</u>
Total	\$129,797

Projected Annual Cost:

Salary	\$57,954
Benefits	<u>\$29,450</u>
Total	\$87,404

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: April 8, 2020

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #9T2886, Public Health Nurse Coordinator, Labor Grade 25, A000 to a Systems Development Specialist IV, Labor Grade 26, A000.

Division of Personnel (DOP) Reclassification Decision:

- Systems Development Specialist IV, Labor Grade 26, A000 effective upon Council's approval.

Rationale for Decision:

- The Immunization Section within the Department of Health and Human Services is reclassifying a position to aid in the onboarding of Immunization Records from a number of external sources in order to be in compliance with the CDCs 2018-2020 Immunization Information System Strategic plan.
- The position will monitor system performance, test the receipt and transmittal of data to and from the immunization information system, evaluate data integrity and make technical recommendations to improve performance. The position will compose end-user documentation and provide training.
- 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 05-95-90-903010-18350000-059.
3. Anticipated date of hire is: 4/30/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$6,284
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$50,954
Benefits	<u>\$17,894</u>
Total	\$68,848

Projected Annual Cost:

Salary	\$53,177
Benefits	<u>\$28,515</u>
Total	\$81,692



Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: April 8, 2020

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #16038, Mental Health Worker I, Labor Grade 9, A130 to a Registered Nurse I Bay Wkday NRS DRC, Labor Grade 19, N130.

Division of Personnel (DOP) Reclassification Decision:

- Registered Nurse I Bay Wkday NRS DRC, Labor Grade 19, N130 effective upon Council's approval.

Rationale for Decision:

- The New Hampshire Department of Health and Human Services, New Hampshire Hospital, is requesting reclassification of this position to a Registered Nurse I in order to provide better continuity of care during the weekends to improve patient outcomes.
- The Registered Nurse I will provide direct nursing care, including psychiatric and medical care, for patients at New Hampshire Hospital.
- 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 34% General Funded position.  
This position is a 66% Other Funded position.
2. Budgetary number/string 05-95-94-940010-87500000-010.
3. Anticipated date of hire is: 4/10/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$12,044
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$38,794
Benefits	<u>\$8,123</u>
Total	\$46,918

Projected Annual Cost:

Salary	\$50,835
Benefits	<u>\$27,450</u>
Total	\$78,285