



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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January 22, 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-I:56  
Governor and Council Meeting Date: January 22, 2020

**Reclassification Request:**

- The Department of Safety requests the reclassification of Filled position #10455, Program Specialist II, Labor Grade 21, A000 to a Cash Terminal Operator I, Labor Grade 11, A130.

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

- Cash Terminal Operator I, Labor Grade 11, A130 effective 1/3/20.

**Rationale for Decision:**

- Non-US citizen driver licensing transactions are no longer only being completed in Concord, as transactional staff at all of the substations are being cross-trained in order to improve customer service. This position is no longer needed to provide program oversight and training, or to develop specialized processes for document verification.
- The position would be transferred to the Bureau of Operations to supplement the other Cash Terminal Operator I staff, serving the general public through the processing of a variety of complex motor vehicle transactions.
- The proposed duties match those of other Cash Terminal Operator I positions currently operating in the agency, and parallel the class specification for Cash Terminal Operator I appropriately.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-23-23-233015-23110000-010.
3. Filled position-effective date: 1/3/20.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$30,801
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$52,350
Benefits	<u>\$19,344</u>
Total	\$71,694

**Projected Annual Cost:**

Salary	\$52,845
Benefits	<u>\$19,958</u>
Total	\$72,803

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: January 22, 2020

**Reclassification Request:**

- The Department of Safety requests the reclassification of Filled position #10555, Supervisor II, Labor Grade 21, A000 to a Cash Terminal Operator I, Labor Grade 11, A130.

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

- Cash Terminal Operator I, Labor Grade 11, A130 effective 1/3/20.

**Rationale for Decision:**

- Non-US citizen driver licensing transactions are no longer only being completed in Concord, as transactional staff at all of the substations are being cross-trained in order to improve customer service. This position is no longer needed to provide program oversight and training, or to supervise staff.
- The position would be transferred to the Bureau of Operations to supplement the other Cash Terminal Operator I staff, serving the general public through the processing of a variety of complex motor vehicle transactions.
- The proposed duties match those of other Cash Terminal Operator I positions currently operating in the agency, and parallel the class specification for Cash Terminal Operator I appropriately.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-23-23-233015-23110000-010.
3. Filled position-effective date: 1/3/20.
3. Projected cost (Salary & Benefits) for remainder of FY 20: \$43,184
4. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$58,554
Benefits	<u>\$40,703</u>
Total	\$99,257

**Projected Annual Cost:**

Salary	\$59,521
Benefits	<u>\$42,550</u>
Total	\$102,071

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: January 22, 2020

**Reclassification Request:**

- The Department of Safety requests the reclassification of Filled position #43419, Field Representative I, Emergency Management/Communications, Labor Grade 19, A000 to a Program Planner II, Labor Grade 21, A000.

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

- Program Planner II, Labor Grade 21, A000 effective 1/3/20.

**Rationale for Decision:**

- The duties of this position have changed as a result of the Division of Homeland Security and Emergency Management (HSEM) receiving approval for Program Administration by State (PAS); the State received delegated authority to review and approve local hazard mitigation plans that meet Federal Emergency Management Agency (FEMA) requirements and the duties are performed by this position.
- This position provides consultation to communities, planners and regional planning commissions to construct and maintain hazard mitigation plans, and ensures compliance with terms and conditions of related grants.
- The proposed duties are similar to other Program Planner II positions currently operating in the agency and state, and parallel the class specification for Program Planner II.

**Funding Summary**

1. This position is a 28% General Funded position.  
This position is a 32% Federal Funded position.  
This position is a 40% Other Funded position.
2. Budgetary number/string 02-23-23-236010-27400000-010.
3. Filled position-effective date: 1/3/2020.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$27,618
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$43,774
Benefits	<u>\$17,665</u>
Total	\$61,439

**Projected Annual Cost:**

Salary	\$46,761
Benefits	<u>\$18,518</u>
Total	\$65,279

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: January 22, 2020

**Reclassification Request:**

- The Department of Corrections requests the reclassification of Filled position #41469, Clinical Mental Health Counselor, Labor Grade 23, A000 to an Administrator II, Labor Grade 29, A000.

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

- Administrator II, Labor Grade 29, A000 effective 12/20/19.

**Rationale for Decision:**

- This reclassification would solidify the agency's reorganization of the mental health/substance abuse treatment team. The position is currently supervising all Licensed Alcohol & Drug Counselors at the three prisons as well as the mental health clinicians at the Northern NH Correctional Facility; currently, the labor grades assigned to the subordinate positions either match or exceed that of the review position.
- This position administers agency objectives, to include analyzing and evaluating program data, ensuring appropriate utilization of services as well as residents' accessibility to services, recommending legislative and/or policy changes, and preparing information for budget and grant development.
- The proposed duties are similar to those of other Administrator II positions currently operating in the 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 02-46-46-465010-8231000-010.
3. Filled position-effective date: 12/20/2019.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$46,604
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$67,953
Benefits	<u>\$50,796</u>
Total	\$118,750

**Projected Annual Cost:**

Salary	\$68,952
Benefits	<u>\$32,023</u>
Total	\$100,975