



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
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October 21, 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:October 21, 2020

Reclassification Request:

- The New Hampshire Department of Military Affairs and Veterans Services requests the reclassification of Filled position #10029, Plant Maintenance Engineer IV, Labor Grade 24, A130 to a Supervisor VI, Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor VI, Labor Grade 27, A000 effective 9/11/20.

Rationale for Decision:

- The agency reorganized its Facilities Maintenance section and established geographical regions led by mid-level supervisory staff to increase efficiency and improve work flow. This position oversees the entire section.
- This position identifies, prioritizes and formulates short- and long-term plans for preventative maintenance and repair to existing infrastructure, to include managing budgets and overseeing contracts. It also analyzes and evaluates construction projects during all project lifecycle phases, to include coordinating with stakeholders.
- The proposed duties are similar to those of other Supervisor VI positions currently operating in the state, and parallel the class specification appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Budgetary number/string 02-12-12-120010-22450000-010.
3. Filled position-effective date: 9/11/2020.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$80,769
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$73,848
Benefits	<u>\$26,057</u>
Total	\$99,905

Projected Annual Cost:

Salary	\$79,170
Benefits	<u>\$31,356</u>
Total	\$110,526

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

Reclassification Request:

- The New Hampshire Department of Labor requests the reclassification of Vacant position #19278, Hearings Officer, Labor Grade 26, A000 to an Attorney II, Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Attorney II, Labor Grade 28, A000 effective upon Council's approval.

Rationale for Decision:

- The Department of Labor is revising business operations within the agency in an effort to streamline processes. The department is also seeking additional legal support services which are best obtained through an Attorney classification.
- The Attorney II will directly facilitate or assist in facilitation of legal work such as legal representation, interpretation and drafting of legislation and development of policies and training.
- 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 02-26-26-260010-60000000-010.
3. Anticipated date of hire is: 11/6/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$51,022
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$76,634
Benefits	<u>\$34,151</u>
Total	\$110,785

Projected Annual Cost:

Salary	\$57,954
Benefits	<u>\$30,484</u>
Total	\$88,438

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

Reclassification Request:

- The New Hampshire Department of Labor requests the reclassification of Filled position #19285, Word Processor Operator II, 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 8/28/20.

Rationale for Decision:

- This position is working on par with other Program Assistant II positions performing administrative and paraprofessional duties to support the Inspection Division.
- It applies knowledge and interpretation of federal and state rules, regulations and procedures to appropriately process requests; compiles, verifies and enters specialized data into databases; independently communicates with stakeholders in response to inquiries and to obtain missing information; and generates case status and other reports to inform decision-making.
- 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.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-26-26-260510-6100-010.
3. Filled position-effective date: 8/28/2020.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$58,269
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$32,671
Benefits	<u>\$16,846</u>
Total	\$49,517

Projected Annual Cost:

Salary	\$35,295
Benefits	<u>\$40,455</u>
Total	\$75,750

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

Reclassification Request:

- The New Hampshire Department of Environmental Services requests the reclassification of Filled position #16670, Executive Secretary, Labor Grade 11, A000 to a Program Assistant II, Labor Grade 15, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Assistant II, Labor Grade 15, A000 effective 9/25/20.

Rationale for Decision:

- With the reduction of staff, this position has experienced a permanent change in responsibilities to support the Coastal Program, to include reviewing work for accuracy, completeness and compliance with agency and federal requirements.
- This position is performing federal grant recordkeeping and reporting, creating and managing program information on social media and on the department's web site, and maintaining program and grant databases.
- The proposed duties are similar to those of Program Assistant II positions 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 03-44-44-442010-36420000-010.
3. Filled position-effective date: 9/25/2020.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$53,176
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$35,178
Benefits	<u>\$40,464</u>
Total	\$75,642

Projected Annual Cost:

Salary	\$37,118
Benefits	<u>\$40,472</u>
Total	\$77,590

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

Reclassification Request:

- The New Hampshire Fish and Game Department requests the reclassification of Filled position #43030, Informational Representative II, Labor Grade 21, A000 to a Program Specialist III, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist III, Labor Grade 23, A000 effective 9/25/20.

Rationale for Decision:

- The position has absorbed duties of planning, developing, implementing and evaluating programs to maintain and expand public recreational access while improving relations among constituents and landowners statewide. The new duties were previously performed by a part-time position.
- The position implements marketing and outreach initiatives, outlines recommendations to address issues and concerns impeding public recreational use of private lands, and functions as the principal agency contact to the Wildlife Heritage Foundation of NH.
- 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.

Funding Summary

1. This position is a 9% Federal Funded position.
This position is a 91% Other Funded position.
2. Budgetary number/string 03-75-75-751020-21200000-010.
3. Filled position-effective date: 9/25/2020.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$65,553.00
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$60,470
Benefits	<u>\$30,976</u>
Total	\$91,446

Projected Annual Cost:

Salary	\$63,180
Benefits	<u>\$31,507</u>
Total	\$94,687

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

Reclassification Request:

- The New Hampshire Department of Health and Human Services requests the reclassification of Filled position #42908, Program Assistant II, Labor Grade 15, A000 to a Program Planner I, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Planner I, Labor Grade 19, A000 effective 9/11/20.

Rationale for Decision:

- The position took on additional, more complex duties after a reduction in staff affecting the Newborn Screening Program and Home Visiting Program.
- The Program Planner I plans & monitors service delivery to contracts and sub-recipients. Expanded duties include: development of educational materials, consultation with the quality improvement team & sub-recipients on program development and evaluation, and data collection used to evaluate programs & provide reporting to internal and external parties; these fall in line and support the requested reclassification.
- 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 85% Federal Funded position.
This position is a 15% Other Funded position.
2. Budgetary number/string 05-95-90-902010-51900000-010.
3. Filled position-effective date: 9/11/2020.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$49,768
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$39,297
Benefits	<u>\$17,305</u>
Total	\$56,602

Projected Annual Cost:

Salary	\$41,321
Benefits	<u>\$26,782</u>
Total	\$68,103