



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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February 5, 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 21-1:56
Governor and Council Meeting Date: February 5, 2020

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #16409, Training Coordinator, 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, to meet needs of the Division of Economic and Housing Stability in managing, evaluating, and integrating the various programs that the Division administers.
- The position manages program areas and evaluates the effectiveness of policies & work procedures for state contracted programs supporting family strengthening & wellbeing. Identifies benchmarks & develops standards & continuous improvement activities.
- 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 44% General Funded position.
This position is a 56% Federal Funded position.
2. Budgetary number/string 01-95-45-450010-79930000-010.
3. Anticipated date of hire is: 2/28/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$21,278
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$0
Benefits	\$0
Total	\$0

Projected Annual Cost:

Salary	\$50,954
Benefits	<u>\$28,080</u>
Total	\$79,034

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: February 5, 2020

Reclassification Request:

- The Department of Safety requests the reclassification of Filled position #10774, Program Assistant II, 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 12/6/19.

Rationale for Decision:

- The agency is implementing reorganization within its Justice Information Bureau, and as a result, this position would be reclassified to function as the supervisor of the Permits and Licensing Unit. Oversight will continue to be provided by a sworn position, however, that position will now oversee multiple related units.
- This position would supervise workload and scheduling, to include monitoring overtime accounts; investigate any denials to ensure proper procedures are followed; and analyze statistical information to identify trends. It would also recommend modification to program processes and requirements to agency leadership.
- The proposed duties are similar to those of other Supervisor I positions currently operating in the agency and state, and parallel the class specification for Supervisor I appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 02-23-23-234010-29130000-010.
3. Filled position-effective date: 12/6/2019.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$32,639
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$45,430
Benefits	<u>\$17,989</u>
Total	\$63,419

Projected Annual Cost:

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

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: February 5, 2020

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant position #19555, Internal Affairs Investigator II, Labor Grade 21, A130 to a Nurse Specialist, Labor Grade 25, A130.

Division of Personnel (DOP) Reclassification Decision:

- Nurse Specialist, Labor Grade 25, A000, effective upon Council's approval.

Rationale for Decision:

- The agency requests this reclassification due to expansion of the Medication Assisted Treatment (MAT) program which provides services to individuals with opioid use disorders and other substance use disorders; a dedicated nursing resource to coordinate program activities is crucial to monitor the patient-centered, cost effective care.
- This position would work independently at all department facilities, including transitional housing locations, to ensure aspects of the MAT program are communicated to all areas involved with an individual's treatment plan. It would conduct auditing of required documentation for quality and compliance, monitor provider caseload limits, and provide data and reports to satisfy grant requirements.
- The proposed supplemental job description meets the standards of the class specification for Nurse Specialist appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 02-46-46-462510-59290000-010.
3. Anticipated date of hire is: 2/28/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$22,372
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$53,539
Benefits	<u>\$35,920</u>
Total	\$89,459

Projected Annual Cost:

Salary	\$54,350
Benefits	<u>\$28,745</u>
Total	\$83,095

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: February 5, 2020

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #18142, Building Service Worker III, Labor Grade 8, A130 to a Treatment Plant Operator I, Labor Grade 14, A130.

Division of Personnel (DOP) Reclassification Decision:

- Treatment Plant Operator I, Labor Grade 14, A000 effective upon Council's approval.

Rationale for Decision:

- Due to the use of contracted services for janitorial duties, the Winnepesaukee River Basin Program is no longer in need of a position to function as a Building Service Worker. Reclassification would improve operational efficiency and effectiveness.
- This position would conduct inspections to ensure the proper functioning of equipment; identify and respond to operational malfunctions or emergencies at the treatment plant, pump stations or within the collection system; and perform routine laboratory analysis of wastewater samples.
- The proposed duties are similar to those of other Treatment Plant Operator I positions currently operating in the agency, and parallel the class specification for Treatment Plant Operator I appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 03-44-44-442010-13000000-010.
3. Anticipated date of hire is: 2/14/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$18,374
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$27,705
Benefits	<u>\$23,536</u>
Total	\$51,241

Projected Annual Cost:

Salary	\$34,798
Benefits	<u>\$24,916</u>
Total	\$59,714

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: February 5, 2020

Reclassification Request:

- The Department of Transportation requests the reclassification of Filled position #20203, Engineering Technician III, Labor Grade 16, A000 to a Technical Support Specialist II, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Technical Support Specialist II, Labor Grade 21, A000 effective 1/17/20.

Rationale for Decision:

- The agency is implementing E-Construction initiatives in lieu of maintaining traditional inspection and documentation methods. The transition to a digital culture has resulted in a need for additional computer technical support resources.
- The Technical Support Specialist II is providing bureau-wide end-user support by developing, prioritizing and conducting field training, remotely troubleshooting technical issues, and making recommendations for the procurement, installation and support of systems, computer hardware, and software.
- The proposed duties are similar to those of other Technical Support Specialist II positions currently operating in the state, and parallel the class specification for Technical Support Specialist II appropriately.

Funding Summary

1. This position is a 23% Federal Funded position.
This position is a 77% Other Funded position.
2. Budgetary number/string 04-96-96-962015-30350000-010.
3. Filled position-effective date: 1/17/2020.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$27,592
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$43,115
Benefits	<u>\$25,359</u>
Total	\$68,474

Projected Annual Cost:

Salary	\$44,831
Benefits	<u>\$26,907</u>
Total	\$71,738

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 5, 2020

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #12317, Program Specialist III, Labor Grade 23, A000 to a Business Administrator II, Labor Grade 24, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Administrator II, Labor Grade 24, A000 effective 10/11/19.

Rationale for Decision:

- The Department of Health and Human Services is reclassifying this position to a Business Administrator II to meet expanded business administration and fiscal needs for numerous grant programs that administered by the Department.
- The Business Administrator II evaluates financial and statistical work processes, procedures, reporting requirements, and data, and develops and modifies financial analysis and methodologies to meet the broad-based statistical and financial needs of grants for over 140 programs administered by the Department of Human Services.
- 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 33% General Funded position.
This position is a 67% Federal Funded position.
2. Budgetary number/string 05-95-95-00095-56760000-010.
3. Filled position-effective date: 10/11/2019.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$72,307
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$64,380
Benefits	<u>\$44,377</u>
Total	\$108,757

Projected Annual Cost:

Salary	\$65,949
Benefits	<u>\$44,638</u>
Total	\$110,587