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# State of New Hampshire

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June 10, 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: June 10, 2020

**Reclassification Request:**

- The Department of Information Technology requests the reclassification of Filled position #21188, Systems Development Specialist IV, Labor Grade 26, A000 to a Business Systems Analyst I, Labor Grade 28, A000.

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

- Business Systems Analyst I, Labor Grade 28, A000 effective 5/8/20.

**Rationale for Decision:**

- The Department of Information Technology is requesting this position to be reclassified to a Business Systems Analyst I. Functions have transitioned from primarily providing computer programming accountabilities to performing project management duties and supervising contractors in meeting their deliverables.
- The Business Systems Analyst I works with the internal Department of Information Technology staff, clients from the Department of Transportation, and contractors to develop and complete projects, analyze and improve business processes and IT tools; the position will also maintain legacy applications and web content.
- 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. Filled position-effective date: 5/8/20.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$9,215
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$57,954
Benefits	<u>\$29,845</u>
Total	\$87,799

**Projected Annual Cost:**

Salary	\$75,734
Benefits	<u>\$44,067</u>
Total	\$119,801

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 10, 2020

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant position #12863, Business Administrator IV, Labor Grade 29, A000 to an Attorney I, Labor Grade 26, A000.

Division of Personnel (DOP) Reclassification Decision:

- Attorney I, Labor Grade 26, A000 effective upon Council's approval.

Rationale for Decision:

- The agency requests to reclassify and transfer this position to the Division of Professional Standards to function as the primary resource to coordinate and manage the Department's rulemaking efforts.
- This position would also monitor agency compliance with Right to Know law, court orders and consent decrees; conduct legislative tracking and coordinate testimony related to potential agency impact; and provide legal consultation to senior leadership.
- The proposed duties are similar to those of other Attorney I positions operating in the state, and parallel the class specification for Attorney I appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 02-46-46-461010-83000000-10.
3. Anticipated date of hire is: 7/3/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$75,408
5. Total FY 21 Budgeted and Projected Annual Cost:

**Total FY 21 Budgeted:**

Salary	\$63,075
Benefits	<u>\$32,321</u>
Total	\$95,396

**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: June 10, 2020

Reclassification Request:

- The New Hampshire Veterans Home requests the reclassification of Filled position #43232, Recreational Assistant II DRC, Labor Grade 11, A130 to a Program Assistant II DRC, Labor Grade 15, A130.

Division of Personnel (DOP) Reclassification Decision:

- Program Assistant II DRC, Labor Grade 15, A130 effective 5/8/20.

Rationale for Decision:

- Since a reorganization took place, the review position at New Hampshire Veterans Home (NHVH) no longer performs duties as a Recreational Assistant II. The agency is requesting reclassification to align with the position's focus on performing varied administrative responsibilities with the recruitment, selection, and with the administrative supervision of Volunteers at NHVH and store operations.
- The Program Assistant II will assist the Supervisor of Volunteer Activities in the operation of the New Hampshire Veterans Home (NHVH) volunteer program, including the screening, orientation, supervision of volunteers. It will support the volunteer program and assist with NVH in administrative and operational support duties.
- 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 29% General Funded position.  
This position is a 39% Federal Funded position.  
This position is a 32% Other Funded position.
2. Budgetary number/string 10-43-43-4300-53590000-010.
3. Filled position-effective date: 5/8/20.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$1,819
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$35,617
Benefits	<u>\$24,433</u>
Total	\$60,050

Projected Annual Cost:

Salary	\$37,648
Benefits	<u>\$25,825</u>
Total	\$63,473