



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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August 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-I:56
Governor and Council Meeting Date: August 5, 2020

Reclassification Request:

- The New Hampshire Insurance Department requests the reclassification of Vacant position #44145, Insurance Company Examiner I, Labor Grade 29, A000 to a Program Specialist II, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist II, Labor Grade 21, A000 effective upon Council's approval.

Rationale for Decision:

- The agency requests reclassification to create a dedicated workflow coordinator position in the Property and Casualty Division. The agency currently has an established Program Specialist II position performing a comparable role for the Life and Health Division.
- The position would review submitted filings and assign to the appropriate staff for analysis; utilize analytical tools and internal and external databases and sources to extract, format, analyze and report data; and manage department-wide report tracking systems to ensure performance standards are met.
- The proposed Supplemental Job Description meets the standards of the class specification and is appropriate to the agency's organizational structure.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-24-24-240010-25200000-010.
3. Anticipated date of hire is: 8/21/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$57,098
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$68,605
Benefits	<u>\$23,044</u>
Total	\$91,649

Projected Annual Cost:

Salary	\$43,115
Benefits	<u>\$27,578</u>
Total	\$70,693

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

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #16789, Civil Engineer V, Labor Grade 30, A000 to an Administrator II, Labor Grade 29, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator II, Labor Grade 29, A000 effective upon Council's approval.

Rationale for Decision:

- The agency has revised the duties of the position and the possession of a professional engineer license is no longer required. Reclassification to Administrator II will allow flexibility in the applicant pool to address the recruitment challenges being experienced.
- This position would administer the wastewater treatment facility operator certification and training programs within the Wastewater Engineering Bureau. It would evaluate state and federal laws and rules to develop and implement comprehensive statewide programs and extensively engage in communication with external stakeholders to provide technical assistance and interpretation of regulations, policies and procedures.
- The proposed duties are similar to those of other Administrator II positions currently operating in the agency and state, and parallel the class specification for Administrator II appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 04-44-44-441018-47880000-010.
3. Anticipated date of hire is: 9/25/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$63,308
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:		Projected Annual Cost:	
Salary	\$91,372	Salary	\$60,470
Benefits	<u>\$37,067</u>	Benefits	<u>\$30,976</u>
Total	\$128,439	Total	\$91,446

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

Reclassification Request:

- The New Hampshire Department of Health and Human Services requests the reclassification of Vacant position #11088, Employment Counselor Specialist, Labor Grade 19, A000 to a Program Specialist II, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist II, Labor Grade 21, A000 effective upon Council's approval.

Rationale for Decision:

- Department of Health and Human Services, New Hampshire Employment Program is requesting reclassification of this position to a Program Specialist II; support duties for this position have expanded to quality assurance, and program assistance in identify trends, skills and training needs.
- The Program Specialist II will audit active cases in order to ensure documentation is complete and in compliance with governing rules and policies, and will program support and technical assistance to the Employment Counselor Specialist staff.
- 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 42% General Funded position.
This position is a 58% Federal Funded position.
2. Budgetary number/string 05-95-45-450010-61270000-010.
3. Anticipated date of hire is: 8/14/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$57,098
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$41,258
Benefits	<u>\$27,224</u>
Total	\$68,482

Projected Annual Cost:

Salary	\$43,115
Benefits	<u>\$27,578</u>
Total	\$70,693

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

Reclassification Request:

- The New Hampshire Department of Health and Human Services requests the reclassification of Filled position #19620, Program Assistant II, Labor Grade 15, A000 to a Programs Evaluation Specialist, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Programs Evaluation Specialist , Labor Grade 21, A000 effective 6/19/20.

Rationale for Decision:

- Department of Health and Human Services requests reclassification to a Programs Evaluation Specialist due to the expansion of the NH State Loan Repayment Program. The position will now be responsible for creating, amending, and managing contracts with healthcare providers and evaluating program success.
- The Programs Evaluation Specialist will collaborate with program leadership to identify and evaluate measurable goals and standards for programs, provide technical support, contract management, and evaluate compliance to ensure effective service delivery.
- 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% General Funded position.
2. Budgetary number/string 05-95-90-901010-79650000-010.
3. Filled position-effective date: 6/19/20.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$49,590
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$39,182
Benefits	<u>\$7,800</u>
Total	\$47,502

Projected Annual Cost:

Salary	\$43,114
Benefits	<u>\$8,459</u>
Total	\$51,573