



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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November 18, 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: November 18, 2020

**Reclassification Request:**

- The Office of Professional Licensure and Certification requests the reclassification of Vacant position #14830, Administrator I, Labor Grade 27, A000 to an Attorney I, Labor Grade 26, A000.

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

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

**Rationale for Decision:**

- The reclassification of this position would dedicate a legal resource to ensure that disciplinary matters can be prosecuted. The Administrative Prosecutions Unit at the Attorney General's Office is not capable of prosecuting all matters due to volume.
- This position would prosecute cases for administrative law hearings concerning disciplinary matters arising from occupational licensing; negotiate potential settlements; and evaluate complaints to determine whether or not the licensing boards have proper jurisdiction.
- The proposed duties are similar to those of other positions of the same class title currently operating in the state, and parallel the class specification appropriately.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Budgetary number/string 01-21-21-215010-24060000-010.
3. Anticipated date of hire is: 12/1/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$41,363
5. Total FY 21 Budgeted and Projected Annual Cost:

**Total FY 21 Budgeted:**

Salary	\$63,445
Benefits	<u>\$43,320</u>
Total	\$106,775

**Projected Annual Cost:**

Salary	\$53,177
Benefits	<u>\$29,548</u>
Total	\$82,725

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: November 18, 2020

**Reclassification Request:**

- The New Hampshire Employment Security requests the reclassification of Filled position #11049, Clerk Interviewer, Labor Grade 9, A000 to a Program Specialist I, Labor Grade 19, A000.

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

- Program Specialist I, Labor Grade 19, A000 effective 10/9/20.

**Rationale for Decision:**

- In response to a demand for programmatic services during the State of Emergency, this position absorbed duties that will be sustained with the addition of new programs.
- The position will be transferred from the Employment Service Bureau's Local Office in Concord to its Operations section to continue coordinating outreach to employers, establishing on-the-job training opportunities, and overseeing training and subsidized employment contracts.
- The proposed duties are similar to those of Program Specialist I positions currently operating in the agency and state, and parallel the class specification for Program Specialist I appropriately.

**Funding Summary**

1. This position is a 100% Federal Funded position.
2. Budgetary number/string 02-27-27-270010-80400000-010.
3. Filled position-effective date: 10/9/2020.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$43,554
5. Total FY 21 Budgeted and Projected Annual Cost:

**Total FY 21 Budgeted:**

Salary	\$31,337
Benefits	<u>\$26,099</u>
Total	\$57,436

**Projected Annual Cost:**

Salary	\$39,702
Benefits	<u>\$26,910</u>
Total	\$66,612

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: November 18, 2020

**Reclassification Request:**

- The New Hampshire Employment Security requests the reclassification of Vacant position #11295, Clerk Interviewer, Labor Grade 9, A000 to an Interviewer I, Labor Grade 16, A000.

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

- Interviewer I, Labor Grade 16, A000 effective upon Council approval.

**Rationale for Decision:**

- This position performs clerical duties while conducting preliminary screenings of local office customers. With the elimination of walk-in services and increase in virtual services, this role is no longer justified whereas additional Interviewer I resources are needed.
- This position would interview, classify and register individuals for work, determine eligibility for educational or training programs, assess job applicants' employability, and make referrals to employment counselors. It would also interview unemployment compensation claimants and complete forms to establish claims for benefits.
- 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% Federal Funded position.
2. Budgetary number/string 02-02-27-270010-80400000-010.
3. Anticipated date of hire is: 11/20/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$33,030
5. Total FY 21 Budgeted and Projected Annual Cost:

**Total FY 21 Budgeted:**

Salary	\$37,143
Benefits	<u>\$8,281</u>
Total	\$45,424

**Projected Annual Cost:**

Salary	\$35,295
Benefits	<u>\$26,047</u>
Total	\$61,342

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: November 18, 2020

**Reclassification Request:**

- The New Hampshire Employment Security requests the reclassification of Vacant position #11323, Clerk Interviewer, Labor Grade 9, A000 to an Interviewer I, Labor Grade 16, A000.

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

- Interviewer I, Labor Grade 16, A000 effective upon Council approval.

**Rationale for Decision:**

- This position performs clerical duties while conducting preliminary screenings of local office customers. With the elimination of walk-in services and increase in virtual services, this role is no longer justified whereas additional Interviewer I resources are needed.
- This position would interview, classify and register individuals for work, determine eligibility for educational or training programs, assess job applicants' employability, and make referrals to employment counselors. It would also interview unemployment compensation claimants and complete forms to establish claims for benefits.
- 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% Federal Funded position.
2. Budgetary number/string 02-02-27-270010-80400000-010.
3. Anticipated date of hire is: 11/20/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$33,030
5. Total FY 21 Budgeted and Projected Annual Cost:

**Total FY 21 Budgeted:**

Salary	\$37,143
Benefits	<u>\$16,884</u>
Total	\$54,027

**Projected Annual Cost:**

Salary	\$35,295
Benefits	<u>\$26,047</u>
Total	\$61,342

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: November 18, 2020

Reclassification Request:

- The New Hampshire Department of Health and Human Services requests the reclassification of Vacant position #16127, Fiscal Specialist II, Labor Grade 17, A000 to an Administrator III, Labor Grade 31, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator III, Labor Grade 31, A000 effective upon Council approval.

Rationale for Decision:

- The Department of Health & Human Services is reclassifying and transferring this vacant position to the Office of Finance-Public Health Services to provide administrative management and to act on behalf of the Financial Reporting Administrator II when needed.
- The Administrator II will oversee and administer the financial management objectives for the Office of Finance and will approve federal grant applications and the design of their fiscal controls.
- 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 66% General Funded position.  
This position is a 34% Federal Funded position.
2. Budgetary number/string 05-95-95-950010-56760000-010.
3. Anticipated date of hire is: 12/4/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$48,999
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$0
Benefits	<u>\$0</u>
Total	\$0

Projected Annual Cost:

Salary	\$65,949
Benefits	<u>\$32,049</u>
Total	\$97,998

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: November 18, 2020

**Reclassification Request:**

- The New Hampshire Department of Health and Human Services requests the reclassification of Vacant position #16146, Fiscal Specialist I, Labor Grade 15, A000 to an Administrator II, Labor Grade 29, A000.

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

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

**Rationale for Decision:**

- The Department of Health & Human Services is reclassifying and transferring this vacant position to the Office of Finance-Public Health Services to support the financial and grants management operations.
- The Administrator II will evaluate the financial management, operations, and services in an assigned Public Health Bureau. The position will prepare policies, procedures, and administrative rules on behalf of the unit; and monitor budgets and financial requests.  
TO BE COMPLETED BY DOP
- 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 66% General Funded position.  
This position is a 34% Federal Funded position.
2. Budgetary number/string 05-95-95-950010-56760000-010.
3. Anticipated date of hire is: 12/4/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$45,723
5. Total FY 21 Budgeted and Projected Annual Cost:

**Total FY 21 Budgeted:**

Salary	\$0
Benefits	<u>\$0</u>
Total	\$0

**Projected Annual Cost:**

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

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: November 18, 2020

**Reclassification Request:**

- The New Hampshire Veterans Home requests the reclassification of Vacant position #42676, Licensed Nursing Assistant III, Labor Grade 14, A130 to a Program Assistant I, Labor Grade 12, A000.

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

- Program Assistant I, Labor Grade 12, A000 effective upon Council approval.

**Rationale for Decision:**

- The New Hampshire Veterans Home is reclassifying a vacant position to support the administrative development and maintenance of procedures policies affecting several units.
- The Program Assistant I will manage the creation, revision and distribution of policies, forms and procedures for the Quality, Policy & Staff Development Units. The position will also provide support to the Technical Support Specialist by monitoring the functionality and operation of the electronic health record system, software and equipment.
- The proposed duties are similar 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 29% General Funded position.  
This position is a 39% Federal Funded position.  
This position is a 32% Other Funded position.
2. Budgetary number/string 10-43-43-04300-53590000-010.
3. Anticipated date of hire is: 12/4/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$28,845
5. Total FY 21 Budgeted and Projected Annual Cost:

**Total FY 21 Budgeted:**

Salary	\$39,270
Benefits	<u>\$26,835</u>
Total	\$66,105

**Projected Annual Cost:**

Salary	\$32,240
Benefits	<u>\$25,449</u>
Total	\$57,689