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# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES  
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June 15, 2022

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*  
Lorrie A. Rudis  
Director of Personnel

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 15, 2022

**Reclassification Request:**

- The Department of Administrative Services requests the reclassification of Filled position #41569, Financial Data Specialist II, Labor Grade 30, A000 to a Information Technology Manager III, Labor Grade 31, A000.

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

- Information Technology Manager III, Labor Grade 31, A000 effective 05/20/2022.

**Rationale for Decision:**

- The Department of Administrative Services (DAS) is requesting to reclassify this filled position to an Information Technology Manager III in the Division of Financial Data Management to provide management and oversight to the Web Development Team following a restructuring of the division.
- The Information Technology Manager III will manage and execute the analysis and design approaches of information technology projects related to all web development for DAS in alignment with agency goals, manage staff in the development and implementation of technology solutions, and research, analyze, and design solutions for projected IT needs of the future.
- 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% General Funded position.
2. Budgetary number/string 01-14-14-142010-13700000-010.
3. Filled position-effective date: 5/20/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$123,813
5. Total FY 23 Budgeted and Projected Annual Cost:

**Total FY 23 Budgeted:**

Salary	\$90,502
Benefits	<u>\$30,393</u>
Total	\$120,895

**Projected Annual Cost:**

Salary	\$92,898
Benefits	<u>\$30,915</u>
Total	\$123,813

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 15, 2022

**Reclassification Request:**

- The Department of Administrative Services requests the reclassification of Filled position #43175, Financial Data Specialist II, Labor Grade 30, A000 to a Information Technology Manager III, Labor Grade 31, A000.

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

- Information Technology Manager III, Labor Grade 31, A000 effective 05/20/2022.

**Rationale for Decision:**

- The Department of Administrative Services (DAS) is requesting to reclassify this filled position to an Information Technology Manager III in the Division of Financial Data Management to provide management and oversight to the Security and IPA Team following a restructuring of the Division.
- The Information Technology Manager III will manage and execute the analysis and design approaches of information technology projects related to application user security and automated workflow in alignment with agency goals.
- 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% General Funded position.
2. Budgetary number/string 01-14-14-142010-13700000-010.
3. Filled position-effective date: 5/20/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$151,821
5. Total FY 23 Budgeted and Projected Annual Cost:

**Total FY 23 Budgeted:**

Salary	\$94,564
Benefits	<u>\$54,154</u>
Total	\$148,718

**Projected Annual Cost:**

Salary	\$97,110
Benefits	<u>\$54,711</u>
Total	\$151,821

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: June 15, 2022

**Reclassification Request:**

- The Department of Military and Veterans Services requests the reclassification of Vacant position #10034, Buildings and Grounds Utility Person, Labor Grade 8, A130 to a Maintenance Mechanic, Labor Grade 12, A130.

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

- Maintenance Mechanic II, Labor Grade 12, A130 effective Upon G&C approval.

**Rationale for Decision:**

- The Department of Department of Military and Veterans Services (DMAVS) is requesting reclassification of these vacant positions to Maintenance Mechanic II, within their State Maintenance Unit.
- The Maintenance Mechanic II roles will perform skilled and semi-skilled tasks in the maintenance, repair and modification of State and Federal buildings and equipment within the Department of Military Affairs and Veterans 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 50% General Funded position.  
This position is a 50% Federal Funded position.
2. Budgetary number/string 02-12-12-120010-22400000-010.
3. Anticipated date of hire is: 7/15/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$55,502
5. Total FY 23 Budgeted and Projected Annual Cost:

**Total FY 23 Budgeted:**

Salary	\$29,851
Benefits	<u>\$28,762</u>
Total	\$58,613

**Projected Annual Cost:**

Salary	\$34,279
Benefits	<u>\$28,161</u>
Total	\$62,440

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 15, 2022

**Reclassification Request:**

- The Department of Military and Veterans Services requests the reclassification of Vacant position #10041, Buildings and Grounds Utility Person, Labor Grade 8, A130 to a Maintenance Mechanic, Labor Grade 12, A130.

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

- Maintenance Mechanic II, Labor Grade 12, A130 effective Upon G&C approval.

**Rationale for Decision:**

- The Department of Department of Military and Veterans Services (DMAVS) is requesting reclassification of these vacant positions to Maintenance Mechanic II, within their State Maintenance Unit.
- The Maintenance Mechanic II roles will perform skilled and semi-skilled tasks in the maintenance, repair and modification of State and Federal buildings and equipment within the Department of Military Affairs and Veterans 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 50% General Funded position.  
This position is a 50% Federal Funded position.
2. Budgetary number/string 02-12-12-120010-22400000-010.
3. Anticipated date of hire is: 7/15/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$57,637
5. Total FY 23 Budgeted and Projected Annual Cost:

**Total FY 23 Budgeted:**

Salary	\$32,512
Benefits	<u>\$20,511</u>
Total	\$53,023

**Projected Annual Cost:**

Salary	\$34,279
Benefits	<u>\$28,161</u>
Total	\$62,440

Division of Personnel  
Reclassification Waiver Per Chapter 21-l:56  
Governor and Council Meeting Date: June 15,2022

Reclassification Request:

- The Department of Military and Veterans Services requests the reclassification of Vacant position #42524, Maintenance Technician , Labor Grade 21, A130 to a Plant Maintenance Engineer I, Labor Grade 17, A130.

Division of Personnel (DOP) Reclassification Decision:

- Plant Maintenance Engineer I, Labor Grade 17, A130 effective Upon G&C approval.

Rationale for Decision:

- The Department of Department of Military and Veterans Services (DMAVS) is requesting reclassification of these vacant positions to Maintenance Mechanic II, within their State Maintenance Unit.
- The Maintenance Mechanic II roles will perform skilled and semi-skilled tasks in the maintenance, repair and modification of State and Federal buildings and equipment within the Department of Military Affairs and Veterans 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 100% Federal Funded position.
2. Budgetary number/string 02-12-12-120010-22450000-010.
3. Anticipated date of hire is: 7/15/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$63,501
5. Total FY 23 Budgeted and Projected Annual Cost:

**Total FY 23 Budgeted:**

Salary	\$64,303
Benefits	<u>\$24,583</u>
Total	\$88,886

**Projected Annual Cost:**

Salary	\$41,645
Benefits	<u>\$29,794</u>
Total	\$71,439

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 15, 2022

**Reclassification Request:**

- The Department of Military and Veterans Services requests the reclassification of Vacant position #10044, Buildings and Grounds Utility Person, Labor Grade 8, A130 to a Maintenance Mechanic, Labor Grade 12, A130.

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

- Maintenance Mechanic II, Labor Grade 12, A130 effective Upon G&C approval.

**Rationale for Decision:**

- The Department of Department of Military and Veterans Services (DMAVS) is requesting reclassification of these vacant positions to Maintenance Mechanic II, within their State Maintenance Unit.
- The Maintenance Mechanic II roles will perform skilled and semi-skilled tasks in the maintenance, repair and modification of State and Federal buildings and equipment within the Department of Military Affairs and Veterans 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 25% General Funded position.  
This position is a 75% Federal Funded position.
2. Budgetary number/string 02-12-12-120010-30030000-010.
3. Anticipated date of hire is: 7/15/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$55,502
5. Total FY 23 Budgeted and Projected Annual Cost:

**Total FY 23 Budgeted:**

Salary	\$29,851
Benefits	<u>\$27,178</u>
Total	\$57,029

**Projected Annual Cost:**

Salary	\$34,279
Benefits	<u>\$28,161</u>
Total	\$62,440

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 15, 2022

**Reclassification Request:**

- The Department of Military and Veterans Services requests the reclassification of Vacant position #18671, Buildings and Grounds Utility Person, Labor Grade 8, A130 to a Maintenance Mechanic, Labor Grade 12, A130.

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

- Maintenance Mechanic II, Labor Grade 12, A130 effective Upon G&C approval.

**Rationale for Decision:**

- The Department of Department of Military and Veterans Services (DMAVS) is requesting reclassification of these vacant positions to Maintenance Mechanic II, within their State Maintenance Unit.
- The Maintenance Mechanic II roles will perform skilled and semi-skilled tasks in the maintenance, repair and modification of State and Federal buildings and equipment within the Department of Military Affairs and Veterans 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 25% General Funded position.  
This position is a 75% Federal Funded position.
2. Budgetary number/string 02-12-12-120010-30030000-010.
3. Anticipated date of hire is: 7/15/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$55,502
5. Total FY 23 Budgeted and Projected Annual Cost:

**Total FY 23 Budgeted:**

Salary	\$29,851
Benefits	<u>\$28,762</u>
Total	\$58,613

**Projected Annual Cost:**

Salary	\$34,279
Benefits	<u>\$28,161</u>
Total	\$62,440



Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 15, 2022

Reclassification Request:

- The Department of Labor requests the reclassification of Vacant position #18735, Secretary II, 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 Upon G&C approval.

Rationale for Decision:

- The Department of Labor is requesting to reclassify this vacant position to a Program Specialist I in the Division of Workers' Compensation to provide administrative and programmatic technical support to the operations of the statewide Workers' Compensation Programs.
- The Program Specialist I will review and approve requests, analyze and interpret data, conduct research, assist in disputes, and respond to questions related to all Worker's Compensation Programs.
- 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 02-26-26-261010-62000000-010.
3. Anticipated date of hire is: 7/15/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$64,106
5. Total FY 23 Budgeted and Projected Annual Cost:

**Total FY 23 Budgeted:**

Salary	\$32,987
Benefits	<u>\$30,677</u>
Total	\$63,664

**Projected Annual Cost:**

Salary	\$42,201
Benefits	<u>\$29,918</u>
Total	\$72,119

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 15, 2022

**Reclassification Request:**

- The Department of Environmental Services requests the reclassification of Vacant position #42193, Environmentalist III, Labor Grade 23, A000 to a Program Specialist III, Labor Grade 23, A000.

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

- Program Specialist III, Labor Grade 23, A000 effective Upon G&C approval.

**Rationale for Decision:**

- The Department of Environmental Services is requesting to reclassify this vacant position to a Program Specialist III in the Water Division of the Wetlands Bureau to fill a growing need for public outreach and education for the Land Resources Management Programs.
- The Program Specialist III will plan, develop, and implement public communication and training programs, focusing on assisting the public with understanding regulations and the navigation of permit requirements to complete ARPA funded projects.
- 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 03-44-44-442010-38550000-010.
3. Anticipated date of hire is: 7/1/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$75,276
5. Total FY 23 Budgeted and Projected Annual Cost:

**Total FY 23 Budgeted:**

Salary	\$50,491
Benefits	<u>\$31,756</u>
Total	\$82,247

**Projected Annual Cost:**

Salary	\$49,714
Benefits	<u>\$31,584</u>
Total	\$81,298

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 15, 2022

**Reclassification Request:**

- The Department of Education requests the reclassification of Vacant position #9T3007, System Development Specialist IV, Labor Grade 30, A000 to a Business Systems Analyst II, Labor Grade 30, A000.

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

- Business Systems Analyst II, Labor Grade 30, A000 effective Upon G&C approval.

**Rationale for Decision:**

- The Department of Education is requesting reclassification of this position to a Business Systems Analyst II to evaluate, analyze, and formulate information, systems procedures and controls, and business policies for The Department of Education's operations and Statewide Student Information Systems (SSIS).
- The role will work with vendors and technical staff in implementing and overseeing the system (SSIS) as an available option to all New Hampshire public schools and districts. It will assure the development of compatible automated business system functions and applications, and increase the efficiency of system implementations.
- 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% Federal Funded position.
2. Budgetary number/string 05-56-56-567010-71280000-010.
3. Anticipated date of hire is: 7/1/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$95,023
5. Total FY 23 Budgeted and Projected Annual Cost:

**Total FY 23 Budgeted:**

Salary	\$94,264
Benefits	<u>\$20,908</u>
Total	\$115,172

**Projected Annual Cost:**

Salary	\$67,169
Benefits	<u>\$35,456</u>
Total	\$102,625

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 15,2022

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #11606, Laundry Foreman, Labor Grade 11, A130 to a Building Services Supervisor, Labor Grade 11, A130.

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

- Building Services Supervisor, Labor Grade 11, A130 effective Upon G&C approval.

**Rationale for Decision:**

- The agency requests to reclassify this vacant position to satisfy a need for additional building services supervision and support to ensure the completion of custodial work and building and grounds maintenance.
- This position will continue to be responsible for laundry operations, but a majority of its duties are related to building and grounds maintenance. Reclassification will result in more appropriate Minimum Qualifications that also align with those of the position's subordinates.
- 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 05-95-42-421510-66430000-010.
3. Anticipated date of hire is: 7/1/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$56,446
5. Total FY 23 Budgeted and Projected Annual Cost:

**Total FY 23 Budgeted:**

Salary	\$41,330
Benefits	<u>\$43,079</u>
Total	\$84,409

**Projected Annual Cost:**

Salary	\$33,070
Benefits	<u>\$27,892</u>
Total	\$60,962

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 15, 2022

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #12787, Employment Counselor Specialist, Labor Grade 19, A000 to a Administrator III, Labor Grade 31, A000.

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

- BAdministrator III, Labor Grade 31, A000 effective Upon G&C approval.

**Rationale for Decision:**

- The Department of Health and Human Services is requesting to reclassify this vacant position to an Administrator III in the Bureau of Employment Support to serve as a lead in the redesign of the NH Employment Program to combat high rates of recidivism in the Temporary Assistance for Needy Families (TANF) program.
- The Administrator III will be responsible for evaluating TANF and opportunities for recipients to fill employment needs of local employers. This role will evaluate market data, emerging trends, and changing federal laws, and will oversee statewide interagency initiatives, and provide strategic planning for workforce development.
- 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 41% General Funded position.  
This position is a 59% Federal Funded position.
2. Budgetary number/string 05-95-45-450010-61270000-010.
3. Anticipated date of hire is: 7/1/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$95,023
5. Total FY 23 Budgeted and Projected Annual Cost:

**Total FY 23 Budgeted:**

Salary	\$58,592
Benefits	<u>\$33,564</u>
Total	\$92,156

**Projected Annual Cost:**

Salary	\$67,169
Benefits	<u>\$35,456</u>
Total	\$102,625

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: June 15, 2022

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Filled position #44205, Paralegal II, Labor Grade 19, A000 to a Supervisor III, Labor Grade 23, A000.

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

- Supervisor III, Labor Grade 23, A000 effective 05/20/2022.

**Rationale for Decision:**

- The Department of Health and Human Services is requesting to reclassify this filled position to a Supervisor III. The position is located in the Bureau of General Counsel, Division for Children, Youth and Family Services (DCYF). The role will provide centralized supervision and support of over the legal support staff in 11 district offices.
- The Supervisor III will coordinate and implement work assignments, provide case management, tracking and organization, assess training needs, and serve as a liaison between support staff and attorneys, agency staff, the courts, opposing counsel, law enforcement, and other federal agencies. The Supervisor III will also perform discovery, attend depositions and hearings, and compile and review litigation materials.
- 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 61% General Funded position.  
This position is a 39% Federal Funded position.
2. Budgetary number/string 05-95-95-952010-56800000-010.
3. Projected cost (Salary & Benefits) for remainder of FY 23: \$86,750
4. Total FY 23 Budgeted and Projected Annual Cost:

**Total FY 23 Budgeted:**

Salary	\$52,650
Benefits	<u>\$32,245</u>
Total	\$84,895

**Projected Annual Cost:**

Salary	\$54,169
Benefits	<u>\$32,581</u>
Total	\$86,750

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 15, 2022

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Filled position #44218, Legal Secretary III, Labor Grade 13, A000 to a Legal Assistant, Labor Grade 19, A000.

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

- Legal Assistant, Labor Grade 19, A000 effective 05/20/2022.

**Rationale for Decision:**

- The Department of Health and Human Services is requesting to reclassify this filled position to a Legal Assistant. The position is located in the Bureau of General Counsel, Division for Children, Youth and Family Services (DCYF). The role will coordinate legal support activities for its assigned District Office and to supervise support staff.
- The Legal Assistant will prepare legal documents for use by attorneys, perform timely discovery, prepare witness and exhibit lists, monitor tasks and deadlines, attend depositions and hearings, compose and review correspondence, proofread attorney documents, and organize and prepare litigation materials.
- 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 61% General Funded position.  
This position is a 39% Federal Funded position.
2. Budgetary number/string 05-95-95-952010-56800000-010.
3. Filled position-effective date: 5/20/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$77,556
5. Total FY 23 Budgeted and Projected Annual Cost:

**Total FY 23 Budgeted:**

Salary	\$33,779
Benefits	<u>\$28,050</u>
Total	\$61,829

**Projected Annual Cost:**

Salary	\$45,826
Benefits	<u>\$31,730</u>
Total	\$77,556

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: June 15,2022

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Filled position #44556, Legal Secretary II, Labor Grade 11, A000 to a Legal Assistant, Labor Grade 19, A000.

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

- Legal Assistant, Labor Grade 19, A000 effective 05/20/2022.

**Rationale for Decision:**

- The Department of Health and Human Services is requesting to reclassify this filled position to a Legal Assistant. The position is located in the Bureau of General Counsel, Division for Children, Youth and Family Services (DCYF). The role will coordinate legal support activities for its assigned District Office and to supervise support staff.
- The Legal Assistant will prepare legal documents for use by attorneys, perform timely discovery, prepare witness and exhibit lists, monitor tasks and deadlines, attend depositions and hearings, compose and review correspondence, proofread attorney documents, and organize and prepare litigation materials.
- 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 61% General Funded position.  
This position is a 39% Federal Funded position.
2. Budgetary number/string 05-95-95-952010-56800000-010.
3. Filled position-effective date: 5/20/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$84,729
5. Total FY 23 Budgeted and Projected Annual Cost:

**Total FY 23 Budgeted:**

Salary	\$31,305
Benefits	<u>\$27,501</u>
Total	\$58,806

**Projected Annual Cost:**

Salary	\$42,201
Benefits	<u>\$42,528</u>
Total	\$84,729



Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 15, 2022

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Filled position #44557, Legal Secretary II, Labor Grade 11, A000 to a Legal Assistant, Labor Grade 19, A000.

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

- Legal Assistant, Labor Grade 19, A000 effective 05/20/2022.

**Rationale for Decision:**

- The Department of Health and Human Services is requesting to reclassify this filled position to a Legal Assistant. The position is located in the Bureau of General Counsel, Division for Children, Youth and Family Services (DCYF). The role will coordinate legal support activities for its assigned District Office and to supervise support staff.
- The Legal Assistant will prepare legal documents for use by attorneys, perform timely discovery, prepare witness and exhibit lists, monitor tasks and deadlines, attend depositions and hearings, compose and review correspondence, proofread attorney documents, and organize and prepare litigation materials.
- 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 61% General Funded position.  
This position is a 39% Federal Funded position.
2. Budgetary number/string 05-95-95-952010-56800000-010.
3. Filled position-effective date: 5/20/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$61,871
5. Total FY 23 Budgeted and Projected Annual Cost:

**Total FY 23 Budgeted:**

Salary	\$31,305
Benefits	<u>\$27,501</u>
Total	\$58,806

**Projected Annual Cost:**

Salary	\$42,201
Benefits	<u>\$19,670</u>
Total	\$61,871

Division of Personnel  
Reclassification Waiver Per Chapter 21-l:56  
Governor and Council Meeting Date: June 15,2022

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Filled position #44558, Legal Secretary II, Labor Grade 11, A000 to a Legal Assistant, Labor Grade 19, A000.

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

- Legal Assistant, Labor Grade 19, A000 effective 05/20/2022.

**Rationale for Decision:**

- The Department of Health and Human Services is requesting to reclassify this filled position to a Legal Assistant. The position is located in the Bureau of General Counsel, Division for Children, Youth and Family Services (DCYF). The role will coordinate legal support activities for its assigned District Office and to supervise support staff.
- The Legal Assistant will prepare legal documents for use by attorneys, perform timely discovery, prepare witness and exhibit lists, monitor tasks and deadlines, attend depositions and hearings, compose and review correspondence, proofread attorney documents, and organize and prepare litigation materials.
- The Legal Assistant will prepare legal documents for use by attorneys, perform timely discovery, prepare witness and exhibit lists, monitor tasks and deadlines, attend depositions and hearings, compose and review correspondence, proofread attorney documents, and organize and prepare litigation materials.

**Funding Summary**

1. This position is a 61% General Funded position.  
This position is a 39% Federal Funded position.
2. Budgetary number/string 05-95-95-952010-56800000-010.
3. Filled position-effective date: 5/20/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$72,119
5. Total FY 23 Budgeted and Projected Annual Cost:

**Total FY 23 Budgeted:**

Salary	\$36,531
Benefits	<u>\$28,670</u>
Total	\$65,201

**Projected Annual Cost:**

Salary	\$42,201
Benefits	<u>\$29,918</u>
Total	\$72,119

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 15, 2022

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Filled position #44559, Legal Secretary II, Labor Grade 11, A000 to a Legal Assistant, Labor Grade 19, A000.

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

- Legal Assistant, Labor Grade 19, A000 effective 05/20/2022.

**Rationale for Decision:**

- The Department of Health and Human Services is requesting to reclassify this filled position to a Legal Assistant. The position is located in the Bureau of General Counsel, Division for Children, Youth and Family Services (DCYF). The role will coordinate legal support activities for its assigned District Office and to supervise support staff.
- The Legal Assistant will prepare legal documents for use by attorneys, perform timely discovery, prepare witness and exhibit lists, monitor tasks and deadlines, attend depositions and hearings, compose and review correspondence, proofread attorney documents, and organize and prepare litigation materials.
- 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 61% General Funded position.  
This position is a 39% Federal Funded position.
2. Budgetary number/string 05-95-95-952010-56800000-010.
3. Filled position-effective date: 5/20/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$72,119
5. Total FY 23 Budgeted and Projected Annual Cost:

**Total FY 23 Budgeted:**

Salary	\$36,531
Benefits	<u>\$41,282</u>
Total	\$77,813

**Projected Annual Cost:**

Salary	\$42,201
Benefits	<u>\$29,918</u>
Total	\$72,119

Division of Personnel  
Reclassification Waiver Per Chapter 21-l:56  
Governor and Council Meeting Date: June 15,2022

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #19154, Senior Management Analyst, Labor Grade 26, A000 to a Program Planning and Review Specialist , Labor Grade 28, A000.

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

- Program Planning and Review Specialist , Labor Grade 28, A000 effective Upon G&C approval.

**Rationale for Decision:**

- The Department of Health and Human Services (DHHS) is requesting to reclassify this vacant position to a Program Planning & Review Specialist in the Division of Program Quality and Integrity to align department strategic goals with operations, contract performance measures, and quality management.
- The Program Planning & Review Specialist will plan, review, evaluate and integrate a range of coordinated quality assurance and improvement program goals and manage systems and activities for data-driven quality and fiscal management of contracts across DHHS and their respective delivery systems.
- 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 61% General Funded position.  
This position is a 39% Federal Funded position.
2. Budgetary number/string 05-95-95-952010-56800000-010.
3. Anticipated date of hire is: 7/1/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$82,996
5. Total FY 23 Budgeted and Projected Annual Cost:

**Total FY 23 Budgeted:**

Salary	\$57,509
Benefits	<u>\$33,313</u>
Total	\$90,822

**Projected Annual Cost:**

Salary	\$56,538
Benefits	<u>\$33,098</u>
Total	\$89,636