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State of New Hampshire

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December 16, 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: December 16, 2020

Reclassification Request:

- The New Hampshire Employment Security requests the reclassification of Vacant position #11234, Field Auditor, Labor Grade 22, A000 to a Chairman, Unemployment Compensation Appeals Tribunal I, Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Chairman, Unemployment Compensation Appeals Tribunal I, Labor Grade 27, A000 effective upon Council's approval.

Rationale for Decision:

- The passing of the Families First Coronavirus Response Act (FFCRA) has resulted in an increase in appeals and this reclassification would assist the agency in meeting federal benchmarks for holding and deciding appeals within specific timeframes.
- This position would conduct appeal hearings pertaining to unemployment compensation, trade act law and other related federal programs, and write appeal tribunal decisions. It would order repayment of benefits, impose civil penalties in fraud cases and/or assign employer charges.
- The proposed duties are similar to those of other positions of the same class title currently operating in the agency, and parallel the class specification appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Budgetary number/string 02-27-27-270010-80400000-010.
3. Anticipated date of hire is: 1/15/2021 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$32,911
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$46,687
Benefits	<u>\$28,287</u>
Total	\$74,974

Projected Annual Cost:

Salary	\$55,556
Benefits	<u>\$30,014</u>
Total	\$85,570

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 16, 2020

Reclassification Request:

- The New Hampshire Employment Security requests the reclassification of Vacant position #11243, Field Auditor, Labor Grade 22, A000 to a Chairman, Unemployment Compensation Appeals Tribunal I, Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Chairman, Unemployment Compensation Appeals Tribunal I, Labor Grade 27, A000 effective upon Council's approval.

Rationale for Decision:

- The passing of the Families First Coronavirus Response Act (FFCRA) has resulted in an increase in appeals and this reclassification would assist the agency in meeting federal benchmarks for holding and deciding appeals within specific timeframes.
- This position would conduct appeal hearings pertaining to unemployment compensation, trade act law and other related federal programs, and write appeal tribunal decisions. It would order repayment of benefits, impose civil penalties in fraud cases and/or assign employer charges.
- The proposed duties are similar to those of other positions of the same class title currently operating in the agency, and parallel the class specification appropriately.

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Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 16, 2020

Reclassification Request:

- The New Hampshire Department of Health and Human Services requests the reclassification of Filled position #14666, Programs Evaluation Specialist, Labor Grade 21, A000 to a Program Specialist III, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist III, Labor Grade 23, A000 effective 11/6/20.

Rationale for Decision:

- The review and preparation of RFPs, grant applications and contracts were new and expanded duties for the review position comprising a large percentage of time. The section requested reevaluation of the review position's classification.
- The Program Specialist III is responsible for coordinating grants and sub contracts, and reviews budget expenditures on behalf of the section, collaborating with section Administrators and The Grants & Contracts Unit to achieve this.
- 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% Federal Funded position.
2. Budgetary number/string 05-95-90-902010-51900000-010.
3. Filled position-effective date: 11/6/2020.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$45,477
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$54,645
Benefits	<u>\$21,148</u>
Total	\$75,793

Projected Annual Cost:

Salary	\$57,356
Benefits	<u>\$21,471</u>
Total	\$78,827

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 16, 2020

Reclassification Request:

- The New Hampshire Department of Health and Human Services requests the reclassification of Filled position #42420, Chef II, Labor Grade 16, A130 to a Supervisor II, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor II, Labor Grade 21, A000 effective 11/20/20.

Rationale for Decision:

- The reclassification of this position at New Hampshire Hospital will bring it into better alignment with the current and additional duties as well as with Glenclyff where the same duties are performed by a Food Services Director, LG 21.
- The Supervisor II provides direct supervision, training and evaluation of employees, prepares reports and makes recommendations to the department heads to improve the policies and procedures and food services of New Hampshire Hospital.
- 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 70% General Funded position.
This position is a 30% Other Funded position.
2. Budgetary number/string 05-95-94-940010-84100000-010.
3. Filled position-effective date: 11/20/2020.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$38,066
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$37,648
Benefits	<u>\$25,483</u>
Total	\$63,131

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: December 16, 2020

Reclassification Request:

- The New Hampshire Department of Health and Human Services requests the reclassification of Filled position #12168, Internal Auditor I, Labor Grade 19, A000 to a Program Specialist I, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist I, Labor Grade 19, A000 effective 11/20/20.

Rationale for Decision:

- This position was transferred to the Grants section of the Contracts & Procurement Unit last year. As a result, its duties have changed and it does not directly conduct audits which causes the position to no longer align with the Internal Auditor I class specification.
- The position is researching and reviewing federal guidelines for grant awards and providing technical assistance and training to ensure compliance and effective monitoring of sub-recipients.
- 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 67% General Funded position.
This position is a 33% Federal Funded position.
2. Budgetary number/string 10-95-95-500100-56760000-010.
3. Filled position-effective date: 11/20/2020.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$35,868
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$21,378
Benefits	<u>\$14,490</u>
Total	\$35,868

Projected Annual Cost:

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