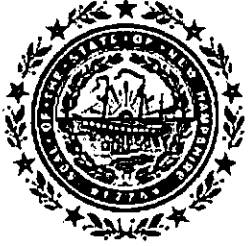


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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
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June 24, 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 24, 2020

Reclassification Request:

- The New Hampshire Veterans Home requests the reclassification of Filled position #19485, Program Assistant II, Labor Grade 15, A130 to a Technical Support Specialist II, Labor Grade 21, A130.

Division of Personnel (DOP) Reclassification Decision:

- Technical Support Specialist II, Labor Grade 21, A130 effective 6/5/20.

Rationale for Decision:

- As a result of losing onsite vendor services, this position has taken on responsibilities of maintaining electronic health record software and serves as the first line in troubleshooting technical problems with agency staff before escalation. The position also develops processes and procedures for documents and for related software
- The Technical Support Specialist II manages the review and revision of information system policy, procedure and forms to ensure compliance with state and federal regulation and agency rules. It develops technical support tools and resources and provides troubleshooting.
- 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 65-43-43-4300-53590000-010.
3. Projected cost (Salary & Benefits) for remainder of FY 20: \$0
4. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$49,878
Benefits	<u>\$28,246</u>
Total	\$78,125

Projected Annual Cost:

Salary	\$51,917
Benefits	<u>\$28,650</u>
Total	\$80,567