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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
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September 7, 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
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 7, 2022

Reclassification Request:

- The Department of Information Technology requests the reclassification of Filled position #43651, SYSTEMS DEVELOPMENT SPECIALIST VI, Labor Grade 30, A000 to an INFORMATION TECHNOLOGY MANAGER III, Labor Grade 31, A000.

Division of Personnel (DOP) Reclassification Decision:

- INFORMATION TECHNOLOGY MANAGER III, Labor Grade 31, A000 effective 7/29/22.

Rationale for Decision:

- The Department of Information Technology (DoIT) is requesting to reclassify this filled position to an Information Technology Manager III in the Division of Agency Software to provide project oversight of the Banking Department's core systems and day-to-day operations.
- The Information Technology Manager III will oversee and coordinate enterprise and large-scale information technology projects, in support of the mission and daily operations of the agency goals.
- 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% Other Funded position.
2. Budgetary number/string 01-03-03-030010-77080000-010.
3. Filled position-effective date: 7/29/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$101,141
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$79,265
Benefits	<u>\$38,149</u>
Total	\$117,414

Projected Annual Cost:

Salary	\$80,352
Benefits	<u>\$38,379</u>
Total	\$118,731

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 7, 2022

Reclassification Request:

- The Department of Administrative Services requests the reclassification of vacant position #44531, FINANCIAL DATA SPECIALIST II, Labor Grade 30, A000 to a INFORMATION TECHNOLOGY MANAGER IV, Labor Grade 32, A000.

Division of Personnel (DOP) Reclassification Decision:

- INFORMATION TECHNOLOGY MANAGER IV, Labor Grade 32, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Administrative Services (DAS) is requesting to reclassify this vacant position to an Information Technology Manager IV in the Division of Enterprise Applications Management to serve as an IT Technical Project Manager. This role will provide management to all technology projects received from DAS Divisions, NH State agencies, and state and federal legislation.
- The Information Technology Manager IV will manage all Enterprise Resource Planning (ERP) system projects and other technology projects with statewide impact. This position will manage resources, develop and manage plans, oversee deliverables, provide updates to various executive level personnel, and mitigate and resolve issues influencing 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% General Funded position.
2. Budgetary number/string 01-14-14-142010-13700000-010.
3. Anticipated date of hire is: 8/26/2022 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$85,785
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$68,273
Benefits	<u>\$35,700</u>
Total	\$103,973

Projected Annual Cost:

Salary	\$73,447
Benefits	<u>\$36,848</u>
Total	\$110,295

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 7, 2022

Reclassification Request:

- The Department of Revenue requests the reclassification of Filled position #41270, PROGRAM SPECIALIST IV, Labor Grade 25, A000 to a BUSINESS SYSTEMS ANALYST I, Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- BUSINESS SYSTEMS ANALYST I, Labor Grade 28, A000 effective 6/17/22.

Rationale for Decision:

- With the upgrade to a new Revenue Information Management System (RIMS) complete, the agency requests to reclassify this filled position functioning as its RIMS Production Support Manager to ensure ongoing system maintenance and enhancement.
- The Business Systems Analyst I will research, analyze, and develop information systems procedures and controls, evaluate and prioritize requested and required system changes, and represent the agency and its objectives while coordinating with the Department of Information Technology and the system vendor during design, development, testing, and implementation phases.
- 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. 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 01-84-84-840510-10800000-010.
3. Filled position-effective date: 6/17/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$113,956
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$71,373	Salary	\$76,444
Benefits	<u>\$37,498</u>	Benefits	<u>\$37,512</u>
Total	\$108,871	Total	\$113,956

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 7, 2022

Reclassification Request:

- The Department of Safety requests the reclassification of vacant position #40311, SECRETARY II, Labor Grade 9, A000 to a ADMINISTRATOR IV, Labor Grade 33, A000.

Division of Personnel (DOP) Reclassification Decision:

- ADMINISTRATOR IV, Labor Grade 33, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Safety is requesting to reclassify this vacant position to an Administrator IV in the Division of Homeland Security and Emergency Management (HSEM) to serve as Deputy Director. This role will oversee the Business and Finance Mitigation and Recovery sections within HSEM and will be responsible for the management of the Division in the absence of the Director or Assistant Director.
- The Administrator IV will administer HSEM objectives by overseeing and authorizing the development of policies and procedures, leading strategic planning and initiatives, overseeing operational activities of federally funded grant programs, ensuring compliance with state and federal policies, procedures and legislation, and coordinating the integration of the emergency management program.
- 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 26% General Funded position.
This position is a 32% Federal Funded position.
This position is a 42% Other Funded position.
2. Budgetary number/string 02-23-23-236010-27400000-010.
3. Anticipated date of hire is: 10/7/2022 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$76,317
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$29,060	Salary	\$76,869
Benefits	<u>\$27,003</u>	Benefits	<u>\$37,607</u>
Total	\$56,063	Total	\$114,476

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 7, 2022

Reclassification Request:

- The Department of Corrections requests the reclassification of vacant position #41465, CORRECTIONAL COUNSELOR-CASE MANAGER, Labor Grade 20, A130 to a PROGRAM COORDNATOR, Labor Grade 26, A000.

Division of Personnel (DOP) Reclassification Decision:

- PROGRAM COORDINATOR, Labor Grade 26, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Corrections is requesting a reclassification of this vacant position to a Program Coordinator to support to the Resident Program within the Division of Rehabilitation Services at the Northern NH Correctional Facility.
- The Program Coordinator will develop, coordinate and facilitate the re-entry programs for residents within the Department of Corrections. This includes planning, delivering and evaluating direct program services with cross functional teams.
- 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 02-46-46-469010-82320000-010.
3. Anticipated date of hire is: 8/27/2022 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$69,719
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$65,095
Benefits	<u>\$45,524</u>
Total	\$110,619

Projected Annual Cost:

Salary	\$56,538
Benefits	<u>\$33,098</u>
Total	\$89,639

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 7, 2022

Reclassification Request:

- The Natural & Cultural Resources Dept. requests the reclassification of Filled position #11499, SUPERVISOR OF PARK OPERATIONS, Labor Grade 30, A000 to a Administrator IV, Labor Grade 33, A000.

Division of Personnel (DOP) Reclassification Decision:

- ADMINISTRATOR III, Labor Grade 31, A000 effective 6/3/22.

Rationale for Decision:

- The agency requests to reclassify this filled position because it has assumed additional oversight and managerial responsibilities while performing its duties administering the statewide parks program. Additionally, an organizational change has resulted in this position directly reporting to the Division Director.
- This position is responsible for formulating and implementing the budget, developing and modifying park policies and procedures, and planning, prioritizing, and supervising maintenance work plans and capital projects to enhance and/or expand park infrastructure.
- 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. The position and classification are appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 03-35-35-351510-37200000-010.
3. Filled position-effective date: 6/3/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$156,384
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$94,864	Salary	\$100,847
Benefits	<u>\$54,220</u>	Benefits	<u>\$55,537</u>
Total	\$149,084	Total	\$156,384

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: September 7, 2022

Reclassification Request:

- The Department of Environmental Services requests the reclassification of vacant position #17370, SECRETARY II, Labor Grade 9, A000 to a PROGRAM ASSISTANT I, Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- PROGRAM ASSISTANT I, Labor Grade 12, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Environmental Services is requesting to reclassify this vacant position to a Program Assistant I in the Subsurface Systems Bureau (SSB) of the Land Resource Management Program (LRMP). This role will serve as an additional resource to support the Application Receipt Center (ARC) that receives and processes LRMP applications for permits.
- The Program Assistant I will ensure timely review, processing, and posting of applications and permits. It will write operating procedures, provide staff training, and respond to questions from the public and local, state, and federal agencies.
- 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 03-44-44-442010-12000000-010.
3. Anticipated date of hire is:10/7/2022 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$39,881
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$36,831	Salary	\$32,137
Benefits	<u>\$28,736</u>	Benefits	<u>\$27,685</u>
Total	\$65,567	Total	\$59,822

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: September 7, 2022

Reclassification Request:

- The Department of Environmental Services requests the reclassification of vacant position #19508, ENVIRONMENTALIST IV, Labor Grade 27, A000 to a SUPERVISOR VII, Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- SUPERVISOR VII, Labor Grade 28, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Environmental Services is requesting to reclassify this vacant position to a Supervisor VII in the Oil Remediation and Compliance Bureau (ORCB) to provide a dedicated resource to the supervision of enforcement programs and activities.
- The Supervisor VII will supervise the administration of ORCB enforcement programs to attain program goals and objectives, ensure consistent enforcement strategies and procedures are implemented, and supervise, train and develop staff to ensure appropriate application of state and federal programs, statutes and rules.
- 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 03-44-44-444010-14210000-010.
3. Anticipated date of hire is: 10/7/2022 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$63,881
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$59,998	Salary	\$61,601
Benefits	<u>\$33,865</u>	Benefits	<u>\$34,221</u>
Total	\$93,863	Total	\$95,822

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 7, 2022

Reclassification Request:

- The Department of Health and Human Resources requests the reclassification of vacant position #9T3262, SENIOR PSYCHIATRIC SOCIAL WKR, Labor Grade 26, A000 to a PROGRAM SPECIALIST IV, Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- PROGRAM SPECIALIST IV, Labor Grade 25, A000 effective upon G&C approval.

Rationale for Decision:

- As part of the organizational and position planning of Hampstead Hospital, The Department of Health and Human Services is requesting to reclassify this vacant position to a Program Specialist IV. The role will serve a Clinical Utilization Review function.
- The Program Specialist IV will be responsible for developing and evaluating procedures, providing utilization review services and related programmatic support for clinical assessments, obtaining prior authorizations, continuing stay, and discharge reviews, and following up on appeals or denials for medical necessity.
- 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 05-95-98-980010-26480000-050.
3. Anticipated date of hire is: 8/27/2022 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$67,465
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$54,444
Benefits	<u>\$32,633</u>
Total	\$87,077

Projected Annual Cost:

Salary	\$54,169
Benefits	<u>\$32,572</u>
Total	\$86,741

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: September 7, 2022

Reclassification Request:

- The Police Standards and Training requests the reclassification of vacant position #14554, PROGRAM ASSISTANT III, Labor Grade 17, A000 to a BUSINESS ADMINISTRATOR I, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- BUSINESS ADMINISTRATOR I, Labor Grade 21, A000 effective upon G&C approval.

Rationale for Decision:

- The Police Standards and Training Council is requesting to reclassify this vacant position to a Business Administrator I in the Financial Office to effectively coordinate and manage the increased fiscal responsibilities and overall business operations which resulted from of an increase in both funding and programs administered by the Council.
- The Business Administrator I will coordinate and manage a variety of business activities for the Police Standards and Training Council to include financial operations, budgetary planning/reporting and fiscal management of state and federally fund programs administered by the council.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Council's proposed organizational structure.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 06-87-87-870510-89800000-010.
3. Anticipated date of hire is: 10/7/2022 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$51,031
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$53,850	Salary	\$45,826
Benefits	<u>\$22,264</u>	Benefits	<u>\$30,722</u>
Total	\$76,114	Total	\$76,548