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State of New Hampshire

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September 18, 2019

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 18, 2019

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #10511, Supervisor of Computer Operations, Labor Grade 19, A000 to a Computer Operator II, Labor Grade 13, A000.

Division of Personnel (DOP) Reclassification Decision:

- Computer Operator II, Labor Grade 13, A000 effective upon Council's approval.

Rationale for Decision:

- Department of Information Technology is reclassifying this vacant position to a Computer Operator II, LG 13. The position will be located in the Department of Revenue Administration.
- The position will support the Department of Revenue Administration by operating the department's computer and mailing systems. Accountabilities include maintaining the computer operations by logging Help Desk tickets, correcting peripheral equipment stoppages, and maintaining inventory levels.
- 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 01-03-03-030010-77080000-010.
3. Anticipated date of hire is: 10/25/2019 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$34,408
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$56,456
Benefits	<u>\$29,166</u>
Total	\$85,622

Projected Annual Cost:

Salary	\$31,337
Benefits	<u>\$24,575</u>
Total	\$55,912

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 18, 2019

Reclassification Request:

- The Division of Administrative Services requests the reclassification of Filled position #10270, Supervisor IV, Labor Grade 25, A000 to an Administrator I, Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator I, Labor Grade 27, A000 effective August 16, 2019.

Rationale for Decision:

- The Department of Administrative Services, Division of Personnel is undergoing a reprioritization of functions and structure.
- The position is now administering the Central Human Resources Processing Unit and performing work comparable to other Administrator I positions at the agency, including the analysis and interpretation of data to recommend and develop of changes to statewide policies and operational procedures; evaluation of operational practices to identify improvements and training needs; and overseeing the auditing of records management and human resources transactions to ensure compliance to rules, laws and policies.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 01-14-14-141010-10440000-050.
3. Filled position-effective date: 8/16/2019
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$81,881
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$59,599
Benefits	<u>\$40,908</u>
Total	\$100,507

Projected Annual Cost:

Salary	\$60,469
Benefits	<u>\$40,908</u>
Total	\$101,377

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: ,September 18, 2019

Reclassification Request:

- The Department of New Hampshire Employment Security requests the reclassification of Vacant position #42009, Interviewer I, Labor Grade 16, A000 to a Supervisor VII, Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor VII, Labor Grade 28, A000 effective upon Council's approval.

Rationale for Decision:

- The Department of New Hampshire Employment Security has requested to transfer and reclassify this vacant position to a Supervisor VII to serve as an Assistant Director of Field Operations.
- The position will oversee field operations, subordinate supervisory staff, and the administration of the NH Employment Service Program, the NH Works American Job Centers, the NH Unemployment Compensation Program and other Federal and local employment and training and assistance 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% Federal Funded position.
2. Budgetary number/string 02-27-27-270010-80400000-010.
3. Anticipated date of hire is: 11/8/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$50,654
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$35,295
Benefits	<u>\$25,023</u>
Total	\$60,318

Projected Annual Cost:

Salary	\$57,954
Benefits	<u>\$29,845</u>
Total	\$87,799

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 18, 2019

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant position #44264, Correctional Counselor/Case Manager, Labor Grade 20, A130 to a Chaplain II, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Chaplain II, Labor Grade 23, A000 effective upon council's approval.

Rationale for Decision:

- The agency currently has a part-time Chaplain I position dedicated to providing religious services to inmates at the NH Correctional Facility for Women, however, the facility has a need for a full-time position to plan, implement and evaluate religious programs to ensure quality services and educational opportunities are being made available to inmates.
- This position would also recruit, train and supervise religious volunteers; provide guidance and training to facility-wide staff to increase understanding of different religious beliefs and practices; and identify community resources to assist families of inmates, as well as to enhance an inmate's transition from prison to community.
- The proposed duties are similar to those of other Chaplain II positions currently operating in the agency and state, and parallel the class specification for Chaplain II appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 02-46-46-469010-82320000-10.
3. Anticipated date of hire is: 10/25/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$45,788
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$45,469
Benefits	<u>\$31,698</u>
Total	\$77,167

Projected Annual Cost:

Salary	\$46,761
Benefits	<u>\$27,629</u>
Total	\$74,390

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 18, 2019

Reclassification Request:

- The Department of Natural and Cultural Resources requests the reclassification of Filled position #18110, Data Control Clerk III, Labor Grade 12, A000 to a Program Assistant II, Labor Grade 15, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Assistant II, Labor Grade 15, A000 effective July 5, 2019.

Rationale for Decision:

- This position was primarily responsible for inputting and retrieving data related to agency vehicles and for maintaining inventory records. Over time, with the introduction of the State's Fleet Information Management System (FIMS) and increased reporting requirements, the responsibilities of the position have expanded.
- This position is now performing paraprofessional duties related to management of a diverse agency-wide fleet, to include maintaining records, generating reports, consulting on fleet replacement plans, facilitating procurement, managing fuel cards, and providing information and training to internal staff on related policies and procedures.
- The proposed duties are similar to those of other Program Assistant II positions currently operating in the state, and parallel the class specification for Program Assistant II appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 03-35-35-340100-10000000-010.
3. Filled position-effective date: 7/5/2019
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$58,505
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$43,421
Benefits	<u>\$17,595</u>
Total	\$61,016

Projected Annual Cost:

Salary	\$45,076
Benefits	<u>\$18,304</u>
Total	\$63,380

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 18, 2019

Reclassification Request:

- The Adjutant General's Department requests the reclassification of Filled position #42828, Veterans Service Officer, Labor Grade 18, A000 to a Supervisor IV, Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor IV, Labor Grade 25, A000 effective August 16, 2019.

Rationale for Decision:

- Currently, this position is temporarily reclassified to Supervisor IV and the agency is requesting to make it permanent. Due to changes with the Director's position, the agency has experienced the need for a resource to provide oversight of daily operations as well as supervision and guidance to the Veterans Service Officers.
- Reclassification would ensure that this position continues to liaise with federal, state and other Veteran-associated agencies on applicable issues, to include promoting services, providing technical assistance and coordinating procedures and programs, as well as to evaluate overall work performance and recommend changes to improve agency effectiveness.
- The proposed duties are similar to those of Supervisor IV positions currently operating in the state, and parallel the class specification for Supervisor IV appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 05-66-66-660010-80530000-010.
3. Filled position-effective date: 8/16/2019
3. Projected cost (Salary & Benefits) for remainder of FY 20: \$74,204
4. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$48,672
Benefits	<u>\$39,127</u>
Total	\$87,799

Projected Annual Cost:

Salary	\$53,177
Benefits	<u>\$38,695</u>
Total	\$91,872

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 18, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #9T2751, Public Health Program Manager, Labor Grade 26, A000 to an Administrator I, Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator I, Labor Grade 27, A000 effective February 15, 2019.

Rationale for Decision:

- The Department of Health and Human Services is reclassifying this vacant position to an Administrator I, LG 27.
- The position will oversee and plan New Hampshire's Biomonitoring program by administering the Center for Disease Control and Prevention Biomonitoring Cooperative Agreement. The position serves as a point of contact for the program relevant to environmental exposure investigations. The position oversees development of requests for proposal and contracts that support the biomonitoring program. The position also develops procedures and policies for the collection, preparation analysis and interpretation of data and reports results.
- 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 05-95-90-903010-82800000-059.
3. Filled position-effective date: 2/15/2019
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$89,027
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$65,949
Benefits	<u>\$28,735</u>
Total	\$94,684

Projected Annual Cost:

Salary	\$69,252
Benefits	<u>\$29,371</u>
Total	\$98,623

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 18, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #16317, Mental Health Worker Trainee, Labor Grade 7, A130 to a Registered Nurse I, Labor Grade 19, N130.

Division of Personnel (DOP) Reclassification Decision:

- Registered Nurse I, Labor Grade 19, N130 effective upon Council's approval.

Rationale for Decision:

- The Department of Health and Human Services is reclassifying this vacant position to a Registered Nurse I is will be located in the New Hampshire Hospital, Patient Care Service, APSI-Unit where is will provide critical coverage and services.
- The Registered Nurse I utilizes all components of the nursing process including nurses notes, Plan-of-Care, admission assessments, and reviews to provide care for assigned residents with physical and mental condition.
- 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 34% General Funded position.
This position is a 66% Other Funded position.
2. Budgetary number/string 05-95-94-940010-87500000-010.
3. Anticipated date of hire is: 9/13/2019 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$50,450
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$27,965
Benefits	<u>\$36,554</u>
Total	\$64,519

Projected Annual Cost:

Salary	\$42,349
Benefits	<u>\$26,756</u>
Total'	\$69,105

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 18, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #42089, Child Protective Service Worker IV, Labor Grade 24, A000 to a Supervisor IV, Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor IV, Labor Grade 25, A000 effective upon Council's approval.

Rationale for Decision:

- The Department of Health and Human Services is reclassifying this vacant position to a Supervisor IV. The position will be located in the Home Study Unit, within the Division of Children Youth and Families. The Unit has increased in size necessitating additional supervision.
- The Supervisor IV will provide direct supervision to assigned Child Protective Service Workers and other staff in a district office to assure the provision of quality mandated child welfare services under RSA 169-C.
- 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 62% General Funded position.
This position is a 38% Federal Funded position.
2. Budgetary number/string 10-95-42-4210-29570000-010.
3. Anticipated date of hire is: 9/27/19 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$54,978
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$68,535
Benefits	<u>\$22,966</u>
Total	\$91,501

Projected Annual Cost:

Salary	\$50,954
Benefits	<u>\$28,459</u>
Total	\$79,413