



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
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September 9, 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
Lorrie A. Rudis
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 11, 2020

Reclassification Request:

- The New Hampshire Employment Security requests the reclassification of Filled position #11216, Design Drafter I, Labor Grade 17, A000 to an Informational Representative I, Labor Grade 18, A000.

Division of Personnel (DOP) Reclassification Decision:

- Informational Representative I, Labor Grade 18, A000 effective 8/14/20.

Rationale for Decision:

- As a result of legislative changes impacting the Employment Service Bureau, this position has assumed additional duties related to planning and designing print and electronic media, with an emphasis on Job Training Program materials. The agency has a position assigned to the requested title that is performing similar duties for another bureau.
- This position creates and edits publications, information reports, presentation materials, and multiple types of marketing and informational materials. It updates and maintains agency web pages with legislative changes, press releases and events.
- 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.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Budgetary number/string 02-27-27-270010-80400000-010.
3. Filled position-effective date: 8/14/2020.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$58,755
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$43,114
Benefits	<u>\$27,578</u>
Total	\$70,693

Projected Annual Cost:

Salary	\$44,830
Benefits	<u>\$27,914</u>
Total	\$72,744

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 11, 2020

Reclassification Request:

- The New Hampshire Department of Health and Human Services requests the reclassification of Vacant position #12305, Clerk IV, Labor Grade 12, A000 to an Administrator I, Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator I, Labor Grade 27, A000 effective upon Council's approval.

Rationale for Decision:

- The position is being reclassified to provide the technical knowledge and assistance to integrate Medicaid & Medicaid Savings Program eligibility rules, policies and procedures within the department.
- The Administrator I will work collaboratively with program, financial and information technology staff to ensure the administration and implementation of changes are achieved throughout the divisions and bureaus.C
- 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 50% General Funded position.
This position is a 50% Federal Funded position.
2. Budgetary number/string 05-95-47-470010-79370000-010.
3. Anticipated date of hire is: 9/25/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$59,241
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$31,294
Benefits	<u>\$25,273</u>
Total	\$56,567

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: September 11, 2020

Reclassification Request:

- The New Hampshire Department of Health and Human Services requests the reclassification of Vacant position #14717, Word Processing Operator, Labor Grade 9, A000 to a Planning Analyst/Data System, Labor Grade 24, A000.

Division of Personnel (DOP) Reclassification Decision:

- Planning Analyst/Data System, Labor Grade 24, A000 effective upon Council's approval.

Rationale for Decision:

- The agency is requesting to reclassify this vacant position to a Planning Analyst/Data System in order to perform metrics collection and to develop and review data collection methodology and reporting in support program and service initiatives and meet state and federal requirements such as Title V Block Grant reporting.
- The Planning Analyst/Data System will design and oversee the implementation collection, processing and reporting procedures for a variety of program data and conduct data analysis and reporting to formulate recommendations for program and service planning.
- 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 75% General Funded position.
This position is a 25% Federal Funded position.
2. Budgetary number/string 05-95-93-930010-51910000-010.
3. Anticipated date of hire is: 11/20/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$41,707
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$37,143
Benefits	<u>\$28,094</u>
Total	\$65,237

Projected Annual Cost:

Salary	\$48,770
Benefits	<u>\$28,685</u>
Total	\$77,455

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 11, 2020

Reclassification Request:

- The New Hampshire Department of Health and Human Services requests the reclassification of Vacant position #44642, Nurse Coordinator, Labor Grade 27, N130 to a Public Health Program Manager, Labor Grade 26, A000.

Division of Personnel (DOP) Reclassification Decision:

- Public Health Program Manager, Labor Grade 26, A000 effective upon Council's approval.

Rationale for Decision:

- The reclassification of this vacant position is primarily to bring alignment between the duties and the pay schedule.
- The Public Health Program Manager will provide supervision to Nurse Consultants and oversee the implementation of services and interventions corresponding with the DCYF Foster Care Health Program.
- 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 25% General Funded position.
This position is a 75% Federal Funded position.
2. Budgetary number/string 05-95-42-420010-29610000-010.
3. Anticipated date of hire is: 9/25/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$57,271
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

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

Projected Annual Cost:

Salary	\$53,177
Benefits	<u>\$29,548</u>
Total	\$82,725

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 11, 2020

Reclassification Request:

- The New Hampshire Department of Health and Human Services requests the reclassification of Vacant position #44643, Nurse Coordinator, Labor Grade 27, N130 to a Public Health Program Manager, Labor Grade 26, A000.

Division of Personnel (DOP) Reclassification Decision:

- Public Health Program Manager, Labor Grade 26, A000 effective upon Council's approval.

Rationale for Decision:

- This vacant reclassification request is being made in order to bring better alignment between the position's duties and the appropriate pay schedule.
- The Public Health Program Manager will provide supervision to PH Nurse Consultants and implementation of services and interventions corresponding with the DCYF Foster Care Health Program.
- 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 25% General Funded position.
This position is a 75% Federal Funded position.
2. Budgetary number/string 05-95-42-420010-29610000-010.
3. Anticipated date of hire is: 9/25/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$57,271
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

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

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Salary	\$53,177
Benefits	<u>\$29,548</u>
Total	\$82,725