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State Of New Hampshire
DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex – 28 School Street
Concord, New Hampshire 03301

LORRIE A. RUDIS
Director of Personnel
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July 10, 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

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Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: July 10, 2019

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant position #16320, TI/College Professor, Labor Grade 25, A000 to an Administrator IV, Labor Grade 33, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator IV, Labor Grade 33, A000 effective upon Council's approval.

Rationale for Decision:

- The agency requests to reclassify this position to create a Deputy Warden at the NH State Prison for Men. A dedicated management resource is needed to meet administrative demands and to fulfill responsibilities in the absence of the Warden.
- This position would direct facility objectives by assessing needs and operational effectiveness, establishing controls, and monitoring key performance measures and other quality improvement protocols related to the identified agency goals. It would review and respond to employee and inmate grievances and community complaints, and conduct post-incident reviews and use of force reviews.
- The proposed duties are similar to those of other Administrator IV positions currently operating in the agency and state, and parallel the class specification for Administrator IV 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: 8/2/2019 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY20: \$88,840
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$61,741
Benefits	<u>\$36,560</u>
Total	\$98,301

Projected Annual Cost:

Salary	\$72,306
Benefits	<u>\$32,687</u>
Total	\$104,993

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: July 10, 2019

Reclassification Request:

- The Fish & Game Department requests the reclassification of Vacant position #30459, Supervisor VI, Labor Grade 27, A000 to a Planning Analyst (Data Systems), Labor Grade 24, A000.

Division of Personnel (DOP) Reclassification Decision:

- Planning Analyst (Data Systems), Labor Grade 24, A000 effective upon Council's approval.

Rationale for Decision:

- The agency requests to reclassify this position to function as a biometrician in the Wildlife Division. The duties were previously performed by an employee in a different discipline who possessed the appropriate skills and assumed the additional role.
- This position would design data collection procedures and perform data analysis for projects, employing state of the art statistical methods and modeling techniques. It would ensure that staff have the best available scientifically valid information to use when making decisions and recommendations related to wildlife management.
- The proposed duties are similar to those of other Planning Analyst (Data Systems) positions currently operating in the agency and state, and parallel the class specification for Planning Analyst (Data Systems) appropriately.

Funding Summary

1. This position is a 58% Federal Funded position.
This position is a 42% Other Funded position.
2. Budgetary number/string 03-75-75-751520-21500000-010.
3. Anticipated date of hire is: 8/2/2019 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY20: \$64,982
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$55,555
Benefits	<u>\$28,990</u>
Total	\$84,545

Projected Annual Cost:

Salary	\$48,770
Benefits	<u>\$28,027</u>
Total	\$76,797

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: July 10, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12332, Administrator I, Labor Grade 27, A000 to a Financial Analyst, Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Financial Analyst, Labor Grade 28, A000 effective upon Council's approval.

Rationale for Decision:

- The Department of Health and Human Services is reclassifying this filled position to a Financial Analyst.
- The position will review, evaluate, and develop financial analysis and recommendations between federal and state programs in the area of medical administration, rate setting, contracted services and operation of a number of medical facilities. The position creates tracking mechanisms to account a variety of changes that affect the Rate Setting Unit. The financial analysis, reporting development and consultation provided by the position requires a strong understanding of finance, Medicare & Medicaid, and applicable state and federal law.
- 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 05-95-95-950010-56760000-010
3. Anticipated date of hire is: 8/16/2019 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY20: \$70,915
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$65,949
Benefits	<u>\$22,006</u>
Total	\$87,955

Projected Annual Cost:

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

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: July 10, 2019

Reclassification Request:

- The Department of Education requests the reclassification of vacant position #13114, Executive Secretary Steno, Labor Grade 12, 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 Council's approval.

Rationale for Decision:

- The Department of Education is reclassifying and transferring this filled position to a Program Assistant I, LG 12.
- The position will be primarily responsible for activities supporting others in case management activities. Such as: reviewing and filing vendor payments; reviewing authorizations in a case management system for accuracy and compliance; and ensuring documents and forms are properly maintained.
- 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 06-56-56-565010-25380000-010.
3. Anticipated date of hire is: 8/2/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY20: \$46,183
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$43,420
Benefits	<u>\$37,740</u>
Total	\$81,160

Projected Annual Cost:

Salary	\$30,225
Benefits	<u>\$24,355</u>
Total	\$54,580

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: July 10, 2019

Reclassification Request:

- The New Hampshire Lottery Commission requests the reclassification of Vacant position #14399, Data Control Clerk II, Labor Grade 10, A000 to a Lottery Marketing Coordinator, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Lottery Marketing Coordinator, Labor Grade 19, A000 effective upon Council's approval.

Rationale for Decision:

- The New Hampshire Lottery Commission is reclassifying this vacant position to a Lottery Marketing Coordinator.
- The position will serve on the Digital and Product Team by contributing to digital marketing campaigns and programs to drive growth including management of the customer relationship management projects and marketing activities, and marketing research.
- 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 06-83-83-500100-20280000-10.
3. Anticipated date of hire is: 8/2/2019 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY20: \$55,790
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$30,268
Benefits	<u>\$35,164</u>
Total	\$65,432

Projected Annual Cost:

Salary	\$39,702
Benefits	<u>\$26,232</u>
Total	\$65,934

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: July 10, 2019

Reclassification Request:

- The Office of Professional Licensure and Certification requests the reclassification of Vacant position #13063, Executive Director, Board of Nursing, Labor Grade 35, A000 to an Administrator III, Labor Grade 31, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator III, Labor Grade 31, A000 effective upon Council's approval.

Rationale for Decision:

- With the consolidation of professional boards and establishment of the Office of Professional Licensure and Certification, this position is no longer needed to function in the same capacity. Reclassification to Administrator III will align the position with adjoining, similar positions and create an appropriate reporting relationship with the Division Director.
- This position would administer the objectives of the New Hampshire Board of Nursing by providing planning, direction, communication, supervision and assessment relative to the practice of nursing statewide. It would oversee and supervise licensing, examination, compliance and complaint processes and related activities.
- The proposed duties are similar to those of other Administrator III positions currently operating in the agency and state, and parallel the class specification for Administrator III appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 10-21-21-215010-24060000-010.
3. Anticipated date of hire is: 8/2/2019 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY20: \$82,396
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:		Projected Annual Cost:	
Salary	\$104,632	Salary	\$65,949
Benefits	<u>\$20,513</u>	Benefits	<u>\$31,428</u>
Total	\$125,145	Total	\$97,377