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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

CHARLES M. ARLINGHAUS  
Commissioner  
(603) 271-3201

LORRIE A. RUDIS  
Director of Personnel  
(603) 271-3261

May 22, 2019

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to RSA 21-1:56 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 21-1:56 I, states that any request for reclassification of a position to a different class series as provided in RSA 21-1:54 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 21-1:42 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 21-1:42 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 21-1:56 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  
5-24-19

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: June 5, 2019

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #10192 Computer Operator II, Labor Grade 13, A000 to an Information Technology Manager IV, Labor Grade 32, A000.

Division of Personnel (DOP) Reclassification Decision:

- Information Technology Manager IV, Labor Grade 32, A000 effective upon Council's approval.

Rationale for Decision:

- The Department of Information Technology is reclassifying and transferring this vacant position to an Information Technology Manager IV. The position will be located in the CIO Office, Governance & Strategic Planning-Project Management Office.
- The position will manage all project requests for IT resources, provide matrixed based support and guidance on IT projects, develop the DoIT project management standards, practices and tools. This request is in part to fulfill the Statewide IT Plan and to address the need for enhanced project management oversight highlighted in a recent LBA audit.
- 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 52% General Funded position.  
This position is a 48% Federal Funded position.
2. Budgetary number/string 01-03-03-030010-77080000-010
3. Anticipated date of hire is: 6/21/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$0
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

|          |                 |
|----------|-----------------|
| Salary   | \$31,582        |
| Benefits | <u>\$24,624</u> |
| Total    | \$56,206        |

Projected Annual Cost:

|          |                 |
|----------|-----------------|
| Salary   | \$68,055        |
| Benefits | <u>\$31,845</u> |
| Total    | \$99,900        |

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 5, 2019

**Reclassification Request:**

- The Department of Information Technology requests the reclassification of Filled position #21078 Systems Development Specialist V, Labor Grade 28, A000 to a Business Systems Analyst II, Labor Grade 30, A000.

**Division of Personnel (DOP) Reclassification Decision:**

- Business Systems Analyst II, Labor Grade 30, A000 effective 5/10/2019.

**Rationale for Decision:**

- The Department of Information Technology is reclassifying this filled position to a Business Systems Analyst II.
- The position will manage multidivisional IT hardware and software projects including analysis of project requirements, design solutions, create the scope of work and ensure delivery of IT 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% Other Funded position.
2. Budgetary number/string 01-03-03-030010-77080000-010
3. Filled position-effective date: 5/10/2019
4. Projected cost (Salary & Benefits) for remainder of FY19: \$7,149
5. Total FY 19 Budgeted and Projected Annual Cost:

**Total FY 19 Budgeted:**

|          |                 |
|----------|-----------------|
| Salary   | \$69,771        |
| Benefits | <u>\$36,453</u> |
| Total    | \$106,224       |

**Projected Annual Cost:**

|          |                 |
|----------|-----------------|
| Salary   | \$62,244        |
| Benefits | <u>\$30,695</u> |
| Total    | \$92,939        |

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 5, 2019

**Reclassification Request:**

- The New Hampshire Banking Department requests the reclassification of Vacant position #13796 Business Administrator I, Labor Grade 21, A000 to a Human Resources Coordinator I, Labor Grade 21, A000.

**Division of Personnel (DOP) Reclassification Decision:**

- Human Resources Coordinator I, Labor Grade 21, A000 effective upon Council's approval.

**Rationale for Decision:**

- The agency requests to reclassify this position in an effort to streamline resources and functions related to agency-wide operations. This position would continue to report to the Director of Operations (Business Administrator IV) but would focus on Human Resources responsibilities for the agency.
- This position would coordinate and monitor personnel management activities including recruitment, payroll, leave, and benefits; also monitor and make recommendations regarding Human Resource Policy & Procedures to ensure compliance with personnel rules, federal & state labor laws, and the collective bargaining agreement.
- The proposed duties are similar to those of other Human Resources Coordinator I positions currently operating in the state and parallel the class specification for Human Resources Coordinator I appropriately.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-72-72-720010-010-010
3. Anticipated date of hire is: 6/21/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$0
5. Total FY 19 Budgeted and Projected Annual Cost:

**Total FY 19 Budgeted:**

|          |                 |
|----------|-----------------|
| Salary   | \$58,019        |
| Benefits | <u>\$41,150</u> |
| Total    | \$99,169        |

**Projected Annual Cost:**

|          |                 |
|----------|-----------------|
| Salary   | \$42,471        |
| Benefits | <u>\$26,780</u> |
| Total    | \$69,251        |

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: June 5, 2019

**Reclassification Request:**

- The Department of Environmental Services requests the reclassification of Vacant position #14681 Word Processor Operator II, 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 upon Council's approval.

**Rationale for Decision:**

- The agency would like to reclassify this position and transfer it to the Permitting and Environmental Health Bureau to provide bureau-wide support to include duties related to data and document management, public information requests, permit tracking, and the processing of financial transactions.
- This position would also assist the agency in meeting new requirements related to the Environmental Health Program. Specifically, it would be the agency point of contact for public hearings and would assume responsibility for scheduling, securing venues, registering attendees, preparing materials, and responding to inquiries from the public.
- The proposed duties are similar to those of other Program Assistant II positions currently operating in the agency and state, and parallel the class specification for Program Assistant II appropriately.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Budgetary number/string 03-44-44-443010-91030000-010
3. Anticipated date of hire is: 7/5/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY20: \$53,853
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

|          |                 |
|----------|-----------------|
| Salary   | \$42,521        |
| Benefits | <u>\$26,438</u> |
| Total    | \$68,959        |

**Projected Annual Cost:**

|          |                 |
|----------|-----------------|
| Salary   | \$33,365        |
| Benefits | <u>\$24,977</u> |
| Total    | \$58,342        |

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 5, 2019

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #43582 Senior Management Analyst, Labor Grade 26, A000 to a Systems Development Specialist IV, Labor Grade 26, A000.

**Division of Personnel (DOP) Reclassification Decision:**

- Systems Development Specialist IV, Labor Grade 26, A000 effective upon Council's approval.

**Rationale for Decision:**

- The Department of Health and Human Services is reclassifying this vacant position to a Systems Development Specialist IV. The position will be located in Public Health Statistics and Informatics.
- The position will be responsible for partnering with NH DoIT to perform programming and systems analysis duties to maintain and develop computer applications relative to the receipt, modification and transport of electronic health care data to meet the needs of New Hampshire's health care system.
- 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 59% General Funded position.  
This position is a 41% Federal Funded position.
2. Budgetary number/string 05-95-90-900510-52620000-010
3. Anticipated date of hire is: 7/19/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY20: \$71,758
5. Total FY 19 Budgeted and Projected Annual Cost:

**Total FY 19 Budgeted:**

|          |                 |
|----------|-----------------|
| Salary   | \$52,377        |
| Benefits | <u>\$28,741</u> |
| Total    | \$81,118        |

**Projected Annual Cost:**

|          |                 |
|----------|-----------------|
| Salary   | \$52,377        |
| Benefits | <u>\$28,741</u> |
| Total    | \$81,118        |

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 5, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #16157 Mental Health Worker II, Labor Grade 11, A130 to a Licensed Nurse Assistant II, Labor Grade 11, A130.

Division of Personnel (DOP) Reclassification Decision:

- Licensed Nurse Assistant II, Labor Grade 11, A130 effective 5/10/19.

Rationale for Decision:

- The Department of Health and Human Service, New Hampshire Hospital is reclassifying this vacant position to a Licensed Nurse Assistant II. The position is located in the Patient Care Services Bureau, J Unit.
- The Licensed Nurse Assistant I will assist in providing continuous direct care services and with providing mentoring and guidance to the Nursing Assistant I with individualized direct care to geriatric patients and/or psychiatric patients, including performing Activities of Daily Living (ADL) and the care and maintenance of sanitary conditions of patient surroundings.
- 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 21% Federal Funded position.  
This position is a 45% Other Funded position.
2. Budgetary number/string.05-95-94-940010-87500000-010
3. Filled position-effective date: 5/10/2019
4. Projected cost (Salary & Benefits) for remainder of FY19: \$5,456
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

|          |                 |
|----------|-----------------|
| Salary   | \$39,333        |
| Benefits | <u>\$26,842</u> |
| Total    | \$66,175        |

Projected Annual Cost:

|          |                 |
|----------|-----------------|
| Salary   | \$42,348        |
| Benefits | <u>\$27,949</u> |
| Total    | \$70,927        |

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 5, 2019

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #16211 Mental Health Worker I, Labor Grade 9, A130 to a Licensed Nurse Assistant I, Labor Grade 9, A130.

**Division of Personnel (DOP) Reclassification Decision:**

- Licensed Nurse Assistant I, Labor Grade 9, A130 effective upon Council's approval.

**Rationale for Decision:**

- The Department of Health and Human Service, New Hampshire Hospital is reclassifying this vacant position to a Licensed Nurse Assistant I. The position is located in the Patient Care Services Bureau, J Unit.
- The Licensed Nurse Assistant I will assist in providing individualized direct care to geriatric patients and/or psychiatric patients, including performing Activities of Daily Living (ADL) and the care and maintenance of sanitary conditions of patient surroundings.
- 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 21% Federal Funded position.  
This position is a 45% Other Funded position.
2. Budgetary number/string 05-95-94-940010-87500000-010
3. Anticipated date of hire is: 6/21/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$0
5. Total FY 19 Budgeted and Projected Annual Cost:

**Total FY 19 Budgeted:**

|          |                 |
|----------|-----------------|
| Salary   | \$33,936        |
| Benefits | <u>\$38,201</u> |
| Total    | \$72,137        |

**Projected Annual Cost:**

|          |                 |
|----------|-----------------|
| Salary   | \$28,392        |
| Benefits | <u>\$23,992</u> |
| Total    | \$52,384        |



Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 5, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #16473 Mental Health Worker II, Labor Grade 11, A130 to a Licensed Nurse Assistant II, Labor Grade 11, A130.

Division of Personnel (DOP) Reclassification Decision:

- Licensed Nurse Assistant II, Labor Grade 11, A130 effective 5/10/2019.

Rationale for Decision:

- The Department of Health and Human Service, New Hampshire Hospital is reclassifying this vacant position to a Licensed Nurse Assistant II. The position is located in the Patient Care Services Bureau, J Unit.
- The Licensed Nurse Assistant II will assist in providing continuous direct care services and with providing mentoring and guidance to the Nursing Assistant I with individualized direct care to geriatric patients and/or psychiatric patients, including performing Activities of Daily Living (ADL) and the care and maintenance of sanitary conditions of patient surroundings.
- 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 21% Federal Funded position.  
This position is a 45% Other Funded position.
2. Budgetary number/string 05-95-~~94~~-940010-87500000-010
3. Filled position-effective date: 5/10/2019
4. Projected cost (Salary & Benefits) for remainder of FY19: \$3,856
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

|          |                 |
|----------|-----------------|
| Salary   | \$34,147        |
| Benefits | <u>\$15,980</u> |
| Total    | \$50,127        |

Projected Annual Cost:

|          |                 |
|----------|-----------------|
| Salary   | \$34,147        |
| Benefits | <u>\$15,980</u> |
| Total    | \$50,127        |

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 5, 2019

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #16477 Mental Health Worker II, Labor Grade 11, A130 to a Licensed Nurse Assistant I, Labor Grade 9, A130.

**Division of Personnel (DOP) Reclassification Decision:**

- Licensed Nurse Assistant I, Labor Grade 9, A130 effective upon Council's approval.

**Rationale for Decision:**

- The Department of Health and Human Service, New Hampshire Hospital is reclassifying this vacant position to a Licensed Nurse Assistant I. The position is located in the Patient Care Services Bureau, J Unit.
- The Licensed Nurse Assistant I will assist in providing individualized direct care to geriatric patients and/or psychiatric patients, including performing Activities of Daily Living (ADL) and the care and maintenance of sanitary conditions of patient surroundings.
- 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 21% Federal Funded position.  
This position is a 45% Other Funded position.
2. Budgetary number/string 05-95-94-940010-87500000-010
3. Anticipated date of hire is: 6/21/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$0
5. Total FY 19 Budgeted and Projected Annual Cost:

**Total FY 19 Budgeted:**

|          |                 |
|----------|-----------------|
| Salary   | \$31,240        |
| Benefits | <u>\$26,375</u> |
| Total    | \$57,615        |

**Projected Annual Cost:**

|          |                 |
|----------|-----------------|
| Salary   | \$28,392        |
| Benefits | <u>\$23,992</u> |
| Total    | \$52,384        |

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 5, 2019

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #30920 Mental Health Worker II, Labor Grade 11, A130 to a Licensed Nurse Assistant I, Labor Grade 9, A130.

**Division of Personnel (DOP) Reclassification Decision:**

- Licensed Nurse Assistant I, Labor Grade 9, A130 effective upon Council's approval.

**Rationale for Decision:**

- The Department of Health and Human Service, New Hampshire Hospital is reclassifying this vacant position to a Licensed Nurse Assistant I. The position is located in the Patient Care Services Bureau, J Unit.
- The Licensed Nurse Assistant I will assist in providing individualized direct care to geriatric patients and/or psychiatric patients, including performing Activities of Daily Living (ADL) and the care and maintenance of sanitary conditions of patient surroundings.
- 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 21% Federal Funded position.  
This position is a 45% Other Funded position.
2. Budgetary number/string 05-95-94-940010-87500000-010
3. Anticipated date of hire is: 6/21/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$0
5. Total FY 19 Budgeted and Projected Annual Cost:

**Total FY 19 Budgeted:**

|          |                 |
|----------|-----------------|
| Salary   | \$34,283        |
| Benefits | <u>\$38,270</u> |
| Total    | \$72,553        |

**Projected Annual Cost:**

|          |                 |
|----------|-----------------|
| Salary   | \$28,392        |
| Benefits | <u>\$23,992</u> |
| Total    | \$52,384        |

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: June 5, 2019

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #42890 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 upon Council's approval.

**Rationale for Decision:**

- The Department of Health and Human Services is reclassifying this vacant position to a Business Systems Analyst I.
- The position will analyze current and prospective business management information systems and their corresponding processes within the Office of Finance, Bureau of Contracts and Procurement to ensure efficiency and compliance.
- 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 61% General Funded position.  
This position is a 39% Federal Funded position.
2. Budgetary number/string 05-95-95-00095-56760000-010
3. Anticipated date of hire is: 7/5/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY20: \$80,097
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

|          |                 |
|----------|-----------------|
| Salary   | \$60,470        |
| Benefits | <u>\$43,611</u> |
| Total    | \$104,081       |

**Projected Annual Cost:**

|          |                 |
|----------|-----------------|
| Salary   | \$57,096        |
| Benefits | <u>\$29,676</u> |
| Total    | \$86,772        |