

80
MLC



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
25 Capitol Street - Room 120
Concord, New Hampshire 03301
Office@das.nh.gov

Charles M. Arlinghaus
Commissioner
(603) 271-3201

Joseph B. Bouchard
Assistant Commissioner
(603) 271-3204

Catherine A. Keane
Deputy Commissioner
(603) 271-2059

July 15, 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: July 15, 2020

Reclassification Request:

- The Department of Labor requests the reclassification of Vacant position #10994, Labor Inspector, Labor Grade 22, 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 Department of Labor (DOL) would like to repurpose this vacant position to provide better administration with Wage and Hour and Health and Safety initiatives. Further, the position will provide administration and oversight of Division Staff.
- The Administrator I will administer and oversee the development, application, and enforcement of Wage and Hour, and Safety and Health laws for the state and work with internal and external stakeholders relative to laws, regulations, and dispute mediation. The position will evaluate and revise work methods for effectiveness.
- 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 02-26-26-260510-61000000-010.
3. Anticipated date of hire is: 7/31/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$72,405
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$46,687
Benefits	<u>\$28,287</u>
Total	\$74,974

Projected Annual Cost:

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

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: July 15, 2020

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant position #12813, Senior Accounting Technician, Labor Grade 14, A000 to an Accountant II, Labor Grade 18, A000.

Division of Personnel (DOP) Reclassification Decision:

- Accountant II, Labor Grade 18, A000 effective upon Council's approval.

Rationale for Decision:

- The agency is reorganizing to consolidate all financial activities under the Division of Administration. Collection activities currently attached to the Division of Field Services will be transferred to the Division of Administration to increase efficiency.
- The Accountant II will develop accounting methods for the accurate tracking, posting and disbursing of restitution funds, as well as analyze and reconcile related financial information to ensure compliance with department, state and federal guidelines.
- The proposed duties are similar to those of other Accountant II positions operating in the agency and state, and parallel the class specification for Accountant II appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 02-46-46-461010-83000000-10.
3. Anticipated date of hire is: 8/14/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$52,352
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$33,823
Benefits	<u>\$25,769</u>
Total	\$59,592

Projected Annual Cost:

Salary	\$38,201
Benefits	<u>\$26,616</u>
Total	\$64,817

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: July 15, 2020

Reclassification Request:

- The Fish & Game Department requests the reclassification of Filled position #43024, Human Resources Administrator, 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 4/24/20.

Rationale for Decision:

- The agency requests reclassification of this position in response to permanent duties that have been absorbed by the position; thus increasing the role's oversight for department-wide compliance and training, to include policy development and program management functions.
- The duties and organizational placement of the position were reviewed, as well as the human resources demands of the agency's diverse workforce. When compared to Human Resources Administrator positions in other state agencies, this position is functioning differently and comparable to the Administrator I level; reclassification will ensure compensation is applied fairly.
- 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 03-75-75-750020-11710000-010.
3. Filled position-effective date: 4/24/2020.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$104,451
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$65,843
Benefits	<u>\$32,028</u>
Total	\$97,871

Projected Annual Cost:

Salary	\$68,837
Benefits	<u>\$32,614</u>
Total	\$101,451