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State of New Hampshire

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May 6, 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
 Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 6, 2020

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant position #44310, Corrections Officer, Labor Grade 14, C416 to a Supervisor II , Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor II, Labor Grade 21, A000 effective upon Council's approval.

Rationale for Decision:

- The agency requests this reclassification in order to have a dedicated position to supervise and manage recreational and leisure activities at the NH Correctional Facility for Women. The intermittent use of other positions to organize activities and events is not meeting the need to provide equal services at the agency's different facilities.
- This position would coordinate with staff and volunteers to implement new and existing recreation programs; prepare and maintain the recreation budget; supervise and expand Hobby Craft activities; and conduct annual surveys to compile requests and needs of the inmate population for use in planning.
- The proposed duties and organizational structure are comparable to those of other Supervisor II positions operating similarly at the NH State Prison for Men and Northern NH Correctional Facility.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 02-46-46-463510-33740000-010.
3. Anticipated date of hire is: 6/5/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$0.
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$40,518
Benefits	<u>\$34,055</u>
Total	\$74,573

Projected Annual Cost:

Salary	\$43,115
Benefits	<u>\$26,545</u>
Total	\$69,660

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 6, 2020

Reclassification Request:

- The New Hampshire Liquor Commission requests the reclassification of Vacant position #14310, Warehouseman, Labor Grade 10, A130 to a Retail Store Clerk II, Labor Grade 12, A130.

Division of Personnel (DOP) Reclassification Decision:

- Retail Store Clerk II, Labor Grade 12, A130, effective upon Council's approval.

Rationale for Decision:

- The New Hampshire Liquor Commission is reclassifying this position to meet one of their store's business needs on the retail side instead of the warehouse.
- The position operates a cash register and balances cash with total sales, maintains the retail store floor with stock and signage. The position will assist in the sale of sweepstake tickets as needed. The position provides supervision to Retail Store Clerk I positions and may open and close the store in the absence of a Retail Store Manager or as scheduled.
- 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 02-77-77-771512-10300000-010.
3. Anticipated date of hire is: 5/22/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$2,179
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$31,932
Benefits	<u>\$15,346</u>
Total	\$47,278

Projected Annual Cost:

Salary	\$32,240
Benefits	<u>\$24,416</u>
Total	\$56,656

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 6, 2020

Reclassification Request:

- The Department of Natural and Cultural Resources requests the reclassification of Vacant position #30185, Clerk IV, Labor Grade 12, A000 to an Executive Secretary, Labor Grade 11, A000.

Division of Personnel (DOP) Reclassification Decision:

- Executive Secretary, Labor Grade 11, A000 effective upon Council's approval.

Rationale for Decision:

- The agency has evaluated its needs related to coverage of the main reception area and requests to reclassify and transfer this position to implement streamlining of duties as well as a more effective reporting structure.
- This position would greet and log clients and visitors, answer and direct telephone calls received on the main phone line, coordinate department mailing operations, and manage the scheduling and set-up of multiple conference rooms. Additionally, it would provide secretarial assistance to Division Directors with functions such as typing, filing, and scheduling appointments.
- 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 03-35-35-350010-34000000-010.
3. Anticipated date of hire is: 6/1/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$0
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$37,308
Benefits	<u>\$16,398</u>
Total	\$53,706

Projected Annual Cost:

Salary	\$29,153
Benefits	<u>\$23,811</u>
Total	\$52,964

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: May 6, 2020

Reclassification Request:

- The Department of Transportation requests the reclassification of Filled position #21254, Administrative Secretary, Labor Grade 14, A000 to an Administrative Assistant I, Labor Grade 16, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrative Assistant I, Labor Grade 16, A000 effective 3/27/20.

Rationale for Decision:

- This position has incrementally absorbed additional duties and the agency is now requesting reclassification to align the position with other Administrative Assistant I positions operating at the agency to ensure equity.
- This position supervises the administrative and office management functions of the Bureau of Traffic, to include the preparation of requisitions and contracts, accounts payable/receivable activities, and coordination of bureau-level personnel management and payroll duties. It also conducts research and prepares reports to facilitate administrative decision-making.
- The proposed duties are similar to those of other Administrative Assistant I positions operating in the agency and state, and parallel the class specification for Administrative Assistant I appropriately.

Funding Summary

1. This position is a 41% Federal Funded position.
This position is a 59% Other Funded position.
2. Budgetary number/string 04-96-96-960515-30090000-010.
3. Filled position-effective date: 3/27/2020.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$13,885
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:		Projected Annual Cost:	
Salary	\$46,331	Salary	\$46,761
Benefits	<u>\$18,165</u>	Benefits	<u>\$25,349</u>
Total	\$64,496	Total	\$72,110

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: May 6, 2020

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #43579, Administrative Secretary, Labor Grade 14, A000 to a Program Assistant II, Labor Grade 15, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Assistant II, Labor Grade 15, A000 effective 1/3/2020.

Rationale for Decision:

- This position is being reclassified to a Program Assistant II due to expand duties and functions.
- The position performs Program Assistance duties of reviewing and approving license applications including their supporting documentation for compliance with applicable regulation or law, and issuing licensure accordingly. The position maintains documents in electronic databases, and provides application related technical assistance.
- 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 05-95-90-901510-79640000-010.
3. Filled position-effective date: 1/3/2020.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$27,663
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$43,415
Benefits	<u>\$17,594</u>
Total	\$61,009

Projected Annual Cost:

Salary	\$46,774
Benefits	<u>\$18,610</u>
Total	\$65,384

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: May 6, 2020

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #42892, Licensing & Evaluation Coordinator, Labor Grade 20, A000 to a Program Specialist III, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist III, Labor Grade 23, A000 effective 4/24/20.

Rationale for Decision:

- Department of Health and Human Services is implementing a strategic plan to allow the Immunization Section to be in alignment with two other sections within the Bureau of Infectious Disease Control and Prevention.
- The position has gained accountabilities directly related to quality assurance and improvement, developing training methods, developing policies and procedures, and evaluating program data to inform development or revision to policy and procedure as well as training.
- 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 05-95-90-902510-51780000-010.
3. Filled position-effective date: 4/24/2020.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$9,957
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:		Projected Annual Cost:	
Salary	\$53,562	Salary	\$56,156
Benefits	<u>\$28,801</u>	Benefits	<u>\$30,141</u>
Total	\$82,363	Total	\$86,297

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 6, 2020

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #30889, Plant Maintenance Engineer V, Labor Grade 30, A130 to an Administrator III, Labor Grade 31, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator III, Labor Grade 31, A000 effective 4/24/20.

Rationale for Decision:

- The position has taken on accountabilities which include more time spent on budget formulation, administration, evaluation of facilities maintenance and improvements.
- The position is responsible for administrative and technical work to manage New Hampshire Hospital's facility's programs. The position oversees facility improvement plans and ensures they are in alignment with the Environment of Care (EOC) Program for the following sections: structural shop, electrical and line safety, the mechanical maintenance shop and the daily operations. This includes evaluating program operations for effectiveness and proper allocation of agency resources, budget formulation, and development and implementation of training 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 70% General Funded position.
This position is a 30% Other Funded position.
2. Budgetary number/string 05-95-94-94010-84100000-010.
3. Filled position-effective date: 4/24/2020.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$15,712
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$84,448
Benefits	<u>\$45,773</u>
Total	\$130,221

Projected Annual Cost:

Salary	\$88,421
Benefits	<u>\$47,747</u>
Total	\$136,168

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 6, 2020

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #44502, Senior Psychiatric Social Worker, Labor Grade 26, A000 to a Social Worker III, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Social Worker III, Labor Grade 19, A000 effective upon Council's approval.

Rationale for Decision:

- Due to a change in the patient population, fewer children and more adults, NH Hospital, is converting a position to a Social Worker III in order to facilitate prompt review and approval of Benefit Applications and reduce the length of inpatient stays.
- The Social Worker III works with professional staff in order to formulate and facilitate specialized treatment and discharge needs and goals and transition from a treatment facility. The position also prepares and evaluates benefit applications to facilitate effective treatment and discharge of patients.
- 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 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: 5/8/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$5,045
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$53,176
Benefits	<u>\$28,515</u>
Total	\$81,691

Projected Annual Cost:

Salary	\$39,702
Benefits	<u>\$25,877</u>
Total	\$65,579

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 6, 2020

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #11936, Juvenile Probation & Parole Officer IV, Labor Grade 24, 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:

- This request is due to reorganization of the Division for Youth and Family Services' Bureau of Field Services and contributes the Bureau's ability to appropriately manage all business and oversight needs specific to Juvenile Justice.
- The position is responsible for administering agency objectives and directing all aspects of statewide juvenile justice operations management. The position oversees an Administrator II, five district offices and five itinerant offices.
- 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 10-95-42-4214-79050000-010.
3. Anticipated date of hire is: 6/5/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$0
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$69,852
Benefits	<u>\$42,915</u>
Total	\$112,767

Projected Annual Cost:

Salary	\$65,949
Benefits	<u>\$31,016</u>
Total	\$96,965