



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
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January 26, 2022

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: January 26,2022

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant position #19552, Corrections Officer , Labor Grade 14, CO416 to a Administrative Secretary , Labor Grade 14, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrative Secretary, Labor Grade 14, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Corrections is requesting to reclassify this vacant position to an Administrative Secretary to provide efficient administrative support to the Division of Community Corrections and Programs, their Director, Deputy Director and their staff of over 150.
- The Administrative Secretary will develop and implement office systems and procedures perform office management and administrative support duties; it will be responsible for the dissemination of information and activities associate with records management for all service and program areas.
- 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 02-46-46-463510-33740000-010.
3. Anticipated date of hire is: 2/11/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$18,417
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$62,613
Benefits	<u>\$53,632</u>
Total	\$116,245

Projected Annual Cost:

Salary	\$33,014
Benefits	<u>\$26,842</u>
Total	\$59,856