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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  
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March 13, 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**

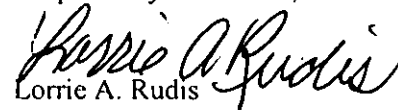
RSA 21-I:56 I, states that any request for reclassification of a position to a different class series as provided in RSA 21-I:54 shall require the approval of the Governor and Council.

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

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: March 27, 2019

**Reclassification Request:**

- The Department of Safety requests the reclassification of Vacant position #40584 Accountant III, Labor Grade 21, A000 to a Technical Support Specialist IV, Labor Grade 27, A000.

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

- Technical Support Specialist IV, Labor Grade 27, A000 effective upon Council's approval.

**Rationale for Decision:**

- A resource is needed to provide additional computer network monitoring for security threats and unauthorized users of the Enhanced 9-1-1 system. The duties assigned to the position as an Accountant III have been absorbed by other positions within the agency.
- The position would function as a technical advisor to develop and test software deployment tools, firewalls and intrusion detection and prevention systems; contribute to the development of internal security policies and best practices; and collaborate with vendors to develop, plan and implement system-wide installations and upgrades.
- The proposed duties are similar to those of other Technical Support Specialist IV positions currently operating in the State and parallel the class specification for Technical Support Specialist IV appropriately.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-23-23-236510-13950000-010
3. Anticipated date of hire is: 3/29/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$16,139
5. Total FY 19 Budgeted and Projected Annual Cost:

**Total FY 19 Budgeted:**

Salary	\$54,978
Benefits	<u>\$29,256</u>
Total	\$84,234

**Projected Annual Cost:**

Salary	\$54,717
Benefits	<u>\$29,205</u>
Total	\$83,922

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: March 27, 2019

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant position #43512 Print Shop Manager II, Labor Grade 18; A130 to a Supervisor I, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor I, Labor Grade 19, A000 effective upon Council's approval.

Rationale for Decision:

- The agency requests to reclassify this vacant position to satisfy a need for a full-time resource to supervise the operational aspects of the NH Correctional Industries (NHCI) Retail Store; the duties currently performed by a part-time position would also be absorbed by the Supervisor I.
- In addition to overseeing daily tasks such as merchandising displays, making deposits, and preparing schedules, this position would coordinate with all of the Correctional Industries Shop Managers as well the Hobby Craft and Career Technical Education areas to enhance inside sales activity. It would also strategize with management on ways to promote NHCI services and products in order to grow the customer base and increase revenue.
- The proposed duties are similar to those of other Supervisor I positions currently operating in the agency and State and parallel the class specification for Supervisor I appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-46-46-461201-5731000-10
3. Anticipated date of hire is: 5/10/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$5,016
5. Total FY 19 Budgeted and Projected Annual Cost:

**Total FY 19 Budgeted:**

Salary	\$41,020
Benefits	<u>\$32,753</u>
Total	\$73,773

**Projected Annual Cost:**

Salary	\$39,098
Benefits	<u>\$26,112</u>
Total	\$65,210

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: March 27, 2019

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Filled position #16605 Business Administrator IV, Labor Grade 29, A000 to an Administrator III, Labor Grade 31, A000.

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

- Administrator III, Labor Grade 31, A000 effective 3/1/19.

**Rationale for Decision:**

- The Department of Health and Human Services is reclassifying this filled position to an Administrator III.
- The position will responsible for the development and administration of business operational and financial functions for the Division of Economic and Housing Stability by planning and implementing long term financial and business management policies and strategies, and interpreting financial and business management data to draw conclusions and defend actions. This includes financial management and business operations functions for the Bureau of Family Assistance, The Division of Client Services, Bureau of Employment Supports as well as other divisions.
- 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 50% General Funded position.  
This position is a 50% Federal Funded position.
2. Budgetary number/string 05-95-42-420010-12100000-010
3. Filled position-effective date: 3/1/2019
4. Projected cost (Salary & Benefits) for remainder of FY19: \$39,804
5. Total FY 19 Budgeted and Projected Annual Cost:

**Total FY 19 Budgeted:**

Salary	\$81,057
Benefits	<u>\$25,268</u>
Total	\$106,325

**Projected Annual Cost:**

Salary	\$82,895
Benefits	<u>\$32,093</u>
Total	\$114,988

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: March 27, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #43008 Business Administrator IV, Labor Grade 29, A000 to an Administrator III, Labor Grade 31, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator III, Labor Grade 31, A000 effective 3/15/19.

Rationale for Decision:

- The Department of Health and Human Services is reclassifying this filled position to an Administrator III, LG 31. The position will be located in Medicaid Finance.
- The position will administer and oversee contract and financial management and their evaluations for the Medicaid Care Management Program.
- 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 50% General Funded position.  
This position is a 50% Federal Funded position.
2. Budgetary number/string 05-95-47-470010-79370000-010
3. Filled position-effective date: 3/15/2019
4. Projected cost (Salary & Benefits) for remainder of FY19: \$24,674
5. Total FY 19 Budgeted and Projected Annual Cost:

**Total FY 19 Budgeted:**

Salary	\$70,971
Benefits	<u>\$23,271</u>
Total	\$94,242

**Projected Annual Cost:**

Salary	\$81,619
Benefits	<u>\$25,302</u>
Total	\$106,921

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: March 27, 2019

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #14764 Financial Analyst, Labor Grade 28, A000 to an Administrator II, Labor Grade 29, A000.

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

- Administrator II, Labor Grade 29, A000 effective upon Council's approval.

**Rationale for Decision:**

- The Department of Health and Human Services is repurposing this position and reclassifying it to an Administrator II; it will be transferred to the Bureau of Health Statistics, Management Section.
- The Administrator II will administer the operations of the Bureau of Public Health Statistics and Informatics, have oversight of surveillance, surveys, and data tracking, and serve as a primary resource for scientific information pertaining to cancer, chronic disease, occupational health, and injury epidemiology.
- 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 68% General Funded position.  
This position is a 32% Federal Funded position.
2. Budgetary number/string 05-95-90-900510-53620000-010
3. Anticipated date of hire is: 4/26/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$10,012
5. Total FY 19 Budgeted and Projected Annual Cost:

**Total FY 19 Budgeted:**

Salary	\$77,711
Benefits	<u>\$33,757</u>
Total	\$111,468

**Projected Annual Cost:**

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

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: March 27, 2019

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #14790 Public Health Nurse Coordinator, Labor Grade 23, A000 to a Program Specialist IV, Labor Grade 25, A000.

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

- Program Specialist IV, Labor Grade 25, A000 effective upon Council's approval.

**Rationale for Decision:**

- The Department of Health and Human Resources is reclassifying this vacant position to a Program Specialist IV, LG 25.
- The position will be responsible for developing and implementing program policies and procedures as well as operational activities related to the program area, Infectious Disease. Additionally, the position will develop and present materials to support and train healthcare providers, and support grant requirements.
- 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 05-95-90-902510-5170-010
3. Anticipated date of hire is: 4/26/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$9,058
5. Total FY 19 Budgeted and Projected Annual Cost:

**Total FY 19 Budgeted:**

Salary	\$47,252
Benefits	<u>\$27,726</u>
Total	\$74,978

**Projected Annual Cost:**

Salary	\$50,193
Benefits	<u>\$28,309</u>
Total	\$78,502

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: March 27, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #15808 Inventory Control Supervisor, Labor Grade 14, A130 to a Warehouse Supervisor, Labor Grade 17, A130.

Division of Personnel (DOP) Reclassification Decision:

- Warehouse Supervisor, Labor Grade 17, A130 effective 3/1/19

Rationale for Decision:

- The Department of Health and Human Services is reclassifying this filled position to a Warehouse Supervisor, LG 17. The position will be located in NH Hospital.
- The position will be responsible for planning and scheduling inventory receipt and distribution for NH Hospital, handling equipment and furniture requests and contracts for the medical equipment inspections.
- 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 26% Federal Funded position.  
This position is a 4% Other Funded position.
2. Budgetary number/string 05-95-94-940010-84100000-010
3. Filled position-effective date: 3/1/2019
4. Projected cost (Salary & Benefits) for remainder of FY19: \$24,204
5. Total FY 19 Budgeted and Projected Annual Cost:

**Total FY 19 Budgeted:**

Salary	\$43,344
Benefits	<u>\$38,245</u>
Total	\$81,589

**Projected Annual Cost:**

Salary	\$47,819
Benefits	<u>\$42,081</u>
Total	\$89,900