

State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
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October 23, 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 21-1:56
Governor and Council Meeting Date: October 23, 2019

Reclassification Request:

- The Department of Revenue Administration requests the reclassification of Vacant position #19962, Program Assistant III, Labor Grade 17, A000 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:

- Reclassification of this position would allow the agency to consolidate duties related to the Appraiser Certification Program, to include the examination and evaluation of submitted documentation, review of non-compliance matters with management, and coordination of educational courses for municipal officials, assessing company personnel and in-house staff.
- This position would also supervise subordinate staff and plan, organize and monitor all activities of the administratively attached Assessing Standards and Current Use Boards, performing research and technical activities such as scheduling public and private meetings, assisting with drafting of administrative rules, and compiling reports.
- The proposed duties are similar to those of other Supervisor II positions currently operating in the state, and parallel the class specification for Supervisor II appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 01-84-84-841010-54130000-010.
3. Anticipated date of hire is: 11/22/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$37,704
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:		Projected Annual Cost:	
Salary	\$49,272	Salary	\$43,115
Benefits	<u>\$38,885</u>	Benefits	<u>\$26,907</u>
Total	\$88,157	Total	\$70,022

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 23, 2019

Reclassification Request:

- The Department of Safety requests the reclassification of Filled position #10466, Records Control Clerk, Labor Grade 10, A000 to a Data Control Clerk III, Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Data Control Clerk III, Labor Grade 12, A000 effective 8/16/19.

Rationale for Decision:

- The agency examined the duties currently performed by this position and compared them to those being performed by Data Control Clerk III positions also working in the Bureau of Financial Responsibility, Division of Motor Vehicles. Reclassification would establish consistency and equity among these positions that now function similarly.
- This position is reviewing and verifying the authenticity of a variety of documentation to process and prioritize multiple motor vehicle transactions. It is electronically capturing and storing source documents; researching laws, rules and customer information utilizing computer systems, databases and the Internet; and making contact with courts and police departments as needed.
- The proposed duties are similar to those of other Data Control Clerk III positions currently operating elsewhere in the agency and state, and parallel the class specification for Data Control Clerk III appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-23-23-233015-23150000-010.
3. Filled position-effective date: 8/16/2019.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$ 52,193.
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$29,194
Benefits	<u>\$5,742</u>
Total	\$34,936

Projected Annual Cost:

Salary	\$30,481
Benefits	<u>\$34,382</u>
Total	\$64,863

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 23, 2019

Reclassification Request:

- The Department of Safety requests the reclassification of Filled position #10536, Records Control Clerk, Labor Grade 10, A000 to a Data Control Clerk III, Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Data Control Clerk III, Labor Grade 12, A000 effective 8/16/19.

Rationale for Decision:

- The agency examined the duties currently performed by this position and compared them to those being performed by Data Control Clerk III positions also working in the Bureau of Financial Responsibility, Division of Motor Vehicles. Reclassification would establish consistency and equity among these positions that now function similarly.
- This position is reviewing and verifying the authenticity of a variety of documentation to process and prioritize multiple motor vehicle transactions. It is electronically capturing and storing source documents; researching laws, rules and customer information utilizing computer systems, databases and the Internet; and making contact with courts and police departments as needed.
- The proposed duties are similar to those of other Data Control Clerk III positions currently operating elsewhere in the agency and state, and parallel the class specification for Data Control Clerk III appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-23-23-233015-23150000-010.
3. Filled position-effective date: 8/16/2019.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$52,557
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$38,625
Benefits	<u>\$36,801</u>
Total	\$75,426

Projected Annual Cost:

Salary	\$39,702
Benefits	<u>\$25,369</u>
Total	\$65,071

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 23, 2019

Reclassification Request:

- The Department of Safety requests the reclassification of Filled position #19207, Clerk IV, Labor Grade 12, A000 to a Data Control Clerk III, Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Data Control Clerk III, Labor Grade 12, A000 effective 8/16/19.

Rationale for Decision:

- The agency examined the duties currently performed by this position and compared them to those being performed by Data Control Clerk III positions also working in the Bureau of Financial Responsibility, Division of Motor Vehicles. Reclassification would establish consistency and equity among these positions that now function similarly.
- This position is reviewing and verifying the authenticity of a variety of documentation to process and prioritize multiple motor vehicle transactions. It is electronically capturing and storing source documents; researching laws, rules and customer information utilizing computer systems, databases and the Internet; and making contact with courts and police departments as needed.
- The proposed duties are similar to those of other Data Control Clerk III positions currently operating elsewhere in the agency and state, and parallel the class specification for Data Control Clerk III appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-23-23-233015-23150000-010.
3. Filled position-effective date: 8/16/2019.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$53,264
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$40,002
Benefits	<u>\$25,945</u>
Total	\$65,947

Projected Annual Cost:

Salary	\$40,002
Benefits	<u>\$25,945</u>
Total	\$65,947

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: October 23, 2019

Reclassification Request:

- The Fish and Game Department requests the reclassification of Vacant position #43047, Forester, Labor Grade 21, A000 to a Engineering Technician IV, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Engineering Technician IV, Labor Grade 19, A000, effective upon Council's approval.

Rationale for Decision:

- This position would focus on satisfying an increased need for building, maintaining and restoring property infrastructure, and reclassification will align the position with more appropriate minimum qualifications. The boundary line maintenance duties previously performed by this position will be reassigned.
- This position would assess, monitor and maintain property infrastructure including roads, parking areas, gates, culverts, stream crossings and signs; it would develop and execute contracts for projects and function as a project supervisor, responsible for establishing work plans, schedules, and cost estimates as well as inspecting completed work to ensure compliance with specifications.
- The proposed duties are similar to those of other Engineering Technician IV positions currently operating in the agency and state, and parallel the class specification for Engineering Technician IV appropriately.

Funding Summary

1. This position is a 58% Federal Funded position.
This position is a 42% Other Funded position.
2. Budgetary number/string 03-75-75-751520-21500000-010.
3. Anticipated date of hire is: 12/6/2019 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$35,503
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$43,115
Benefits	<u>\$26,907</u>
Total	\$70,022.00

Projected Annual Cost:

Salary	\$39,702
Benefits	<u>\$26,232</u>
Total	\$65,934

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 23, 2019

Reclassification Request:

- The New Hampshire Veteran's Home requests the reclassification of Vacant position #41756, Chauffeur DRC, Labor Grade 7, A130 to a Medical Records Technician, Labor Grade 13, A130.

Division of Personnel (DOP) Reclassification Decision:

- Medical Records Technician, Labor Grade 13, A130 effective upon Council's approval.

Rationale for Decision:

- New Hampshire Veterans' Home is reclassifying this vacant position to a Medical Records Technician, LG 13.
- The position will be responsible for maintaining medical records in compliance with HIPPA, VA, state and federal regulations. Other responsibilities include assistance in scheduling medical appointments, reviewing and applying proper medical coding, and maintaining a patient census.
- 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 26% General Funded position.
This position is a 39% Federal Funded position.
This position is a 35% Other Funded position.
2. Budgetary number/string 05-43-43-430010-53590000-10.
3. Anticipated date of hire is: 10/25/2019 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$38,195
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$27,770
Benefits	<u>\$23,869</u>
Total	\$51,639

Projected Annual Cost:

Salary	\$33,426
Benefits	<u>\$24,989</u>
Total	\$58,415

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 23, 2019

Reclassification Request:

- The Department of Education requests the reclassification of Filled position #40550, Program Specialist IV, Labor Grade 25, A000 to a Vocational Rehabilitation Supervisor, Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Vocational Rehabilitation Supervisor, Labor Grade 25, A000 effective 8/16/19.

Rationale for Decision:

- The Department of Education is reclassifying this filled position to a Vocational Rehabilitation Supervisor, LG 25.
- The position will supervise and evaluate the development and delivery of statewide career guidance and transition programs tailored for students with disabilities. The position will be responsible for ensuring that federal requirements are met and performance is monitored. The position supervises five Rehabilitation Counselors.
- 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 06-56-56-565010-25380000-010.
3. Filled position-effective date: 08/16/19.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$15,734
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$66,549
Benefits	<u>\$23,998</u>
Total	\$90,547

Projected Annual Cost:

Salary	\$65,949
Benefits	<u>\$28,459</u>
Total	\$94408