



# State of New Hampshire

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October 2, 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: October 2, 2019

**Reclassification Request:**

- The Department of Safety requests the reclassification of Filled position #10365, Cash Terminal Operator II, Labor Grade 13, A130 to a Supervisor of Cash Terminal Operations, Labor Grade 16, A130.

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

- Supervisor of Cash Terminal Operations, Labor Grade 16, A130 effective August 16, 2019.

**Rationale for Decision:**

- This position is assigned to one of the five busiest substations that are currently supervised by Supervisor I, labor grade 19, positions. There is a business need for this position to provide more supervision, coordination and evaluation on a regular basis, functioning as an Assistant Supervisor, which supports reclassification.
- This position is supervising daily operations and functions with emphasis on customer service and transaction accuracy. Additionally, in the absence of the supervisor, this position is overseeing the entire office which includes indirect supervision of employees assigned to different areas within the department but working at the physical location.
- The proposed duties are similar to those of other Supervisor of Cash Terminal Operations positions currently operating in the state, and parallel the class specification for Supervisor of Cash Terminal Operations appropriately.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-23-23-233015-29260000-010.
3. Filled position-effective date: 8/16/2019
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$43,494
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$33,426
Benefits	<u>\$24,657</u>
Total	\$58,083

**Projected Annual Cost:**

Salary	\$37,648
Benefits	<u>\$16,202</u>
Total	\$53,850

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: October 2, 2019

**Reclassification Request:**

- The Department of Safety requests the reclassification of Filled position #10491, Cash Terminal Operator II, Labor Grade 13, A130 to a Supervisor of Cash Terminal Operations, Labor Grade 16, A130.

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

- Supervisor of Cash Terminal Operations, Labor Grade 16, A130 effective August 16, 2019.

**Rationale for Decision:**

- This position is assigned to one of the five busiest substations that are currently supervised by Supervisor I, labor grade 19, positions. There is a business need for this position to provide more supervision, coordination and evaluation on a regular basis, functioning as an Assistant Supervisor, which supports reclassification.
- This position is supervising daily operations and functions with emphasis on customer service and transaction accuracy. Additionally, in the absence of the supervisor, this position is overseeing the entire office which includes indirect supervision of employees assigned to different areas within the department but working at the physical location.
- The proposed duties are similar to those of other Supervisor of Cash Terminal Operations positions currently operating in the state, and parallel the class specification for Supervisor of Cash Terminal Operations appropriately.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-23-23-233015-29260000-010.
3. Filled position-effective date: 08/16/2019.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$67,368
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$44,375
Benefits	<u>\$37,927</u>
Total	\$82,302

**Projected Annual Cost:**

Salary	\$45,989
Benefits	<u>\$37,419</u>
Total	\$83,408

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: October 2, 2019

Reclassification Request:

- The Department of Safety requests the reclassification of Filled position #10619, Cash Terminal Operator II, Labor Grade 13, A130 to a Supervisor of Cash Terminal Operations, Labor Grade 16, A130.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor of Cash Terminal Operations, Labor Grade 16, A130 effective August 16, 2019.

Rationale for Decision:

- This position is assigned to one of the five busiest substations that are currently supervised by Supervisor I, labor grade 19, positions. There is a business need for this position to provide more supervision, coordination and evaluation on a regular basis, functioning as an Assistant Supervisor, which supports reclassification.
- This position is supervising daily operations and functions with emphasis on customer service and transaction accuracy. Additionally, in the absence of the supervisor, this position is overseeing the entire office which includes indirect supervision of employees assigned to different areas within the department but working at the physical location.
- The proposed duties are similar to those of other Supervisor of Cash Terminal Operations positions currently operating in the state, and parallel the class specification for Supervisor of Cash Terminal Operations appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-23-23-233015-29260000-010.
3. Filled position-effective date: 8/16/2019.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$66,088
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$42,981
Benefits	<u>\$37,654</u>
Total	\$80,635

**Projected Annual Cost:**

Salary	\$44,664
Benefits	<u>\$37,159</u>
Total	\$81,823

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: October 2, 2019

Reclassification Request:

- The Department of Safety requests the reclassification of Filled position #10634, Cash Terminal Operator II, Labor Grade 13, A130 to a Supervisor of Cash Terminal Operations, Labor Grade 16, A130.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor of Cash Terminal Operations, Labor Grade 16, A130 effective August 16, 2019.

Rationale for Decision:

- This position is assigned to one of the five busiest substations that are currently supervised by Supervisor I, labor grade 19, positions. There is a business need for this position to provide more supervision, coordination and evaluation on a regular basis, functioning as an Assistant Supervisor, which supports reclassification.
- This position is supervising daily operations and functions with emphasis on customer service and transaction accuracy. Additionally, in the absence of the supervisor, this position is overseeing the entire office which includes indirect supervision of employees assigned to different areas within the department but working at the physical location.
- The proposed duties are similar to those of other Supervisor of Cash Terminal Operations positions currently operating in the state, and parallel the class specification for Supervisor of Cash Terminal Operations appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-23-23-233015-29260000-010.
3. Filled position-effective date: 8/16/2019.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$59,650
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:		Projected Annual Cost:	
Salary	\$34,850	Salary	\$37,998
Benefits	<u>\$6,850</u>	Benefits	<u>\$35,854</u>
Total	\$41,700	Total	\$73,852

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: October 2, 2019

Reclassification Request:

- The Department of Safety requests the reclassification of Filled position #10651, Cash Terminal Operator II, Labor Grade 13, A130 to a Supervisor of Cash Terminal Operations, Labor Grade 16, A130.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor of Cash Terminal Operations, Labor Grade 16, A130 effective August 16, 2019.

Rationale for Decision:

- This position is assigned to one of the five busiest substations that are currently supervised by Supervisor I, labor grade 19, positions. There is a business need for this position to provide more supervision, coordination and evaluation on a regular basis, functioning as an Assistant Supervisor, which supports reclassification.
- This position is supervising daily operations and functions with emphasis on customer service and transaction accuracy. Additionally, in the absence of the supervisor, this position is overseeing the entire office which includes indirect supervision of employees assigned to different areas within the department but working at the physical location.
- The proposed duties are similar to those of other Supervisor of Cash Terminal Operations positions currently operating in the state, and parallel the class specification for Supervisor of Cash Terminal Operations appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-23-23-233015-29260000-010.
3. Filled position-effective date: 8/16/2019.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$67,509
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$42,649
Benefits	<u>\$40,122</u>
Total	\$82,771

Projected Annual Cost:

Salary	\$44,075
Benefits	<u>\$39,507</u>
Total	\$83,582

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: October 2, 2019

**Reclassification Request:**

- The Department of New Hampshire Employment Security requests the reclassification of Vacant position #43430, Legal Secretary III, Labor Grade 13, A000 to a Paralegal I, Labor Grade 16, A000.

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

- Paralegal I, Labor Grade 16, A000 effective upon Council's approval.

**Rationale for Decision:**

- This is the only support position assigned to the Legal Section and Collections Unit, due to the elimination of a second position. As such, the position has absorbed additional duties and responsibilities that are appropriate to the Paralegal I classification.
- This position would investigate complaints and make case recommendations to staff; analyze inquiries and document requests from the public, state and federal government officials, and attorneys; track case data, legislative bills and payments from employers and claimants; and prepare records for Appellate Board cases.
- The proposed duties are similar to those of other Paralegal I positions currently operating in the state, and parallel the class specification for Paralegal I appropriately.

**Funding Summary**

1. This position is a 100% Federal Funded position.
2. Budgetary number/string 02-27-27-270010-80400000-010.
3. Anticipated date of hire is: 11/8/2019 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$34,993
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$41,621
Benefits	<u>\$26,261</u>
Total	\$67,882

**Projected Annual Cost:**

Salary	\$35,295
Benefits	<u>\$25,359</u>
Total	\$60,654

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: October 2, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #40097, Juvenile Probation & Parole Officer III, Labor Grade 22, A000 to an Attorney III, Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Attorney III, Labor Grade 30, A000 effective upon Council's approval.

Rationale for Decision:

- The Department of Health and Human Services is transferring and reclassifying this vacant position to an Attorney III as a result of a recent change to the juvenile laws including RSA 169-B, Delinquency and RSA 169-D, Children in Need of Service; it will provide critical legal resources and supervision to Juvenile Justice Services.
- The Attorney III will manage and oversee DCYF litigation and legal representation activities state-wide and administer and oversee the work of Juvenile Justice Services including direct supervision, litigation planning, long-term policies, legal strategies and interpreting Federal and state statutes, rules case law, and precedent.
- 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 23% General Funded position.  
This position is a 77% Federal Funded position.
2. Budgetary number/string 05-95-42-421410-79050000-010.
3. Anticipated date of hire is: 11/8/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$54,265
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$52,102
Benefits	<u>\$39,440</u>
Total	\$91,542

Projected Annual Cost:

Salary	\$63,180
Benefits	<u>\$30,880</u>
Total	\$94,060



Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: October 2, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12350, Financial Analyst, Labor Grade 28, A000 to a Business Systems Analyst I, Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Systems Analyst I, Labor Grade 28, A000 effective upon Council's approval.

Rationale for Decision:

- The Department of Health and Human Services is reclassifying this vacant position to a Business Systems Analyst I.
- The position will provide financial systems management and financial reporting across the Department of Health and Human Services by collaborating with department agencies and software vendors.
- 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 67% General Funded position.  
This position is a 33% Federal Funded position.
2. Budgetary number/string 05-95-95-950010-56760000-010.
3. Anticipated date of hire is: 11/8/2019 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$50,654
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$64,991
Benefits	<u>\$41,963</u>
Total	\$106,954

Projected Annual Cost:

Salary	\$57,954
Benefits	<u>\$29,845</u>
Total	\$87,799