

State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
25 Capitol Street – Room 120
Concord, New Hampshire 03301
Office@das.nh.gov

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Charles M. Arlinghaus
Commissioner
(603) 271-3201

Joseph B. Bouchard
Assistant Commissioner
(603) 271-3204

Catherine A. Keane
Deputy Commissioner
(603) 271-2059

June 29, 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 21-1:56
Governor and Council Meeting Date: June 29, 2022

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #19860, Business Systems Analyst II, Labor Grade 30, A000 to a Administrator II, Labor Grade 29, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator II, Labor Grade 29, A000 effective Upon G&C Approval.

Rationale for Decision:

- The Department of Information Technology is requesting to reclassify this vacant position to an Administrator II in the Bureau of Governance & Strategic Planning to manage the acquisition of information technology (IT) services.
- The Administrator II will administer and direct contracting processes in compliance with state and federal laws and regulations, analyze and develop policies and procedures, oversee complex contracting projects, and serve as a consultant in developing Requests for Information, Requests for Proposals, Requests for Bids, contracts and other procurement methods for the agency.
- 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 40% General Funded position.
This position is a 20% Federal Funded position.
This position is a 40% Other Funded position.
2. Budgetary number/string 01-03-03-030010-77080000-010.
3. Anticipated date of hire is: 7/29/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$84,407
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$80,041
Benefits	\$38,321
Total	\$118,362

Projected Annual Cost:

Salary	\$64,274
Benefits	\$34,813
Total	\$99,087

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 29,2022

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #40029, Computer Operator II, Labor Grade 13, A000 to a Technical Support Specialist I, Labor Grade 17, A000.

Division of Personnel (DOP) Reclassification Decision:

- Technical Support Specialist I, Labor Grade 17, A000 effective Upon G&C Approval.

Rationale for Decision:

- The Department of Information Technology is requesting to reclassify this vacant position to an Administrator II in the Bureau of Governance & Strategic Planning to manage the acquisition of information technology (IT) services.
- The Administrator II will administer and direct contracting processes in compliance with state and federal laws and regulations, analyze and develop policies and procedures, oversee complex contracting projects, and serve as a consultant in developing Requests for Information, Requests for Proposals, Requests for Bids, contracts and other procurement methods for the agency.
- 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 37% General Funded position.
This position is a 22% Federal Funded position.
This position is a 41% Other Funded position.
2. Budgetary number/string 01-03-03-030010-77080000-010.
3. Anticipated date of hire is: 7/29/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$58,147
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$43,209
Benefits	<u>\$19,904</u>
Total	\$63,113

Projected Annual Cost:

Salary	\$39,042
Benefits	<u>\$29,217</u>
Total	\$68,259

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: June 29, 2022

Reclassification Request:

- The Department of Administrative Services requests the reclassification of Filled position #42501, Principal Planner, Labor Grade 24, A000 to a Administrator III, Labor Grade 31, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator III, Labor Grade 31, A000 effective 6/3/2022.

Rationale for Decision:

- The Conservation Land Stewardship Program (CLS) under the Department of Administrative Services is requesting to reclassify this filled position to an Administrator III to perform administration and implementation of the objectives of the CLS, as defined by RSA 162-C.
- The Administrator III will develop, authorize and monitor statewide policies, goals and objectives for the CLS, formulate, implement and manage program budgets, evaluate program operations for effectiveness, analyze and approve applications for program initiatives, and direct all supervisory activities
- 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 01-14-67-670010-11060000-010.
3. Filled position-effective date: 6/3/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$122,906
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$69,386
Benefits	<u>\$48,569</u>
Total	\$117,955

Projected Annual Cost:

Salary	\$73,447
Benefits	<u>\$49,459</u>
Total	\$122,906

**Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: June 29,2022**

Reclassification Request:

- The Department of Administrative Services requests the reclassification of Vacant position #16699, Attorney IV, Labor Grade 32, A000 to a Business Systems Analyst II, Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Systems Analyst II, Labor Grade 30, A000 effective Upon G&C Approval .

Rationale for Decision:

- The Department of Administrative Services, Division of Personnel is requesting reclassification of this vacant position to a Business Systems Analyst II to serve as a Statewide Senior Human Resource Information Systems (HRIS) Analyst.
- The role will evaluate critical internal and statewide systems and business processes that support human resources initiatives and programs. It will analyze the functionality of statewide information systems and their applications to human resources operations. It will work with appropriate partners and stakeholders concerning data integrity, business system changes, and metrics/data.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 01-14-14-141010-10440000-010.
3. Anticipated date of hire is: 7/1/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$95,023
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$71,504
Benefits	<u>\$36,417</u>
Total	\$107,921

Projected Annual Cost:

Salary	\$67,169
Benefits	<u>\$35,456</u>
Total	\$102,625

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 29, 2022

Reclassification Request:

- The Department of Business and Economic Affairs requests the reclassification of Vacant position #21727, Clerk III,, Labor Grade 10, A130 to a Information Center Attendant I, , Labor Grade 6, A130.

Division of Personnel (DOP) Reclassification Decision:

- Information Center Attendant I, , Labor Grade 6, A130 effective Upon G&C Approval.

Rationale for Decision:

- The Department of Business and Economic Affairs is requesting to reclassify this vacant position to an Information Center Attendant I in the Division of Travel and Tourism Development to fill a vital business need for second shift coverage in a 24 hour location.
- The Information Center Attendant I will represent the State of New Hampshire at the Seabrook Center location by maintaining and protecting facilities, providing information and assisting visitors and the traveling public.
- 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 03-22-22-220017-21760000-010.
3. Anticipated date of hire is: 7/1/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$50,386
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$39,270
Benefits	<u>\$30,639</u>
Total	\$69,909

Projected Annual Cost:

Salary	\$27,713
Benefits	<u>\$26,704</u>
Total	\$54,417