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State of New Hampshire

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April 20, 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: April 20,2022

Reclassification Request:

- The Department of Revenue requests the reclassification of Filled position #14448, Data Processing Supervisor II, Labor Grade 18, A000 to a Supervisor II, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor II, Labor Grade 21, A000 effective 03/25/2022.

Rationale for Decision:

- The Department of Revenue is requesting a reclassification of this vacant position to a Supervisor II. The position will expand its supervision to include tax examination, documentation and mail distribution, unit evaluation and direct supervision of the corresponding unit staff.
- The Supervisor II will oversee and assign work to the staff within the Document Processing Unit, evaluating the work of staff products for alignment with laws, rules, and policies and production goals.
- The proposed duties are similar to those of other positions of the same class title currently operating in the agency and state, and parallel the class specification appropriately. The position and classification are appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 01-84-84-840510-10800000-010.
3. Filled position-effective date: 3/25/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$15,808
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$49,198
Benefits	<u>\$20,713</u>
Total	\$69,911

Projected Annual Cost:

Salary	\$51,304
Benefits	<u>\$30,898</u>
Total	\$82,202

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: April 20, 2022

Reclassification Request:

- The Department of Revenue requests the reclassification of Filled position #14470, Data Processing Supervisor II, Labor Grade 18, A000 to a Supervisor II, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor II, Labor Grade 21, A000 effective 03/25/2022.

Rationale for Decision:

- The Department of Revenue is requesting a reclassification of this vacant position to a Supervisor II. The position will expand its supervision to include tax examination, documentation and mail distribution, unit evaluation and direct supervision of the corresponding unit staff.
- The Supervisor II will oversee and assign work to the staff within the Document Processing Unit, evaluating the work of staff products for alignment with laws, rules, and policies and production goals.
- The proposed duties are similar to those of other positions of the same class title currently operating in the agency and state, and parallel the class specification appropriately. The position and classification are appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 01-84-84-840510-10800000-010.
3. Filled position-effective date: 3/25/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$14,446
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$51,600
Benefits	<u>\$21,245</u>
Total	\$72,845

Projected Annual Cost:

Salary	\$53,469
Benefits	<u>\$21,649</u>
Total	\$75,118

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: April 20,2022

Reclassification Request:

- The Department of Business and Economic Affairs requests the reclassification of Filled position #11493, Program Assistant I, Labor Grade 12, A000 to a Informational Representative II, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Informational Representative II, Labor Grade 21, A000 effective 03/25/2022.

Rationale for Decision:

- The Department of Business and Economic Affairs is requesting to reclassify this filled position to an Informational Representative II in the Division of Travel and Tourism Development to manage all marketing and communication functions for the agency.
- The Informational Representative will develop, coordinate and implement communications, public relations, program activities and events to promote New Hampshire as domestic and international travel destination by utilizing various media channels.
- 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 03-22-22-221010-20130000-010.
3. Filled position-effective date: 3/25/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$12,132
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$31,980
Benefits	<u>\$16,894</u>
Total	\$48,874

Projected Annual Cost:

Salary	\$43,622
Benefits	<u>\$19,465</u>
Total	\$63,087

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: April 20,2022

Reclassification Request:

- The Department of Natural and Cultural Resources requests the reclassification of Vacant position #11556, Program Specialist I, Labor Grade 19, A000 to a Business Administrator II, , Labor Grade 24, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Administrator II,, Labor Grade 24, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Natural and Cultural Resources is requesting to reclassify this vacant position to a Business Administrator II for the Division of Parks and Recreation.
- The Business Administrator II will act as a lead business and administrative resource for the expanding operational demands at Cannon Mountain and Franconia Notch State Park. It will supervise, coordinate and administer all accounting functions, manage reporting and analysis, oversee and enforce auditing, and support related operations and business programs.
- 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 03-35-35-351510-37030000-010.
3. Anticipated date of hire is: 6/3/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$0
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$54,380
Benefits	<u>\$43,572</u>
Total	\$97,952

Projected Annual Cost:

Salary	\$49,355
Benefits	<u>\$30,466</u>
Total	\$79,821

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: April 20,2022

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #19837, Program Specialist III, Labor Grade 23, A000 to a Financial Reporting Administrator II, Labor Grade 34, A000.

Division of Personnel (DOP) Reclassification Decision:

- Financial Reporting Administrator II, Labor Grade 34, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services (DHHS) is requesting a reclassification of this vacant position to a Financial Research Analyst, LG 34. DHHS is in the process of centralizing the Rate Setting Unit so that it can be more responsive to organizational, legislative and federal mandates and budgetary requirements.
- The position will authorize and evaluate the implementation of a statewide uniform fund accounting and financial reporting system in accordance with national financial reporting practices applied within the agency's financial and business operations.
- The proposed duties are similar to those of other positions of the same class title currently operating in the agency and state, and parallel the class specification appropriately. The position and classification are appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 60% General Funded position.
This position is a 40% Federal Funded position.
2. Budgetary number/string 05-95-95-950010-56760000-010.
3. Anticipated date of hire is: 4/22/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$28,240
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:	
Salary	\$46,761
Benefits	<u>\$29,891</u>
Total	\$76,652

Projected Annual Cost:	
Salary	\$76,479
Benefits	<u>\$36,483</u>
Total	\$112,962

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: April 20,2022

Reclassification Request:

- The Lottery Commission requests the reclassification of Vacant position #18700, Agency Audit Manager, Labor Grade 25, 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 G&C approval.

Rationale for Decision:

- The Lottery Commission is requesting to reclassify this vacant position to a Program Specialist IV to assist the agency with increasing marketing and advertising needs by designating a position as a brand and communications manager.
- The Program Specialist IV will create and execute advertising programs and initiatives to include the annual promotional plan and short and long-term brand and retail-level promotions and advertising campaigns; the role will also manage the Second Chance Drawing 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 100% Other Funded position.
2. Budgetary number/string 06-83-83-830013-20280000-010.
3. Anticipated date of hire is: 5/20/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$3,174
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$50,953
Benefits	<u>\$30,821</u>
Total	\$81,774

Projected Annual Cost:

Salary	\$51,558
Benefits	<u>\$30,955</u>
Total	\$82,513