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State of New Hampshire

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September 29, 2021

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: September 29,2021

Reclassification Request:

- The Department of Information and Technology requests the reclassification of Vacant position #14358, Administrator IV, Labor Grade 33, A000 to a Information Technology Manger IV, Labor Grade 32, A000.

Division of Personnel (DOP) Reclassification Decision:

- Information Technology Manager IV, Labor Grade 32, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Information Technology (DoIT) requests the reclassification of this position to an Information Technology Manager IV to serve as a liaison between DoIT and the Department of Energy and to manage the Department of Energy IT applications and activities.
- The Information Technology Manager IV will direct the planning, development and implementation phases of the Department of Energy's current and long-term hardware needs, manage IT programs, supervise professional staff, manage daily operations, and serve a critical role in projects, policies and procedures.
- 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 3% General Funded position.
This position is a 18% Federal Funded position.
This position is a 79% Other Funded position.
2. Budgetary number/string 01-03-03-030010-77080000-010.
3. Anticipated date of hire is: 11/5/2021 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$60,538
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$72,306
Benefits	<u>\$33,567</u>
Total	\$105,873

Projected Annual Cost:

Salary	\$69,908
Benefits	<u>\$35,025</u>
Total	\$104,933

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 29, 2021

Reclassification Request:

- The Department of Revenue requests the reclassification of Vacant position #14431, Data Processing Supervisor I, Labor Grade 15, A000 to a Clerk IV, Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Clerk IV, Labor Grade 12, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Revenue Administration is requesting reclassification of this vacant position to a Clerk IV which will better serve their administrative needs.
- The Clerk IV will perform clerical and administrative support duties for related boards and act as a primary point of contact for timber and gravel inquiries from the public and staff; it will receive, scan, and save/file documents logs, per agency policy, and enter/review intent data along with any supporting documentation for completeness.
- 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 01-84-84-841010-11160000-010.
3. Anticipated date of hire is: 10/8/2021 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$37,189
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$48,261
Benefits	<u>\$30,234</u>
Total	\$78,495

Projected Annual Cost:

Salary	\$30,576
Benefits	<u>\$26,301</u>
Total	\$56,877

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: September 29, 2021

Reclassification Request:

- The Commission of Liquor requests the reclassification of Vacant position #44143, Administrative Assistant I, Labor Grade 16, A000 to a Liquor Licensure Specialist, Labor Grade 18, A130.

Division of Personnel (DOP) Reclassification Decision:

- Liquor Licensure Specialist, Labor Grade 18, A130 effective upon G&C approval.

Rationale for Decision:

- The Liquor Commission requests the reclassification of this position in response to a significant increase in liquor licenses issuance and in customer inquiries for information and assistance.
- The Liquor Licensure Specialist will provide front-line assistance to license applicants, review and audit liquor license applications and licensee requests, and collect license fees per the Title XIII and Administrative rules and regulations.
- 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 02-77-77-770512-78780000-010.
3. Anticipated date of hire is: 10/22/2021 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$43,009
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$43,115
Benefits	<u>\$29,092</u>
Total	\$72,207

Projected Annual Cost:

Salary	\$41,226
Benefits	<u>\$28,663</u>
Total	\$69,889

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 29,2021

Reclassification Request:

- The New Hampshire Fish and Game Department requests the reclassification of Vacant position #19695, Senior Scientist, Labor Grade 29, 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 New Hampshire Department of Fish & Game is requesting a reclassification of this position to align it with other Division Chiefs and provide a better depiction of the duties performed.
- The Administrator II will develop and revise program policies and procedures for the conservation, regulation, and management of wildlife, and is responsible for the administration of the Wildlife Division's short and long-term goals and objectives, to include the Game Program, Non-Game Program, and the Habitat 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 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: 11/5/2021 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$54,380
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$87,897
Benefits	<u>\$39,025</u>
Total	\$126,922

Projected Annual Cost:

Salary	\$61,172
Benefits	<u>\$33,087</u>
Total	\$94,259

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 29, 2021

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #12449, Administrator I, Labor Grade 27, A000 to a Business Administrator IV, Labor Grade 29, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Administrator IV, Labor Grade 29, A000 effective 08/27/2021.

Rationale for Decision:

- The Department of Health and Human Services is requesting reclassification of this position to a Business Administrator IV. The position is located in the Contracts and Procurement Section.
- The Business Administrator IV will administer Office of Finance, Contracts & Procurements Unit (CPU) and Department of Health and Human Services (DHHS) objectives by overseeing business management operations, the implementation, and evaluation of financial management, budgetary planning, and analysis of CPU goals and directives.
- 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 60% General Funded position.
This position is a 40% Federal Funded position.
2. Budgetary number/string 05-95-95-950010-56760000-010.
3. Filled position-effective date: 8/27/2021.
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$72,507
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$77,907
Benefits	<u>\$48,791</u>
Total	\$126,698

Projected Annual Cost:

Salary	\$61,172
Benefits	<u>\$33,087</u>
Total	\$94,259

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 29,2021

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #21025, Administrator I, Labor Grade 27, A000 to a Business Administrator IV, Labor Grade 29, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Administrator IV, Labor Grade 29, A000 effective 08/27/2021.

Rationale for Decision:

- The Department of Health and Human Services is requesting reclassification of this position to a Business Administrator IV. The position is located in the Contracts and Procurement Section.
- The Business Administrator IV will administer Office of Finance, Contracts & Procurements Unit (CPU) and Department of Health and Human Services (DHHS) objectives by overseeing business management operations, the implementation, and evaluation of financial management, budgetary planning, and analysis of CPU goals and directives.
- 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 60% General Funded position.
This position is a 40% Federal Funded position.
2. Budgetary number/string 05-10-95-500100-56760000-010.
3. Filled position-effective date: 8/27/2021.
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$72,507
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$60,782
Benefits	<u>\$33,011</u>
Total	\$93,793

Projected Annual Cost:

Salary	\$63,921
Benefits	<u>\$33,695</u>
Total	\$97,616

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: September 29,2021

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #43187, Administrator I, Labor Grade 27, A000 to a Business Administrator IV, Labor Grade 29, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Administrator IV, Labor Grade 29, A000 effective 08/27/2021.

Rationale for Decision:

- The Department of Health and Human Services is requesting reclassification of this position to a Business Administrator IV. The position is located in the Contracts and Procurement Section.
- The Business Administrator IV will administer Office of Finance, Contracts & Procurements Unit (CPU) and Department of Health and Human Services (DHHS) objectives by overseeing business management operations, the implementation, and evaluation of financial management, budgetary planning, and analysis of CPU goals and directives.
- 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 60% General Funded position.
This position is a 40% Federal Funded position.
2. Budgetary number/string 05-95-95-950010-56760000-010.
3. Filled position-effective date: 8/27/2021.
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$74,130
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$65,949
Benefits	<u>\$25,750</u>
Total	\$91,699

Projected Annual Cost:

Salary	\$69,771
Benefits	<u>\$26,598</u>
Total	\$96,369

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 29,2021

Reclassification Request:

- The Lottery Commission requests the reclassification of Filled position #16637, Human Resource Coordinator II, Labor Grade 23, A000 to a Administrator I, Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator I, Labor Grade 27, A000 effective 09/10/2021.

Rationale for Decision:

- The New Hampshire Lottery Commission is requesting reclassification of this position to an Administrator I. The position administers and directs all facets of Human Resources and position and organizational planning/development for the agency.
- The Administrator I forms part of the agency executive leadership team and works with that body to help meet short and long-term business, operations, resources and capacity goals and objectives in accordance with policies, procedures, RSA, collective bargaining, and department strategic management objectives.
- The proposed supplemental job description meets the standards of the class specification and the position is appropriate to the agencies and comparable statewide organizational structures.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 06-83-83-500100-20280000-010.
3. Filled position-effective date: 5/10/2019.
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$73,214
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$51,124
Benefits	<u>\$42,851</u>
Total	\$93,975

Projected Annual Cost:

Salary	\$56,219
Benefits	<u>\$43,969</u>
Total	\$100,188