

MAY 18 '22 AM 11:21 RCWD



State of New Hampshire

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

MLC
124

Charles M. Arlinghaus
Commissioner
(603) 271-3201

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

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

June 1, 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,

Handwritten signature of Lorrie A. Rudis in cursive.

Lorrie A. Rudis
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: June 01,2022

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #11131, Grants and Contract Technician, Labor Grade 15, 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 G&C approval.

Rationale for Decision:

- The Department of Information Technology is requesting to reclassify this vacant position to a Business Systems Analyst I in the Project Management Office to provide a resource that can be dedicated to the management of new environments and serve as a partner in achieving agency project objectives.
- The Business Systems Analyst I will administer project management and software tools, manage the Smartsheet environment, project templates, procedures, policies and software, and provide analysis of business and security practices.
- 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 01-03-03-030010-7708000-010.
3. Anticipated date of hire is: 7/1/2022 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	\$39,528
Benefits	<u>\$28,297</u>
Total	\$67,825

Projected Annual Cost:

Salary	\$58,637
Benefits	<u>\$32,525</u>
Total	\$91,162

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 01, 2022

Reclassification Request:

- The Department of Information Technology requests the reclassification of vacant position #11253, Computer Operator, Labor Grade 16, A000 to a Technical Support Specialist II, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Technical Support Specialist II, Labor Grade 21, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Information Technology is requesting to reclassify this vacant position to a Technical Support Specialist II in the CIO Office of the Bureau of Finance and Administration (BFA) to administer, troubleshoot, train and document BFA applications.
- The Technical Support Specialist II will provide technical support, resolution, and training, perform troubleshooting, maintenance, and hardware and software installations and upgrades, and lead projects in support of the technical redesign and procurement of BFA's cost allocation system, budget database, purchasing and inventory tracking applications.
- 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 01-03-03-030010-77080000-010.
3. Anticipated date of hire is: 7/1/2022 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	\$35,295
Benefits	<u>\$27,348</u>
Total	\$62,643

Projected Annual Cost:

Salary	\$43,622
Benefits	<u>\$29,195</u>
Total	\$72,817

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 01, 2022

Reclassification Request:

- The Department of Safety requests the reclassification of vacant position #10689, Administrative Secretary, Labor Grade 14, A000 to a Program Assistant II, Labor Grade 15, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Assistant II, Labor Grade 15, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Safety is requesting to reclassify this vacant position to a Program Assistant II in order to support the programs, data, and processes of the Division of State Police, Bureau of Investigative Services, Terrorism and Intelligence Unit.
- The Program Assistant II will perform a combination of paraprofessional, administrative and operational support functions and to assist the Director of the NH Information and Analysis Center (NHIAC) with developing and implementing NHIAC procedures, logistics, data, and 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 87% General Funded position.
This position is 13% Other Funded position.
2. Budgetary number/string 02-23-23-234010-54120000-010.
3. Anticipated date of hire is: 6/17/2022 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	\$41,921
Benefits	<u>\$28,827</u>
Total	\$70,748

Projected Annual Cost:

Salary	\$34,281
Benefits	<u>\$27,123</u>
Total	\$61,404

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: June 01,2022

Reclassification Request:

- The Insurance Department requests the reclassification of Vacant position #18078, Grants Program Coordinator , Labor Grade 23, A000 to a Accountant IV, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Accountant IV, Labor Grade 23, A000 effective Upon G&C approval.

Rationale for Decision:

- The Insurance Department is requesting to reclassify this vacant position to an Accountant IV in the Business Operations Division, as suggested by a Legislative Budget Assistant financial audit, to perform operational and supervisory oversight of Accounts Receivable (A/R), Accounts Payable (A/P), and Procurement functions and the positions performing these duties.
- The Accountant IV will develop and implement internal quality control measures, fiscal controls, and policies and procedures. Additionally, it will perform audits, ensure accuracy and compliance, and provide oversight of grants, A/R, A/P, purchasing, expenses, reconciliations, and financial database entries.
- 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 02-24-24-240010-25200000-010.
3. Anticipated date of hire is: 6/30/2022 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	\$55,856
Benefits	<u>\$31,918</u>
Total	\$87,774

Projected Annual Cost:

Salary	\$50,461
Benefits	<u>\$30,712</u>
Total	\$81,173

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 01,2022

Reclassification Request:

- The Department of Natural and Cultural Resources requests the reclassification of Filled position #42595, Retail Store Manager II, Labor Grade 17, A130 to a Park Supervisor II, Labor Grade 19, A130.

Division of Personnel (DOP) Reclassification Decision:

- Park Supervisor II, Labor Grade 19, A130 effective 10/22/2021.

Rationale for Decision:

- The agency and the Division of Personnel have collaborated on an organizational assessment of the supervisory positions assigned to the State Parks, resulting in a reduction of class titles and the establishment of an objective practice to classify each park and its supervisor(s).
- This initiative also involved a review of functions and duties in comparison to other positions functioning statewide and included labor grade adjustments to achieve equity in compensation. This position was excluded in error when the project was implemented in October.
- The proposed duties are similar to those of other positions of the same class title currently operating in the agency, and parallel the Park Supervisor II class specification appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 03-35-35-3515-37030000-010.
3. Filled position-effective date: 10/22/21.
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$9,656
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$52,138
Benefits	<u>\$43,075</u>
Total	\$95,213

Projected Annual Cost:

Salary	\$52,520
Benefits	<u>\$43,149</u>
Total	\$95,669

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: June 01,2022

Reclassification Request:

- The Department of Natural and Cultural Resources requests the reclassification of Vacant position #8T2820, Retail Store Manager I, Labor Grade 14, A130 to a Park Supervisor I, Labor Grade 16, A130.

Division of Personnel (DOP) Reclassification Decision:

- Park Supervisor I, Labor Grade 16, A130 effective Upon G&C approval.

Rationale for Decision:

- The agency and the Division of Personnel have collaborated on an organizational assessment of the supervisory positions assigned to the State Parks, resulting in a reduction of class titles and the establishment of an objective practice to classify each park and its supervisor(s).
- This initiative also involved a review of functions and duties in comparison to other positions functioning statewide and included labor grade adjustments to achieve equity in compensation.
- The proposed duties are similar to those of other positions of the same class title currently operating in the agency, and parallel the Park Supervisor I class specification appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 03-35-35-351510-37030000-050.
3. Anticipated date of hire is: 7/15/22 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	\$35,214
Benefits	<u>\$27,330</u>
Total	\$62,544

Projected Annual Cost:

Salary	\$38,085
Benefits	<u>\$27,967</u>
Total	\$66,052

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 01, 2022

Reclassification Request:

- The Department of Natural and Cultural Resources requests the reclassification of Filled position #9T3118, Retail Store Clerk II, Labor Grade 12, A130 to a Park Attendant III, Labor Grade 13, A130.

Division of Personnel (DOP) Reclassification Decision:

- Park Attendant III, Labor Grade 13, A130 effective 10/22/2021.

Rationale for Decision:

- The agency and the Division of Personnel have assessed the positions assigned to the State Parks and have created a generic Park Attendant series to replace multiple, very specific class titles in an effort to modernize the State's classification system.
- This initiative improves recruitment and retention and gives the agency greater flexibility to efficiently staff state parks in response to different seasonal demands. This position was excluded in error when the project was implemented in October.
- The proposed duties are similar to those of other positions of the same class title currently operating in the agency, and parallel the Park Attendant III class specification appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 03-35-35-3515-37040000-059.
3. Filled position-effective date: 10/22/21.
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$7,603
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$37,960
Benefits	<u>\$27,938</u>
Total	\$65,898

Projected Annual Cost:

Salary	\$37,960
Benefits	<u>\$27,938</u>
Total	\$65,898

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: June 01, 2022

Reclassification Request:

- The Department of Environmental Service requests the reclassification of Vacant position #40147, Water Pollution Sanitarian I, Labor Grade 17, A000 to a Environmentalist III, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Environmentalist III , Labor Grade 23, A000 effective Upon G&C approval.

Rationale for Decision:

- The agency requests to reclassify and transfer this vacant position to provide an additional resource within the Enforcement Section of the Subsurface Systems Bureau that is aligned to other compliance positions operating similarly elsewhere in the agency.
- This position will plan, coordinate and conduct skilled technical and regulatory evaluations of complex environmental projects involving individual sewage disposal systems (ISDS) and surface and groundwater resources. It will conduct investigations and inspections, evaluate environmental impact, and determine appropriate remedial and enforcement action.
- The proposed duties are similar to those of other positions of the same class title 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% Other Funded position.
2. Budgetary number/string 03-44-44-442010-12000000-010.
3. Anticipated date of hire is: 07/01/2022 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	\$42,148
Benefits	<u>\$19,149</u>
Total	\$61,297

Projected Annual Cost:

Salary	\$50,461
Benefits	<u>\$30,712</u>
Total	\$81,173

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 01,2022

Reclassification Request:

- The Department of Education requests the reclassification of Vacant position #40555, Secretary II, Labor Grade 9, A000 to a Rehabilitation Technician, Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Rehabilitation Technician, Labor Grade 12, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Education is requesting to reclassify this vacant position to a Rehabilitation Technician in the Concord Regional Office of the Bureau of Vocational Rehabilitation to provide an additional resource to achieve efficient office workflow.
- The Rehabilitation Technician will assist disabled clients and/or applicants towards successful rehabilitation by providing guidance with policies and procedures to ensure timely services are received. Additionally, the Rehabilitation Technician will provide clerical office support, to include managing calls, reviewing and processing invoices, and providing technical assistance.
- 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 06-56-56-565010-253800-00.
3. Anticipated date of hire is: 7/1/2022 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	\$37,143
Benefits	<u>\$27,767</u>
Total	\$64,910

Projected Annual Cost:

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