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# State of New Hampshire

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February 19, 2020

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: February 19, 2020

**Reclassification Request:**

- The Department of Information Technology requests the reclassification of Vacant position #30105, Systems Development Specialist IV, Labor Grade 26, A000 to a Technical Support Specialist IV, Labor Grade 27, A000.

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

- Technical Support Specialist IV, Labor Grade 27, A000 effective upon Council's approval.

**Rationale for Decision:**

- To meet the technical support needs of the Department of Safety's J-ONE platform, the Department of Information Technology is reclassifying a vacant position.
- The position will be responsible for providing technical support of the J-ONE platform training and technical troubleshooting for continued growth of the platform.
- 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 9% General Funded position.  
This position is a 91% Other Funded position.
2. Budgetary number/string 01-03-03-030010-77080000-010.
3. Anticipated date of hire is: 3/13/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$19,509
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$53,177
Benefits	<u>\$28,524</u>
Total	\$81,701

**Projected Annual Cost:**

Salary	\$55,556
Benefits	<u>\$28,981</u>
Total	\$84,537

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: February 19, 2020

**Reclassification Request:**

- The Department of Information Technology requests the reclassification of Vacant position #41941, Systems Development Specialist IV, Labor Grade 26, A000 to a Technical Support Specialist IV, Labor Grade 27, A000.

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

- Technical Support Specialist IV, Labor Grade 27, A000 effective upon Council's approval.

**Rationale for Decision:**

- To meet the technical support needs of the Department of Safety's J-ONE platform, the Department of Information Technology is reclassifying a vacant position.
- The position will be responsible for providing technical support of the J-ONE platform training and technical troubleshooting for continued growth of the platform.
- 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 9% General Funded position.  
This position is a 91% Other Funded position.
2. Budgetary number/string 01-03-03-030010-77080000-010.
3. Anticipated date of hire is: 3/13/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$19,509
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:		Projected Annual Cost:	
Salary	\$51,809	Salary	\$55,556
Benefits	<u>\$39,382</u>	Benefits	<u>\$28,981</u>
Total	\$91,191	Total	\$84,537

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: February 19, 2020

**Reclassification Request:**

- The Department of Safety requests the reclassification of Filled position #43362, Secretary II, Labor Grade 9, A000 to a Program Assistant II, Labor Grade 15, A000.

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

- Program Assistant II, Labor Grade 15, A000 effective 12/20/19.

**Rationale for Decision:**

- With the approval of this reclassification, the position would report directly to the Administrator of the Bureau of Hearings to provide paraprofessional assistance with developing and implementing the efficient processing of cases.
- This position would provide technical support, conduct training and perform auditing on software use and data entry Bureau-wide, as well as conduct research, compile data and prepare specialized reports for use by management.
- The proposed duties are similar to those of other Program Assistant II positions currently operating in the agency and state, and parallel the class specification for Program Assistant II appropriately.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-23-23-231015-23040000-010.
3. Filled position-effective date: 12/20/2019.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$28,892
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$35,478
Benefits	<u>\$25,059</u>
Total	\$60,537

**Projected Annual Cost:**

Salary	\$36,719
Benefits	<u>\$25,881</u>
Total	\$62,600

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: February 19, 2020

**Reclassification Request:**

- The Department of Transportation requests the reclassification of Vacant position #20007, Program Assistant II, Labor Grade 15, 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 Council's approval.

**Rationale for Decision:**

- In addition to supervising the staff and programs of the Office of Federal Compliance, the supervisor is also solely responsible for the agency's Title VI program responsibilities; a separate resource is needed to adequately perform these functions.
- This position would monitor work plans and procedures to ensure transportation systems and activities are non-discriminatory; identify incidents of non-compliance and implement procedures for resolving deficiency status; and develop plans for pre- and post-award or grant reviews to evaluate compliance with regulations as well as agency effectiveness.
- The proposed duties are similar to those of other Program Specialist IV positions currently operating in the agency and state, and parallel the class specification for Program Specialist IV appropriately.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Budgetary number/string 04-96-96-960315-20560000-010.
3. Filled position-effective date: 3/13/2020.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$18,239
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$45,130
Benefits	<u>\$40,608</u>
Total	\$85,738

**Projected Annual Cost:**

Salary	\$50,954
Benefits	<u>\$28,080</u>
Total	\$79,034

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: February 19, 2020

**Reclassification Request:**

- The Department of Transportation requests the reclassification of Filled position #20010, Equal Employment Opportunity Coordinator, Labor Grade 21, A000 to a Program Specialist III, Labor Grade 23, A000.

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

- Program Specialist III, Labor Grade 23, A000 effective 12/6/2019.

**Rationale for Decision:**

- The agency is implementing a change in the organizational structure of the Office of Federal Compliance which impacts this position. Positions assigned to external compliance program areas will be combined into one section; field audit staff will be supervised by the Program Specialist III upon approval of this request.
- The position analyzes and interprets data, policies and procedures for multiple regulatory compliance areas; it modifies documentation and processes to effectively implement regulations, ensures reporting requirements are fulfilled, and oversees supportive service grants and contracts.
- The proposed duties are similar to those of other Program Specialist III positions currently operating in the agency and state, and parallel the class specification for Program Specialist III appropriately.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Budgetary number/string 04-96-96-960315-20560000-010.
3. Filled position-effective date: 12/06/2019.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$41,593
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$52,845
Benefits	<u>\$26,907</u>
Total	\$79,752

**Projected Annual Cost:**

Salary	\$55,556
Benefits	<u>\$27,629</u>
Total	\$83,185

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: February 19, 2020

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #9T2624, Warehouse Supervisor, Labor Grade 17, A000 to a Program Planner II, Labor Grade 21, A000.

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

- Program Planner II, Labor Grade 21, A000, effective upon Council's approval.

**Rationale for Decision:**

- The Department of Health and Human Services is combining overlapping responsibilities of two positions into one for the more efficient management of Emergency Management Services.
- The position will be responsible for planning the procurement and management of inventory and equipment necessary for successful responses to state emergencies. The position also plans for and conducts training of staff and volunteers for normal operations and emergency operations.
- 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 05-95-10-500117-71780000-059.
3. Anticipated date of hire is: 3/13/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$16,159
5. Total FY 20 Budgeted and Projected Annual Cost:

**Total FY 20 Budgeted:**

Salary	\$13,266
Benefits	<u>\$8,279</u>
Total	\$21,545

**Projected Annual Cost:**

Salary	\$43,115
Benefits	<u>\$26,907</u>
Total	\$70,022