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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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May 20, 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
Lorrie A. Rudis
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 20, 2020

Reclassification Request:

- The Department of Education requests the reclassification of Vacant position #13151, Program Assistant I, Labor Grade 12, A000 to an Internal Auditor III, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Internal Auditor III, Labor Grade 23, A000 effective upon Council's approval.

Rationale for Decision:

- The agency is requesting to reclassify this vacant position to an Internal Auditor III in order to work with agency Divisions throughout DOE in developing and implementing internal controls to meet auditing standards.
- The Internal Auditor III will analyze and examine internal and fiscal controls within the New Hampshire Department of Education to ensure the department is meeting Federal compliance requirements.
- 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 06-56-56-567010-30420000-010.
3. Anticipated date of hire is: 7/1/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 21: **\$68,668**
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$42,220
Benefits	<u>\$17,878</u>
Total	\$60,098

Projected Annual Cost:

Salary	\$46,761
Benefits	<u>\$27,629</u>
Total	\$74,390

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 20, 2020

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant position #44555, Program Specialist III, Labor Grade 23, A000 to a Principle Planner, Labor Grade 24, A000.

Division of Personnel (DOP) Reclassification Decision:

- Principle Planner, Labor Grade 24, A000 effective upon Council's approval.

Rationale for Decision:

- The duties of the position were examined and determined to be on par with an adjoining position in the Aeronautics Bureau; reclassification will ensure equitable compensation for positions performing similar work.
- The Principle Planner would perform regulatory and oversight functions of unmanned aircraft systems (UAS) and airport infrastructure. It would analyze aviation data and provide guidance to the department, other government agencies and the public on planning and implementing policies and best 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% General Funded position.
2. Budgetary number/string 04-96-96-964010-21070000-010.
3. Anticipated date of hire is: 7/3/2020 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$70,890
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$46,761
Benefits	<u>\$27,629</u>
Total	\$74,390

Projected Annual Cost:

Salary	\$48,770
Benefits	<u>\$28,027</u>
Total	\$76,797

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 20, 2020

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #18995, Licensing and Evaluating Coordinator, Labor Grade 20, A000 to a Program Specialist III, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist III, Labor Grade 23, A000 effective 5/8/20.

Rationale for Decision:

- The position has taken on a larger role in providing training in addition to licensure for those distributing Shellfish within and outside of the State of New Hampshire. The position is also on the State of New Hampshire's primary food safety team and given authority to regulate the shellfish industry.
- The Program Specialist III plans and supervises short and long-term goals to complete state and federal inspection and licensing for commercial shellfish processors. The position acts as a liaison between state agencies to design and deliver training and to contribute to policy development.
- 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 70% General Funded position.
This position is a 30% Other Funded position.
2. Budgetary number/string 05-95-90-901510-53900000-010.
3. Filled position-effective date: 5/8/2020.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$7,092
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$49,998
Benefits	<u>\$39,028</u>
Total	\$89,026

Projected Annual Cost:

Salary	\$53,170
Benefits	<u>\$39,028</u>
Total	\$92,198

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 20, 2020

Reclassification Request:

- The Department of Justice requests the reclassification of Filled position #41890, Criminal Justice Program Specialist, Labor Grade 24, A000 to an Administrator I, Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator I, Labor Grade 27, A000 effective 4/24/20.

Rationale for Decision:

- The expansion of programs and services and distribution of duties within the Office of Victim/Witness Assistance have resulted in this position administering agency objectives by assessing training and policy needs relative to statewide systemic response when working with victims of crime, and managing efforts to address those needs.
- The Administrator I, administers, identifies, prioritizes and executes initiatives to establish, revise and implement best practices, policies, and protocols involving multiple disciplines at the state, county and municipal level, in order to achieve programmatic goals and maintain compliance.
- The proposed duties are similar to those of other Administrator I positions operating in the state, and parallel the class specification for Administrator I appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Budgetary number/string 02-20-20-200510-26160000-010.
3. Filled position-effective date: 4/24/2020.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$13,396
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$69,552
Benefits	<u>\$42,856</u>
Total	\$112,408

Projected Annual Cost:

Salary	\$72,516
Benefits	<u>\$43,586</u>
Total	\$116,102

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 20, 2020

Reclassification Request:

- The Department of Natural and Cultural Resources requests the reclassification of Filled position #30183, Automotive Mechanic, Labor Grade 15, A130 to a Plant Maintenance Engineer I, Labor Grade 17, A130.

Division of Personnel (DOP) Reclassification Decision:

- Plant Maintenance Engineer I, Labor Grade 17, A130 effective 1/31/20.

Rationale for Decision:

- The agency has evaluated the positions assigned to its Design, Development and Maintenance Bureau and implemented changes to improve the agency's ability to address deferred maintenance and construction projects, resulting in permanent changes to the duties of this position.
- The Plant Maintenance Engineer I has absorbed higher-level duties and now oversees the fleet maintenance program to include the performance and supervision of repair and preventative maintenance of vehicles, heavy equipment and small engines. Additionally, it plans, performs and supervises construction projects and repairs to building systems.
- 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 80% General Funded position.
This position is a 20% Other Funded position.
2. Budgetary number/string 03-35-35-350010-34010000-010.
3. Filled position-effective date: 1/31/2020.
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$21,586
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$42,415
Benefits	<u>\$37,543</u>
Total	\$79,958

Projected Annual Cost:

Salary	\$36,719
Benefits	<u>\$25,641</u>
Total	\$62,360