



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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August 28, 2019

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-I:56  
Governor and Council Meeting Date: August 28, 2019

Reclassification Request:

- The Fish & Game Department requests the reclassification of Vacant position #40462, Informational Representative II, Labor Grade 21, A000 to an Executive Secretary, Labor Grade 11, A000.

Division of Personnel (DOP) Reclassification Decision:

- Executive Secretary, Labor Grade 21, A000 effective upon Council's approval.

Rationale for Decision:

- The agency has reevaluated its needs and requests to transfer this position from the Public Affairs Division to the Marine Division to meet current work demands. The proposed duties are currently assigned to a part-time position that is vacant and will not be filled with the creation of this full-time position.
- This position would provide secretarial support for the staff and programs of the New Hampshire Fish and Game Region Three Office, and would greet and assist the public. There are Executive Secretary positions functioning similarly at the other regional offices.
- The proposed duties parallel the class specification for Executive Secretary appropriately.

Funding Summary

1. This position is a 42% Federal Funded position.  
This position is a 58% Other Funded position.
2. Budgetary number/string 03-75-75-753020-22880000-010.
3. Anticipated date of hire is: 11/8/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$30,748
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$43,114
Benefits	<u>\$26,554</u>
Total	\$69,668

Projected Annual Cost:

Salary	\$29,153
Benefits	<u>\$24,143</u>
Total	\$53,296

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: August 28, 2019

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant position #17388, Electrician Supervisor II, Labor Grade 17, A130 to a Civil Engineer IV, Labor Grade 27, A130.

Division of Personnel (DOP) Reclassification Decision:

- Civil Engineer IV, Labor Grade, 27, A130 effective upon Council's approval.

Rationale for Decision:

- The agency requests to reclassify this position to supervise the asset management program within the Bureau of Bridge Maintenance to include tracking, reporting and communicating all aspects of bureau programs and accomplishments; a Civil Engineer IV position within the Bureau of Turnpikes is operating similarly.
- This position would assemble, analyze, and organize data from a variety of sources to provide the basis for a prioritized, coordinated Bridge Maintenance work plan. It would assess the condition of assets, identify repair and funding needs, and develop programs/databases for consistent tracking and reporting, as well as oversee the bureau's consumable materials inventory and warehouse operations.
- The proposed supplemental job description meets the standards of the class specification for Civil Engineer IV appropriately.

Funding Summary

1. This position is a 42% Federal Funded position.  
This position is a 52% Other Funded position.
2. Budgetary number/string 04-96-96-960515-30080000-010.
3. Anticipated date of hire is: 9/27/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$61,867
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:

Salary	\$51,917
Benefits	<u>\$19,259</u>
Total	\$71,176

Projected Annual Cost:

Salary	\$59,259
Benefits	<u>\$30,104</u>
Total	\$89,363

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: August 28, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12710; Clerk Interviewer, Labor Grade 9, A000 to a Medical Typist II, Labor Grade 10, A000.

Division of Personnel (DOP) Reclassification Decision:

- Medical Typist II, Labor Grade 10, A000 effective upon Council's approval.

Rationale for Decision:

- The Department of Health and Human Services is reclassifying this vacant position to a Medical Typist II.
- The position will provide clerical support functions in the Division of Economic and Housing Stability, Disability Determination Unit. The support that the position will provide includes reviewing documents for completeness, answering questions of clients and providers related to the disability application process and data entry of application, medical, and Medicaid information into electronic records.
- 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 50% General Funded position.  
This position is a 50% Federal Funded position.
2. Budgetary number/string 05-95-45-451010-79970000-010.
3. Anticipated date of hire is: 9/13/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 20: \$37,991
5. Total FY 20 Budgeted and Projected Annual Cost:

Total FY 20 Budgeted:		Projected Annual Cost:	
Salary	\$37,143	Salary	\$28,061
Benefits	<u>\$36,511</u>	Benefits	<u>\$23,927</u>
Total	\$73,654	Total	\$51,988