



State of New Hampshire

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

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Charles M. Arlinghaus
Commissioner
(603) 271-3201

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

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

April 6, 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,

Lorrie A. Rudis
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: April 06, 2022

Reclassification Request:

- The Department of Safety requests the reclassification of Filled position #41588, Accountant II, Labor Grade 18, A000 to a Program Specialist I, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist I, Labor Grade 19, A000 effective 3/11/22

Rationale for Decision:

- The Department of Safety is requesting to reclassify this filled position to a Program Specialist I due to changes to the position's functions and responsibilities in support of the New Hampshire Office of Highway Safety and the National Highway Traffic Safety Administration.
- The Program Specialist I will provide program and grant support functions to ensure compliance with state and federal guidelines, and it will process and approve grant disbursement and reimbursements, track, compile and prepare program data, and establish and implement monitoring procedures for business 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 53% Federal Funded position.
This position is a 47% Other Funded position.
2. Budgetary number/string 02-23-23-231015-75460000-010.
3. Filled position-effective date: 3/11/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$21,747
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$48,972
Benefits	<u>\$42,373</u>
Total	\$91,345

Projected Annual Cost:

Salary	\$51,305
Benefits	<u>\$42,931</u>
Total	\$94,236

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: April 06,2022

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant position #44283, Corrections Officer, Labor Grade 14, CO416 to a Program Coordinator , Labor Grade 26, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Coordinator, Labor Grade 26, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Corrections is requesting a reclassification of this vacant position to a Program Coordinator to support to the Resident Program within the Division of Community Corrections.
- The Program Coordinator will develop, coordinate and facilitate the re-entry programs for residents within the Department of Corrections. This includes planning, delivering and evaluating direct program services with cross functional teams.
- 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 02-46-46-463510-3340000-010.
3. Anticipated date of hire is: 4/22/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$9,837
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:	
Salary	\$53,768
Benefits	<u>\$38,525</u>
Total	\$92,293

Projected Annual Cost:	
Salary	\$53,801
Benefits	<u>\$31,452</u>
Total	\$85,253

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: April 06,2022

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant position #44304, Corrections Officer, Labor Grade 14, CO416 to a Program Coordinator , Labor Grade 26, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Coordinator, Labor Grade 26, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Corrections is requesting a reclassification of this vacant position to a Program Coordinator to expand and modernize the Restrictive Housing program for the Division of Community Corrections.
- The Program Coordinator will develop, coordinate and facilitate the Restrictive Housing programs for residents within the Department of Corrections. This includes planning, delivering and evaluating direct program services with cross functional teams.
- 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 02-46-46-463510-33740000-010.
3. Anticipated date of hire is: 4/22/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$9,837
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$45,281
Benefits	<u>\$35,517</u>
Total	\$80,798

Projected Annual Cost:

Salary	\$53,801
Benefits	<u>\$31,452</u>
Total	\$85,253

Division of Personnel
Reclassification Waiver Per Chapter 21-l:56
Governor and Council Meeting Date: April 06,2022

Reclassification Request:

- The Department of Natural and Cultural Resources requests the reclassification of Vacant position #18110, Program Assistant II, Labor Grade 15, A000 to a Program Specialist III, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist III, Labor Grade 23, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Natural and Cultural Resources is requesting to reclassify this vacant position to a Program Specialist III in the Office of Administration, Bureau of Administrative Operations, to establish continuity in the direct management and program support services needed within the unit.
- The Program Specialist III will supervise the fleet management program, the internal report tracking (IRT) system, and the IRT operational maintenance program, and analyze and interpret data, policies and procedures for use in the planning, development and maintenance of business operation functions within the unit.
- 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 03-35-35-350010-34000000-010.
3. Anticipated date of hire is: 5/6/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$5,948
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$46,931
Benefits	<u>\$20,209</u>
Total	\$67,140

Projected Annual Cost:

Salary	\$47,307
Benefits	<u>\$30,012</u>
Total	\$77,319

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: April 06,2022

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant position #19832, Engineering Technician III, Labor Grade 16, A000 to a Program Specialist III, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist III, Labor Grade 23, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Transportation is requesting a reclassification of this vacant position to a Program Specialist III to prepare and review contracting documents as part of the newly formed Contracting & Specifications Unit.
- The Program Specialist III will prepare and review proposals and supporting documents to ensure accuracy, completeness, and compliance with state and federal criteria. The position will also conduct related research and technical writing for the multiple programs supported by the Unit.
- 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 94% Federal Funded position.
This position is a 6% Other Funded position.
2. Budgetary number/string 04-96-96-962015-30250000-010.
3. Anticipated date of hire is: 5/6/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$5,948
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$35,295
Benefits	<u>\$27,347</u>
Total	\$62,642

Projected Annual Cost:

Salary	\$47,307
Benefits	<u>\$30,012</u>
Total	\$77,319

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: April 06,2022

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant position #20085, Engineering Technician V, Labor Grade 22, A000 to a Supervisor VI, Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor VI, Labor Grade 27, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Transportation is requesting a reclassification of this filled position to a Supervisor VI to oversee the newly formed Contracting & Specifications program and two subordinates. This program will provide contract and specification management agency-wide.
- The Supervisor VI will develop and evaluate the department contract program to include the policies, procedures, standards and reporting tools. The position supervises the contracting and bidding process, working with staff to prepare contract documents and assure their conformity to standards.
- 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 96% Federal Funded position.
This position is a 4% Other Funded position.
2. Budgetary number/string 04-96-96-962015-30250000-010.
3. Anticipated date of hire is: 5/6/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$6,785
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:	
Salary	\$64,380
Benefits	<u>\$14,301</u>
Total	\$78,681

Projected Annual Cost:	
Salary	\$56,219
Benefits	<u>\$31,989</u>
Total	\$88,208

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: April 06,2022

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant position #21751, Engineering Technician V, Labor Grade 22, A000 to a Program Specialist IV, Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist IV, Labor Grade 27, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Transportation is requesting a reclassification of this vacant position to a Program Specialist IV to develop contracts and specifications in the newly formed Contracting & Specifications unit.
- The Program Specialist IV will develop and amend consultant agreement contracts for varied department-wide projects. The role will evaluate work procedures and develop revisions of program policies, procedures and data.
- 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 94% Federal Funded position.
This position is a 6% Other Funded position.
2. Budgetary number/string 04-96-96-962015-30250000-010.
3. Anticipated date of hire is: 5/6/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$6,347
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$65,280
Benefits	<u>\$34,008</u>
Total	\$99,288

Projected Annual Cost:

Salary	\$51,558
Benefits	<u>\$30,955</u>
Total	\$82,513

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: April 06,2022

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #40889, Child Protective Worker III, Labor Grade 22, A130 to a Supervisor IV, Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor IV, Labor Grade 25, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services is requesting to reclassify this vacant position to a Supervisor IV in the Child Protective Services Unit of the Division for Children, Youth and Families to provide additional support to the Manchester District Office to assist with a significant increase in cases.
- The Supervisor IV will provide direct supervision and delegate work to assigned Child Protective Service Workers. The role will provide support and training to assist with decision-making, job satisfaction and retention to those performing critical work with children, youth, families and the community.
- 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 71% General Funded position.
This position is a 29% Federal Funded position.
2. Budgetary number/string 05-95-42-421010-29570000-010.
3. Anticipated date of hire is: 4/22/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$9,521
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$64,380
Benefits	<u>\$33,808</u>
Total	\$98,188

Projected Annual Cost:

Salary	\$51,558
Benefits	<u>\$30,955</u>
Total	\$82,513

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: April 06,2022

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #12484, Business Administrator IV, Labor Grade 29, A000 to a Agency Audit Manager, Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Agency Audit Manager, Labor Grade 25, A000 effective 2/25/2022.

Rationale for Decision:

- The Department of Health and Human Services is requesting reclassification of this filled position to Agency Audit Manager to supervise staff conducting audits of agency operations and third party vendors.
- The Agency Audit Manager will supervise staff to ensure that audits are conducted in a timely and accurate manner. The position ensures the compliance of auditing plans, scopes and reports drafted by staff with applicable laws and regulation.
- 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 49% General Funded position.
This position is a 51% Federal Funded position.
2. Budgetary number/string 05-95-95-951010-79350000-010.
3. Filled position-effective date: 2/25/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$28,852
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$87,597
Benefits	<u>\$19,451</u>
Total	\$107,048

Projected Annual Cost:

Salary	\$87,711
Benefits	<u>\$19,454</u>
Total	\$107,165

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: April 06, 2022

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #14999, Financial Agent II, Labor Grade 24, A000 to a Supervisor VII, Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor VII, Labor Grade 28, A000 effective 2/25/2022.

Rationale for Decision:

- The Department of Health and Human Services is requesting reclassification of this filled position to a Supervisor VII to oversee the audits conducted by the Financial Compliance Unit and to supervise three Agency Audit Manager positions.
- The Supervisor VII will supervise the administration of agency objectives through audits of programs, providers, contractors and sub recipients. The position evaluates the planning and implementation of audits and projects.
- 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 49% General Funded position.
This position is a 51% Federal Funded position.
2. Budgetary number/string 05-95-95-951010-79350000-010.
3. Filled position-effective date: 2/25/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$29,507
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$60,769
Benefits	<u>\$44,990</u>
Total	\$105,759

Projected Annual Cost:

Salary	\$63,921
Benefits	<u>\$45,677</u>
Total	\$109,598