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State of New Hampshire

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January 22, 2021

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: January 22, 2021

Reclassification Request:

- The New Hampshire Employment Security requests the reclassification of Vacant position #11007, Labor Market Analyst II, Labor Grade 20, A000 to a Certifying Officer III, Labor Grade 20, A000.

Division of Personnel (DOP) Reclassification Decision:

- Certifying Officer III, Labor Grade 20, A000 effective upon Council's approval.

Rationale for Decision:

- The agency is reestablishing a Benefit Adjudication Unit in Manchester to meet an increased demand for claims processing and adjudication resources. The proposed structure parallels that of like units operating throughout the state.

- This position would perform functions relative to the review and gathering of information and facts, and the adjudication of alerts or issues, on basic to complex claims for unemployment compensation in order to determine whether to authorize or deny benefits.

- This position would perform functions relative to the review and gathering of information and facts, and the adjudication of alerts or issues, on basic to complex claims for unemployment compensation in order to determine whether to authorize or deny benefits.

Funding Summary

1. This position is a 100% Federal Funded position.

2. Budgetary number/string 02-27-27-270010-80400000-010.

3. Anticipated date of hire is: 1/29/2021 at Minimum Step.

4. Projected cost (Salary & Benefits) for remainder of FY 21: $23,728

5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:		Projected Annual Cost:*	
Salary	$43,046	Salary	$41,321
Benefits	$28,400	Benefits	$27,227
Total	$71,446	Total	$68,548

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 22, 2021

Reclassification Request:

- The New Hampshire Employment Security requests the reclassification of Vacant position #11081, Administrative Assistant I, Labor Grade 16, A000 to a Certifying Officer III, Labor Grade 20, A000.

Division of Personnel (DOP) Reclassification Decision:

- Certifying Officer III, Labor Grade 20, A000 effective upon Council's approval.

Rationale for Decision:

- The agency is reestablishing a Benefit Adjudication Unit in Manchester to meet an increased demand for claims processing and adjudication resources. The proposed structure parallels that of like units operating throughout the state.

- This position would perform functions relative to the review and gathering of information and facts, and the adjudication of alerts or issues, on basic to complex claims for unemployment compensation in order to determine whether to authorize or deny benefits.

- The proposed duties are similar to those of other positions of the same class title currently operating in the agency and meet the standards of the class specification.

Funding Summary

1. This position is a 100% Federal Funded position.

2. Budgetary number/string 02-27-27-270010-80400000-010.
3. Anticipated date of hire is: 1/29/2021 at Minimum Step.
   Filled position-effective date: n/a.

4. Projected cost (Salary & Benefits) for remainder of FY 21: $23,728

5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:		Projected Annual Cost:*	
Salary	$36,664	Salary	$41,321
Benefits	$27,150	Benefits	$27,227
Total	$63,814	Total	$68,548

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 22, 2021

Reclassification Request:

- The New Hampshire Employment Security requests the reclassification of Vacant position #11102, Program Specialist II, Labor Grade 21, A000 to a Certifying Officer III, Labor Grade 20, A000.

Division of Personnel (DOP) Reclassification Decision:

- Certifying Officer III, Labor Grade 20, A000 effective upon Council's approval.

Rationale for Decision:

- The agency is reestablishing a Benefit Adjudication Unit in Manchester to meet an increased demand for claims processing and adjudication resources. The proposed structure parallels that of like units operating throughout the state.

- This position would perform functions relative to the review and gathering of information and facts, and the adjudication of alerts or issues, on basic to complex claims for unemployment compensation in order to determine whether to authorize or deny benefits.

- The proposed duties are similar to those of other positions of the same class title currently operating in the agency and meet the standards of the class specification.

Funding Summary

1. This position is a 100% Federal Funded position.

2. Budgetary number/string 02-27-27-270010-80400000-010.

3. Anticipated date of hire is: 1/29/2021 at Minimum Step.

4. Projected cost (Salary & Benefits) for remainder of FY 21: $23,728

5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:		Projected Annual Cost:*	
Salary	$44,765	Salary	$41,321
Benefits	$28,736	Benefits	$27,227
Total	$73,501	Total	$68,548

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 22, 2021

Reclassification Request:

- The New Hampshire Employment Security requests the reclassification of Vacant position #11119, Program Specialist II, Labor Grade 19, A000 to a Certifying Officer III, Labor Grade 20, A000.

Division of Personnel (DOP) Reclassification Decision:

- Certifying Officer III, Labor Grade 20, A000 effective upon Council's approval.

Rationale for Decision:

- The agency is reestablishing a Benefit Adjudication Unit in Manchester to meet an increased demand for claims processing and adjudication resources. The proposed structure parallels that of like units operating throughout the state.

- This position would perform functions relative to the review and gathering of information and facts, and the adjudication of alerts or issues, on basic to complex claims for unemployment compensation in order to determine whether to authorize or deny benefits.

- The proposed duties are similar to those of other positions of the same class title currently operating in the agency and meet the standards of the class specification.

Funding Summary

1. This position is a 100% Federal Funded position.

2. Budgetary number/string 02-27-27-270010-80400000-010.

3. Anticipated date of hire is: 1/29/2021 at Minimum Step.

4. Projected cost (Salary & Benefits) for remainder of FY 21: $23,728

5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:		Projected Annual Cost:*	
Salary	$44,765	Salary	$41,321
Benefits	$28,736	Benefits	$27,227
Total	$73,501	Total	$68,548

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 22, 2021

Reclassification Request:

- The New Hampshire Employment Security requests the reclassification of Vacant position #11260, Program Assistant III, Labor Grade 17, A000 to a Certifying Officer III, Labor Grade 20, A000.

Division of Personnel (DOP) Reclassification Decision:

- Certifying Officer III, Labor Grade 20, A000 effective upon Council's approval.

Rationale for Decision:

- The agency is reestablishing a Benefit Adjudication Unit in Manchester to meet an increased demand for claims processing and adjudication resources. The proposed structure parallels that of like units operating throughout the state.

- This position would perform functions relative to the review and gathering of information and facts, and the adjudication of alerts or issues, on basic to complex claims for unemployment compensation in order to determine whether to authorize or deny benefits.

- The proposed duties are similar to those of other positions of the same class title currently operating in the agency and meet the standards of the class specification.

Funding Summary

1. This position is a 100% Federal Funded position.

2. Budgetary number/string 02-27-27-270010-80400000-010.

3. Anticipated date of hire is: 1/29/2021 at Minimum Step.

4. Projected cost (Salary & Benefits) for remainder of FY 21: $23,728

5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:		Projected Annual Cost:*	
Salary	$38,144	Salary	$41,321
Benefits	$27,440	Benefits	$27,227
Total	$65,584	Total	$68,548

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 22, 2021

Reclassification Request:

- The New Hampshire Employment Security requests the reclassification of Vacant position #41598, Research Analyst, Labor Grade 23, A000 to a Certifying Officer III, Labor Grade 20, A000.

Division of Personnel (DOP) Reclassification Decision:

- Certifying Officer III, Labor Grade 20, A000 effective upon Council's approval.

Rationale for Decision:

- The agency is reestablishing a Benefit Adjudication Unit in Manchester to meet an increased demand for claims processing and adjudication resources. The proposed structure parallels that of like units operating throughout the State.

- This position would perform functions relative to the review and gathering of information and facts, and the adjudication of alerts or issues, on basic to complex claims for unemployment compensation in order to determine whether to authorize or deny benefits.

- The proposed duties are similar to those of other positions of the same class title currently operating in the agency and meet the standards of the class specification.

Funding Summary

1. This position is a 100% Federal Funded position.

2. Budgetary number/string 02-27-27-270010-80400000-010.

3. Anticipated date of hire is: 1/29/2021 at Minimum Step.

4. Projected cost (Salary & Benefits) for remainder of FY 21: $23,728

5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:		Projected Annual Cost:*	
Salary	$48,692	Salary	$41,321
Benefits	$29,505	Benefits	$27,227
Total	$78,197	Total	$68,548

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 22, 2021

Reclassification Request:

- The New Hampshire Employment Security requests the reclassification of Vacant position #43669, Program Assistant I, Labor Grade 12, A000 to a Certifying Officer III, Labor Grade 20, A000.

Division of Personnel (DOP) Reclassification Decision:

- Certifying Officer III, Labor Grade 20, A000 effective upon Council's approval.

Rationale for Decision:

- The agency is reestablishing a Benefit Adjudication Unit in Manchester to meet an increased demand for claims processing and adjudication resources. The proposed structure parallels that of like units operating throughout the State.

- This position would perform functions relative to the review and gathering of information and facts, and the adjudication of alerts or issues, on basic to complex claims for unemployment compensation in order to determine whether to authorize or deny benefits.

- The proposed duties are similar to those of other positions of the same class title currently operating in the agency and meet the standards of the class specification.

Funding Summary

1. This position is a 100% Federal Funded position.

2. Budgetary number/string 02-27-27-270010-80400000-010.

3. Anticipated date of hire is: 1/29/2021 at Minimum Step.

4. Projected cost (Salary & Benefits) for remainder of FY 21: $23,728

5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:		Projected Annual Cost:*	
Salary	$42,221	Salary	$41,321
Benefits	$18,287	Benefits	$27,227
Total	$60,508	Total	$68,548

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 22, 2021

Reclassification Request:

- The New Hampshire Employment Security requests the reclassification of Vacant position #43670, Supervisor II, Labor Grade 21, A000 to a Benefits Adjudication Unit, Labor Grade 24, A000.

Division of Personnel (DOP) Reclassification Decision:

- Benefits Adjudication Unit, Labor Grade 24, A000 effective upon Council's approval.

Rationale for Decision:

- The agency is reestablishing a Benefit Adjudication Unit in Manchester to meet an increased demand for claims processing and adjudication resources. The proposed structure parallels that of like units operating throughout the state.

- This position would supervise, direct and evaluate unit activities and staff for accurate handling and record maintenance of unemployment compensation claims in accordance with state and federal law and regulations and department policies, ensuring federal standards related to timeliness and quality of benefit payments are met.

- The proposed duties are similar to those of other positions of the same class title currently operating in the agency and parallel the class specification appropriately

Funding Summary

1. This position is a 100% Federal Funded position.

2. Budgetary number/string 02-27-27-270010-80400000-010.

3. Anticipated date of hire is: 1/29/2021 at Minimum Step.

4. Projected cost (Salary & Benefits) for remainder of FY 21: $26,811

5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:		Projected Annual Cost:*	
Salary	$44,765	Salary	$48,770
Benefits	$28,736	Benefits	$28,685
Total	$73,501	Total	$77,455

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 22, 2021

Reclassification Request:

- The New Hampshire Employment Security requests the reclassification of Vacant position #44004, Human Resources Assistant II, Labor Grade 12, A000 to a Certifying Officer III, Labor Grade 20, A000.

Division of Personnel (DOP) Reclassification Decision:

- Certifying Officer III, Labor Grade 20, A000 effective upon Council's approval.

Rationale for Decision:

- The agency is reestablishing a Benefit Adjudication Unit in Manchester to meet an increased demand for claims processing and adjudication resources. The proposed structure parallels that of like units operating throughout the State.

- This position would perform functions relative to the review and gathering of information and facts, and the adjudication of alerts or issues, on basic to complex claims for unemployment compensation in order to determine whether to authorize or deny benefits.

- The proposed duties are similar to those of other positions of the same class title currently operating in the agency and meet the standards of the class specification.

Funding Summary

1. This position is a 100% Federal Funded position.

2. Budgetary number/string 02-27-27-270010-80400000-010.

3. Anticipated date of hire is: 1/29/2021 at Minimum Step.

4. Projected cost (Salary & Benefits) for remainder of FY 21: $23,728

5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:		Projected Annual Cost:*	
Salary	$31,294	Salary	$41,321
Benefits	$26,099	Benefits	$27,227
Total	$57,393	Total	$68,548

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 22, 2021

Reclassification Request:

- The New Hampshire Employment Security requests the reclassification of Vacant position #44107, Labor Market Analyst II, Labor Grade 20, A000 to a Certifying Officer III, Labor Grade 20, A000.

Division of Personnel (DOP) Reclassification Decision:

- Certifying Officer III, Labor Grade 20, A000 effective upon Council's approval.

Rationale for Decision:

- The agency is reestablishing a Benefit Adjudication Unit in Manchester to meet an increased demand for claims processing and adjudication resources. The proposed structure parallels that of like units operating throughout the State.

- This position would perform functions relative to the review and gathering of information and facts, and the adjudication of alerts or issues, on basic to complex claims for unemployment compensation in order to determine whether to authorize or deny benefits.

- The proposed duties are similar to those of other positions of the same class title currently operating in the agency and meet the standards of the class specification.

Funding Summary

1. This position is a 100% Federal Funded position.

2. Budgetary number/string 02-27-27-270010-80400000-010.

3. Anticipated date of hire is: 1/29/2021 at Minimum Step.

4. Projected cost (Salary & Benefits) for remainder of FY 21: $23,728

5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:		Projected Annual Cost:*	
Salary	$43,046	Salary	$41,321
Benefits	$28,400	Benefits	$27,227
Total	$71,446	Total	$68,548

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 22, 2021

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #16304, Training and Development Therapist, Labor Grade 16, A000 to a Warehouseman, Labor Grade 10, A130.

Division of Personnel (DOP) Reclassification Decision:

- Warehouseman, Labor Grade 10, A130 effective 12/4/20.

Rationale for Decision:

- This reclassification is being requested because of a reorganization that took place at the New Hampshire Hospital gift shop and due to the elimination of a retail-focused training program for patients. The Warehouseman will now fulfil a business need at the Hospital's Martials Management Department.

- The position will work alongside other Warehousemen and receive, store, issue and deliver supplies in a central hospital stockroom; it will operate equipment used in loading and unloading supplies and will provide general supply and warehouse support tasks.

- 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 70% General Funded position.
   This position is a 30% Other Funded position.

2. Budgetary number/string 05-95-94-940010-84100000-010

3. Filled position-effective date: 12/4/2020.

4. Projected cost (Salary & Benefits) for remainder of FY 21: $25,845

5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:		Projected Annual Cost:*	
Salary	$43,204	Salary	$43,204
Benefits	$ 8,485	Benefits	$ 8,485
Total	$51,689	Total	$51,689

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 22, 2021

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #12221, Administrator IV, Labor Grade 33, A000 to a Financial Reporting Administrator II, Labor Grade 34, A000.

Division of Personnel (DOP) Reclassification Decision:

- Financial Reporting Administrator II, Labor Grade 34, A000 effective 12/18/20.

Rationale for Decision:

- This filled position is being reclassified to finalize the reorganization that took place within the Bureau of Finance and to align the position with counterpart roles within the structure, performing similar financial reporting support and administration.

- The Financial Reporting Administrator II will serve as a Senior Finance Director and will authorize and evaluate the implementation of the statewide uniform fund accounting and financial reporting system in accordance with national financial reporting practices, as applied to DHHS financial and business operations.

- 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 66% General Funded position.
   This position is a 34% Federal Funded position.

2. Budgetary number/string 05-95-95-950010-56760000-010.

3. Filled position-effective date: 12/18/2020.

4. Projected cost (Salary & Benefits) for remainder of FY 21: $57,558.92

5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:		Projected Annual Cost:*	
Salary	$79,170	Salary	$90,772
Benefits	$33,294	Benefits	$33,939
Total	$112,464	Total	$124,711