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State of New Hampshire

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February 3, 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: Feburary 3, 2021

Reclassification Request:

- The Department of Employment Security requests the reclassification of Filled position #11195, Clerk Interviewer , Labor Grade 9, A000 to an Interviewer I, Labor Grade 16, A000.

Division of Personnel (DOP) Reclassification Decision:

- Interviewer I , Labor Grade 16, A000 effective January 1, 2021.

Rationale for Decision:

- NH Employment Security has changed the way they deliver services due to the pandemic and due to experiencing a record high number of claims. This reclassification will allow for the additional responsibilities necessary to meet the needs of the department.

- The Interviewer I position will provide direct services to claimants and employers virtually as the agency moves towards delivering their services electronically with the elimination of walk-in's and in-person contact.

- 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 02-02-27-270010-80400000-010.

3. Filled position-effective date: 2/3/2021.

4. Projected cost (Salary & Benefits) for remainder of FY 21: $22,436

5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:		Projected Annual Cost:*	
Salary	$35,756	Salary	$38,200
Benefits	$26,972	Benefits	$26,616
Total	$62,728	Total	$64,816

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: Feburary 3, 2021

Reclassification Request:

- The Department of Employment Security requests the reclassification of Filled position #30106, Clerk Interviewer , Labor Grade 9, A000 to an Interviewier I, Labor Grade 16, A000.

Division of Personnel (DOP) Reclassification Decision:

- Interviewer I , Labor Grade 16, A000 effective January 1, 2021.

Rationale for Decision:

- NH Employment Security has changed the way they deliver services due to the pandemic and due to experiencing a record high number of claims. This reclassification will allow for the additional responsibilities necessary to meet the needs of the department.

- The Interviewer I position will provide direct services to claimants and employers virtually as the agency moves towards delivering their services electronically with the elimination of walk-in's and in-person contact.

- 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 02-02-27-270010-80400000-010.

3. Filled position-effective: 2/3/2021.

4. Projected cost (Salary & Benefits) for remainder of FY 21: $18,715

5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:		Projected Annual Cost:*	
Salary	$35,283	Salary	$36,833
Benefits	$16,929	Benefits	$17,232
Total	$52,212	Total	$54,065

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: Feburary 3, 2021

Reclassification Request:

- The Department of Justice requests the reclassification of Vacant position #18432, Records Control Clerk , Labor Grade 10, A000 to an Administrator II , Labor Grade 29, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator II, Labor Grade 29, A000 effective upon G&C approval.

Rationale for Decision:

- The agency is requesting to reclassify this vacant position to an Administrator II; the position will serve as the Director of Diversity and Community Outreach for the Department of Justice.

- The Administrator II will work closely with the Attorney General and Deputy Attorney General to direct, administer and establish goals and milestones towards the creation of a more diverse, inclusive, and culturally aware law enforcement system for the State.

- 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 90% General Funded position.
   This position is a 10% Other Funded position.

2. Budgetary number/string 02-20-20-2601-200010-010.

3. Anticipated date of hire is: 3/12/2021 at Minimum Step.

4. Projected cost (Salary & Benefits) for remainder of FY 21: $21,103

5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:		Projected Annual Cost:*	
Salary	$38,625	Salary	$60,470
Benefits	$28,384	Benefits	$30,976
Total	$67,009	Total	$91,446

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: Feburary 3, 2021

Reclassification Request:

- The Department of Labor requests the reclassification of Filled position #10996, Clerk III, Labor Grade 8, A000 to a Data Control Clerk II, Labor Grade 10, A000.

Division of Personnel (DOP) Reclassification Decision:

- Data Control Clerk II, Labor Grade 10, A000 effective January 1,2021.

Rationale for Decision:

- The Department of Labor has re-evaluated the operational needs within the Intake Bureau following the recent retirement of a staff member. This reclassification will add additional responsibilities that will balance the workload and meet organizational goals.

- The Data Control Clerk II will supervise the accuracy of data input and output pertaining to worker compensation files and provide various support functions to the unit and the public.

- 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 in the agency, and parallel the class specification appropriately.

Funding Summary

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

2. Budgetary number/string 02-26-26-261010-62000000-010.

3. Filled position-effective date: 1/1/2021.

4. Projected cost (Salary & Benefits) for remainder of FY 21: $32,166

5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:		Projected Annual Cost:*	
Salary	$36,378	Salary	$37,743
Benefits	$38,018	Benefits	$38,286
Total	$74,396	Total	$76,029

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: Feburary 3, 2021

Reclassification Request:

- The Department of Employment Security requests the reclassification of Vacant position #43668, Accounting Technician, Labor Grade 12, A000 to an Program Assistant II, Labor Grade 15, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Assistant II, Labor Grade 15, A000 effective upon G&C approval.

Rationale for Decision:

- The addition of new programs at the agency has impacted the Fiscal Management Section by requiring more financial tracking, coding, and reporting, as well as more review to confirm compliance with financial procedures/requirements.

- This position would assist with determining and monitoring grant/program coding; disseminate policy/procedural changes to staff; and track and report grant charge activity for use by administrators in federal financial reports. It would also be responsible for accounts payable duties related to more complicated contractual purchases.

- 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.

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: 2/26/2021 at Minimum Step.

4. Projected cost (Salary & Benefits) for remainder of FY 21: $16,057

5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:		Projected Annual Cost:*	
Salary	$35,178	Salary	$33,872
Benefits	$16,908	Benefits	$25,768
Total	$52,086	Total	$59,640

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: Feburary 3, 2021

Reclassification Request:

- The Department of Education requests the reclassification of Vacant position #13170, Accountant II, Labor Grade 18, A000 to an Business Administrator III , Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Administrator III, Labor Grade 27, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Education has identified a need for a Business Administrator III to equitably manage the increase in accounts since their 2018 reorganization and increase efficiency and timeliness.

- This position will be in the Office of Business Management and will be responsible for approximately 20 accounts in addition to a variety of financial activities.

- 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 06-56-56-562010-50600000-010.

3. Anticipated date of hire is: 2/12/2021 at Minimum Step.

4. Projected cost (Salary & Benefits) for remainder of FY 21: $26,329

5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:		Projected Annual Cost:*	
Salary	$39,644	Salary	$55,556
Benefits	$26,908	Benefits	$30,014
Total	$66,552	Total	$85,570

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: Feburary 3, 2021

Reclassification Request:

- The Department of Education requests the reclassification of vacant position #13275, Secretarty II, Labor Grade 9, A000 to an Vocational Rehab Supervisor , Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

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

Rationale for Decision:

- The agency is reclassifying this vacant position to a Vocational Rehabilitation Supervisor in order to fill a staffing need at the Nashua office and to address issues with client participation services.

- This position will supervise the daily operations of the Nashua Office and provide outreach activities to all citizens in need of vocational services in that area.

- 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 06-56-56-565010-25380000-010.

3. Anticipated date of hire is: 2/12/2021 at Minimum Step.

4. Projected cost (Salary & Benefits) for remainder of FY 21: $24,636

5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:		Projected Annual Cost:*	
Salary	$36,543	Salary	$50,954
Benefits	$17,484	Benefits	$29,113
Total	$54,027	Total	$80,067

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: Feburary 3, 2021

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #42865, Toxicologist V, Labor Grade 32, A000 to an Administrator I, Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator I, Labor Grade 27, A000 effective upon Council's approval.

Rationale for Decision:

- The Department of Public Health is requesting to reclassify this vacant position to an Administrator I.

- This position will administer, develop and implement policies, goals and objectives to support environmental health initiatives within the Bureau of Public Health Protection (BPHP) and across the Division of Public Health Services (DPHS).

- 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% Other Funded position.

2. Budgetary number/string 05-95-90-901010-80110000-010

3. Anticipated date of hire is: 3/12/2021 at Minimum Step.

4. Projected cost (Salary & Benefits) for remainder of FY 21: $19,747

5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:		Projected Annual Cost:*	
Salary	$72,182	Salary	$55,556
Benefits	$33,279	Benefits	$30,014
Total	$105,461	Total	$85,570

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 3, 2021

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #30559, Attorney II, Labor Grade 28, A000 to an Administrator I, Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator I, Labor Grade 27, A000 effective upon Council's approval.

Rationale for Decision:

- The agency is requesting to reclassify this vacant position to an Administrator I, the functions and duties applied in supporting the Administrative Rules Unit no longer require an Attorney level role.

- The role will instead Administrator of the Department's Administrative Rules Unit in assessing needs, making recommendations for short-term policies and procedure, and supporting the promulgation of Department administrative rules by program area staff.

- 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 55% General Funded position.
   This position is a 41% Federal Funded position.
   This position is a 4% Other Funded position.

2. Budgetary number/string 05-95-95-950010-5680-010.

3. Anticipated date of hire is: 2/26/2021 at Minimum Step.

4. Projected cost (Salary & Benefits) for remainder of FY 21: $23,038

5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:		Projected Annual Cost:*	
Salary	$71,916	Salary	$55,556
Benefits	$47,658	Benefits	$30,014
Total	$119,574	Total	$85,570

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 3, 2021

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #19630, Program Specialist I, Labor Grade 19, A000 to a Business Administrator II, Labor Grade 24, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Administrator II, Labor Grade 24, A000 effective upon Council's approval.

Rationale for Decision:

- This vacant position is being reclassified to provide dedicated financial support for the Bureau of Community and Population Health Services.

- The Business Administrator II will plan, develop and evaluate business management procedures, including preparation of financial reports, coordinating state fiscal year monthly expenditure reports and year end close, and establishing monitoring procedures for 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 95-10-95-5676-500100-010.

3. Anticipated date of hire is: 3/12/2021 at Minimum Step.

4. Projected cost (Salary & Benefits) for remainder of FY 21: $17,874

5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:		Projected Annual Cost:*	
Salary	$55,413	Salary	$48,770
Benefits	$29,996	Benefits	$28,685
Total	$85,409	Total	$77,455