



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

25 Capitol Street - Room 120  
Concord, New Hampshire 03301  
[Office@das.nh.gov](mailto:Office@das.nh.gov)

Charles M. Arlinghaus  
Commissioner  
(603) 271-3201

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

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

February 17, 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 Rudis* ff 2/23/2021

Lorrie A. Rudis  
Director of Personnel

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: February 17,2021

**Reclassification Request:**

- The Department of Insurance requests the reclassification of Vacant position #16733, Insurance Company Examiner III, Labor Grade 32, A000 to an Executive Agency Manager, Labor Grade 35, A000.

**Division of Personnel (DOP) Reclassification Decision:**

- Executive Agency Manager, Labor Grade 35, A000 effective upon Council's approval.

**Rationale for Decision:**

- The agency is reorganizing to consolidate all activities of designated lines of insurance, including market regulation, forms/compliance, and actuarial rates, into a single division to achieve uniformity with national industry guidance and improve work flow.
- This position would function as the Director of the Life and Health Division to direct strategic planning, operations, initiatives, financial and personnel activities, and changes to legislation, rules and policy pertaining to life and health insurance.
- The proposed duties are similar to those of other positions of the same class title currently operating in the 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 02-24-24-240010-25200000-010.
3. Anticipated date of hire is: 2/17/2021 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 21: **\$35,018**
5. Total FY 21 Budgeted and Projected Annual Cost:

**Total FY 21 Budgeted:**

Salary	\$107,453
Benefits	<u>\$41,861</u>
Total	\$149,314

**Projected Annual Cost:\***

Salary	\$79,170
Benefits	<u>\$34,638</u>
Total	\$113,808

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: February 17, 2021

**Reclassification Request:**

- The Department of Insurance requests the reclassification of Filled position #19998, Insurance Company Examiner IV, Labor Grade 32, A000 to an Executive Agency Manager, Labor Grade 35, A000.

**Division of Personnel (DOP) Reclassification Decision:**

- Executive Agency Manager, Labor Grade 35, A000 effective 01/15/2021.

**Rationale for Decision:**

- The agency is reorganizing to consolidate all activities of designated lines of insurance, including market regulation, forms/compliance, and actuarial rates, into a single division to achieve uniformity with national industry guidance and improve work flow.
- This position would function as the Director of the Property and Casualty Division to direct strategic planning, operations, initiatives, financial and personnel activities, and changes to legislation, rules and policy pertaining to property and casualty insurance.
- The proposed duties are similar to those of other positions of the same class title currently operating in the 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 02-24-24-240010-25200000-010.
3. Filled position-effective date: 01/15/2021.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$52,960
5. Total FY 21 Budgeted and Projected Annual Cost:

**Total FY 21 Budgeted:**

Salary	\$98,963
Benefits	<u>\$29,454</u>
Total	\$128,417

**Projected Annual Cost:\***

Salary	\$103,057
Benefits	<u>\$34,638</u>
Total	\$137,695