# State of New Hampshire

9:58 RCVD

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March 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: March 3,2021

Reclassification Request:

- The Human Rights Commission requests the reclassification of Vacant position #44504, Anti-Discrimination Investigator I, Labor Grade 23, A000 to an Program Specialist II, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist II, Labor Grade 21, A000 effective upon Council's approval.

Rationale for Decision:

- The agency is modifying the internal process by which allegations of discrimination are received and investigated. By establishing a designated Intake Unit, the agency would be able to better allocate time and resources to more efficiently handle its caseload.

- This position would research and review state and federal laws and coordinate the intake process for all allegations received by the Human Rights Commission. It would conduct a preliminary analysis of new submittals and categorize cases for self-assignment or investigator processing as appropriate.

- 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.
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Funding Summary

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

2. Budgetary number/string 02-20-76-760010-1041-010.

3. Anticipated date of hire is: 4/23/2021 at Minimum Step.

4. Projected cost (Salary & Benefits) for remainder of FY 21: $8,157

5. Total FY 21 Budgeted and Projected Annual Cost:

| Total FY 21 Budgeted: | | Projected Annual Cost:* | |
|---|---|---|---|
| Salary | $48,692 | Salary | $43,115 |
| Benefits | $28,670 | Benefits | $27,578 |
| Total | $77,362 | Total | $70,693 |

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

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant position #10620, Cash Terminal Operator I, Labor Grade 11, A130 to an Program Assistant II, Labor Grade 15, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Assistant II, Labor Grade 15, A000 effective upon Council's approval.

Rationale for Decision:

- The agency is establishing a helpdesk within the Division of Motor Vehicles (DMV) to support the American Association of Motor Vehicle Administrators (AAMVA) network systems it uses.

- This position would review network messaging indicating driver record inconsistencies and problems affecting the ability to issue or restore a customer's license. It would troubleshoot discrepancies and errors internally and with other states to resolve data issues and would guide customers on required actions.

- The proposed duties are similar to those of other Program Assistant II positions currently operating in the agency and state, and parallel the class specification for Program Assistant II appropriately.

Funding Summary

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

2. Budgetary number/string 02-23-23-233015-23110000-010.

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

4. Projected cost (Salary & Benefits) for remainder of FY 21: $11,469

5. Total FY 21 Budgeted and Projected Annual Cost:

| Total FY 21 Budgeted: | | Projected Annual Cost:* | |
|---|---|---|---|
| Salary | $42,949 | Salary | $33,872 |
| Benefits | $18,021 | Benefits | $25,768 |
| Total | $60,970 | Total | $59,640 |

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

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant position #18048, Technical Support Specialist II, Labor Grade 21, A000 to an Supervisor I, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor I, Labor Grade 19, A000 effective upon Council's approval.

Rationale for Decision:

- The agency is establishing a helpdesk within the Division of Motor Vehicles (DMV) to support the American Association of Motor Vehicle Administrators (AAMVA) network systems it uses, and the use of a contracted vendor has eliminated the need for this position to continue performing specialized information technology duties.

- This position would oversee staff and day-to-day operations. It would review complex cases involving data inconsistencies and errors in driver records, assist with developing standard operating procedures for AAMVA network systems, and work with Bureau Administrators to identify, test, and implement system modifications.

- The proposed duties are similar to those of other Supervisor I positions currently operating in the state, and parallel the class specification for Supervisor I appropriately.

Funding Summary

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

2. Budgetary number/string 02-23-23-233015-23110000-010.

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

4. Projected cost (Salary & Benefits) for remainder of FY 21: $12,810

5. Total FY 21 Budgeted and Projected Annual Cost:

| Total FY 21 Budgeted: | | Projected Annual Cost:* | |
|---|---|---|---|
| Salary | $61,660 | Salary | $39,702 |
| Benefits | $32,896 | Benefits | $26,910 |
| Total | $94,566 | Total | $66,612 |

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

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #14975, Data Control Clerk III, Labor Grade 12, A000 to an Program Specialist IV, Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist IV, Labor Grade 25, A000 effective upon Council's approval.

Rationale for Decision:

- The Department of Health and Human Services is reclassifying this position in the Bureau of Developmental Services' to expand capacity and help reduce processing time of prior authorizations due to increased demand.

- The Program Specialist IV position will review medical and functional data to assess the level of care and eligibility of individual applicants for long-term care services, and authorize and record requests for specialized medical equipment and environmental modifications.

- 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 50% General Funded position.
   This position is a 50% Federal Funded position.

2. Budgetary number/string 05-95-93-930010-71670000-010.

3. Anticipated date of hire is: 5/7/2021 at Minimum Step.

4. Projected cost (Salary & Benefits) for remainder of FY 21: $6,159

5. Total FY 21 Budgeted and Projected Annual Cost:

| Total FY 21 Budgeted: | | Projected Annual Cost:* | |
|---|---|---|---|
| Salary | $36,543 | Salary | $50,954 |
| Benefits | $26,301 | Benefits | $29,113 |
| Total | $62,844 | Total | $80,067 |