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State of New Hampshire

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March 24, 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 24,2021

Reclassification Request:

- The Department of Labor requests the reclassification of Vacant position #10995, Clerk Interviewer, Labor Grade 9, A000 to an Secretary II, Labor Grade 9, A000.

Division of Personnel (DOP) Reclassification Decision:

- Secretary II, Labor Grade 09, A000 effective upon G&C approval .

Rationale for Decision:

- The Department of Labor is requesting to reclassify this vacant position to provide secretarial and clerical support to the Finance and Human Resources Unit. The reclassification of this position will allow the agency to better accommodate the assistance needed within agency operations.

- This position will be responsible for the front desk reception area, to include screening incoming calls, greeting visitors, scheduling, training, and supervising back-up personnel, and finance tasks to include accounts payable and data entry.

- 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% Other Funded position.

2. Budgetary number/string 02-26-26-260010-60000000-010.

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

4. Projected cost (Salary & Benefits) for remainder of FY 21: $5,937

5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:		Projected Annual Cost:*	
Salary	$37,743	Salary	$27,027
Benefits	$26,536	Benefits	$24,428
Total	$64,279	Total	$51,455

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: March 24,2021

Reclassification Request:

- The Department of Veterans Services requests the reclassification of Filled position #11992, Programs Information Officer, Labor Grade 23, A130 to an Program Specialist IV, Labor Grade 25, A130.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist IV, Labor Grade 25, A130 effective 2/26/2021.

Rationale for Decision:

- The New Hampshire Veterans Home is requesting a filled reclassification to establish a dedicated position to fulfill their strategic communication, programs outreach, and internal/eternal agency goals.

- The Program Specialist IV will develop, implement and evaluate comprehensive internal and external communication strategies and programs to deliver greater visibility and consistent messaging, advertise services and programs, and to attract potential residents and quality applicants for employment.

- 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.

Funding Summary

1. This position is a 29% General Funded position.
   This position is a 39% Federal Funded position.
   This position is a 32% Other Funded position.

2. Budgetary number/string 05-43-43-430010-53590000-010.

3. Filled position-effective date: 2/26/2021.

4. Projected cost (Salary & Benefits) for remainder of FY 21: $27,800

5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:		Projected Annual Cost:*	
Salary	$67,392	Salary	$70,346
Benefits	$32,332	Benefits	$32,910
Total	$99,724	Total	$103,256

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: March 24,2021

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #44445, Child Protective Service Worker II, Labor Grade 20, A000 to an 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 Division of Child, Youth and Family Services Special Investigations Unit is expanding from 1 to 3 positions to manage increased workload and to establish subject matter experts in the investigations of statewide child fatalities concerning abuse and/or neglect.

- This position will perform supervisory oversite of the unit to ensure child safety, monitor outcomes, conduct special investigations, and will work directly with the Office of Child Advocacy, law enforcement, and prosecutors.

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

2. Budgetary number/string 05-95-42-421010-34820000-010

3. Anticipated date of hire is: 4/9/2021 at Minimum Step.

4. Projected cost (Salary & Benefits) for remainder of FY 21: $12,318

5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:		Projected Annual Cost:*	
Salary	$39,644	Salary	$50,954
Benefits	$27,621	Benefits	$29,113
Total	$67,265	Total	$80,067