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State of New Hampshire

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April 7, 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: April 7,2021

Reclassification Request:

- The Department of Military Affairs & Veterans Services requests the reclassification of Vacant position #41832, Maintenance Technician, Labor Grade 21, A130 to a Electronic Technician III, Labor Grade 23, A130.

Division of Personnel (DOP) Reclassification Decision:

- Electronic Technician III, Labor Grade 23, A130 effective upon Council's approval.

Rationale for Decision:

- This reclassification will bring state positions into compliance with the mandates of the Electronic Security Services Cooperative Agreement held between the State of New Hampshire and the Federal Government.

- The Electronic Technician III will provide supervision to staff, as well as, conduct technical duties. The duties include planning and budgeting for the installation and maintenance of the Electronic Security Services program. The position will create and maintain schedules of activities, monitor the budget, and install and maintain electronic security equipment, such as, door access systems, CC TV, and vaults. The position requires National Guard Bureau-sponsored training and certification to conduct this work.

- 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% Federal Funded position.

2. Budgetary number/string 02-12-12-120010-22480000-010.

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

4. Projected cost (Salary & Benefits) for remainder of FY 21: $9,090

5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:		Projected Annual Cost:	
Salary	$65,701	Salary	$49,878
Benefits	$46,441	Benefits	$28,902
Total	$112,142	Total	$78,780

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: April 7, 2021

Reclassification Request:

- The Department of Military Affairs & Veterans Services requests the reclassification of Vacant position #43167, Systems Development Specialist I, Labor Grade 18, A000 to a Electronic Technician II , Labor Grade 20, A130.

Division of Personnel (DOP) Reclassification Decision:

- Electronic Technician II, Labor Grade 20, A130 effective upon Council's approval.

Rationale for Decision:

- This reclassification will bring state positions into compliance with the mandates of the Electronic Security Services Cooperative Agreement held between the State of New Hampshire and the Federal Government.

- The Electronic Technician II will conduct technical duties. The duties include installation and maintenance of the Electronic Security Services program. The position will install and maintain electronic security equipment, such as, door access systems, CC TV, and vaults. The position requires National Guard Bureau-sponsored training and certification to conduct this work.

- 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% Federal Funded position.

2. Budgetary number/string 02-12-12-120010-22480000-010.

3. Anticipated date of hire is: 4/23/2021 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 21: $8,289

5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:		Projected Annual Cost:	
Salary	$44,302	Salary	$44,075
Benefits	$18,286	Benefits	$27,766
Total	$62,588	Total	$71,841

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: April 7,2021

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #12080, Civil Engineer V, Labor Grade 30, A000 to a Administrator II, Labor Grade 29, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator II, Labor Grade 29, A000 effective upon Council's approval.

Rationale for Decision:

- The Department of Environmental Services (NHDES) is reclassifying this vacant position to focus on administering short and long-term strategic goals for multiple projects and initiatives agency-wide; working with the Project Management and Innovation Unit and the Senior Leadership Team.

- The Administrator II will provide departmental and statewide administration and leadership on continuous process improvement, projects, initiatives, and the standardization processes, to support quality assurance systems within the Planning, Prevention & Assistance Unit, and the NHDES.

- 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% General Funded position.

2. Budgetary number/string 03-44-44-440010-38530000-010.

3. Anticipated date of hire is: 5/14/2021 at Minimum Step.

4. Projected cost (Salary & Benefits) for remainder of FY 21: $10,551

5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:		Projected Annual Cost:	
Salary	$84,211	Salary	$60,470
Benefits	$26,100	Benefits	$30,976
Total	$110,311	Total	$91,446