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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
25 Capitol Street – Room 120
Concord, New Hampshire 03301
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) 271-2069

April 21, 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 21,2021

Reclassification Request:

- The Department of Information Technology requests the reclassification of Filled position #41311, Technical Support Specialist V, Labor Grade 29, A000 to a Information Technology Manager IV, Labor Grade 32, A000.

Division of Personnel (DOP) Reclassification Decision:

- Information Technology Manager IV, Labor Grade 32, A000 effective 3/12/2021.

Rationale for Decision:

- The Department of Information Technology is reclassifying this filled position as part of a restructuring of their Groupware Support Services Unit to better align staff to meet significant technology changes.

- The Information Technology Manager IV will lead one of the two teams responsible for the support and integration of Microsoft 365 and Azure Cloud Services. This position will administer new Cloud technologies for directory services, data access, identity, email, data and endpoint security, and collaboration tools.

- 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 39% General Funded position.
   This position is a 61% Other Funded position.

2. Budgetary number/string 01-03-03-030010-7708-010.

3. Filled position-effective date: 3/12/2021.

4. Projected cost (Salary & Benefits) for remainder of FY 21: $23,984

5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:		Projected Annual Cost:	
Salary	$63,076	Salary	$69,089
Benefits	$31,496	Benefits	$34,843
Total	$94,572	Total	$103,932

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

Reclassification Request:

- The Department of Safety requests the reclassification of Filled position #10402, Administrative Secretary, Labor Grade 14, A000 to a Program Specialist II, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist II, Labor Grade 21, A000 effective 2/26/2021.

Rationale for Decision:

- This position has been transferred out of the Criminal Records Unit and now reports directly to the Justice Information Bureau Commander. It researches and reviews regulations and policies to manage the Uniform Crime Reporting (UCR) Program and the National Incident Based Reporting System (NIBRS) for the State.

- This position examines state and local agency submissions for compliance with established Federal Bureau of Investigation (FBI) reporting standards and coordinates the development of work procedures and training to improve reporting accuracy.

- 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% Other Funded position.

2. Budgetary number/string 02-23-23-234010-40190000-010.

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

4. Projected cost (Salary & Benefits) for remainder of FY 21: $19,800

5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:		Projected Annual Cost:	
Salary	$39,826	Salary	$45,498
Benefits	$26,943	Benefits	$28,044
Total	$66,769	Total	$73,542

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

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Filled position #18664, Environmental Program Manager, Labor Grade 27, A000 to a Administrator II, Labor Grade 29, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator II, Labor Grade 29, A000 effective 3/12/2021.

Rationale for Decision:

- The Watershed Assistance Unit administers three programs established by RSA, and to be successful requires the unit supervisor to take on administrative duties over these programs.

- The Administrator II is responsible for the knowledge and application of applicable state and federal regulation; testifying at legislature and representing the Department at committees and commissions; creating and monitoring of programs' budgets; and supervision of management staff.

- 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% General Funded position.

2. Budgetary number/string 03-44-44-442010-15180000-010.

3. Filled position-effective date: 3/12/2021.

4. Projected cost (Salary & Benefits) for remainder of FY 21: $24,139

5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:		Projected Annual Cost:	
Salary	$66,411	Salary	$71,916
Benefits	$32,149	Benefits	$32,687
Total	$98,560	Total	$104,603

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

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #42846, Statistician Assistant , Labor Grade 14, A000 to a Programs Evaluation Specialist, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Programs Evaluation Specialist , Labor Grade 21, A000 effective 3/12/2021.

Rationale for Decision:

- Agency is requesting to reclassify this position to a Programs Evaluation Specialist in order to meet current business needs related to the Infectious Disease Prevention Unit.

- The Programs Evaluation Specialist will receive, evaluate, and review data submitted to the Unit, perform data entry and quality checks to ensure required variables outlined by the CDC and other governmental health agencies are submitted in a timely manner to conform with grant and funding requirements.

- 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% Federal Funded position.

2. Budgetary number/string 05-95-90-902510-75360000-010.

3. Filled position-effective date: 3/12/2021.

4. Projected cost (Salary & Benefits) for remainder of FY 21: $16,279

5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:		Projected Annual Cost:	
Salary	$39,702	Salary	$43,115
Benefits	$26,920	Benefits	$27,426
Total	$66,622	Total	$70,541

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

Reclassification Request:

- The Office of Professional Licensure and Certification requests the reclassification of Filled position #17094, Program Specialist I, Labor Grade 19, A000 to a Pharmacy Board Compliance Investigator/Inspector, Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Pharmacy Board Compliance Investigator/Inspector , Labor Grade 27, A000 effective 3/12/2021.

Rationale for Decision:

- This reclassification will support the Office for Professional Licensure and Certification in completing compliance investigations and inspections of pharmacy operations within the State.

- The Pharmacy Board Compliance Investigator/Inspector (Investigator) will be responsible for inspecting pharmacy records, physical facilities, and conducting random audits as well as investigations. Findings are recorded in reports for review by the Boards. The position will also deliver training and interpretation of state and federal regulation to pharmacists.

- 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 10-21-21-2150-24060000-010.

3. Filled position-effective date: 3/12/2021.

4. Projected cost (Salary & Benefits) for remainder of FY 21: $24,039

5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:		Projected Annual Cost:	
Salary	$48,672	Salary	$55,556
Benefits	$47,265	Benefits	$48,613
Total	$95,937	Total	$104,169

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

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #11802, Public Health Nurse Consultant , Labor Grade 25, A000 to a Public Health Program Manager , Labor Grade 26, A000.

Division of Personnel (DOP) Reclassification Decision:

- Public Health Program Manager , Labor Grade 26, A000 effective 3/12/2021.

Rationale for Decision:

- The reclassification of this filled position is to provide additional field management for the DCYF Foster Care Health Program.

- The Public Health Program Manager will provide supervision to Nurse Consultants and oversee the implementation of services and interventions corresponding with the Foster Care Health Program.

- 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 25% General Funded position.
   This position is a 75% Federal Funded position.

2. Budgetary number/string 10-95-04-4210-29610000-010.

3. Filled position-effective date: 03/12/2021.

4. Projected cost (Salary & Benefits) for remainder of FY 21: $24,159

5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:		Projected Annual Cost:	
Salary	$68,952	Salary	$71,916
Benefits	$32,646	Benefits	$32,772
Total	$101,598	Total	$104,688