



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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May 5, 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-l:56
Governor and Council Meeting Date: May 05,2021

Reclassification Request:

- The Public Utilities Commission requests the reclassification of Filled position #18945, Paralegal II, Labor Grade 19, A000 to a Program Specialist III, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist III, Labor Grade 23, A000 effective 2/26/2021.

Rationale for Decision:

- The Public Utilities Commission is requesting reclassification to a Program Specialist III to gain program support capacity in the coordination of rule-making, tariff administration, and the processes associated with requests for proposal and contracting.
- The Program Specialist III will develop/revise agency policies and procedures and standardize/coordinate the communication and documents for amendments to requests for proposals, agency contracts, rules, and tariff proposals. It will conduct legal and technical research to compose reports, make recommendations, and guide program staff and contractors.
- 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 02-81-81-810010-28120000-010.
3. Filled position-effective date: 02/26/2021.
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$21,557
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$52,845
Benefits	<u>\$43,924</u>
Total	\$96,769

Projected Annual Cost:

Salary	\$50,954
Benefits	<u>\$29,113</u>
Total	\$80,067

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 05,2021

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #30909, Administrator III, Labor Grade 31, A000 to a Chief Psychologist , Labor Grade 31, A000.

Division of Personnel (DOP) Reclassification Decision:

- Chief Psychologist , Labor Grade 31, A000 effective upon G&C approval.

Rationale for Decision:

- Reclassification of this position at New Hampshire Hospital will allow for stronger administrative direction and clinical oversight of the Psychologists on staff, as well as partial oversight of the psychological interns and fellows.
- The Chief Psychologist will direct the operations of the psychological department by developing and evaluating strategies, programs and policies. Administrative duties include recruiting, training and discipline of staff and developing collaborative relationships with hospital departments and outside agencies. The Chief Psychologist will provide direct-care clinical services and consultation for complex cases.
- 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 34% General Funded position.
This position is a 66% Other Funded position.
2. Budgetary number/string 05-95-94-940010-87500000-010.
3. Anticipated date of hire is: 5/21/2021 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$3,769
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:		Projected Annual Cost:	
Salary	\$68,968	Salary	\$65,949
Benefits	<u>\$32,650</u>	Benefits	<u>\$32,049</u>
Total	\$101,618	Total	\$97,998