



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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May 19, 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 21-1:56
Governor and Council Meeting Date: May 05,2021

Reclassification Request:

- The Department of Military Affairs and Veterans Services requests the reclassification of Vacant position #10052, Buildings & Ground Utilities Person, Labor Grade 8, A130 to a Maintenance Mechanic II, Labor Grade 12, A130.

Division of Personnel (DOP) Reclassification Decision:

- Maintenance Mechanic II, Labor Grade 12, A130 effective upon G&C approval.

Rationale for Decision:

- The reclassification of this position will allow for a higher level of skill and competency to maintain the department's buildings and reduce reliance on contractors for such work.
- The Maintenance Mechanic II will perform maintenance and repair to State and Federal buildings and equipment under the Adjutant General's Department through duties such as general mechanical, electrical, plumbing maintenance; and structural repairs and landscaping.
- 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 50% General Funded position.
This position is a 50% Federal Funded position.
2. Budgetary number/string 02-12-12-120010-22400000-010.
3. Anticipated date of hire is: 6/4/2021 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$0
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$34,587
Benefits	<u>\$8,544</u>
Total	\$43,131

Projected Annual Cost:

Salary	\$32,240
Benefits	<u>\$25,449</u>
Total	\$57,689

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: May 19,2021

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant position #44270, Corrections Officer , Labor Grade 14, A130 to a Program Specialist IV, Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist IV, Labor Grade 25, A000 effective upon G&C approval.

Rationale for Decision:

- The vacant position is being repurposed to aid the human resources department with employee related initiatives for health, wellness and safety; and employees' return to the workplace.
- The Program Specialist IV, Employee Health and Safety Specialist provides expertise to assure the development of policies, procedures and programs for the health and wellness of department staff in order to reduce infectious disease transmission and injuries. The Program Specialist IV will also aid in any health related investigations of the former items and environmental considerations, like air quality and mold exposure. The position evaluates staff medical documentation to return to work and requires licensure as a Registered Nurse.
- 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 02-46-46-463510-33740000-010.
3. Anticipated date of hire is: 6/4/2021 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$0
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$43,352
Benefits	<u>\$32,099</u>
Total	\$75,451

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 19,2021

Reclassification Request:

- The Lottery Commission requests the reclassification of Vacant position #14549, Administer of Charitable Gaming & Racing, Labor Grade 35, A000 to a Administrator IV, Labor Grade 33, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator IV, Labor Grade 33, A000 effective upon G&C approval.

Rationale for Decision:

- This position is being reclassified to bring the position into alignment with its organizational reporting structure and the complexity of the programmatic duties administered.
- The Administrator IV is responsible for the licensure, auditing, and investigation of charitable gambling by managing and coordinating technical and complex financial and compliance audits. The Administrator IV also testifies on legislation and drafts administrative rules.
- 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 06-83-83-830010-20280000-010.
3. Anticipated date of Hire is: 6/4/2021 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 21: \$0
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$97,957
Benefits	<u>\$28,792</u>
Total	\$126,749

Projected Annual Cost:

Salary	\$63,180
Benefits	<u>\$31,507</u>
Total	\$94,687