



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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June 2, 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

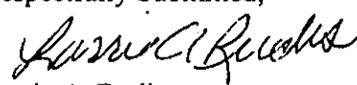
RSA 21-I:56 I, states that any request for reclassification of a position to a different class series as provided in RSA 21-I:54 shall require the approval of the Governor and Council.

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
 Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 2,2021

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant position #40748, Corrections Officer , Labor Grade 14, A000 to a Executive Secretary, Labor Grade 11, A000.

Division of Personnel (DOP) Reclassification Decision:

- Executive Secretary, Labor Grade 11, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Corrections is requesting a reclassification of this position to an Executive Secretary to support administrative operations and backup to the Administrative Secretary.
- The Executive Secretary will perform secretarial support in the maintenance of records, visitation screening and data entry at the New Hampshire Stat Prison for Men.
- 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 02-46-46-463510-33720000-010.
3. Anticipated date of hire is: 6/18/2021 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	\$44,912
Benefits	<u>\$32,566</u>
Total	\$77,478

Projected Annual Cost:

Salary	\$29,153
Benefits	<u>\$24,844</u>
Total	\$53,997

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: June 2,2021

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Filled position #40510, Secretary, Labor Grade 11, A000 to a Program Assistant II, Labor Grade 15, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Assistant II , Labor Grade 15, A000 effective 4/23/2021.

Rationale for Decision:

- The Department of Environmental Services is requesting a reclassification of this position to a Program Assistant II due to the diversification of program support functions that have increased the role's knowledge, communication, and impact.
- The Program Assistant II has a number of expanded support duties related to accounting, document processing and preparation, scheduling and record keeping specific to grants and/or operations within the Technical Service Bureau and the Compliance Bureau, that support this request.
- 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 03-44-44-443010-90000000-010.
3. Filled position-effective date: 4/23/2021.
4. Projected cost (Salary & Benefits) for remainder of FY 21: **\$9,290**
5. Total FY 21 Budgeted and Projected Annual Cost:

Total FY 21 Budgeted:

Salary	\$40,902
Benefits	<u>\$38,904</u>
Total	\$79,806

Projected Annual Cost:

Salary	\$41,320
Benefits	<u>\$39,193</u>
Total	\$80,513

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 2,2021

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12212, Child Support Officer, Labor Grade 20, A000 to a Supervisor III, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor III, Labor Grade 23, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Health & Human Services is requesting a reclassification of this position to a Supervisor III in order to meet current business needs related to Child Support Services.
- The Supervisor III is responsible for program operations and development, implementation of agency rules, regulations and policies; coordination of work flow and for providing direction and training to subordinate employees
- 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% Federal Funded position.
2. Budgetary number/string 05-95-42-427010-7929-010.
3. Anticipated date of hire is: 6/18/2021 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	\$57,216
Benefits	<u>\$42,816</u>
Total	\$100,032

Projected Annual Cost:

Salary	\$46,761
Benefits	<u>\$28,292</u>
Total	\$75,053

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: June 2,2021

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #40528, Supervisor VII, Labor Grade 28, A000 to a Attorney II, Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Attorney II, Labor Grade 28, A000 effective upon G&C approval.

Rationale for Decision:

- The vacant position has been found to be better classified as an Attorney II due to prevailing responsibilities in litigation for Child Support cases, necessitating a Juris Doctorate (J.D.).
- The Attorney II is responsible for participating in cases and assigning cases to staff, providing guidance to staff, and assessing operations for compliance with timelines. The Attorney II represents the Department of Health and Human Services in litigation and conducts litigation activities such as drafting pleadings and motions, prepares witnesses for trial and negotiates settlements. The position develops and implements procedures to both achieve both unit efficiency and cohesion when working with other governmental and private agencies.
- 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 55% General Funded position.
This position is a 41% Federal Funded position.
2. Budgetary number/string 05-95-95-952010-56800000-010.
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	\$83,795
Benefits	<u>\$16,433</u>
Total	\$100,228

Projected Annual Cost:

Salary	\$57,954
Benefits	<u>\$32,484</u>
Total	\$88,438