



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

25 Capitol Street - Room 120  
Concord, New Hampshire 03301  
[Office@das.nh.gov](mailto: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) 271-2059

June 30, 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-l:56  
Governor and Council Meeting Date: June 30,2021

**Reclassification Request:**

- The Department of Justice requests the reclassification of Filled position #30052, Criminal Justice Program Specialist , Labor Grade 24, A000 to a Program Specialist IV, Labor Grade 25, A000.

**Division of Personnel (DOP) Reclassification Decision:**

- Program Specialist IV, Labor Grade 25, A000 effective 06/18/2021.

**Rationale for Decision:**

- The Department of Justice is requesting a reclassification of this position to a Program Specialist IV so to provide programmatic support and supervision of the Grant Management Unit.
- The Program Specialist IV will coordinate and evaluate federal grant programs administered by the unit. The Program Specialist IV provides the staff with guidance, review and approval of work products, and develops and presents procedures to staff. Program evaluation by the Program Specialist IV is used in program planning, management of subgrantees and fund distribution, and administrative decision-making.
- 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 10% General Funded position.  
This position is a 90% Federal Funded position.
2. Budgetary number/string 02-20-20-201510-19830000-010.
3. Filled position-effective date: 6/18/2021.
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	\$60,770
Benefits	<u>\$42,794</u>
Total	\$103,564

**Projected Annual Cost:**

Salary	\$63,180
Benefits	<u>\$45,752</u>
Total	\$108,932

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 30,2021

**Reclassification Request:**

- The Department of Labor requests the reclassification of Vacant position #10995, Secretary II, Labor Grade 9, A000 to a Program Assistant I, Labor Grade 12, A000.

**Division of Personnel (DOP) Reclassification Decision:**

- Program Assistant I, Labor Grade 12, A000 effective upon G&C approval.

**Rationale for Decision:**

- The Department of Labor is requesting to reclassify this vacant position to satisfy the increasing needs for additional support with the workers compensation program.
- This position will provide assistance to staff, the general public, and insurance carriers, both in-person and on the phone, and will use technology to manage workers' compensation and wage and hour documents to ensure compliance.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-26-26-260010-60000000-010.
3. Anticipated date of hire is: 7/16/2021 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	\$37,743
Benefits	<u>\$26,536</u>
Total	\$64,279

**Projected Annual Cost:**

Salary	\$30,225
Benefits	<u>\$25,054</u>
Total	\$55,279

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 30,2021

**Reclassification Request:**

- The Department of Employment Security requests the reclassification of Vacant position #19702, Supervisor III, Labor Grade 23, A000 to a Certifying Officer IV, Labor Grade 22, A000.

**Division of Personnel (DOP) Reclassification Decision:**

- Certifying Officer IV, Labor Grade 22, A000 effective Upon G&C approval .

**Rationale for Decision:**

- The Department of Employment Security is requesting to reclassify this vacant position to a Certifying Officer IV to align its functions and role to the reorganized reporting structure within the Claims Representative Unit.
- The Certifying Officer IV will provide a wide range of professional and technical expertise, assessment, training, and support to claimants, federal/state officials, and department staff with ensuring compliance of applicable Unemployment Insurance Program laws and rules relating to redeterminations, the presentation of claimants' cases before an appeal tribunal, and requests for reopening claims.
- 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% Federal Funded position.
2. Budgetary number/string 02-27-27-270010-80400000-010.
3. Anticipated date of hire is: 7/30/2021 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	\$59,705
Benefits	<u>\$21,302</u>
Total	\$81,007

**Projected Annual Cost:**

Salary	\$44,831
Benefits	<u>\$27,914</u>
Total	\$72,745

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 30,2021

**Reclassification Request:**

- The New Hampshire Liquor Commission requests the reclassification of Vacant position #44151, Warehouseman, Labor Grade 10, A130 to a Retail Store Clerk II , Labor Grade 12, A000.

**Division of Personnel (DOP) Reclassification Decision:**

- Retail Store Clerk , Labor Grade 12, A130 effective Upon G&C approval.

**Rationale for Decision:**

- The New Hampshire Liquor Commission has determined that a reclassification of this position would allow the expansion of duties needed to meet the requirements of the Nashua Store 50 and the Commission.
- The Retail Store Clerk II position will provide exceptional customer service, assist customers with sales and selections, assist with cash registers, and continue to maintain the warehouse responsibilities of the store.
- 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% Other Funded position.
2. Budgetary number/string 02-77-77-771512-10300000-010.
3. Anticipated date of hire is: 7/16/2021 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	\$34,218
Benefits	<u>\$16,311</u>
Total	\$50,529

**Projected Annual Cost:**

Salary	\$30,225
Benefits	<u>\$25,054</u>
Total	\$55,279

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 30,2021

**Reclassification Request:**

- The Department of Natural and Cultural Resources requests the reclassification of Filled position #42058, Community Recreation Specialist , Labor Grade 24, A000 to a Administrator I, Labor Grade 27, A000.

**Division of Personnel (DOP) Reclassification Decision:**

- Administrator I, Labor Grade 27, A000 effective 06/18/2021.

**Rationale for Decision:**

- The Department of Natural and Cultural Resources is requesting to reclassify this filled position due to its expansion of duties with a higher impact on recreational opportunities in New Hampshire.
- The Administrator I will plan, develop, and administer recreation programs, provide technical consultation to municipalities, organizations, and agencies, manage the Land and Water Conservation Fund Program, supervise the Volunteer program, manage grants, budget, and participate on boards and associations.
- 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% Other Funded position.
2. Budgetary number/string 03-35-35-351510-40160000-010.
3. Filled position-effective date: 6/18/2021.
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	\$63,180
Benefits	<u>\$21,982</u>
Total	\$85,162

**Projected Annual Cost:**

Salary	\$68,952
Benefits	<u>\$23,290</u>
Total	\$92,242