



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
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October 27, 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 21-1:56
Governor and Council Meeting Date: October 27,2021

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant position #14579, Chief Emergency Management Spec, Labor Grade 25, A000 to a Technical Support Spec VI, Labor Grade 32, A000.

Division of Personnel (DOP) Reclassification Decision:

- Technical Support Spec VI, Labor Grade 32, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Safety is requesting to reclassify this position to provide a dedicated, full-time resource to address the Radio Section's changing and demanding technological needs.
- The Technical Support Specialist VI will design, plan and implement agency-wide technology supporting the Radio Communications and Interoperability Unit. The role will provide IT alignment, security, and efficiency by solving complex networking and server issues and serve as a senior technical resource for networking and server technologies.
- 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 02-23-23-236510-13950000-010.
3. Anticipated date of hire is: 12/3/2021 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$52,466
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

| | |
|----------|-----------------|
| Salary | \$50,954 |
| Benefits | <u>\$30,821</u> |
| Total | \$81,775 |

Projected Annual Cost:

| | |
|----------|-----------------|
| Salary | \$69,908 |
| Benefits | <u>\$35,025</u> |
| Total | \$104,933 |

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 27, 2021

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #42874, Executive Secretary, Labor Grade 11, A000 to a Administrative Assistant I, Labor Grade 16, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrative Assistant I, Labor Grade 16, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services is requesting to reclassify this position to provide oversight for administrative and clerical functions in support of the Statistics and Informatics Unit of the Bureau of Public Health Services and the Vital Records Privacy Board.
- The Administrative Assistant I will manage the data request process for various health datasets, manage the release of data to researchers in compliance with regulations, statutes, and RSA's, and provide administrative program and project management support.
- 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 44% General Funded position.
This position is a 52% Federal Funded position.
This position is a 4% Other Funded position.
2. Budgetary number/string 05-95-90-900510-52620000-010.
3. Anticipated date of hire is: 11/19/2021 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$34,000
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

| | |
|----------|-----------------|
| Salary | \$40,002 |
| Benefits | <u>\$19,995</u> |
| Total | \$59,997 |

Projected Annual Cost:

| | |
|----------|-----------------|
| Salary | \$35,705 |
| Benefits | <u>\$27,439</u> |
| Total | \$63,144 |

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: October 27,2021

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #42985, Laundry Worker II, Labor Grade 5, A000 to a Health Facilities Cleaner III, Labor Grade 8, A000.

Division of Personnel (DOP) Reclassification Decision:

- Health Facilities Cleaner, Labor Grade 8, A000 effective upon G&C approval.

Rationale for Decision:

- The Department Health & Human Services is requesting a reclassification of this position to a Health Facilities Cleaner III to perform cleaning duties on second shift at Glenclyff. The current number of staff are insufficient to meet the needs of the facility and residents.
- The Health Facilities Cleaner III will perform custodial duties in the care, cleaning and maintenance of the Glenclyff facility via activities such as: cleaning patient common areas, removing and disposing waste, providing floor maintenance, cleaning ventilation systems, and organizing supplies.
- 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 05-95-91-9100-5720000-010.
3. Anticipated date of hire is: 12/17/2021 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$23,832
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

| | |
|----------|-----------------|
| Salary | \$25,293 |
| Benefits | <u>\$25,129</u> |
| Total | \$50,422 |

Projected Annual Cost:

| | |
|----------|-----------------|
| Salary | \$26,286 |
| Benefits | <u>\$25,350</u> |
| Total | \$51,636 |

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 27,2021

Reclassification Request:

- The Department of Education requests the reclassification of Vacant position #13230, Secretary II, Labor Grade 9, A000 to a Program Assistant II, Labor Grade 15, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Assistant II, Labor Grade 15, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Education is requesting a reclassification of this position to a Program Assistant II to provide centralized support in the Bureau of Vocational Rehabilitation. This position reports to the Bureau Administrator
- The Program Assistant II will support Bureau programs and operations by supporting the purchasing and contract processes for the Bureau, developing and administratively supervising related procedures and processes, and maintaining the Bureau's webpages.
- 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 06-56-56-565010-25380000-010.
3. Anticipated date of hire is: 1/14/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$23,617
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

| | |
|----------|-----------------|
| Salary | \$27,027 |
| Benefits | <u>\$25,514</u> |
| Total | \$52,541 |

Projected Annual Cost:

| | |
|----------|-----------------|
| Salary | \$34,281 |
| Benefits | <u>\$27,123</u> |
| Total | \$61,404 |