



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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November 22, 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: November 22,2021

**Reclassification Request:**

- The Department of Information Technology requests the reclassification of Vacant position #18689, Systems Development Specialist VI, Labor Grade 30, A000 to a Administrator III, Labor Grade 31, A000.

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

- Administrator III, Labor Grade 31, A000 effective Upon G&C Approval.

**Rationale for Decision:**

- The Department of Information Technology is requesting a reclassification of this vacation position to an Administrator III due to the scheduled retirement of the incumbent currently fulfilling contract and procurement administration, and better minimum qualification alignment in the Administrator III classification.
- The Administrator III will secure information technology services and equipment for all executive branch agencies by performing contract and procurement administration. The position will evaluate and implement business policies, processes and practices related to contract administration in coordinated efforts between Department of Information Technology, Department of Administrative Services and state 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 41% General Funded position.  
This position is a 19% Federal Funded position.  
This position is a 40% Other Funded position.
2. Budgetary number/string 01-03-03-030010-77080000-010.
3. Anticipated date of hire is: 12/3/2021 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$50,525
5. Total FY 22 Budgeted and Projected Annual Cost:

**Total FY 22 Budgeted:**

Salary	\$63,180
Benefits	<u>\$33,532</u>
Total	\$96,712

**Projected Annual Cost:**

Salary	\$66,729
Benefits	<u>\$34,320</u>
Total	\$101,049

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: November 22,2021

Reclassification Request:

- The Department of Administrative Services requests the reclassification of Vacant position #10089, Administrative Assistant II, Labor Grade 19, A000 to a Administrator II, Labor Grade 29, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator II, Labor Grade 29, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Administrative Services is requesting a reclassification of this vacant position to an Administrator II to administer and oversee the legal and statutory compliance of agency programs and operations.
- The Administrator will review, analyze, and audit programs, operations, and initiatives for DAS Divisions and agencies statewide, to ensure legal compliance under RSA 21:1, and other state and federal laws and regulations. It will prepare and present public defense before legislation, committees, and stakeholder groups on proposed DAS procedures, programs, and operational changes.
- 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 01-14-14-140010-1350000-010.
3. Anticipated date of hire is: 01/14/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$36,253
5. Total FY 22 Budgeted and Projected Annual Cost:

**Total FY 22 Budgeted:**

Salary	\$39,702
Benefits	<u>\$28,325</u>
Total	\$68,027

**Projected Annual Cost:**

Salary	\$61,172
Benefits	<u>\$33,087</u>
Total	\$94,259

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: November 22,2021

**Reclassification Request:**

- The Department of Safety requests the reclassification of Filled position #13759, Administrative Secretary, Labor Grade 17, A000 to a Business Administrator I, Labor Grade 21, A000.

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

- Business Administrator I, Labor Grade 21, A000 effective 10/22/2021.

**Rationale for Decision:**

- The Department of Safety is requesting a reclassification of this position to a Business Administrator I to coordinate financial and business operations within the Division of Fire Standards, Training and EMS.
- The Business Administrator I will coordinate the division's personnel and position support, operational improvement, and preparation of purchasing and procurement needs.
- 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 02-23-23-237010-40650000-010.
3. Anticipated date of hire is: 1/22/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$37,097
5. Total FY 22 Budgeted and Projected Annual Cost:

**Total FY 22 Budgeted:**

Salary	\$51,900
Benefits	<u>\$43,022</u>
Total	\$94,922

**Projected Annual Cost:**

Salary	\$52,503
Benefits	<u>\$43,949</u>
Total	\$96,452

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: November 22,2021

**Reclassification Request:**

- The Department of Safety requests the reclassification of Filled position #14725, Program Assistant II, Labor Grade 15, A000 to a Procurement Technician , Labor Grade 17, A000.

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

- Procurement Technician, Labor Grade 17, A000 effective 10/22/2021.

**Rationale for Decision:**

- The Department of Safety is requesting a reclassification of this position to a Procurement Technician to oversee and support the Division's purchasing and administrative operations.
- The Procurement Technician oversees the divisional procurement processes for uniforms, equipment and supplies and compiles and approves accounting information for purchases, grants and payroll. The position also assists with compiling and disseminating personnel paperwork and manuals.
- 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 02-23-23-237010-40650000-010.
3. Filled position-effective date: 10/22/2021.
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$54,796
5. Total FY 22 Budgeted and Projected Annual Cost:

**Total FY 22 Budgeted:**

Salary	\$45,130
Benefits	<u>\$41,520</u>
Total	\$86,650

**Projected Annual Cost:**

Salary	\$46,439
Benefits	<u>\$42,604</u>
Total	\$89,043

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: November 22,2021

**Reclassification Request:**

- The Department of Natural and Cultural Resources requests the reclassification of Vacant position #40872, Program Specialist II, Labor Grade 21, A000 to a Forester III, Labor Grade 23, A000.

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

- Forester III, Labor Grade 23, A000 effective Upon G&C Approval.

**Rationale for Decision:**

- The Department of Natural and Cultural Resources is requesting a reclassification of this vacant position to a Forester III. This position is fully funded through an Urban and Community Forestry Grant, and will focus on urban and community forestry projects.
- The Forester III position will develop, implement and supervise the NH Tree City USA and the Urban and Community Forestry programs, perform grant program management, procurement duties, and provide technical assistance and education to communities and resource professionals.
- 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% Federal Funded position.
2. Budgetary number/string 03-35-35-351010-35470000-010.
3. Anticipated date of hire is: 1/3/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$35,686
5. Total FY 22 Budgeted and Projected Annual Cost:

**Total FY 22 Budgeted:**

Salary	\$43,115
Benefits	<u>\$29,082</u>
Total	\$72,197

**Projected Annual Cost:**

Salary	\$47,307
Benefits	<u>\$30,012</u>
Total	\$77,319

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: November 22,2021

Reclassification Request:

- The Department of Transportation requests the reclassification of Filled position #20446, Transportation & Emergency Dispatch Supervisor, Labor Grade 16, A130 to a Engineering Technician III, Labor Grade 16, A130.

Division of Personnel (DOP) Reclassification Decision:

- Engineering Technician III, Labor Grade 16, A130 effective 11/05/2021.

Rationale for Decision:

- The Department of Transportation is requesting a reclassification of this position to an Engineering Technician III in lieu of a layoff. The incumbent possesses technical experience which can be utilized elsewhere within the agency.
- The Engineering Technician III will perform technical engineering duties and assist in supervising such duties for the highway district to include permit review; construction inspection; and the design, survey and specification development for materials and equipment.
- 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 53% Federal Funded position.  
This position is a 47% Other Funded position.
2. Budgetary number/string 04-96-96-0515-30070000-010.
3. Filled position-effective date: 11/5/2021.
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$44,058
5. Total FY 22 Budgeted and Projected Annual Cost:

**Total FY 22 Budgeted:**

Salary	\$44,075
Benefits	<u>\$19,576</u>
Total	\$63,651

**Projected Annual Cost:**

Salary	\$46,530
Benefits	<u>\$29,839</u>
Total	\$76,369

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: November 22,2021

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of vacant position #42950, Case Technician I, Labor Grade 14, A000 to a Employment Counselor Specialist , Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Employment Counselor Specialist , Labor Grade 19, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services is requesting to reclassify this position as a result of the redesign of the Supplemental Nutrition Assistance Program and Employment & Training (SNAP E&T) Program and the receipt of the SNAP Data and Technical Assistance Grant.
- The Employment Counselor Specialist will develop and implement an Employability Plan for each SNAP E&T participant, provide counseling to resolve employment barriers, authorize and monitor expenditures of funds, and manage tracking of case records for state and federal 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 59% General Funded position.  
This position is a 41% Federal Funded position.
2. Budgetary number/string 05-95-45-450010-61270000-010.
3. Anticipated date of hire is: 12/31/2021 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$29,022
5. Total FY 22 Budgeted and Projected Annual Cost:

**Total FY 22 Budgeted:**

Salary	\$35,230
Benefits	<u>\$7,836</u>
Total	\$43,066

**Projected Annual Cost:**

Salary	\$40,170
Benefits	<u>\$28,429</u>
Total	\$68,599

Division of Personnel  
Reclassification Waiver Per Chapter 21-l:56  
Governor and Council Meeting Date: November 20,2021

**Reclassification Request:**

- The Department of Education requests the reclassification of Vacant position #13268, Rehabilitation Counselor II, Labor Grade 21, A000 to a Training Coordinator , Labor Grade 21, A000.

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

- Training Coordinator , Labor Grade 21, A000 effective upon G&C Approval.

**Rationale for Decision:**

- The Department of Education is requesting a reclassification of this position to address an audit finding by the Legislative Budget Assistant requiring that the agency provide a position dedicated to training of Vocational Rehabilitation staff.
- The Training Coordinator will develop, evaluate and coordinate training, policy and work procedures related to the delivery and implementation of Vocational Rehabilitation services. The position identifies, addresses, and implements training program needs to ensure adherence to state and federal policies and procedures.
- 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 06-56-56-565010-25380000-010.
3. Anticipated date of hire is: 12/3/2021 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$36,408
5. Total FY 22 Budgeted and Projected Annual Cost:

**Total FY 22 Budgeted:**

Salary	\$43,114
Benefits	<u>\$29,082</u>
Total	\$72,196

**Projected Annual Cost:**

Salary	\$43,622
Benefits	<u>\$29,195</u>
Total	\$72,817