



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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December 8, 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: December 8,2021

Reclassification Request:

- The Department of Labor requests the reclassification of Filled position #18091, Program Assistant II, Labor Grade 15, A000 to a Supervisor I, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor I, Labor Grade 19, A000 effective 11/05/2021.

Rationale for Decision:

- The Department of Labor is requesting a reclassification of this position to a Supervisor I to provide supervision of paraprofessional staff in the Hearings Bureau.
- The Supervisor I, will assign and review the work of subordinates, compile and maintain data on operations for evaluation by Administrators and provide training and guidance to Bureau staff on applicable 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% Other Funded position.
2. Budgetary number/string 02-26-26-261010-62000000-010.
3. Filled position-effective date: 11/5/2021.
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$40,731
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$40,127
Benefits	<u>\$28,429</u>
Total	\$68,556

Projected Annual Cost:

Salary	\$41,808
Benefits	<u>\$28,793</u>
Total	\$70,601

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 8,2021

Reclassification Request:

- The Department of Labor requests the reclassification of Vacant position #40037, Clerk Interviewer, Labor Grade 9, A000 to a Accounting Technician, Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Accounting Technician, Labor Grade 12, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Labor is requesting a reclassification of this vacant position to repurpose functions to better serve the current needs within the Business Office.
- The Accounting Technician will provide accounting support to all divisions in the Department of Labor through accounts payable and accounts receivable support, audits and reconciliations, data entry, and customer service support to customers and vendors.
- 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: 12/31/2021 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$24,063
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$32,767
Benefits	<u>\$7,290</u>
Total	\$40,057

Projected Annual Cost:

Salary	\$30,576
Benefits	<u>\$26,301</u>
Total	\$56,877

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: December 8,2021

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #12035, Maintenance Mechanic , Labor Grade 14, A000 to a Supervisor VI, Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor IV, Labor Grade 27, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Environmental Services is requesting a reclassification of this position to a Supervisor VI to oversee the new Procurement and Communications Unit for the Winnepesaukee River Basin Program.
- The Supervisor VI will provide supervision and technical support for the Asset Management/GIS initiative and will oversee and supervise aspects of the upgrading and maintenance of the communication infrastructure that monitors and controls the services, pumps, valves, pH meters, sensors and tank level indicators.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.P

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 03-44-44-442010-13000000-010.
3. Anticipated date of hire is: 12/31/2021 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$37,742
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$34,798
Benefits	<u>\$27,238</u>
Total	\$62,036

Projected Annual Cost:

Salary	\$57,219
Benefits	<u>\$31,989</u>
Total	\$89,208

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: December 8, 2021

Reclassification Request:

- The Office of Professional Licensure requests the reclassification of Vacant position #44784, Program Assistant II, Labor Grade 15, 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 Office of Professional Licensure and Certification (OPLC) is reorganizing its legal Section in order to align legal counsel services and needs for the agency in response to a change identified in HB2 that alters the support provided by the Department of Justice; this vacant reclassification request focused on this objective.
- The Attorney II will support assigned Boards, Councils, and Commissions of low to moderate complexity by conducting legal research, drafting proposed legislation, overseeing rulemaking activities and analyzing and interpreting relevant statutes and regulations.
- The proposed supplemental job description meets the standards of the class specification, comparative examples, 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 10-21-21-211010-24040000-010.
3. Anticipated date of hire is: 12/30/2021 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$38,569
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$33,871
Benefits	<u>\$27,032</u>
Total	\$60,903

Projected Annual Cost:

Salary	\$58,637
Benefits	<u>\$32,525</u>
Total	\$91,162

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: December 8, 2021

Reclassification Request:

- The Office of Professional Licensure requests the reclassification of Vacant position #44788, Program Specialist IV, Labor Grade 25, 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 Office of Professional Licensure and Certification (OPLC) is reorganizing its legal Section in order to align legal counsel services and needs for the agency in response to a change identified in HB2 that alters the support provided by the Department of Justice; this vacant reclassification request focused on this objective.
- The Attorney II will support assigned Boards, Councils, and Commissions of low to moderate complexity by conducting legal research, drafting proposed legislation, overseeing rulemaking activities and analyzing and interpreting relevant statutes and regulations.
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2. Budgetary number/string 10-21-21-211010-24040000-010.
3. Anticipated date of hire is: 12/30/2021 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$38,569
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$50,953
Benefits	<u>\$30,821</u>
Total	\$81,774

Projected Annual Cost:

Salary	\$58,637
Benefits	<u>\$32,525</u>
Total	\$91,162