



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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January 12, 2022

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: January 12,2022

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #43151, Business Systems Analyst II, Labor Grade 30, A000 to a Technical Support Specialist VI, Labor Grade 32, A000.

Division of Personnel (DOP) Reclassification Decision:

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

Rationale for Decision:

- The Department of Information Technology is requesting a reclassification of this position to a Technical Support Specialist VI in order to better deliver Cloud computing services, such as Microsoft Azure and Amazon Web Services, to state agencies.
- The Technical Support Specialist VI will direct, oversee and coordinate efforts in the selection, installation, operation, and maintenance of Local Area Network (LAN) and Wide Area Network (WAN) infrastructure and Virtual Private Clouds. The position will work cross functionally to set cloud adoption plans for the state agencies, develop IT standards, policies and procedures related to LAN, WAN, and Cloud infrastructure.
- 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 01-03-03-030010-77080000-010.
3. Anticipated date of hire is: 2/11/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$32,287
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:		Projected Annual Cost:	
Salary	\$63,180	Salary	\$69,908
Benefits	<u>\$33,532</u>	Benefits	<u>\$35,025</u>
Total	\$96,712	Total	\$104,933

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 12,2022

Reclassification Request:

- The Department of Health of Human Services requests the reclassification of Vacant position #15258, Mental Health Worker III, Labor Grade 13, A130 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 Health & Human Services is requesting to reclassify this vacant position to an Administrator II in the Bureau of Developmental Services to focus on the identification and growth of residential and treatment options for individuals with disability and Intensive Treatment Service (ITS) needs.
- The Administrator II will serve as a project manager for statewide development and administration to increase in-state capacity for supporting individuals with disabilities and complex clinical needs.
- 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% General Funded position.
2. Budgetary number/string 05-95-93-930010-71640000-010.
3. Anticipated date of hire is: 1/28/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$32,628
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$48,089
Benefits	<u>\$30,551</u>
Total	\$78,640

Projected Annual Cost:

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

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 12,2022

Reclassification Request:

- The Lottery Commission requests the reclassification of Vacant position #44664, Agency Audit Manager, Labor Grade 25, A000 to a Program Specialist IV, Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist IV, Labor Grade 25, A000 effective upon G&C approval.

Rationale for Decision:

- The Lottery Commission is requesting to reclassify this vacant position to a Program Specialist IV in the Compliance section to assist the agency with increasing marketing and advertising needs by designating a position to digital marketing activities and programs.
- The Program Specialist IV will develop and implement marketing strategies by overseeing the iLottery Customer Relationship Marketing and Acquisition Rewards Program, Player Application, Player Rewards Program, and Sportsbetting, and will perform research, analysis, and reporting to evaluate campaigns results.
- 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 06-83-83-500100-20280000-010.
3. Anticipated date of hire is: 1/28/2021 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$28,562
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	\$51,558
Benefits	<u>\$30,955</u>
Total	\$82,513