



State of New Hampshire

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February 16, 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

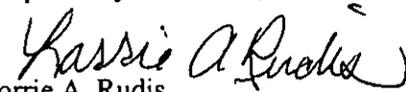
RSA 21-I:56 I, states that any request for reclassification of a position to a different class series as provided in RSA 21-I:54 shall require the approval of the Governor and Council.

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 21-1:56
Governor and Council Meeting Date: February 16, 2022

Reclassification Request:

- The Department of Natural and Cultural Resources requests the reclassification of Vacant position #11529, Ski Patrol and Maintenance Chief, Labor Grade 17, A000 to a Administrator I, Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator I, Labor Grade 27, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Natural and Cultural Resources is requesting to reclassify this position to an Administrator I and transfer it from Cannon Operations to the Trails Bureau within the Division of Parks & Recreation to provide assistance to the Trails Bureau Chief in efficiently achieving agency operational objectives.
- The Administrator I will administer grant programs, develop and maintain trail systems data, assist in administrative rule-making, and ensure compliance with safety requirements, laws, rules, regulations and policies.
- 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 03-35-35-351510-34140000-010.
3. Anticipated date of hire is: 3/11/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$20,356
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$39,166
Benefits	<u>\$28,206</u>
Total	\$67,372

Projected Annual Cost:

Salary	\$56,219
Benefits	<u>\$31,989</u>
Total	\$88,208

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 16, 2022

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #14596, Executive Secretary, Labor Grade 11, 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 Health & Human Services is requesting a reclassification of this vacant position to a Program Assistant I as the position will deliver more varied program support and work products for the licensing programs administered by the Food Protection Section.
- The Program Assistant I will provide a variety of clerical duties assisting Licensing Specialists in the Food Protection Section in delivering licensing programs. Duties include fielding questions from the public and licensees program policies, procedures and applicable requirements; processing license renewals; preparing program reports for varied parties and purposes.
- 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 15% General Funded position.
This position is a 85% Other Funded position.
2. Budgetary number/string 05-95-90-901510-53900000-010.
3. Anticipated date of hire is: 3/1/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$15,313
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:		Projected Annual Cost:	
Salary	\$40,302	Salary	\$30,576
Benefits	<u>\$40,450</u>	Benefits	<u>\$26,301</u>
Total	\$80,752	Total	\$56,877

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: February 16,2022

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #42933, Program Assistant I, Labor Grade 12, A000 to a Program Specialist I, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist I, Labor Grade 19, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services is requesting to reclassify this vacant position to a Program Specialist I in the Bureau of Drug and Alcohol Services (BDAS) to provide oversight of program compliance with federal and state regulations, contract requirements, financial compliance and operational effectiveness.
- The Program Specialist I will research and analyze programs for compliance, provide technical support, review and interpret data, create reports and make problem solving recommendations.
- 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 47% Federal Funded position.
This position is a 53% Other Funded position.
2. Budgetary number/string 05-95-92-920510-33840000-010.
3. Anticipated date of hire is: 2/26/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$18,469
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$38,313
Benefits	<u>\$40,008</u>
Total	\$78,321

Projected Annual Cost:

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

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 16, 2022

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12566, Medical Services Technician , Labor Grade 17, 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 Department of Health and Human Services is requesting to reclassify this vacant position to a Program Specialist IV to have a dedicated resource to oversee the responsibilities of the Managed Care Contract.
- The Program Specialist IV will evaluate Managed Care Organization (MCO) and Third Party Liability (TPL) contracts for compliance, develop audit procedures in compliance with federal regulations and MCO contracts, implement corrective action plans, and manage a team performing TPL audits.
- 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 50% General Funded position.
This position is a 50% Federal Funded position.
2. Budgetary number/string 05-95-95-9510-79350000-010.
3. Anticipated date of hire is: 2/25/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$22,215
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$0
Benefits	\$0
Total	\$0

Projected Annual Cost:

Salary	\$51,558
Benefits	<u>\$30,955</u>
Total	\$82,513

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 16,2022

Reclassification Request:

- The Department of Education requests the reclassification of Vacant position #13273, Accounting Technician, Labor Grade 12, A000 to a Administrator I, Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator I, Labor Grade 27, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Education is requesting to reclassify and transfer this vacant position to an Administrator I in the Office of Business Management to provide management and coordination of contracts, Governor and Council and Fiscal Committee items submitted for processing.
- The Administrator I will administer the Contracting Unit, analyze and interpret laws, rules and regulations, evaluate and oversee planning, development and coordination of training and technical assistance, and make policy and procedure recommendations.
- 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 06-56-56-562010-60020000-010.
3. Anticipated date of hire is: 3/11/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$20,356
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$33,872
Benefits	<u>\$17,313</u>
Total	\$51,185

Projected Annual Cost:

Salary	\$56,219
Benefits	<u>\$31,989</u>
Total	\$88,208

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: February 16,2022

Reclassification Request:

- The Department of Lottery requests the reclassification of Vacant position #16636, Account Technician, Labor Grade 12, A000 to a Account Technician , Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

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

Rationale for Decision:

- The Lottery Commission is requesting to reclassify this vacant position to a Accountant I.
- The Accountant I will perform accounting reviews, retailer reconciliations, adjustments and audits within the Instant Department Unit. The position will assist with preparation of financial entries for the General Ledger and provide accounting support services for retailers, field staff, administrators, and accounting staff.
- 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 06-83-83-830013-20280000-010.
3. Anticipated date of hire is: 2/25/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$15,313
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$39,486
Benefits	<u>\$28,287</u>
Total	\$67,773

Projected Annual Cost:

Salary	\$30,575
Benefits	<u>\$26,301</u>
Total	\$56,876

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 16,2022

Reclassification Request:

- The Department of Justice requests the reclassification of Vacant position #18432, Administrator II, Labor Grade 29, A000 to a Legal Research Assistant , Labor Grade 24, A000.

Division of Personnel (DOP) Reclassification Decision:

- Legal Research Assistant, Labor Grade 24, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Justice is requesting a reclassification of this vacant position to a Legal Research Assistant to address the volume of work associated in supporting the Attorney General, Deputy Attorney General, Chief of Staff and Director of Administration.
- The Legal Research Assistant will perform administrative and legal support functions for the agency administration and designees, including scheduling, researching and obtaining litigation materials, and supporting recruitment of unclassified and classified positions in the Department.
- 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 90% General Funded position.
This position is a 10% Other Funded position.
2. Budgetary number/string 02-20-20-200010-26010000-010.
3. Anticipated date of hire is: 4/8/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$12,280
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$28,060
Benefits	<u>\$25,743</u>
Total	\$53,803

Projected Annual Cost:

Salary	\$49,355
Benefits	<u>\$30,466</u>
Total	\$79,821