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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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March 9, 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: March 09,2022

Reclassification Request:

- The Department of Revenue requests the reclassification of Vacant position #14495, Clerk IV, Labor Grade 12, A000 to a Compliance Officer I, Labor Grade 17, A000.

Division of Personnel (DOP) Reclassification Decision:

- Compliance Officer I, Labor Grade 17, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Revenue is requesting a reclassification of this vacant position to a Compliance Officer I
- The Compliance Officer I, will perform tax enforcement, licensing, and compliance work, as well as collection activity preparation on less complex, small balance accounts.
- 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 01-84-84-840510-14010000-010.
3. Anticipated date of hire is: 4/1/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$9,986
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$36,543
Benefits	<u>\$30,278</u>
Total	\$66,821

Projected Annual Cost:

Salary	\$37,148
Benefits	<u>\$27,759</u>
Total	\$64,907

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: March 09,2022

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant position #19639, Standards and Licensing Coordinator, Labor Grade 16, A130 to a Program Specialist III, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist III, Labor Grade 23, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Safety is requesting to reclassify this vacant position to a Program Specialist III in the Educational Technology section of the Division of Fire Standards and Training and EMS to assist with the increasing demand for online training and education for first responders.
- The Program Specialist III will provide instructional design and development of e-learning and blended learning programs, create online and virtual training modules and learning materials for first responders, and develop evaluation plans to ensure compliance with state and agency regulations as well as effectiveness of programs.
- 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 02-23-23-406510-40650000-010.
3. Anticipated date of hire is: 3/22/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$14,869
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$37,648
Benefits	<u>\$27,869</u>
Total	\$65,517

Projected Annual Cost:

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

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: March 09,2022

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant position #44273, Corrections Officer , Labor Grade 14, CO416 to a Licensed Nursing Assistant I, Labor Grade 9, A130.

Division of Personnel (DOP) Reclassification Decision:

- Licensed Nursing Assistant I , Labor Grade 9, A130 effective upon G&C approval.

Rationale for Decision:

- The Department of Corrections is requesting to reclassify this vacant position to a Licensed Nursing Assistant in response to an increase of residents in the NH Men's State Prison requiring direct one-on-one care and/or assistance with activities of daily living.
- The Licensed Nursing Assistant will assist residents with toileting, bathing, eating, dressing, and ambulation, take vitals, collect laboratory specimens, and assist with cleanliness, emotional comfort and activities.
- 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 100% General Funded position.
2. Budgetary number/string 02-46-46-463510-33740000-010.
3. Anticipated date of hire is: 4/8/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$8,488
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$43,888
Benefits	<u>\$36,911</u>
Total	\$80,799

Projected Annual Cost:

Salary	\$29,182
Benefits	<u>\$25,992</u>
Total	\$55,174

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: March 09,2022

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant position #44282, Corrections Officer , Labor Grade 14, CO416 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 Corrections is requesting to reclassify this vacant position to an Administrator II to oversee civilian and sworn training and to improve collaborative work in the Training Bureau.
- The Administrator II will administer Department training logistics and operations, and identify training needs for professional, technical, correctional and law enforcement staff. The role will evaluate, plan, and coordinate training program activities, and analyze and ensure compliance with agency policies, Police Standards and Training Council rules and regulations, and state and federal laws.
- 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 100% General Funded position.
2. Budgetary number/string 02-46-46-463510-33740000-010.
3. Anticipated date of hire is: 4/8/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: **\$14,501**
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$43,888
Benefits	<u>\$36,911</u>
Total	\$80,799

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: March 09,2022

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant position #44291, Corrections Officer , Labor Grade 14, CO416 to a Licensed Nursing Assistant I, Labor Grade 9, A130.

Division of Personnel (DOP) Reclassification Decision:

- Licensed Nursing Assistant I , Labor Grade 9, A130 effective upon G&C approval.

Rationale for Decision:

- The Department of Corrections is requesting to reclassify this vacant position to a Licensed Nursing Assistant in response to an increase of residents in the NH Men's State Prison requiring direct one-on-one care and/or assistance with activities of daily living.
- The Licensed Nursing Assistant will assist residents with toileting, bathing, eating, dressing, and ambulation, take vitals, collect laboratory specimens, and assist with cleanliness, emotional comfort and activities.
- 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 100% General Funded position.
2. Budgetary number/string 02-46-46-463510-33740000-010.
3. Anticipated date of hire is: 4/8/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$8,488
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$43,888
Benefits	<u>\$36,911</u>
Total	\$80,799

Projected Annual Cost:

Salary	\$29,182
Benefits	<u>\$25,992</u>
Total	\$55,174

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: March 09,2022

Reclassification Request:

- The Department of Fish and Game requests the reclassification of Vacant position #43047, Engineering Technician,, Labor Grade 19, A130 to a Construction Foreman, Labor Grade 17, A130.

Division of Personnel (DOP) Reclassification Decision:

- Construction Foreman, Labor Grade 17, A130 effective upon G&C approval.

Rationale for Decision:

- The Fish & Game Department is requesting a reclassification of this vacant position to a Construction Foreman to provide supervision and technical expertise in the maintenance and development of infrastructure within Wildlife Management Areas.
- The Construction Foreman will maintain and install property infrastructure such as roads, parking areas, stream crossings, and culverts, to include developing contracts and plans to be carried out by contractors or agency staff.
- 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 55% Federal Funded position.
This position is a 45% Other Funded position.
2. Budgetary number/string 03-75-75-751520-21500000-010.
3. Anticipated date of hire is: 4/22/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$7,838
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	\$39,624
Benefits	<u>\$28,308</u>
Total	\$67,932

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: March 09,2022

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #40597, Supervisor VI, Labor Grade 27, A000 to a Business Systems Analyst II, Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Systems Analyst II, Labor Grade 30, A000 effective upon G&C approval.

Rationale for Decision:

- Department of Health & Human Services is requesting a reclassification of this vacant position to a Business Systems Analyst I to support the data and system analysis needs of the Division for Children, Youth and Families. This position will report to position #40597 which is also under review with Governor & Council.
- The Business Systems Analyst I will analyze and formulate information system procedures and controls to evaluate and drive program decisions within the Division for Youth, Children and Families. Duties include developing and executing test plans to ensure system functionality, analyzing or formulating systems procedures, and advising on software selection and data collection methods.
- 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 75% General Funded position.
This position is a 25% Federal Funded position.
2. Budgetary number/string 05-95-42-421010-29600000-010.
3. Anticipated date of hire is: 3/25/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$18,773
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$76,034
Benefits	<u>\$26,664</u>
Total	\$102,698

Projected Annual Cost:

Salary	\$63,921
Benefits	<u>\$33,697</u>
Total	\$97,618

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: March 09,2022

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #43493, Planning Analyst Data Systems, Labor Grade 24, A000 to a Business Systems Analyst I, , Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Systems Analyst I, , Labor Grade 28, A000 effective upon G&C approval.

Rationale for Decision:

- Department of Health & Human Services is requesting a reclassification of this vacant position to a Business Systems Analyst I to support the data and system analysis needs of the Division for Children, Youth and Families.
- The Business Systems Analyst I will analyze and formulate information system procedures and controls to evaluate and drive program decisions within the Division for Youth, Children and Families. The role will develop and execute test plans to ensure system functionality, analyze and formulate systems procedures, and advise on software selection and data collection methods.
- 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 75% General Funded position.
This position is a 25% Federal Funded position.
2. Budgetary number/string 05-95-42-421010-29600000-010.
3. Anticipated date of hire is: 3/25/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$17,531
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$60,782
Benefits	<u>\$49,223</u>
Total	\$110,005

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: March 09,2022

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #19453, Teacher III, Labor Grade 22, A000 to a Supervisor IV, Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor 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 Supervisor IV.
- The Supervisor IV I will plan, develop and supervise the teaching and motivation of educationally disabled and/or educationally disadvantaged students or adjudicated residents according to established individualized curriculum and programs at the Sununu Youth Services Center.
- 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 05-95-42-421510-66430000-010.
3. Anticipated date of hire is: 3/25/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$15,868
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$87,210
Benefits	<u>\$38,872</u>
Total	\$126,082

Projected Annual Cost:

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

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: March 09,2022

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #30617, Mental Health Worker III, Labor Grade 13, A130 to a Information Technology Manager IV, Labor Grade 32, A000.

Division of Personnel (DOP) Reclassification Decision:

- Information Technology Manager IV, Labor Grade 32, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services (DHHS) is requesting to reclassify this vacant position to an Information Technology Manager IV in the Division of Long Term Supports and Services (DLTSS), Bureau of Developmental Services (BDS), to fulfill an identified need to dedicate a resource to a new BDS IT system.
- The Information Technology Manager IV will build and maintain an IT system that will replace four legacy systems and will provide BDS, DLTSS & DHHS Management, Legislators and the Governor more accurate data from which to make financial and programmatic decisions.
- 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 55% General Funded position.
This position is a 45% Federal Funded position.
2. Budgetary number/string 05-95-93-930010-59470000-010.
3. Anticipated date of hire is: 5/5/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$8,072
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$48,089
Benefits	<u>\$32,457</u>
Total	\$80,546

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: March 09,2022

Reclassification Request:

- The Lottery Commission requests the reclassification of Vacant position #17116, Gaming Enforcement Investigator, Labor Grade 16, X208 to a Field Auditor, Labor Grade 22, A000.

Division of Personnel (DOP) Reclassification Decision:

- Field Auditor, Labor Grade 22, A000 effective upon G&C approval.

Rationale for Decision:

- The New Hampshire Lottery Commission is requesting a reclassification of this vacant position to a Field Auditor as duties have been revised from active law enforcement to inspections and audits of gaming operators.
- The Field Auditor will enforce gaming regulations by monitoring all gaming activities through compliance inspections documented in written reports and work closely with the licensing and auditing units on compliance-related matters.
- 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 06-83-83-830010-20280000-010.
3. Anticipated date of hire is: 3/11/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$17,293
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$57,417
Benefits	<u>\$32,264</u>
Total	\$89,681

Projected Annual Cost:

Salary	\$45,357
Benefits	<u>\$29,580</u>
Total	\$74,937