



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
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May 4, 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: May 04,2022

Reclassification Request:

- The Department of Administrative Services requests the reclassification of Vacant position #10099, Purchasing Assistant , Labor Grade 12, A000 to a Purchasing Agent, Labor Grade 24, A000.

Division of Personnel (DOP) Reclassification Decision:

- Purchasing Agent, Labor Grade 24, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Administrative Services is requesting to reclassify this vacant position to a Purchasing Agent and transfer it to the Division of Procurement and Support Services (DPSS), Bureau of Purchase and Property in order to build critical capacity.
- The Purchasing Agent manages the cost effective and timely procurement of materials, equipment, commodities, and services required by state agencies.
- 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 01-14-14-141710-51140000-010.
3. Anticipated date of hire is: 5/6/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$6,140
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$36,543
Benefits	<u>\$17,906</u>
Total	\$54,449

Projected Annual Cost:

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

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 04,2022

Reclassification Request:

- The Office of Professional Licensure and Certification requests the reclassification of Filled position #13066, Human Resource Coordinator II, Labor Grade 23, A000 to a Administrator II , Labor Grade 29, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator II, Labor Grade 29, A000 effective 4-8-2022.

Rationale for Decision:

- The Office of Office of Professional Licensure and Certification is requesting to reclassify this filled position to an Administrator II.
- The position administers business operations and human resources objectives for the agency by planning short and long-term organizational goals, reviewing recommendations, and revising program policies. Oversight of multiple human resources and diverse business operations programs falls within this role's purview.
- The Assistant Director of the Department of Personnel reviewed the proposed supplemental job description and agency organizational structure and determined that the Administrator II classification/level is appropriately in-line with the State's strategic Human Resources structure.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 01-21-21-211010-24040000-010.
3. Filled position-effective date: 4/8/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$17,389
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$63,780
Benefits	<u>\$45,657</u>
Total	\$109,437

Projected Annual Cost:

Salary	\$66,729
Benefits	<u>\$46,301</u>
Total	\$113,030

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: May 04,2022

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant position #30543, Field Representative I, Labor Grade 19, A000 to a Program Planner II, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Planner II, Labor Grade 21, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Safety is requesting to reclassify this vacant position to a Program Planner II within the Division of Homeland Security and Management.
- The Program Planner II will coordinate the planning and implementation of program services and network systems for the Emergency Management Performance (EMPG) Program. The role will provide technical and programmatic assistance to local and state agencies for the Division of Homeland Security and Emergency Management.
- 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 02-23-23-236010-74840000-010.
3. Anticipated date of hire is: 5/6/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$5,601
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$48,672
Benefits	<u>\$20,596</u>
Total	\$69,268

Projected Annual Cost:

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

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: May 04,2022

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant position #16327, Payroll Officer I, Labor Grade 14, A000 to a Human Resources Technician, Labor Grade 17, A000.

Division of Personnel (DOP) Reclassification Decision:

- Human Resources Technician, Labor Grade 17, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Corrections is requesting to reclassify this vacant position to a Human Resources Technician to help build critical capacity within the Division of Human Resources.
- The position will provide technical assistance in the processing of human resources and employee compensation transactions to include computing, compiling and reviewing agency compensation reports to ensure the authorized verification and accuracy of reported information.
- 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 02-46-46-463510-83010000-010.
3. Anticipated date of hire is: 5/6/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$5,277
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$43,414
Benefits	<u>\$19,430</u>
Total	\$62,844

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: May 04, 2022

Reclassification Request:

- The New Hampshire Veterans Home requests the reclassification of Vacant position #19311, Laundry Manager 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 Upon G&C approval.

Rationale for Decision:

- The New Hampshire Veteran's Home is consolidating Housekeeping, Facilities, and Laundry Services into one Environmental Support Unit and are asking to reclassify this vacant position to Supervisor I to lead that area of the organization.
- The Supervisor I will oversee and evaluate staff performance, facilitate and provide training, and serve as the lead department Infection Control Expert with matters of housekeeping, laundry, and with the overall "cleanliness and friendliness" of the facility. The role will assign and review work to ensure the satisfactory and timely completion of relevant tasks and projects.
- 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 29% General Funded position.
This position is a 39% Federal Funded position.
This position is a 32% Other Funded position.
2. Budgetary number/string 05-43-43-430010-53580000-010.
3. Anticipated date of hire is: 6/3/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$0
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$45,400
Benefits	<u>\$29,599</u>
Total	\$74,999

Projected Annual Cost:

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

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: May 04,2022

Reclassification Request:

- The Department of Education requests the reclassification of Vacant position #18340, Program Assistant II, Labor Grade 15, A000 to a Planning Analyst/Data System, Labor Grade 24, A000.

Division of Personnel (DOP) Reclassification Decision:

- Planning Analyst/Data System, Labor Grade 24, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Education is requesting to reclassify this vacant position to a Planning Analyst/Data System in the Department of Education, Bureau of Educational Statistics to perform skilled analytical duties using advancing technological processes.
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- The Planning Analyst/Data System will oversee data collection processing, reporting, and documentation of policies and procedures, and will perform analysis, evaluation, and monitoring of activities to ensure accuracy and state and federal compliance of educational data.
- 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 23% General Funded position.
This position is a 77% Federal Funded position.
2. Budgetary number/string 06-56-56-562010-60020000-010.
3. Anticipated date of hire is: 7/1/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$0
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$47,661
Benefits	<u>\$42,082</u>
Total	\$89,743

Projected Annual Cost:

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

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: May 04,2022

Reclassification Request:

- The Department of Education requests the reclassification of Filled position #41534, Program Specialist I, Labor Grade 19, A000 to a Planning Analyst/Data System, Labor Grade 24, A000.

Division of Personnel (DOP) Reclassification Decision:

- Planning Analyst/Data System, Labor Grade 24, A000 effective 4/8/2022.

Rationale for Decision:

- The Department of Education is requesting to reclassify this *filled* position to a Planning Analyst/Data System in the Department of Education, Bureau of Educational Statistics to perform skilled analytical duties using advancing technological processes.
- The Planning Analyst/Data System will oversee data collection processing, reporting, and documentation of policies and procedures, and will perform analysis, evaluation, and monitoring of activities to ensure accuracy and state and federal compliance of educational data.
- 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 20% General Funded position.
This position is a 80% Federal Funded position.
2. Budgetary number/string 06-56-56-562010-60020000-010.
3. Filled position-effective date: 4/8/2022.
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	\$45,276
Benefits	<u>\$29,571</u>
Total	\$74,847

Projected Annual Cost:

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

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: May 04, 2022

Reclassification Request:

- The Department of Education requests the reclassification of Filled position #43256, Program Specialist II, Labor Grade 21, A000 to a Planning Analyst/Data System, Labor Grade 24, A000.

Division of Personnel (DOP) Reclassification Decision:

- Planning Analyst/Data System, Labor Grade 24, A000 effective 4/8/2022.

Rationale for Decision:

- The Department of Education is requesting to reclassify this *filled* position to a Planning Analyst/Data System in the Department of Education, Bureau of Educational Statistics to perform skilled analytical duties using advancing technological processes.
- The Planning Analyst/Data System will oversee data collection processing, reporting, and documentation of policies and procedures, and will perform analysis, evaluation, and monitoring of activities to ensure accuracy and state and federal compliance of educational data.
- 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 20% General Funded position.
This position is a 80% Federal Funded position.
2. Budgetary number/string 06-56-56-562010-60020000-010.
3. Filled position-effective date: 4/8/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$13,569
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$53,445
Benefits	<u>\$31,383</u>
Total	\$84,828

Projected Annual Cost:

Salary	\$56,219
Benefits	<u>\$31,988</u>
Total	\$88,207

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: May 04,2022

Reclassification Request:

- The Department of Education requests the reclassification of Filled position #44014, Program Specialist III, Labor Grade 23, A000 to a Planning Analyst/Data System, Labor Grade 24, A000.

Division of Personnel (DOP) Reclassification Decision:

- Planning Analyst/Data System, Labor Grade 24, A000 effective 4-8-2022.

Rationale for Decision:

- The Department of Education is requesting to reclassify this *filled* position to a Planning Analyst/Data System in the Department of Education, Bureau of Educational Statistics to perform skilled analytical duties using advancing technological processes.
- The Planning Analyst/Data System will oversee data collection processing, reporting, and documentation of policies and procedures, and will perform analysis, evaluation, and monitoring of activities to ensure accuracy and state and federal compliance of educational data.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.
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Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 06-56-56-567010-30470000-010.
3. Filled position-effective date: 4/8/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$14,537
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$60,470
Benefits	<u>\$35,585</u>
Total	\$96,055

Projected Annual Cost:

Salary	\$51,558
Benefits	<u>\$42,935</u>
Total	\$94,493