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State of New Hampshire

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May 18, 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

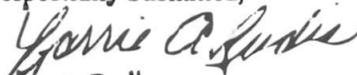
RSA 21-I:56 I, states that any request for reclassification of a position to a different class series as provided in RSA 21-I:54 shall require the approval of the Governor and Council.

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 18,2022

Reclassification Request:

- The Department of Information and Technology requests the reclassification of Vacant position #18049, Systems Development Specialist V, Labor Grade 28, 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:

- The Department of Information Technology is requesting to reclassify this vacant position to a Business System Analyst II to assume a lead role within the Department of Information Technology (DoIT) team supporting the Office of Professional Licensure & Certification (OPLC).
- The position will evaluate business policies and operations in order to assure development of compatible automated business systems functions and applications for large-scale, department-wide, and multi-divisional/multi-program projects. The role will oversee and direct improvements to information technology procedures and systems, and new initiatives.
- 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 01-03-03-030010-77080000-010.
3. Anticipated date of hire is: 7/29/2022 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	\$83,494
Benefits	<u>\$29,641</u>
Total	\$113,135

Projected Annual Cost:

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

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 18,2022

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant position #41965, Program Assistant I, Labor Grade 12, A000 to a Paralegal II, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Paralegal II, Labor Grade 19, A000 effective Upon G&C approval.

Rationale for Decision:

- The agency requests to reclassify this vacant position to implement paralegal support for the Justice Information Bureau, Sex Offender Registry Unit.
- This position will perform paraprofessional law-related research duties in interviewing complainants, analyzing data, coordinating the development of legal cases and opinion, and overseeing support staff to ensure compliance with Laws, Administrative Rules and policies governing the New Hampshire State Police Sex Offender Registry (SOR).
- 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.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-23-23-234010-40190000-010.
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	\$34,224
Benefits	<u>\$17,391</u>
Total	\$51,615

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 18,2022

Reclassification Request:

- The Liquor Commission requests the reclassification of Vacant position #44152, Warehouseman, Labor Grade 10, A130 to a Retail Store Clerk II, Labor Grade 12, A130.

Division of Personnel (DOP) Reclassification Decision:

- Retail Store Clerk II, Labor Grade 12, A130 effective Upon G&C approval.

Rationale for Decision:

- The Liquor Commission is requesting to reclassify this vacant position to a Retail Store Clerk II.
- The position will provide exceptional customer service and assist with all aspects of retail support in order to enhance customer relations as well as the sales and support goals of the NH Liquor Commission.
- 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 02-77-77-771512-10300000-010.
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	\$32,787
Benefits	<u>\$17,073</u>
Total	\$49,860

Projected Annual Cost:

Salary	\$32,614
Benefits	<u>\$26,753</u>
Total	\$59,367

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 18,2022

Reclassification Request:

- The Liquor Commission requests the reclassification of Vacant position #43303, Equipment Supervisor, Labor Grade 19, A000 to a Liquor Commission Examiner II, Labor Grade 20, A000.

Division of Personnel (DOP) Reclassification Decision:

- Liquor Commission Examiner II, Labor Grade 20, A000 effective Upon G&C approval.

Rationale for Decision:

- The New Hampshire Liquor Commission is requesting to reclassify this vacant position to a Liquor Commission Examiner II in the Division of Enforcement & Licensing to assist with the substantial increase in requests, petitions, and applications.
- The Liquor Commission Examiner II will audit financial records, conduct premise inspections for manufacturer licensees, process tax reports, assist 700+ licensees with the Title XII rules, review new product for approval, and ensure appropriate fees are paid and processed.
- 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 02-77-77-770512-78780000-010.
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	\$55,752
Benefits	\$44,243
Total	\$99,995

Projected Annual Cost:

Salary	\$41,808
Benefits	\$28,793
Total	\$70,601

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: May 18,2022

Reclassification Request:

- The Department of Natural and Cultural Resources requests the reclassification of Vacant position #43707, Communications Supervisor I, Labor Grade 24, 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 Natural and Cultural Resources (DNCR) is requesting to reclassify this vacant position to a Program Specialist IV in the Land Management Bureau
- The Program Specialist IV will liaison with the Department of Safety to coordinate the maintenance and repair of DNCR's communications sites and infrastructure systems and programs, oversee issues and activities of over 130 site tenants, and ensure compliance with statues, policies, and federal requirements related to safety.
- 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 03-35-35-351010-86820000-010.
3. Anticipated date of hire is: 6/17/2022 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	\$52,021
Benefits	<u>\$31,057</u>
Total	\$83,078

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: May 18,2022

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #43681, Air Pollution Control Engineer III, Labor Grade 24, A000 to a Planning Analyst (Data Systems), Labor Grade 24, A000.

Division of Personnel (DOP) Reclassification Decision:

- Planning Analyst (Data Systems), Labor Grade 24, A000 effective Upon G&C approval.

Rationale for Decision:

- The agency requests to reclassify and transfer this vacant position to support the data management needs of the Air Resources Division due to the modernization of its business systems for increased efficiency and effectiveness.
- This position will oversee data collection and dissemination procedures, review and analyze data, create customized queries and reports for use in research, and provide technical assistance and support related to geographic information system (GIS) software.
- 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.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 03-44-44-443010-91030000-010.
3. Anticipated date of hire is: 7/1/2022 at Minimum Step or
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	\$68,952
Benefits	<u>\$51,035</u>
Total	\$119,987

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 18,2022

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #42944, Program Planner III, Labor Grade 25, 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 Health and Human Services is requesting to reclassify this vacant position to an Administrator I in the Bureau of Population Health and Community Services to administer, plan and develop objectives, policies and procedures for the Tobacco Prevention & Cessation Program.
- The Administrator I will manage federal cooperative agreements, research, prepare and manage grant proposals, analyze and assess program objectives and effectiveness, develop and implement program budget, and serve as the lead in efforts focusing on adolescent prevention and intervention initiatives regarding vaping.
- 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 05-95-90-902010-56080000-010.
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	\$0
Benefits	<u>\$0</u>
Total	\$0

Projected Annual Cost:

Salary	\$56,219
Benefits	<u>\$31,989</u>
Total	\$88,207