



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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109 MLC

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October 19, 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

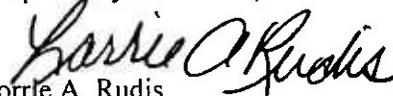
RSA 21-I:56 I, states that any request for reclassification of a position to a different class series as provided in RSA 21-I:54 shall require the approval of the Governor and Council.

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,

  
Lorrle A. Rudis  
Director of Personnel

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: October 19, 2022

**Reclassification Request:**

- The OFFICE OF PROF LICENSURE & CERTIFICATION requests the reclassification of Vacant position #11347, Clerk III, Labor Grade 8, A000 to a ACCOUNTANT IV, Labor Grade 23, A000.

**Division of Personnel (DOP) Reclassification Decision:**

- ACCOUNTANT IV, Labor Grade 23, A000 effective Upon G&C approval.

**Rationale for Decision:**

- The Office for Professional Licensure and Certification is requesting to reclassify this vacant position to an Accountant IV to support and ensure transactions are in accordance with State and Agency accounting requirements, policies and procedures.
- The Accountant IV position will plan, coordinate and supervise fiscal operations within the Office of Professional Licensure and Certification Finance Department to ensure proper administration of the accounts receivable, accounts payable, and procurement functions and compliance with state and agency accounting requirements, policies and procedures.
- 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 02-21-21-211010-24040000-010.
3. Anticipated date of hire is: 11/4/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$48,177
5. Total FY 23 Budgeted and Projected Annual Cost:

**Total FY 23 Budgeted:**

Salary	\$38,248
Benefits	<u>\$46,131</u>
Total	\$84,379

**Projected Annual Cost:**

Salary	\$49,714
Benefits	<u>\$31,584</u>
Total	\$81,298

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: October 19, 2022

**Reclassification Request:**

- The Dept. of Safety requests the reclassification of vacant position #10705, EXECUTIVE SECRETARY, Labor Grade 11, A000 to a PURCHASING ASSISTANT, Labor Grade 12, A000.

**Division of Personnel (DOP) Reclassification Decision:**

- PURCHASING ASSISTANT, Labor Grade 12, A000 effective Upon G&C approval.

**Rationale for Decision:**

- The Department of Safety is requesting to reclassify this vacant position to a Purchasing Assistant due to reallocation of duties within the Investigative Services Bureau to the Business and Projects Administration in order to support procurement processes.
- The Purchasing Assistant will monitor, request and facilitate the procurement of goods and services, such as materials, equipment, tools, parts or supplies for the Division of State Police in accordance with processes and procedures established by the Department of Administration.
- 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 87% General Funded position.  
This position is a 13% Other Funded position.
2. Budgetary number/string 02-23-23-234010-54120000-010.
3. Anticipated date of hire is: 11/11/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$33,234
5. Total FY 23 Budgeted and Projected Annual Cost:

**Total FY 23 Budgeted:**

Salary	\$31,305
Benefits	<u>\$27,501</u>
Total	\$58,806

**Projected Annual Cost:**

Salary	\$32,137
Benefits	<u>\$27,685</u>
Total	\$59,822

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: October 19, 2022

Reclassification Request:

- The Department of Safety requests the reclassification of Filled position #41161, FIELD REP I EMER MGMT/COMM, 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 9/9/2022.

Rationale for Decision:

- The Department of Safety (DOS) is requesting to reclassify this filled position to a Program Planner II in the Community Relations Unit of the Division of Emergency Services and Communications to serve as a liaison for NH 9-1-1 and promote statewide interest in emergency communications and services among communities. O BE COMPLETED BY DOP
- The Program Planner II will perform duties focused on successful responses during emergencies, to include auditing and compliance recommendations in-line with the National Emergency Number Association and the State's Master Street Addressing Guide. The role will act as a point-of-contact for municipalities, dispatch agencies, state and local officials, emergency personnel, and the public regarding emergency response tasks and planning activities.
- 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 02-23-23-236510-13950000-010.
3. Filled position-effective date: 9/9/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$71,416
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$49,533	Salary	\$51,739
Benefits	<u>\$44,166</u>	Benefits	<u>\$44,672</u>
Total	\$93,699	Total	\$96,411

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: October 19, 2022

Reclassification Request:

- The Department of Safety requests the reclassification of Filled position #41843, FIELD REP I EMER MGMT/COMM, 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 9/9/2022.

Rationale for Decision:

- The Department of Safety (DOS) is requesting to reclassify this filled position to a Program Planner II in the Community Relations Unit of the Division of Emergency Services and Communications to serve as a liaison for NH 9-1-1 and promote statewide interest in emergency communications and services among communities.
- The Program Planner II will perform duties focused on successful responses during emergencies, to include auditing and compliance recommendations in-line with the National Emergency Number Association and the State's Master Street Addressing Guide. The role will act as a point-of-contact for municipalities, dispatch agencies, state and local officials, emergency personnel, and the public regarding emergency response tasks and planning activities.
- 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 02-23-23-236510-13950000-010.
3. Filled position-effective date: 9/9/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$80,321
5. Total FY 23 Budgeted and Projected Annual Cost:

**Total FY 23 Budgeted:**

Salary	\$58,292
Benefits	<u>\$46,108</u>
Total	\$104,400

**Projected Annual Cost:**

Salary	\$61,601
Benefits	<u>\$46,832</u>
Total	\$108,433

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: October 19, 2022

Reclassification Request:

- The Department of Safety requests the reclassification of Filled position #41844, FIELD REP I EMER MGMT/COMM, 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 9/9/2022.

Rationale for Decision:

- The Department of Safety (DOS) is requesting to reclassify this filled position to a Program Planner II in the Community Relations Unit of the Division of Emergency Services and Communications to serve as a liaison for NH 9-1-1 and promote statewide interest in emergency communications and services among communities.
- The Program Planner II will perform duties focused on successful responses during emergencies, to include auditing and compliance recommendations in-line with the National Emergency Number Association and the State's Master Street Addressing Guide. The role will act as a point-of-contact for municipalities, dispatch agencies, state and local officials, emergency personnel, and the public regarding emergency response tasks and planning activities.
- 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 02-23-23-236510-13950000-010.
3. Filled position-effective date: 9/9/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$50,761
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$47,000	Salary	\$47,649
Benefits	<u>\$20,745</u>	Benefits	<u>\$20,878</u>
Total	\$67,745	Total	\$68,527

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: October 19, 2022

**Reclassification Request:**

- The Department of Safety requests the reclassification of Filled position #42544, FIELD REP I EMER MGMT/COMM, 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 9/9/2022.

**Rationale for Decision:**

- The Department of Safety (DOS) is requesting to reclassify this filled position to a Program Planner II in the Community Relations Unit of the Division of Emergency Services and Communications to serve as a liaison for NH 9-1-1 and promote statewide interest in emergency communications and services among communities.
- The Program Planner II will perform duties focused on successful responses during emergencies, to include auditing and compliance recommendations in-line with the National Emergency Number Association and the State's Master Street Addressing Guide. The role will act as a point-of-contact for municipalities, dispatch agencies, state and local officials, emergency personnel, and the public regarding emergency response tasks and planning activities.
- 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 02-02-23-236510-13950000-010.
3. Filled position-effective date: 9/9/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$68,687
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$55,477	Salary	\$59,069
Benefits	<u>\$32,873</u>	Benefits	<u>\$33,659</u>
Total	\$88,350	Total	\$92,728

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: 10/19/22

Reclassification Request:

- The Environmental Services requests the reclassification of Filled position #12102, SENIOR CLERK INTERVIEWER, Labor Grade 10, A000 to an ADMINISTRATIVE SECRETARY, Labor Grade 14, A000.

Division of Personnel (DOP) Reclassification Decision:

- ADMINISTRATIVE SECRETARY, Labor Grade 14, A000 effective 9/23/22.

Rationale for Decision:

- The Department of Environmental Services (DES) is requesting to reclassify this filled position to an Administrative Secretary in the Public Information and Permitting Unit. The Administrative Secretary will serve as a Lobby Receptionist and first point-of-contact for all agency visitors and will supervise and coordinate reception functions.
- The Administrative Secretary will greet, assist and direct visitors appropriately, manage a multi-line switchboard and DES's general email account, coordinate, schedule and maintain meetings and conference rooms, provide training to alternate support staff, update and implement standard operating procedures, and serve as main contact for emergency events as a member of FAST (First Aid Stabilization Team) and BEST (Building Evacuation and 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% General Funded position.
2. Budgetary number/string 03-44-44-440010-10020000-010.
3. Filled position-effective date: 9/23/22.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$59,625
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$39,787	Salary	\$42,201
Benefits	<u>\$42,005</u>	Benefits	<u>\$42,529</u>
Total	\$81,792	Total	\$84,730