



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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November 22, 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

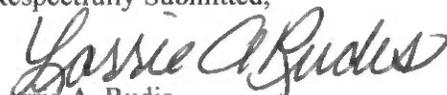
RSA 21-I:56 I, states that any request for reclassification of a position to a different class series as provided in RSA 21-I:54 shall require the approval of the Governor and Council.

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,

  
Lorré A. Rudis  
Director of Personnel

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: 11/22/2022

**Reclassification Request:**

- The Department of Administrative Services requests the reclassification of Filled position #11598, Administrative Assistant II , Labor Grade 19, A000 to a Program Specialist III, Labor Grade 23, A000.

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

- Program Specialist III, Labor Grade 23, A000 effective 10/7/22.

**Rationale for Decision:**

- The Department of Administrative Services is requesting to reclassify this filled position to a Program Specialist III to provide high-level statewide support and program guidance for effective policy development within state government.
- The Program Specialist III will analyze and interpret a variety of budget and finance related data and process policy and programmatic information from over forty state agencies to improve, develop and maintain operating efficiencies as an Administrative Specialist to the Commissioner of the Department of Administrative Services.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Administrative Services proposed organizational structure.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Budgetary number/string 01-14-14-140010-10420000-010.
3. Filled position-effective date: 10/7/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$63,880
5. Total FY 23 Budgeted and Projected Annual Cost:

**Total FY 23 Budgeted:**

Salary	\$58,892
Benefits	<u>\$33,630</u>
Total	\$92,522

**Projected Annual Cost:**

Salary	\$61,600
Benefits	<u>\$34,220</u>
Total	\$95,820

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: 11/22/2022

**Reclassification Request:**

- The Department of Administrative Services requests the reclassification of Vacant position #18013, Senior Human Resources Technician, Labor Grade 19, A000 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 Administrative Services is requesting to reclassify this vacant position to a Program Specialist III to assist the Manager of Employee Relations in facilitating fair resolutions of employment and union concerns and in development and implementation of Bureau of Bureau initiatives and programs that impact the State Personnel System
- The Program Specialist III will analyze and interpret data, policies and procedures related to employee and labor relations, collective bargaining and administration/enforcement of collective bargaining agreements to ensure compliance with regulatory and departmental program-related rules and laws by all interested parties.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Administrative Services proposed organizational structure.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Budgetary number/string 01-14-14-141010-10440000-010.
3. Anticipated date of hire is: 12/16/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$39,143
5. Total FY 23 Budgeted and Projected Annual Cost:

<b>Total FY 23 Budgeted:</b>		<b>Projected Annual Cost:</b>	
Salary	\$42,785	Salary	\$49,714
Benefits	<u>\$30,047</u>	Benefits	<u>\$31,584</u>
Total	\$72,832	Total	\$81,298

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: 11/22/2022

**Reclassification Request:**

- The Department of Safety requests the reclassification of Vacant position #41937, TRUCK DRIVER AND LIGHT EQUIP OPR, Labor Grade 07, A130 to a Stock Clerk III, Labor Grade 11, A130.

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

- Stock Clerk III, Labor Grade 11, A130 effective Upon G&C approval.

**Rationale for Decision:**

- The Department of Safety (DAS) is requesting to reclassify this vacant position to a Stock Clerk III in the Assets & Resource Management Bureau to assist in providing timely order deliveries and maintaining plate room inventory.
- The Stock Clerk III will monitor the receipt, storage, distribution and ordering of license plates, decals, and supplies for the Warehouse, utilize computer software to maintain supply records, perform research in relation to deliveries and inventory, and operate and perform routine maintenance of warehouse equipment.
- 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 02-23-23-233015-81070000-010.
3. Anticipated date of hire is: 1/27/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$22,579
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$38,419	Salary	\$33,070
Benefits	<u>\$41,701</u>	Benefits	<u>\$27,892</u>
Total	\$80,120	Total	\$60,962

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: 11/22/2022

Reclassification Request:

- The Department of Natural and Cultural Resources requests the reclassification of Filled position #11456, PROGRAM ASSISTANT I, Labor Grade 12, A000 to a ADMINISTRATIVE SECRETARY, Labor Grade 14, A000.

Division of Personnel (DOP) Reclassification Decision:

- ADMINISTRATIVE SECRETARY, Labor Grade 14, A000 effective 11/04/2022.

Rationale for Decision:

- • The Department of Natural and Cultural Resources is requesting to reclassify this filled position to an Administrative Secretary to provide secretarial support to assist the Bureau Chief and staff in the Division of Parks and Recreation, Bureau of Trails.
- This position will perform a variety of administrative duties for the Bureau of Trails, including; composing and reviewing documents, maintain database system, answer and route telephone calls to appropriate 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 100% Other Funded position.
2. Budgetary number/string 03-35-35-3515-34140000-010.
3. Filled position-effective date: 11/04/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$39,289
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$43,809	Salary	\$45,826
Benefits	<u>\$20,038</u>	Benefits	<u>\$20,475</u>
Total	\$63,847	Total	\$66,301

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: 11/22/2022

**Reclassification Request:**

- The Department of Transportation requests the reclassification of Filled position #21161, Clerk IV, 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 10/21/2022.

**Rationale for Decision:**

- The Department of Transportation (DOT) is requesting to reclassify this filled position to a Program Specialist I for the Division of Policy and Administration to provide support to the Contractor Compliance Program (CCP) and the Disadvantaged Business Enterprise (DBE) Program in accordance with 49 CFR part 26, 23 CFR part 23, and the New Hampshire DOT Standard Specifications for Road and Bridge Construction.
- The Program Specialist I will serve as a Compliance Review Officer and provide technical and programmatic support, research, review and enforcement of Federal Labor Standards, as outlined in the External Contract Compliance Program. This role will conduct audits, compile and develop reports, review contracts, and collaborate with various stakeholders regarding compliance and enforcement 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 78% Federal Funded position.  
This position is a 22% Other Funded position.
2. Budgetary number/string 04-96-96-960315-20560000-010.
3. Filled position-effective date: 10/21/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$41,738
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$43,809	Salary	\$45,826
Benefits	<u>\$20,037</u>	Benefits	<u>\$20,464</u>
Total	\$63,846	Total	\$66,290

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: 11/22/2022

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #14676, Planning Analyst-Data Systems, Labor Grade 24, 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 Health and Human Services is requesting to reclassify this vacant position to a Business Systems Analyst II to lead the analysis of business processes within state-owned healthcare facilities in order to identify opportunities for creation and/or enhancement of business system applications.
- The Business Systems Analyst II will provide oversight and strategy relative to the evaluation and design of a variety of health-system based information systems.
- 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 70% General Funded position.  
This position is a 30% Other Funded position.
2. Budgetary number/string 05-95-94-940010-84100000-010.
3. Anticipated date of hire is: 12/16/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$49,412
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$52,745	Salary	\$67,169
Benefits	<u>\$32,256</u>	Benefits	<u>\$35,456</u>
Total	\$85,001	Total	\$102,625

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: November 22, 2022

**Reclassification Request:**

- The Department of Education requests the reclassification of Vacant position #13241, Rehabilitation Counselor III, Labor Grade 23, A000 to a Supervisor V, Labor Grade 26, 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 Education is requesting to reclassify this vacant position to a Program Specialist IV in the Bureau of Vocational Rehabilitation to provide a dedicated resource for accomplishing the Bureau's Quality Assurance (QA) programs and objectives.
- The Program Specialist IV will manage and audit QA Vocational Rehabilitation plans and programs to include development, planning, implementation, and evaluation. The role will create and facilitate training, and develop and analyze reports and metrics on QA activities for State Rehabilitation federal grants.
- 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 100% Federal Funded position.
2. Budgetary number/string 06-56-56-565010-25380000-010.
3. Anticipated date of hire is: 12/30/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$39,838
5. Total FY 23 Budgeted and Projected Annual Cost:

**Total FY 23 Budgeted:**

Salary	\$50,491
Benefits	<u>\$31,756</u>
Total	\$82,247

**Projected Annual Cost:**

Salary	\$56,538
Benefits	<u>\$33,098</u>
Total	\$89,636