



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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December 7, 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,

Lorrin A. Rudis
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: 12/07/2022

Reclassification Request:

- The Department of Safety requests the reclassification of Filled position #41932, PLANT MAINTENANCE ENGINEER II, Labor Grade 19, A130 to a MAINTENANCE TECHNICIAN, Labor Grade 21, A130.

Division of Personnel (DOP) Reclassification Decision:

- MAINTENANCE TECHNICIAN, Labor Grade 19, A130 effective 11/18/22.

Rationale for Decision:

- The Department of Safety (DOS) is requesting to reclassify this filled position to a Maintenance Technician in the Division of Administration to supervise and perform maintenance, repair, and construction work at over 30 buildings within the Facilities Management Bureau.
- The Maintenance Technician will perform carpentry, woodworking, metal work, and other skilled technical and mechanical duties in the installation, maintenance, and repair of internal and external structures, utility fixtures and wiring, and HVAC Systems. This role will implement project operations and monitor work of maintenance staff, vendors, and sub-contractors.
- 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 25% General Funded position.
This position is a 75% Other Funded position.
2. Budgetary number/string 02-23-23-232015-21940000-010.
3. Filled position effective date: 11/18/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$63,021
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$56,160
Benefits	<u>\$45,636</u>
Total	\$101,796

Projected Annual Cost:

Salary	\$65,707
Benefits	<u>\$47,731</u>
Total	\$113,438

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: 12/07/2022

Reclassification Request:

- The Department of Safety requests the reclassification of Filled position #41938, PLANT MAINTENANCE ENGINEER I, Labor Grade 17, A130 to a MAINTENANCE TECHNICIAN, Labor Grade 21, A130.

Division of Personnel (DOP) Reclassification Decision:

- MAINTENANCE TECHNICIAN, Labor Grade 21, A130 effective 11/18/2022.

Rationale for Decision:

- The Department of Safety (DOS) is requesting to reclassify this filled position to a Maintenance Technician in the Division of Administration to supervise and perform maintenance, repair, and construction work at over 30 buildings within the Facilities Management Bureau.
- The Maintenance Technician will perform carpentry, woodworking, metal work, and other skilled technical and mechanical duties in the installation, maintenance, and repair of internal and external structures, utility fixtures and wiring, and HVAC Systems. This role will implement project operations and monitor work of maintenance staff, vendors, and sub-contractors.
- 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 28% General Funded position.
This position is a 72% Other Funded position.
2. Budgetary number/string 02-23-23-232015-21940000-010.
3. Filled position-effective date: 11/18/2022
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$46,399
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$56,760	Salary	\$59,918
Benefits	<u>\$22,910</u>	Benefits	<u>\$23,600</u>
Total	\$79,670	Total	\$83,518

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: 12/07/2022

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant position #10509, PLANT MAINTENANCE ENGINEER II, Labor Grade 19, A130 to a MAINTENANCE TECHNICIAN, Labor Grade 21, A130.

Division of Personnel (DOP) Reclassification Decision:

- MAINTENANCE TECHNICIAN, Labor Grade 21, A130 effective Upon G&C approval.

Rationale for Decision:

- The Department of Safety (DOS) is requesting to reclassify this vacant position to a Maintenance Technician in the Division of Administration to supervise and perform maintenance, repair, and construction work at over 30 buildings within the Facilities Management Bureau.
- The Department of Safety (DOS) is requesting to reclassify this vacant position to a Maintenance Technician in the Division of Administration to supervise and perform maintenance, repair, and construction work at over 30 buildings within the Facilities Management Bureau.
- 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 This position is a 100% Other Funded position.
2. Budgetary number/string 02-23-23-237010-40650000-010.
3. Anticipated date of hire is: 1/27/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$29,733
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$57,464
Benefits	<u>\$33,313</u>
Total	\$90,777

Projected Annual Cost:

Salary	\$48,881
Benefits	<u>\$31,399</u>
Total	\$80,280

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: 12/07/2022

Reclassification Request:

- The Department of Natural and Cultural Resources requests the reclassification of Filled position #42592, PROGRAM SPECIALIST I, Labor Grade 19, A000 to a GRANTS PROGRAM COORDINATOR, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- GRANTS PROGRAM COORDINATOR, Labor Grade 23, A000 effective 11/18/2022.

Rationale for Decision:

- The Department of Natural and Cultural Resources is requesting to reclassify this filled position to a Grants Program Coordinator in the Bureau of Community Recreation to serve as the Land and Water Conservation Fund (LWCF) Grants Coordinator for the Division of Parks and Recreation.
- The Grants Program Coordinator will plan and coordinate the receipt and disbursement of grants under the LWCF and Local Assistance Programs and the activities for the grant awards and local grant project application and proposal processes. This role will plan, draft, develop and implement the Statewide Comprehensive Outdoor Recreation Plan, the One Project Selection Process, and the program advisory panel.
- 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 This position is a 100% Other Funded position.
2. Budgetary number/string 03-35-35-351510-40160000-010.
3. Filled position-effective date: 11/18/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$60,241
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$58,292
Benefits	<u>\$46,109</u>
Total	\$104,401

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: 12/07/2022

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12216, PROGRAM ASSISTANT I, Labor Grade 12, 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 Health and Human Services is requesting a reclassification of this position to a Program Specialist III to complete Federal monitoring of State and contract staff and provide reporting for annual Federal audits that were previously performed by a DHHS subcontractor.
- The Program Specialist III will conduct research, evaluation and analysis to ensure compliance with the Temporary Assistance for Needy Families (TANF) program regulations and to facilitate corrective action plans, Federal audit responses, and training.
- 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 41% General Funded position.
This position is a 59% Federal Funded position.
2. Budgetary number/string 05-95-45-450010-61270000-010.
3. Anticipated date of hire is: 2/10/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$27,099
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$0
Benefits	\$0
Total	\$0

Projected Annual Cost:

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

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: 12/07/2022

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #14707, SENIOR ACCOUNTING TECHNICIAN, Labor Grade 14, A000 to a PROGRAM SPECIALIST II, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- PROGRAM SPECIALIST II, Labor Grade 21, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services is requesting a reclassification of this position to a Program Specialist III to complete Federal monitoring of State and contract staff and provide reporting for annual Federal audits that were previously performed by a DHHS subcontractor.
- The Program Specialist III will conduct research, evaluation and analysis to ensure compliance with the Temporary Assistance for Needy Families (TANF) program regulations and to facilitate corrective action plans, Federal audit responses, and training.
- 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 64% General Funded position.
This position is a 36% Federal Funded position.
2. Budgetary number/string 05-95-95-953010-56850000-010.
3. Anticipated date of hire is: 2/10/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$25,516
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$47,455	Salary	\$45,826
Benefits	<u>\$20,845</u>	Benefits	<u>\$30,722</u>
Total	\$68,300	Total	\$76,548