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# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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February 8, 2023

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 21-1:56  
Governor and Council Meeting Date: February 08, 2023

**Reclassification Request:**

- The Department of Information Technology requests the reclassification of vacant position #11268, Technical Support Specialist III, Labor Grade 25, 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 (DoIT) is requesting to reclassify this vacant position to Business Systems Analyst II for the Agency Software Division to serve as a Senior Project Manager that will be responsible for the management and facilitation of all phases of project timelines, teams, and processes for the DoIT enterprise Business Relationship.
- The Business Systems Analyst II (BSAII) will evaluate business processes, create business requirements and functional specifications. The role will manage critical projects and product lifecycles, and research, develop and recommend solutions for business practice and operational improvement. The BSA II will collaborate with various stakeholders to develop and execute strategic business solutions and information management policies.
- 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: 2/24/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$30,407
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$76,482	Salary	\$67,169
Benefits	<u>\$37,531</u>	Benefits	<u>\$35,456</u>
Total	\$114,013	Total	\$102,625

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: February 8, 2023

**Reclassification Request:**

- The Department of Safety requests the reclassification of Filled position #16760, Accounting Technician, Labor Grade 12, A000 to a Human Resources Technician, Labor Grade 17, A000.

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

- Human Resources Technician, Labor Grade 17, A000 effective 12/16/2022.

**Rationale for Decision:**

- The Department of Safety is requesting to reclassify this filled position to a Human Resources Technician to support the integration of the Payroll Office with the Human Resources Office and functions related to employees, positions, recruitment, benefits and payroll.
- The Human Resources Technician will process a variety of technical duties for Human Resources key areas including Talent Acquisition Management (TAM), payroll, recruitment, benefits, employee leave and position management and make preliminary recommendations for the development and modification of personnel related programs and initiatives.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Safety'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 02-23-23-232015-21920000-010.
3. Filled position-effective date: 12/16/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$29,790
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$34,214	Salary	\$42,201
Benefits	<u>\$17,909</u>	Benefits	<u>\$19,670</u>
Total	\$52,123	Total	\$61,871

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: February 8, 2023

**Reclassification Request:**

- The Department of Safety requests the reclassification of Vacant position #10574, Counter Clerk IV, Labor Grade 11, A000 to a Road Toll Auditor I, Labor Grade 17, A000.

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

- Road Toll Auditor I, Labor Grade 17, A000 effective Upon G&C approval.

**Rationale for Decision:**

- The Department of Safety (DOS) is requesting to reclassify this vacant position to a Road Toll Auditor I in the Bureau of Road Toll to process fuel tax refunds and ensure compliance with applicable laws and rules by performing auditing and reporting duties.
- The Road Toll Auditor I will review, analyze, and audit refund requests, process motor fuel licenses, audit fuel tax reports for accuracy, provide technical support, and identify and resolve discrepancies and inaccuracies to ensure compliance with state and federal regulations.
- 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 02-23-23-232015-31100000-010.
3. Anticipated date of hire is: 4/21/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$10,112
5. Total FY 23 Budgeted and Projected Annual Cost:

**Total FY 23 Budgeted:**

Salary	\$39,788
Benefits	<u>\$32,184</u>
Total	\$71,972

**Projected Annual Cost:**

Salary	\$39,042
Benefits	<u>\$29,217</u>
Total	\$68,259

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: February 8, 2023

**Reclassification Request:**

- The Department of Labor requests the reclassification of Filled position #10977, Human Resources Technician, Labor Grade 17, A000 to a Human Resources Coordinator II, Labor Grade 23, A000.

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

- Human Resources Coordinator II, Labor Grade 23, A000 effective 12/16/2022.

**Rationale for Decision:**

- The Department of Labor is requesting to reclassify this filled position to a Human Resources Coordinator II to plan, coordinate and implement agency human resources policies and programs related to administrative functions and serve as liaison between the Department of Labor and the Division of Personnel regarding personnel matters
- The Human Resources Coordinator II will collaborate with Division/Bureau Directors and hiring managers in the recruitment process, including certifying applicants, offers of employment and on-boarding; supervises the reclassification process and development of effective supplemental job descriptions for review by state Division of Personnel to maintain gainful recruitment efforts and the retention of highly qualified staff.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Labor's proposed organizational structure.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-26-26-260010-60000000-010.
3. Filled position-effective date: 12/16/2022.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$34,210
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$50,844	Salary	\$49,714
Benefits	<u>\$44,457</u>	Benefits	<u>\$21,336</u>
Total	\$95,301	Total	\$71,050

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: February 8, 2023

**Reclassification Request:**

- The Department of Environmental Services requests the reclassification of Vacant position #19133, Accounting Technician, Labor Grade 12, A000 to a Accountant II, Labor Grade 18, A000.

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

- Accountant II, Labor Grade 18, A000 effective Upon G&C approval.

**Rationale for Decision:**

- The Department of Environmental Services requests to reclassify this vacant position to an Accountant II in order to meet mandatory Federal guidelines in fiscal and accounting areas.
- The Accountant II will develop accounting methods for the preparation of federal financial reports, the calculation of income draw downs, and maintain federal ledger accounts for the department's federal grant programs in the Administrative Services Unit, Grants Management Section.
- 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 53% General Funded position.  
This position is a 47% Other Funded position.
2. Budgetary number/string 03-44-44-440010-10020000-010.
3. Anticipated date of hire is: 3/10/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$18,191
5. Total FY 23 Budgeted and Projected Annual Cost:

**Total FY 23 Budgeted:**

Salary	\$34,358
Benefits	<u>\$17,941</u>
Total	\$52,299

**Projected Annual Cost:**

Salary	\$40,601
Benefits	<u>\$29,563</u>
Total	\$70,164

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: February 8, 2023

**Reclassification Request:**

- The Department of Transportation requests the reclassification of Vacant position #20254, Carpentry Supervisor II , Labor Grade 17, A130 to a Plant Maintenance Engineer II, Labor Grade 19, A130.

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

- Plant Maintenance Engineer II, Labor Grade 19, A130 effective Upon G&C approval.

**Rationale for Decision:**

- The Department of Transportation is requesting a reclassification of this vacant position to Plant Maintenance Engineer II to oversee daily operations at the Autobody and Facilities Maintenance Shop.
- The Plant Maintenance Engineer II will supervise and provide technical assistance to staff and contractors in the completion of projects such as production of fleet assembly, accident repairs, rust and rehabilitation work, equipment installation, maintenance, repairs, and building improvements.
- The proposed duties are similar to those of other positions of the same classification title currently operating within 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 04-96-96-960515-30050000-010.
3. Anticipated date of hire is: 4/7/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$13,992
5. Total FY 23 Budgeted and Projected Annual Cost:

**Total FY 23 Budgeted:**

Salary	\$56,560
Benefits	<u>\$36,348</u>
Total	\$94,908

**Projected Annual Cost:**

Salary	\$45,014
Benefits	<u>\$30,542</u>
Total	\$75,556

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: February 8, 2023

**Reclassification Request:**

- The Department of Transportation requests the reclassification of Vacant position #17190, Engineering Technician II , Labor Grade 13, A130 to a Planning Analyst Data System, Labor Grade 24, A130.

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

- Planning Analyst Data System, Labor Grade 24, A130 effective Upon G&C approval.

**Rationale for Decision:**

- The Department of Transportation (DOT) is requesting to reclassify this vacant position to a Planning Analyst/Data System in the Planning and Community Assistance Bureau of the Division of Project Development. This role will assist the Geographic Information System (GIS) staff in planning, developing, implementing, analyzing, and managing GIS solutions to support transportation planning, asset management, and project development.
- The Planning Analyst/Data System will develop and implement maps and other online transportation solutions, perform analysis, generate reports, and serve as the GIS Specialist and subject matter expert. The Planning Analyst/Data System role will also provide technical assistance and support, perform quality assurance and quality control activities, and make recommendations for improvements
- 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% Federal Funded position.  
This position is a 75% Other Funded position.
2. Budgetary number/string 04-96-96-962015-30210000-010.
3. Anticipated date of hire is: 4/7/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$16,323
5. Total FY 23 Budgeted and Projected Annual Cost:

**Total FY 23 Budgeted:**

Salary	\$46,273
Benefits	<u>\$20,583</u>
Total	\$66,856

**Projected Annual Cost:**

Salary	\$55,318
Benefits	<u>\$32,827</u>
Total	\$88,145

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: February 8, 2023

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Filled position #30577, Business Administrator III, Labor Grade 27, A000 to a Administrator III, Labor Grade 31, A000.

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

- Administrator III, Labor Grade 31, A000 effective January 13, 2023 .

**Rationale for Decision:**

- The Department of Health and Human Services is requesting to reclassify this filled position to an Administrator III in response to expanded operational administration and more complex federal reporting demands for the Centers for Medicare and Medicaid Services.
- The Administrator III will oversee Glenclyff Home's facilities, business, and finance operations and programs, including financial management, budgetary planning and analysis, contract management, supply chain, and resident finance and will administer and manage the expanded application and reporting procedures of federal Medicare and Medicaid requirements.
- The proposed duties are similar to those of other positions of the same classification title currently operating within 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 50% General Funded position.  
This position is a 50% Other Funded position.
2. Budgetary number/string 05-95-91-910010-57400000-010.
3. Filled position-effective date: 1/13/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$48,371
5. Total FY 23 Budgeted and Projected Annual Cost:

**Total FY 23 Budgeted:**

Salary	\$79,475
Benefits	<u>\$38,195</u>
Total	\$117,670

**Projected Annual Cost:**

Salary	\$80,352
Benefits	<u>\$38,378</u>
Total	\$118,730

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: February 8, 2023

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of vacant position #8T3057, Training Development Manager , 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 Health and Human Services (HHS) is requesting to reclassify this vacant position to a Program Specialist IV in the Division of Behavioral Health to gather data and provide training for the facilitation and implementation of quality program initiatives.
- The Program Specialist IV will provide on-site coaching and quality improvement leadership at partner organizations. The role will lead program teams in program development, implementation, improvement and maintenance, and in identifying and mitigating barriers to program success. The Program Specialist IV will work collaboratively with Critical Time Intervention team to initiate solutions and develop, negotiate, execute and audit contracts budgets and compliance.
- 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 05-95-92-920010-78770000-059.
3. Anticipated date of hire is: 3/24/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$19,276
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$64,273	Salary	\$54,169
Benefits	<u>\$35,113</u>	Benefits	<u>\$32,572</u>
Total	\$99,386	Total	\$86,741

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: February 8, 2023

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of vacant position #12154, Executive Secretary , Labor Grade 11, A000 to a Human Resources Assistant III , Labor Grade 14, A000.

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

- Human Resources Assistant III , Labor Grade 14, A000 effective upon G&C approval.

**Rationale for Decision:**

- The Department of Health and Human Resources is requesting to reclassify this vacant position to a Human Resources Assistant III in the Human Resources Bureau to assist with the increasing volume of recruitment and certification work and to reduce response time.
- The Human Resources Assistant III will manage incoming applications, assist with certifying applications for employment, validate credentials, and forward certified applications to hiring managers. This role will also plan and execute human resources events and meetings, serve as a notary, check new hire names against government registries, and provide administrative support and back-up for the 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 28% General Funded position.  
This position is a 72% Federal Funded position.
2. Budgetary number/string 05-95-95-500100-56770000-010.
3. Anticipated date of hire is: 3/24/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$13,987
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	\$34,688
Benefits	<u>\$28,251</u>
Total	\$62,939

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: February 8, 2023

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of vacant position #15322, Mental Health Worker II , Labor Grade 11, A130 to a Information Technology Manager IV , Labor Grade 32, A000.

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

- Information Technology Manager IV , Labor Grade 32, 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 Information Technology Manager IV for the Information Services Bureau to support and manage technology initiatives within the Office of the Commissioner and to leverage technology more effectively for the agency
- The Information Technology Manager IV will administer and manage all information technology and systems activities, plan, direct, monitor and evaluate various projects, analyze technology trends, and make recommendations, prepare, implement, and monitor operational plans and budgets. The role will coordinate project resources for the successful execution of technology solutions.
- 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 59% General Funded position.  
This position is a 41% Federal Funded position.
2. Budgetary number/string 05-95-95-500100-59520000-010.
3. Anticipated date of hire is: 3/24/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$24,510
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$0	Salary	\$73,477
Benefits	\$0	Benefits	<u>\$36,848</u>
Total	\$0	Total	\$110,295