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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
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Commissioner

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February 22, 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.

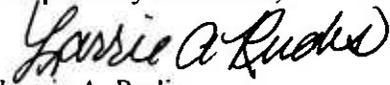
EXPLANATION

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 22, 2023

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #10511, Computer Operator II, Labor Grade 13, A000 to a Systems Development Specialist VI, Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Systems Development Specialist VI, 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 a Systems Development Specialist VI in the Agency Software Division. This position will work as a lead application development specialist for the Department of Revenue and serve an important role in the department's succession planning.
- The Systems Development Specialist VI will perform analysis, design and translation of programming functions to implement automated solutions, provide technical support, provide risk analysis, and collaborate with a variety of internal and external stakeholders.
- 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 01-03-03-030010-77080000-010.
3. Anticipated date of hire is: 3/24/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$22,806
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

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

Projected Annual Cost:

Salary	\$67,169
Benefits	<u>\$35,456</u>
Total	\$102,625

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 22, 2023

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #43151, Technical Support Specialist , Labor Grade 27, A000 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 Information Technology requests a reclassification of this vacant position to an Information Technology Manager IV to add oversight of resolution to field user connectivity issues and to monitor the state network infrastructures.
- The Information Technology Manager IV will supervise network administrators that provide complex agency support and troubleshooting and will analyze and track metrics and work via the Footprints Ticketing System, Seneca Help Desk, Critical Outage, and Infrastructure Change Request to maximize the allocation of these network support resources.
- 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 01-03-03-030510-52130000-010.
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	\$68,272	Salary	\$73,447
Benefits	<u>\$35,701</u>	Benefits	<u>\$35,848</u>
Total	\$103,973	Total	\$110,295

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: February 22, 2023

Reclassification Request:

- The Department of Administrative Services requests the reclassification of Vacant position #30948, Pipefitter, Labor Grade 14, A130 to a Maintenance Mechanic III, Labor Grade 14, A130.

Division of Personnel (DOP) Reclassification Decision:

- Maintenance Mechanic III, Labor Grade 14, A130 effective upon G&C approval .

Rationale for Decision:

- The Department of Administrative Services (DAS) is requesting to reclassify this vacant position to a Maintenance Mechanic III in the Plant and Property Division of the Facilities & Asset Management Bureau. This position will perform work needed for the current building codes and accommodate changing needs of the department for more general maintenance work.
- The Maintenance Mechanic III will perform and supervise maintenance in the areas of plumbing and heating/HVAC systems, fire/burglar/card access systems, carpentry, painting, electricity, groundskeeping, and masonry. This position will also assume a leadership role for crew, contractors, and suppliers on projects and supervise employees.
- 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 01-14-14-141510-20420000-010.
3. Anticipated date of hire is: 3/24/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$14,614
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$50,258
Benefits	<u>\$31,715</u>
Total	\$81,973

Projected Annual Cost:

Salary	\$37,001
Benefits	<u>\$28,764</u>
Total	\$65,765

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: February 22, 2023

Reclassification Request:

- The Insurance Department requests the reclassification of Filled position #18077, Program Assistant II, Labor Grade 15, A000 to a Program Specialist II, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist II, Labor Grade 21, A000 effective 01/27/2023.

Rationale for Decision:

- The Insurance Department is requesting to reclassify these filled positions to Program Specialist IIs to develop resources to research information for use in writing program policies, procedures and regulations. The roles will be instrumental in the development and implementation of the programs within the Producing Licensing Unit.
- The Program Specialist IIs will also make critical decisions regarding licensee qualifications and whether to issue or deny initial and renewal license applications and to make licensing decisions that will directly affect consumer protections in the state.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Insurance Department's proposed organizational structure.

Funding Summary

1. This position is a This position is a 100% Other Funded position.
2. Budgetary number/string 02-24-24-240010-25200000-010.
3. Filled position-effective date: 1/27/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$27,749
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$49,759
Benefits	<u>\$34,397</u>
Total	\$84,156

Projected Annual Cost:

Salary	\$51,739
Benefits	<u>\$23,182</u>
Total	\$74,921

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 22, 2023

Reclassification Request:

- The Insurance Department requests the reclassification of Filled position #18080, Program Assistant II, Labor Grade 15, A000 to a Program Specialist II, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist II, Labor Grade 21, A000 effective 01/27/2023.

Rationale for Decision:

- The Insurance Department is requesting to reclassify these filled positions to Program Specialist IIs to develop resources to research information for use in writing program policies, procedures and regulations. The roles will be instrumental in the development and implementation of the programs within the Producing Licensing Unit.
- The Program Specialist IIs will also make critical decisions regarding licensee qualifications and whether to issue or deny initial and renewal license applications and to make licensing decisions that will directly affect consumer protections in the state.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Insurance Department's proposed organizational structure.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-24-24-240010-25200000-010.
3. Filled position-effective date: 1/27/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$31,144
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$47,155
Benefits	<u>\$31,026</u>
Total	\$78,181

Projected Annual Cost:

Salary	\$49,714
Benefits	<u>\$34,375</u>
Total	\$84,089

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 22, 2023

Reclassification Request:

- The Department of Employment Security requests the reclassification of Vacant position #11142, Certifying Officer III, Labor Grade 20, A000 to a Field Auditor, Labor Grade 22, A000.

Division of Personnel (DOP) Reclassification Decision:

- Field Auditor, Labor Grade 22, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Employment Security requests to reclassify this vacant position to allow for additional Field Auditor support to conduct required audits of 1% of all registered employers in the State of New Hampshire due to the large increase of new employer registrations.
- The Field Auditor position reviews, audits, and investigates employer tax liability to the Unemployment Compensation Program and verifies employer's compliance under the NH Unemployment Compensation Law.
- 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% Federal Funded position.
2. Budgetary number/string 02-27-27-270010-80400000-010.
3. Anticipated date of hire is: 4/7/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$14,588
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$60,783
Benefits	<u>\$34,049</u>
Total	\$94,832

Projected Annual Cost:

Salary	\$47,648
Benefits	<u>\$31,126</u>
Total	\$78,774

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 22, 2023

Reclassification Request:

- The Department of Employment Security requests the reclassification of Vacant position #40994, Certifying Officer III, Labor Grade 20, A000 to a Field Auditor, Labor Grade 22, A000.

Division of Personnel (DOP) Reclassification Decision:

- Field Auditor, Labor Grade 22, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Employment Security requests to reclassify this vacant position to allow for additional Field Auditor support to conduct required audits of 1% of all registered employers in the State of New Hampshire due to the large increase of new employer registrations.
- The Field Auditor position reviews, audits, and investigates employer tax liability to the Unemployment Compensation Program and verifies employer's compliance under the NH Unemployment Compensation Law.
- 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% Federal Funded position.
2. Budgetary number/string 02-27-27-270010-80400000-010.
3. Anticipated date of hire is: 4/7/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$14,588
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$60,483
Benefits	<u>\$33,983</u>
Total	\$94,466

Projected Annual Cost:

Salary	\$47,648
Benefits	<u>\$31,126</u>
Total	\$78,774

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 22, 2023

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant position #19296, Toll Attendant I, Labor Grade 9, A130 to a Business Systems Analyst I, Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Systems Analyst I, Labor Grade 28, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Transportation (DOT) is requesting to reclassify this vacant position to a Business Systems Analyst I, in the Bureau of Executive Office, to perform duties in support of DOT's strategic goals to modernize the agency's technology and systems and to improve its reporting capabilities.
- The Business Systems Analyst I will, lead, manage, coordinate, and administer multi-divisional projects, translate business requirements into technical requirements, and perform high-skilled duties for Business Intelligence (BI) tools, to include analysis, maintenance, reporting, and the migration of the BI Model and Web Catalog from development-to-production.
- 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 15% Federal Funded position.
This position is a 85% Other Funded position.
2. Budgetary number/string 04-96-96-961017-70260000-010.
3. Anticipated date of hire is: 4/7/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$17,745
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$34,711
Benefits	<u>\$42,462</u>
Total	\$77,173

Projected Annual Cost:

Salary	\$61,601
Benefits	<u>\$34,221</u>
Total	\$95,822

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: February 22, 2023

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant position #19685, Toll Shift Supervisor , Labor Grade 13, A130 to a Business Systems Analyst I, Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Systems Analyst I, Labor Grade 28, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Transportation (DOT) is requesting to reclassify this vacant position to a Business Systems Analyst I, in the Bureau of Executive Office, to perform duties in support of DOT's strategic goals to modernize the agency's technology and systems and to improve its reporting capabilities.
- The Business Systems Analyst I will, lead, manage, coordinate, and administer multi-divisional projects, translate business requirements into technical requirements, and perform high-skilled duties for Business Intelligence (BI) tools, to include analysis, maintenance, reporting, and the migration of the BI Model and Web Catalog from development-to-production.
- 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 04-96-96-961017-70260000-010.
3. Anticipated date of hire is: 4/7/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$17,745
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$48,658
Benefits	<u>\$23,091</u>
Total	\$71,749

Projected Annual Cost:

Salary	\$61,601
Benefits	<u>\$34,221</u>
Total	\$95,822

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: February 22, 2023

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant position #21651, Toll Attendant I, Labor Grade 9, A130 to a Business Systems Analyst I, Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Systems Analyst I, Labor Grade 28, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Transportation (DOT) is requesting to reclassify this vacant position to a Business Systems Analyst I, in the Bureau of Executive Office, to perform duties in support of DOT's strategic goals to modernize the agency's technology and systems and to improve its reporting capabilities.
- The Business Systems Analyst I will, lead, manage, coordinate, and administer multi-divisional projects, translate business requirements into technical requirements, and perform high-skilled duties for Business Intelligence (BI) tools, to include analysis, maintenance, reporting, and the migration of the BI Model and Web Catalog from development-to-production.
- 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 15% Federal Funded position.
This position is a 85% Other Funded position.
2. Budgetary number/string 04-96-96-961017-70260000-010.
3. Anticipated date of hire is: 4/7/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$17,745
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$41,678
Benefits	<u>\$29,811</u>
Total	\$71,489

Projected Annual Cost:

Salary	\$61,601
Benefits	<u>\$34,221</u>
Total	\$95,822

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 22, 2023

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #44358, Child Protective Worker IV, Labor Grade 24, A000 to a Supervisor IV, Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor IV, Labor Grade 25, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services requests to reclassify this vacant CPSW position to a Supervisor IV in the Central Intake Office to provide additional supervisory capacity for the unit.
- The Supervisor IV will provide supervision to Child Protective Service Worker staff assigned to coordinate assessment and family services to families and their children referred to the N.H. Division for Children, Youth, and Families under RSA 169-C.
- 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 29% General Funded position.
This position is a 71% Federal Funded position.
2. Budgetary number/string 05-95-42-421010-29570000-010.
3. Anticipated date of hire is: 3/10/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$22,488
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$53,475
Benefits	<u>\$22,171</u>
Total	\$75,646

Projected Annual Cost:

Salary	\$54,169
Benefits	<u>\$32,572</u>
Total	\$86,741

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 22, 2023

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #15724, Accounting Technician, Labor Grade 12, A000 to a Accountant I, Labor Grade 16, A000.

Division of Personnel (DOP) Reclassification Decision:

- Accountant I, Labor Grade 16, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services requests to reclassify this vacant position in order to add an additional Accountant I resource, to allow for an exchange of duties within the New Hampshire Financial Services Office.
- The Accountant I will maintain an accurate accounting of revenues and expenditures and reconcile accounting data to various vendor and agency reports. The role will ensure proper application and administration of hospital budgetary activities to include account payable coding and revenue management.
- 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: 3/24/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$14,756
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$38,063
Benefits	<u>\$29,010</u>
Total	\$67,073

Projected Annual Cost:

Salary	\$37,523
Benefits	<u>\$28,880</u>
Total	\$66,403

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: February 22, 2023

Reclassification Request:

- The Department of Education requests the reclassification of Vacant position #41651, Grants and Contracts Technician, Labor Grade 15, 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 Education (DOE) is requesting to reclassify this vacant position to a Program Specialist II in the Bureau of Special Education Support to coordinate federal and state fiscal activities for the implementation of the Individuals with Disabilities Education Act (IDEA).
- The Program Specialist II will calculate and distribute federal allocations for grant recipients, reconcile grant expenditures, and prepare grant reports. This role will also provide technical assistance and advice to schools and department staff, consult with federal IDEA technical assistance centers, and make formal presentations regarding IDEA.
- 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 06-56-56-562010-25040000-010.
3. Anticipated date of hire is: 3/24/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$17,010
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$42,910
Benefits	<u>\$42,697</u>
Total	\$85,607

Projected Annual Cost:

Salary	\$45,826
Benefits	<u>\$30,722</u>
Total	\$76,548