



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

25 Capitol Street - Room 100  
Concord, New Hampshire 03301  
(603) 271-3201 | [Office@das.nh.gov](mailto:Office@das.nh.gov)

Charles M. Arlinghaus  
Commissioner

Catherine A. Keane  
Deputy Commissioner

Sheri L. Rockburn  
Assistant Commissioner

March 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,

Handwritten signature of Lorrie A. Rudis in black ink.

Lorrie A. Rudis  
Director of Personnel

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

Reclassification Request:

- The Department of Justice requests the reclassification of Vacant position #42534, Records Control Clerk , Labor Grade 10, A000 to a Assistant Administrator, Labor Grade 29, A000.

Division of Personnel (DOP) Reclassification Decision:

- Information Technology Manager I , Labor Grade 28, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Justice (DOJ) is requesting to reclassify this vacant position to an Information Technology Manager I in the Division of Administration to manage and coordinate electronic case management, trial preparation, video presentation and other electronic application data for the Office of the Attorney General.
- The Information Technology Manager I will assist in the coordination and implementation of law-related technology, design and provide training, and work with the Department of Information Technology, vendors and consultants to ensure compliance and reliability of the department's technology resources. This role will conduct research, make recommendations, analyze policies and procedures, and make decisions regarding presentation modalities for use in court jury and bench trials.
- 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 02-20-20-201010-26210000-010.
3. Anticipated date of hire is: 6/2/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$3,549
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$40,387
Benefits	<u>\$29,526</u>
Total	\$69,913

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: March 08,2023

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #14710, Claims Processor I, Labor Grade 9, A000 to a Program Planner III, Labor Grade 25, A000.

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

- Program Planner III, Labor Grade 25, A000 effective Upon G&C approval .

**Rationale for Decision:**

- The Department of Health and Human Services requests to reclassify this vacant position to a Program Planner III to plan, implement, and evaluate statewide federally funded nutrition programs within the Division of Public Health Services.
- The Program Planner III will provide subject matter expertise regarding quality improvement, strategic planning, data collection and community needs assessment efforts focused on state food and nutrition insecurity services and programs.
- 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 05-95-90-902010-52600000-010.
3. Anticipated date of hire is: 4/7/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$16,063
5. Total FY 23 Budgeted and Projected Annual Cost:

<b>Total FY 23 Budgeted:</b>	
Salary	\$0
Benefits	\$0
Total	\$0

<b>Projected Annual Cost:</b>	
Salary	\$54,169
Benefits	<u>\$32,572</u>
Total	\$86,741

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: March 08, 2023

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #15363, Mental Health Worker II, Labor Grade 11, A130 to a Paralegal II, Labor Grade 19, A000.

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

- Paralegal II, Labor Grade 19, A000 effective Upon G&C approval.

**Rationale for Decision:**

- The Department of Health and Human Services (DHHS) is requesting to reclassify this vacant position to a Paralegal II in the Legal & Regulatory Services Division of the Bureau of General Counsel to provide paraprofessional law-related support to the attorneys in the Bureau.
- The Paralegal II will conduct pretrial litigation tasks, to include discovery, coordinating interviews with witnesses, obtaining, organizing and documenting evidence, and will prepare exhibits. This role will develop legal documents, issue subpoenas, and conduct legal research and analysis of statutes, rules, and regulations for use in assigned cases.
- 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 39% General Funded position.  
This position is a 61% Federal Funded position.
2. Budgetary number/string 05-95-95-952010-56800000-010.
3. Anticipated date of hire is: 4/7/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$13,355
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$0	Salary	\$42,201
Benefits	\$0	Benefits	<u>\$29,918</u>
Total	\$0	Total	\$72,119

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: March 08, 2023

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #15447, Mental Health Worker II, Labor Grade 11, A130 to a Paralegal II, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Paralegal II, Labor Grade 19, A000 effective Upon G&C approval .

Rationale for Decision:

- The Department of Health and Human Services (DHHS) is requesting to reclassify this vacant position to a Paralegal II in the Legal & Regulatory Services Division of the Bureau of General Counsel to provide paraprofessional law-related support to the attorneys in the Bureau.
- The Paralegal II will conduct pretrial litigation tasks, to include discovery, coordinating interviews with witnesses, obtaining, organizing and documenting evidence, and will prepare exhibits. This role will develop legal documents, issue subpoenas, and conduct legal research and analysis of statutes, rules, and regulations for use in assigned cases.
- 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 39% General Funded position.  
This position is a 61% Federal Funded position.
2. Budgetary number/string 05-95-95-952010-56800000-010.
3. Anticipated date of hire is: 4/7/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$13,355
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$0	Salary	\$42,201
Benefits	\$0	Benefits	<u>\$29,918</u>
Total	\$0	Total	\$72,119

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: March 08, 2023

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #19659, Area Program Coordinator, Labor Grade 21, A000 to an Attorney IV, Labor Grade 32, A000.

Division of Personnel (DOP) Reclassification Decision:

- Attorney III, Labor Grade 30, A000 effective Upon G&C approval..

Rationale for Decision:

- The Department of Health and Human Services (DHHS) is requesting to reclassify this vacant position to an Attorney III in the Legal & Regulatory Services Division of the Bureau of General Counsel to assist with the Department's increasing work of litigation, policy and administrative matters.
- The Attorney III will supervise, coordinate, and manage all aspects of the Department's litigation, strategy, and provide legal advice and technical guidance. This role will litigate at the superior court level, write appellate briefs, and represent the Department in oral arguments before the Supreme Court in Department appeals.
- 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 39% General Funded position.  
This position is a 61% Federal Funded position.
2. Budgetary number/string 05-95-95-952010-56800000-010.
3. Anticipated date of hire is: 4/7/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$20,425
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$0
Benefits	<u>\$0</u>
Total	\$0

Projected Annual Cost:

Salary	\$73,447
Benefits	<u>\$36,848</u>
Total	\$110,295