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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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March 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-I:56
Governor and Council Meeting Date: March 22, 2023

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant position #41262, SUPERVISOR III, Labor Grade 23, A130 to a LEGAL COORDINATOR, Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- LEGAL COORDINATOR, Labor Grade 28, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Safety is requesting to reclassify this vacant position to a Legal Coordinator for the Legal Unit within the Office of the Commissioner. This role will coordinate the legal activities of the Unit and assist attorneys who provide consultation regarding compliance with Right to Know requests, state procurement contracts, and other legal service requests made to the Unit.
- The Legal Coordinator will analyze, interpret, and research state and federal statutes and rules and coordinate the administrative rulemaking process, to include developing, drafting, evaluating, and modifying new and existing internal processes, to ensure 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 4% General Funded position.
This position is a 96% Other Funded position.
2. Budgetary number/string 02-23-23-234015-29270000-010.
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:		Projected Annual Cost:	
Salary	\$74,851	Salary	\$61,601
Benefits	<u>\$37,170</u>	Benefits	<u>\$34,221</u>
Total	\$112,021	Total	\$95,822

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

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant position #10425, CRIMINAL EVIDENCE TECHNICIAN, Labor Grade 17, A130 to a SUPERVISOR II, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

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

Rationale for Decision:

- The Department of Safety (DOS) is requesting to reclassify this vacant position to a Supervisor II in the Evidence Control Unit of the Forensic Laboratory. This role will serve as a full-time supervisory resource to the Unit to oversee staff and day-to-day operations, to include creating efficient workflows and managing projects.
- The Supervisor II will oversee staff in the maintenance, coordination and compliance of the submittal, storage, tracking and final disposition of items of physical evidence in the forensic laboratory in connection with criminal investigations. This role will set short and long-term goals for the unit, develop and modify standard operating procedures, and ensure quality assurance and laboratory accreditation requirements are met.
- 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 60% General Funded position.
This position is a 40% Other Funded position.
2. Budgetary number/string 02-23-23-234015-40220000-010.
3. Anticipated date of hire is: 4/7/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$14,176
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$57,360
Benefits	<u>\$33,290</u>
Total	\$90,650

Projected Annual Cost:

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

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

Reclassification Request:

- The Department of Employment Security requests the reclassification of Vacant position #11130, PAYROLL OFFICER II, Labor Grade 16, 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 Employment Security is requesting to reclassify this vacant position to a Human Resources Assistant III to meet the operational needs to include a broader range of general clerical support within the HR Office.
- The Human Resource Assistant III will provide daily personnel support for the Human Resources Office to consist of preparing, maintaining, and tracking human resource records, assisting with payroll operation, travel vouchers, and providing overall backup to section.
- The proposed duties are like 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: 4/21/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$9,324
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:	
Salary	\$44,773
Benefits	<u>\$43,110</u>
Total	\$87,883

Projected Annual Cost:	
Salary	\$34,688
Benefits	<u>\$28,252</u>
Total	\$62,940

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

Reclassification Request:

- The Department of Fish and Game requests the reclassification of filled position #13878, FISH AND GAME RADIO DISPATCHER, Labor Grade 15, A130 to a PROGRAM ASSISTANT II, Labor Grade 15, A000.

Division of Personnel (DOP) Reclassification Decision:

- PROGRAM ASSISTANT II, Labor Grade 15, A000 effective March 10, 2023.

Rationale for Decision:

- The New Hampshire Fish and Game Department is requesting to reclassify this filled position to Program Assistant II to assist the Administrative Conservation Officer Lieutenant in the development, implementation and oversight of the Division's law enforcement programs and ensure critical coordination of law enforcement activities and services.
- The Program Assistant II will assist in coordinating Fish and Game program activities to include issuing special wildlife permits, developing operational policies and procedures related to the commercial hunting and fishing guide testing program, and preparing specialized program information for the Lieutenant related to Search and Rescue, the Joint Enforcement Agreement and Interstate Violators Compact (RSA 215-D-1).
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the New Hampshire Fish and Game Department's proposed organizational structure.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 03-75-75-752520-78870000-010.
3. Filled position-effective date: 3/10/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$17,192
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:	
Salary	\$43,978
Benefits	<u>\$20,074</u>
Total	\$64,052

Projected Annual Cost:	
Salary	\$45,826
Benefits	<u>\$20,487</u>
Total	\$66,313

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

Reclassification Request:

- The Department of Education requests the reclassification of Vacant position #13196, Business Systems Analyst I, Labor Grade 28, A000 to a Administrator IV, Labor Grade 33, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator IV, Labor Grade 33, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Education is requesting to reclassify and transfer a vacant Administrator IV position to the Bureau of Assessment and Accountability to oversee the State and Federal Assessment and Accountability programs.
- The Administrator IV will evaluate state-wide programs of educational assessment and school improvement to recommend policy and research opportunities concerning NH's system of setting academic standards, assessing learning, holding schools accountable for learning, and assisting schools in improving their academic performance.
- 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% General Funded position.
2. Budgetary number/string 06-56-56-562010-253100-010.
3. Anticipated date of hire is: 4/7/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$21,199
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary \$62,601

Benefits \$34,443

Total \$97,044

Projected Annual Cost:

Salary \$76,869

Benefits \$37,607

Total \$114,476