



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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April 12, 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: April 12, 2023

Reclassification Request:

- The Department of Military Affairs and Veterans Services requests the reclassification of vacant position #41565, SENIOR ACCOUNTING TECHNICIAN, Labor Grade 14, 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 Military Affairs and Veterans Services (DMAVS) is requesting to reclassify this vacant position to an Accountant II in the Finance Division to assume an active role in the fiscal management of the Department and its compliance with State and Federal rules, regulations, policies, and procedures.
- The Accountant II will review cost accounting systems and records, design and analyze budget and cost accounting reports, assist in budget development, and develop, standardize and maintain accounting procedures for department staff. This role will establish and monitor the accounts payable/receivable transactions and processes, analyze purchase orders and contracts, and supervise cost allocation and statistical research.
- 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 02-12-12-120010-22740000-010.
3. Anticipated date of hire is: 5/19/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$5,197
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$38,975	Salary	\$40,601
Benefits	<u>\$41,824</u>	Benefits	<u>\$29,563</u>
Total	\$80,799	Total	\$70,164

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: April 12, 2023

Reclassification Request:

- The Department of Military Affairs and Veterans Services requests the reclassification of vacant position #44190, MAINTENANCE ASSISTANT, Labor Grade 10, A130 to a PROGRAM ASSISTANT I, Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- PROGRAM ASSISTANT I, Labor Grade 12, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Military Affairs and Veterans Services (DMAVS) is requesting to reclassify this vacant position to a Program Assistant I in the NH State Veterans Cemetery Division. This role will provide additional clerical support to manage an increase in work due to the passage of the Burial Equity for Guards & Reserves Act.
- The Program Assistant I will coordinate and execute daily interment services at the New Hampshire State Veterans Cemetery (NHSVC), to include posting the daily service schedule, preparing interment locations, and coordinating with families, funeral directors, clergy, military honors and NHSVC staff. The Program Assistant I will also assist with the processing and transmittal of records, perform data entry, and develop and submit monthly reports.
- 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 02-12-12-121010-22600000-010.
3. Anticipated date of hire is: 5/19/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$4,431
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$33,845	Salary	\$32,137
Benefits	<u>\$40,686</u>	Benefits	<u>\$27,685</u>
Total	\$74,531	Total	\$59,822

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: April 12, 2023

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant position #10625, STATISTICAL CLERK II, Labor Grade 9, A000 to a PROGRAM SPECIALIST I, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- PROGRAM SPECIALIST I, Labor Grade 19, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Safety requests to reclassify this vacant position to a Program Specialist I to research and review regulations and policies and to ensure the effective application of NH crime data to the Uniform Crime Reporting (UCR) Program and to the National Incident Based Reporting System (NIBRS) for the State.
- The Program Specialist I will examine State and local agency submissions for compliance with established Federal Bureau of Investigation (FBI) reporting standards and will coordinate the development of work procedures and training to improve reporting accuracy.
- 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% Other Funded position.
2. Budgetary number/string 02-23-23-234010-40190000-010.
3. Anticipated date of hire is: 7/14/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$0
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$29,060	Salary	\$42,201
Benefits	<u>\$27,003</u>	Benefits	<u>\$29,918</u>
Total	\$56,063	Total	\$72,119

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: April 12, 2023

Reclassification Request:

- The Banking Department requests the reclassification of Vacant position #43062, SECRETARY I, Labor Grade 7, A000 to a BUSINESS ADMINISTRATOR I, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- BUSINESS ADMINISTRATOR I, Labor Grade 21, A000 effective Upon G&C approval.

Rationale for Decision:

- The New Hampshire Banking Department requests to reclassify this vacant position to a Business Administrator I to assist the Chief of Administration with overseeing day-to-day business operations, budgetary planning and reporting, and fiscal management of State and Federally funded programs.
- The Business Administrator I will coordinate business activities related to personnel management, prepare financial reports, and make recommendations for business operations. This role will establish and implement monitoring procedures, audit invoices and purchase orders, analyze and interpret reports and metrics, and provide training.
- 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% Other Funded position.
2. Budgetary number/string 02-72-72-720010-20460000-010.
3. Anticipated date of hire is: 5/4/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$8,505
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$26,906	Salary	\$45,826
Benefits	<u>\$26,536</u>	Benefits	<u>\$30,722</u>
Total	\$53,442	Total	\$76,548

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: April 12, 2023

Reclassification Request:

- The Veterans Home requests the reclassification of vacant position #41746, PROGRAM COORDINATOR, Labor Grade 26, A000 to a ADMINISTRATOR II, Labor Grade 29, A000.

Division of Personnel (DOP) Reclassification Decision:

- ADMINISTRATOR I, Labor Grade 27, A000 effective upon G&C approval.

Rationale for Decision:

- The NH Veterans Home is requesting to reclassify this vacant position to an Administrator I to administer the compliance and training needs of personnel for improved care of the residents and ensure adherence to the policies and requirements of the NH Veterans Administration at the NH Veterans Home.
- The Administrator I, will develop, coordinate, and execute facility-wide staff development programs and initiatives. The position will work with the Administration to define employee development goals and strategies while ensuring compliance with policies and requirements.
- 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 39% Federal Funded position.
This position is a 32% Other Funded position.
2. Budgetary number/string 05-43-43-430010-53590000-010.
3. Anticipated date of hire is: 5/19/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$6,640
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:	
Salary	\$83,824
Benefits	<u>\$30,678</u>
Total	\$114,502

Projected Annual Cost:	
Salary	\$56,538
Benefits	<u>\$33,098</u>
Total	\$89,636