



State of New Hampshire

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DEPARTMENT OF ADMINISTRATIVE SERVICES
25 Capitol Street – Room 100
Concord, New Hampshire 03301
(603) 271-3201 | Office@das.nh.gov

Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

May 3, 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: May 03, 2023

Reclassification Request:

- The Department of Revenue requests the reclassification of Vacant position #19966, Tax Examiner I, Labor Grade 10, A000 to a Compliance Officer II, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

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

Rationale for Decision:

- The Department of Revenue Administration is requesting to reclassify this vacant position to a Compliance Officer II in the Collections Division. The addition of this role will provide assistance with the Division's collections efforts, which currently include Compliance Officers managing approximately 300-500 delinquent taxpayer accounts each.
- The Compliance Officer II will collect delinquent taxes, interest, penalties, and fees, negotiate payment arrangements and settlements with taxpayers, and analyze financial statements to determine financial ability of taxpayers. This role will also counsel taxpayers on tax law requirements, initiate enforcement through onsite compliance checks of the Meals & Rentals and Tobacco licensing programs, and conduct retail inspections for 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 01-84-84-840510-10800000-010.
3. Anticipated date of hire is: 7/1/2023 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	\$30,189	Salary	\$45,826
Benefits	<u>\$27,263</u>	Benefits	<u>\$30,722</u>
Total	\$57,452	Total	\$76,548

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 03, 2023

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant position #12863, Attorney I, Labor Grade 26, A000 to a Administrator II, Labor Grade 29, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator II, Labor Grade 29, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Corrections is requesting to reclassify this vacant position to an Administrator II to facilitate departmental objectives by analyzing the impact of new policies and procedures and/or changes to those existing and determining the implementation process for such changes within department-wide administrative operations.
- The Administrator II will develop and draft rules and policies, research federal and state statutes, regulations, and procedures and monitor statutory and regulatory developments relevant to the Department of Corrections.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Corrections proposed organizational structure.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 02-46-46-462510-59290000-010.
3. Anticipated date of hire is: 6/2/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$3,670
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$57,509
Benefits	<u>\$33,313</u>
Total	\$90,822

Projected Annual Cost:

Salary	\$64,274
Benefits	<u>\$34,813</u>
Total	\$99,087

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 03, 2023

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #15195, 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 (DHHS) is requesting to reclassify this vacant position to an Information Technology Manager IV in the Security Awareness Unit of the Information Services Bureau to serve as a Security Relationship Manager. This role will support technology initiatives of privacy and security for the Division.
- The Information Technology Manager IV will provide leadership and operational support to DHHS's privacy and security awareness education, training, and operational support, to include risks, best practices, and applicable federal and state laws and regulations. This role will plan, develop, and implement the department-wide Privacy and Information Security Training and Education Program, lead security training projects, and collaborate with internal and external stakeholders to meet business needs.
- 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 05-95-95-954010-59520000-010.
3. Anticipated date of hire is: 6/2/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$4,085
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$45,778	Salary	\$73,447
Benefits	<u>\$31,090</u>	Benefits	<u>\$36,848</u>
Total	\$76,868	Total	\$110,295

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: May 03, 2023

Reclassification Request:

- The Department of Education requests the reclassification of Vacant position #42773, Program Specialist III, Labor Grade 23, 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 this vacant position to an Administrator IV in the Division Operations Bureau of the Division of Learner Support. This role will serve as Deputy Director and will be responsible for all operational aspects of the Division.
- The Administrator IV will authorize the development of policies, operating procedures, and the coordination of contracts. This role will lead strategic initiatives, oversee and monitor the Division's federal and state grant funded programs, provide fiscal oversight for Division accounts and budgets, track legislation, and represent the Division and testify at legislative hearing, Fiscal Committee, and/or Governor and Council meetings.
- 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 06-56-56-562010-64010000-010.
3. Anticipated date of hire is: 6/2/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$4,240
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$50,491
Benefits	<u>\$31,756</u>
Total	\$82,247

Projected Annual Cost:

Salary	\$76,869
Benefits	<u>\$37,607</u>
Total	\$114,476