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# State of New Hampshire

**DEPARTMENT OF ADMINISTRATIVE SERVICES**
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May 17, 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 17, 2023

**Reclassification Request:**

- The Department of Justice requests the reclassification of filled position #41888, Criminal Justice Program Specialist , Labor Grade 24, A000 to a Program Specialist IV , Labor Grade 25, A000.

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

- Program Specialist IV , Labor Grade 25, A000 effective 4/21/2023.

**Rationale for Decision:**

- The Department of Justice is requesting to reclassify this filled position to a Program Specialist IV to coordinate and evaluate operational procedures for funding awarded to state, county and local government and non-profit agencies selected as subgrantees of federal grant funding by the Department.

- The Program Specialist IV will monitor and evaluate the administration of post-award grants of subgrantees to ensure that budgeting and administrative policies, procedures and requirements are compliant with unique rules and requirements of multiple grant sources.

- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Justice proposed organizational structure.

**Funding Summary**

1. This position is a 100% Federal Funded position.

2. Budgetary number/string 02-20-20-201510-19830000-010.

3. Filled position-effective date: 4/21/2023.

4. Projected cost (Salary & Benefits) for remainder of FY 23: $17,072

5. Total FY 23 Budgeted and Projected Annual Cost:

| Total FY 23 Budgeted: | | Projected Annual Cost: | |
|---|---|---|---|
| Salary | $62,795 | Salary | $67,169 |
| Benefits | $47,108 | Benefits | $48,067 |
| Total | $109,903 | Total | $115,236 |

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 17, 2023

Reclassification Request:

- The Department of Justice requests the reclassification of Filled position #41889, Accountant IV, Labor Grade 23, A000 to a Financial Analyst, Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Financial Analyst, Labor Grade 28, A000 effective 4/21/2023.

Rationale for Decision:

- The Department of Justice is requesting to reclassify this filled position to a Financial Analyst to review, evaluate and develop financial policies used in the analysis of accounting and auditing operations for grant initiatives awarded to state, county, and local government and nonprofit agencies by the department.

- The Financial Analyst will examine and critically analyze complex financial documents sub-granted to awardees and perform forecasting of expenditure data to ensure the sustained financial integrity of federal grant funding.

- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Justice's proposed organizational structure.

Funding Summary

1. This position is a 100% Federal Funded position.

2. Budgetary number/string 02-20-20-201510-19830000-010.

3. Filled position-effective date: 4/21/2023.

4. Projected cost (Salary & Benefits) for remainder of FY 23: $14,217

5. Total FY 23 Budgeted and Projected Annual Cost:

| Total FY 23 Budgeted: | | Projected Annual Cost: | |
|---|---|---|---|
| Salary | $66,510 | Salary | $70,106 |
| Benefits | $25,072 | Benefits | $25,859 |
| Total | $91,582 | Total | $95,965 |

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 17, 2023

**Reclassification Request:**

- The Department of Justice requests the reclassification of filled position #9T2925, Criminal Justice Program Specialist , Labor Grade 24, A000 to a Program Specialist IV , Labor Grade 25, A000.

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

- Program Specialist IV , Labor Grade 25, A000 effective 4/21/2023.

**Rationale for Decision:**

- The Department of Justice is requesting to reclassify this filled position to a Program Specialist IV to coordinate and evaluate operational procedures for funding awarded to state, county and local government and non-profit agencies selected as subgrantees of federal grant funding by the Department.

- The Program Specialist IV will monitor and evaluate the administration of post-award grants of subgrantees to ensure that budgeting and administrative policies, procedures and requirements are compliant with unique rules and requirements of multiple grant sources.

- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Justice proposed organizational structure.

**Funding Summary**

1. This position is a 100% Federal Funded position.

2. Budgetary number/string 02-20-20-201510-19830000-059.

3. Filled position-effective date: 4/21/2023.

4. Projected cost (Salary & Benefits) for remainder of FY 23: $13,279

5. Total FY 23 Budgeted and Projected Annual Cost:

| Total FY 23 Budgeted: | | Projected Annual Cost: | |
|---|---|---|---|
| Salary | $56,882 | Salary | $56,538 |
| Benefits | $42,415 | Benefits | $33,097 |
| Total | $99,297 | Total | $89,635 |

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 17,2023

Reclassification Request:

- The Department of safety requests the reclassification of vacant position #10553, Data Entry Operator III, Labor Grade 8, A000 to a Title Examiner, Labor Grade 12, A000.

Division of Personnel (DOP) Reclassification Decision:

- Title Examiner, Labor Grade 19, A000 effective Upon G&C Approval.

Rationale for Decision:

- The Department of Safety requests to reclassify this vacant position to a Title Examiner to meet a shift in capacity demands within the Bureau of Title and Anti-Theft.

- This position would examine and approve title applications and supporting documentation for issuance of a motor vehicle title proving ownership of a motor vehicle, consistent with NH motor vehicle laws, administrative rules, and procedures.

- 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 02-23-23-233015-23140000-010.

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 | $37,431 | Salary | $32,137 |
| Benefits | $18,622 | Benefits | $27,685 |
| Total | $56,053 | Total | $59,822 |

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 17,2023

Reclassification Request:

- The Department of safety requests the reclassification of vacant position #10788, Program Assistant II, Labor Grade 15, 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 into the State Police Telecommunications System (SPOTS) for the National Crime and Information Center (NCIC) Unit.

- 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 34% General Funded position.
   This position is a 41% Federal Funded position.
   This position is a 25% Other Funded position.

2. Budgetary number/string 02-23-23-234015-40030000-010.

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 | $45,235 | Salary | $42,201 |
| Benefits | $30,601 | Benefits | $29,918 |
| Total | $75,836 | Total | $72,119 |

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 17, 2023

Reclassification Request:

- The Department of safety requests the reclassification of vacant position #41179, Data Control Clerk II, Labor Grade 10, 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 into the State Police Telecommunications System (SPOTS) for the National Crime and Information Center (NCIC) Unit.

- 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 34% General Funded position.
   This position is a 41% Federal Funded position.
   This position is a 25% Other Funded position.

2. Budgetary number/string 02-23-23-234015-40030000-010.

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 | $33,087 | Salary | $42,201 |
| Benefits | $27,905 | Benefits | $29,918 |
| Total | $60,992 | Total | $72,119 |

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 17, 2023

Reclassification Request:

- The Department of Employment Security requests the reclassification of filled position #11279, Business Administrator IV, Labor Grade 29, A000 to a Administrator IV, Labor Grade 33, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator IV, Labor Grade 33, A000 effective 4/7/2023.

Rationale for Decision:

- The Department of Employment Security is requesting to reclassify this filled position to an Administrator IV to manage federal grant funding, contracts and fleet budget activities and to maintain oversight of the state's unemployment compensation trust fund from which unemployment compensation benefits are paid.

- The Administrator IV will authorize departmental financial activities, state and federal budget planning and preparation, and serve as chief financial spokesperson for the Department with responsibility for providing complex financial information and analysis to ensure Department-wide operational effectiveness and financial integrity.

- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Employment Security'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. Filled position-effective date: 4/7/2023.

4. Projected cost (Salary & Benefits) for remainder of FY 23: $25,641

5. Total FY 23 Budgeted and Projected Annual Cost:

| Total FY 23 Budgeted: | | Projected Annual Cost: | |
|---|---|---|---|
| Salary | $90,508 | Salary | $96,471 |
| Benefits | $43,434 | Benefits | $41,993 |
| Total | $133,942 | Total | $138,464 |

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 17, 2023

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12781, Executive Secretary, Labor Grade 11, A000 to a Juvenile Probation and Parole Officer I, Labor Grade 18, A000.

Division of Personnel (DOP) Reclassification Decision:

- Juvenile Probation and Parole Officer I, Labor Grade 18, A000 effective Upon G&C approval .

Rationale for Decision:

- The Department of Health and Human Services (HHS) is requesting to reclassify this vacant position to a Juvenile Probation & Parole Officer I in the Division for Children, Youth, and Families of the Juvenile Justice Services Bureau. This role will assess reports received for youth at risk of entering the Juvenile Justice System and support offices with high workloads.

- The Juvenile Probation & Parole Officer I, will supervise offending juveniles and prepare investigation reports and recommendations to the court and/or Juvenile Parole Board in matters of parole or administrative release. This position will monitor parental observance with court orders, report violations to the courts, and develop parole supervision plans with recommendations for presentation and approval by the Juvenile Parole Board.

- 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 76% General Funded position.
   This position is a 24% Federal Funded position.

2. Budgetary number/string 10-95-42-421410-79050000-010.

3. Anticipated date of hire is: 6/2/2023 at Minimum Step.

4. Projected cost (Salary & Benefits) for remainder of FY 23: $2,599

5. Total FY 23 Budgeted and Projected Annual Cost:

| Total FY 23 Budgeted: | | Projected Annual Cost: | |
|---|---|---|---|
| Salary | $41,299 | Salary | $40,601 |
| Benefits | $29,712 | Benefits | $29,563 |
| Total | $70,941 | Total | $70,164 |