



# State of New Hampshire

162 MLC

DEPARTMENT OF ADMINISTRATIVE SERVICES

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June 14, 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: June 14, 2023

**Reclassification Request:**

- The Department of Administrative Services requests the reclassification of Vacant position #10085, Agency Records Auditor, Labor Grade 19, A000 to a Finance Associate, Labor Grade 27, A000.

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

- Finance Associate, Labor Grade 27, A000 effective upon G&C approval.

**Rationale for Decision:**

- The Department of Administrative Services is requesting to reclassify this vacant position to a Finance Associate in the Division of Accounting Services to meet the increasing demands of federal reporting requirements by performing reporting duties and providing audit oversight.
- The Finance Associate will prepare and review federal grants and other financial reports, to include the Schedule of Federal Expenditures, the Single Audit Report, transaction memos, and reports for the American Rescue Plan. This role will assist with the audit process, conduct analysis of agency budgets, serve as a liaison to state agencies, and provide training and operational support in the use of financial software systems.
- 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 01-14-14-140510-13100000-010.
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:**

Salary	\$51,444
Benefits	<u>\$44,590</u>
Total	\$96,034

**Projected Annual Cost:**

Salary	\$59,069
Benefits	<u>\$33,659</u>
Total	\$92,728

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 14, 2023

**Reclassification Request:**

- The Department of Administrative Services requests the reclassification of Filled position #10278, Human Resources Technician, Labor Grade 17, A000 to a Human Resources Coordinator I, Labor Grade 21, A000.

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

- Human Resources Coordinator I, Labor Grade 21, A000 effective May 19, 2023.

**Rationale for Decision:**

- The Department of Administrative Services, Division of Personnel requests to reclassify this filled position to the title of Human Resources Coordinator I to align the changes in the scope and accountabilities that have occurred for this role with an appropriate classification.
- The Human Resources Coordinator I, coordinates, monitors, and audits agency personnel management, transactional, and operational activities statewide, via the State's Human Resource System, per state and federal laws, rules, and policies, and with multiple collective bargaining agreements. The role liaises and provides technical assistance to all state agencies on various personnel programs.
- The proposed duties are like those of other positions of the same class title currently operating at other state agencies with the unique statewide reach of DOP. It appropriately parallels the class specification and aligns with the agency's proposed organizational structure.

**Funding Summary**

1. This position is a 85% General Funded position.  
This position is a 15% Other Funded position.
2. Budgetary number/string 01-14-14-141010-10440000-010.
3. Filled position-effective date: 5/19/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$7,430
5. Total FY 23 Budgeted and Projected Annual Cost:

**Total FY 23 Budgeted:**

Salary	\$53,550
Benefits	<u>\$22,198</u>
Total	\$75,748

**Projected Annual Cost:**

Salary	\$51,909
Benefits	<u>\$44,682</u>
Total	\$96,591

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 14, 2023

**Reclassification Request:**

- The Department of Administrative Services requests the reclassification of Filled position #10282, Human Resources Technician, Labor Grade 17, A000 to a Human Resources Coordinator I, Labor Grade 21, A000.

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

- Human Resources Coordinator I, Labor Grade 21, A000 effective May 19, 2023.

**Rationale for Decision:**

- The Department of Administrative Services, Division of Personnel requests to reclassify this filled position to the title of Human Resources Coordinator I to align the changes in the scope and accountabilities that have occurred for this role with an appropriate classification.
- The Human Resources Coordinator I, coordinates, monitors, and audits agency personnel management, transactional, and operational activities statewide, via the State's Human Resource System, per state and federal laws, rules, and policies, and with multiple collective bargaining agreements. The role liaises and provides technical assistance to all state agencies on various personnel programs.
- The proposed duties are like those of other positions of the same class title currently operating at other state agencies with the unique statewide reach of DOP. It appropriately parallels the class specification and aligns with the agency's proposed organizational structure.

**Funding Summary**

1. This position is a 84% General Funded position.  
This position is a 16% Other Funded position.
2. Budgetary number/string 01-14-14-141010-10440000-010.
3. Filled position-effective date: 5/19/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$5,213
5. Total FY 23 Budgeted and Projected Annual Cost:

**Total FY 23 Budgeted:**

Salary	\$44,773
Benefits	<u>\$21,646</u>
Total	\$66,419

**Projected Annual Cost:**

Salary	\$45,884
Benefits	<u>\$21,883</u>
Total	\$67,767

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 14, 2023

**Reclassification Request:**

- The Department of Administrative Services requests the reclassification of Filled position #16697, Human Resources Assistant III, Labor Grade 14, A000 to a Human Resources Coordinator I, Labor Grade 21, A000.

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

- Human Resources Coordinator I, Labor Grade 21, A000 effective May 19, 2023.

**Rationale for Decision:**

- The Department of Administrative Services, Division of Personnel requests to reclassify this filled position to the title of Human Resources Coordinator I to align the changes in the scope and accountabilities that have occurred for this role with an appropriate classification.
- The Human Resources Coordinator I, coordinates, monitors, and audits agency personnel management, transactional, and operational activities statewide, via the State's Human Resource System, per state and federal laws, rules, and policies, and with multiple collective bargaining agreements. The role liaises and provides technical assistance to all state agencies on various personnel programs.
- The proposed duties are like those of other positions of the same class title currently operating at other state agencies with the unique statewide reach of DOP. It appropriately parallels the class specification and aligns with the agency's proposed organizational structure.

**Funding Summary**

1. This position is a 84% General Funded position.  
This position is a 16% Other Funded position.
2. Budgetary number/string 01-14-14-141010-10440000-010.
3. Filled position-effective date: 5/19/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$5,894
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$45,397	Salary	\$45,884
Benefits	<u>\$30,636</u>	Benefits	<u>\$30,737</u>
Total	\$76,033	Total	\$76,621

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 14, 2023

**Reclassification Request:**

- The Department of Administrative Services requests the reclassification of Filled position #30044, Human Resources Technician, Labor Grade 17, A000 to a Human Resources Coordinator I, Labor Grade 21, A000.

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

- Human Resources Coordinator I, Labor Grade 21, A000 effective May 19, 2023.

**Rationale for Decision:**

- The Department of Administrative Services, Division of Personnel requests to reclassify this filled position to the title of Human Resources Coordinator I to align the changes in the scope and accountabilities that have occurred for this role with an appropriate classification.
- The Human Resources Coordinator I, coordinates, monitors, and audits agency personnel management, transactional, and operational activities statewide, via the State's Human Resource System, per state and federal laws, rules, and policies, and with multiple collective bargaining agreements. The role liaises and provides technical assistance to all state agencies on various personnel programs.
- The proposed duties are like those of other positions of the same class title currently operating at other state agencies with the unique statewide reach of DOP. It appropriately parallels the class specification and aligns with the agency's proposed organizational structure.

**Funding Summary**

1. This position is a 84% General Funded position.  
This position is a 16% Other Funded position.
2. Budgetary number/string 01-14-14-141010-10440000-010.
3. Filled position-effective date: 5/19/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$6,699
5. Total FY 23 Budgeted and Projected Annual Cost:

**Total FY 23 Budgeted:**

Salary	\$53,250
Benefits	<u>\$32,378</u>
Total	\$85,628

**Projected Annual Cost:**

Salary	\$44,129
Benefits	<u>\$42,957</u>
Total	\$87,086

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 14, 2023

**Reclassification Request:**

- The Department of Natural and Cultural Resources requests the reclassification of Filled position #43473, Program Assistant II, Labor Grade 15, A000 to a Program Specialist II, Labor Grade 21, A000.

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

- Program Specialist II, Labor Grade 21, A000 effective 2/10/2023.

**Rationale for Decision:**

- The Department of Natural and Cultural Resources is requesting to reclassify this filled position to a Program Specialist II to coordinate and oversee seacoast events to include, but not limited to, business meetings, corporate retreats, school group reservations, weddings, group outings and events at the Hampton Beach Seashell Complex and other seacoast state park venues to ensure successful events that build relationships and generate excitement around New Hampshire State Parks.
- The Program Specialist II will provide supervision of the day-to-day event operations of the Seashell Complex and other seacoast area state parks to include: Odiorne Point State Park, Wallis Sands State Park, Rye Harbor State Park, and Hampton Beach State Park by effectively managing event timelines, coordinating technical and logistical aspects (i.e. proper permitting, liability insurance coverage, capacity limits), identifying marketing opportunities, preparing expenditure reports and managing risk areas.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Natural and Cultural Resources proposed organizational structure.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Budgetary number/string 03-35-35-351510-37200000-010.
3. Filled position-effective date: 2/10/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$22,124
5. Total FY 23 Budgeted and Projected Annual Cost:

**Total FY 23 Budgeted:**

Salary	\$44,773
Benefits	<u>\$20,251</u>
Total	\$65,024

**Projected Annual Cost:**

Salary	\$45,884
Benefits	<u>\$20,487</u>
Total	\$66,371

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 14, 2023

**Reclassification Request:**

- The Department of Environmental Services requests the reclassification of Vacant position #12037, Supervisor Wastewater Treatment, Labor Grade 19, A130 to a Plant Maintenance Engineer IV, Labor Grade 24, A130.

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

- Plant Maintenance Engineer IV, Labor Grade 24, A130 effective Upon G&C approval.

**Rationale for Decision:**

- The Department of Environmental Services is requesting to reclassify this vacant position to a Plant Maintenance Engineer IV to supervise and coordinate the technical maintenance of the operations section of the Winnepesaukee River Basin Program wastewater treatment plant to ensure optimum treatment standards are maintained.
- The Plant Maintenance Engineer IV will supervise building, electrical, utility, and mechanical maintenance of the plant and maintain complete coverage of the treatment processes through technical expertise and hands-on assistance to operations staff.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Environmental Services proposed organizational structure.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Budgetary number/string 03-44-44-442010-13000000-010.
3. Anticipated date of hire is: 6/30/2023 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:**

Salary	\$63,038
Benefits	<u>\$34,550</u>
Total	\$97,588

**Projected Annual Cost:**

Salary	\$53,269
Benefits	<u>\$32,373</u>
Total	\$85,642

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: June 14, 2023

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #43572, Public Health Program Manager, Labor Grade 26, A000 to a Systems Development Specialist V, Labor Grade 28, A000.

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

- Systems Development Specialist V, Labor Grade 28, A000 effective Upon G&C approval .

**Rationale for Decision:**

- The Department of Health and Human Services requests to reclassify this vacant position to serve as the lead Systems Development Specialist V to manage the New Hampshire Immunization Information System (NHIS) to ensure compliance with laws, regulations and policies of the immunization program and the Centers for Disease Control and Prevention (CDC).
- The Systems Development Specialist V will oversee the design, development, and implementation of the NH Immunization Information System and maintain oversight of enhancements and secure connectivity across multiple State and CDC platforms and will work directly with vendor(s), DoIT consultants and end users to analyze, define, and document business applications.
- 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 05-95-90-902510-51780000-010.
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:**

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

**Projected Annual Cost:**

Salary	\$59,319
Benefits	<u>\$33,612</u>
Total	\$92,931

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: June 14, 2023

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #12400, Data Control Clerk III, Labor Grade 12, A000 to a Mail Clerk I, Labor Grade 8, A000.

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

- Mail Clerk I, Labor Grade 8, A000 effective Upon G&C approval .

**Rationale for Decision:**

- The Department of Health and Human Services is requesting to reclassify this vacant position to a Mail Clerk I in the Office Services & Fleet Management Unit of the Bureau of Facilities, Maintenance, and Office Services to meet the organizational needs.
- The Mail Clerk I will collect, sort, weigh, classify, and distribute mail, and pick up and deliver mail from the U.S Post Office, State House Annex mailroom, and inter and intra-departmental offices. This role will stamp outgoing mail, operate electronic postal scales and mailing equipment, and deliver and pick up Governor and Council contracts, medical records, court records, client and vendor checks, and census and lab 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 36% General Funded position.  
This position is a 64% Federal Funded position.
2. Budgetary number/string 05-95-95-953010-56850000-010.
3. Anticipated date of hire is: 6/30/2023 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:**

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

**Projected Annual Cost:**

Salary	\$27,621
Benefits	<u>\$26,684</u>
Total	\$54,305