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State of New Hampshire

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

June 28, 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 28, 2023

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #30359, Procurement Technician, Labor Grade 17, A000 to a Program Specialist II, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

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

Rationale for Decision:

- The Department of Information Technology (DoIT) requests to reclassify this vacant position to serve as the purchasing expert for DoIT and to manage daily procurement processes.

- The Program Specialist II will be responsible for processing requests for procuring IT goods and services for the Department of Information Technology (DoIT) via DoIT's Requisition and Reporting tool (R&R) and NH First. The position will apply conventional procurement business practices that are compliant with applicable State and Federal rules, laws, and regulations.

- 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 38% General Funded position.
   This position is a 22% Federal Funded position.
   This position is a 40% Other Funded position.

2. Budgetary number/string 01-03-03-030010-77080000-010.

3. Anticipated date of hire is: 7/28/2023 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	$43,531	Salary	$44,129
Benefits	$19,975	Benefits	$30,346
Total	$63,506	Total	$74,475

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 28, 2023

Reclassification Request:

- The Department of Administrative Services requests the reclassification of Vacant position #44350, Business Systems Analyst II, Labor Grade 30, A000 to a Executive Agency Manager, Labor Grade 35, A000.

Division of Personnel (DOP) Reclassification Decision:

- Executive Agency Manager, Labor Grade 35, A000 effective upon G&C approval .

Rationale for Decision:

- The Department of Administrative Services is requesting to reclassify this vacant position to an Executive Agency Manager to direct and implement all aspects of the state-wide Enterprise Resource Planning (ERP) project and provide on-going ERP project management support.

- The Executive Agency Manager will serve to provide strategic planning and implementation of the State's ERP including business operations, projects, policy, financial and personnel activities to ensure project objectives are achieved. The position operates under the authority of the DAS Commissioner with direct interaction with agency heads, governor's office, Executive Council, and legislature.

- The proposed position description aligns with the Department of Administrative Services organizational structure and with the role's statewide reach.

Funding Summary

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

2. Budgetary number/string 01-14-14-140010-10420000-010.

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	$68,274	Salary	$81,042
Benefits	$35,699	Benefits	$38,283
Total	$103,973	Total	$119,325

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 28, 2023

Reclassification Request:

- The Department of Administrative Services requests the reclassification of Vacant position #41566, Administrator III, Labor Grade 31, A000 to a Attorney IV, Labor Grade 32, A000.

Division of Personnel (DOP) Reclassification Decision:

- Attorney IV, Labor Grade 32, A000 effective upon G&C approval .

Rationale for Decision:

- The Department of Administrative Services requests to reclassify this vacant position to an Attorney IV to administer the Legal Unit for the agency.

- The Attorney IV will direct and coordinate all legal and legislative objectives and actions for the State of New Hampshire, Department of Administrative Services (DAS) as applicable to rulemaking, policy development, provision of legal advice, and the maintenance of appropriate interagency and intra-Departmental coordination and compliance with statutory and regulatory requirements on a statewide platform.

- 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 01-14-14-140010-13500000-010.

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	$99,416	Salary	$70,727
Benefits	$55,230	Benefits	$36,065
Total	$154,646	Total	$106,792

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 28, 2023

Reclassification Request:

- The Department of Administrative Services requests the reclassification of Vacant position #43181, Administrator III, Labor Grade 31, A000 to a Attorney III, Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Attorney III, Labor Grade 30, A000 effective upon G&C approval .

Rationale for Decision:

- The Department of Administrative Services requests to reclassify this vacant position to an Attorney III to provide support and Legal Unit for the agency. This position will work directly with the Executive Team and report to the Legal Unit Director.

- The Attorney III will provide legal support and coordination to the State of New Hampshire, Department of Administrative Services (DAS) for activities related to rulemaking, policy and procedure development and general contract review and strategies, ensuring compliance and efficiency with applicable legal requirements.

- 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 01-14-14-140010-13500000-010.

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	$94,864	Salary	$64,682
Benefits	$58,689	Benefits	$34,765
Total	$153,553	Total	$99,447

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 28, 2023

Reclassification Request:

- The Housing Appeals Board requests the reclassification of Filled position #44827, Administrative Assistant I, Labor Grade 16, A000 to a Program Specialist IV, Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist IV, Labor Grade 25, A000 effective 4/7/2023.

Rationale for Decision:

- The State of New Hampshire's Housing Appeals Board is requesting to reclassify this filled position to a Program Specialist IV to plan the development of policies and procedures in accordance with established statutory guidelines to support the Board's responsibility to hear and affirm, reverse, or modify in whole or part appeals of final decisions of municipal boards, committees, and commissions regarding questions of housing and housing development.

- The Program Specialist IV will identify, define, and recommend solutions to the board for improving delivery of services to customers and stakeholders, including planning, producing, modifying, and implementing best practices, policies, and systems to effectuate the Board's functional objectives.

- The proposed supplemental job description meets the standards of the class specification and is appropriate to the New Hampshire Housing Appeals Board's proposed organizational structure.

Funding Summary

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

2. Budgetary number/string 01-14-63-630010-55840000-010.

3. Filled position-effective date: 4/7/2023.

4. Projected cost (Salary & Benefits) for remainder of FY 23: $16,199

5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	$42,295	Salary	$52,163
Benefits	$30,584	Benefits	$32,073
Total	$72,879	Total	$84,236

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 28, 2023

Reclassification Request:

- The Department of Transportation requests the reclassification of Filled position #21251, Inventory Control Supervisor, Labor Grade 14, A130 to a Warehouse Supervisor, Labor Grade 17, A130.

Division of Personnel (DOP) Reclassification Decision:

- Warehouse Supervisor, Labor Grade 17, A130 effective 4/7/2023.

Rationale for Decision:

- The Department of Transportation is requesting to reclassify this filled position to a Warehouse Supervisor to administer the ordering, receipt, storage, control, distribution, and repairs of specialized merchandise, consumable goods, materials and equipment in a centralized warehouse for the Bureau of Traffic.

- The Warehouse Supervisor will supervise the inventory of all supplies and equipment for specific Bureau and maintain an adequate supply of all items, such as highway signs, traffic signals, and pavement marking equipment in conformance with inventory policies and procedures as well as the Maintenance Activity Tracking System (MATS).

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

Funding Summary

1. This position is a 39% Federal Funded position.
   This position is a 61% Other Funded position.

2. Budgetary number/string 04-96-96-960515-30090000-010.

3. Filled position-effective date: 4/7/2023.

4. Projected cost (Salary & Benefits) for remainder of FY 23: $17,160

5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	$48,058	Salary	$45,884
Benefits	$43,839	Benefits	$43,346
Total	$91,897	Total	$89,230

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 28, 2023

Reclassification Request:

- The Department of Transportation requests the reclassification of Filled position #21811, Systems Development Spec III, Labor Grade 23, A000 to a Business Systems Analyst II, Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Systems Analyst II, Labor Grade 30, A000 effective 4/21/2023.

Rationale for Decision:

- The Department of Transportation is requesting to reclassify this filled position to a Business Systems Analyst II to identify, evaluate, and manage business needs and policies that support the Transportation Systems Management & Operations (TSMO) Bureau and the Department's strategic direction and organizational structure to enhance existing and/or create new business systems to capture, process and report information necessary to manage current and future system needs.

- The Business Systems Analyst II will compile and analyze the TSMO Bureau and Department needs and initiate research with both staff and vendors to identify the internal and external business solutions to enhance, modify or replace systems with more effective, efficient, robust and economical solutions that meet business and program needs.

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

Funding Summary

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

2. Budgetary number/string 04-96-96-960515-30520000-010.

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

4. Projected cost (Salary & Benefits) for remainder of FY 23: $13,744

5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	$57,601	Salary	$64,682
Benefits	$23,096	Benefits	$24,656
Total	$80,697	Total	$89,338