



0 JUN26'23 PM 1:25 RCU

79 mlc

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

July 19, 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: July 19, 2023

Reclassification Request:

- The Banking Department requests the reclassification of FILLED position #13781, ADMINISTRATOR IV, Labor Grade 33, A000 to a CHIEF BANK EXAMINER, Labor Grade 34, A000.

Division of Personnel (DOP) Reclassification Decision:

- CHIEF BANK EXAMINER, Labor Grade 34, A000 effective 6/16/2023.

Rationale for Decision:

- The Banking Department requests to reclassify this filled position to a Chief Bank Examiner to provide effective and efficient regulatory supervision to NH chartered trust companies.
- This position will be responsible for the uniform implementation of the Trust Division to ensure timely, safety, and soundness through examinations of NH Trust companies, offsite monitoring, and investigation reports.
- 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. Filled position-effective date: 6/16/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$167,446
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:

Salary	\$106,195
Benefits	<u>\$43,913</u>
Total	\$150,108

Projected Annual Cost:

Salary	\$120,647
Benefits	<u>\$46,799</u>
Total	\$167,446

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: July 19, 2023

Reclassification Request:

- The Banking Department requests the reclassification of Filled position #13787, ADMINISTRATOR IV, Labor Grade 33, A000 to a CHIEF BANK EXAMINER, Labor Grade 34, A000.

Division of Personnel (DOP) Reclassification Decision:

- CHIEF BANK EXAMINER, Labor Grade 34, A000 effective 6/16/2023.

Rationale for Decision:

- The Banking Department requests to reclassify this filled position to a Chief Bank Examiner to interpret and direct the administration of applicable licensing and consumer compliance statutes.
- This position will be responsible for the uniform implementation of the Consumer Credit Division through the evaluation and development of licensing and examination policies and procedures, direct license, and examination enforcement activities.
- 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 02-72-72-720510-20430000-010.
3. Filled position-effective date: 6/16/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$145,838
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$98,160	Salary	\$111,423
Benefits	<u>\$31,777</u>	Benefits	<u>\$34,415</u>
Total	\$129,937	Total	\$145,838

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: July 19, 2023

Reclassification Request:

- The Department of Natural and Cultural Resources requests the reclassification of Vacant position #11469, Administrative Supervisor, Labor Grade 17, 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 Department of Natural and Cultural Resources is requesting to reclassify this vacant position to a Business Administrator I in the Division of Forest and Lands to perform diverse financial duties for the Department.
- The Business Administrator I will monitor business operations by reviewing reports and making budgetary and procedural recommendations, prepare divisional biennial operating budget, analyze funding, and conduct forecasting of expense accounts. This role will monitor budget status and federal grants, perform account audits, manage right-to-know requests, and assist with contract development, Governor and Council requests, and Fiscal Committee requests.
- 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 03-35-35-351010-3500000-010.
3. Anticipated date of hire is: 8/25/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$64,497
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:

Salary	\$47,720
Benefits	<u>\$43,992</u>
Total	\$91,712

Projected Annual Cost:

Salary	\$48,555
Benefits	<u>\$31,298</u>
Total	\$79,853

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: July 19, 2023

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #43495, Administrator II, Labor Grade 29, A000 to a Senior Scientist, Labor Grade 29, A000.

Division of Personnel (DOP) Reclassification Decision:

- Senior Scientist, Labor Grade 29, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Environmental Services is requesting to reclassify this vacant position to a Senior Scientist in the NH Geological Survey Unit to serve as a Senior Geoscientist. This position will realign the groundwater and core geologic functions of the unit to create a seamless integration of programs.
- The Senior Scientist will develop policies and procedures for the scientific administration of groundwater, geophysical and geological mapping activities and oversee scientific operations of program activities. This role will serve as a technical and scientific lead in the operation, management, and development of the NH Groundwater Level Monitoring Network and the NH Geological Survey. The position will administer federal funding authorizations, conduct presentations to various stakeholders, and assist in geological mapping.
- 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% Other Funded position.
2. Budgetary number/string 03-44-44-440010-38510000-010.
3. Anticipated date of hire is: 9/8/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$79,687
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:

Salary	\$61,893
Benefits	<u>\$34,286</u>
Total	\$96,179

Projected Annual Cost:

Salary	\$68,094
Benefits	<u>\$35,499</u>
Total	\$103,593

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: July 19, 2023

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #12113, Civil Engineer V, Labor Grade 30, A000 to a Senior Scientist, Labor Grade 29, A000.

Division of Personnel (DOP) Reclassification Decision:

- Senior Scientist, Labor Grade 29, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Environmental Services is requesting to reclassify this vacant position to a Senior Scientist in the Construction Inspection Unit of the Water Division, Land Resources Management/Subsurface Systems Bureau to serve as a Construction Inspection Administrator.
- The Senior Scientist will develop policies and procedures and provide oversight, technical expertise, and compliance assurance to regional inspection staff for the inspection and permitting of newly installed on-site wastewater treatment systems. This role will perform on-site investigations, administer the workload of regional inspectors, ensure consistent application of laws and regulations through training activities, conduct outreach activities, and develop recommendations for legislation and administrative rules to protect the environment and public health.
- 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% Other Funded position.
2. Budgetary number/string 03-44-44-442010-12000000-010.
3. Anticipated date of hire is: 9/8/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$79,687
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:

Salary	\$64,682
Benefits	<u>\$34,981</u>
Total	\$99,663

Projected Annual Cost:

Salary	\$68,094
Benefits	<u>\$35,499</u>
Total	\$103,593

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: July 19, 2023

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant position #21211, Clerk III, Labor Grade 8, A000 to a Training Development Manager, Labor Grade 24, A000.

Division of Personnel (DOP) Reclassification Decision:

- Training Development Manager, Labor Grade 24, A000 effective Upon G&C approval .

Rationale for Decision:

- The Department of Transportation (DOT) requests to reclassify this vacant position to a Training Development Manager to create a focused training position that will develop and maintain standardized training programs to include the creation of a DOT Academy.
- This position will evaluate workforce development needs and oversee, develop, coordinate, and conduct training to build and advance the DOT's career development, recruitment, and retention programs.
- 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 18% Federal Funded position.
This position is a 82% Other Funded position.
2. Budgetary number/string 04-96-96-960315-30170000-010.
3. Anticipated date of hire is: 8/25/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: **\$70,773**
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:

Salary	\$26,598
Benefits	<u>\$26,623</u>
Total	\$53,221

Projected Annual Cost:

Salary	\$54,951
Benefits	<u>\$32,673</u>
Total	\$87,624

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: July 19, 2023

Reclassification Request:

- The Department of Education requests the reclassification of Vacant position #13298, Education Consultant I, Labor Grade 26, A000 to a Administrator I, Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator I, Labor Grade 27, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Education is requesting to reclassify this vacant position to an Administrator I in the Learner Support Division of the Instructional Support Bureau to serve as an Education Grants Administrator.
- The Administrator I will administer, develop, and monitor state and federal grant programs to ensure that educational programs in NH schools are following state regulations, policies, and procedures, and research, collect, analyze, and interpret data for state and federal reporting. This role will develop and implement training sessions and workshops statewide, provide guidance to grant sub-recipients and education agencies, prepare and manage requests for proposals, contracts, and agreements, and develop, implement, and manage program budgets.
- 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 06-56-56-562010-25030000-010.
3. Anticipated date of hire is: 8/25/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$78,256
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:

Salary	\$54,444
Benefits	<u>\$32,669</u>
Total	\$87,113

Projected Annual Cost:

Salary	\$62,576
Benefits	<u>\$34,312</u>
Total	\$96,888

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: July 19, 2023

Reclassification Request:

- The Department of Education requests the reclassification of Vacant position #17418, Program Specialist IV, Labor Grade 25, A000 to a Vocational Rehab Supervisor, Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Vocational Rehab Supervisor, Labor Grade 25, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Education is requesting to reclassify this vacant position to a Vocational Rehabilitation Supervisor in the Workforce Innovation Division of the Vocational Rehabilitation Bureau to replicate the function and structure of similar roles across regional offices throughout the state.
- The Vocational Rehabilitation Supervisor will provide regional administration of vocational rehabilitation services to eligible persons with disabilities, supervise the daily operations of the Concord Regional Office, and monitor, evaluate, develop, and implement program objectives. This role will teach vocational rehabilitation practices, analyze data, and prepare reports to evaluation program effectiveness, prepare office budget, and facilitate the provision of consultation services to local businesses.
- 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 06-56-56-565010-25380000-010.
3. Anticipated date of hire is: 8/25/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$73,166
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:

Salary	\$64,681
Benefits	<u>\$47,675</u>
Total	\$112,356

Projected Annual Cost:

Salary	\$57,389
Benefits	<u>\$33,197</u>
Total	\$90,586