



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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MLC

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August 2, 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 21-1:56
Governor and Council Meeting Date: 8/2/2023

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #10253, Computer Operator III, Labor Grade 16, A000 to a Technical Support Specialist I, Labor Grade 17, A000.

Division of Personnel (DOP) Reclassification Decision:

- Technical Support Specialist I, Labor Grade 17, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Information Technology is requesting to reclassify this vacant position to a Technical Support Specialist I in the Operations Division to provide a technical resource trained in system administration, network operations, and telecommunications.
- The Technical Support Specialist I will serve as an internal technical resource and provide technical support to all units within the Operations Division, review emergency response location information entered into the DoIT network, and accept, process, and create Trouble Reports and Service Requests for customers. This role will assist with license tracking and renewals, provide training room assistance, assist with inventory of assets in Data Centers, and assist with reporting, health monitoring, State Account Review reports, and AM System Checks.
- 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 48% General Funded position.
This position is a 18% Federal Funded position.
This position is a 34% Other Funded position.
2. Budgetary number/string 01-03-03-030010-77080000-010.
3. Anticipated date of hire is: 8/25/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$57,436
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:

Salary	\$50,872
Benefits	<u>\$31,903</u>
Total	\$82,775

Projected Annual Cost:

Salary	\$41,360
Benefits	<u>\$29,751</u>
Total	\$71,111

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: 8/2/2023

Reclassification Request:

- The Department of Administrative Services requests the reclassification of Vacant position #20143, Accounting Technician, Labor Grade 12, A000 to a Accountant II, Labor Grade 18, A000.

Division of Personnel (DOP) Reclassification Decision:

- Accountant II, Labor Grade 18, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Administrative Services is requesting to reclassify this vacant position to an Accountant II in the Business Office to meet the demands of an increasing workload, create uniformity within the business office, and to provide another resource for cross-training and job sharing.
- The Accountant II will perform fiscal, budgetary, and purchasing activities, maintain and monitor complex contracts, budgets, and operational procedures, and establish and maintain computerized accounting and expenditure systems. This role will provide budget projections, perform audits, analysis, and reconciliations of appropriation expenditures, authorize purchase orders and transfer of funds, and monitor business operations and expenditures for 19 complex individual 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 01-14-14-140010-13600000-010.
3. Anticipated date of hire is: 8/11/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$61,874
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:

Salary	\$30,947
Benefits	<u>\$27,567</u>
Total	\$58,514

Projected Annual Cost:

Salary	\$43,017
Benefits	<u>\$30,107</u>
Total	\$73,124

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: 8/2/2023

Reclassification Request:

- The New Hampshire Veterans Home requests the reclassification of Vacant position #43121, Licensed Nursing Assistant I, Labor Grade 9, 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 New Hampshire Veterans Home (NHVH) is requesting to reclassify this vacant position to an Administrator II to serve as the Director of Support Services and provide day-to-day operational leadership, strategic management, and planning for the NHVH's Laundry, Environmental Services, Dietary Services, and Security and Facilities/Maintenance Services units.
- The Administrator II will manage and supervise staff, ensure business and facility practices are compliant, develop and implement short and long-term maintenance objectives, and prepare operating and capital project budgets. This role will establish policies, procedures, and best practices for workplace safety and will support employee training and development and staff workplace safety accountabilities and will serve as a member of the leadership team by contributing to significant decisions affecting operations.
- 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 29% General Funded position.
This position is a 39% Federal Funded position.
This position is a 32% Other Funded position.
2. Budgetary number/string 05-43-43-430010-53590000-010.
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	\$33,242
Benefits	<u>\$7,927</u>
Total	\$41,169

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: 8/2/2023

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12475, Program Specialist III, Labor Grade 23, A000 to a Business Systems Analyst I, Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Systems Analyst I, Labor Grade 28, 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 Business Systems Analyst I to oversee the Bureau of Child Support Services (BCSS) Child Support Information Systems (CSIS) Help Desk.
- This Business Systems Analyst I will assess work procedures and plan the development and modification of policies and procedures to improve complex technical service support as well as supervision, evaluation, and operational problem-solving and effectiveness of the CSIS Help Desk services for all child support information systems.
- 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 66% Federal Funded position.
2. Budgetary number/string 05-95-42-427010-79290000-010.
3. Anticipated date of hire is: 7/28/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$88,601
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:

Salary	\$63,993
Benefits	<u>\$35,054</u>
Total	\$99,047

Projected Annual Cost:

Salary	\$65,267
Benefits	<u>\$34,891</u>
Total	\$100,158

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: 8/2/2023

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #9T2896, Planning Analyst/Data System, Labor Grade 24, A000 to a Program Specialist IV, Labor Grade 26, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist IV, Labor Grade 26, 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 Program Specialist IV in the Division of Maternal and Child Health to supervise and monitor all activities related to the Overdose Data to Action (OD2A) Grant.
- The Program Specialist IV will be responsible for the development of quality assurance standards for the data collected under the OD2A grant programs, provide epidemiological statistics, data interpretation, and recommend courses of action within the Maternal and Child Health framework.
- 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 05-95-90-902010-50400000-010.
3. Anticipated date of hire is: 9/8/2023 at Minimum Step or
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$72,032
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:

Salary	\$59,904
Benefits	<u>\$33,738</u>
Total	\$93,642

Projected Annual Cost:

Salary	\$59,904
Benefits	<u>\$33,738</u>
Total	\$93,642

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: 8/2/2023

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12160, Human Resources Technician, Labor Grade 17, 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 Health and Human Services (DHHS) is requesting to reclassify this vacant position to a Program Specialist I in the Organizational Development and Training Services (ODTS) Unit of the Bureau of Human Resources to serve as a Tuition Assistance and Professional Development Specialist.
- The Program Specialist I will manage Tuition Assistance and Professional Development funding, streamline processes, maintain databases, prepare reports, manage the ODTS budget, and conduct research. This role will oversee the DHHS Safe Driver, DiSC and Lending Library programs, provide technical assistance, and assist with virtual programs and classes, to include Supervisor Round Table, Lifelong Learning for Leaders, Hop Topics, and Dynamic Facilitation Services.
- 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 60% General Funded position.
This position is a 40% Federal Funded position.
2. Budgetary number/string 05-95-95-950010-56760000-010.
3. Anticipated date of hire is: 9/8/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$57,836
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:

Salary	\$53,659
Benefits	<u>\$22,116</u>
Total	\$75,775

Projected Annual Cost:

Salary	\$44,714
Benefits	<u>\$30,473</u>
Total	\$75,187

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: 8/2/2023

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #15782, Accounting Technician, Labor Grade 12, A000 to a Accountant I, Labor Grade 16, A000.

Division of Personnel (DOP) Reclassification Decision:

- Accountant I, Labor Grade 16, 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 Accountant I in the Accounts Payable Unit of the Bureau of Finance to meet the increasing needs of the unit higher level of support
- The Accountant I will audit complex documents to determine authenticity and accuracy of expenditures, prepare payment vouchers, review and prepare and validate daily financial transactions necessary for daily reconciliation. This role will ensure consistent administration of federal and state regulations, communicate with various internal and external stakeholders regarding accounting issues, and provide training for compliance with administrative rules, departmental policies and procedures, and federal regulations.
- 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 60% General Funded position.
This position is a 40% Federal Funded position.
2. Budgetary number/string 05-95-95-950010-56760000-010.
3. Anticipated date of hire is: 9/8/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$53,207
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:

Salary	\$30,947
Benefits	<u>\$27,567</u>
Total	\$58,514

Projected Annual Cost:

Salary	\$39,761
Benefits	<u>\$29,408</u>
Total	\$69,169

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: 8/2/2023

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #18742, Accounting Technician, Labor Grade 12, A000 to a Accountant I, Labor Grade 16, A000.

Division of Personnel (DOP) Reclassification Decision:

- Accountant I, Labor Grade 16, 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 Accountant I in the Accounts Payable Unit of the Bureau of Finance to meet the increasing needs of the unit higher level of support.
- The Accountant I will audit complex documents to determine authenticity and accuracy of expenditures, prepare payment vouchers, review and prepare and validate daily financial transactions necessary for daily reconciliation. This role will ensure consistent administration of federal and state regulations, communicate with various internal and external stakeholders regarding accounting issues, and provide training for compliance with Administrative rules, departmental policies and procedures, and federal regulations.
- 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 60% General Funded position.
This position is a 40% Federal Funded position.
2. Budgetary number/string 05-95-95-950010-56760000-010.
3. Anticipated date of hire is: 9/8/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$53,207
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:

Salary	\$32,282
Benefits	<u>\$7,034</u>
Total	\$39,316

Projected Annual Cost:

Salary	\$39,761
Benefits	<u>\$29,408</u>
Total	\$69,169

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: 8/2/2023

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #30290, Accounting Technician, Labor Grade 12, A000 to a Accountant I, Labor Grade 16, A000.

Division of Personnel (DOP) Reclassification Decision:

- Accountant I, Labor Grade 16, 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 Accountant I in the Accounts Payable Unit of the Bureau of Finance to meet the increasing needs of the unit higher level of support.
- The Accountant I will audit complex documents to determine authenticity and accuracy of expenditures, prepare payment vouchers, review and prepare and validate daily financial transactions necessary for daily reconciliation. This role will ensure consistent administration of federal and state regulations, communicate with various internal and external stakeholders regarding accounting issues, and provide training for compliance with Administrative rules, departmental policies and procedures, and federal regulations.
- 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 60% General Funded position.
This position is a 40% Federal Funded position.
2. Budgetary number/string 05-95-95-950010-56760000-010.
3. Anticipated date of hire is: 9/8/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$53,207
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:

Salary	\$33,302
Benefits	<u>\$40,863</u>
Total	\$74,165

Projected Annual Cost:

Salary	\$39,761
Benefits	<u>\$29,408</u>
Total	\$69,169