



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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September 6, 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: September 6, 2023

**Reclassification Request:**

- The Department of Information Technology requests the reclassification of Filled position #41256, Systems Development Specialist VI, Labor Grade 30, A000 to a Technical Support Specialist VI , Labor Grade 32, A000.

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

- Technical Support Specialist VI , Labor Grade 32, A000 effective 6/30/2023.

**Rationale for Decision:**

- The Department of Information Technology is requesting to reclassify this position to a Technical Support Specialist VI to direct, oversee, monitor, and coordinate the development standards, security, troubleshooting, performance and maintenance of the agency applications and third party hosted applications, (NH ED).
- The Technical Support Specialist VI will act as the lead for agency application implementations and will provide extensive knowledge and experience with not only the functionality and configuration of the business applications, but also in pioneering business functions performed by users of the applications.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Information Technology's organizational structure.

**Funding Summary**

1. This position is a 39% General Funded position.  
This position is a 53% Federal Funded position.  
This position is a 8% Other Funded position.
2. Budgetary number/string 01-03-03-030010-77080000-010.
3. Filled position-effective date: 6/30/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$163,420
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$93,598	Salary	\$106,821
Benefits	<u>\$53,953</u>	Benefits	<u>\$56,599</u>
Total	\$147,551	Total	\$163,420

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: September 6, 2023

**Reclassification Request:**

- The Department of Corrections requests the reclassification of Vacant position #44332, Technical Support Specialist VI, Labor Grade 32, A000 to a Administrator IV, Labor Grade 33, A000.

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

- Administrator IV, Labor Grade 33, A000 effective Upon G&C approval.

**Rationale for Decision:**

- The Department of Corrections requests to reclassify this vacant position to an Administrator IV to direct and oversee the operations for the Department of Corrections (DOC), Bureau of Classifications and Client Records.
- The Administrator IV will provide administrative oversight for all DOC locations concerning their compliance with the State administrative rules, statues, and judicial rules associated with inmate classification, sentencing and correctional housing placement, with specific focus on internal departmental housing as well as county jail triage of NH RSA 30-B:15 referrals, and interstate compact transfers.
- 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% General Funded position.
2. Budgetary number/string 02-46-46-461510-65310000-010.
3. Anticipated date of hire is: 10/6/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$81,677
5. Total FY 24 Budgeted and Projected Annual Cost:

**Total FY 24 Budgeted:**

Salary	\$70,727
Benefits	<u>\$36,204</u>
Total	\$106,931

**Projected Annual Cost:**

Salary	\$81,432
Benefits	<u>\$38,366</u>
Total	\$119,798

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: September 6, 2023

Reclassification Request:

- The Department of Corrections requests the reclassification of Filled position #40896, Administrator IV, Labor Grade 33, A000 to a Chief of Probation and Parole, Labor Grade 30, CS416.

Division of Personnel (DOP) Reclassification Decision:

- Chief of Probation and Parole, Labor Grade 30, CS416 effective 7/14/2023.

Rationale for Decision:

- The Department of Corrections has requested a reorganization of its Probation and Parole hierarchy structure, and as a result, a new title of Chief of Probation and Parole was created. The Department requests to reclassify this filled position into that role to better align its duties and responsibilities over that structure.
- The Chief of Probation and Parole will oversee the Probation and Parole functions for the Department of Corrections and assist the Director of Field Services with diverse administrative and security operations. The role will ensure public safety through policy development and review, training, field audits, and oversight of law enforcement staff.
- The proposed duties are like those of other positions of the same class title and level currently operating at the agency 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% General Funded position.
2. Budgetary number/string 02-46-46-464010-83020000-010.
3. Filled position-effective date: 7/14/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$177,878
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$98,510	Salary	\$119,850
Benefits	<u>\$66,082</u>	Benefits	<u>\$72,851</u>
Total	\$164,592	Total	\$192,701

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: September 6, 2023

Reclassification Request:

- The Banking Department requests the reclassification of Filled position #13784, Program Specialist II , Labor Grade 21, A000 to a Financial Examiner I, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Financial Examiner I, Labor Grade 21, A000 effective 7/14/2023.

Rationale for Decision:

- The New Hampshire Banking Department is requesting to reclassify this position to a Financial Examiner I to provide support in the fiscal and compliance examinations of financial institutions that are under the supervision of the Bank Commissioner.
- The Financial Examiner I will perform reviews, fact-finding and analysis functions of low-to-moderate complexity involving the audit of books and records.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the New Hampshire Banking Department's organizational structure

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-72-72-720010-20430000-010.
3. Filled position-effective date: 7/14/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$83,310
5. Total FY 24 Budgeted and Projected Annual Cost:

**Total FY 24 Budgeted:**

Salary	\$62,593
Benefits	<u>\$47,222</u>
Total	\$109,815

**Projected Annual Cost:**

Salary	\$57,115
Benefits	<u>\$33,138</u>
Total	\$90,253

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: September 6, 2023

**Reclassification Request:**

- The Department of Environmental Services requests the reclassification of Vacant position #19122, Executive Secretary , Labor Grade 11, 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 Environmental Services requests to reclassify this vacant position to an Attorney III to serve as a dedicated legal resource for the Drinking Water and Groundwater Bureau (DWGB).
- The Attorney III will supervise and coordinate all legal and legislative activities for the DWGB ; including research, providing legal advice for compliance, permitting, and enforcement actions, as well as drafting new rules, testifying at legislative hearings, and consulting, advising, and training staff on legal matters.
- 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 100% Other Funded position.
2. Budgetary number/string 03-44-44-440010-47300000-010.
3. Anticipated date of hire is: 11/3/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$66,039
5. Total FY 24 Budgeted and Projected Annual Cost:

**Total FY 24 Budgeted:**

Salary	\$29,855
Benefits	<u>\$27,330</u>
Total	\$57,185

**Projected Annual Cost:**

Salary	\$71,156
Benefits	<u>\$36,157</u>
Total	\$107,313

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: September 6, 2023

**Reclassification Request:**

- The Department of Transportation requests the reclassification of Filled position #20017, Intricate Equipment Technician III, Labor Grade 14, A130 to a Engineering Technician IV, Labor Grade 19, A000.

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

- Engineering Technician IV , Labor Grade 19, A000 effective 7/14/2023.

**Rationale for Decision:**

- The Department of Transportation is requesting to reclassify this position to an Engineering Technician IV to perform skilled technical engineering duties, including data collection from traffic monitoring, counting, classification systems and skilled work relative to the preparation of maps, graphics, reports, and other illustrative materials for projects or training.
- The Engineering Technician IV will supervise the collection, editing, processing, and displaying of data on the N.H. transportation system for the bureau, department in accordance with federal requirements and respond to requests from government and private customers by providing data, reports, maps, and other graphic information.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Transportation's organizational structure.

**Funding Summary**

1. This position is 38% Federal Funded position.  
This position is a 62% Other Funded position.
2. Budgetary number/string 04-96-96-960515-30090000-010.
3. Filled position-effective date: 7/14/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$50,174
5. Total FY 24 Budgeted and Projected Annual Cost:

**Total FY 24 Budgeted:**

Salary	\$42,573
Benefits	<u>\$9,774</u>
Total	\$52,347

**Projected Annual Cost:**

Salary	\$44,714
Benefits	<u>\$9,641</u>
Total	\$54,355

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: September 6, 2023

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #42844, Program Planner III, Labor Grade 25, 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 8/11/2023.

Rationale for Decision:

- The Department of Health and Human Services is requesting to reclassify this position to a Business Systems Analyst I to manage the Uniform Healthcare Facilities Discharge Data Set (UHFDDS), also known as Hospital Discharge Data.
- The Business Systems Analyst I will formulate procedures for the UHFDDS system to increase efficiency of dataset validation, compilation, analysis, and reporting and analyze UHFDDS, with other datasets managed by Health Statistic and Data Management Section, to support public health surveillance and health equity initiatives.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Health and Human Services' organizational structure.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 05-95-90-900510-52620000-010.
3. Filled position-effective date: 8/11/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$108,698
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$68,220	Salary	\$77,649
Benefits	<u>\$48,929</u>	Benefits	<u>\$50,812</u>
Total	\$117,149	Total	\$128,461

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: September 6, 2023

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Filled position #42854, Senior Management Analyst , Labor Grade 26, 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 8/11/2023.

**Rationale for Decision:**

- The Department of Health and Human Services is requesting to reclassify this position to a Business Systems Analyst I to serve as the principal data scientist for the major public health databases and data systems, responsible for conducting data analysis to inform and guide the work of partners and stakeholders on disease morbidity and mortality and health risk prevention.
- The Business Systems Analyst I will analyze systems problems involving the integration of data from multiple data systems and recommend solutions that support the development of queries, reports, and specialized analytic projects related to health outcomes and risk behaviors.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Health and Human Services' organizational structure.

**Funding Summary**

1. This position is a 2% General Funded position.  
This position is a 98% Federal Funded position.
2. Budgetary number/string 05-95-90-900510-52620000-010.
3. Filled position-effective date: 8/11/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$95,845
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$76,528	Salary	\$84,611
Benefits	<u>\$27,081</u>	Benefits	<u>\$28,660</u>
Total	\$103,609	Total	\$113,271

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: September 6, 2023

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #14889, Accountant II, Labor Grade 18, A130 to a Business Administrator III, Labor Grade 27, A130.

Division of Personnel (DOP) Reclassification Decision:

- Business Administrator II , Labor Grade 24, A130 effective 8/11/2023.

Rationale for Decision:

- The Department of Health and Human Services is requesting to reclassify this position to a Business Administrator II to plan, develop and evaluate business management procedures, including establishing internal controls, staff training and personnel activities for accounts payable, supply chain and financial reporting for Glenclyff Home.
- The Business Administrator II will direct and monitor the activities of accounts payable, supply chain management, P-cards and financial reporting to ensure compliance with State and Federal regulations.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Health and Human Services' organizational structure.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 05-95-91-910010-57400000-010.
3. Filled position-effective date: 8/11/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$88,718
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$52,504	Salary	\$58,614
Benefits	<u>\$45,031</u>	Benefits	<u>\$46,235</u>
Total	\$97,535	Total	\$104,849

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: September 6, 2023

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #15946, Accountant II, Labor Grade 18, A000 to a Senior Management Analyst, Labor Grade 26, A000.

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

- Senior Management Analyst, Labor Grade 26, A000 effective Upon G&C approval.

**Rationale for Decision:**

- The Department of Health and Human Services requests to reclassify this vacant position to Senior Management Analyst to plan, develop, and analyze business operations in order to increase overall organizational effectiveness.
- The Senior Management Analyst position will review business and program performance through the analysis of data and reports; the role will recommend business information systems and technology to meet the needs of agency objectives and requirements, and evaluate statistical and personnel data for the development of business action plans.
- 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 58% General Funded position.  
This position is a 42% Federal Funded position.
2. Budgetary number/string 05-95-95-95010-56760000-010.
3. Anticipated date of hire is: 9/22/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$68,431
5. Total FY 24 Budgeted and Projected Annual Cost:

**Total FY 24 Budgeted:**

Salary	\$39,098
Benefits	<u>\$29,337</u>
Total	\$68,435

**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: September 6, 2023

**Reclassification Request:**

- The Department of Education requests the reclassification of Vacant position #13167, Grants and Contracts Technician, Labor Grade 15, A000 to a Administrator III, Labor Grade 31, A000.

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

- Administrator III, Labor Grade 31, A000 effective Upon G&C approval.

**Rationale for Decision:**

- The Department of Education is requesting to reclassify this vacant position to an Administrator III, in the Bureau of Vocational Rehabilitation (VR), to serve as the VR Operations Administrator to ensure financial and operational compliance, and to implement strategies and procedures for consistency among their six regional offices.
- The Administrator III will authorize the development of policies and procedures, lead strategic initiatives and projects, and oversee and monitor operational activities for federal and state funded grant programs. It will manage and administer grants, budgets and fiscal accounts for the Division and oversee the development of the biennium budget, fiscal analysis and fiscal controls. The role will prepare fiscal notes for proposed legislation and represent the Division at legislative hearings, Fiscal Committee, and Governor and Council.
- 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: 10/20/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$72,645
5. Total FY 24 Budgeted and Projected Annual Cost:

**Total FY 24 Budgeted:**

Salary	\$34,691
Benefits	<u>\$28,380</u>
Total	\$63,071

**Projected Annual Cost:**

Salary	\$74,276
Benefits	<u>\$36,828</u>
Total	\$111,104