



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
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September 20, 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 20, 2023

Reclassification Request:

- The Department of Administrative Services requests the reclassification of Vacant position #30029, Financial Data Administrator I, Labor Grade 28, A000 to a Information Technology Manager II, Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Information Technology Manager II, Labor Grade 30, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Administrative Services seeks to reclassify this vacant position to an Information Technology Manager II to analyze and manage the State of New Hampshire Enterprise Resource Planning (ERP) system, including developing custom reports, applications, interfaces, databases, and processing to support end-users.
- The Information Technology Manager II will work with business users to identify application development needs and implement best business practices to ensure efficient use of ERP functionality across State's business strategies.
- 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 01-14-14-142010-13700000-010.
3. Anticipated date of hire is: 10/20/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$70,166
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$76,371	Salary	\$71,156
Benefits	<u>\$27,047</u>	Benefits	<u>\$36,157</u>
Total	\$103,418	Total	\$107,313

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 20, 2023

Reclassification Request:

- The Department of Administrative Services requests the reclassification of Vacant position #43389, Financial Data Administrator I, Labor Grade 28, A000 to a Information Technology Manager II, Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Information Technology Manager II, Labor Grade 30, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Administrative Services seeks to reclassify this vacant position to an Information Technology Manager II to manage the State of New Hampshire Enterprise Resource Planning (ERP) system, including web development of ERP and non-ERP web sites and applications, to support end-users.
- The Information Technology Manager II will work with business users to identify and implement best web-based business practices which ensure effective and efficient use of ERP functionality consistent with the State's business strategies. The role will develop and manage non-ERP web and database servers and provide additional IT services as required.
- 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 01-14-14-142010-13700000-010.
3. Anticipated date of hire is: 10/20/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$70,166
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$84,845	Salary	\$71,156
Benefits	<u>\$20,155</u>	Benefits	<u>\$36,157</u>
Total	\$105,000	Total	\$107,313

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: September 20, 2023

Reclassification Request:

- The Department of Administrative Services requests the reclassification of Filled position #18012, Human Resources Specialist, Labor Grade 27, A000 to a Administrator II, Labor Grade 29, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator II, Labor Grade 29, A000 effective 7/28/2023.

Rationale for Decision:

- The Department of Administrative Services, Division of Personnel (DOP) requests to reclassify this filled position to an Administrator II to evaluate and monitor quality and work output related to the state's classification systems, unit, and division programs.
- The position will ensure the efficiency, effectiveness and implementation of ongoing projects, programs and training through the management of logistics, data and systems analysis. The role will conduct training statewide and work cross-functionally with DOP teams and stakeholders.
- 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 01-14-14-141010-10440000-010.
3. Filled position-effective date: 7/28/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$114,276
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:

Salary	\$77,958
Benefits	<u>\$37,783</u>
Total	\$115,741

Projected Annual Cost:

Salary	\$89,154
Benefits	<u>\$40,027</u>
Total	\$129,181

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 20, 2023

Reclassification Request:

- The New Hampshire Liquor Commission requests the reclassification of Vacant position #13991, Staff Development and Training Specialist, Labor Grade 24, A000 to a Liquor Investigator I , Labor Grade 19, L416.

Division of Personnel (DOP) Reclassification Decision:

- Liquor Investigator I , Labor Grade 19, L416 effective Upon G&C approval.

Rationale for Decision:

- The New Hampshire Liquor Commission requests to reclassify this vacant position to a Liquor Investigator I to provide additional support to maintain the education and outreach requirements of liquor licensees and enhance effectiveness of programs.
- The Liquor Investigator I position investigates all criminal and administrative matters contained in laws, including motor vehicle laws and local city and town ordinances, relative to the manufacture and sale of alcoholic beverages.
- 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 02-77-77-770512-78780000-010.
3. Anticipated date of hire is: 11/3/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$56,546
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:

Salary	\$71,990
Benefits	<u>\$49,262</u>
Total	\$121,252

Projected Annual Cost:

Salary	\$57,263
Benefits	<u>\$34,624</u>
Total	\$91,887

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 20, 2023

Reclassification Request:

- The New Hampshire Liquor Commission requests the reclassification of Vacant position #14315, Senior Accounting Technician, Labor Grade 14, A000 to a Accountant II, Labor Grade 18, A000.

Division of Personnel (DOP) Reclassification Decision:

- Accountant II, Labor Grade 18, A000 effective 8/11/2023.

Rationale for Decision:

- The New Hampshire Liquor Commission is requesting to reclassify this position to an Accountant II to develop accounting methods and review NH Liquor Commission (NHLC) fiscal services and internal control structure with the Accounts Receivable Department.
- The Accountant II will supervise daily workflow of Accounts Receivable payment processing to ensure continuity and efficiency of Accounts Receivable operations.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the New Hampshire Liquor Commission's organizational structure.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-77-77-771012-10230000-010.
3. Filled position-effective date: 8/11/2023.
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:		Projected Annual Cost:	
Salary	\$37,028	Salary	\$43,017
Benefits	<u>\$41,672</u>	Benefits	<u>\$30,107</u>
Total	\$78,700	Total	\$73,124

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 20, 2023

Reclassification Request:

- The New Hampshire Liquor Commission requests the reclassification of Filled position #14334, Accounting Technician, Labor Grade 12, A000 to a Accountant I, Labor Grade 16, A000.

Division of Personnel (DOP) Reclassification Decision:

- Accountant I6, Labor Grade 16, A000 effective 8/11/2023.

Rationale for Decision:

- The New Hampshire Liquor Commission is requesting to reclassify this position to an Accountant I to monitor the establishment and maintenance of Licensee house accounts and other Account Receivables due to the New Hampshire Liquor Commission.
- The Accountant I will investigate issues, implement solutions, and provide customer support while implementing and following all NH Liquor Commission rules and polices.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the New Hampshire Liquor Commission's organizational structure.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-77-77-771012-10230000-010.
3. Filled position-effective date: 8/11/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$58,527
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$30,947	Salary	\$39,761
Benefits	<u>\$27,567</u>	Benefits	<u>\$29,407</u>
Total	\$58,514	Total	\$69,168

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: September 20, 2023

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #43589, Public Health Program Manager, Labor Grade 26, A000 to a Program Planning and Review Specialist , Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Planning and Review Specialist, Labor Grade 28, A000 effective 7/14/2023.

Rationale for Decision:

- The Department of Health and Human Services is requesting to reclassify this position to a Program Planning and Review Specialist to plan, review and evaluate programs pertaining to the financing, development and administration of the service delivery system for children and youth with special health care needs (CSHCN), including health care coordination and family support.
- The Program Planning and Review Specialist will Develops and manages Health Care Coordination and Family Support (HCCFS) programs for children with special health care needs (CSHCN) and their families to ensure effective program implementation and maintenance and to promote the expansion of a comprehensive service delivery system for CSHCN.
- 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% Federal Funded position.
2. Budgetary number/string 05-95-93-930510-36750000-010.
3. Filled position-effective date: 7/14/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$109,654
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:

Salary	\$77,608
Benefits	<u>\$27,316</u>
Total	\$104,924

Projected Annual Cost:

Salary	\$89,154
Benefits	<u>\$29,638</u>
Total	\$118,792