



State of New Hampshire

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DEPARTMENT OF ADMINISTRATIVE SERVICES
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October 4, 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

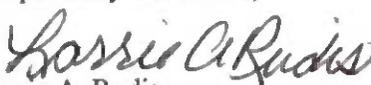
RSA 21-I:56 I, states that any request for reclassification of a position to a different class series as provided in RSA 21-I:54 shall require the approval of the Governor and Council.

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: October 4, 2023

Reclassification Request:

- The Office of Professional Licensure and Certification requests the reclassification of Vacant position #11345, Accounting Technician, Labor Grade 12, A000 to a Program Specialist IV, Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist IV, Labor Grade 25, A000 effective Upon G&C approval.

Rationale for Decision:

- The Office of Professional Licensure and Certification (OPLC) is requesting to reclassify this vacant position to a Program Specialist IV in the Operations Unit of the Division of Administration. This position will oversee quality control and ensure the accuracy of data within the subsystem as OPLC transitions from paper-based applications to more electronic based applications.
- The Program Specialist IV will analyze and interpret laws, rules, policies, and business practices and make recommendations for process improvements. The role will conduct research of system errors, identify trends, and work with appropriate business partners on solutions. The Program Specialist IV will review, modify, and implement policies and procedures, plan and monitor licensing activities, and apply prescribed rules, regulations, procedures, and internal control to correct and maintain application quality.
- 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 100% Other Funded position.
2. Budgetary number/string 01-21-21-211010-24040000-010.
3. Anticipated date of hire is: 11/3/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$55,745
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$42,995	Salary	\$57,389
Benefits	<u>\$19,802</u>	Benefits	<u>\$33,197</u>
Total	\$62,797	Total	\$90,586

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 4, 2023

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant position #44519, Pharm BD Compliance Inv/Insp, Labor Grade 27, A000 to a Paralegal II, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Paralegal II, Labor Grade 19, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Safety requests to reclassify this vacant position to a Paralegal II in the Legal Unit of the Commissioner's Office to assist with an increasing workload related to Government transparency.
- The Paralegal II will review and process Right-To-Know requests under New Hampshire RSA 91-A and manage the centralized repository. The role will research and analyze case law, statutes, rules, and regulations. It will redact materials in compliance with current laws, prepare correspondence, respond to requests, and support the review and archiving of records.
- 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 87% General Funded position.
This position is a 13% Other Funded position.
2. Budgetary number/string 02-23-23-234010-54120000-010.
3. Anticipated date of hire is: 11/17/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$43,377
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$56,882	Salary	\$44,714
Benefits	<u>\$33,198</u>	Benefits	<u>\$30,472</u>
Total	\$90,080	Total	\$75,186

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 4, 2023

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant position #10614, Business Systems Analyst I, Labor Grade 28, A000 to a Paralegal II, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Paralegal II, Labor Grade 19, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Safety requests to reclassify this vacant position to a Paralegal II in the Legal Unit of the Commissioner's Office to assist with an increasing workload related to Government transparency.
- The Paralegal II will review and process Right-To-Know requests under New Hampshire RSA 91-A and manage the centralized repository. The role will research and analyze case law, statutes, rules, and regulations. It will redact materials in compliance with current laws, prepare correspondence, respond to requests, and support the review and archiving of records.
- 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 34% General Funded position.
This position is a 66% Other Funded position.
2. Budgetary number/string 02-23-23-234015-40030000-010.
3. Anticipated date of hire is: 11/17/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$43,377
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:

Salary	\$85,895
Benefits	<u>\$39,506</u>
Total	\$125,401

Projected Annual Cost:

Salary	\$44,714
Benefits	<u>\$30,472</u>
Total	\$75,186

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 04, 2023

Reclassification Request:

- The Natural and Cultural Resources requests the reclassification of Filled position #13769 , Chief Grants Program Coordinator, Labor Grade 25, A000 to a Administrator I, Labor Grade 27, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator I, Labor Grade 27, A000 effective 8/25/2023.

Rationale for Decision:

- The Department of Natural and Cultural Resources is requesting to reclassify this position to an Administrator I.
- The Administrator I will plan, develop, and administer statewide grant and technical assistance programs for the New Hampshire State Council on the Arts in coordination with New Hampshire nonprofit cultural organizations and partners. The role will administer agency objectives by providing oversight of multiple grants and programs for the Arts Division to meet federal and state 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% Federal Funded position.
2. Budgetary number/string 03-35-35-353510-41110000-010.
3. Filled position-effective date: 8/25/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$103,580
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$74,662	Salary	\$84,610
Benefits	<u>\$37,068</u>	Benefits	<u>\$43,633</u>
Total	\$111,730	Total	\$128,243

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: October 4, 2023

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #18463, Public Information and Permit Administrator , Labor Grade 34, 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 Department of Environmental Services requests to reclassify and transfer this vacant position to the Planning, Quality Assurance, and Compliance Unit to provide department-wide focus as a Safety Compliance Administrator.
- The position administers the Department of Environmental Services safety and security objectives by evaluating state and federal rules and regulations, best practices, and negotiated agreements related to safety and security for comparison to department-wide standards, procedures, programs, and goals.
- 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 03-44-44-440010-10020000-010.
3. Anticipated date of hire is: 12/1/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$55,781
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$112,118	Salary	\$68,094
Benefits	<u>\$45,199</u>	Benefits	<u>\$35,499</u>
Total	\$157,317	Total	\$103,593