



# State of New Hampshire

123<sup>MLC</sup>

DEPARTMENT OF ADMINISTRATIVE SERVICES  
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October 18, 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 18, 2023

**Reclassification Request:**

- The Office of Professional Licensure and Certification requests the reclassification of Vacant position #18094, Administrative Secretary, Labor Grade 14, A000 to a Administrative Assistant II, Labor Grade 19, A000.

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

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

**Rationale for Decision:**

- The Office of Professional Licensure and Certification is requesting to reclassify this vacant position to an Administrative Assistant II in the Division of Administration to provide support to one Executive Director and two Bureau Chiefs.
- The Administrative Assistant II will coordinate activities for complex boards and organize general files. The role will schedule and plan meetings , prepare agendas, documents, and presentations, and will assist with a variety of projects. The Administrative Assistant will develop and implement operational procedures, engage with various stakeholders, attend and take minutes at meetings, and assist in the preparation of correspondence, legislative documents, and reports.
- 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 01-21-21-211010-24040000-010.
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	\$33,404
Benefits	<u>\$28,110</u>
Total	\$61,514

**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 18, 2023

**Reclassification Request:**

- The Department of Safety requests the reclassification of Vacant position #40618, Emergency Management Protection Planner, Labor Grade 22, A000 to a Supervisor III, Labor Grade 23, A000.

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

- Supervisor III, Labor Grade 23, A000 effective Upon G&C approval.

**Rationale for Decision:**

- The Department of Safety is requesting to reclassify this vacant position to a Supervisor III in the Division of Homeland Security & Emergency Management (HSEM) to provide coordination of activities and supervision to the Community Services Section in developing and promoting state and local emergency preparedness programs.
- The Supervisor III will assign and coordinate the work of the Stakeholder Liaison staff, analyze personnel activities, ensure availability of resources in the event of an emergency, and communicate with local, state, federal, legislative, and environmental professionals and organizations. This role will assist in the implementation of Federal, State, and local hazard mitigation, preparedness, and response and recovery activities and provide guidance and direction to local communities.
- 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 02-23-23-236010-81920000-010.
3. Anticipated date of hire is: 12/15/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$42,427
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$49,823	Salary	\$52,670
Benefits	<u>\$44,449</u>	Benefits	<u>\$32,183</u>
Total	\$94,272	Total	\$84,853

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: October 18, 2023

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant position #41159, Data Entry Operator III, Labor Grade 8, A000 to a Supervisor V, Labor Grade 26, A000.

Division of Personnel (DOP) Reclassification Decision:

- Supervisor V, Labor Grade 26, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Safety is requesting to reclassify this vacant position to a Supervisor V in the Emergency Services and Communications (DESC) Division of the Bureau of Operations. The Supervisor V will assist the Division in providing necessary resources to support both dispatch and interoperable operations in the event of a variety of emergency events and threats against the state's critical infrastructure.
- The Supervisor V will supervise the operations of the Telecommunications Supervisors, coordinate the Public Safety Answering Points (PSAP) functions before, during, and after an incident. The role will coordinate PSAP training exercises with Homeland Security and Emergency Management and with the Statewide Interoperable Coordinator's Office, and oversee the PSAP Records Unit.
- 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 02-23-23-236510-13950000-010.
3. Anticipated date of hire is: 12/15/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$46,821
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	\$59,904
Benefits	<u>\$33,738</u>
Total	\$93,642

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: October 18, 2023

**Reclassification Request:**

- The Fish and Game requests the reclassification of Vacant position #13873, Computer Entry/Audit Clerk, Labor Grade 10, A000 to a Program Assistant II, Labor Grade 15, A000.

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

- Program Assistant II, Labor Grade 15, A000 effective Upon G&C approval.

**Rationale for Decision:**

- The New Hampshire Fish and Game Department is requesting to reclassify this vacant position to a Program Assistant II in the Licensing/OHRV Registration Unit of the Business Division to provide support with Department Licensing, Off Highway Recreational Vehicle (OHRV) Registration and Sales Programs.
- The Program Assistant II will conduct audits to ensure all agents adhere to RSA 214:15 and 215-A:24-a and reconcile 75,000 licenses and 90,000 OHRV registrations to accounting transactions, reporting, and money transfers. This role will audit revenue accounts and provide reports for decision-making, assist in the OHRV fulfillment process, review reports for accuracy and completeness, and provide guidance on policies, procedures, and requirements of programs.
- 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 03-75-75-750520-21180000-010.
3. Anticipated date of hire is: 11/17/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: **\$38,784**
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$40,322	Salary	\$38,162
Benefits	<u>\$19,221</u>	Benefits	<u>\$29,063</u>
Total	\$59,543	Total	\$67,225

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: October 18, 2023

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Filled position #19749, 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 7/28/2023.

**Rationale for Decision:**

- The Department of Health and Human Services is requesting to reclassify this position to a Business Systems Analyst I to publish, maintain and manage content for all DHHS websites, internal and external.
- The Business Systems Analyst I will develop policies and procedures regarding all DHHS web pages and supervise a team of web content managers from across the agency.
- 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 67% General Funded position.  
This position is a 33% Federal Funded position.
2. Budgetary number/string 05-95-95-950010-50000000-010.
3. Filled position-effective date: 7/28/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$94,923
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$64,687	Salary	\$71,156
Benefits	<u>\$34,902</u>	Benefits	<u>\$36,148</u>
Total	\$99,589	Total	\$107,304

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: October 18, 2023

**Reclassification Request:**

- The Lottery Commission requests the reclassification of Filled position #14402, Field Auditor, Labor Grade 22, A000 to a Program Specialist IV, Labor Grade 25, A000.

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

- Program Specialist IV, Labor Grade 25, A000 effective 3/24/2023.

**Rationale for Decision:**

- New Hampshire Lottery is requesting to reclassify this position to a Program Specialist IV to supervise investigative personnel engaged in the regulation of Historic Horse Racing, Games of Chance, Lucky 7, and Bingo, and conducting complex suitability and regulatory investigations in furtherance of the Department's responsibilities of preserving the integrity of the state's gaming system.
- The Program Specialist IV will manage processes and procedures pertaining to internal hearings and highly complex cases requiring administrative notices, case settlement agreements, negotiating potential settlements, producing discovery materials, and drafting subpoenas.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to New Hampshire Lottery's organizational structure.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Budgetary number/string 06-83-83-830013-20280000-010.
3. Filled position-effective date: 3/24/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$100,149
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$56,881	Salary	\$65,267
Benefits	<u>\$22,816</u>	Benefits	<u>\$34,882</u>
Total	\$79,697	Total	\$100,149

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: October 18, 2023

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #19453, Supervisor IV , Labor Grade 25, 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 Health and Human Services is transferring and reclassifying this vacant position to an Administrator IV
- The role will serve as a Deputy Director for the Sununu Youth Services Center (SYSC) and support operations management, including developing and implementing a strategic and a core set of initiatives to build out the clinical and therapeutic model of care with the goals of informing a feasible timeline and long-term plan for right-sizing the SYSC facility, reducing recidivism, ensuring that youth are integrated into the broader behavioral health system of care, and establishing and sustaining a safe and secure, trauma-informed, therapeutic residential program for committed and detained youth.
- The proposed supplemental job description meets the standards of the class specification and the position is appropriate for the organizational structure and with comparable roles statewide.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Budgetary number/string 05-95-42-421510-66430000-010.
3. Anticipated date of hire is: 12/1/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$64,507
5. Total FY 24 Budgeted and Projected Annual Cost:

**Total FY 24 Budgeted:**

Salary	\$0
Benefits	<u>\$0</u>
Total	\$0

**Projected Annual Cost:**

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

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: October 18, 2023

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #11713, Teacher III, Labor Grade 22, A000 to a Supervisor VI , Labor Grade 27, A000.

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

- Supervisor VI, Labor Grade 27, A000 effective Upon G&C approval.

**Rationale for Decision:**

- The Department of Health and Human Services is transferring and reclassifying this vacant position to a Supervisor VI
- The role will supervise operations and oversee the program planning, development, implementation, evaluation, and administration of residential services for the Division for Children, Youth and Families at the Sununu Youth Services Center (SYSC)
- The proposed supplemental job description meets the standards of the class specification and the position is appropriate for the organizational structure with comparable roles statewide.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Budgetary number/string 05-95-42-421510-66430000-010.
3. Anticipated date of hire is: 12/1/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$52,170
5. Total FY 24 Budgeted and Projected Annual Cost:

**Total FY 24 Budgeted:**

Salary	\$0
Benefits	<u>\$0</u>
Total	\$0

**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: October 18, 2023

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #42630, Teacher Assistant , Labor Grade 11, A000 to a Youth Counselor II , Labor Grade 14, A130.

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

- Youth Counselor II, Labor Grade 14, A130 effective Upon G&C approval.

**Rationale for Decision:**

- The Department of Health and Human Services is transferring and reclassifying this vacant position to a Youth Counselor II.
- The role will coordinate and supervise resident's daily activities, monitor and assesses behavior to assure continued safety and security. The Youth Counselor II will participate as a member of the Treatment Team that develops and implements individual treatment plans for assigned residents at the center.
- The proposed supplemental job description meets the standards of the class specification and the position is appropriate for the organizational structure with comparable roles statewide.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Budgetary number/string 05-95-42-421510-66430000-010.
3. Anticipated date of hire is: 12/1/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$37,665
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$0	Salary	\$39,208
Benefits	\$0	Benefits	<u>\$30,742</u>
Total	\$0	Total	\$69,950

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: October 18, 2023

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #11733, Teacher I, Labor Grade 18, A000 to a Supervisor VI , Labor Grade 27, A000.

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

- Supervisor VI, Labor Grade 27, A000 effective Upon G&C approval.

**Rationale for Decision:**

- The Department of Health and Human Services is transferring and reclassifying this vacant position to a Supervisor VI
- The role will supervise operations and oversee the program planning, development, implementation, evaluation, and administration of residential services for the Division for Children, Youth and Families at the Sununu Youth Services Center (SYSC)
- The proposed supplemental job description meets the standards of the class specification and the position is appropriate for the organizational structure with comparable roles statewide.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Budgetary number/string 05-95-42-421510-6643000-010.
3. Anticipated date of hire is: 12/1/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$52,170
5. Total FY 24 Budgeted and Projected Annual Cost:

**Total FY 24 Budgeted:**

Salary	\$0
Benefits	<u>\$0</u>
Total	\$0

**Projected Annual Cost:**

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