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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
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November 8, 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

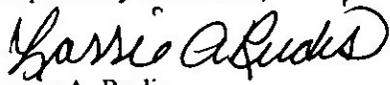
RSA 21-I:56 I, states that any request for reclassification of a position to a different class series as provided in RSA 21-I:54 shall require the approval of the Governor and Council.

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: November 8, 2023

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #10262, Information Technology Manager III, Labor Grade 31, 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 Upon G&C approval.

Rationale for Decision:

- The Department of Information Technology (DoIT) is requesting to reclassify this vacant position to a Technical Support Specialist VI in the Business Relationship Management Division to provide a dedicated resource to support all technology needs throughout multiple statewide locations of Department of Natural and Cultural Resources (DNCR).
- The Technical Support Specialist VI will lead information technology initiatives for DNCR and direct DoIT's support of their business strategy and enterprise applications. This role will provide project management oversight, serve as a liaison between DNCR and DoIT for Single Point of Contact support services, and supervise technology operations for DNCR, to include infrastructure change requests, global advisories, and service requests.
- 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 01-03-03-030010-77080000-010.
3. Anticipated date of hire is: 11/17/23 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$66,573
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$67,509	Salary	\$77,805
Benefits	<u>\$35,505</u>	Benefits	<u>\$37,587</u>
Total	\$103,014	Total	\$115,392

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

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #19116, Systems Development Specialist VI, Labor Grade 30, A000 to a Information Technology Manager V, Labor Grade 34, A000.

Division of Personnel (DOP) Reclassification Decision:

- Information Technology Manager V, Labor Grade 34, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Information Technology (DoIT) is requesting to reclassify this vacant position to an Information Technology Manager V in the Office of the Chief Information Officer, to implement modern service management solutions to all agencies throughout the state.
- The Information Technology Manager V will provide strategic and tactical planning, direction, development, and coordination of DoIT's service management tools and processes, lead IT initiatives, and oversee the development and maintenance of a configuration management system to track and control IT hardware and software assets. This role will manage projects, contribute to budget development, and provide high-level technical expertise statewide.
- 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 01-03-03-030010-77080000-010.
3. Anticipated date of hire is: 11/17/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$71,699
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:

Salary	\$89,445
Benefits	<u>\$40,277</u>
Total	\$129,722

Projected Annual Cost:

Salary	\$85,118
Benefits	<u>\$39,159</u>
Total	\$124,277

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

Reclassification Request:

- The Department of Administrative Services requests the reclassification of Vacant position #19204, Case Technician II, Labor Grade 16, A000 to a Human Resources Coordinator II, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Human Resources Coordinator II, Labor Grade 23, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Administrative Services (DAS) is requesting to reclassify and transfer this position to serve as a Human Resources Coordinator II.
- The role will be responsible for coordinating HR programs including training, wellness, benefits administration, and safety. The Human Resources Coordinator II will streamline HR activities including but not limited to performance evaluations, reclassifications, recruitment and hiring and will act on behalf of the Administrator of Human Resources in their absence.
- The proposed supplemental job description meets the standards of the class specification. DAS is distinguished from individual state agencies by its oversight and involvement over broad statewide functions and three branches of government (Executive, Judicial and Legislative). DAS HR oversees eight administratively attached agencies which rely upon the office for budgeting, recruitment, personnel and position management support and approvals.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 01-14-14-140010-86230000-010.
3. Anticipated date of hire is: 12/29/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$39,163
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$42,296	Salary	\$52,670
Benefits	<u>\$30,344</u>	Benefits	<u>\$32,183</u>
Total	\$72,640	Total	\$84,853

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

Reclassification Request:

- The Department of Justice requests the reclassification of Filled position #10326, Paralegal II, Labor Grade 19, A000 to a Program Specialist III, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist III, Labor Grade 23, A000 effective 4/21/2023.

Rationale for Decision:

- The Department of Justice is requesting to reclassify this position to a Program Specialist III to perform highly specialized, law related activities requiring investigative research, analysis, and interpretation of laws and regulations for the Office of the Solicitor General and all attorneys handling criminal and civil appeals.
- The Program Specialist III will administer case files and file briefs, motions, and other documents in various appellate courts and court systems, including the state supreme court and superior courts, the federal district court, First Circuit Court of Appeals and United States Supreme Court.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Justice's organizational structure.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 02-20-20-200010-26010000-010.
3. Filled position-effective date: 4/21/2023_at Step 3.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$90,631
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$52,833	Salary	\$57,389
Benefits	<u>\$45,103</u>	Benefits	<u>\$33,197</u>
Total	\$96,936	Total	\$90,586

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

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant position #44790, INFORMATIONAL REP II, Labor Grade 21, A000 to a HIGHWAY SAFETY FIELD REP, Labor Grade 24, A000.

Division of Personnel (DOP) Reclassification Decision:

- HIGHWAY SAFETY FIELD REP, Labor Grade 24, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Safety is requesting to reclassify this vacant position to a Highway Safety Field Representative in the Office of Highway Safety (OHS) to provide oversight of the "Create Data Dashboard" project which will provide real time crash data and mapping.
- The Highway Safety Field Representative will partner with law enforcement/highway safety partners on collaborative efforts to minimize crashes resulting in injury or death on New Hampshire roads. This role will provide training, assist with various grant processes, provide and distribute highway safety information, and oversee highway safety projects, to include developing the scope of work and requirements and monitoring impact, effectiveness, and compliance.
- 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 02-23-23-231010-75410000-010.
3. Anticipated date of hire is: 12/1/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$47,182
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$47,031	Salary	\$54,951
Benefits	<u>\$20,829</u>	Benefits	<u>\$32,673</u>
Total	\$67,860	Total	\$87,624

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

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant position #10398, Supervisor II, Labor Grade 21, A000 to a Payroll Officer II, Labor Grade 16, A000.

Division of Personnel (DOP) Reclassification Decision:

- Payroll Officer II, Labor Grade 16, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Safety is requesting to reclassify this vacant position to Payroll Officer II in the Human Resources Management Bureau's Payroll Unit to assist with an increasing volume of payroll duties and to provide an additional resource for the day-to-day needs of the unit.
- The Payroll Officer II will process payroll for all employees through the application of various pay schedules and in compliance with collective bargaining agreements and federal and state employment rules and regulations. This role will process and review personnel transactions, audit and verify timecards and reports, resolve discrepancies, and collaborate with a variety of internal and external resources for the processing of accurate and timely payroll.
- 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 25% General Funded position.
This position is a 75% Other Funded position.
2. Budgetary number/string 02-23-23-232015-21920000-010.
3. Anticipated date of hire is: 12/1/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$37,245
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$44,129	Salary	\$39,761
Benefits	<u>\$30,429</u>	Benefits	<u>\$29,407</u>
Total	\$74,558	Total	\$69,169

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

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant position #13030, Program Specialist IV, Labor Grade 25, A000 to a Chief of Corrections Investigators, Labor Grade 30, IA416.

Division of Personnel (DOP) Reclassification Decision:

- Chief of Corrections Investigators, Labor Grade 30, IA416 effective Upon G&C approval.

Rationale for Decision:

- The Department of Corrections is requesting to reclassify this position to Chief of Corrections Investigators to handle the management, programming, execution and procedures for Corrections investigation activities.
- The Chief of Corrections Investigators will oversee the Investigations Unit, manage investigative and internal affairs activities and address escalated and/or high-visibility complaints, cases and investigations related to abuse allegations.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Corrections' organizational structure.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 02-46-46-462510-59290000-010.
3. Anticipated date of hire is: 12/1/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$79,614
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:

Salary	\$69,168
Benefits	<u>\$35,875</u>
Total	\$105,043

Projected Annual Cost:

Salary	\$95,680
Benefits	<u>\$52,175</u>
Total	\$147,855

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

Reclassification Request:

- The Department of Energy requests the reclassification of Filled position #18943, Utility Analyst I, Labor Grade 24, A000 to a Program Specialist IV, Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist IV, Labor Grade 25, A000 effective 9/8/2023.

Rationale for Decision:

- The Department of Energy is requesting to reclassify this filled position to a Program Specialist IV to provide a resource dedicated to developing and maintaining the Geographical Information Systems (GIS) for the Department and to make recommendations to support infrastructure programs.
- The Program Specialist IV will review and maintain the integration of GIS databases for compatibility with infrastructure maintained by utilities and local, state, and federal entities. This role will develop queries of utility data within the GIS and provide accurate and up-to-date information for various stakeholders for decision-making. The Program Specialist IV will perform detailed research and analysis to assist in the development of programs, policies, and strategies.
- 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 02-52-52-520610-33570000-010.
3. Filled position-effective date: 9/8/2023 at Step 8.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$108,288
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$68,559	Salary	\$77,649
Benefits	<u>\$48,517</u>	Benefits	<u>\$50,328</u>
Total	\$117,076	Total	\$127,977

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

Reclassification Request:

- The Public Utilities Commission requests the reclassification of Vacant position #14362, Administrative Assistant II, Labor Grade 19, A000 to a Utility Analyst II, Labor Grade 26, A000.

Division of Personnel (DOP) Reclassification Decision:

- Utility Analyst II, Labor Grade 26, A000 effective Upon G&C approval:

Rationale for Decision:

- The Public Utilities Commission is requesting to reclassify this vacant position to a Utility Analyst II to reduce costs associated with outsourcing analytical work to consultants Zellem, LLC and Bates White, LLC and to increase institutional knowledge.
- The Utility Analyst II will research and analyze utility rates and regulatory matters, make recommendations concerning utility rate, economic, and financial issues, and participate in proceedings. This role will analyze exhibits, prepare and present questions in Commission proceedings, and review and analyze tariff filings to ensure compliance.
- 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 02-52-55-550010-18920000-010.
3. Anticipated date of hire is: 12/29/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: **\$43,220**
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:

Salary	\$40,638
Benefits	<u>\$29,672</u>
Total	<u>\$70,310</u>

Projected Annual Cost:

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

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

Reclassification Request:

- The Department of Natural and Cultural Resources requests the reclassification of Vacant position #44010, Public Works Project Manager I, Labor Grade 21, A000 to a Business Administrator I, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- Business Administrator I, Labor Grade 21, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Natural and Cultural Resources is requesting to reclassify this vacant position to a Business Administrator I that will be dedicated to the Design, Development and Maintenance (DD&M) Unit to satisfy business and finance needs in the Office of the Commissioner.
- The Business Administrator I will monitor business operations, review reports, make recommendations for procedural/budgetary changes, and collaborate with administrators on the biennial operating budgets. This role will prepare documents for submission to internal and external recipients for compliance, monitor budgets and federal grants, and will provide audit oversight over revenue accounts.
- 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 90% Other Funded position.
This position is a 10% General Funded position.
2. Budgetary number/string 03-35-35-350010-34010000-010.
3. Anticipated date of hire is: 12/15/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$39,927
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$44,129	Salary	\$48,555
Benefits	<u>\$30,429</u>	Benefits	<u>\$31,298</u>
Total	\$74,558	Total	\$79,853

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

Reclassification Request:

- The Fish and Game requests the reclassification of Vacant position #43040, Biologist I, Labor Grade 21, A000 to a Supervisor IV, Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

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

Rationale for Decision:

- The Department of Fish and Game requests to reclassify this vacant position to fulfill program changes that require a full-time supervisor for the Environmental Review Program.
- The Supervisor IV will evaluate the impacts of proposed projects on threatened, endangered, and other protected wildlife and evaluate options to avoid, minimize, and mitigate impacts, consistent with state authority and regulatory procedures.
- 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 03-75-75-751520-21250000-010.
3. Anticipated date of hire is: 12/15/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$45,293
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$63,293	Salary	\$57,389
Benefits	<u>\$24,208</u>	Benefits	<u>\$33,197</u>
Total	\$87,501	Total	\$90,586

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

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant position #18381, Payroll Officer I, 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 Upon G&C approval.

Rationale for Decision:

- The Department of Transportation requests to reclassify this vacant position to an Accountant II to balance work for the unit that is responsible for 1650 employee paychecks.
- The Accountant II position will ensure compliance with State and Federal human resource, payroll, and benefit laws and to assume the growing audit, analysis and payroll reconciliation, and reporting responsibilities.
- 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 21% Federal Funded position.
This position is a 79% Other Funded position.
2. Budgetary number/string 04-96-96-960215-30010000-010.
3. Anticipated date of hire is: 11/17/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$42,187
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$42,646	Salary	\$43,017
Benefits	<u>\$19,725</u>	Benefits	<u>\$30,107</u>
Total	\$62,371	Total	\$73,124

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

Reclassification Request:

- The Department of Transportation requests the reclassification of Filled position #20105, Engineering Technician V, Labor Grade 22, A000 to a Environmentalist III, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Environmentalist III, Labor Grade 23, A000 effective 10/06/2023.

Rationale for Decision:

- The Department of Transportation is requesting to reclassify this filled position to an Environmentalist III to perform environmental construction compliance tasks and provide oversight in the Bureau of the Environment's Division of Project Development.
- The Environmentalist III will perform field reviews of construction projects and maintenance operation activities and facilities for implementation of environmental commitments, wetland permits, water quality certificates, and Storm Water Pollution Prevention Plans. This role will review permit conditions to ensure applicability and constructability and serve in a role with designated authority to suspend field operations to ensure compliance with environmental commitments and permits.
- 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 43% Federal Funded position.
This position is a 57% Other Funded position.
2. Budgetary number/string 04-96-96-962015-30320000-010.
3. Filled position-effective date: 10/6/2023_at Step5.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$75,921
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:

Salary	\$53,841
Benefits	<u>\$45,321</u>
Total	\$99,162

Projected Annual Cost:

Salary	\$62,576
Benefits	<u>\$47,087</u>
Total	\$109,663

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

Reclassification Request:

- The Veterans Home requests the reclassification of Vacant position #43229, Buildings and Grounds Utility Person, Labor Grade 8, A130 to a Maintenance Mechanic II , Labor Grade 12, A130.

Division of Personnel (DOP) Reclassification Decision:

- Maintenance Mechanic II, Labor Grade 12, A130 effective Upon G&C approval.

Rationale for Decision:

- The NH Veterans Home requests to reclassify this vacant position to fulfill ongoing needs of the Facilities Services' Department for a 3rd shift Maintenance Mechanic II.
- The Maintenance Mechanic II position will perform skilled maintenance, installation, and repair work on state buildings, equipment, grounds, and to maintain the operating condition of machinery and equipment at the NH Veterans Home.
- 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 05-43-43-430010-53580000-010.
3. Anticipated date of hire is: 12/1/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$35,774
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$28,371	Salary	\$36,317
Benefits	<u>\$27,008</u>	Benefits	<u>\$30,120</u>
Total	\$55,379	Total	\$66,437

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

Reclassification Request:

- The Veterans Home requests the reclassification of Vacant position #43230, Buildings and Grounds Utility Person, Labor Grade 8, A130 to a Maintenance Mechanic II , Labor Grade 12, A130.

Division of Personnel (DOP) Reclassification Decision:

- Maintenance Mechanic II, Labor Grade 12, A130 effective Upon G&C approval.

Rationale for Decision:

- The NH Veterans Home requests to reclassify this vacant position to fulfill the Facilities Services's Department need for a 2nd shift Maintenance Mechanic II.
- The Maintenance Mechanic II position will perform skilled maintenance, installation, and repair work on state buildings, equipment, grounds, and to maintain the operating condition of machinery and equipment at the NH Veterans Home.
- 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 05-43-43-430010-53580000-010.
3. Anticipated date of hire is: 12/1/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$35,774
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:

Salary	\$28,371
Benefits	<u>\$27,008</u>
Total	\$55,379

Projected Annual Cost:

Salary	\$36,317
Benefits	<u>\$30,120</u>
Total	\$66,437