ARC 181

State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
25 Capitol Street – Room 100
Concord, New Hampshire 03301
(603) 271-3201 | Office@das.nh.gov

Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

December 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

Lorrie A. Rudis
Director of Personnel

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

Reclassification Request:

- The Department of Justice requests the reclassification of Filled position #40479, ADMINISTRATIVE ASSISTANT I, A000, Labor Grade 16, to a PROGRAM SPECIALIST II, A000, Labor Grade 21.

Division of Personnel (DOP) Reclassification Decision:

- PROGRAM SPECIALIST II, A000 , Labor Grade 21, effective April 21, 2023.

Rationale for Decision:

- The Department of Justice is requesting to reclassify this position to a Program Specialist II to manage and coordinate services for the undercover operations of four regional offices comprising the New Hampshire Attorney General's Drug Task Force and its assigned investigators and programs.

- The Program Specialist II will collect and analyze complex case activity data, lab reports, and court records for attorneys and the Chief Investigator to develop policies and procedures for programs that support the statewide, multi-jurisdictional efforts in combatting the effects of illicit drugs on the state.

- 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% Federal Funded position.

2. Budgetary number/string 02-20-20-200510-29040000-010.

3. Filled position-effective date: 4/21/2023.

4. Projected cost (Salary & Benefits) for remainder of FY 24: $63,862

5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	$48,573	Salary	$58,089
Benefits	$44,178	Benefits	$45,971
Total	$92,751	Total	$104,060

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

Reclassification Request:

- **The Department of Natural & Cultural Resources requests the reclassification of Vacant position #19426, 43-6010 ADMIN ASSTS-5, Labor Grade 19, A130 to a 13-1190 MISC BUS OPS SPECS-4, Labor Grade 23, A000.**

Division of Personnel (DOP) Reclassification Decision:

- **13-1190 MISC BUS OPS SPECS-4, Labor Grade 23, A000 effective Upon G&C approval.**

Rationale for Decision:

- The Department of Natural and Cultural Resources is reclassifying this vacant position from an ADMIN ASSTS-5 to MISC BUS OPS SPECS - 4

- The position will serve as a MISC BUS OPS SPECS – 4 for Grant in Aid (GIA) Program within the Division of Parks and Recreation Trails Bureau. The role will be responsible for planning the coordination of guidance, receipt, grantee selection and disbursement of GIA grant funds as well as program compliance and deliverables.

- The proposed supplemental job description meets the broad group specification's standards 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 03-35-35-3515010-34140000-010.**

3. **Anticipated date of hire is: 2/23/24 at Minimum Step.**

4. **Projected cost (Salary & Benefits) for remainder of FY 24: $25,508**

5. **Total FY 24 Budgeted and Projected Annual Cost:**

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	$62,424	Salary	$51,064
Benefits	$34,411	Benefits	$31,837
Total	$96,835	Total	$82,901

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

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #44600, 43-6010 ADMIN ASSTS-2, Labor Grade 11, A000 to a 23-2010 PARALGLS -LGL ASSTS-4, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- 23-2010 PARALGLS-LGL ASSTS-4, Labor Grade 19, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services is reclassifying this vacant position to 23-2010 Paralegals and Legal Assistants-4 to serve as a legal assistant. The reclassification will provide equity among all legal support roles in the Division for Children, Youth, and Families (DCYF) and add another resource to perform the skilled work required to meet the division's workload demands.

- The Legal Assistant will provide and coordinate legal support activities for the attorneys in the Office of Legal & Regulatory Services, Bureau of General Counsel, DCYF. The role will prepare legal documents, perform pretrial litigation discovery, assist with case management, prepare witnesses and witness lists, and facilitate information communication between the legal offices and various parties.

- The proposed supplemental job description meets the class specification's standards and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 63.21% General Funded position.
   This position is a 36.79% Federal Funded position.

2. Budgetary number/string 05-95-95-952010-56800000-010.

3. Anticipated date of hire is: 1/12/2024 at Minimum Step.

4. Projected cost (Salary & Benefits) for remainder of FY 24: $31,809

5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	$29,855	Salary	$44,714
Benefits	$27,330	Benefits	$30,472
Total	$57,185	Total	$75,186

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

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #44601, 43-6010 ADMIN ASSTS-2, Labor Grade 11, A000 to a 23-2010 PARALGLS-LGL ASSTS-4, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

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Rationale for Decision:

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Salary	$29,855	Salary	$44,714
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Total	$57,185	Total	$75,186