



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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January 31, 2024

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: January 31, 2024

Reclassification Request:

- The Department of Corrections requests the reclassification of Filled position #19914, 43-3010 ACCOUNT COLLECTORS-4, A000, Labor Grade 16, to a 13-1040 COMPLIANCE OFFICERS-3, A000, Labor Grade 20.

Division of Personnel (DOP) Reclassification Decision:

- 13-1040 COMPLIANCE OFFICERS-3, A000 , Labor Grade 20, effective 12/29/2023.

Rationale for Decision:

- The New Hampshire Department of Corrections (DOC) is reclassifying this filled position to 13-1040 Compliance Officers-3 to serve as a Financial Agent for the Division of Field Services. This position will establish and enforce court orders and monitor compliance with state and federal laws and regulations.
- The Financial Agent will manage a caseload of collections cases to enforce compliance with court orders, represent DOC in court and at administrative hearings, and act as a prosecutor before the Supreme and Circuit Courts for violations of court orders and requests for arrest warrants. This role will monitor, investigate, and assess cases to determine appropriate strategies for payments, advise and communicate with victims, clients, law enforcement, attorney and other state personnel, and negotiate repayment plans and legal agreements.
- The proposed duties are like those of other positions within the same Occupational Group and level currently operating at the agency and throughout the state and parallel the Broad Group Specification appropriately. The role is also appropriate within the agency's proposed organizational structure.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 02-46-46-464010-83020000-010.
3. Filled position-effective date: 12/29/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$47,607
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$50,173	Salary	\$57,466
Benefits	<u>\$44,525</u>	Benefits	<u>\$46,032</u>
Total	\$94,698	Total	\$103,498

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 31, 2024

Reclassification Request:

- The Department of Corrections requests the reclassification of Filled position #19921, 43-3010 ACCOUNT COLLECTORS-3, A000, Labor Grade 12, to a 13-1040 COMPLIANCE OFFICERS-3, A000, Labor Grade 20.

Division of Personnel (DOP) Reclassification Decision:

- 13-1040 COMPLIANCE OFFICERS-3, A000 , Labor Grade 20, effective 12/29/2023.

Rationale for Decision:

- The New Hampshire Department of Corrections (DOC) is reclassifying this filled position to 13-1040 Compliance Officers-3 to serve as a Financial Agent for the Division of Field Services. This position will establish and enforce court orders and monitor compliance with state and federal laws and regulations.
- The Financial Agent will manage a caseload of collections cases to enforce compliance with court orders, represent DOC in court and at administrative hearings, and act as a prosecutor before the Supreme and Circuit Courts for violations of court orders and requests for arrest warrants. This role will monitor, investigate, and assess cases to determine appropriate strategies for payments, advise and communicate with victims, clients, law enforcement, attorney and other state personnel, and negotiate repayment plans and legal agreements.
- The proposed duties are like those of other positions within the same Occupational Group and level currently operating at the agency and throughout the state and parallel the Broad Group Specification appropriately. The role is also appropriate within the agency's proposed organizational structure.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 02-46-46-464010-83020000-010.
3. Filled position-effective date: 12/29/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$41,614
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$37,188	Salary	\$46,527
Benefits	<u>\$8,100</u>	Benefits	<u>\$43,636</u>
Total	\$45,288	Total	\$90,163

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 31, 2024

Reclassification Request:

- The Department of Corrections requests the reclassification of Filled position #19922, 43-3010 ACCOUNT COLLECTORS-4, A000, Labor Grade 16, to a 13-1040 COMPLIANCE OFFICERS-3, A000, Labor Grade 20.

Division of Personnel (DOP) Reclassification Decision:

- 13-1040 COMPLIANCE OFFICERS-3, A000 , Labor Grade 20, effective 12/29/2023.

Rationale for Decision:

- The New Hampshire Department of Corrections (DOC) is reclassifying this filled position to 13-1040 Compliance Officers-3 to serve as a Financial Agent for the Division of Field Services. This position will establish and enforce court orders and monitor compliance with state and federal laws and regulations.
- The Financial Agent will manage a caseload of collections cases to enforce compliance with court orders, represent DOC in court and at administrative hearings, and act as a prosecutor before the Supreme and Circuit Courts for violations of court orders and requests for arrest warrants. This role will monitor, investigate, and assess cases to determine appropriate strategies for payments, advise and communicate with victims, clients, law enforcement, attorney and other state personnel, and negotiate repayment plans and legal agreements.
- The proposed duties are like those of other positions within the same Occupational Group and level currently operating at the agency and throughout the state and parallel the Broad Group Specification appropriately. The role is also appropriate within the agency's proposed organizational structure.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 02-46-46-464010-83020000-010.
3. Filled position-effective date: 12/29/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$47,711
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$50,873	Salary	\$58,166
Benefits	<u>\$31,902</u>	Benefits	<u>\$33,258</u>
Total	\$82,775	Total	\$91,424

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 31, 2024

Reclassification Request:

- The Department of Corrections requests the reclassification of Filled position #42273, 43-1010 SUPS OFC-ADMIN SUPP-3, A000, Labor Grade 19, to a 11-9190 MISC MGRS-5, A000, Labor Grade 29.

Division of Personnel (DOP) Reclassification Decision:

- 11-9190 MISC MGRS-5, A000 , Labor Grade 29, effective 12/01/2023.

Rationale for Decision:

- The New Hampshire Department of Corrections (DOC) is reclassifying this filled position to 11-9190 Miscellaneous Managers-5 to serve as the Lead Administrator of the Division of Field Services (DFS). This position will administer, supervise, plan, develop, and implement work procedures for the Division, the Collections Unit, staff in the district offices, and the facility headquarters.
- The Lead Administrator of DFS will serve as part of the Management Team, make budget and program recommendations to meet agency goals, and manage compliance training for the Division. This role will supervise the Collections Unit and their functions, manage records and court ordered financial obligations, manage the National Crime Information System, conduct audits for compliance, and develop and modify operational procedures and policies to remain current, compliant, and aligned to agency objectives.
- The proposed duties are like those of other positions within the same Occupational Group and level currently operating at the agency and throughout the state and parallel the Broad Group Specification appropriately. The role is also appropriate within the agency's proposed organizational structure.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 02-46-46-464010-83020000-010.
3. Filled position-effective date: 12/1/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$55,858
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$54,793	Salary	\$68,794
Benefits	<u>\$32,754</u>	Benefits	<u>\$35,642</u>
Total	\$87,547	Total	\$104,436

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 31, 2024

Reclassification Request:

- New Hampshire Employment Security requests the reclassification of Filled position #11114, 21-1010 COUNSELORS-5, A000, Labor Grade 21, to a 11-9150 SOC-CMTY SVC MGRS-2, A000, Labor Grade 25.

Division of Personnel (DOP) Reclassification Decision:

- 11-9150 SOC-CMTY SVC MGRS-2, A000 , Labor Grade 25, effective 12/29/2023.

Rationale for Decision:

- New Hampshire Employment Security (NHES) is reclassifying this filled position to 11-9150 Social and Community Service Managers-2 to serve as a Manager for the Portsmouth Local Office of the Employment Services Bureau. This position will perform supervisory functions for the overall operations of the local office, the Resource Center, and the Unemployment Compensation Program.
- The Manager will direct the activities of NHES programs and will supervise and evaluate personnel and activities to ensure compliance and quality of service meets agency standards. This role will conduct and review fact-finding, write and issue determinations, respond to claimants and employer inquiries, as well as civic organizations, government officials, and the public regarding agency programs, policies, rules and regulations.
- The proposed duties are like those of other positions within the same Occupational Group and level currently operating at the agency and throughout the state and parallel the Broad Group Specification appropriately. The role is also appropriate within the agency's proposed organizational structure.

Funding Summary

1. This position is 51.02% Federal Funded.
This position is 48.98% Other Funded.
2. Budgetary number/string 02-27-27-270010-80400000-010.
3. Filled position-effective date: 12/29/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$55,748
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$62,593	Salary	\$71,856
Benefits	<u>\$47,222</u>	Benefits	<u>\$48,931</u>
Total	\$109,815	Total	\$120,787

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 31, 2024

Reclassification Request:

- New Hampshire Employment Security requests the reclassification of Filled position #11197, 21-1010 COUNSELORS-5, A000, Labor Grade 21, to a 11-9150 SOC-CMTY SVC MGRS-2, A000, Labor Grade 25.

Division of Personnel (DOP) Reclassification Decision:

- 11-9150 SOC-CMTY SVC MGRS-2, A000 , Labor Grade 25, effective 12/29/2023.

Rationale for Decision:

- New Hampshire Employment Security (NHES) is reclassifying this filled position to 11-9150 Social and Community Service Managers-2 to serve as a Manager for the Salem Local Office of the Employment Services Bureau. This position will perform supervisory functions for the overall operations of the local office, the Resource Center, and the Unemployment Compensation Program.
- The Manager will direct the activities of NHES programs and will supervise and evaluate personnel and activities to ensure compliance and quality of service meets agency standards. This role will conduct and review fact-finding, write and issue determinations, respond to claimants and employer inquiries, as well as civic organizations, government officials, and the public regarding agency programs, policies, rules and regulations.
- The proposed duties are like those of other positions within the same Occupational Group and level currently operating at the agency and throughout the state and parallel the Broad Group Specification appropriately. The role is also appropriate within the agency's proposed organizational structure.

Funding Summary

1. This position is 51.02% Federal Funded.
This position is 48.98% Other Funded.
2. Budgetary number/string 02-27-27-270010-80400000-010.
3. Filled position-effective date: 12/29/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$38,493
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$52,749	Salary	\$59,904
Benefits	<u>\$22,070</u>	Benefits	<u>\$23,498</u>
Total	\$74,819	Total	\$83,402

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 31, 2024

Reclassification Request:

- New Hampshire Employment Security requests the reclassification of Filled position #11202, 21-1010 COUNSELORS-5, A000, Labor Grade 21, to a 11-9150 SOC-CMTY SVC MGRS-2, A000, Labor Grade 25.

Division of Personnel (DOP) Reclassification Decision:

- 11-9150 SOC-CMTY SVC MGRS-2, A000 , Labor Grade 25, effective 12/29/2023.

Rationale for Decision:

- New Hampshire Employment Security (NHES) is reclassifying this filled position to 11-9150 Social and Community Service Managers-2 to serve as a Manager for the Littleton Local Office of the Employment Services Bureau. This position will perform supervisory functions for the overall operations of the local office, the Resource Center, and the Unemployment Compensation Program.
- The Manager will direct the activities of NHES programs and will supervise and evaluate personnel and activities to ensure compliance and quality of service meets agency standards. This role will conduct and review fact-finding, write and issue determinations, respond to claimants and employer inquiries, as well as civic organizations, government officials, and the public regarding agency programs, policies, rules and regulations.
- The proposed duties are like those of other positions within the same Occupational Group and level currently operating at the agency and throughout the state and parallel the Broad Group Specification appropriately. The role is also appropriate within the agency's proposed organizational structure.

Funding Summary

1. This position is 51.02% Federal Funded.
This position is 48.98% Other Funded.
2. Budgetary number/string 02-27-27-270010-80400000-010.
3. Filled position-effective date: 12/29/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$47,705
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$50,465	Salary	\$57,389
Benefits	<u>\$44,588</u>	Benefits	<u>\$45,971</u>
Total	\$95,053	Total	\$103,360

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 31, 2024

Reclassification Request:

- New Hampshire Employment Security requests the reclassification of Filled position #11331, 21-1010 COUNSELORS-5, A000, Labor Grade 21, to a 11-9150 SOC-CMTY SVC MGRS-2, A000, Labor Grade 25.

Division of Personnel (DOP) Reclassification Decision:

- 11-9150 SOC-CMTY SVC MGRS-2, A000 , Labor Grade 25, effective 12/29/2023.

Rationale for Decision:

- New Hampshire Employment Security (NHES) is reclassifying this filled position to 11-9150 Social and Community Service Managers-2 to serve as a Manager for the Claremont Local Office of the Employment Services Bureau. This position will perform supervisory functions for the overall operations of the local office, the Resource Center, and the Unemployment Compensation Program.
- The Manager will direct the activities of NHES programs and will supervise and evaluate personnel and activities to ensure compliance and quality of service meets agency standards. This role will conduct and review fact-finding, write and issue determinations, respond to claimants and employer inquiries, as well as civic organizations, government officials, and the public regarding agency programs, policies, rules and regulations.
- The proposed duties are like those of other positions within the same Occupational Group and level currently operating at the agency and throughout the state and parallel the Broad Group Specification appropriately. The role is also appropriate within the agency's proposed organizational structure.

Funding Summary

1. This position is 51.02% Federal Funded.
This position is 48.98% Other Funded.
2. Budgetary number/string 02-27-27-270010-80400000-010.
3. Filled position-effective date: 12/29/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$46,388
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$56,910	Salary	\$65,617
Benefits	<u>\$33,213</u>	Benefits	<u>\$34,891</u>
Total	\$90,123	Total	\$100,508

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 31, 2024

Reclassification Request:

- New Hampshire Employment Security requests the reclassification of Filled position #30093, 43-4190 MISC RECORDS CLERKS-3, A000, Labor Grade 15, to a 13-2080 TAX EXAMINERS-3, A000, Labor Grade 16.

Division of Personnel (DOP) Reclassification Decision:

- 13-2080 TAX EXAMINERS-3, A000 , Labor Grade 16, effective 12/29/2023.

Rationale for Decision:

- New Hampshire Employment Security is reclassifying this filled position to 13-2080 Tax Examiners-3 in the Unemployment Compensation Bureau to provide support for Employer Accounts as a Tax Auditor.
- The Tax Auditor will perform accounting and auditing functions to maintain employer accounts, review and audit adjustments to quarterly tax returns, and audit, verify and process Employer Tax and Wage Reports. This role will prepare Summary Statement of Account, Tax Assessment and appropriate feeds, research and verify employers' credit amounts, and provide technical assistance and problem solving.
- The proposed duties are like those of other positions within the same Occupational Group and level currently operating at the agency and throughout the state and parallel the Broad Group Specification appropriately. The role is also appropriate within the agency's proposed organizational structure.

Funding Summary

1. This position is 51.02% Federal Funded.
This position is 48.98% Other Funded.
2. Budgetary number/string 02-27-27-270010-80400000-010.
3. Filled position-effective date: 12/29/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$28,954
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$37,596	Salary	\$43,017
Benefits	<u>\$18,629</u>	Benefits	<u>\$19,716</u>
Total	\$56,225	Total	\$62,733

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 31, 2024

Reclassification Request:

- New Hampshire Employment Security requests the reclassification of Vacant position #42014, 21-1010 COUNSELORS-5, Labor Grade 21, A000 to a 11-9150 SOC-CMTY SVC MGRS-2, Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- 11-9150 SOC-CMTY SVC MGRS-2, Labor Grade 25, A000 effective 12/29/2023.

Rationale for Decision:

- New Hampshire Employment Security (NHES) is reclassifying this vacant position to 11-9150 Social and Community Service Managers-2 to serve as a Manager for the Laconia Local Office of the Employment Services Bureau. This position will perform supervisory functions for the overall operations of the local office, the Resource Center, and the Unemployment Compensation Program.
- The Manager will direct the activities of NHES programs and will supervise and evaluate personnel and activities to ensure compliance and quality of service meets agency standards. This role will conduct and review fact-finding, write and issue determinations, respond to claimants and employer inquiries, as well as civic organizations, government officials, and the public regarding agency programs, policies, rules and regulations.
- The proposed duties are like those of other positions within the same Occupational Group and level currently operating at the agency and throughout the state and parallel the Broad Group Specification appropriately. The role is also appropriate within the agency's proposed organizational structure.

Funding Summary

1. This position is 51.02% Federally Funded.
This position is 48.98% Other Funded.
2. Budgetary number/string 02-27-27-270010-80400000-010.
3. Effective date 12/29/2023. Anticipated date of hire is: 3/8/2024 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$24,389
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:	
Salary	\$59,669
Benefits	<u>\$47,072</u>
Total	\$106,741

Projected Annual Cost:	
Salary	\$57,389
Benefits	<u>\$33,197</u>
Total	\$90,586

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 31, 2024

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant position #17191, 17-3020 ENGINEERING TECHS-6, Pay Band 6, SOC17 to a 19-3050 REGIONAL PLANNERS-3, Pay Band 7, SOC19.

Division of Personnel (DOP) Reclassification Decision:

- 19-3050 REGIONAL PLANNERS-3, Pay Band 7, SOC19 effective Upon G&C approval.

Rationale for Decision:

- The Department of Transportation is reclassifying this vacant position from 17-3020 Engineering Technologists and Technicians, except Drafters-6 to 19-3050 Urban and Regional Planners-3.
- The position will plan, develop, implement, and monitor the agency's highway safety program on a statewide basis coordinating with federal, state, regional, and community resources supporting the various activities intended to reduce the frequency and severity of crashes in New Hampshire.
- The proposed duties are like those of other positions within the same occupational group and level currently operating at the agency and throughout the state and parallel the Broad Group Specification appropriately. The role is also appropriate within the agency's proposed organizational structure.

Funding Summary

1. This position is a 43.72% Federal Funded position.
This position is a 56.28% Other Funded position.
2. Budgetary number/string 04-96-96-962015-30250000-010.
3. Anticipated date of hire is: 2/9/2024 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$30,331
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$66,432	Salary	\$54,951
Benefits	<u>\$35,281</u>	Benefits	<u>\$32,673</u>
Total	\$101,713	Total	\$87,624

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 31, 2024

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant position #20428, 17-2050 CIVIL ENGINEERS-3, Pay Band 7, SOC17 to a 11-9190 MISC MGRS-4, Pay Band 4, SOC11.

Division of Personnel (DOP) Reclassification Decision:

- 11-9190 MISC MGRS-4, Pay Band 4, SOC11 effective Upon G&C approval.

Rationale for Decision:

- The Department of Transportation is reclassifying this vacant position from 17-2050 Civil Engineers-3 to 11-9190 Miscellaneous Managers-4.
- The position will manage the administrative and federal reporting aspects of the agency's highway safety program to reduce traffic crashes, deaths, injuries, economic losses, and property damage on the roadways in the State of New Hampshire.
- The proposed duties are like those of other positions within the same occupational group and level currently operating at the agency and throughout the state and parallel the Broad Group Specification appropriately. The role is also appropriate within the agency's proposed organizational structure.

Funding Summary

1. This position is a 43.72% Federal Funded position.
This position is a 56.28% Other Funded position.
2. Budgetary number/string 04-96-96-962015-30250000-010.
3. Anticipated date of hire is: 2/9/2024 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$32,415
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$36,134	Salary	\$59,904
Benefits	<u>\$28,693</u>	Benefits	<u>\$33,738</u>
Total	\$64,827	Total	\$93,642

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 31, 2024

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant position #21150, 17-3020 ENGINEERING TECHS-5, Pay Band 5, SOC17 to a 15-1210 COMP-INFO ANALYSTS-2, Pay Band 6, SOC15.

Division of Personnel (DOP) Reclassification Decision:

- 15-1210 COMP-INFO ANALYSTS-2, Pay Band 6, SOC15 effective Upon G&C approval.

Rationale for Decision:

- The Department of Transportation is reclassifying this vacant position from 17-3020 Engineering Technologists and Technicians, except Drafters to 15-1210 Computer and Information Analysts-2.
- The position will support the Highway Safety Improvement Program (HSIP) in planning, developing, and implementing, analyzing, and managing highway safety strategies to reduce the number of highway crashes resulting in serious injuries and fatalities.
- The proposed duties are like those of other positions within the same occupational group and level currently operating at the agency and throughout the state and parallel the Broad Group Specification appropriately. The role is also appropriate within the agency's proposed organizational structure.

Funding Summary

1. This position is a 43.72% Federal Funded position.
This position is a 56.28% Other Funded position.
2. Budgetary number/string 04-96-96-962015-30250000-010.
3. Anticipated date of hire is: 2/9/2024 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$30,331
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$40,638	Salary	\$54,951
Benefits	<u>\$29,671</u>	Benefits	<u>\$32,673</u>
Total	\$70,309	Total	\$87,624

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 31, 2024

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #44595, 21-1090 MISC SOC SVC SPECS-6, A000, Labor Grade 25, to a 11-9150 SOC-CMTY SVC MGRS-3, A000, Labor Grade 27.

Division of Personnel (DOP) Reclassification Decision:

- 11-9150 SOC-CMTY SVC MGRS-3, A000 , Labor Grade 27, effective 1/12/2024.

Rationale for Decision:

- The Department of Health and Human Services, Division for Children, Youth and Families Bureau of Field Services is reclassifying this filled position from 21-1090 Miscellaneous Community and Social Service Specialists-6 to 11-9150 Social and Community Service Managers-3.
- The position will administer the development, implementation and evaluation of policies, procedures and guidelines for the Division for Children, Youth, and Families (DCYF) Constituent Relations Program to meet the demands of the public and client system and to promote community awareness of DCYF programs.
- The proposed duties are like those of other positions within the same occupational group and level currently operating at the agency and throughout the state and parallel the Broad Group Specification appropriately. The role is also appropriate within the agency's proposed organizational structure.

Funding Summary

1. This position is a 73.76% General Funded position.
This position is a 26.24% Federal Funded position.
2. Budgetary number/string 05-95-42-421010-29570000-010.
3. Filled position-effective date: 1/12/2024.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$55,892
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:

Salary	\$71,290
Benefits	<u>\$49,595</u>
Total	\$120,885

Projected Annual Cost:

Salary	\$81,684
Benefits	<u>\$51,044</u>
Total	\$132,728

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 31, 2024

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #15798, 41-1010 SUPS OF SALES WKRS-2, Labor Grade 17, A130 to a 43-1010 SUPS OFC-ADMIN SUPP-2, Labor Grade 17, A000.

Division of Personnel (DOP) Reclassification Decision:

- 43-1010 SUPS OFC-ADMIN SUPP-2, Labor Grade 17, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services, New Hampshire Hospital is reclassifying this vacant position from 41-1010 First-Line Supervisors of Sales Workers-2 to 43-1010 First-Line Supervisors of Office and Administrative Support.
- The position will manage and organize operations and processes for related supply chain inventory control systems pertaining to all products and medical equipment within an acute care psychiatric facility.
- The proposed duties are like those of other positions within the same occupational group and level currently operating at the agency and throughout the state and parallel the Broad Group Specification appropriately. The role is also appropriate within the agency's proposed organizational structure.

Funding Summary

1. This position is a 32.45% General Funded position.
This position is a 67.55% Other Funded position.
2. Budgetary number/string 05-95-94-940010-87500000-010.
3. Anticipated date of hire is: 2/23/2024 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$21,880
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$40,102	Salary	\$41,360
Benefits	<u>\$29,555</u>	Benefits	<u>\$29,751</u>
Total	\$69,557	Total	\$71,111

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: January 31, 2024

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12291, 43-9050 MAIL CLERKS-2, Labor Grade 11, A000 to a 13-2090 MISC FINAN SPECS-5, Labor Grade 24, A000.

Division of Personnel (DOP) Reclassification Decision:

- 13-2090 MISC FINAN SPECS-5, Labor Grade 24, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services, Division of Public Health, Financial Services is reclassifying this vacant position from 43-9050 Mail Clerks and Mail Machine Operators, except Postal Service-2 to 13-2090 Miscellaneous Financial Specialists-5.
- The position will plan and develop business management policies and procedures, including fiscal, budgetary, purchasing, personnel operations, and establish monitoring procedures over financial appropriations and accounting activities for the Division of Public Health, Financial Services.
- The proposed duties are like those of other positions within the same occupational group and level currently operating at the agency and throughout the state and parallel the Broad Group Specification appropriately. The role is also appropriate within the agency's proposed organizational structure.

Funding Summary

1. This position is a 67.49% General Funded position.
This position is a 31.93% Federal Funded position.
This position is a 0.58% Other Funded position.
2. Budgetary number/string 05-95-95-953010-56850000-010.
3. Anticipated date of hire is: 3/8/2024 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$23,591
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:	
Salary	\$41,338
Benefits	<u>\$42,607</u>
Total	\$83,945

Projected Annual Cost:	
Salary	\$54,951
Benefits	<u>\$32,673</u>
Total	\$87,624

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: January 31, 2024

Reclassification Request:

- The Police Standards and Training Council requests the reclassification of Vacant position #44999, 13-1190 MISC BUS OPS SPECS-4, Pay Band 5, SOC13 to a 33-1012 SUPS OF POLICE-P2, Pay Band 6, SOC33P.

Division of Personnel (DOP) Reclassification Decision:

- 33-1012 SUPS OF POLICE-P2, Pay Band 6, SOC33P effective Upon G&C approval.

Rationale for Decision:

- The Police Standards and Training Council are requesting to reclassify this vacant position from 13-1190 Miscellaneous Business Operations Specialists to 33-1012 First-Line Supervisors of Police and Detectives-P2.
- The position will coordinate, supervise and instruct police, corrections, and probation-parole officers as well as recruit and set-up in-service training programs on behalf of the Police Standards and Training Council (PSTC) for state, county and local agency students, including legal, tactical, and physical training programs.
- The proposed duties are like those of other positions within the same occupational group and level currently operating at the agency and throughout the state and parallel the Broad Group Specification appropriately. The role is also appropriate within the agency's proposed organizational structure.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 06-87-87-870510-89800000-010.
3. Anticipated date of hire is: 3/8/2024 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$29,065
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$47,873	Salary	\$70,366
Benefits	<u>\$31,242</u>	Benefits	<u>\$37,589</u>
Total	\$79,115	Total	\$107,955