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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
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March 13, 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: March 13, 2024

Reclassification Request:

- The Department of Energy requests the reclassification of Vacant position #14356, 13-1070 Human Resource Worker-4, Pay Band 5, Pay Schedule SOC13, 1950 Hours to a 23-2010 Paralegal-Legal Assistant-4, Pay Band 4, Pay Schedule SOC23 1950 Hours.

Division of Personnel (DOP) Reclassification Decision:

- 23-2010 Paralegal-Legal Assistant-4, Pay Band 4, Pay Schedule SOC23, 1950 Hours effective Upon G&C approval.

Rationale for Decision:

- The New Hampshire Department Energy (DOE) is reclassifying this vacant position to 23-2010 Paralegals and Legal Assistants-4 to work in the Legal Group of the Division of Administration to provide multi-discipline support to the DOE and the Public Utilities Commission (PUC) as a Regulatory Legal Assistant.
- The Regulatory Legal Assistant will gather and arrange evidence and legal documents for attorney and analyst review, prepare cases and filings, and research statutes, rulings, and precedents to prepare written summaries. This role will serve as a liaison between regulatory staff and attorneys, coordinate the development and implementation of compliance policies and procedures, and organize and maintain complex legal files.
- 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% Other Funded position.
2. Budgetary number/string 02-52-52-521010-18910000-010.
3. Anticipated date of hire is: 4/19/2024 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$11,264
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:

Salary	\$48,555
Benefits	<u>\$31,400</u>
Total	\$79,955

Projected Annual Cost:

Salary	\$43,017
Benefits	<u>\$30,197</u>
Total	\$73,214

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date:
March 13, 2024

Reclassification Request:

- The New Hampshire Veterans Home requests the reclassification of Filled position #19331, 43-4160 HUMAN RES ASSTS-3, Pay Band 3, Pay Schedule SOC43, 2080 Hours to a 13-1070 HUMAN RES WKRS-3, Pay Band 4, Pay Schedule SOC13, 2080 hours.

Division of Personnel (DOP) Reclassification Decision:

- 13-1070 HUMAN RES WKRS-3, Pay Band 4, Pay Schedule SOC13, 2080 Hours effective February 23, 2024.

Rationale for Decision:

- The New Hampshire Veterans Home (NHVH) is reclassifying this filled position to 13-1070 Human Resources Workers-3 in the Human Resources Section to serve as a Senior Human Resources Technician to perform diverse functions in support of directors, administrators, and managers within the agency.
- The Senior Human Resources Technician will coordinate the implementation of recruitment functions at NHVH, provide technical assistance to candidates during the application process, prepare documentation and process human resources transactions, and maintain and update human resources records and personnel files. This role will prepare and analyze reports, develop and coordinate the hiring and onboarding processes, and manage the tracking of annual performance evaluations.
- 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 29% General Funded position.
This position is a 39% Federal Funded position.
This position is a 32% Other Funded position.
2. Budgetary number/string 05-43-43-430010-53590000-010.
3. Filled position-effective date: 2/23/2024.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$24,019
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$35,630	Salary	\$45,885
Benefits	<u>\$28,584</u>	Benefits	<u>\$32,177</u>
Total	\$64,214	Total	\$78,062

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: March 13, 2024

Reclassification Request:

The Department of Health and Human Services requests the reclassification of Vacant position #44612, 43-6010-Administrative Assistant-2, Pay Band 2, Pay Schedule: SOC43, 1950 Hours to a 21-1090-Misc. Social Service Specialist-6, Pay Band 6, Pay Schedule: SOC21, 1950 Hours.

Division of Personnel (DOP) Reclassification Decision:

- 21-1090-Misc. Social Service Specialist-6, Pay Band 6, Pay Schedule: SOC21, 1950 Hours effective Upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services is requesting to reclassify this vacant position from 43-6010 Secretaries and Administrative Assistants-2 to 21-1090 Miscellaneous Community and Social Service Specialists-6.
- The Division for Children, Youth and Families Central Registry Program requires an additional position to keep up with the increased requests for the Child Abuse and Neglect Registry per RSA 169-C:35 and due to program changes over the past several years requiring thorough background checks for new entities such as adults working as camp counselors and adult care providers.
- 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 69.12% General Funded position.
This position is a 30.88% Federal Funded position.
2. Budgetary number/string 05-95-42-421010-29560000-010.
3. Anticipated date of hire is: 3/22/2024 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$20,221
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:

Salary	\$29,724
Benefits	<u>\$40,571</u>
Total	\$70,295

Projected Annual Cost:

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

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: March 13, 2024

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #14843, 43-3030 ACCTNG-AUDIT CLERKS-2, Pay Band 2, Pay Schedule SOC43 2080 Hours to a 13-2010 ACCTS-AUDITORS-2, Pay Band 3, Pay Schedule SOC13, 2080 Hours.

Division of Personnel (DOP) Reclassification Decision:

- 13-2010 ACCTS-AUDITORS-2, Pay Band 3, Pay Schedule SOC13, 2080 Hours effective Upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services (DHHS) is reclassifying this vacant position to 13-2010 Accountants and Auditors-2 at the Glenclyff Home to serve as an Accountant to perform accounts payable, financial reporting, and compliance duties.
- The Accountant will examine invoices for accuracy and authenticity of purchases, prepare invoices for processing, and resolve accounts payable issues. This role will analyze contract and rental agreements, maintain various cash accounts, reconcile bank statements, and conduct training on purchasing processes for department heads and new hires.
- 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 05-95-91-910010-5740000-010.
3. Anticipated date of hire is: 4/19/2024 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$11,055
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:

Salary	\$42,411
Benefits	<u>\$31,520</u>
Total	\$73,931

Projected Annual Cost:

Salary	\$40,706
Benefits	<u>\$31,149</u>
Total	\$71,855

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: March 13, 2024

Reclassification Request:

The Department of Health and Human Services requests the reclassification of Vacant position #15702, 25-4020 LIBRARIANS-1, Pay Band 5, Pay Schedule SOC25, 1950 Hours to a 29-1120 THERAPISTS-3, Pay Band 5, Pay Schedule SOC29, 1950 Hours.

Division of Personnel (DOP) Reclassification Decision:

- 29-1120 THERAPISTS-3, Pay Band 5, Pay Schedule SOC29, 1950 Hours effective Upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services is requesting to reclassify this vacant position from 25-4020 Librarians and Media Collection Specialists-1 to 29-1120 Therapists-3.
- The position will be responsible for the coordination of Occupational Therapy programs in the adult unit of NH Hospital and performs professional, clinical, managerial, and supervisory duties to assure program meets the needs of individual patients and interfaces with unit program.
- 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 85.72% General Funded position.
This position is a 14.28% Other Funded position.
2. Budgetary number/string 05-95-94-940010-84000000-010.
3. Anticipated date of hire is: 4/5/2024 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$15,356
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: March 13, 2024

Reclassification Request:

- The Department of Education requests the reclassification of Vacant position #30378, 43-6010 ADMIN ASSTS-3, Pay Band 3, Pay Schedule SOC43, 1950 Hours to a 13-1040 COMPLIANCE OFFICERS-6, Pay Band 7, Pay Schedule SOC13, 1950 Hours.

Division of Personnel (DOP) Reclassification Decision:

- 13-1040 COMPLIANCE OFFICERS-6, Pay Band 7, Pay Schedule SOC13, 1950 Hours effective Upon G&C approval.

Rationale for Decision:

- The New Hampshire Department of Education is reclassifying this vacant position to 13-1040 Compliance Officers-6 to work in the Bureau of Special Education Support's Division of Learner Support to serve as an Education Consultant II.
- The Education Consultant II will evaluate and monitor school district and private special education programs to ensure compliance with federal and state laws and regulations pertaining to the education of students with disabilities. This role will develop and implement policies and procedures, review, analyze and approve new special education programs, and organize training sessions and materials.
- 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% Federal Funded position.
2. Budgetary number/string 06-56-56-562010-25040000-010.
3. Anticipated date of hire is: 5/3/2024 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$10,805
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:

Salary	\$30,947
Benefits	<u>\$27,567</u>
Total	\$58,514

Projected Annual Cost:

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