



# State of New Hampshire

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DEPARTMENT OF ADMINISTRATIVE SERVICES

25 Capitol Street - Room 100  
Concord, New Hampshire 03301  
(603) 271-3201 | [Office@das.nh.gov](mailto:Office@das.nh.gov)

Charles M. Arlinghaus  
Commissioner

Catherine A. Keane  
Deputy Commissioner

Sheri L. Rockburn  
Assistant Commissioner

March 27, 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 27, 2024**

**Reclassification Request:**

- The NH Lottery Commission requests the reclassification of Vacant position #44993, 13-1190 MISC BUS OPS SPECS-4, Pay Band 5, SOC13, 1950 Hours to a 43-1010 SUPS OFC-ADMIN SUPP-3, Pay Band 5, SOC43, 1950 Hours.

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

- 43-1010 SUPS OFC-ADMIN SUPP-3, Pay Band 5, SOC43, 1950 Hours effective Upon G&C approval.

**Rationale for Decision:**

- The New Hampshire Lottery Commission is reclassifying this vacant position to 43-1010 First-Line Supervisors of Office and Administrative Support Workers-3 to serve as a Communications Specialist and lead customer service initiatives.
- The Communications Specialist will manage the Customer Service Department, to include customer-oriented support and solutions and administrative duties. This role will manage and answer customer inquiries, escalating complex issues to the appropriate team, lead the development and flow of communications, and track and provide metrics to leadership.
- 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 100% Other Funded position.
2. Budgetary number/string 06-83-83-830013-20280000-010.
3. Anticipated date of hire is: 4/19/2024 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$11,250
5. Total FY 24 Budgeted and Projected Annual Cost:

**Total FY 24 Budgeted:**

Salary	\$44,129
Benefits	<u>\$30,429</u>
Total	\$74,558

**Projected Annual Cost:**

Salary	\$43,017
Benefits	<u>\$30,107</u>
Total	\$73,124