



State of New Hampshire

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DEPARTMENT OF ADMINISTRATIVE SERVICES
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May 15, 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: May 15, 2024

Reclassification Request:

- The Department of Justice requests the reclassification of filled position #8T2904, 43-6010 ADMIN ASSTS-4, Pay Band 4, SOC43, 1950 Hours to a 23-2010 PARALGLS-LGL ASSTS-4, Pay Band 4, SOC23, 1950 Hours.

Division of Personnel (DOP) Reclassification Decision:

- 23-2010 PARALGLS-LGL ASSTS-4, Pay Band 4, SOC23 1950 Hours effective April 19, 2024.

Rationale for Decision:

- The New Hampshire Department of Justice is reclassifying this filled position to 23-2010 Paralegals and Legal Assistants-4 to serve as a Paralegal in the Charitable Trust Unit with a focus on trust organizations and non-profit institutions.
- The Paralegal will provide paraprofessional assistance to attorneys and consultants to include receiving, reviewing and analyzing charitable trust reports to ensure compliance with applicable state statutes and performing extensive and complex research of files, settlements, and document redactions. This role will respond to public record requests, coordinate with attorneys and paralegals in investigations, research and review oral and written inquiries and complaints from citizens. It will also conduct legal research, analyze statutes, rules, regulations and the legislative history of statutes, and will attend meetings, depositions, court proceedings, and investigations.
- 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 02-20-20-201010-26210000-059.
3. Filled position – effective date: April 19, 2024.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$10,686
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:

Salary	\$45,440
Benefits	<u>\$20,581</u>
Total	\$66,021

Projected Annual Cost:

Salary	\$48,555
Benefits	<u>\$20,906</u>
Total	\$69,461

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 15, 2024

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant position #19210, 43-4190 MISC RECORDS CLERKS-2, Pay Band 3, Pay Schedule SOC43 Hours 1950 to a Title 13-1040 COMPLIANCE OFFICER-5, Pay Band 6, Pay Schedule SOC13 Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 13-1040 COMPLIANCE OFFICER-5, Pay Band 6, Pay Schedule SOC13 Hours 1950 effective Upon G&C approval.

Rationale for Decision:

- The New Hampshire Department of Safety is reclassifying this vacant position to 13-1040 Compliance Officer-5 to serve as the Public Transportation Program Manager in the Division of Motor Vehicles.
- The role will develop and manage the Public Transportation Program by evaluating, analyzing and overseeing program operations and implementing policies and procedures. It will evaluate and investigate statewide driver education schools and programs to ensure compliance with state regulations under Saf-C 1300, conduct audits and inspections of school bus companies, administer written examinations to school bus driver applicants, create and analyze statistical data reports and oversee support staff.
- 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 02-23-23-233015-23150000-010.
3. Anticipated date of hire is: 6/28/2024 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$0.00
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:	
Salary	\$32,180
Benefits	<u>\$ 7,013</u>
Total	\$39,193

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: May 15, 2024

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant position #19211, 43-4190 MISC RECORDS CLERKS-2, Pay Band 3, Pay Schedule SOC43 Hours 1950 to a Title 13-1040 COMPLIANCE OFFICER-5, Pay Band 6, Pay Schedule SOC13 Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 13-1040 COMPLIANCE OFFICER-5, Pay Band 6, Pay Schedule SOC13 Hours 1950 effective Upon G&C approval.

Rationale for Decision:

- The New Hampshire Department of Safety is reclassifying this vacant position to 13-1040 Compliance Officer-5 to serve as the Driver Education Program Manager in the Division of Motor Vehicles.
- The role will plan, develop and manage the Driver Education Program by evaluating, analyzing and overseeing program operations and implementing policies and procedures. It will evaluate and investigate statewide driver education schools and programs to ensure compliance with state regulations under Saf-C 1300, perform initial and periodic audits of driver education schools and evaluate and direct the development of training modules, manuals and materials to ensure policies, procedures and regulations are reflected in classroom training, lectures, and in-vehicle training to driver education instructors.
- 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 02-23-23-233015-23150000-010.
3. Anticipated date of hire is: 6/28/2024 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$0.00
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:

Salary	\$35,762
Benefits	<u>\$41,882</u>
Total	\$77,644

Projected Annual Cost:

Salary	\$54,951
Benefits	<u>\$32,673</u>
Total	\$87,627

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 15, 2024

Reclassification Request:

- The Police Standards and Training Council requests the reclassification of Vacant position #19603, 37-2010 BLDG CLEANING WKRS-1, Pay Band 2, Pay Schedule SOC37 Hours 2080 to a Title 33-1012 SUPS OF POLICE-P2, Pay Band 6, Pay Schedule SOC33P Hours 2080.

Division of Personnel (DOP) Reclassification Decision:

- 33-1012 SUPS OF POLICE-P2, Pay Band 6, Pay Schedule SOC33P Hours 2080 effective Upon G&C approval.

Rationale for Decision:

- The Police Standards and Training Council is requesting to reclassify this vacant position from 37-2010 Building Cleaning Workers-1 to 33-1012 First-Line Supervisors of Police and Detectives-P2.
- The New Hampshire Conduct Review Committee has had a large increase in the number of active investigation complaints against police officers thereby necessitating the reclassification of this position for additional resources to that section.
- 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: May 31, 2024 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$4,146
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:

Salary	\$32,338
Benefits	<u>\$ 8,566</u>
Total	\$40,904

Projected Annual Cost:

Salary	\$ 70,367
Benefits	<u>\$ 37,441</u>
Total	\$107,808