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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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May 29, 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

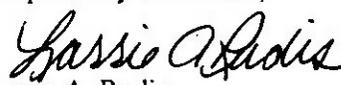
RSA 21-I:56 I, states that any request for reclassification of a position to a different class series as provided in RSA 21-I:54 shall require the approval of the Governor and Council.

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 29, 2024

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #11832, 43-6010 ADMIN ASSTS-2, Pay Band 2, Pay Schedule SOC43, Hours 1950 to a 21-1020 SOCIAL WKRS-2, Pay Band 4, Pay Schedule SOC21 Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 21-1020 SOCIAL WKRS-2, Pay Band 4, Pay Schedule SOC21, Hours 1950 effective Upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services requests to transfer and reclassify this vacant position from 43-6010 Secretaries and Administrative Assistants-2 to 21-1020 Social Workers-2.
- The position will function as an Intake Child Protective Service Worker performing entry level casework and receiving and assessing reports of child abuse and neglect to determine appropriate actions required by DCYF policy and RSA 169-C.
- 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. 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:		Projected Annual Cost:	
Salary	\$27,690	Salary	\$43,017
Benefits	<u>\$26,860</u>	Benefits	<u>\$30,107</u>
Total	\$54,550	Total	\$73,124

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: May 29, 2024

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #44638, 29-1290 MISC HLTHCRE PRACTS-4, Pay Band 6, Pay Schedule SOC29, Hours 1950 to a 11-9150 SOC-CMTY SVC MGRS-4, Pay Band 5, Pay Schedule SOC11, Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 11-9150 SOC-CMTY SVC MGRS-4, Pay Band 5, Pay Schedule SOC11, Hours 1950 effective Upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services is reclassifying this vacant position to 11-9150 Social and Community Service Managers-4 in the Bureau of Community, Family and Program Support (BCFPS) in the Division of Children, Youth and Families to serve as an Administrator II and administer the Foster Care Health and Service Array programs.
- The Administrator II will direct aspects of the operations and management of the BCFPS, act as administrative liaison between numerous stakeholders regarding program implementation, and assist in the design, implementation and evaluation of long and short-range planning to meet state and federal mandates. This role will also participate in the determination of organizational policies and establish and maintain relationships with organizations and the community.
- 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 28.73% General Funded position.
This position is a 71.27% Federal Funded position.
2. Budgetary number/string 05-95-42-421010-29610000-010.
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:		Projected Annual Cost:	
Salary	\$52,163	Salary	\$ 65,267
Benefits	<u>\$32,173</u>	Benefits	<u>\$ 34,891</u>
Total	\$84,336	Total	\$100,158

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 29, 2024

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #44739, 29-1120 THERAPISTS-7, Pay Band 10, Pay Schedule SOC29, Hours 1950, to a 11-9160 EMERGENCY MGMT DIRS-1, Pay Band 4, Pay Schedule SOC11, Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 11-9160 EMERGENCY MGMT DIRS-1, Pay Band 4, Pay Schedule SOC11, Hours 1950, effective Upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services is requesting to reclassify this vacant position from 29-1120 Therapists-7 to 11-9160 Emergency Management Directors-1 at New Hampshire Hospital.
- The position will act as the principal adviser to the NHH Incident Commander and the executive team in the coordination of disaster response and crisis management activities, such as ordering evacuations, opening public shelters, and implementing special needs plans and 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 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: 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	\$61,893
Benefits	<u>\$34,927</u>
Total	\$96,820

Projected Annual Cost:

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

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: May 29, 2024

Reclassification Request:

- The Police Standards and Training Council requests the reclassification of Vacant position #14555, 37-2010 BLDG CLEANING WKRS-2, Pay Band 2, Pay Schedule SOC37, Hours 2080, to a 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:

- New Hampshire Police Standards & Training Council is reclassifying this vacant position to 33-1012 First-Line Supervisors of Police and Detectives-P2 to serve as a Law Enforcement Training Specialist I in the Bureau of Support Services.
- The Law Enforcement Training Specialist I will coordinate, supervise and instruct police, corrections, and probation-parole recruit and in-service training programs for state, county and local agency students, including legal, tactical, and physical training programs. This role will conduct investigations, as authorized by State Law and Administrative Rule for the investigation, suspension or revocation of the certification of law enforcement officers in cases of egregious misconduct or failure to comply with Council standards.
- 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: 6/28/2024 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$0
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:

Salary	\$32,786
Benefits	<u>\$19,104</u>
Total	\$51,890

Projected Annual Cost:

Salary	\$ 70,366
Benefits	<u>\$ 37,441</u>
Total	\$107,807