



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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Commissioner

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

June 12, 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: June 12, 2024

Reclassification Request:

- The Liquor Commission requests the reclassification of Vacant position #41541, 13-1020 BUYERS-PURCH AGTS-5, Pay Band 7, Pay Schedule SOC13, Hours 1950 to a 11-3020 COMP-INFO SYS MGRS-6, Pay Band 7, Pay Schedule SOC11, Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 11-3020 COMP-INFO SYS MGRS-6, Pay Band 7, Pay Schedule SOC11, Hours 1950 effective Upon G&C approval.

Rationale for Decision:

- The New Hampshire Liquor Commission is requesting to reclassify this vacant position to 11-3020 Computer and Information Systems Managers-6 in the Bureau of Administration to serve as a Chief Systems Officer.
- The Chief Systems Officer will analyze the business operating systems and oversee all business applications for the agency, to include hardware/software, for compliance and legal requirements. The role will direct personnel in the monitoring, development and implementation of technology standards. It will ensure internal controls are in place to monitor integrity, laws, rules, and compliance, and will develop the technical and program budgets, and plan, analyze, develop/evaluate ongoing 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% Other Funded position.
2. Budgetary number/string 02-77-77-771512-10240000-010.
3. Anticipated date of hire is: 6/14/2024 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	\$ 78,308
Benefits	\$ 50,633
Total	\$128,941

Projected Annual Cost:

Salary	\$ 77,805
Benefits	\$ 37,587
Total	\$115,392

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 12, 2024

Reclassification Request:

- The Liquor Commission requests the reclassification of Vacant position #44243, 13-1020 BUYERS-PURCH AGTS-5, Pay Band 7, Pay Schedule SOC13, Hours 1950 to a 15-1230 COMPUTER SUPP SPECS-9, Pay Band 9, Pay Schedule SOC15, Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 15-1230 COMPUTER SUPP SPECS-9, Pay Band 9, Pay Schedule SOC15, Hours 1950 effective Upon G&C approval.

Rationale for Decision:

- The New Hampshire Liquor Commission is requesting to reclassify this vacant position to 15-1230 Computer Support Specialist-9 in the Bureau of Administration to serve as the Supervisor of Liquor Commission Technology Support.
- The Supervisor of Liquor Commission Technology Support will direct, implement and support information technology services and will serve as a technical expert, lead and provide efficient and strategic troubleshooting, training, and hardware and software evaluation to achieve short and long-term agency technology objectives. This role will manage and participate in IT related projects, supervise and manage the work of subordinates, and monitor activities for compliance.
- 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 02-77-77-771512-10240000-010.
3. Anticipated date of hire is: 6/14/2024 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	\$ 74,080
Benefits	<u>\$ 37,244</u>
Total	\$111,324

Projected Annual Cost:

Salary	\$ 71,156
Benefits	<u>\$ 36,157</u>
Total	\$107,313

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 12, 2024

Reclassification Request:

- The Liquor Commission requests the reclassification of Vacant position #14091, 41-1010 SUPS OF SALES WKRS-1, Pay Band 3, Pay Schedule SOC41, Hours 2080 to a 15-1230 COMPUTER SUPP SPECS-6, Pay Band 6, Pay Schedule SOC15, Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 15-1230 COMPUTER SUPP SPECS-6, Pay Band 6, Pay Schedule SOC15, Hours 1950 effective Upon G&C approval.

Rationale for Decision:

- The New Hampshire Liquor Commission is requesting reclassification of this vacant position to 15-1230 Computer Support Specialists-6 in the Bureau of Administration to serve as a Technical Support Specialist III.
- The Technical Support Specialist III will perform installation, configuration, operation, monitoring, tuning and maintenance of desktop operating system applications and POS (point-of-sale) software and hardware. This role will perform hardware and software installation, maintenance, troubleshooting and support, manage inventory, create and maintain technical documentation, and provide instruction and training to all customers.
- 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 02-77-77-771512-10300000-010.
3. Anticipated date of hire is: 6/14/2024 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	\$37,982
Benefits	<u>\$18,864</u>
Total	\$56,846

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: June 12, 2024

Reclassification Request:

- The Liquor Commission requests the reclassification of Vacant position #30508, 41-1010 SUPS OF SALES WKRS-1, Pay Band 3, Pay Schedule SOC41, Hours 2080 to a 15-1230 COMPUTER SUPP SPECS-6, Pay Band 6, Pay Schedule SOC15, Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 15-1230 COMPUTER SUPP SPECS-6, Pay Band 6, Pay Schedule SOC15, Hours 1950 effective Upon G&C approval.

Rationale for Decision:

- The New Hampshire Liquor Commission is requesting to reclassify this vacant position to a 15-1230 Computer Support Specialists-6 in the Bureau of Administration to serve as a Technical Support Specialist III.
- The Technical Support Specialist III will perform installation, configuration, operation, monitoring, tuning and maintenance of desktop operating system applications and POS (point-of-sale) software and hardware. This role will perform hardware and software installation, maintenance, troubleshooting and support, manage inventory, create and maintain technical documentation, and provide instruction and training to all customers.
- 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

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2. Budgetary number/string 02-77-77-771512-10300000-010.
3. Anticipated date of hire is: 6/14/2024 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	\$37,765
Benefits	<u>\$18,817</u>
Total	\$56,582

Projected Annual Cost:

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