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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
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June 26, 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 26, 2024

Reclassification Request:

- The Department of Justice requests the reclassification of Filled position #10471, 43-3030 ACCTNG-AUDIT CLERKS-3, Pay Band 3, Pay Schedule SOC43, Hours 1950, to a 13-2010 ACCTS-AUDITORS-2, Pay Band 3, Pay Schedule SOC13 Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 13-2010 ACCTS-AUDITORS-2, Pay Band 3, Pay Schedule SOC13, Hours 1950, effective 5/31/2024.

Rationale for Decision:

- The New Hampshire Department of Justice is reclassifying this filled position to 13-2010 Accountants and Auditors-2 in the Attorney General's Office to serve as an Accountant I.
- The Accountant I will create and maintain a system of internal controls to track and evaluate accounting and fiscal data and transactions, manage accounting projects, and analyze and present financial data to upper management. This role will prepare financial, accounting and statistical reports for use in State and Federal reporting, supervise accounting and clerical personnel assigned to the Business Office, and reconcile, review, and post monthly data.
- 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 02-20-20-200010-26010000-010.
3. Filled position-effective date: 05/31/2024
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$2,341
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:

Salary	\$35,660
Benefits	<u>\$18,360</u>
Total	\$54,020

Projected Annual Cost:

Salary	\$41,360
Benefits	<u>\$19,510</u>
Total	\$60,870

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: June 26, 2024

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant position #43194, 43-4190 MISC RECORDS CLERKS-2, Pay Band 3, Pay Schedule SOC43, Hours 1950 to a 23-1020 ADMIN LAW JUDGES-6, Pay Band 9, Pay Schedule SOC23, Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 23-1020 ADMIN LAW JUDGES-6, Pay Band 9, Pay Schedule SOC23, Hours 1950, effective Upon G&C approval.

Rationale for Decision:

- The Department of Safety requests to transfer and reclassify this vacant position from 43-4190 Miscellaneous Information and Records Clerks-2 to 23-1020 Judges, Magistrates, and Other Judicial Workers-6.
- The position will provide prosecution assistance to the Division of State Police, for the Juvenile Justice Program and other circuit court cases as assigned as a member of the Prosecution Unit within the Bureau of Hearings.
- 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 02-23-23-234010-40190000-010.
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	\$37,401
Benefits	<u>\$28,978</u>
Total	\$66,379

Projected Annual Cost:

Salary	\$71,156
Benefits	<u>\$37,097</u>
Total	\$108,253

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 26, 2024

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant position #44280, 33-3010 CORR OFFICERS-C1, Pay Band 1, Pay Schedule SOC33C, Hours 2080 to a 23-1010 LAWYERS-4, Pay Band 9, Pay Schedule SOC23, Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 23-1010 LAWYERS-4, Pay Band 9, Pay Schedule SOC23, Hours 1950, effective Upon G&C approval.

Rationale for Decision:

- The New Hampshire Department of Corrections (DOC) is reclassifying this vacant position to 23-1010 Lawyers and Judicial Law Clerks-4 in the Commissioner's Office to serve as a Chief Legal Officer dedicated to helping with legal matters presented to the DOC.
- The Chief Legal Officer will function as general counsel and will administer and coordinate all legal activities for the DOC. This position will provide guidance on interpretation and implementation of state and federal laws, statutes and rules, oversee and assist with legal consultations, and respond directly to legislative, legal and public inquiries. This role will direct and coordinate litigation responses, serve as liaison to the Attorney General's Office, analyze and formulate solutions to legal issues, and perform various legislative and strategic functions.
- 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 02-46-46-463510-33740000-010.
3. Anticipated date of hire is: 7/26/2024 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:		Projected Annual Cost:	
Salary	\$44,949	Salary	\$ 71,156
Benefits	<u>\$37,729</u>	Benefits	<u>\$ 36,157</u>
Total	\$82,678	Total	\$107,313

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 26, 2024

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant position #41524, 21-1020 SOCIAL WKRS-5, Pay Band 6, Pay Schedule SOC21, Hours 1950 to a 13-1040 COMPLIANCE OFFICERS-6, Pay Band 7, Pay Schedule SOC13, Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

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

Rationale for Decision:

- The New Hampshire Department of Corrections (DOC) is reclassifying this vacant position to 13-1040 Compliance Officers-5 in the Auditing Unit of the Division of Professional Standards to serve as a Prison Rape Elimination Act (PREA) Compliance Officer.
- The PREA Compliance Officer will monitor, implement and oversee updates to PREA standards, compliance strategies and audit processes and will examine related department records, reports, cases and data to ensure statewide compliance to PREA mandates at all DOC facilities. This role will identify compliance vulnerabilities and training needs, provide policy and procedure recommendations, maintain oversight of a database of PREA files and reports, and prepare and provide various reports 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 a 100% General Funded position.
2. Budgetary number/string 02-46-46-464510-68200000-010.
3. Anticipated date of hire is: 7/26/2024 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:		Projected Annual Cost:	
Salary	\$54,444	Salary	\$54,951
Benefits	<u>\$40,857</u>	Benefits	<u>\$32,673</u>
Total	\$95,301	Total	\$87,624

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 26, 2024

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #42186, 49-9070 GENERAL RPR WKRS-3, Pay Band 3, Pay Schedule SOC49, Hours 1950 to a 47-1010 SUPS CONSTRUCT WKRS-5, Pay Band 7, Pay Schedule SOC47, Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 47-1010 SUPS CONSTRUCT WKRS-5, Pay Band 7, Pay Schedule SOC47, Hours 1950, effective Upon G&C approval.

Rationale for Decision:

- The New Hampshire Department of Environmental Services is reclassifying this vacant position to 47-1010 First Line Supervisors of Construction Trades and Extraction Workers-5 in the Water Division to serve as a Dam Operations Supervisor.
- The Dam Operations Supervisor will supervise the Dam Control Operators, monitor and trouble shoot heating, alarm and access systems, physical conditions and other maintenance issues of the Operations Facility, and supervise responses to operations field calls related to state-owned dams and emergency response actions. The role will conduct reviews of state-owned dams and property, plan and execute plans, coordinate operations and work with state agencies, towns, municipalities, police, fire and others.
- 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 03-44-44-442010-29540000-010.
3. Anticipated date of hire is: 7/26/2024 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	\$48,572
Benefits	<u>\$44,177</u>
Total	\$92,750

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 26, 2024

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #12256, 21-1090 MISC SOC SVC SPECS-7, Pay Band 7, Pay Schedule SOC21, 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 5/17/2024.

Rationale for Decision:

- The Department of Health and Human Services is reclassifying this filled position to 11-9150 Social and Community Service Managers-4 in the Behavioral Health Division of the Homeless Services Bureau to serve as an Administrator II.
- The Administrator II will plan, develop and administer the U.S. Department of Housing and Urban Development's (HUD) funded Emergency Solution grants and the Substance Abuse and Mental Health Services Administration funded Projects for Assistance in Transitioning from Homeless grants. This role will develop, evaluate and oversee the implementation of federal, state and local laws for compliance, develop and negotiate state contracts, assess regional program and resource needs, and will provide consultation and technical assistance.
- 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 19.03% General Funded position.
This position is a 80.97% Federal Funded position.
2. Budgetary number/string 05-95-42-423010-79270000-010.
3. Filled position-effective date: 5/17/2024
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$9,138
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$ 76,528	Salary	\$ 89,154
Benefits	<u>\$ 27,081</u>	Benefits	<u>\$ 29,635</u>
Total	\$103,609	Total	\$118,789

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: June 26, 2024

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12390, 43-1010 SUPS OFC-ADMIN SUPP-2, Pay Band 4, Pay Schedule SOC43, Hours 1950 to a 13-1110 MANAGEMENT ANALYSTS-4, Pay Band 7, Pay Schedule SOC13, Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 13-1110 MANAGEMENT ANALYSTS-4, Pay Band 7, Pay Schedule SOC13, Hours 1950 effective Upon G&C approval.

Rationale for Decision:

- The New Hampshire Department of Health and Human Services (DHHS) is reclassifying this vacant position to 13-1110 Management Analysts-4 in the Data Analytics and Reporting Unit of the Division of Finance and Procurement to serve as a Business Process Improvement Specialist.
- The Business Process Improvement Specialist will analyze and institute current and new business management information systems and implement efficient and effective controls and procedures for DHHS. The role will monitor, interpret and track all business, legal and regulatory requirements impacting financial management. It will also establish, maintain, evaluate and update operational performance metrics to ensure alignment to strategic goals, and supervise business system improvements and operational efficiencies.
- 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 58.66% General Funded position.
This position is a 41.34% Federal Funded position.
2. Budgetary number/string 05-95-95-950010-56760000-010.
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:		Projected Annual Cost:	
Salary	\$44,126	Salary	\$59,904
Benefits	<u>\$43,212</u>	Benefits	<u>\$33,738</u>
Total	\$87,338	Total	\$93,642