



# State of New Hampshire

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DEPARTMENT OF ADMINISTRATIVE SERVICES  
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July 10, 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: July 10, 2024

**Reclassification Request:**

- The Department of Administrative Services requests the reclassification of Vacant position #41880, 43-3010 ACCOUNT COLLECTORS-1, Pay Band 1, Pay Schedule SOC43, Hours 1950 to a 13-1080 PROJECT MGMT SPECS-7, Pay Band 8, Pay Schedule SOC13, Hours 1950.

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

- 13-1080 PROJECT MGMT SPECS-7, Pay Band 6, Pay Schedule SOC13, Hours 1950 effective Upon G&C approval.

**Rationale for Decision:**

- The Department of Administrative Services is requesting to reclassify and transfer this vacant position from 43-3010 Bill and Account Collectors-1 to 13-1080 Logisticians and Project Management Specialists-7.
- This position will develop and administer the agency's short-term and long-term goals and serve as a project manager for federally funded American Rescue Plan (ARP) projects aimed at improving the health and safety of state-owned buildings.
- 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 01-14-14-140010-86230000-010.
3. Anticipated date of hire is: 7/26/2024 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 25: \$78,687
5. Total FY 25 Budgeted and Projected Annual Cost:

**Total FY 25 Budgeted:**

Salary	\$27,648
Benefits	<u>\$28,305</u>
Total	\$55,953

**Projected Annual Cost:**

Salary	\$56,043
Benefits	<u>\$32,908</u>
Total	\$88,951

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: July 10, 2024

**Reclassification Request:**

- The Department of Safety requests the reclassification of Vacant position #41169, 43-4030 LICENSE CLERKS-2, Pay Band 3, Pay Schedule SOC43, Hours 2080 to a 13-2010 ACCTS-AUDITORS-8, Pay Band 9, Pay Schedule SOC13, Hours 1950.

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

- 11-1020 GENERAL-OPS MGRS-5, Pay Band 6, Pay Schedule SOC11, Hours 1950 effective Upon G&C approval.

**Rationale for Decision:**

- The New Hampshire Department of Safety is reclassifying this vacant position to 11-1020 General and Operations Managers-5 in the Directors Office of the Division of Motor Vehicles (DMV) to serve as an Administrator III to administer and oversee the operations the Bureau of Registration and the Bureau of Title & Anti Theft.
- The Administrator III will coordinate the development of Bureau functions, implement long-term objectives, provide supervision and assistance to support Division goals, and develop, evaluate and administer work processes and procedures. This role will ensure compliance with State laws, Administrative Rules, Division policies, Standard Operating Procedures, Payment Card Industry standards, and the Driver Privacy Act, assist in budget development and other fiscal activities, and oversee staff and personnel matters.
- 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 02-23-23-233015-23120000-010.
3. Anticipated date of hire is: 7/26/2024 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 25: \$96,460
5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:	
Salary	\$32,965
Benefits	<u>\$29,459</u>
Total	\$62,424

Projected Annual Cost:	
Salary	\$ 72,579
Benefits	<u>\$ 36,463</u>
Total	\$109,042

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: July 10, 2024

**Reclassification Request:**

- The Department of Safety requests the reclassification of Vacant position #10523, 13-2010 ACCTS-AUDITORS-8, Pay Band 9, Pay Schedule SOC13, Hours 1950 to a 11-1020 GENERAL-OPS MGRS-5, Pay Band 6, Pay Schedule SOC11, Hours 1950.

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

- 11-1020 GENERAL-OPS MGRS-5, Pay Band 6, Pay Schedule SOC11, Hours 1950 effective Upon G&C approval.

**Rationale for Decision:**

- The New Hampshire Department of Safety is reclassifying this vacant position to 11-1020 General and Operations Managers-5 in the Directors Office of the Division of Motor Vehicles (DMV) to serve as the DMV Bureau Operations Administrator to administer and oversee the operations the Bureau of Driver Licensing, the Bureau of Financial Responsibility, and the Bureau of Operations.
- The Administrator III will coordinate the development of Bureau functions, implement long-term objectives, provide supervision and assistance to support Division goals, and develop, evaluate and administer work processes and procedures. This role will ensure compliance with State laws, Administrative Rules, Division policies, Standard Operating Procedures, Payment Card Industry standards, and the Driver Privacy Act, assist in budget development and other fiscal activities, and oversee staff and personnel matters.
- 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 02-23-23-233015-31000000-010.
3. Anticipated date of hire is: 7/26/2024 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 25: \$96,460
5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:		Projected Annual Cost:	
Salary	\$ 93,948	Salary	\$ 72,579
Benefits	<u>\$ 42,708</u>	Benefits	<u>\$ 36,463</u>
Total	\$136,656	Total	\$109,042

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: July 10, 2024

**Reclassification Request:**

- The Liquor Commission requests the reclassification of Vacant position #44150, 41-1010 SUPS OF SALES WKRS-1, Pay Band 3, Pay Schedule SOC41, Hours 2080, to a 15-1210 COMP-INFO ANALYSTS-3, Pay Band 7, Pay Schedule SOC15, Hours 1950.

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

- 15-1210 COMP-INFO ANALYSTS-3, Pay Band 7, Pay Schedule SOC15, Hours 1950 effective Upon G&C approval.

**Rationale for Decision:**

- The New Hampshire Liquor Commission is reclassifying this vacant position to 15-1210 Computer and Information Analysts-3 in the Bureau of Administration to serve as a Systems Development Specialist V to support the Enterprise Resource Planning System (ERP).
- The Systems Development Specialist V will supervise the production staff, develop and manage business intelligence systems, and perform data analysis and monitoring to ensure on-going data integrity, data quality, and operational efficiency. This role will propose technical solutions and strategies, develop and design new programs, create and maintain reports and dashboards, track key performance indicators, and develop comprehensive project plans.
- 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: 8/9/2024 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 25: \$80,458
5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:	
Salary	\$36,950
Benefits	<u>\$19,217</u>
Total	\$56,167

Projected Annual Cost:	
Salary	\$61,094
Benefits	<u>\$33,994</u>
Total	\$95,087

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: July 10, 2024

**Reclassification Request:**

- The Department of Natural and Cultural Resources requests the reclassification of Vacant position #11439, 43-6010 ADMIN ASSTS-6, Pay Band 6, Pay Schedule SOC43, Hours 1950, to a 13-1190 MISC BUS OPS SPECS-5, Pay Band 6, Pay Schedule SOC13, Hours 1950.

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

- 13-1190 MISC BUS OPS SPECS-5, Pay Band 6, Pay Schedule SOC13, Hours 1950, effective Upon G&C approval.

**Rationale for Decision:**

- The Department of Natural and Cultural Resources is reclassifying this vacant position to 13-1190 Miscellaneous Business Operations Specialists-5 in the Office of the Commissioner to serve as a Business Operations Specialist.
- The Business Operations Specialist will review, modify, implement, and supervise the business operations programs, policies and procedures to ensure compliance. This role will provide oversight of document flow management, supervise the administrative support staff, prepare and provide training to staff, and analyze department bidding and contracting needs to make recommendations for policy or procedure changes.
- 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 03-35-35-350010-34000000-010.
3. Anticipated date of hire is: 9/6/2024 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 25: \$68,424
5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:		Projected Annual Cost:	
Salary	\$49,298	Salary	\$56,043
Benefits	<u>\$33,015</u>	Benefits	<u>\$32,908</u>
Total	\$82,313	Total	\$88,951

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: July 10, 2024

**Reclassification Request:**

- The Department of Natural & Cultural Resources requests the reclassification of Filled position #43707, 49-1010 SUPS INSTL-RPR WKRS-4, Pay Band 6, Pay Schedule SOC49, Hours 1950, to a 11-3010 ADMIN SVCS-FAC MGRS-3, Pay Band 4, Pay Schedule SOC11, Hours 1950.

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

- 11-3010 ADMIN SVCS-FAC MGRS-3, Pay Band 4, Pay Schedule SOC11, Hours 1950 effective 3/22/2024.

**Rationale for Decision:**

- The Department of Natural and Cultural Resources is requesting to reclassify this filled position from 49-1010 First-Line Supervisors of Mechanics, Installers, and Repairers-4 to 11-3010 Administrative Services and Facilities Managers-3.
- The position will serve as Communications Bureau Administrator, managing the State's 16 Communication Tower Sites and responding to compliance issues, inquiries, and equipment modification requests. The role will administer the Communications Bureau, oversee communication site colocation, leasing, and licensing activities, coordinate land mobile radio communication activities, and plan and develop communications-related procedures and policies.
- 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 03-35-35-351010-86820000-010.
3. Filled position-effective date: 3/22/2024
4. Projected cost (Salary & Benefits) for remainder of FY 25: \$165,157
5. Total FY 25 Budgeted and Projected Annual Cost:

**Total FY 25 Budgeted:**

Salary	\$ 70,590
Benefits	<u>\$ 51,288</u>
Total	\$121,878

**Projected Annual Cost:**

Salary	\$ 83,070
Benefits	<u>\$ 51,493</u>
Total	\$134,563

**Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: July 10, 2024**

**Reclassification Request:**

- The Department of Natural & Cultural Resources requests the reclassification of Filled position #11524, 13-1080 PROJECT MGMT SPECS-4, Pay Band 5, Pay Schedule SOC13, Hours 1950, to a 11-9190 MISC MGRS-4, Pay Band 4, Pay Schedule SOC11, Hours 1950.

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

- 11-9190 MISC MGRS-4, Pay Band 4, Pay Schedule SOC11 Hours 1950 effective 4/19/2024.

**Rationale for Decision:**

- The New Hampshire Department of Natural and Cultural Resources is reclassifying this filled position to 11-9190 Miscellaneous Managers-4 in the Parks and Recreation Division to serve as a Planning and Land Use Administrator to provide oversight of the Connecticut Lakes Headwaters (CLH) and planning programs.
- The Planning and Land Use Administrator will administer, manage and interpret contracts and programmatic agreements, develop budgets and work plans, monitor endowment investments for the CLH property, and make recommendations for investments and disbursements. This role will chair, coordinate and lead committees to ensure stewardship of state lands, develop operational administrative rules, policies and procedures for the management and stewardship of state parks, and will conduct research studies to evaluate operations.
- 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 03-35-35-351510-37010000-010.
3. Filled position-effective date: 4/19/2024
4. Projected cost (Salary & Benefits) for remainder of FY 25: \$125,107
5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:		Projected Annual Cost:	
Salary	\$69,609	Salary	\$ 81,465
Benefits	<u>\$26,307</u>	Benefits	<u>\$ 27,530</u>
Total	\$95,916	Total	<u>\$108,995</u>

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: July 10, 2024

**Reclassification Request:**

- The NH Veterans Home requests the reclassification of Vacant position #43134, 31-1130 NURSING ASSTS-3, Pay Band 4, Pay Schedule SOC31, Hours 2080, to a 13-1110 MANAGEMENT ANALYSTS-1; Pay Band 4, Pay Schedule SOC13, Hours 2080.

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

- 13-1110 MANAGEMENT ANALYSTS-1, Pay Band 4, Pay Schedule SOC13, Hours 2080, effective Upon G&C approval.

**Rationale for Decision:**

- The New Hampshire Veterans Home is reclassifying this vacant position to 13-1110 Management Analysts-1 in the Scheduling Unit of Resident Services to serve as a Scheduling Program Specialist.
- The Scheduling Program Specialist will oversee and manage the scheduling of all staff resources within the Nursing Department to ensure the required allocation of licensed staff are on site to provide direct care to the geriatric resident population of the facility. This role will develop, maintain and monitor staff schedules, collaborate with scheduling staff and nurse managers, conduct training, and assist in the development of policies and procedures related to staffing and scheduling.
- 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 29% General Funded position.  
This position is a 39% Federal Funded position.  
This position is a 32% Other Funded position.
2. Budgetary number/string 05-43-43-430010-53590000-010.
3. Anticipated date of hire is: 8/9/2024 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 25: **\$66,993**
5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:		Projected Annual Cost:	
Salary	\$36,950	Salary	\$46,800
Benefits	<u>\$31,008</u>	Benefits	<u>\$32,374</u>
Total	\$67,958	Total	\$79,174