ARC 68

State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
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July 24, 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 24, 2024

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant position #12832, 13-1070 HUMAN RES WKRS-2, Pay Band 3, Pay Schedule SOC13, Hours 1950, to a 43-6010 ADMIN ASSTS-4, Pay Band 4, Pay Schedule SOC43, Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 43-6010 ADMIN ASSTS-4, Pay Band 4, Pay Schedule SOC43, Hours 1950, effective Upon G&C approval.

Rationale for Decision:

- Department of Corrections is requesting to reclassify this vacant position from 13-1070 Human Resources Workers-2 to 43-6010 Secretaries and Administrative Assistants-4.

- This position will serve as a support role for the Division Director and assist in meeting agency objectives by managing, analyzing, and reporting data, coordinating special projects, and responding to public inquiries.

- 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 02-46-46-461510-65290000-010.

3. Anticipated date of hire is: 8/23/2024 at Minimum Step.

4. Projected cost (Salary & Benefits) for remainder of FY 25: $55,043

5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:		Projected Annual Cost:	
Salary	$54,009	Salary	$38,922
Benefits	$22,920	Benefits	$29,227
Total	$76,929	Total	$68,149

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: JULY 24, 2024

Reclassification Request:

- The Liquor Commission requests the reclassification of Vacant position #40961, 41-1010 First-Line Supervisors of Sales Workers-1 , Pay Band 3, Pay Schedule SOC41, Hours 2080, to a 13-1110 Management Analysts-3, Pay Band 6, Pay Schedule SOC13, Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 13-1110 Management Analysts-3, Pay Band 6, Pay Schedule SOC13, Hours 1950, effective Upon G&C approval.

Rationale for Decision:

- The New Hampshire Liquor Commission is reclassifying this vacant position to 13-1110 Management Analysts-3 in the Bureau of Administration, NextGen Section, to serve as a Business Solutions Specialist–Retail Sales to support the Enterprise Resource Planning System (ERP).
- The Business Solutions Specialist–Retail Sales will evaluate business policies, practices, and procedures to ensure successful development and delivery of business and technical projects and initiatives supporting the Marketing, Merchandising, Warehousing Division. This role will coordinate and manage the implementation of application functions, and collaborate with business partners to design, develop and test applications and project plans, business programs and software applications, and research and analyze system errors and performance management procedures.
- 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: 7/26/2024 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 25: $76,687
5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:		Projected Annual Cost:	
Salary	$39,838	Salary	$56,043
Benefits	$19,843	Benefits	$32,908
Total	$59,681	Total	$88,951

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: July 24, 2024

Reclassification Request:

- The Liquor Commission requests the reclassification of Filled position #14281, 43-4050 CUSTOMER SVC REPS-4, Pay Band 5, Pay Schedule SOC43, Hours 1950, to a 13-1110 MANAGEMENT ANALYSTS-3, Pay Band 6, Pay Schedule SOC13, Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 13-1110 MANAGEMENT ANALYSTS-3, Pay Band 6, Pay Schedule SOC13 Hours 1950, effective 6/28/2024.

Rationale for Decision:

- The New Hampshire Liquor Commission is reclassifying this filled position to 13-1110 Management Analysts-3 in the Bureau of Administration, NextGen Section, to serve as a Business Solutions Specialist–E-Commerce, to support the Enterprise Resource Planning System (ERP).

- The Business Solutions Specialist–E-Commerce, will evaluate business policies, practices, and procedures to ensure successful development and delivery of business and technical projects and initiatives supporting the Marketing, Merchandising, Warehousing Division. This role will coordinate and manage the development and implementation of application functions, and collaborate with business partners to design, develop and test applications.

- 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. Filled position-effective date: 6/28/2024

4. Projected cost (Salary & Benefits) for remainder of FY 25: $85,244

5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:		Projected Annual Cost:	
Salary	$51,909	Salary	$61,094
Benefits	$22,624	Benefits	$23,753
Total	$74,533	Total	$84,847

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: JULY 24, 2024

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #16653, 15-2050 DATA SCIENTISTS-1, Pay Band 5, Pay Schedule SOC15, Hours 1950, to a 13-1040 COMPLIANCE OFFICERS-5, Pay Band 6, 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 Department of Health and Human Services (DHHS) is requesting to reclassify this vacant position from 15-2050 Data Scientists-1 to 13-1040 Compliance Officers-5.

- The position will conduct administrative investigations on allegations of sexual assault, misconduct and harassment of youth detained or committed to the Department's juvenile detention facility. This role will collect and analyze dispositional outcomes, themes, and trends, and make recommendations to improve positive outcomes regarding compliance with Prison Rape Elimination Act (PREA) standards within the facility while also coordinating continuous quality improvement practices.

- 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 77.92% General Funded position.
   This position is a 22.08% Federal Funded position.

2. Budgetary number/string 05-95-42-421010-32210000-010.

3. Anticipated date of hire is: 8/9/2024 at Minimum Step.

4. Projected cost (Salary & Benefits) for remainder of FY 25: $75,266

5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:		Projected Annual Cost:	
Salary	$49,860	Salary	$56,043
Benefits	$33,127	Benefits	$32,908
Total	$82,987	Total	$88,951

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: July 24, 2024

Reclassification Request:

- **The Department of Health and Human Services requests the reclassification of Filled position #43489, 15-2050 Data Scientists-2 , Pay Band 6, Pay Schedule SOC15, 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-6, Pay Band 7, Pay Schedule SOC13, Hours 1950, effective 6/14/2024.**

Rationale for Decision:

- The New Hampshire Department of Health and Human Services (DHHS) is reclassifying this filled position to 13-1040 Compliance Officers-6 in the Evaluations, Analytics and Reporting Bureau of the Division of Children, Youth and Families to serve as a PREA Coordinator/CQI Administrator.
- The role will provide administrative oversight of the Prison Rape Elimination Act (PREA) and Seclusion and Restraint programs, to include PREA investigations, quality assurance and improvement planning, compliance monitoring, and planning long and short-term organizational goals. The position will evaluate program policies, coordinate and participate in quality improvement initiatives, analyze and interpret data, and supervise, audit and participate in 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 77.92% General Funded position.**
   This position is a 22.08% Federal Funded position.

2. **Budgetary number/string 05-95-42-421010-32210000-010.**

3. **Filled position-effective date: 6/14/2024**

4. **Projected cost (Salary & Benefits) for remainder of FY 25: $126,338**

5. **Total FY 25 Budgeted and Projected Annual Cost:**

Total FY 25 Budgeted:		Projected Annual Cost:	
Salary	$ 72,915	Salary	$ 86,814
Benefits	$ 38,142	Benefits	$ 39,524
Total	$111,057	Total	$126,338

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: JULY 24, 2024

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant position #40675, 43-5030 DISPATCHERS-5, Pay Band 5, Pay Schedule SOC43, Hours 2080, to a 11-1020 GENERAL-OPS MGRS-7, Pay Band 8, Pay Schedule SOC11, Hours 2080.

Division of Personnel (DOP) Reclassification Decision:

- 11-1020 GENERAL-OPS MGRS-7, Pay Band 8, Pay Schedule SOC11, Hours 2080, effective Upon G&C approval.

Rationale for Decision:

- Department of Safety is requesting to reclassify and transfer this vacant position from 43-5030 Dispatchers-5 to 11-1020 General and Operations Managers-7.
- This position will be located at the Division of Emergency Services and Communication and assist that area as an Administrator.
- 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.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-23-23-236510-13950000-010.
3. Anticipated date of hire is: 7/26/2024 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 25: $114,974
5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:		Projected Annual Cost:	
Salary	$48,366	Salary	$88,608
Benefits	$23,214	Benefits	$41,363
Total	$71,580	Total	$129,971