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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
25 Capitol Street - Room 100
Concord, New Hampshire 03301
(603) 271-3201 | Office@das.nh.gov

Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

August 8, 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: August 7, 2024

Reclassification Request:

- The Department of Justice requests the reclassification of Vacant position #18034, 23-1010 LAWYERS-4, Pay Band 9, Pay Schedule SOC23, Hours 1950 to a 11-3010 ADMIN SVCS-FAC MGRS-5, Pay Band 5, Pay Schedule SOC11, Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 11-3020 COMP-INFO SYS MGRS-4, Pay Band 5, Pay Schedule SOC11, Hours 1950, effective Upon G&C approval.

Rationale for Decision:

- The Department of Justice (DOJ) is requesting to reclassify this vacant position to 11-3020 Computer and Information Systems Managers-4 in the Division of Administration of the Attorney General's Office to serve as the Director of Law Office Infrastructure to direct and manage the coordination and implementation of law-related technology.
- The role will strategize with the Department of Information Technology on technology plans, work closely with vendors and consultants to ensure compliance, and represent the DOJ in interactions with Legislature, Governor and Executive Council, and other State agencies in technology matters. The position will also monitor developments in law office management technology, coordinate, oversee and implement routine maintenance and problem-solving activities, and authorize, design and implement training and staff development programs for attorneys, paralegals, and support staff.
- 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. Anticipated date of hire is: 8/23/2024 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 25: \$82,179
5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:		Projected Annual Cost:	
Salary	\$ 97,110	Salary	\$ 66,573
Benefits	<u>\$ 57,552</u>	Benefits	<u>\$ 35,172</u>
Total	\$154,662	Total	\$101,745

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 7,2024

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #16355, 37-2010 BLDG CLEANING WKRS-2, Pay Band 2, Pay Schedule SOC37, Hours 2080 to a 43-5070 INVENTORY CLERKS-2, Pay Band 2, Pay Schedule SOC43, Hours 2080.

Division of Personnel (DOP) Reclassification Decision:

- 43-5070 INVENTORY CLERKS-2, Pay Band 2, Pay Schedule SOC43 Hours 2080 effective July 26, 2024.

Rationale for Decision:

- Department of Health and Human Services is requesting to reclassify and transfer this filled position from 37-2010 Building Cleaning Workers-2 to 43-5070 Shipping, Receiving, and Inventory Clerks-2.
- This position will receive, store, issue and deliver supplies for a central hospital stockroom as well as operate equipment used in loading and unloading supplies.
- 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 68.49% General Funded position.
This position is a 31.51% Other Funded position.
2. Budgetary number/string 05-95-94-940010-84100000-010.
3. Filled position-effective date: July 26, 2024
4. Projected cost (Salary & Benefits) for remainder of FY 25: \$81,224
5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:		Projected Annual Cost:	
Salary	\$33,334	Salary	\$46,800
Benefits	<u>\$18,431</u>	Benefits	<u>\$45,018</u>
Total	\$51,765	Total	\$91,818

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: August 7,2024

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #30878, 37-2010 BLDG CLEANING WKRS-2, Pay Band 2, Pay Schedule SOC37, Hours 2080 to a 43-5070 INVENTORY CLERKS-2, Pay Band 2, Pay Schedule SOC43, Hours 2080.

Division of Personnel (DOP) Reclassification Decision:

- 43-5070 INVENTORY CLERKS-2, Pay Band 2, Pay Schedule SOC43, Hours 2080, effective July 26, 2024.

Rationale for Decision:

- Department of Health and Human Services is requesting to reclassify and transfer this filled position from 37-2010 Building Cleaning Workers-2 to 43-5070 Shipping, Receiving, and Inventory Clerks-2.
- This position will receive, store, issue and deliver supplies for a central hospital stockroom as well as operate equipment used in loading and unloading supplies.
- 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 68.49% General Funded position.
This position is a 31.51% Other Funded position.
2. Budgetary number/string 05-95-94-940010-84100000-010.
3. Filled position-effective date: July 26, 2024
4. Projected cost (Salary & Benefits) for remainder of FY 25: **\$84,330**
5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:

Salary	\$39,817
Benefits	<u>\$44,608</u>
Total	\$84,425

Projected Annual Cost:

Salary	\$46,800
Benefits	<u>\$48,529</u>
Total	\$95,329

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 7, 2024

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #43484, 13-1040 COMPLIANCE OFFICERS-3, Pay Band 4, Pay Schedule SOC13, Hours 1950 to a 15-2050 DATA SCIENTISTS-4, Pay Band 8, Pay Schedule SOC15, Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 15-2050 DATA SCIENTISTS-4, Pay Band 8, Pay Schedule SOC15, 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 15-2050 Data Scientist-4 in the Data Analytics and Reporting Unit of the Bureau of Program Quality (BPQ) to serve as a Mental Health Data Systems and Quality Analyst.
- The role will lead the development and collection of key indicators for accountability of the Department's Certified Community Behavioral Health Clinic (CCBHC) and related programs by ensuring analytically useful data, ongoing development of Department dashboards and analysis of CCBHC 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 49.7% General Funded position.
This position is a 50.3% Federal Funded position.
2. Budgetary number/string 05-95-95-951010-79350000-010.
3. Anticipated date of hire is: September 6, 2024, at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 25: \$78,265
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:		Projected Annual Cost:	
Salary	\$44,058	Salary	\$66,573
Benefits	<u>\$31,867</u>	Benefits	<u>\$35,172</u>
Total	\$75,925	Total	\$101,745