ARC 178

State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
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August 30, 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

Lorrie A. Rudis
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 30, 2024

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant position #44580, 23-2010 PARALGLS-LGL ASSTS-4, Pay Band 4, Pay Schedule SOC23, Hours 1950 to a 13-1110 MANAGEMENT ANALYSTS-2, Pay Band 5, Pay Schedule SOC13, Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 13-1110 MANAGEMENT ANALYSTS-2, Pay Band 5, Pay Schedule SOC13, Hours 1950, effective Upon G&C approval.

Rationale for Decision:

- The New Hampshire Department of Safety is reclassifying this vacant position to 13-1110 Management Analysts-2 in the Digital Evidence Unit of the Division of State Police, Justice Information Bureau to serve as a Digital Evidence Technical Specialist.

- The Digital Evidence Technical Specialist will research and assist in the development of policies and procedures for digital evidence equipment and will coordinate the collection of video recordings from State Police cruisers, Body Worn cameras, and facility cameras for analysis. This role will manage software system administration processes, research and prepare reports, respond to requests from attorneys, law enforcement agencies or the public, and assist in compiling video footage to be used as evidence in criminal cases.

- 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 34.02% General Funded position.
   This position is a 65.98% Other Funded position.

2. Budgetary number/string 02-23-23-234015-40030000-010.

3. Anticipated date of hire is: 11/1/2024 at Minimum Step.

4. Projected cost (Salary & Benefits) for remainder of FY 25: $50,035

5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:		Projected Annual Cost:	
Salary	$42,232	Salary	$49,530
Benefits	$31,471	Benefits	$31,507
Total	$73,703	Total	$81,307

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 30, 2024

Reclassification Request:

- New Hampshire Employment Security requests the reclassification of Vacant position #11223, 27-1020 DESIGNERS-1, Pay Band 2, Pay Schedule SOC27, Hours 1950 to a 19-3010 ECONOMISTS-4, Pay Band 8, Pay Schedule SOC19, Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 19-3010 ECONOMISTS-4, Pay Band 8, Pay Schedule SOC19, Hours 1950, effective Upon G&C approval.

Rationale for Decision:

- New Hampshire Employment Security is requesting to reclassify this vacant position from 27-1020 Designers-1 to 19-3010 Economists-4.

- This position will supervise employment statistics programs, labor market information programs, and occupational information programs for the Economic and Labor Market Information Bureau. This role oversees data and reporting to the U.S. Department of Labor Employment and Training Administration as well as the U.S. Bureau of Labor Statistics.

- 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 51.02% Federal Funded position.
   This position is a 49.98% Other Funded position.

2. Budgetary number/string 02-27-27-270010-8040000-010.

3. Anticipated date of hire is: 9/20/2024 at Minimum Step.

4. Projected cost (Salary & Benefits) for remainder of FY 25: $69,487

5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:		Projected Annual Cost:	
Salary	$40,579	Salary	$61,094
Benefits	$31,112	Benefits	$33,994
Total	$71,691	Total	$95,087

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 30,2024

Reclassification Request:

- The Department of Natural and Cultural Resources requests the reclassification of Filled position #11511, 39-1010 SUPS OF RECR WKRS-5, Pay Band 6, Pay Schedule SOC39, Hours 2080 to a 11-9070 RECREATION MGRS-2, Pay Band 3, Pay Schedule SOC11, Hours 2080.

Division of Personnel (DOP) Reclassification Decision:

- 11-9070 RECREATION MGRS-2, Pay Band 3, Pay Schedule SOC11, Hours 2080, effective July 26, 2024.

Rationale for Decision:

- Department of Natural and Cultural Resources is requesting to reclassify this filled position from 39-1010 First-Line Supervisors of Entertainment and Recreation Workers-5 to 11-9070 Entertainment and Recreation Managers-2.

- This position will oversee year-round operations of Mount Washington State Park, a state park of high complexity, and supervise diversely skilled support, technical and professional subordinate employees. This role develops and implements objectives, policies, and procedures pertaining to year-round business, financial, customer service, safety, and maintenance activities of structures.

- 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 03-35-35-351510-37200000-010.

3. Filled position-effective date: July 26, 2024

4. Projected cost (Salary & Benefits) for remainder of FY 25: $96,112

5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:		Projected Annual Cost:	
Salary	$69,694	Salary	$ 80,808
Benefits	$26,325	Benefits	$ 27,841
Total	$96,019	Total	$108,649

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 30, 2024

Reclassification Request:

- The New Hampshire Veterans Home requests the reclassification of Vacant position #19483, 13-1070 HUMAN RES WKRS-2, Pay Band 3, Pay Schedule SOC13, Hours 2080 to a 29-1120 THERAPISTS-8, Pay Band 9, Pay Schedule SOC29, Hours 2080.

Division of Personnel (DOP) Reclassification Decision:

- 29-1120 THERAPISTS-8, Pay Band 9, Pay Schedule SOC29, Hours 2080, effective Upon G&C approval.

Rationale for Decision:

- The New Hampshire Veterans Home (NHVH) is reclassifying this vacant position to 29-1120 Therapists-8 in the Rehabilitation Services Unit of the Resident Care Services Bureau to serve as the Director of Rehabilitation Services/Physical Therapist.

- The Director of Rehabilitation Services/Physical Therapist will administer and manage on-site rehabilitation services and occupational therapy programs, provide physical therapy services to residents, and ensure NHVH is in compliance with state and federal regulations. This role will organize and direct activities of all rehabilitation personnel, plan, develop, interpret, implement and monitor rehabilitation programs, execute continuous quality improvement plans, and provide strategic and clinical 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 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: 11/1/2024 at Minimum Step.

4. Projected cost (Salary & Benefits) for remainder of FY 25: $80,560

5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:		Projected Annual Cost:	
Salary	$41,642	Salary	$89,378
Benefits	$31,343	Benefits	$41,528
Total	$72,985	Total	$130,906

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 30, 2024

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12492, 13-1040 COMPLIANCE OFFICERS-5, Pay Band 6, Pay Schedule SOC13, Hours 1950 to a 11-1020 GENERAL-OPS MGRS-4, Pay Band 5, Pay Schedule SOC11, Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 11-1020 GENERAL-OPS MGRS-4, Pay Band 5, Pay Schedule SOC11, 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 11-1020 General and Operations Managers-4 in the Division of Economic Stability in the Bureau of Child Development and Head Start Collaboration to serve as an Operations and Systems Administrator.

- The Operations and Systems Administrator will administer childcare and development functions and services for the Bureau by overseeing contracts, operations, policies, procedures and activities. This role will formulate performance indicators and management reports, oversee state and federal compliance monitoring, reporting, and auditing. It will direct and manage professional staff in the implementation of program objectives, and develop and direct service initiatives for eligible children and families.

- 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% Federal Funded position.

2. Budgetary number/string 05-95-42-421110-29780000-010.

3. Anticipated date of hire is: 9/20/2024 at Minimum Step.

4. Projected cost (Salary & Benefits) for remainder of FY 25: $74,352

5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:		Projected Annual Cost:	
Salary	$ 67,509	Salary	$ 66,573
Benefits	$ 51,135	Benefits	$ 35,172
Total	$118,644	Total	$101,745