



# State of New Hampshire

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DEPARTMENT OF ADMINISTRATIVE SERVICES  
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September 25, 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 21-1:56  
Governor and Council Meeting Date: September 25, 2024

Reclassification Request:

- The Office of Child Advocate requests the reclassification of Vacant position #44986, 43-6010 ADMIN ASSTS-1, Pay Band 1, Pay Schedule SOC43, Hours 1950 to a 21-1090 MISC SOC SVC SPECS-2, Pay Band 2, Pay Schedule SOC21, Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 21-1090 MISC SOC SVC SPECS-2, Pay Band 2, Pay Schedule SOC21, Hours 1950 effective Upon G&C approval.

Rationale for Decision:

- The Office of Child Advocate is requesting to reclassify this position to a 21-1090 MISC SOCIAL SERVICE SPECIALISTS-2 to support a multidisciplinary team by collecting, researching and analyzing complex case data and critical case information as reported by stakeholders to ensure compliance with applicable state and federal laws and rules, track detailed trends to alert the team that a response is required and ensure accuracy of all reporting functions.
- The 21-1090 MISC SOCIAL SERVICES SPECIALISTS-2 will conduct case review research within State child welfare databases for office-initiated investigations; Critical Incident Reviews (CIRs), as defined by DCYF policy and OCA statute, ensuring immediate safety steps have been taken; and Special Investigation Units (SIUs), including in-depth review of DCYF history of involvement.
- The proposed supplemental job description meets the standards of the broad specification and is appropriate to the Office of Child Advocate's organizational structure.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 01-14-88-880010-80260000-010.
3. Anticipated date of hire is: 10/4/2024 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 25: \$43,653
5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:		Projected Annual Cost:	
Salary	\$27,648	Salary	\$34,730
Benefits	<u>\$28,315</u>	Benefits	<u>\$28,325</u>
Total	\$55,963	Total	\$63,055

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: September 25, 2024

Reclassification Request:

- The Office of Professional Licensure and Certification requests the reclassification of Vacant position #18212, 43-6010 ADMIN ASSTS-4, Pay Band 4, Pay Schedule SOC43, Hours 1950 to a 23-2010 PARALGLS-LGL ASSTS-3, Pay Band 3, Pay Schedule SOC23, Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 23-2010 PARALGLS-LGL ASSTS-3, Pay Band 3, Pay Schedule SOC23, Hours 1950 effective Upon G&C approval.

Rationale for Decision:

- The New Hampshire Office of Professional Licensure and Certification (OPLC) is reclassifying this vacant position to 23-2010 Paralegals and Legal Assistants-3 in the Enforcement Division. This position will serve as a Paralegal I and perform administrative, law-related duties and judicial support activities.
- The role serves as the primary contact for the general public, licensees and attorneys and monitor and maintain the adjudicatory, disciplinary, investigative and hearings processes to ensure compliance with state mandated requirements. This position will support prosecuting attorneys, hearing examiners, investigators, and board administrators, accept and log compliant filings, review motions, and notify parties of hearing dates and times.
- 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 01-21-21-211010-24040000-010.
3. Anticipated date of hire is: 11/1/2024 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 25: \$41,938
5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:		Projected Annual Cost:	
Salary	\$37,540	Salary	\$38,922
Benefits	<u>\$30,452</u>	Benefits	<u>\$29,227</u>
Total	\$67,992	Total	\$68,149

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: September 25, 2024

Reclassification Request:

- The Department of Corrections requests the reclassification of Filled position #16833, 39-1010 SUPS OF RECR WKRS-5, Pay Band 6, Pay Schedule SOC39, Hours 1950 to a 11-9070 RECREATION MGRS-2, Pay Band 3, Pay Schedule SOC11 Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 11-9070 RECREATION MGRS-2, Pay Band 3, Pay Schedule SOC11 Hours 1950 effective August 23, 2024.

Rationale for Decision:

- Department of Corrections 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.
- The position will be responsible for developing, coordinating, implementing, and facilitating recreational programs for the residents of the New Hampshire State Prison for Men. This role will oversee recreational staff, evaluate program effectiveness, and establish connections with community-based recreational programs.
- 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 02-46-46-463510-33720000-010.
3. Filled position-effective date: August 23, 2024
4. Projected cost (Salary & Benefits) for remainder of FY 25: \$103,545
5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:

Salary	\$ 60,369
Benefits	\$ <u>57,923</u>
Total	\$118,292

Projected Annual Cost:

Salary	\$ 70,509
Benefits	\$ <u>57,690</u>
Total	\$128,199

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: September 25, 2024

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant position #41455, 25-2030 SEC SCHOOL TEACHERS-2, Pay Band 4, Pay Schedule SOC25, Hours 1950 to a 13-1190 MISC BUS OPS SPECS-4, Pay Band 5, Pay Schedule SOC13, Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 13-1190 MISC BUS OPS SPECS-4, Pay Band 5, 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 13-1190 Miscellaneous Business Operations Specialists-4. This position in the Rehabilitation Services Division will serve as a Volunteer Program Manager to oversee operations and compliance for approximately 260 active volunteers.
- The role will oversee, implement, and coordinate volunteer recruitment, training and management. It will review, develop, implement policies and procedures and develop activities to attract and retain qualified volunteers. The position will develop and provide presentations and workshops to internal and external groups, manage program budgets, and document, analyze, and provide various statistical, financial, and compliance reports.
- 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: 10/18/2024 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 25: \$52,986
5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:		Projected Annual Cost:	
Salary	\$44,058	Salary	\$49,530
Benefits	<u>\$33,766</u>	Benefits	<u>\$31,507</u>
Total	\$77,824	Total	\$81,037

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: September 25, 2024

**Reclassification Request:**

- The Department of Natural and Cultural Resources requests the reclassification of Filled position #11466, 43-3090 MISC FINAN CLERKS-3, Pay Band 5, Pay Schedule SOC43, Hours 1950 to a 13-2010 ACCTS-AUDITORS-4, Pay Band 5, Pay Schedule SOC13 Hours 1950.

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

- 13-2010 ACCTS-AUDITORS-4, Pay Band 5, Pay Schedule SOC13 Hours 1950 effective September 6, 2024.

**Rationale for Decision:**

- The Department of Natural and Cultural Resources is requesting to reclassify this filled position from 43-3090 Miscellaneous Financial Clerks-3 to 13-2010 Accountants and Auditors-4.
- The position will manage and coordinate receipt and disbursement of Forest & Lands awarded grants. This role will perform record keeping, data analysis, and other fiscal related activities while serving as a resource on grants, contracts, lease regulations 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% General Funded position.
2. Budgetary number/string 03-35-35-351010-35000000-010.
3. Filled position-effective date: September 6, 2024
4. Projected cost (Salary & Benefits) for remainder of FY 25: \$79,073
5. Total FY 25 Budgeted and Projected Annual Cost:

**Total FY 25 Budgeted:**

Salary	\$57,932
Benefits	<u>\$34,889</u>
Total	\$92,821

**Projected Annual Cost:**

Salary	\$ 67,623
Benefits	<u>\$ 35,175</u>
Total	\$102,795

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: September 25, 2024

**Reclassification Request:**

- The Department of Environmental Services requests the reclassification of Vacant position #16784, 17-2080 ENV ENGINEERS-5, Pay Band 9, Pay Schedule SOC17, Hours 1950 to a 19-2040 ENV SCIENTISTS-5, Pay Band 8, Pay Schedule SOC19, Hours 1950.

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

- 19-2040 ENV SCIENTISTS-5, Pay Band 8, Pay Schedule SOC19, Hours 1950 effective Upon G&C approval.

**Rationale for Decision:**

- Department of Environmental Services is requesting to reclassify and transfer this vacant position from 17-2080 Environmental Engineers-5 to 19-2040 Environmental Scientists and Geoscientists-5.
- The position will supervise the regulatory management of petroleum contaminated site investigations, providing expertise in the implementation of remedial actions for sites with contaminated groundwater.
- 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 03-44-44-444010-14210000-010.
3. Anticipated date of hire is: 11/1/2024 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 25: \$58,515
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:		Projected Annual Cost:	
Salary	\$ 67,400	Salary	\$61,094
Benefits	<u>\$ 36,935</u>	Benefits	<u>\$33,994</u>
Total	\$104,335	Total	\$95,087

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: September 25, 2024

**Reclassification Request:**

- The Department of Environmental Services requests the reclassification of Filled position #42171, 43-6010 ADMIN ASSTS-3, Pay Band 3, Pay Schedule SOC43, Hours 1950 to a 15-1290 MISC COMPUTER OCC-3, Pay Band 5, Pay Schedule SOC15 Hours 1950.

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

- 15-1290 MISC COMPUTER OCC-3, Pay Band 5, Pay Schedule SOC15 Hours 1950 effective August 23, 2024.

**Rationale for Decision:**

- The Department of Environmental Services is requesting to reclassify this position to 15-1290 MISC COMPUTER OCC-3 to implement and administer document management systems and the procedures related to the capture, storage, research, and retrieval of electronic records and related program documents in the Oil Remediation and Compliance Bureau.
- The position will manage and modify information in the Site Remediation Database to ensure compliance with the aboveground and underground storage tank rules, state statutes and federal regulations. The role will assist with special information technology projects following Department procedures and Department of Justice or industry standards.
- The proposed supplemental job description meets the standards of the broad specification and is appropriate to the Department of Environmental Services' organizational structure.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Budgetary number/string 03-44-44-444010-14210000-010.
3. Filled position-effective date: August 23, 2024
4. Projected cost (Salary & Benefits) for remainder of FY 25: \$65,453
5. Total FY 25 Budgeted and Projected Annual Cost:

**Total FY 25 Budgeted:**

Salary	\$42,996
Benefits	<u>\$31,646</u>
Total	\$74,642

**Projected Annual Cost:**

Salary	\$49,530
Benefits	<u>\$31,507</u>
Total	\$81,037

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: September 25, 2024

**Reclassification Request:**

- The Police Standards and Training Council requests the reclassification of Vacant position #44998, 11-3130 TRNG AND DVLP MGRS-2, Pay Band 3, Pay Schedule SOC11, Hours 1950 to a 25-9030 INSTR COORDINATORS-3, Pay Band 6, Pay Schedule SOC25, Hours 1950.

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

- 25-9030 INSTR COORDINATORS-3, Pay Band 6, Pay Schedule SOC25, Hours 1950 effective Upon G&C approval.

**Rationale for Decision:**

- New Hampshire Police Standards and Training Council is requesting to reclassify this vacant position from 11-3130 Training and Development Managers-2 to 25-9030 Instructional Coordinators-3.
- The position will manage the design, development, and implementation of the Police Standards and Training Council (PSTC) educational accreditations and Law Enforcement curriculum for recruit and in-service training. This role will establish model policies and protocols and promote compliant, sustainable, and standardized educational programs for state, county, and local law enforcement agencies.
- 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 06-87-87-871010-66390000-010.
3. Anticipated date of hire is: 10/18/2024 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 25: \$54,739
5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:		Projected Annual Cost:	
Salary	\$52,077	Salary	\$56,043
Benefits	<u>\$33,608</u>	Benefits	<u>\$32,908</u>
Total	\$85,685	Total	\$88,951