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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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October 16, 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,

Handwritten signature of Lorrie A. Rudis in cursive.

Lorrie A. Rudis
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 16, 2024

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant position #10466, 43-4190 MISC RECORDS CLERKS-2, Pay Band 3, Pay Schedule SOC43, Hours 1950 to a 15-1230 COMPUTER SUPP SPECS-3, Pay Band 3, Pay Schedule SOC15, Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 15-1230 COMPUTER SUPP SPECS-3, Pay Band 3, Pay Schedule SOC15, Hours 1950 effective Upon G&C approval.

Rationale for Decision:

- Department of Safety is requesting to reclassify and transfer this vacant position from 43-4190 Miscellaneous Information and Record Clerks-2 to 15-1230 Computer Support Specialists-3.
- The position will provide paraprofessional program and customer service support for the American Association of Motor Vehicle Administrators network systems including the Commercial Driver License Information System, the Problem Driver Pointer System, and other related Division of Motor Vehicles programs, working at the Driver & Credential Helpdesk of the Bureau of Financial Responsibility.
- 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 02-23-23-233015-23150000-010.
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	\$34,394	Salary	\$38,922
Benefits	<u>\$ 7,494</u>	Benefits	<u>\$29,227</u>
Total	\$41,888	Total	\$68,149

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: October 16, 2024

Reclassification Request:

- The Department of Corrections requests the reclassification of Vacant position #42282, 43-6010 ADMIN ASSTS-3, Pay Band 3, Pay Schedule SOC43, Hours 1950 to a 21-1010 COUNSELORS-6, Pay Band 6, Pay Schedule SOC21, Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 21-1010 COUNSELORS-6, Pay Band 6, Pay Schedule SOC21, Hours 1950 effective upon G&C approval.

Rationale for Decision:

- Department of Corrections is requesting to reclassify this vacant position from 43-6010 ADMIN ASSTS-3 to 21-1010 COUNSELORS-6
- The position will serve as an additional Victim Witness Assistant/Advocate and provide information, support, referrals, and services to survivors and victims' families during the post-conviction phase of the criminal justice system process, as outlined in NH RSA 21-H:4 and NH RSA-21-M:8-K Rights of Crime Victims. This resource is necessary to fulfill the federal grant awarded for this statewide program.
- The proposed duties are similar to those of other positions within the same occupational group and level currently operating at the agency and throughout the state. They appropriately parallel the Broad Group Specification. The role is also appropriate within the agency's proposed organizational structure.

Funding Summary

1. This position is a 15.81% General Funded position.
This position is a 84.19% Other Funded position.
2. Budgetary number/string 02-46-46-460510-83380000-010.
3. Anticipated date of hire is: 11/15/2024 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 25: \$51,318
5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:		Projected Annual Cost:	
Salary	\$42,296	Salary	\$56,043
Benefits	<u>\$31,921</u>	Benefits	<u>\$32,908</u>
Total	\$74,217	Total	\$88,951