



# State of New Hampshire

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DEPARTMENT OF ADMINISTRATIVE SERVICES  
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October 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  
Director of Personnel

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

**Reclassification Request:**

- The Department of Safety requests the reclassification of Vacant position #10919, 49-2090 MISC ELEC REPAIRERS-3, Pay Band 5, Pay Schedule SOC49, Hours 2080 to a 15-1230 COMPUTER SUPP SPECS-7, Pay Band 7, Pay Schedule SOC15, Hours 1950.

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

- 15-1230 COMPUTER SUPP SPECS-7, Pay Band 7, Pay Schedule SOC15, Hours 1950 effective upon G&C approval.

**Rationale for Decision:**

- The New Hampshire Department of Safety (DOS) is reclassifying this vacant position to 15-1230 Computer Support Specialists-7 for the Radio Maintenance Bureau of the Division of Emergency Services and Communications (DESC).
- The position will serve as a land mobile radio specialist, support the Motorola radio core system, coordinate and implement integrations into the statewide land mobile radio system, and assist with implementing division-wide networking and radio solutions. This role will contribute to developing internal IT security, best practices, and policies, reviewing network configurations for compliance, and diagnosing and resolving system software and hardware problems to prevent interruptions and outages.
- 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 02-23-23-236510-40010000-010.
3. Anticipated date of hire is: 11/15/2024 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 25: \$54,858
5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:		Projected Annual Cost:	
Salary	\$69,638	Salary	\$61,094
Benefits	<u>\$26,313</u>	Benefits	<u>\$33,994</u>
Total	\$95,951	Total	\$95,088

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

**Reclassification Request:**

- The Department of Corrections requests the reclassification of Vacant position #44292, 33-3010 CORR OFFICERS-C1, Pay Band 1, Pay Schedule SOC33C, Hours 2080 to a 13-1070 HUMAN RES WKRS-5, Pay Band 6, Pay Schedule SOC13, Hours 1950.

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

- 13-1070 HUMAN RES WKRS-5, Pay Band 6, Pay Schedule SOC13, Hours 1950 effective upon G&C approval.

**Rationale for Decision:**

- The NH Department of Corrections is requesting to reclassify this position to 13-1070 HUMAN RES WKRS-5 to perform and coordinate activities relative to agency position and compensation management, training and development and contributions to human resources initiatives and programs related to position planning and organizational changes.
- The position will assist the Department in coordinating division and bureau reorganizations through collaborations with division directors, administrators, supervisors, and employees by providing guidance in developing or revising supplemental job descriptions, reclassifications, and the establishment of new classified and unclassified positions.
- The proposed supplemental job description meets the broad specification standards and is appropriate to the Department of Corrections' organizational structure.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Budgetary number/string 02-46-46-463510-33740000-010.
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	\$46,589	Salary	\$56,043
Benefits	<u>\$39,723</u>	Benefits	<u>\$32,908</u>
Total	\$86,312	Total	\$88,951

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

**Reclassification Request:**

- The Department of Business and Economic Affairs (BEA) requests the reclassification of Vacant position #42055, 13-1190 MISC BUS OPS SPECS-8, Pay Band 9, Pay Schedule SOC13, Hours 1950 to a 27-3030 PUB RELATIONS SPECS-7, Pay Band 7, Pay Schedule SOC27, Hours 1950.

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

- 27-3030 PUB RELATIONS SPECS-7, Pay Band 7, Pay Schedule SOC27, Hours 1950 effective upon G&C approval.

**Rationale for Decision:**

- Department of Business and Economic Affairs (BEA) is requesting to reclassify this vacant position to a 27-3030 Public Relations Specialists-7 to serve as a Director of Communications, Media, and Public Affairs.
- The role will serve a critical need for the agency in directing economic development initiatives and their impact on the State of New Hampshire. The position will work with the Commissioner and agency leadership to develop short- and long-term goals and administer the department's internal and external communication, marketing, and media budgets and strategies, including public relations/affairs, branding, marketing, and events.
- The proposed duties are similar to those of other positions within the same occupational group and level currently operating throughout the state. They appropriately align with the Broad Group Specification and the agency's proposed organizational structure.

**Funding Summary**

1. This position is a 100% General Funded position.
2. Budgetary number/string 03-22-22-220010-20070000-010.
3. Anticipated date of hire is: 12/13/2024 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 25: **\$54,521**
5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:		Projected Annual Cost:	
Salary	\$ 70,603	Salary	\$ 72,579
Benefits	<u>\$ 37,630</u>	Benefits	<u>\$ 36,463</u>
Total	\$108,233	Total	\$109,042

**AMENDMENT**  
(Originally approved by G&C #177 on September 25, 2024)  
Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: October 30, 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 9, 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 03-44-44-444010-1421-010.
3. Filled position-effective date: August 9, 2024
4. Projected cost (Salary & Benefits) for remainder of FY 25: \$68,570
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