



# State of New Hampshire

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DEPARTMENT OF ADMINISTRATIVE SERVICES

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November 13, 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

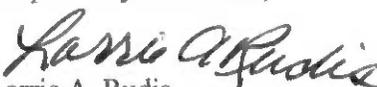
RSA 21-I:56 I, states that any request for reclassification of a position to a different class series as provided in RSA 21-I:54 shall require the approval of the Governor and Council.

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: November 13, 2024

**Reclassification Request:**

- The Department of Transportation requests the reclassification of Filled position #21122, 17-3020 ENGINEERING TECHS-7, Pay Band 7, Pay Schedule SOC17, Hours 1950 to a 47-4010 BLDG INSPECTORS-3, Pay Band 7, Pay Schedule SOC47 Hours 2080.

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

- 47-4010 BLDG INSPECTORS-3, Pay Band 7, Pay Schedule SOC47 Hours 2080 effective October 18, 2024.

**Rationale for Decision:**

- The New Hampshire Department of Transportation is reclassifying this filled position to 47-4010 Construction and Building Inspectors-3 to function as a Work Zone Traffic Control and Paving Operations Specialist in the Bureau of Construction.
- The Work Zone Traffic Control and Paving Operations Specialist will provide technical assistance and constructability reviews during the design phase of statewide highway and bridge construction projects, conduct field inspections of traffic control and paving operations at construction sites, and provide requirements for corrective action to address non-compliance. It will work across the Department's bureaus to advise in the contract development process and provide training to agency staff and contractors.
- 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 42.61% Federal Funded position.  
This position is a 57.39% Other Funded position.
2. Budgetary number/string 04-96-96-962015-30350000-010.
3. Filled position-effective date: 10/18/2024
4. Projected cost (Salary & Benefits) for remainder of FY 25: \$87,051
5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:		Projected Annual Cost:	
Salary	\$37,540	Salary	\$ 80,808
Benefits	<u>\$30,452</u>	Benefits	<u>\$ 52,329</u>
Total	\$67,992	Total	\$133,137

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: November 13, 2024

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Filled position #14849, 47-1010 SUPS CONSTRUCT WKRS-1 , Pay Band 3, Pay Schedule SOC47, Hours 2080 to a 49-1010 SUPS INSTL-RPR-WKRS-2, Pay Band 4, Pay Schedule SOC49 Hours 2080.

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

- 49-1010 SUPS INSTL-RPR-WKRS-2, Pay Band 4, Pay Schedule SOC49 Hours 2080 effective October 18, 2024.

**Rationale for Decision:**

- The New Hampshire Department of Health and Human Services (DHHS) is reclassifying this filled position to a First-Line Supervisors of Mechanics, Installers, and Repairers-2 to serve as a Power Plant Supervisor in the Maintenance Department of the Glencliff Home.
- The position will be responsible for all operations and maintenance of the Bio-mass power plant and electrical generation systems and will supervise, schedule, assign, and coordinate the work of subordinate employees working in the power plant, hydroelectric station, and on diesel generators. The role will administer and plan policies and procedures; coordinate maintenance, repairs, and construction projects; communicate safety and environmental regulatory issues; authorize and recommend capital improvement and equipment purchases; and assess the needs of the agency for long-term planning.
- 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 100% General Funded position.
2. Budgetary number/string 05-95-91-910010-78920000-010.
3. Filled position-effective date: 10/18/2024
4. Projected cost (Salary & Benefits) for remainder of FY 25: \$68,379
5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:		Projected Annual Cost:	
Salary	\$49,642	Salary	\$57,304
Benefits	<u>\$46,741</u>	Benefits	<u>\$47,276</u>
Total	\$96,383	Total	\$104,580

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: November 13, 2024

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #30909, 29-1120 THERAPISTS-8, Pay Band 11, Pay Schedule SOC29, Hours 1950 to a 11-1020 GENERAL-OPS MGRS-6, Pay Band 7, Pay Schedule SOC11, Hours 1950.

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

- 11-1020 GENERAL-OPS MGRS-6, Pay Band 7, Pay Schedule SOC11, Hours 1950 effective Upon G&C approval.

**Rationale for Decision:**

- The Department of Health and Human Services is requesting to reclassify and transfer this vacant position from 29-1120 Therapists-8 to 11-1020 General and Operations Managers-6.
- The position will provide strategic oversight of the daily operations of Facilities, Food and Nutrition, Supply Chain, Laundry, and Environmental Services within New Hampshire Hospital. This role will serve as a member of the hospital's executive team and act as the Chief Operating Officer in their absence.
- 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 32.45% General Funded position.  
This position is a 67.55% Other Funded position.
2. Budgetary number/string 05-95-94-940010-87500000-010.
3. Anticipated date of hire is: 12/13/2024 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 25: \$58,644
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:		Projected Annual Cost:	
Salary	\$ 70,603	Salary	\$ 79,365
Benefits	<u>\$ 37,630</u>	Benefits	<u>\$ 37,922</u>
Total	\$108,233	Total	\$117,287