



State of New Hampshire

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DEPARTMENT OF ADMINISTRATIVE SERVICES

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December 18, 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

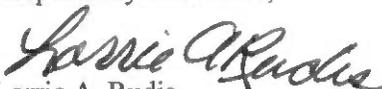
RSA 21-I:56 I, states that any request for reclassification of a position to a different class series as provided in RSA 21-I:54 shall require the approval of the Governor and Council.

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: December 18, 2024

Reclassification Request:

- The Department of Administrative Services requests the reclassification of Filled position #43076, 11-9040 ENGINEERING MGRS-2 Pay Band 3, Pay Schedule SOC11, Hours 1950 to a 47-4010 BLDG INSPECTORS-4, Pay Band 8, Pay Schedule SOC47, Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 47-4010 BLDG INSPECTORS-4, Pay Band 8, Pay Schedule SOC47, Hours 1950, effective November 15, 2024.

Rationale for Decision:

- The New Hampshire Department of Administrative Services is requesting to reclassify this filled position to 47-4010 Construction and Building Inspectors-4 to function as the Chief Clerk of the Works in the Division of Public Works Design and Construction.
- This position will plan, inspect, and coordinate construction of major public works projects, and supervise consultants and subordinate Clerks of the Works. It will implement problem-solving techniques and inspection methods to achieve department goals and objectives for inspection and design staff to maintain safe, affordable, and efficient end-construction product.
- The proposed duties are like those of other positions within the same Occupational Group and level currently operating 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 76% General Funded position.
This position is a 24% Other Funded position.
2. Budgetary number/string 01-14-14-141910-51410000-010
3. Filled position-effective date: 11/15/2024
4. Projected cost (Salary & Benefits) for remainder of FY 25: \$85,712
5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:

Salary	\$ 78,658
Benefits	<u>\$ 53,040</u>
Total	\$131,698

Projected Annual Cost:

Salary	\$ 92,679
Benefits	<u>\$ 55,889</u>
Total	\$148,568

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 18, 2024

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant position #10584, 43-4020 CORRESP CLERKS-2 , Pay Band 2, Pay Schedule SOC43, Hours 1950 to a 13-2010 ACCTS-AUDITORS-5, Pay Band 6, Pay Schedule SOC13, Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 13-2010 ACCTS-AUDITORS-5, Pay Band 6, 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 13-2010 Accountants and Auditors-5 for the Road Toll Bureau of the Division of Administration.
- The role will serve as a Road Toll Auditor Supervisor to coordinate and supervise Road Toll Auditors that perform examinations and inspections on persons subject to road toll laws and administrative rules. It will supervise projects, control workflow, act as lead auditor, research and review audit issues and resolve discrepancies, develop training programs, and track and manage post examination events for timely reporting.
- The proposed duties are similar to those of other positions within the same occupational group and at the 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 100% Other Funded position.
2. Budgetary number/string 02-23-23-232015-34610000-010.
3. Anticipated date of hire is: 4/4/2025 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 25: \$17,106
5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:

Salary	\$30,904
Benefits	<u>\$29,012</u>
Total	\$59,916

Projected Annual Cost:

Salary	\$56,043
Benefits	<u>\$32,908</u>
Total	\$88,951

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 18, 2024

Reclassification Request:

- The Department of Labor requests the reclassification of Vacant position #43354, 13-1040 COMPLIANCE OFFICERS-4, Pay Band 5, Pay Schedule SOC13, Hours 1950 to a 43-1010 SUPS OFC-ADMIN SUPP-4, Pay Band 6, Pay Schedule SOC43, Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 43-1010 SUPS OFC-ADMIN SUPP-4, Pay Band 6, Pay Schedule SOC43, Hours 1950, effective Upon G&C approval.

Rationale for Decision:

- The New Hampshire Department of Labor is requesting to reclassify this vacant position to 43-1010 First-Line Supervisors of Office and Administrative Support Workers-4 to function as an Inspection Administrative Coordinator.
- This position will oversee the support staff located in the Inspection Division, monitor caseloads to maintain workload in accordance with statutory deadlines, and develop and maintain training documents for administrative functions. It will research and review program regulations and policies, and coordinate the development of policies, information releases, and work procedures for the Inspection Division.
- The proposed duties are like those of other positions within the same Occupational Group and level currently operating 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 02-26-26-260510-61000000-010.
3. Anticipated date of hire is: 1/24/2025 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 25: \$31,727
5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:

Salary	\$47,796
Benefits	<u>\$32,689</u>
Total	\$80,485

Projected Annual Cost:

Salary	\$49,530
Benefits	<u>\$32,961</u>
Total	\$82,491

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 18, 2024

Reclassification Request:

- The Department of Transportation requests the reclassification of Filled position #20232, 49-1010 SUPS INSTL-RPR WKRS-1, Pay Band 3, Pay Schedule SOC49, Hours 2080 to a 49-1010 SUPS INSTL-RPR WKRS-2, Pay Band 4, Pay Schedule SOC49 Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 13-1190 MISC BUS OPS SPECS-3, Pay Band 4, Pay Schedule SOC13, Hours 2080, effective November 15, 2024.

Rationale for Decision:

- The New Hampshire Department of Transportation (DOT) is reclassifying this filled position to 13-1190 Miscellaneous Business Operations Specialists-3 in the Mechanical Services Bureau of the Division of Operations.
- The role will serve as an Assistant Superintendent of Equipment to perform fleet inspections, coordinate and oversee the operational and inspection program procedures for vehicles and equipment, and ensure compliance with State regulations and Department policies. It will manage data input for tracking and reporting metrics, manage all DOT vehicle registrations, titles, and NH motor vehicle inspections, and analyze and interpret operating costs and other data.
- The proposed duties are similar to those of other positions within the same occupational group and at the 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 87.81% Highway Funded position.
This position is a 12.19% Other Funded position.
2. Budgetary number/string 04-96-96-960515-30050000-010.
3. Filled position-effective date: 11/15/2024
4. Projected cost (Salary & Benefits) for remainder of FY 25: \$67,231
5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:

Salary	\$ 56,420
Benefits	<u>\$ 48,212</u>
Total	\$104,632

Projected Annual Cost:

Salary	\$ 66,216
Benefits	<u>\$ 50,318</u>
Total	\$116,534

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 18, 2024

Reclassification Request:

- The Department of Health & Human Services requests the reclassification of Filled position #42928, 11-9110 MED-HLTH SVCS MGRS-1, Pay Band 2, Pay Schedule SOC11, Hours 1950 to a 21-1090 MISC SOC SVC SPECS-6, Pay Band 6, Pay Schedule SOC21, Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 21-1090 MISC SOC SVC SPECS-6, Pay Band 6, Pay Schedule SOC21, Hours 1950, effective November 15, 2024.

Rationale for Decision:

- The New Hampshire Department of Health and Human Services (DHHS) is reclassifying this filled position to 21-1090 Miscellaneous Community and Social Service Specialists-6. This position is in the Bureau of Family Health and Nutrition in the Division of Public Health Services and will serve as a Women, Infants, and Children (WIC) Breastfeeding Coordinator, planning and coordinating statewide breastfeeding promotion activities and training.
- This position will plan, organize, and coordinate the development, implementation, and evaluation of statewide and community level health and nutrition programs and initiatives, including developing, monitoring, and evaluating efforts to promote breastfeeding. It will also research, review, interpret and implement State and Federal regulations and policies, manage the WIC breastfeeding peer counselor program, and analyze and research breastfeeding data at the nation, state and local levels.
- 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 05-95-90-902010-52600000-010.
3. Filled position-effective date: 11/15/2024
4. Projected cost (Salary & Benefits) for remainder of FY 25: \$61,645
5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:

Salary	\$59,319
Benefits	<u>\$35,190</u>
Total	\$94,509

Projected Annual Cost:

Salary	\$ 69,459
Benefits	<u>\$ 37,392</u>
Total	\$106,851

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: December 18, 2024

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #11706, 43-1010 SUPS OFC-ADMIN SUPP-2, Pay Band 4, Pay Schedule SOC43, Hours 1950 to a 13-2090 MISC FINAN SPECS-4, Pay Band 5, Pay Schedule SOC13, Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 13-2090 MISC FINAN SPECS-4, Pay Band 5, Pay Schedule SOC13, Hours 1950, effective Upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services is requesting to reclassify this position to 13-2090 MISC FINAN SPECS-4 to coordinate business activities for the Office of Finance, including financial management, budgetary planning, and procurement processes, to support the Sununu Youth Services Center (SYSC).
- The position will develop processes and procedures for auditing multiple accounting units, make recommendations to management on the SYSC budget, and provide clear and concise budget and contract reporting.
- The proposed supplemental job description meets the standards of the broad specification and is appropriate to the Department of Health and Human Services' organizational structure.

Funding Summary

1. This position is a 58.66% General Funded position.
This position is a 41.34% Federal Funded position.
2. Budgetary number/string 05-95-95-950010-56760000-010.
3. Anticipated date of hire is: 12/27/2024 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 25: \$37,402
5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:

Salary	\$50,522
Benefits	<u>\$33,281</u>
Total	\$83,803

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: December 18, 2024

Reclassification Request:

- The Department of Health & Human Services requests the reclassification of Filled position #40320, 11-1020 GENERAL-OPS MGRS-6, Pay Band 7, Pay Schedule SOC11, Hours 1950 to a 13-1110 MANAGEMENT ANALYSTS-7, Pay Band 10, Pay Schedule SOC13, Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 13-1110 MANAGEMENT ANALYSTS-7, Pay Band 10, Pay Schedule SOC13, Hours 1950, effective November 15, 2024.

Rationale for Decision:

- The New Hampshire Department of Health and Human Services (DHHS) is reclassifying this filled position to 13-1110 Management Analysts-7. This position is in the Program Quality & Integrity Bureau, Data Analytics & Reporting Unit.
- The role will serve as a Quality Assurance & Improvement Administrator to oversee the technical and analytical leadership within the NH Quality Assurance and Improvement (QAI) Unit. It will coordinate the QAI programs' development, implementation, operations, and evaluation and ensure data analytic quality assurance and improvement for multiple agency initiatives.
- The proposed duties are similar to those of other positions within the same occupational group and at the 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 57.05% General Funded position.
This position is a 42.95% Federal Funded position.
2. Budgetary number/string 05-95-95-955010-66370000-010.
3. Filled position-effective date: 11/15/2024
4. Projected cost (Salary & Benefits) for remainder of FY 25: \$108,196
5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:

Salary	\$102,981
Benefits	<u>\$ 58,836</u>
Total	\$161,817

Projected Annual Cost:

Salary	\$124,115
Benefits	<u>\$ 63,424</u>
Total	\$187,539

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: December 18, 2024

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #8T3242, 13-2090 MISC FINAN SPECS-5, Pay Band 1, Pay Schedule HAMPH, Hours 2080 to a 43-3050 PAYROLL CLERKS-2, Pay Band 9, Pay Schedule HAMPH, Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 43-3050 PAYROLL CLERKS-2, Pay Band 9, Pay Schedule HAMPH, Hours 1950, effective Upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services is requesting that this vacant position be repurposed and reclassified as a 43-3050 PAYROLL CLERKS-2 to support the implementation of the Hampstead Hospital Residential Treatment Facility (HHRTF) payroll process.
- The role will serve as a payroll clerk, preparing and processing human resources and payroll transactions, including new hires, promotions, increments, transfers, etc., to meet established standards and timetables; this includes calculating employee wages and verifying and reviewing data and timecards.
- 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 31% General Funded position.
This position is a 69% Other Funded position.
2. Budgetary number/string 05-95-98-980010-26480000-050.
3. Anticipated date of hire is: 1/10/2025 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 25: \$37,213
5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:	
Salary	\$50,190
Benefits	<u>\$31,755</u>
Total	\$81,945

Projected Annual Cost:	
Salary	\$53,937
Benefits	<u>\$34,022</u>
Total	\$87,959

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: December 18, 2024

Reclassification Request:

- The Department of Education requests the reclassification of Vacant position #13076, 27-3030 PUB RELATIONS SPECS-3, Pay Band 3, Pay Schedule SOC27, 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 Education (DOE) is reclassifying this vacant position to 13-1190 Miscellaneous Business Operations Specialists-4. This position is in the Bureau of Vocational Rehabilitation (VRNH) and will serve as a Vendor Management Coordinator, providing oversight and performing tasks to ensure the quality assurance of services for individuals with disabilities.
- This position will develop, implement, and maintain a comprehensive vendor management system for the DOE by researching, drafting, and maintaining policies and procedures for VRNH vendors. It will also analyze state and federal regulations to ensure compliance and oversee the background check processes, credential validation, and service agreements.
- 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 06-56-56-565010-25370000-010.
3. Anticipated date of hire is: 2/7/2025 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 25: \$28,051
5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:	
Salary	\$ 68,559
Benefits	<u>\$ 37,196</u>
Total	\$105,755

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