



State of New Hampshire 122 MAC

DEPARTMENT OF ADMINISTRATIVE SERVICES

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January 15, 2025

Her Excellency, Governor Kelly A. Ayotte
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

Lorrie A. Rudis
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 15, 2025

Reclassification Request:

- The Department of Military Affairs and Veterans Services requests the reclassification of Vacant position #10038, 37-3010 GRNDS MAINT WKRS-1, Pay Band 1, Pay Schedule SOC37, Hours 2080 to a 49-9070 GENERAL RPR WKRS-2, Pay Band 2, Pay Schedule SOC49, Hours 2080.

Division of Personnel (DOP) Reclassification Decision:

- 49-9070 GENERAL RPR WKRS-2, Pay Band 2, Pay Schedule SOC49, Hours 2080, effective upon G&C approval.

Rationale for Decision:

- The Department of Military Affairs and Veterans Services is reclassifying this vacant position to 49-9070 Maintenance and Repair Workers, General Repairs.
- The role will perform skilled and semi-skilled tasks in the maintenance, repair and modification of State and Federal buildings and equipment within the Department of Military Affairs and Veterans Services.
- 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 49.38% General Funded position.
This position is a 50.62% Federal Funded position.
2. Budgetary number/string 02-12-12-120010-22400000-010.
3. Anticipated date of hire is: 2/7/2025 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 25: \$23,304
5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:

Salary	\$40,168
Benefits	<u>\$19,915</u>
Total	\$60,083

Projected Annual Cost:

Salary	\$37,045
Benefits	<u>\$30,277</u>
Total	\$67,322

Division of Personnel
Reclassification Waiver Per Chapter 21-l:56
Governor and Council Meeting Date: January 15, 2025

Reclassification Request:

- The Department of Military Affairs and Veterans Services requests the reclassification of Filled position #16675, 37-3010 GRNDS MAINT WKRS-1, Pay Band 1, Pay Schedule SOC37, Hours 2080 to a 49-9070 GENERAL RPR WKRS-2, Pay Band 2, Pay Schedule SOC49, Hours 2080.

Division of Personnel (DOP) Reclassification Decision:

- 49-9070 GENERAL RPR WKRS-2, Pay Band 2, Pay Schedule SOC49, Hours 2080, effective November 29, 2024.

Rationale for Decision:

- The Department of Military Affairs and Veterans Services is reclassifying this filled position to 49-9070 Maintenance and Repair Workers, General Repairs.
- The role will perform skilled and semi-skilled tasks in the maintenance, repair and modification of State and Federal buildings and equipment within the Department of Military Affairs and Veterans Services.
- 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 49.38% General Funded position.
This position is a 50.62% Federal Funded position.
2. Budgetary number/string 02-12-12-120010-22400000-010.
3. Filled position-effective date: 11/29/2024
4. Projected cost (Salary & Benefits) for remainder of FY 25: \$41,907
5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:

Salary	\$39,118
Benefits	<u>\$30,804</u>
Total	\$69,922

Projected Annual Cost:

Salary	\$45,691
Benefits	<u>\$32,136</u>
Total	\$77,827

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 15, 2025

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #40147, 19-2040 ENV SCIENTISTS-3, Pay Band 6, Pay Schedule SOC19, Hours 1950 to a 11-9120 NATRL SCIENCES MGRS-4, Pay Band 6, Pay Schedule SOC11, Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 11-9120 NATRL SCIENCES MGRS-4, Pay Band 6, Pay Schedule SOC11, Hours 1950, effective upon G&C approval.

Rationale for Decision:

- The Department of Environmental Services is requesting to reclassify and transfer this vacant position from 19-2040 Environmental Scientists and Geoscientists-3 to 11-9120 Natural Sciences Managers-4, the role will administer agency-wide compliance objectives for the Land Resources Management Program (LRM) within the Water Division.
- The position will develop and implement rules, policies, criteria, and management strategies to ensure compliance with all applicable laws and administrative rules and will oversee technical investigations, complex reviews of technical and legal documents, and responses to appeals related to compliance actions.
- The proposed duties are similar to those of other positions within the same occupational group and level that are currently operating at the agency and throughout the state, aligning appropriately with the Broad Group Specification. This role is also suitable within the agency's proposed organizational structure.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 03-44-44-442010-12000000-010.
3. Anticipated date of hire is: 2/7/2025 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 25: \$38,249
5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:

Salary	\$56,319
Benefits	<u>\$34,539</u>
Total	\$90,858

Projected Annual Cost:

Salary	\$ 72,579
Benefits	<u>\$ 37,917</u>
Total	\$110,496

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: January 15, 2025

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12319, 43-4190 MISC RECORDS CLERKS-2, Pay Band 3, Pay Schedule SOC43, 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 this position to 11-1020 GENERAL-OPS MGRS-6 to authorize and evaluate the implementation of the statewide uniform fund accounting and financial reporting systems in accordance with national financial reporting practices, as applied to DHHS financial and business operations.
- The position will develop, authorize, implement, and evaluate the business and financial management processes, procedures, controls, and related system compliance required to ensure efficient and effective allocation of DHHS resources and the accuracy and integrity of accounting and financial management and 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: 2/7/2025 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 25: \$41,103
5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:		Projected Annual Cost:	
Salary	\$42,995	Salary	\$ 79,365
Benefits	<u>\$30,647</u>	Benefits	<u>\$ 39,376</u>
Total	\$73,642	Total	\$118,741

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 15, 2025

Reclassification Request:

- The Lottery Commission requests the reclassification of Vacant position #14409, 41-9090 MISC SALES WKRS-2, Pay Band 5, Pay Schedule SOC41, Hours 1950 to a 13-1160 MKTG SPECS-5, Pay Band 7, Pay Schedule SOC13, Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 13-1160 MKTG SPECS-3, Pay Band 5, Pay Schedule SOC13, Hours 1950, effective upon G&C approval.

Rationale for Decision:

- The New Hampshire Lottery Commission is reclassifying this vacant position to 13-1160 Market Research Analysts and Marketing Specialists-3. This position is in the Sales Unit and will serve as a Retail Games Specialist to support the development and launch of Retail Lottery games.
- This position will analyze key game specification documents, provide input on game creation, evaluate key performance indicators, and conduct system reviews and User Acceptance Testing. It will provide informational support to vendors, agency employees, customers, and other stakeholders, deliver training on games policies and procedures, and utilize tracking systems to document project progress.
- 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, and they 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 06-83-83-830013-20280000-010.
3. Anticipated date of hire is: 2/7/2025 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 25: \$28,555
5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:		Projected Annual Cost:	
Salary	\$ 52,959	Salary	\$49,530
Benefits	<u>\$ 47,461</u>	Benefits	<u>\$32,961</u>
Total	\$100,420	Total	\$82,491

AMENDMENT
(Originally approved by G&C #141 on December 18, 2024)
Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 15, 2025

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 29, 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: November 29, 2024
4. Projected cost (Salary & Benefits) for remainder of FY 25: \$100,983
5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:		Projected Annual Cost:	
Salary	\$102,981	Salary	\$124,115
Benefits	<u>\$ 58,836</u>	Benefits	<u>\$ 63,424</u>
Total	\$161,817	Total	\$187,539