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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
25 Capitol Street – Room 100
Concord, New Hampshire 03301
(603) 271-3201 | Office@das.nh.gov

Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

February 26, 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: February 26 , 2025

Reclassification Request:

- The Department of Safety requests the reclassification of Filled position #41858, 27-3030 PUB RELATIONS SPECS-3, Pay Band 3, Pay Schedule SOC27, Hours 1950 to a 13-1190 MISC BUS OPS SPECS-5 Pay Band 6, Pay Schedule SOC13, Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 13-1190 MISC BUS OPS SPECS-5, Pay Band 6, Pay Schedule SOC13 Hours 1950, effective January 24, 2025.

Rationale for Decision:

- The New Hampshire Department of Safety is reclassifying this filled position to 13-1190 Miscellaneous Business Operations Specialists-5 in the Data Operations Unit of the Division of Emergency Services and Communications to serve as a Community Relations Manager. This position will manage the day-to-day operations and the staff of the Community Relations Unit and the Database Unit.

- The role will analyze and interpret data and research system compliance issues to ensure the accuracy of information provided to the Public Service Answering Point (PSAP) during 911 calls. It will evaluate work processes, coordinate technical resolutions for network call failures, develop and maintain training programs for staff, investigate complaints from the public or municipal 911 liaisons, prepare metrics and statistical reports for leadership, and assist with budget preparation and monitoring.

- 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 appropriately parallel the Broad Group Specification. The 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 02-23-23-236510-13950000-010.
3. Filled position-effective date: 1/24/2025
4. Projected cost (Salary & Benefits) for remainder of FY 25: $50,920
5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:		Projected Annual Cost:	
Salary	$ 62,943	Salary	$ 79,365
Benefits	$ 49,628	Benefits	$ 53,026
Total	$112,571	Total	$132,391

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 26, 2025

Reclassification Request:

- The Department of Safety requests the reclassification of Filled position #41866, 27-3030 PUB RELATIONS SPECS-3, Pay Band 3, Pay Schedule SOC27, Hours 1950 to a 15-1290 MISC COMPUTER OCC-4 Pay Band 6, Pay Schedule SOC15, Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 15-1290 MISC COMPUTER OCC-4, Pay Band 6, Pay Schedule SOC15, Hours 1950, effective January 24, 2025.

Rationale for Decision:

- The New Hampshire Department of Safety is reclassifying this filled position to 15-1290 Miscellaneous Computer Occupations-4 in the Data Operations Unit of the Division of Emergency Services and Communications to serve as a Geographic Information System (GIS) Coordinator. This position will supervise the Mapping Unit and its daily activities in support of maintaining the 911 GIS Database.

- This position will oversee the Data Maintenance Program for 911 GIS data, analyze, validate, and correct errors to ensure the accuracy of potentially lifesaving locational information. It will utilize GIS tools to create, edit, and publish GIS data and maps, review and compile information to meet the NH Addressing Standards Guide and National Emergency Number Association standards, and evaluate, design, and recommend policy and procedure changes driven by advancements in technology.

- The proposed duties are similar to those of other positions within the same occupational group and level currently operating within the agency and throughout the state, and they align appropriately with the Broad Group Specification. The 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 02-23-23-236510-13950000-010.
3. Filled position-effective date: 1/24/2025
4. Projected cost (Salary & Benefits) for remainder of FY 25: $42,662
5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:		Projected Annual Cost:	
Salary	$ 67,254	Salary	$ 72,929
Benefits	$ 50,564	Benefits	$ 37,992
Total	$117,818	Total	$110,921

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 26, 2025

Reclassification Request:

- The NH Department of Corrections requests the reclassification of Vacant position #13028, 13-1070 HUMAN RES WKRS-2, Pay Band 3, Pay Schedule SOC13, Hours 1950 to a 33-3020 DETECTIVES-C1, Pay Band 3, Pay Schedule SOC33C, Hours 2080.

Division of Personnel (DOP) Reclassification Decision:

- 33-3020 DETECTIVES-C1, Pay Band 3, Pay Schedule SOC33C, Hours 2080, effective upon G&C approval.

Rationale for Decision:

- The New Hampshire Department of Corrections is reclassifying this vacant position to 33-3020 Detectives and Criminal Investigators-C1 in the Division of Professional Standards to serve as a Corrections Investigator I-II . This position will be dedicated to the Bureau of Investigations with a focus on ensuring compliance with NHRSA 106-L.

- This position will assist with administrative and criminal investigations that may involve violations of facility or departmental policies, procedures, directives, or federal, state, or local law on the part of incarcerated individuals. It will research alleged misconduct and violations, interview witnesses and suspects, monitor and assist with surveillance and the gathering of evidence, and prepare and maintain case documentation and records.

- 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% General Funded position.

2. Budgetary number/string 02-46-46-461510-65290000-010.

3. Anticipated date of hire is: 3/7/2025 at Minimum Step.

4. Projected cost (Salary & Benefits) for remainder of FY 25: $28,692

5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:		Projected Annual Cost:	
Salary	$43,282	Salary	$ 69,347
Benefits	$20,752	Benefits	$ 37,222
Total	$64,034	Total	$106,569

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 26, 2025

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Filled position #40793, 15-1290 MISC COMPUTER OCC-4, Pay Band 6, Pay Schedule SOC15, Hours 1950 to a 27-3030 PUB RELATIONS SPECS-6 Pay Band 6, Pay Schedule SOC27, Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 27-3030 PUB RELATIONS SPECS-6, Pay Band 6, Pay Schedule SOC27, Hours 1950, effective January 10, 2025.

Rationale for Decision:

- The Department of Environmental Services is requesting to reclassify this filled position from 15-1290 Miscellaneous Computer Occupations-4 to 27-3030 Public Relations Specialists-6 to manage all communications throughout the Department's main and satellite websites.

- The position will serve as the Department Website Administrator by enforcing the agency's publication standards to ensure uniformity in information management policies and procedures, as well as compliance with federal digital accessibility requirements. This position will strategize the dissemination of information and the effective use of outreach tools while developing agency branding requirements and representing the department across the state.

- 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 suitable within the agency's proposed organizational structure.

Funding Summary

1. This position is a 53 % General Funded position.
   This position is a 47 % Other Funded position.

2. Budgetary number/string 03-44-44-440010-10020000-010.

3. Filled position-effective date: 1/10/2025

4. Projected cost (Salary & Benefits) for remainder of FY 25: $48,382

5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:		Projected Annual Cost:	
Salary	$ 71,640	Salary	$ 75,758
Benefits	$ 51,516	Benefits	$ 38,600
Total	$123,156	Total	$114,358

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 26, 2025

Reclassification Request:

- The NH Veterans Home requests the reclassification of Vacant position #11948, 21-1020 SOCIAL WKRS-3, Pay Band 4, Pay Schedule SOC21, Hours 2080 to a 29-1120 THERAPISTS-3, Pay Band 5, Pay Schedule SOC29, Hours 2080.

Division of Personnel (DOP) Reclassification Decision:

- 29-1120 THERAPISTS-3, Pay Band 5, Pay Schedule SOC29, Hours 2080, effective upon G&C approval.

Rationale for Decision:

- The New Hampshire Veterans Home is reclassifying this vacant position to 29-1120 Therapists-3 in the Rehabilitation Services Department to serve as an Occupational Therapist. This position will assist residents in maintaining their independence and improving their quality of life by addressing both physical and mental health needs.

- This position will develop, implement, and monitor occupational therapy treatment programs, administer Initial Screening Assessments and Occupational Therapy Assessments, and document resident progress in electronic health records. It will collaborate with multidisciplinary team members to ensure effective care, make recommendations, and provide education to residents, staff, and the families of residents.

- 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 appropriately parallel the Broad Group Specification. The role is also suitable within the agency's proposed organizational structure.

Funding Summary

1. This position is a 29% General Funded position.
   This position is a 39% Federal Funded position.
   This position is a 32% Other Funded position.

2. Budgetary number/string 05-43-43-430010-53590000-010.

3. Anticipated date of hire is: 3/7/2025 at Minimum Step.

4. Projected cost (Salary & Benefits) for remainder of FY 25: $25,562

5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:		Projected Annual Cost:	
Salary	$46,995	Salary	$59,779
Benefits	$33,189	Benefits	$35,165
Total	$80,183	Total	$94,944

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: February 26, 2025

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #44714, 21-1010 COUNSELORS-5, Pay Band 8, Pay Schedule SOC21, Hours 1950 to a 31-2010 OCC THERAPY ASSTS-1, Pay Band 5, Pay Schedule SOC31, Hours 1950.

Division of Personnel (DOP) Reclassification Decision:

- 31-2010 OCC THERAPY ASSTS-1, Pay Band 5, Pay Schedule SOC31, Hours 1950, effective upon G&C approval.

Rationale for Decision:

- The New Hampshire Department of Health and Human Services is reclassifying this vacant position to 31-2010 Occupational Therapy Assistants and Aides-1. This position is in the Rehabilitation Services Department of New Hampshire Hospital and will serve as an Occupational Therapy Assistant to provide skilled physical rehabilitative services needed to meet regulatory expectations and compliance.

- This position will implement treatment plans and apply occupational therapy interventions, contribute to the occupational therapy assessment process, and provide clinical documentation to Occupational Therapists. It will instruct patients, families, and other caregivers in the skills and techniques of the treatment program, collaborate with multidisciplinary team members to facilitate high-quality patient services, and perform quality improvement tasks to enhance the quality of care.

- 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 align with the Broad Group Specification appropriately. The role is also suitable within the agency's proposed organizational structure.

Funding Summary

1. This position is a 85.41% General Funded position.
   This position is a 14.59% Other Funded position.

2. Budgetary number/string 05-95-94-940010-60960000-010.

3. Anticipated date of hire is: 3/7/2025 at Minimum Step.

4. Projected cost (Salary & Benefits) for remainder of FY 25: $22,210

5. Total FY 25 Budgeted and Projected Annual Cost:

Total FY 25 Budgeted:		Projected Annual Cost:	
Salary	$ 65,031	Salary	$49,530
Benefits	$ 50,082	Benefits	$32,961
Total	$115,113	Total	$82,491