



State of New Hampshire

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DEPARTMENT OF ADMINISTRATIVE SERVICES

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November 2, 2022

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 21-1:56
Governor and Council Meeting Date: November 2, 2022

Reclassification Request:

- The Dept. of Information Tecchnology requests the reclassification of Vacant position #16202, SYSTEMS DEVELOPMENT SPEC IV, Labor Grade 26, A000 to a BUSINESS SYSTEMS ANALYST II, Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- BUSINESS SYSTEMS ANALYST II, Labor Grade 30, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Information Technology is requesting to reclassify this vacant position to a Business Systems Analyst II in the Department of Health and Human Services Bureau of the Division of Agency Software to serve as the Scrum Master following the adoption of the Statewide Enterprise Solution, Salesforce.
- The Business Systems Analyst II will be the subject matter expert on Agile methodologies and will facilitate the Scrum and cross-functional development teams. This role will develop project objectives, scope, and functional requirements, analyze and evaluate management methods, procedures, and business systems, develop business system design and automation recommendations, and establish objectives and test system enhancements.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 58% General Funded position.
This position is a 42% Federal Funded position.
2. Budgetary number/string 01-03-03-030010-77080000-010.
3. Anticipated date of hire is: 12/2/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$53,213
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$57,509
Benefits	<u>\$33,313</u>
Total	\$90,822

Projected Annual Cost:

Salary	\$67,169
Benefits	<u>\$35,456</u>
Total	\$102,625

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 2, 2022

Reclassification Request:

- The Dept. of Information Technology requests the reclassification of vacant position #30101, SYSTEMS DEVELOPMENT SPEC IV, Labor Grade 26, A000 to an INFORMATION TECHNOLOGY MGR III, Labor Grade 31, A000.

Division of Personnel (DOP) Reclassification Decision:

- INFORMATION TECHNOLOGY MGR III, Labor Grade 31, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Information Technology is requesting to reclassify and transfer this vacant position to an Information Technology Manager III in order to establish a key management role for addressing technology needs, IT project administration, and system/software services supporting the New Hampshire Veterans Home and the Fish and Game Department.
- The Information Technology Manager III will plan, manage, oversee and coordinate enterprise and large-scale information technology projects in support of the missions and the daily agency operations for New Hampshire Veterans Home and the Fish and Game Department.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 55% Federal Funded position.
This position is a 45% Other Funded position.
2. Budgetary number/string 01-03-03-030010-77080000-010.
3. Anticipated date of hire is: 12/2/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$55,073
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$57,509
Benefits	<u>\$33,313</u>
Total	\$90,822

Projected Annual Cost:

Salary	\$70,106
Benefits	<u>\$36,107</u>
Total	\$106,213

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 2, 2022

Reclassification Request:

- The OFFICE OF PROF LICENSURE & CERTIFICATION requests the reclassification of Vacant position #43296, PLUMBERS BOARD INSPECTOR, Labor Grade 23, A130 to a SUPERVISOR V, Labor Grade 26, A130.

Division of Personnel (DOP) Reclassification Decision:

- SUPERVISOR V, Labor Grade 26, A130 effective Upon G&C approval.

Rationale for Decision:

- The Office of Professional Licensure and Certification is requesting to reclassify this vacant position to a Supervisor V to designate a resource to provide administrative and supervisory oversight of the Barbering, Cosmetology and Esthetics Unit and Inspectors.
- The Supervisor V will provide supervision, interpretation and enforcement of RSA 313-A to protect the public health and regulate the practices of Professional Barbers, Cosmetologists, Estheticians, Manicurists and Tanning.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-21-21-216010-33020000-010.
3. Anticipated date of hire is: 11/18/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$52,356
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$73,651	Salary	\$60,307
Benefits	<u>\$36,903</u>	Benefits	<u>\$33,934</u>
Total	\$110,554	Total	\$94,241

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 2, 2022

Reclassification Request:

- The DEPT. OF SAFETY requests the reclassification of Filled position #41162, PROCUREMENT TECHNICIAN, Labor Grade 17, A000 to a BUSINESS ADMINISTRATOR I, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- BUSINESS ADMINISTRATOR I, Labor Grade 21, PAY SCHEDULE effective 10/07/22.

Rationale for Decision:

- The Division of Emergency Services and Communications identified the need for reclassification of this position due to permanent changes in responsibilities and reorganization.
- The Business Administrator I coordinates and integrates business operations for the Division of Emergency Services and Communications, including financial management, contract preparation, budgetary planning, procurement process and supervision of clerical/administrative staff.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to 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: 10/07/22.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$63,644
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$49,014
Benefits	<u>\$44,051</u>
Total	\$93,065

Projected Annual Cost:

Salary	\$50,289
Benefits	<u>\$45,177</u>
Total	\$95,466

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: November 2, 2022

Reclassification Request:

- The Dept. of Safety requests the reclassification of Vacant position #41841, MAINTENANCE TECHNICIAN, Labor Grade 21, A130 to a TRAINING COORDINATOR, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- TRAINING COORDINATOR, Labor Grade 21, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Safety is requesting to reclassify this vacant position to a Training Coordinator in the Division of Emergency Services and Communication to plan, coordinate, conduct and monitor training and development programs and trainings to agency staff.
- The Training Coordinator will analyze training needs and coordinate, develop, implement, and deliver classroom instruction on a variety of programs aimed to ensure compliance to rules, regulations, laws and national standards and to enhance the delivery of emergency services provided to the public.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to 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. Anticipated date of hire is: 12/16/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$36,856
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$67,882
Benefits	<u>\$25,376</u>
Total	\$93,258

Projected Annual Cost:

Salary	\$45,826
Benefits	<u>\$30,722</u>
Total	\$76,548

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 2, 2022

Reclassification Request:

- The Dept. of Natural and Cultural Resources requests the reclassification of Vacant position #43476, PARK SUPERVISOR I, Labor Grade 10, A130 to a TREATMENT PLANT OPERATOR II, Labor Grade 17, A130.

Division of Personnel (DOP) Reclassification Decision:

- TREATMENT PLANT OPERATOR II, Labor Grade 17, A130 effective Upon G&C approval.

Rationale for Decision:

- The Department of Natural and Cultural Resources (DNCR) is requesting to reclassify this vacant position to Treatment Plant Operator II to dedicate a resource to the efficient operations and compliance of the new Wastewater Treatment Facility being constructed on the summit of Mount Washington State Park.
- The Treatment Plant Operator II will oversee the operations of the wastewater treatment plant and domestic water systems by performing inspections, collecting and testing samples, diagnosing and resolving equipment malfunctions, delegating tasks to maintenance staff, and ensuring the systems are in compliance with DNCR and the Department of Environmental Services standards.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 03-35-35-351510-37200000-010.
3. Anticipated date of hire is: 3/24/23 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$15,875
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$34,620
Benefits	<u>\$28,236</u>
Total	\$62,856

Projected Annual Cost:

Salary	\$41,645
Benefits	<u>\$29,794</u>
Total	\$71,439

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 2, 2022

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Filled position #12052, DIR OF PUBLIC PARTICIPATION, Labor Grade 28, A000 to a ADMINISTRATOR III, Labor Grade 31, A000.

Division of Personnel (DOP) Reclassification Decision:

- ADMINISTRATOR III, Labor Grade 31, PAY SCHEDULE effective 10/07/22.

Rationale for Decision:

- The Department of Environmental Services is requesting to reclassify this filled position to an Administrator III to oversee the Public Information and Communications Unit and provide leadership and direction for the effective access to public information.
- The Administrator III will develop, authorize, and monitor public access to NHDES information, forms, and data across a broad spectrum of media to enhance transparency and encourage public participation in statewide environmental programs and activities.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 03-44-44-440010-10020000-010.
3. Filled position-effective date: 10/07/22.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$97,179
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$86,682	Salary	\$92,158
Benefits	<u>\$52,406</u>	Benefits	<u>\$53,610</u>
Total	\$139,088	Total	\$145,768

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: November 2, 2022

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant position #18377, TOLL ATTENDANT I, Labor Grade 9, A130 to a COMMUNICATIONS TECHNICIAN I, Labor Grade 21, A130.

Division of Personnel (DOP) Reclassification Decision:

- COMMUNICATIONS TECHNICIAN I, Labor Grade 21, 21 effective Upon G&C approval.

Rationale for Decision:

- The Department of Transportation is requesting to reclassify this vacant position to a Communications Technician I to better serve the Bureau of Transportation Systems Management and Operations (TSMO) that operates a 365/24/7.
- The Communications Technician I will perform technical work that relates to equipping, maintaining, and repairing radio and telecommunications equipment, Broadband related equipment, Intelligent Transportation System (ITS) field devices and other technology associated with the Statewide Transportation Management Center (TMC).
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 52% Federal Funded position.
This position is a 48% Other Funded position.
2. Budgetary number/string 04-96-96-960515-30520000-010.
3. Anticipated date of hire is: 12/16/2022 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$38,653
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$30,998
Benefits	<u>\$29,016</u>
Total	\$60,014

Projected Annual Cost:

Salary	\$48,881
Benefits	<u>\$31,399</u>
Total	\$80,280

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: November 2, 2022

Reclassification Request:

- The Dept. of Health and Human Services requests the reclassification of Vacant position #12710, MEDICAL TYPIST II, Labor Grade 10, A000 to a PROGRAM SPECIALIST II, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- PROGRAM SPECIALIST II, Labor Grade 21, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services is requesting to reclassify this vacant position to a Program Specialist II in the Bureau of Child Development and Head Start Collaboration. This role will serve as a Special Projects Coordinator with a focus on integration and coordination of various systems and initiatives.
- The Program Specialist II will develop policies and procedures related to goals/objectives in expanding quality, access and equity in early childhood and out-of-school time programs. This role will develop, analyze, design, plan, and implement special projects related to the Quality Recognition and Improvement System, credentialing, child care scholarship, and Head Start programs.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Budgetary number/string 05-95-42-421110-29760000-010.
3. Anticipated date of hire is: 12/30/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$35,857
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$32,114
Benefits	<u>\$40,303</u>
Total	\$72,417

Projected Annual Cost:

Salary	\$45,826
Benefits	<u>\$30,722</u>
Total	\$76,548

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: November 2, 2022

Reclassification Request:

- The Dept. of Health and Human Services requests the reclassification of Vacant position #40119, FISCAL SPECIALIST II, Labor Grade 17, A000 to a PROGRAM SPECIALIST II, Labor Grade 21, A000.

Division of Personnel (DOP) Reclassification Decision:

- PROGRAM SPECIALIST II, Labor Grade 21, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services is requesting to reclassify this vacant position to a Program Specialist II to research, manage and coordinate programmatic procedures and operations for the Electronic Benefit Transfer system and federal SNAP (Supplemental Nutrition Assistance Program) benefits.
- The Program Specialist II will coordinate and collaborate with the EBT Administrator to manage policy and planning issues related to the EBT Program and SNAP benefits as well as implement field training and perform fraud detection and prevention functions to ensure efficiency in overall EBT operations and service delivery.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Health and Human Services proposed organizational structure.

Funding Summary

1. This position is a 60% General Funded position.
This position is a 40% Federal Funded position.
2. Budgetary number/string 05-95-95-950010-56760000-010.
3. Anticipated date of hire is: 12/2/2022 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$39,691
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$36,229	Salary	\$45,826
Benefits	<u>\$18,356</u>	Benefits	<u>\$30,722</u>
Total	\$54,585	Total	\$76,548