



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

December 21, 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

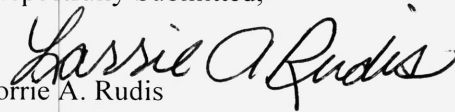
RSA 21-I:56 I, states that any request for reclassification of a position to a different class series as provided in RSA 21-I:54 shall require the approval of the Governor and Council.

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-I:56
Governor and Council Meeting Date: December 21, 2022

Reclassification Request:

- The Department of Information Technology requests the reclassification of Vacant position #11020, SYSTEMS DEVELOPMENT SPEC V, Labor Grade 28, A000 to a TECHNICAL SUPPORT SPEC VI, Labor Grade 32, A000.

Division of Personnel (DOP) Reclassification Decision:

- TECHNICAL SUPPORT SPEC VI, Labor Grade 32, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Information Technology is reclassifying this vacant position to meet the technical support needs for New Hampshire Employment Security systems.
- This position will be responsible as a System Administrator that will handle the administration, installation, configuration, performance, and maintenance of LINUX, UNIX, and other system administration.
- The proposed duties are similar to those of other positions of the same class title currently operating in the agency and state, and parallel the class specification appropriately. The position and classification are appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 32% General Funded position.
This position is a 21% Federal Funded position.
This position is a 47% Other Funded position.
2. Budgetary number/string 01-03-03-030010-77080000-010.
3. Anticipated date of hire is: 1/27/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$40,850
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$62,602
Benefits	<u>\$34,442</u>
Total	\$97,044

Projected Annual Cost:

Salary	\$73,447
Benefits	<u>\$36,848</u>
Total	\$110,295

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

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant position #10938, FIRE INVESTIGATOR, Labor Grade 22, LE416 to a PROGRAM SPECIALIST IV, Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- PROGRAM SPECIALIST IV, Labor Grade 25, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Safety is requesting to reclassify this vacant position to a Program Specialist IV in the Division of Fire Safety to meet the requirement of RSA 160-C:17 of having a full-time classified position serving as a Fireworks Inspector. This role will work under the direction of the Deputy Fire Marshal.
- The Program Specialist IV will plan, develop and manage the state fireworks licensing and inspection programs by evaluating, analyzing, and overseeing program operations and implementing laws, rules, policies and procedures. This role will also conduct on-site inspections of firework display sites, storage facilities and sales outlets to ensure compliance with laws and fire codes.
- 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 02-23-23-238010-66310000-010.
3. Anticipated date of hire is: 3/31/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$19,276
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$66,093
Benefits	<u>\$37,180</u>
Total	\$103,273

Projected Annual Cost:

Salary	\$54,169
Benefits	<u>\$32,572</u>
Total	\$86,741

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

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #13053, AIR POLLUTION CONTROL ENG IV, Labor Grade 25, A000 to a PROGRAM SPECIALIST IV, Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- PROGRAM SPECIALIST IV, Labor Grade 25, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Environmental Services is requesting to reclassify this vacant position to the Mobile Sources Section to implement programs, policies, and the immediate mandates funded through the Volkswagen Environmental Mitigation Settlement.
- This position will be responsible to plan, monitor, and support policies and programs to reduce emissions and ensure compliant use of available funds.
- The proposed duties are similar to those of other positions of the same class title currently operating in the agency and state, and parallel the class specification appropriately. The position and classification are appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 03-44-44-443010-53080000-010.
3. Anticipated date of hire is: 1/13/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$35,339
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	\$54,169
Benefits	<u>\$32,572</u>
Total	\$86,741

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

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant position #17217, ENGINEERING TECHNICIAN IV, Labor Grade 19, A000 to a CIVIL ENGINEER III, Labor Grade 24, A130.

Division of Personnel (DOP) Reclassification Decision:

- CIVIL ENGINEER III, Labor Grade 24, A130 effective Upon G&C approval.

Rationale for Decision:

- The Department of Transportation (DOT) is requesting to reclassify this vacant position to a Civil Engineer III in the Division of Project Development of the Bureau of Highway Design to accommodate changes in the responsibilities and duties of the role due to the progression of technology in the field.
- The Civil Engineer III will serve as a design engineer and collect information and design roadway solutions, it will perform on-site assessments of project locations, supervise and coordinate complex engineering activities for projects, draft technical reports, and supervise, train, and mentor subordinates.
- 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 42% Federal Funded position.
This position is a 58% Other Funded position.
2. Budgetary number/string 04-96-96-962015-30250000-010.
3. Anticipated date of hire is: 2/10/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$29,382
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$42,785	Salary	\$55,318
Benefits	<u>\$30,048</u>	Benefits	<u>\$32,827</u>
Total	\$72,833	Total	\$88,145

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

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant position #17233, ENGINEERING TECHNICIAN III, Labor Grade 16, A000 to a CIVIL ENGINEER III, Labor Grade 24, A130.

Division of Personnel (DOP) Reclassification Decision:

- CIVIL ENGINEER III, Labor Grade 24, A130 effective Upon G&C approval.

Rationale for Decision:

- The Department of Transportation (DOT) is requesting to reclassify this vacant position to a Civil Engineer III in the Division of Project Development of the Bureau of Highway Design to accommodate changes in the responsibilities and duties of the role due to the progression of technology in the field
- The Civil Engineer III will serve as a design engineer and collect information and design roadway solutions, it will perform on-site assessments of project locations, supervise and coordinate complex engineering activities for projects, draft technical reports, and supervise, train, and mentor subordinates
- 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 42% Federal Funded position.
This position is a 58% Other Funded position.
2. Budgetary number/string 04-96-96-962015-30250000-010.
3. Anticipated date of hire is: 2/10/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$29,382
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$38,021
Benefits	<u>\$28,991</u>
Total	\$67,012

Projected Annual Cost:

Salary	\$55,318
Benefits	<u>\$32,827</u>
Total	\$88,145

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

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant position #17234, ENGINEERING TECHNICIAN III, Labor Grade 16, A000 to a CIVIL ENGINEER III, Labor Grade 24, A130.

Division of Personnel (DOP) Reclassification Decision:

- CIVIL ENGINEER III, Labor Grade 24, A130 effective Upon G&C approval.

Rationale for Decision:

- The Department of Transportation (DOT) is requesting to reclassify this vacant position to a Civil Engineer III in the Division of Project Development of the Bureau of Highway Design to accommodate changes in the responsibilities and duties of the role due to the progression of technology in the field
- The Civil Engineer III will serve as a design engineer and collect information and design roadway solutions, it will perform on-site assessments of project locations, supervise and coordinate complex engineering activities for projects, draft technical reports, and supervise, train, and mentor subordinates
- 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 42% Federal Funded position.
This position is a 58% Other Funded position.
2. Budgetary number/string 04-96-96-962015-30250000-010.
3. Anticipated date of hire is: 2/10/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$29,382
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$38,021
Benefits	<u>\$28,991</u>
Total	\$67,012

Projected Annual Cost:

Salary	\$55,318
Benefits	<u>\$32,827</u>
Total	\$88,145

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

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant position #20428, ENGINEERING TECHNICIAN III, Labor Grade 16, A000 to a CIVIL ENGINEER III, Labor Grade 24, A130.

Division of Personnel (DOP) Reclassification Decision:

- CIVIL ENGINEER III, Labor Grade 24, A130 effective Upon G&C approval.

Rationale for Decision:

- The Department of Transportation (DOT) is requesting to reclassify this vacant position to a Civil Engineer III in the Division of Project Development of the Bureau of Highway Design to accommodate changes in the responsibilities and duties of the role due to the progression of technology in the field
- The Civil Engineer III will serve as a design engineer and collect information and design roadway solutions, it will perform on-site assessments of project locations, supervise and coordinate complex engineering activities for projects, draft technical reports, and supervise, train, and mentor subordinates
- 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 42% Federal Funded position.
This position is a 58% Other Funded position.
2. Budgetary number/string 04-96-96-962015-30250000-010.
3. Anticipated date of hire is: 2/10/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$29,382
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$38,021
Benefits	<u>\$28,991</u>
Total	\$67,012

Projected Annual Cost:

Salary	\$55,318
Benefits	<u>\$32,827</u>
Total	\$88,145

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

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant position #20841, ENGINEERING TECHNICIAN IV, Labor Grade 19, A000 to a CIVIL ENGINEER III, Labor Grade 24, A130.

Division of Personnel (DOP) Reclassification Decision:

- CIVIL ENGINEER III, Labor Grade 24, A130 effective Upon G&C approval.

Rationale for Decision:

- The Department of Transportation (DOT) is requesting to reclassify this vacant position to a Civil Engineer III in the Division of Project Development of the Bureau of Highway Design to accommodate changes in the responsibilities and duties of the role due to the progression of technology in the field
- The Civil Engineer III will serve as a design engineer and collect information and design roadway solutions, it will perform on-site assessments of project locations, supervise and coordinate complex engineering activities for projects, draft technical reports, and supervise, train, and mentor subordinates
- 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 42% Federal Funded position.
This position is a 58% Other Funded position.
2. Budgetary number/string 04-96-96-962015-30250000-010.
3. Anticipated date of hire is: 2/10/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$29,382
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$42,785
Benefits	<u>\$30,048</u>
Total	\$72,833

Projected Annual Cost:

Salary	\$55,318
Benefits	<u>\$32,827</u>
Total	\$88,145

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

Reclassification Request:

- The Department of HEALTH AND HUMAN SERVICES requests the reclassification of Vacant position #11815, PROGRAM SPECIALIST I, Labor Grade 19, A000 to a BUSINESS SYSTEMS ANALYST I, Labor Grade 28, A000.

Division of Personnel (DOP) Reclassification Decision:

- BUSINESS SYSTEMS ANALYST I, Labor Grade 19, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services is requesting to reclassify of this vacant position to a Business Systems Analyst I in the Bureau of Child Development & Head Start Collaboration to provide a dedicated IT professional to focus on business needs and requirements.
- This position will analyze business needs and requirements, determine data needs and method of automation, and oversee the system development process to implement them across Bridges, New Hampshire Connections Information System, New Heights and other data bases to comply with Federal and State laws, rules, and policies.
- The proposed duties are similar to those of other positions of the same class title currently operating in the agency and state, and parallel the class specification appropriately. The position and classification are 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: 3/11/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$24,842
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$52,650	Salary	\$61,601
Benefits	<u>\$32,245</u>	Benefits	<u>\$34,221</u>
Total	\$84,895	Total	\$95,822

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

Reclassification Request:

- The Department of HEALTH AND HUMAN SERVICES requests the reclassification of Vacant position #12382, FAMILY SERVICES SPECIALIST I, Labor Grade 17, A000 to a EMPLOYMENT COUNSELOR SPEC, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- EMPLOYMENT COUNSELOR SPEC, Labor Grade 19, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services, Bureau of Employment Support, is reclassifying 10 (ten) vacant positions from Family Service Specialists I, LG 17, to Employment Counselor Specialists LG 19. The positions will be located at District Offices statewide and will work as part of the New Hampshire Employment Program.
- The Employment Counselor Specialists will replace contracted staff in order to provide more successful and fiscally streamlined services to meet the needs of Temporary Assistance for Needy Families (TANF) recipients. These roles will provide an array of employment, job search, job training, and career services to ensure the sustainable employment of program participants.
- The proposed duties are similar to those of other positions of the same class title currently operating in the agency and state and parallel the class specification appropriately.

Funding Summary

1. This position is a 41% General Funded position.
This position is a 59% Federal Funded position.
2. Budgetary number/string 05-95-45-450010-61270000-010.
3. Anticipated date of hire is: 2/10/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$24,040
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$52,092
Benefits	<u>\$32,121</u>
Total	\$84,213

Projected Annual Cost:

Salary	\$42,201
Benefits	<u>\$29,918</u>
Total	\$72,119

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

Reclassification Request:

- The Department of HEALTH AND HUMAN SERVICES requests the reclassification of Vacant position #12510, FAMILY SERVICES SPECIALIST II, Labor Grade 19, A000 to a EMPLOYMENT COUNSELOR SPEC, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- EMPLOYMENT COUNSELOR SPEC, Labor Grade 19, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services, Bureau of Employment Support, is reclassifying 10 (ten) vacant positions from Family Service Specialists I, LG 17, to Employment Counselor Specialists LG 19. The positions will be located at District Offices statewide and will work as part of the New Hampshire Employment Program.
- The Employment Counselor Specialists will replace contracted staff in order to provide more successful and fiscally streamlined services to meet the needs of Temporary Assistance for Needy Families (TANF) recipients. These roles will provide an array of employment, job search, job training, and career services to ensure the sustainable employment of program participants.
- The proposed duties are similar to those of other positions of the same class title currently operating in the agency and state and parallel the class specification appropriately.

Funding Summary

1. This position is a 41% General Funded position.
This position is a 59% Federal Funded position.
2. Budgetary number/string 05-95-45-450010-61270000-010.
3. Anticipated date of hire is: 2/10/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$24,040
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$48,560
Benefits	<u>\$21,564</u>
Total	\$70,124

Projected Annual Cost:

Salary	\$42,201
Benefits	<u>\$29,918</u>
Total	\$72,119

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

Reclassification Request:

- The Department of HEALTH AND HUMAN SERVICES requests the reclassification of Vacant position #12628, FAMILY SERVICES SPECIALIST I, Labor Grade 17, A000 to a EMPLOYMENT COUNSELOR SPEC, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- EMPLOYMENT COUNSELOR SPEC, Labor Grade 19, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services, Bureau of Employment Support, is reclassifying 10 (ten) vacant positions from Family Service Specialists I, LG 17, to Employment Counselor Specialists LG 19. The positions will be located at District Offices statewide and will work as part of the New Hampshire Employment Program.
- The Employment Counselor Specialists will replace contracted staff in order to provide more successful and fiscally streamlined services to meet the needs of Temporary Assistance for Needy Families (TANF) recipients. These roles will provide an array of employment, job search, job training, and career services to ensure the sustainable employment of program participants.
- The proposed duties are similar to those of other positions of the same class title currently operating in the agency and state and parallel the class specification appropriately.

Funding Summary

1. This position is a 41% General Funded position.
This position is a 59% Federal Funded position.
2. Budgetary number/string 05-95-45-450010-61270000-010.
3. Anticipated date of hire is: 2/10/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: **\$24,040**
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$48,560	Salary	\$42,201
Benefits	<u>\$31,338</u>	Benefits	<u>\$29,918</u>
Total	\$79,898	Total	\$72,119

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

Reclassification Request:

- The Department of HEALTH AND HUMAN SERVICES requests the reclassification of Vacant position #12680, FAMILY SERVICES SPECIALIST I, Labor Grade 17, A000 to a EMPLOYMENT COUNSELOR SPEC, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- EMPLOYMENT COUNSELOR SPEC, Labor Grade 19, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services, Bureau of Employment Support, is reclassifying 10 (ten) vacant positions from Family Service Specialists I, LG 17, to Employment Counselor Specialists LG 19. The positions will be located at District Offices statewide and will work as part of the New Hampshire Employment Program.
- The Employment Counselor Specialists will replace contracted staff in order to provide more successful and fiscally streamlined services to meet the needs of Temporary Assistance for Needy Families (TANF) recipients. These roles will provide an array of employment, job search, job training, and career services to ensure the sustainable employment of program participants.
- The proposed duties are similar to those of other positions of the same class title currently operating in the agency and state and parallel the class specification appropriately.

Funding Summary

1. This position is a 41% General Funded position.
This position is a 59% Federal Funded position.
2. Budgetary number/string 05-95-45-450010-61270000-010.
3. Anticipated date of hire is: 2/10/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: **\$24,040**
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$42,785	Salary	\$42,201
Benefits	<u>\$30,047</u>	Benefits	<u>\$29,918</u>
Total	\$72,832	Total	\$72,119

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

Reclassification Request:

- The Department of HEALTH AND HUMAN SERVICES requests the reclassification of Vacant position #12699, FAMILY SERVICES SPECIALIST I, Labor Grade 17, A000 to a EMPLOYMENT COUNSELOR SPEC, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- EMPLOYMENT COUNSELOR SPEC, Labor Grade 19, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services, Bureau of Employment Support, is reclassifying 10 (ten) vacant positions from Family Service Specialists I, LG 17, to Employment Counselor Specialists LG 19. The positions will be located at District Offices statewide and will work as part of the New Hampshire Employment Program.
- The Employment Counselor Specialists will replace contracted staff in order to provide more successful and fiscally streamlined services to meet the needs of Temporary Assistance for Needy Families (TANF) recipients. These roles will provide an array of employment, job search, job training, and career services to ensure the sustainable employment of program participants.
- The proposed duties are similar to those of other positions of the same class title currently operating in the agency and state and parallel the class specification appropriately.

Funding Summary

1. This position is a 41% General Funded position.
This position is a 59% Federal Funded position.
2. Budgetary number/string 05-95-45-450010-61270000-010.
3. Anticipated date of hire is: 2/10/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$24,040
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$42,785
Benefits	<u>\$30,047</u>
Total	\$72,832

Projected Annual Cost:

Salary	\$42,201
Benefits	<u>\$29,918</u>
Total	\$72,119

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

Reclassification Request:

- The Department of HEALTH AND HUMAN SERVICES requests the reclassification of Vacant position #12788, FAMILY SERVICES SPECIALIST I, Labor Grade 17, A000 to a EMPLOYMENT COUNSELOR SPEC, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- EMPLOYMENT COUNSELOR SPEC, Labor Grade 19, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services, Bureau of Employment Support, is reclassifying 10 (ten) vacant positions from Family Service Specialists I, LG 17, to Employment Counselor Specialists LG 19. The positions will be located at District Offices statewide and will work as part of the New Hampshire Employment Program.
- The Employment Counselor Specialists will replace contracted staff in order to provide more successful and fiscally streamlined services to meet the needs of Temporary Assistance for Needy Families (TANF) recipients. These roles will provide an array of employment, job search, job training, and career services to ensure the sustainable employment of program participants.
- The proposed duties are similar to those of other positions of the same class title currently operating in the agency and state and parallel the class specification appropriately.

Funding Summary

1. This position is a 41% General Funded position.
This position is a 59% Federal Funded position.
2. Budgetary number/string 05-95-45-450010-61270000-010.
3. Anticipated date of hire is: 2/10/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$24,040
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$42,785
Benefits	<u>\$30,047</u>
Total	\$72,832

Projected Annual Cost:

Salary	\$42,201
Benefits	<u>\$29,918</u>
Total	\$72,119

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

Reclassification Request:

- The Department of HEALTH AND HUMAN SERVICES requests the reclassification of Vacant position #42732, FAMILY SERVICES SPECIALIST I, Labor Grade 17, A000 to a EMPLOYMENT COUNSELOR SPEC, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- EMPLOYMENT COUNSELOR SPEC, Labor Grade 19, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services, Bureau of Employment Support, is reclassifying 10 (ten) vacant positions from Family Service Specialists I, LG 17, to Employment Counselor Specialists LG 19. The positions will be located at District Offices statewide and will work as part of the New Hampshire Employment Program.
- The Employment Counselor Specialists will replace contracted staff in order to provide more successful and fiscally streamlined services to meet the needs of Temporary Assistance for Needy Families (TANF) recipients. These roles will provide an array of employment, job search, job training, and career services to ensure the sustainable employment of program participants.
- The proposed duties are similar to those of other positions of the same class title currently operating in the agency and state and parallel the class specification appropriately.

Funding Summary

1. This position is a 41% General Funded position.
This position is a 59% Federal Funded position.
2. Budgetary number/string 05-95-45-450010-61270000-010.
3. Anticipated date of hire is: 2/10/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$24,040
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$54,592
Benefits	<u>\$31,638</u>
Total	\$86,230

Projected Annual Cost:

Salary	\$42,201
Benefits	<u>\$29,619</u>
Total	\$72,120

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

Reclassification Request:

- The Department of HEALTH AND HUMAN SERVICES requests the reclassification of Vacant position #42748, FAMILY SERVICES SPECIALIST TR, Labor Grade 15, A000 to a EMPLOYMENT COUNSELOR SPEC, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- EMPLOYMENT COUNSELOR SPEC, Labor Grade 19, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services, Bureau of Employment Support, is reclassifying 10 (ten) vacant positions from Family Service Specialists I, LG 17, to Employment Counselor Specialists LG 19. The positions will be located at District Offices statewide and will work as part of the New Hampshire Employment Program.
- The Employment Counselor Specialists will replace contracted staff in order to provide more successful and fiscally streamlined services to meet the needs of Temporary Assistance for Needy Families (TANF) recipients. These roles will provide an array of employment, job search, job training, and career services to ensure the sustainable employment of program participants.
- The proposed duties are similar to those of other positions of the same class title currently operating in the agency and state and parallel the class specification appropriately.

Funding Summary

1. This position is a 41% General Funded position.
This position is a 59% Federal Funded position.
2. Budgetary number/string 05-95-45-450010-61270000-010.
3. Anticipated date of hire is: 2/10/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$24,040
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$48,927
Benefits	<u>\$21,172</u>
Total	\$70,099

Projected Annual Cost:

Salary	\$42,201
Benefits	<u>\$29,918</u>
Total	\$72,119

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

Reclassification Request:

- The Department of HEALTH AND HUMAN SERVICES requests the reclassification of Vacant position #44044, FAMILY SERVICES SPECIALIST I, Labor Grade 17, A000 to a EMPLOYMENT COUNSELOR SPEC, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- EMPLOYMENT COUNSELOR SPEC, Labor Grade 19, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services, Bureau of Employment Support, is reclassifying 10 (ten) vacant positions from Family Service Specialists I, LG 17, to Employment Counselor Specialists LG 19. The positions will be located at District Offices statewide and will work as part of the New Hampshire Employment Program.
- The Employment Counselor Specialists will replace contracted staff in order to provide more successful and fiscally streamlined services to meet the needs of Temporary Assistance for Needy Families (TANF) recipients. These roles will provide an array of employment, job search, job training, and career services to ensure the sustainable employment of program participants.
- The proposed duties are similar to those of other positions of the same class title currently operating in the agency and state and parallel the class specification appropriately.

Funding Summary

1. This position is a 41% General Funded position.
This position is a 59% Federal Funded position.
2. Budgetary number/string 05-95-45-450010-61270000-010.
3. Anticipated date of hire is: 2/10/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$24,040
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$48,560
Benefits	<u>\$31,338</u>
Total	\$79,898

Projected Annual Cost:

Salary	\$42,201
Benefits	<u>\$29,918</u>
Total	\$72,119

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

Reclassification Request:

- The Department of HEALTH AND HUMAN SERVICES requests the reclassification of Vacant position #44048, FAMILY SERVICES SPECIALIST I, Labor Grade 17, A000 to a EMPLOYMENT COUNSELOR SPEC, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- EMPLOYMENT COUNSELOR SPEC, Labor Grade 19, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services, Bureau of Employment Support, is reclassifying 10 (ten) vacant positions from Family Service Specialists I, LG 17, to Employment Counselor Specialists LG 19. The positions will be located at District Offices statewide and will work as part of the New Hampshire Employment Program.
- The Employment Counselor Specialists will replace contracted staff in order to provide more successful and fiscally streamlined services to meet the needs of Temporary Assistance for Needy Families (TANF) recipients. These roles will provide an array of employment, job search, job training, and career services to ensure the sustainable employment of program participants.
- The proposed duties are similar to those of other positions of the same class title currently operating in the agency and state and parallel the class specification appropriately.

Funding Summary

1. This position is a 41% General Funded position.
This position is a 59% Federal Funded position.
2. Budgetary number/string 05-95-45-450010-61270000-010.
3. Anticipated date of hire is: 2/10/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$24,040
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:		Projected Annual Cost:	
Salary	\$48,707	Salary	\$42,201
Benefits	<u>\$31,371</u>	Benefits	<u>\$29,918</u>
Total	\$80,078	Total	\$72,119

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

Reclassification Request:

- The Department of Education requests the reclassification of Vacant position #40480, ACCOUNTING TECHNICIAN, Labor Grade 12, A000 to a ACCOUNTANT I, Labor Grade 16, A000.

Division of Personnel (DOP) Reclassification Decision:

- ACCOUNTANT I, Labor Grade 16, A000 effective Upon G&C approval.

Rationale for Decision:

- The Department of Education is requesting to reclassify this vacant position to an Accountant I in the Office of Business Management (OBM) to perform a variety of fiscal and accounting tasks and to monitor and maintain controls for accuracy and compliance.
- The Accountant I will establish, implement and provide support on accounts payables and other fiscal processes and procedures and will design, monitor and maintain processes for the Purchasing Card and travel reimbursements. This role will also prepare, audit, and key adjusting entries and accounting data into applicable systems and prepare financial and statistical reports
- 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 06-56-56-562010-60020000-010.
3. Anticipated date of hire is: 1/13/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 23: \$27,053
5. Total FY 23 Budgeted and Projected Annual Cost:

Total FY 23 Budgeted:

Salary	\$36,531
Benefits	<u>\$28,670</u>
Total	\$65,201

Projected Annual Cost:

Salary	\$37,523
Benefits	<u>\$28,880</u>
Total	\$66,403