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# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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August 23, 2023

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: August 23, 2023

**Reclassification Request:**

- The Department of Administrative Services requests the reclassification of Vacant position #19662, Business Administrator III, Labor Grade 27, A000 to a Administrator IV, Labor Grade 33, A000 .

**Division of Personnel (DOP) Reclassification Decision:**

- Administrator IV, Labor Grade 33, A000 effective Upon G&C approval.

**Rationale for Decision:**

- The Department of Administrative Services requests to reclassify this vacant position to an Administrator IV to serve as the Deputy Chief Financial Officer.
- The Administrator IV position will direct and manage business office functions including budgets, accounting, revenue forecasts, and other financial activities for Department of Administrative Services and any administratively attached agencies.
- The proposed duties are like 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% General Funded position.
2. Budgetary number/string 01-14-14-141910-51410000-010.
3. Anticipated date of hire is: 9/22/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$87,545
5. Total FY 24 Budgeted and Projected Annual Cost:

**Total FY 24 Budgeted:**

Salary	\$69,405
Benefits	<u>\$48,700</u>
Total	\$118,105

**Projected Annual Cost:**

Salary	\$81,432
Benefits	<u>\$38,366</u>
Total	\$119,798

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: August 23, 2023

**Reclassification Request:**

- The Department of Revenue Administration requests the reclassification of Vacant position #14493, Tax Examiner V, Labor Grade 21, A000 to a Staff Development and Training Specialist, Labor Grade 24, A000

**Division of Personnel (DOP) Reclassification Decision:**

- Staff Development and Training Specialist, Labor Grade 24, A000 effective Upon G&C approval.

**Rationale for Decision:**

- The Department of Revenue is requesting to reclassify this vacant position to a Staff Development and Training Specialist in the Division of Taxpayer Services. This position will provide a resource dedicated to creating, implementing, and maintaining a structured training program for new and existing employees and remove the training function from unit supervisors.
- The Staff Development and Training Specialist will monitor legislative, policy, and procedural changes to identify training needs and participate in the review, development, and implementation of policies and procedures. This role will analyze workflow progress and output of the units, prepare reports, and utilize post-training tools to assess the effectiveness of training and operational compliance in the unit.
- 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 01-84-84-840510-10800000-010.
3. Anticipated date of hire is: 9/8/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$67,403
5. Total FY 24 Budgeted and Projected Annual Cost:

**Total FY 24 Budgeted:**

Salary	\$44,129
Benefits	<u>\$30,429</u>
Total	\$74,558

**Projected Annual Cost:**

Salary	\$54,951
Benefits	<u>\$32,673</u>
Total	\$87,624

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: August 23, 2023

**Reclassification Request:**

- The Department of Safety requests the reclassification of Filled position #14572, 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 06/30/2023.

**Rationale for Decision:**

- The Department of Safety is requesting to reclassify this position to an Accountant I to establish, develop and implement a system of tracking expenditures of vendor payments and office procedures to process, monitor, audit and ensure accuracy and proper application of funds within the Accounts Payable unit of the Division of Administration.
- The Accountant I will receive and review invoices and payment requests submitted to the Department of Safety Accounts Payable for processing and audit submitted invoices to verify that they are coded, accurate, complete, and are approved by a designated representative of the Division.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Safety's organizational structure.

**Funding Summary**

1. This position is a 25% General Funded position.  
This position is a 75% Other Funded position.
2. Budgetary number/string 02-23-23-232015-21900000-010.
3. Filled position-effective date: 6/30/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$73,124
5. Total FY 24 Budgeted and Projected Annual Cost:

**Total FY 24 Budgeted:**

Salary	\$32,588
Benefits	<u>\$40,707</u>
Total	\$73,295

**Projected Annual Cost:**

Salary	\$43,017
Benefits	<u>\$30,107</u>
Total	\$73,124

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: August 23, 2023

**Reclassification Request:**

- The Department of Safety requests the reclassification of Filled position #15000, Accounting Technician , Labor Grade 12, A000 to a Accountant II, Labor Grade 18, A000 .

**Division of Personnel (DOP) Reclassification Decision:**

- Accountant II, Labor Grade 18, A000 effective 06/30/2023.

**Rationale for Decision:**

- The Department of Safety is requesting to reclassify this filled position to an Accountant II to direct and perform accounting activities of the Department's P-Card Software system to ensure proper, accurate and timely payment for products and services.
- The Accountant II will oversee the P-Card Software system and analyze reports of P-Card accountant approvals to investigate discrepancies and errors in coordination with DOS division financial managers and determine the appropriate corrective actions required to achieve accurate accounting standards and adherence to P-Card policies and procedures as set forth from the Department of Administrative services.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Safety's proposed organizational structure.

**Funding Summary**

1. This position is a 25% General Funded position.  
This position is a 75% Other Funded position.
2. Budgetary number/string 02-23-23-232015-21900000-010.
3. Filled position-effective date: 6/30/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$62,734
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$32,282	Salary	\$43,017
Benefits	<u>\$17,475</u>	Benefits	<u>\$19,717</u>
Total	\$49,757	Total	\$62,734

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: August 23, 2023

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant position #40655, Telecommunications Specialists , Labor Grade 18, A130 to a Administrator III, Labor Grade 31, A000 .

Division of Personnel (DOP) Reclassification Decision:

- Administrator III, Labor Grade 31, A000 effective Upon G&C approval .

Rationale for Decision:

- The Department of Safety requests to reclassify this vacant position to an Administrator III to direct and manage full-cycle project management functions critical to public safety initiatives, programs, and systems used for local first responders, statewide.
- The Administrator III will be responsible for the oversight of Interoperable Communication Technology projects throughout the State and required throughout the Division of Emergency Services and Communications; it will develop metrics, reports, and workflow plans in support of these critical objectives with a focus on quality assurance and continuous process improvement.
- The proposed duties are like 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 02-23-23-236510-13950000-010.
3. Anticipated date of hire is: 9/8/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$89,738
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$45,566	Salary	\$74,276
Benefits	<u>\$32,953</u>	Benefits	<u>\$36,828</u>
Total	\$78,519	Total	\$111,104

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: August 23, 2023

**Reclassification Request:**

- The Department of Employment Security requests the reclassification of Filled position #11141, Fraud Investigator , Labor Grade 21, A000 to a Program Specialist III, Labor Grade 23, A000 .

**Division of Personnel (DOP) Reclassification Decision:**

- Program Specialist III, Labor Grade 23, A000 effective 05/19/2023.

**Rationale for Decision:**

- The Department of Employment Security is requesting to reclassify this position to a Program Specialist III to analyze and interpret data, policies and procedures used in conducting fraud detection activities and suspected fraud investigations involving current and former recipients of state and/or federal unemployment compensation benefit programs.
- The Program Specialist III will conduct assigned investigations to gain employer/claimant records and establish facts and accountability for restitution, program disqualification and/or potential for successful prosecution.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Employment Security's organizational structure.

**Funding Summary**

1. This position is a 100% Federal Funded position.
2. Budgetary number/string 02-27-27-270010-80400000-010.
3. Filled position-effective date: 5/19/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$74,613
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$63,993	Salary	\$52,670
Benefits	<u>\$47,525</u>	Benefits	<u>\$21,943</u>
Total	\$111,518	Total	\$74,613

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: August 23, 2023

**Reclassification Request:**

- The Department of Employment Security requests the reclassification of VACANT position #11144, Certifying Officer I, Labor Grade 16, A000 to a Supervisor VII, Labor Grade 28, A000 .

**Division of Personnel (DOP) Reclassification Decision:**

- Supervisor VII, Labor Grade 28, A000 effective UPON G&C approval.

**Rationale for Decision:**

- The Department of Employment Security is requesting to reclassify this position to a Supervisor VII to supervise program administration for the Benefit Payment Control (BPC) Section, and related Integrity Programs, to ensure the planning and implementation of program objectives, policies, and operations related to unemployment fraud detection and prevention are implemented in accordance with New Hampshire Unemployment Compensation Law and US Department of Labor guidelines.
- The Supervisor VII will develop, review, and evaluate Integrity Program objectives and policies that govern the identification, detection, and investigation of possible fraud and non-fraud cases under unemployment compensation law to ensure the integrity of unemployment benefits programs without jeopardizing legitimate payments to individuals.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Employment Security's organizational structure.

**Funding Summary**

1. This position is a 100% Federal Funded position.
2. Budgetary number/string 02-27-27-270010-80400000-010.
3. Anticipated date of hire is: 9/8/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$77,045
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$36,134	Salary	\$65,267
Benefits	\$28,693	Benefits	\$34,891
Total	\$64,827	Total	\$100,158



Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: August 23, 2023

**Reclassification Request:**

- The Department of Employment Security requests the reclassification of Filled position #11174, Fraud Investigator , Labor Grade 21, A000 to a Program Specialist III, Labor Grade 23, A000 .

**Division of Personnel (DOP) Reclassification Decision:**

- Program Specialist III, Labor Grade 23, A000 effective 05/19/2023.

**Rationale for Decision:**

- The Department of Employment Security is requesting to reclassify this position to a Program Specialist III to analyze and interpret data, policies and procedures used in conducting fraud detection activities and suspected fraud investigations involving current and former recipients of state and/or federal unemployment compensation benefit programs.
- The Program Specialist III will conduct assigned investigations to gain employer/claimant records and establish facts and accountability for restitution, program disqualification and/or potential for successful prosecution.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Employment Security's organizational structure.

**Funding Summary**

1. This position is a 100% Federal Funded position.
2. Budgetary number/string 02-27-27-270010-80400000-010.
3. Filled position-effective date: 5/19/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$100,399
5. Total FY 24 Budgeted and Projected Annual Cost:

**Total FY 24 Budgeted:**

Salary	\$48,323
Benefits	<u>\$44,123</u>
Total	\$92,446

**Projected Annual Cost:**

Salary	\$54,951
Benefits	<u>\$45,448</u>
Total	\$100,399

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: August 23, 2023

**Reclassification Request:**

- The Department of Employment Security requests the reclassification of Filled position #11183, Fraud Investigator , Labor Grade 21, A000 to a Program Specialist III, Labor Grade 23, A000 .

**Division of Personnel (DOP) Reclassification Decision:**

- Program Specialist III, Labor Grade 23, A000 effective 05/19/2023.

**Rationale for Decision:**

- The Department of Employment Security is requesting to reclassify this position to a Program Specialist III to analyze and interpret data, policies and procedures used in conducting fraud detection activities and suspected fraud investigations involving current and former recipients of state and/or federal unemployment compensation benefit programs
- The Program Specialist III will conduct assigned investigations to gain employer/claimant records and establish facts and accountability for restitution, program disqualification and/or potential for successful prosecution.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Employment Security's organizational structure.

**Funding Summary**

1. This position is a 100% Federal Funded position.
2. Budgetary number/string 02-27-27-270010-80400000-010.
3. Filled position-effective date: 5/19/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$100,884
5. Total FY 24 Budgeted and Projected Annual Cost:

**Total FY 24 Budgeted:**

Salary	\$51,909
Benefits	<u>\$32,128</u>
Total	\$84,037

**Projected Annual Cost:**

Salary	\$54,951
Benefits	<u>\$45,933</u>
Total	\$100,884

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: August 23, 2023

**Reclassification Request:**

- The Department of Employment Security requests the reclassification of Filled position #11262, Fraud Investigator , Labor Grade 21, A000 to a Program Specialist III, Labor Grade 23, A000 .

**Division of Personnel (DOP) Reclassification Decision:**

- Program Specialist III, Labor Grade 23, A000 effective 05/19/2023.

**Rationale for Decision:**

- The Department of Employment Security is requesting to reclassify this position to a Program Specialist III to analyze and interpret data, policies and procedures used in conducting fraud detection activities and suspected fraud investigations involving current and former recipients of state and/or federal unemployment compensation benefit programs.
- The Program Specialist III will conduct assigned investigations to gain employer/claimant records and establish facts and accountability for restitution, program disqualification and/or potential for successful prosecution.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Employment Security's organizational structure.

**Funding Summary**

1. This position is a 100% Federal Funded position.
2. Budgetary number/string 02-27-27-270010-80400000-010.
3. Filled position-effective date: 5/19/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$100,713
5. Total FY 24 Budgeted and Projected Annual Cost:

**Total FY 24 Budgeted:**

Salary	\$62,943
Benefits	<u>\$24,131</u>
Total	\$87,074

**Projected Annual Cost:**

Salary	\$74,276
Benefits	<u>\$26,437</u>
Total	\$100,713

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: August 23, 2023

**Reclassification Request:**

- The Department of Employment Security requests the reclassification of Vacant position #11276, Supervisor IV, Labor Grade 24, A000 to a Supervisor V, Labor Grade 26, A000 .

**Division of Personnel (DOP) Reclassification Decision:**

- Supervisor V, Labor Grade 26, A000 effective Upon G&C approval.

**Rationale for Decision:**

- The Department of Employment Security is requesting to reclassify this position to a Supervisor V to plan, oversee and evaluate cross-functional activities for investigating potential fraudulent receipt of unemployment compensation benefits and supervises the Fraud Specialist positions that administer the Integrity Programs of the Fraud Unit within Benefit Payment Control (BPC).
- The Supervisor V will supervise and monitor the investigation process and review completed cases of the Fraud Specialists for quality to ensure that cases are completed within the Federal timeframe for collection of debts governing unemployment insurance (UI) benefit overpayments and determine which cases should be presented for possible prosecution according to current guidelines
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Employment Security's organizational structure.

**Funding Summary**

1. This position is a 100% Federal Funded position.
2. Budgetary number/string 02-27-27-270010-80400000-010.
3. Anticipated date of hire is: 9/8/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$72,032
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$68,678	Salary	\$59,904
Benefits	<u>\$35,767</u>	Benefits	<u>\$33,738</u>
Total	\$104,445	Total	\$93,642

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: August 23, 2023

**Reclassification Request:**

- The Department of Employment Security requests the reclassification of vacant position #43668, Program Assistant II, Labor Grade 15, A000 to a Accountant II, Labor Grade 18, A000 .

**Division of Personnel (DOP) Reclassification Decision:**

- Accountant II, Labor Grade 18, A000 effective G&C approval.

**Rationale for Decision:**

- The Department of Employment Security is requesting to reclassify this position to an Accountant II to perform fiscal, budgetary and purchasing and contract-related functions in support of the Fiscal Management Section of the Department of Employment Security.
- The Accountant II will monitor, evaluate and prepare contract reports and provide recommendations for appropriations and/or contract amendments when budget shortfall is identified to ensure uninterrupted services.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Employment Security's proposed organizational structure.

**Funding Summary**

1. This position is a 100% Federal Funded position.
2. Budgetary number/string 02-27-27-270010-80400000-010.
3. Anticipated date of hire is 9/22/23 at Minimum step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$53,437
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$42,860	Salary	\$43,017
Benefits	<u>\$19,922</u>	Benefits	<u>\$30,107</u>
Total	\$62,782	Total	\$73,124

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: August 23, 2023

**Reclassification Request:**

- The Department of Employment Security requests the reclassification of Filled position #8T2967, Program Assistant II, Labor Grade 15, A000 to a Accountant II, Labor Grade 18, A000 .

**Division of Personnel (DOP) Reclassification Decision:**

- Accountant II, Labor Grade 18, A000 effective 03/24/2023.

**Rationale for Decision:**

- The Department of Employment Security is requesting to reclassify this filled position to an Accountant II to perform fiscal, budgetary and purchasing and contract-related functions in support of the Fiscal Management Section of the Department of Employment Security.
- The Accountant II will monitor, evaluate and prepare contract reports and provide recommendations for appropriations and/or contract amendments when budget shortfall is identified to ensure uninterrupted services.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Employment Security's proposed organizational structure.

**Funding Summary**

1. This position is a 100% Federal Funded position.
2. Budgetary number/string 02-27-27-270010-80400000-050.
3. Filled position-effective date: 3/24/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$73,124
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$42,296	Salary	\$43,017
Benefits	<u>\$11,137</u>	Benefits	<u>\$30,107</u>
Total	\$53,433	Total	\$73,124

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: August 23, 2023

**Reclassification Request:**

- The Department of Employment Security requests the reclassification of VACANT position #8T3060, Fraud Investigator , Labor Grade 21, A000 to a Program Specialist III, Labor Grade 23, A000 .

**Division of Personnel (DOP) Reclassification Decision:**

- Program Specialist III, Labor Grade 23, A000 effective Upon G&C approval.

**Rationale for Decision:**

- The Department of Employment Security is requesting to reclassify this position to a Program Specialist III to analyze and interpret data, policies and procedures used in conducting fraud detection activities and suspected fraud investigations involving current and former recipients of state and/or federal unemployment compensation benefit programs.
- The Program Specialist III will conduct assigned investigations to gain employer/claimant records and establish facts and accountability for restitution, program disqualification and/or potential for successful prosecution.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Employment Security's organizational structure.

**Funding Summary**

1. This position is a 100% Federal Funded position.
2. Budgetary number/string 02-27-27-270010-80400000-050.
3. Anticipated date of hire is: 9/8/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$65,272
5. Total FY 24 Budgeted and Projected Annual Cost:

**Total FY 24 Budgeted:**

Salary	\$45,844
Benefits	<u>\$10,739</u>
Total	\$56,583

**Projected Annual Cost:**

Salary	\$52,670
Benefits	<u>\$32,183</u>
Total	\$84,853

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: August 23, 2023

**Reclassification Request:**

- The Department of Employment Security requests the reclassification of Filled position #8T3062, Fraud Investigator , Labor Grade 21, A000 to a Program Specialist III, Labor Grade 23, A000 .

**Division of Personnel (DOP) Reclassification Decision:**

- Program Specialist III, Labor Grade 23, A000 effective 05/19/2023.

**Rationale for Decision:**

- The Department of Employment Security is requesting to reclassify this position to a Program Specialist III to analyze and interpret data, policies and procedures used in conducting fraud detection activities and suspected fraud investigations involving current and former recipients of state and/or federal unemployment compensation benefit programs.
- The Program Specialist III will conduct assigned investigations to gain employer/claimant records and establish facts and accountability for restitution, program disqualification and/or potential for successful prosecution.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Employment Security's organizational structure.

**Funding Summary**

1. This position is a 100% Federal Funded position.
2. Budgetary number/string 02-27-27-270010-80400000-050.
3. Filled position-effective date: 5/19/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$84,853
5. Total FY 24 Budgeted and Projected Annual Cost:

**Total FY 24 Budgeted:**

Salary	\$45,884
Benefits	<u>\$21,402</u>
Total	\$67,286

**Projected Annual Cost:**

Salary	\$52,670
Benefits	<u>\$32,183</u>
Total	\$84,853



Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: August 23, 2023

**Reclassification Request:**

- The Department of Employment Security requests the reclassification of VACANT position #9T2590, Fraud Investigator , Labor Grade 21, A000 to a Program Specialist III, Labor Grade 23, A000 .

**Division of Personnel (DOP) Reclassification Decision:**

- Program Specialist III, Labor Grade 23, A000 effective Upon G&C approval.

**Rationale for Decision:**

- The Department of Employment Security is requesting to reclassify this position to a Program Specialist III to analyze and interpret data, policies and procedures used in conducting fraud detection activities and suspected fraud investigations involving current and former recipients of state and/or federal unemployment compensation benefit programs.
- The Program Specialist III will conduct assigned investigations to gain employer/claimant records and establish facts and accountability for restitution, program disqualification and/or potential for successful prosecution.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Employment Security's organizational structure.

**Funding Summary**

1. This position is a 100% Federal Funded position.
2. Budgetary number/string 02-27-27-270010-80400000-059.
3. Anticipated date of hire is: 9/8/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$65,272
5. Total FY 24 Budgeted and Projected Annual Cost:

**Total FY 24 Budgeted:**

Salary	\$44,129
Benefits	<u>\$21,402</u>
Total	\$65,531

**Projected Annual Cost:**

Salary	\$52,670
Benefits	<u>\$32,183</u>
Total	\$84,853

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: August 23, 2023

**Reclassification Request:**

- The Department of Employment Security requests the reclassification of Filled position #9T2604, Fraud Investigator , Labor Grade 21, A000 to a Program Specialist III, Labor Grade 23, A000 .

**Division of Personnel (DOP) Reclassification Decision:**

- Program Specialist III, Labor Grade 23, A000 effective 05/19/2023.

**Rationale for Decision:**

- The Department of Employment Security is requesting to reclassify this position to a Program Specialist III to analyze and interpret data, policies and procedures used in conducting fraud detection activities and suspected fraud investigations involving current and former recipients of state and/or federal unemployment compensation benefit programs.
- The Program Specialist III will conduct assigned investigations to gain employer/claimant records and establish facts and accountability for restitution, program disqualification and/or potential for successful prosecution.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Employment Security's organizational structure.

**Funding Summary**

1. This position is a 100% Federal Funded position.
2. Budgetary number/string 02-27-27-270010-80400000-059.
3. Filled position-effective date: 5/19/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: **\$84,853**
5. Total FY 24 Budgeted and Projected Annual Cost:

**Total FY 24 Budgeted:**

Salary	\$44,129
Benefits	<u>\$21,402</u>
Total	\$65,531

**Projected Annual Cost:**

Salary	\$52,670
Benefits	<u>\$32,183</u>
Total	\$84,853

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: August 23, 2023

Reclassification Request:

- The Liquor Commission requests the reclassification of Filled position #14280, Supervisor II, Labor Grade 21, A000 to a Human Coordinator II, Labor Grade 23, A000 .

Division of Personnel (DOP) Reclassification Decision:

- Human Coordinator II, Labor Grade 23, A000 effective 05/05/2023.

Rationale for Decision:

- The New Hampshire Liquor Commission is requesting to reclassify this filled position to a Human Resources Coordinator II to plan, coordinate and implement agency human resources/personnel policies and programs to ensure the accurate processing of confidential human resources, compensation, and benefits information for the Liquor Commission and ensure compliance with all four of the Collective Bargaining Agreements and Sub-Unit Agreements related to the commission.
- The HR Coordinator II will comply, abide by, enforce, and educate employees on Division of Personnel, Collective Bargaining Agreements, State & Federal Laws, Employee Confidentiality, Commission procedures, and technical processes along with any changes to processes due to program enhancements.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the New Hampshire Liquor Commission's proposed organizational structure.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-77-77-771012-10260000-010.
3. Filled position-effective date: 5/5/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$82,761
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$62,296	Salary	\$68,094
Benefits	<u>\$13,551</u>	Benefits	<u>\$14,667</u>
Total	\$75,847	Total	\$82,761

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: August 23, 2023

Reclassification Request:

- The Liquor Commission requests the reclassification of Filled position #14288, Payroll Officer II, Labor Grade 16, A000 to a Human Resource Technician , Labor Grade 17, A000 .

Division of Personnel (DOP) Reclassification Decision:

- Human Resource Technician, Labor Grade 17, A000 effective 05/05/2023.

Rationale for Decision:

- The New Hampshire Liquor Commission is requesting to reclassify this filled position to a Human Resources Technician to provide assistance to employees and the general public in technical human resource matters and to maintain and modify policies and procedures to ensure the processing of confidential human resources, compensation, benefit, and personnel activities for the Liquor Commission.
- The HR Technician will process, monitor, and coordinate employee benefit records (example: Retirement, Insurance, and Leave Plans) in the NH First personnel system, personnel files, and obtain reports to determine employee eligibility, compliance, and exhaustion.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the New Hampshire Liquor Commission's proposed organizational structure.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-77-77-771012-10260000-010.
3. Filled position-effective date: 5/5/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$71,818
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$44,129	Salary	\$50,486
Benefits	<u>\$20,047</u>	Benefits	<u>\$21,332</u>
Total	\$64,176	Total	\$71,818

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: August 23, 2023

Reclassification Request:

- The Department of Natural & Cultural Resources requests the reclassification of Filled position #18100, Senior Historian, Labor Grade 27, A00 to a Administrator II, Labor Grade 29, A000 .

Division of Personnel (DOP) Reclassification Decision:

- Administrator II, Labor Grade 29, A000 effective 4/21/2023.

Rationale for Decision:

- The Department of Natural and Cultural Resources is requesting to reclassify this filled position to an Administrator II to leads, supervise and manage state and federal regulatory historic preservation programs and Division of Historical Resources (DHR) staff and acts as Deputy State Historic Preservation Officer.
- The Administrator II will administer the Division's Review and Compliance Program, ensuring that it is compliant with applicable federal and state laws and regulations and participate in the review of individual federal and state regulated projects for the purpose of compliance with Section 106 of the NHPA, N.H. RSA 227:C.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Natural and Cultural Resources' proposed organizational structure.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 03-35-35-354010-14440000-010.
3. Filled position-effective date: 4/21/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$134,274
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:

Salary	\$81,742
Benefits	<u>\$38,605</u>
Total	\$120,347

Projected Annual Cost:

Salary	\$93,347
Benefits	<u>\$40,927</u>
Total	\$134,274

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: August 23, 2023

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant position #18387, Toll Attendant I, Labor Grade 9, A130 to a Business System Analyst I, Labor Grade 28, A000 .

Division of Personnel (DOP) Reclassification Decision:

- Business System Analyst, Labor Grade 28, A000 effective Upon G&C Approval.

Rationale for Decision:

- The Department of Transportation (DOT) is requesting to reclassify this vacant position to a Business Systems Analyst I, in the Bureau of Executive Office, to perform duties in support of DOT's strategic goals to modernize the agency's technology and systems and to improve its reporting capabilities.
- The Business Systems Analyst I will, lead, manage, coordinate, and administer multi-divisional projects, translate business requirements into technical requirements, and perform high-skilled duties for Business Intelligence (BI) tools, to include analysis, maintenance, reporting, and the migration of the BI Model and Web Catalog from development-to-production.
- 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 04-96-96-961017-70260000-010.
3. Anticipated date of hire is: 9/8/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$77,044
5. Total FY 24 Budgeted and Projected Annual Cost:

**Total FY 24 Budgeted:**

Salary	\$40,594
Benefits	<u>\$20,799</u>
Total	\$61,393

**Projected Annual Cost:**

Salary	\$65,267
Benefits	<u>\$34,891</u>
Total	\$100,158

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: August 23, 2023

**Reclassification Request:**

- The Department of Transportation requests the reclassification of Vacant position #21713, Toll Attendant I, Labor Grade 9, A130 to a Business System Analyst I, Labor Grade 28, A000 .

**Division of Personnel (DOP) Reclassification Decision:**

- Business System Analyst, Labor Grade 28, A000 effective Upon G&C Approval.

**Rationale for Decision:**

- The Department of Transportation (DOT) is requesting to reclassify this vacant position to a Business Systems Analyst I, in the Bureau of Executive Office, to perform duties in support of DOT's strategic goals to modernize the agency's technology and systems and to improve its reporting capabilities.
- The Business Systems Analyst I will, lead, manage, coordinate, and administer multi-divisional projects, translate business requirements into technical requirements, and perform high-skilled duties for Business Intelligence (BI) tools, to include analysis, maintenance, reporting, and the migration of the BI Model and Web Catalog from development-to-production.
- 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 04-96-96-961017-70310000-010.
3. Anticipated date of hire is: 9/8/2023 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$77,044
5. Total FY 24 Budgeted and Projected Annual Cost:

**Total FY 24 Budgeted:**

Salary	\$42,694
Benefits	<u>\$19,736</u>
Total	\$62,430

**Projected Annual Cost:**

Salary	\$65,267
Benefits	<u>\$34,891</u>
Total	\$100,158

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: August 23, 2023

Reclassification Request:

- The Department of Transportation requests the reclassification of Filled position #17232, Engineering Technician, Labor Grade 16, A000 to a Program Specialist II, Labor Grade 21, A000 .

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist II, Labor Grade 21, A000 effective 06/02/2023.

Rationale for Decision:

- The Department of Transportation is requesting to reclassify this position to a Program Specialist II to design, develop, create and maintain spatial data in a professional Geographic Information System (GIS) using bureau and department records and plans and develop and implement standards for maintaining bureau records for department and public use.
- The Program Specialist II will perform research and review of regulations, laws, plans and policies for the development of Right of Way Layout Plans and Existing Right of Way Plans.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Transportation's organizational structure.

Funding Summary

1. This position is a 37% Federal Funded position.  
This position is a 63% Other Funded position.
2. Budgetary number/string 04-96-96-962015-30280000-010.
3. Filled position-effective date: 6/2/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$79,853
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$42,507	Salary	\$48,555
Benefits	<u>\$30,087</u>	Benefits	<u>\$31,298</u>
Total	\$72,594	Total	\$79,853



Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: August 23, 2023

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #40628, Program Planner III, Labor Grade 25, A000 to a Administrator I, Labor Grade 27, A000 .

Division of Personnel (DOP) Reclassification Decision:

- Administrator I, Labor Grade 27, A000 effective 06/30/2023.

Rationale for Decision:

- The Department of Health and Human Services is requesting to reclassify this position to an Administrator I to administer the WIC Nutrition Program, Breastfeeding Peer Counselor Program and WIC Farmers' Market Nutrition Program by assessing programmatic opportunities, recommendations, policies and procedures, and evaluations.
- The Administrator I will prepare, review, and submit grants applications/reporting requirements, state plans and contracts for the delivery of required services relative to WIC Nutrition Program, Breastfeeding Peer Counselor Program and WIC Farmers' Market Nutrition Program and act as the liaison to Federal and State partners.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Health and Human Services' 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: 6/30/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$136,436
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$74,662	Salary	\$84,611
Benefits	<u>\$49,842</u>	Benefits	<u>\$51,825</u>
Total	\$124,504	Total	\$136,436

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: August 23, 2023

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #12324, Paralegal I, Labor Grade 16, A000 to a Program Specialist III, Labor Grade 23, A000

**Division of Personnel (DOP) Reclassification Decision:**

- Program Specialist III, Labor Grade 23, A000 effective Upon G&C approval.

**Rationale for Decision:**

- The Department of Health and Human Services requests to reclassify this vacant position to a Program Specialist III to support the Estate Recovery Unit case management system, business processes and to perform professional law related activities requiring researching, analyzing, and interpreting data, laws, and regulations.
- The Program Specialist III will provide consultation, information and interpretation of policies, laws, and regulations to state and local officials and private agencies to ensure coordination in the implementation of Medicaid estate recovery; the role will also work with all branches of state and local government as well as the public.
- The proposed duties are like 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 63% General Funded position.  
This position is a 37% Federal Funded position.
2. Budgetary number/string 05-95-95-952010-56800000-010.
3. Anticipated date of hire is: 9/22/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$62,008
5. Total FY 24 Budgeted and Projected Annual Cost:

**Total FY 24 Budgeted:**

Salary	\$47,457
Benefits	<u>\$20,770</u>
Total	\$68,227

**Projected Annual Cost:**

Salary	\$52,670
Benefits	<u>\$32,183</u>
Total	\$84,853

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: August 23, 2023

**Reclassification Request:**

- The Department of Health and Human Services requests the reclassification of Vacant position #12173, Payroll Officer I, Labor Grade 14, A000 to a Supervisor III, Labor Grade 23, A000 .

**Division of Personnel (DOP) Reclassification Decision:**

- Supervisor III, Labor Grade 23, A000 effective Upon G&C approval.

**Rationale for Decision:**

- The Department of Health and Human Services (DHHS) is requesting to reclassify this vacant position to a Supervisor III to coordinate and implement work assignments for subordinate employees in the Payroll and Benefits office.
- The Supervisor III will train and supervise payroll and benefits staff to ensure that all personnel actions, payroll and benefits entitlement and payroll deductions are processed accurately, in a timely manner, and ensuring legal compliance.
- The proposed duties are like 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 71% General Funded position.  
This position is a 29% Federal Funded position.
2. Budgetary number/string 05-95-95-953010-56770000-010.
3. Anticipated date of hire is: 9/22/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$62,008
5. Total FY 24 Budgeted and Projected Annual Cost:

**Total FY 24 Budgeted:**

Salary	\$47,873
Benefits	<u>\$31,242</u>
Total	\$79,115

**Projected Annual Cost:**

Salary	\$52,670
Benefits	<u>\$32,183</u>
Total	\$84,853

**Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: August 23, 2023**

**Reclassification Request:**

- The Department of Energy requests the reclassification of Vacant position #14344, Business Administrator IV, Labor Grade 29, A000 to a Administrator II, Labor Grade 29, A000 .

**Division of Personnel (DOP) Reclassification Decision:**

- Administrator II, Labor Grade 29, A000 effective Upon G&C approval .

**Rationale for Decision:**

- The Department of Energy is requesting to reclassify this position to an Administrator II to direct statewide consumer educational programs and assist the Consumer Services Director in department administrative functions to include the supervision of and training for Consumer Services utility analysts
- The Administrator II will manage the Consumer Services sub-division of the Department of Energy and supervise the investigative process for issues of compliance with public utility standards and develops applicable rules for service and safety.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Energy's organizational structure.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-52-52-520510-33510000-010.
3. Filled position-effective date: 9/22/2023.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$75,703
5. Total FY 24 Budgeted and Projected Annual Cost:

**Total FY 24 Budgeted:**

Salary	\$61,893
Benefits	<u>\$34,286</u>
Total	\$96,179

**Projected Annual Cost:**

Salary	\$68,094
Benefits	<u>\$35,499</u>
Total	<u>\$103,593</u>

Division of Personnel  
Reclassification Waiver Per Chapter 21-I:56  
Governor and Council Meeting Date: August 23, 2023

**Reclassification Request:**

- The Department of Energy requests the reclassification of Vacant position #17108, Administrator III, Labor Grade 31, A000 to a Hearings Examiner, Labor Grade 31, A000 .

**Division of Personnel (DOP) Reclassification Decision:**

- Administrator II, Labor Grade 31, A000 effective Upon G&C approval .

**Rationale for Decision:**

- The Department of Energy is requesting to reclassify this position to a Hearings Examiner to perform administrative and legal work for the Department of Energy in conducting hearings, in drafting pleadings, motions, proposed decisions, and rules, and in acting as lead attorney representing the Department of Energy in complex regulatory proceedings.
- The Hearings Examiner will conduct prehearing examinations and hearings to define issues, qualify exhibits, rule on motions and admissibility of evidence, explore areas of potential agreement between the parties, hear arguments of counsel, and hear testimony.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Energy's organizational structure.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-52-52-521010-18910000-010.
3. Anticipated date of hire is: 9/22/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$81,191
5. Total FY 24 Budgeted and Projected Annual Cost:

**Total FY 24 Budgeted:**

Salary	\$67,509
Benefits	<u>\$35,505</u>
Total	\$103,014

**Projected Annual Cost:**

Salary	\$74,276
Benefits	<u>\$36,828</u>
Total	\$111,104

Division of Personnel  
Reclassification Waiver Per Chapter 21-1:56  
Governor and Council Meeting Date: August 23, 2023

**Reclassification Request:**

- The Department of Energy requests the reclassification of Vacant position #30520, Business Systems Analyst II, Labor Grade 30, A000 to a Utility Analyst IV, Labor Grade 30, A000 .

**Division of Personnel (DOP) Reclassification Decision:**

- Utility Analyst IV, Labor Grade 30, A000 effective Upon G&C approval .

**Rationale for Decision:**

- The Department of Energy is requesting to reclassify this position to a Utility Analyst IV to perform senior level analyses and provide recommendations regarding market conditions, rate structures and policies concerning the regulation of public utilities.
- The Utility Analyst IV will analyze utility policy, rate structures and design for the purpose of determining appropriate utility rates, rate structures and services.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Energy's organizational structure.

**Funding Summary**

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-52-52-520710-18890000-010.
3. Anticipated date of hire is: 9/22/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$78,421
5. Total FY 24 Budgeted and Projected Annual Cost:

**Total FY 24 Budgeted:**

Salary	\$64,682
Benefits	<u>\$34,891</u>
Total	\$99,573

**Projected Annual Cost:**

Salary	\$71,156
Benefits	<u>\$36,157</u>
Total	\$107,313