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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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November 29, 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: November 29, 2023**

Reclassification Request:

- The Department of Labor requests the reclassification of Filled position #43214, Program Assistant II, Labor Grade 15, A000 to a Legal Assistant, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Legal Assistant, Labor Grade 19, A000 effective 10/20/2023.

Rationale for Decision:

- The Department of Labor is requesting to reclassify this position to a Legal Assistant to coordinate, supervise, and organize legal research and collection functions related to Workers' Compensation and Wage and Hour for the Legal Services Bureau.
- The Legal Assistant will monitor the processes for collection of overdue fees and employer payment plans for compliance and use independent judgement to follow-up with cases including initiating contacts and recommending actions.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the Department of Labor's organizational structure.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-26-26-260010-60000000-010.
3. Filled position-effective date: 10/20/2023 at Step 1.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$47,926
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:

Salary	\$36,527
Benefits	<u>\$41,563</u>
Total	\$78,090

Projected Annual Cost:

Salary	\$44,714
Benefits	<u>\$43,229</u>
Total	\$87,943

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: November 29, 2023

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12357, Claims Processor II, Labor Grade 12, 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 Health and Human Services is reclassifying and transferring this vacant position to the Division of Finance and Procurement-Public Health Services to support the administration of financial and grants management operations.
- The Administrator II will evaluate the financial management, operations, and services for the Public Health Bureau. The role will prepare policies, procedures, and administrative rules on behalf of the unit, and monitor budgets and financial requests.
- 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 58.66% General Funded position.
This position is a 41.34% Federal Funded position.
2. Budgetary number/string 05-95-95-950010-56760000-010.
3. Anticipated date of hire is: 12/29/2023 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 24: \$47,813
5. Total FY 24 Budgeted and Projected Annual Cost:

Total FY 24 Budgeted:		Projected Annual Cost:	
Salary	\$30,947	Salary	\$68,094
Benefits	<u>\$27,567</u>	Benefits	<u>\$35,499</u>
Total	\$58,514	Total	\$103,593