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State Of New Hampshire
DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex – 28 School Street
Concord, New Hampshire 03301

VICKI V. QUIRAM
Commissioner
(603) 271-3201

SARA J. WILLINGHAM
Director of Personnel
(603) 271-3261

July 20, 2015

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord New Hampshire 03301

Retrospective

REQUESTED ACTION

Authorize the Department of Administrative Services, pursuant to the provisions of RSA21-I:54 to extend the temporary full-time position of Human Resources Assistant III, (#8T2870), previously approved for one year. This request is to extend this position for six (6) more months, retroactive June 30, 2015 to December 31, 2015. This position has been requested to become a permanent classified position in FY 2016 - 2017; however, as a result of the Continuing Resolution this request is necessary to authorize the continuation of this position. **100% General Funds.**

Funds to support this request are anticipated to be available in the following account in FY 2016 upon the availability and continued appropriation of funds in the future operating budget:

Division of Personnel, Salary Temporary Employees	<u>SFY 16</u>
01-14-14-141010-10440000-059-500117	\$17,585

EXPLANATION

This position was approved by the Division of Personnel on January 31, 2014. It continues to be a crucial member of the Classification Section, functioning as Classification Office Assistant in the two-person office which supports the Section. The primary role of this position is to process position transactions and to manage the in-basket of all classification-related requests. The workload of the Section continues to increase each year, and it now processes additional transactions that it did not do before, such as supervisor changes and transactions regarding unclassified positions. In addition, this position manages and processes changes to class specifications, which are the state-wide standard for job characteristics and requirements.

Respectfully Submitted,

Vicki V. Quiram

Vicki V. Quiram, Commissioner

[Signature] FOR SJW

Sara J. Willingham, Director of Personnel

Cc: Brobst, Heidi S; Willingham, Sara J.
Subject: HR Assistant III TMPPT4285 to be full-time

Good morning, Carol. Great news for our Section and DOP - Sara met with the Commissioner yesterday and got permission to make our HR Assistant III position full-time. Would you please submit a work unit request as soon as possible to establish a full-time temporary position? I have drafted a request letter (attached) to help out, and I have attached the proposed SJD and current and proposed org. charts. I don't have the specific funding information, so that will need to be checked with the Commissioner/Business Office. Is there anything else I can do, or that you need?

Once this is all set up, we will need to re-post as a full-time position.

Jennifer Elberfeld
Classification & Compensation Administrator
NH Division of Personnel
*28 School St.**
(603) 271-1430
jennifer.elberfeld@nh.gov

* Effective July 1, 2013 the Division of Personnel's address has changed to:

Division of Personnel
28 School Street
Concord, NH 03301

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From: Willingham, Sara J.
Sent: Wednesday, January 29, 2014 9:02 AM
To: Elberfeld, Jennifer
Cc: Brobst, Heidi S
Subject: RE: Laurie Spring leaving - proposal to make position full-time

Jennifer,

Commissioner Hodgdon has reviewed your request and has approved the establishment of a full-time temporary position with benefits at the level of HR Assistant III, grade 14. This position replaces the current part-time position at the same level. Please coordinate with Carol Jerry to process this in the system and to set up a new job posting.

Thanks, Sara