



State of New Hampshire

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DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE COMMISSIONER
25 Capitol Street – Room 120
Concord, New Hampshire 03301

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May 14, 2014

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court
State House
Concord, NH 03301

Jattison 6/9/14
Approved by Fiscal Committee Date

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Executive Council
State House
Concord, NH 03301

REQUESTED ACTION

1. Pursuant to RSA 124:15, and contingent upon approval of Requested Actions two and three below, authorize the Department of Administrative Services, Division of Personnel to establish two part-time, classified human resources positions (Class 50), for the purpose of providing services to the NH Liquor Commission in performing human resources transactions and job analysis related to Liquor Commission employees and positions in compliance with state and federal employment statutes and regulations from the period of Fiscal Committee and Governor and Council approvals through June 30, 2015. 100% Agency Income (Liquor Commission)
2. Authorize the Department of Administrative Services to enter into a Memorandum of Understanding (MOU) with the NH Liquor Commission in the amount of \$125,698 for the purpose of hiring up to two part-time human resources employees to provide services as outlined in the MOU for the period of Governor and Council approval through June 30, 2016.
3. Authorize the Department of Administrative Services to accept and expend \$61,250 for the purpose of hiring two part-time human resources employees as outlined in the MOU with the NH Liquor Commission to audit and approve human resources transactions originating from the Liquor Commission and to perform job analysis duties related to Liquor Commission positions effective for the period of Governor and Council approval through June 30, 2015. 100% Agency Income (Liquor Commission)

Funding for this MOU are available in SFY 2015 operating budget as follows:

02-77-77-771012-10260000 Liquor Commission-Financial Mgt Div-Human Resources

050-500109 Personal Services-Temp	\$56,897
060-500611 Benefits-FICA (Temporary)	4,353
	\$61,250

Funds are to be budgeted in the following account:

01-14-14-141010-10440000 Dept. of Administrative Services, Division of Personnel

Class	Description	SFY 2015 Budget	Requested Action	SFY 2015 Revised Budget
009-407017	Agency Income	(264,633)	(61,250)	(325,883)
UUU-000010	General Funds	(1,500,276)	0	(1,500,276)
	Total Revenue	(1,764,909)	(61,250)	(1,826,159)
010-500100	Personal Services-Perm. Class	918,469		918,469
011-500126	Personal Services-Uncls	94,111		94,111
012-500128	Personal Services-Uncls 2	70,272		70,272
018-500106	Overtime	200		200
020-500200	Current Expenses	9,500		9,500
022-500255	Rents-Leases Other than State	6,000		6,000
024-500225	Maint.Other than Build.-Grnds	225		225
026-500251	Organizational Dues	4,000		4,000
030-500301	Equipment New/Replacement	250		250
039-500188	Telecommunications	10,000		10,000
050-500109	Personal Service-Temp	52,000	56,897	108,897
060-500611	Benefits	599,182	4,353	603,535
066-500546	Employee Training	100		100
070-500700	In-State Travel Reimbursement	500		500
080-500710	Out-Of-State Travel	50		50
103-502664	Contracts for Op Services	50		50
	Total Expenditures	1,764,909	61,250	1,826,159

EXPLANATION

The Memorandum of Understanding (MOU) between the NH Liquor Commission and the Department of Administrative Services will allow the Division of Personnel in the Department of Administrative Services to hire up to two part-time human resources employees specifically to audit and approve employee and position transactions, analyze job reclassification materials, approve supplemental job descriptions and perform other human resources duties related to transactions originating from the Liquor Commission. Pursuant to RSA 21-I:42. The part-time employees' work will be supervised by Division of Personnel staff in the Classification Section and/or Central HR Processing Unit.

The following information is provided in accordance with the Comptroller's instructional memorandum dated September 21, 1981.

1. List of personnel involved:

One HR Technician to work part-time, not more than 29 hours per week
One HR Specialist I to work part-time, not more than 29 hours per week

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2. Nature, need and duration:

The timeframe for this request is currently through June 30, 2015. The plan is to include these positions in the 2016/2017 budget requests.

3. Relationship to existing agency programs:

The HR Technician and HR Specialist I positions are similar to other Division of Personnel positions providing supporting human resources services for all other state agencies.

4. Has a similar position been requested of the legislature and denied?

No similar positions have been requested of the legislature and denied.

5. Why wasn't funding included in the agency's budget request?

We are planning to include the positions and funding in the FY 2016/2017 budget request.

6. Can portions of grant funds be utilized?

No, these funds can only be used for this purpose.

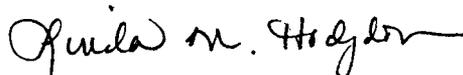
7. Estimate the funds required to continue these positions:

The estimated funds required to continue these positions, based on 29 hours per week for each position, are HR Technician \$29,643 (SFY16) and \$30,811 (SFY17) Total \$60,454;
HR Specialist I \$34,805 (SFY16) and \$36,298 (SFY17) Total \$71,103;
Biennium Total for both positions \$131,557

Respectfully Submitted,



Michael R. Milligan, Deputy Commissioner
for
Joseph W. Mollica, Chairman
NH Liquor Commission



Linda M. Hodgdon, Commissioner
Department of Administrative Services

MEMORANDUM OF UNDERSTANDING

A. AGREEMENT

This Memorandum of Understanding between the NH Liquor Commission (NHLC) and the Department of Administrative Services (DAS) sets forth the terms and conditions whereby NHLC will pay DAS for the use of two dedicated part-time human resources positions: a Human Resources Technician, labor grade 17 and a Human Resources Specialist I, labor grade 21 to perform human resources transactions and job analysis related to Liquor Commission employees and positions in compliance with state and federal employment statutes and regulations pursuant to RSA 21-I:42.

B. CONTRACTING

DAS will be responsible for hiring the part-time human resources positions, in consultation with NHLC.

C. SCOPE OF WORK

The Human Resources Technician's and Human Resources Specialist's work assignments will be directed by DAS in conjunction with requests by, and approval of, the NHLC. The HR Technician's ongoing work will be supervised by the Division of Personnel, Classification Section or Central HR Processing Unit.

1. The HR Technician's duties shall include, but shall not be limited to, the following:

- Audits and approves personnel work units affecting positions and employees for appropriateness of action, completeness and accuracy based on Personnel Rules and applicable Collective Bargaining Agreements.
- Assists with researching and resolving system errors and problems to insure the proper processing of transactions affecting employment status.
- Maintains and makes daily updates to a comprehensive Excel database used to track agency requests.
- Assists Classification Supervisor in generating a financial form used to obtain Governor and Council approval for reclassified Out of Class Series NH Liquor Commission positions.
- Serves as NH Liquor Commission's main point of contact for questions and troubleshooting.

- Other related duties necessary to assist NHLC with relevant human resources activities, transactions or functions concerning NHLC employees and/or positions.
- Due to the nature of the funding source, the HR Technician will be dedicated to NHLC human resources matters only, and not to other unrelated NHLC matters.

2. The HR Specialist I's duties shall include, but shall not be limited to, the following:

- Reviews documents submitted by NHLC to establish, reclassify, or reallocate the labor grades of state classified positions. Performs job analysis to make preliminary recommendation of appropriate classifications and labor grades.
- Prepares written position review reports recommending appropriate classification and labor grades of positions.
- Reviews NHLC reorganization requests and position transfers, identifying potential issues and questions, and assists in developing and updating organizational charts.
- Reviews supplemental job descriptions for accuracy and appropriateness to job class specifications and for consistency of format, and gives preliminary approval for their use in a variety of personnel actions.
- Assists in the development and revision of job class specifications, to include the reallocation of labor grades.
- Other related duties necessary to assist NHLC with relevant human resources activities, transactions or functions concerning NHLC employees and/or positions.
- Due to the nature of the funding source, the HR Specialist I will be dedicated to NHLC human resources matters only, and not to other unrelated NHLC matters.

D. PAYMENT FOR SERVICES

NHLC shall set aside funds in an amount that will reasonably cover all expected expenses under the MOU, which requires the HR Technician and HR Specialist I to work

associated with these positions, for a total not to exceed \$61,250 for FY 2015 and \$64,448 for FY 2016 for a total of \$125,698.

The HR Technician and HR Specialist I shall keep track of time worked into DAS's timekeeping system, documenting the matters and the hours worked for NHLC. The timekeeping documentation shall be available for review by NHLC at any time.

NHLC also agrees to pay for training of the part-time positions directly related to issues of importance to Division of Personnel human resources activities, provided that this training is at the request or with the prior approval of NHLC.

DAS agrees to provide the HR Technician's and HR Specialist I's computer and computer program licenses. DAS shall provide office space and appropriate furniture for the office.

E. EVALUATION

NHLC and DAS will coordinate their evaluations of the part-time employees by having DAS, Division of Personnel periodically evaluate the employment performance, as it would with any other part-time employee in its office.

Services under this contact must be provided in a manner satisfactory to NHLC and DAS. In the event that NHLC determines that the services are not provided in a satisfactory manner, NHLC shall report its concern to DAS, and DAS shall take appropriate action to address NHLC's concerns. DAS will keep an original evaluation in each part-time employees personnel file. DAS reserves the right to terminate either part-time employee's employment if necessary upon consultation with NHLC.

F. MISCELLANEOUS

The entire understanding between the parties is compiled in the Agreement. Neither party may further modify or amend the terms of this Agreement except by written agreement signed by both parties.

Neither this Agreement, nor any rights, duties, nor obligations described herein, shall be assigned by either party hereto without the prior written consent of the other party. This Agreement shall be construed under the laws of the state of New Hampshire.

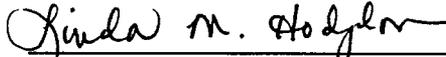
G. DURATION

The Agreement is effective upon approval of the transfer and expenditure of funds by the Governor and Council, and shall continue through June 30, 2016, subject to the availability of sufficient funds.



Michael R. Milligan, Deputy Commissioner for
Joseph W. Mollica, Chairman
NH Liquor Commission

5/19/2014
Date



Linda M. Hodgdon, Commissioner
Department of Administrative Services

5/21/2014
Date

Approved by the Attorney General this 21st day of May, 2014, as to
form, substance and execution.

OFFICE OF THE ATTORNEY GENERAL