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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF INFORMATION TECHNOLOGY

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Denis Goulet  
Commissioner

January 3, 2019

His Excellency, Governor Christopher T. Sununu  
and the Honorable Executive Council  
State House  
Concord NH 03301

**REQUESTED ACTION**

Pursuant to RSA 94:3, the Department of Information Technology with the authorization of the Office of the Governor, respectfully requests approval of an annual salary step increase for Theresa Pare Curtis, the Director for Web Services Division (unclassified position #9U614) in the amount of \$6,612.84 from Grade GG Step 6 (\$101,536.24) to Grade GG, step 7, with a new annual salary of \$108,149.08, effective January 18, 2019, upon Governor and Executive Council approval.

**EXPLANATION**

RSA 94:3 "Yearly Service Increases" states, in part, that "upon recommendation of the appointing authorize, the holder of any position mentioned in RSA 94:1-a shall be entitled to an annual increase in Salary amounting to 1/5 of the difference between the minimum and maximum salary for said position but in no case shall the total salary exceed the maximum as herein established."

Theresa Pare Curtis was appointed to her position on June 10, 2015 and is eligible to advance to the next step on the salary scale. As Director, she has extensive knowledge of web site design, software development, information security, network infrastructure and server configuration and management. She understands how State government works and manages the State's Business One-Stop effort, Statewide Licensing initiative, and has worked with the Department of Administrative Services on Payment Card Industry compliance efforts. All of these efforts have been defined as critical to the States businesses, citizens and respective agencies.

Respectfully submitted,

Denis Goulet  
Commissioner