



State of New Hampshire

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

3B *dm*

LINDA M. HODGDON
Commissioner
(603) 271-3201

SARA J. WILLINGHAM
Director
(603) 271-3261

October 1, 2014

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

Dear Governor Hassan and Members of the Executive Council:

I am pleased to present the Sixty-Third Annual Report for the Division of Personnel of the Department of Administrative Services for Fiscal Year 2013. This report is submitted in accordance with the provisions of RSA 21-I:42, VII.

Respectfully submitted,
THROUGH LINDA M. HODGDON,
Commissioner
Department of Administrative Services

SARA J. WILLINGHAM
Director, Division of Personnel
Department of Administrative Services

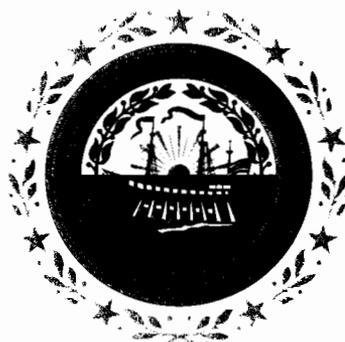
STATE OF NEW HAMPSHIRE

DIVISION OF PERSONNEL

DEPARTMENT OF ADMINISTRATIVE SERVICES



2013 ANNUAL REPORT



**State of New Hampshire
Department of Administrative Services
Division of Personnel
2013 Annual Report
Fiscal Year Ended June 30, 2013**

Pursuant to RSA 21-I:42

Linda M. Hodgdon, Commissioner
Karen D. Hutchins, Director of Personnel
Sara J. Willingham, Deputy Director

Margaret Wood Hassan, Governor
Raymond S. Burton, Executive Councilor
Daniel St. Hillaire, Executive Councilor
Christopher T. Sununu, Executive Councilor
Raymond J. Wieczorek, Executive Councilor
David K. Wheeler, Executive Councilor

State House Annex
28 School Street
Concord, New Hampshire 03301
www.nh.gov/hr/

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GENERAL SUMMARY FY 2013

Authority

RSA Chapter 21-I:42-44, RSA Chapters 21-I:52
Federal Merit System Standards

Mission

To provide consistent leadership, guidance, and support in all aspects of human resource management and labor relations within State government by promoting equity and workforce excellence, assisting agencies in transacting their business efficiently, and protecting the rights of individuals.

Location

State House Annex
28 School Street
Concord, NH 03301
(Wheelchair accessible entrance - School Street)

Staff Composition

20	Full-time classified employees
5	Part-time employees
3	Unclassified employees

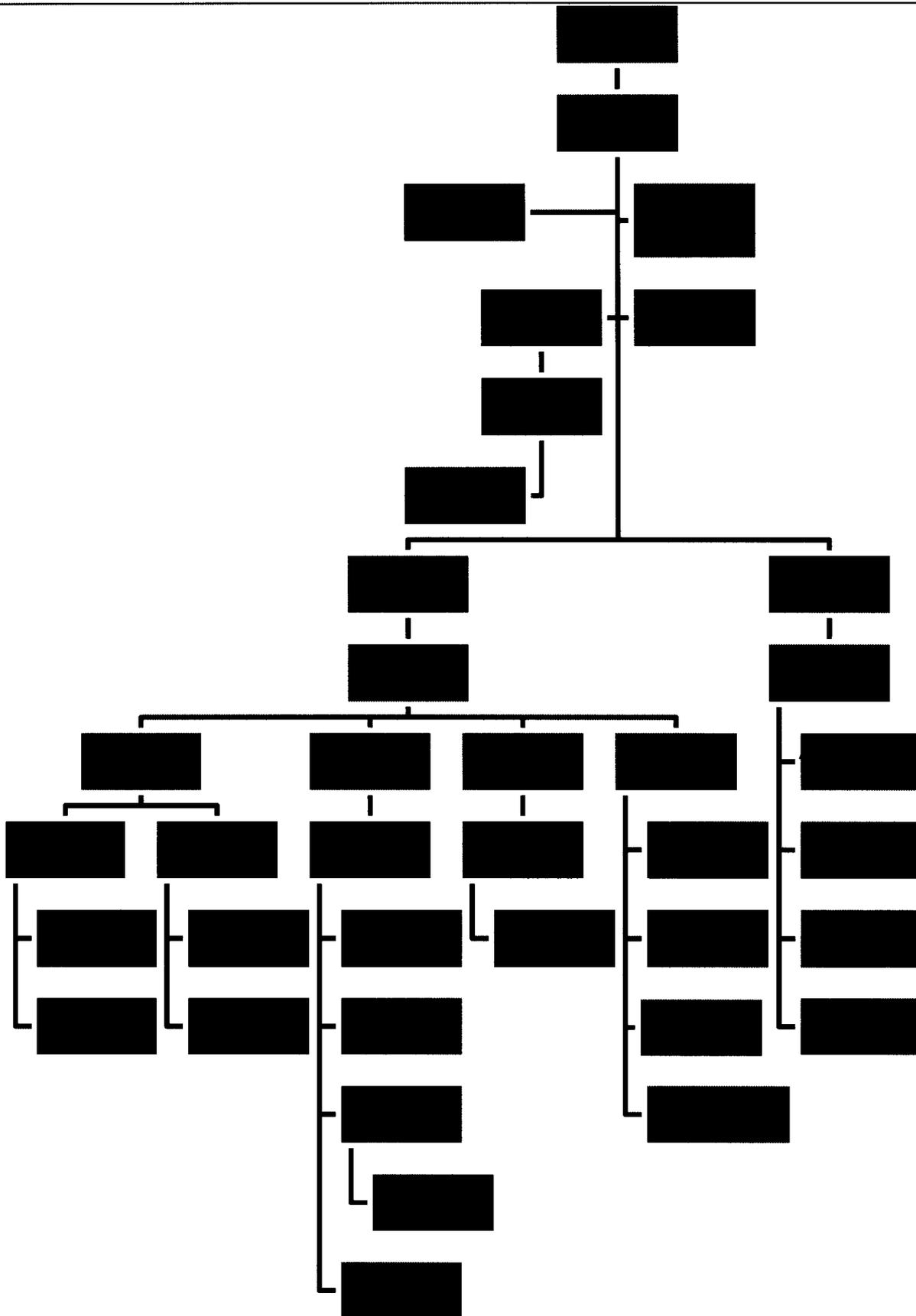
Fiscal Year Appropriation

\$1,895,588

Personnel Appeals Board

RSA 21-I:45 authorizes the Governor and Executive Council to appoint three members and two alternates to serve three (3) year terms on the New Hampshire Personnel Appeals Board. As in the past several years, one of those five seats remained vacant throughout Fiscal Year 2012. The four Commissioners serving on the Board during Fiscal Year 2013 were Patrick Wood, Chairman; Philip Bonafide; Joseph Casey; and Robert Johnson.

Department of Administrative Services
Division of Personnel – Organizational Structure



DIVISION OF PERSONNEL

Overview

The Division of Personnel was created in 1989 to maintain a centralized State system of personnel administration based on merit principles. The Division is tasked with establishing and enforcing appropriate methods of recruitment, appointment, compensation, promotion, transfer, layoff, removal and discipline of classified state employees. It assists in procuring and administering employee benefit programs, including health benefits, group life insurance and flexible spending. The Division also provides employee testing services and is responsible for oversight of the State classification system, and many other areas as mandated by RSA 21:1:42-44. The Division's Bureau of Education and Training provides comprehensive management training through the auspices of the Certified Public Manager and Supervisors program. The Manager of Employee Relations conducts negotiations on behalf of the Governor and represents the State in grievance actions related to the Collective Bargaining Agreement. In addition, the Division serves a valuable function in overseeing a fair, equitable and comprehensive system of personnel and labor relations for the State and its employees.

Employee Suggestion and Extraordinary Service Award Program

Senate Bill 52 (Laws 2005, Chapter 258) became effective on September 14, 2005. This law reorganized the "Employee Incentive and Reward Program" of RSA 99-E and established a fund of \$10,000 in the Governor's Office for implementation of the program. Drafted by members of the State Committee, the new law revitalized and streamlined the program for providing monetary and non-monetary recognition to classified executive branch employees who have performed extraordinary services or provided original suggestions of substantial value to the State. The new RSA 99-E integrates each Department into the process of reviewing employee suggestions and services. Chapter 99-E requires that each Department establish an award evaluation committee consisting of three (3) employees appointed by the agency. The agency committee completes the initial review of suggestions and services submitted for award. They are forwarded to the Director of Personnel who shares them with the State Committee, which then conducts its own review and makes award recommendations to the Governor and Executive Council. During state Fiscal Year 2013 eight employees received non-monetary recognition and one employee received a monetary award totaling \$750.00.

BUREAU OF HUMAN RESOURCES ADMINISTRATION

(1) Recruitment and Certification Section

Responsible for development and implementation of statewide recruitment, certification and personnel records management policies and procedures, including monitoring recruitment and referral activities of state agencies and providing career counseling services to employees and applicants.

(2) Examination and Selection Section

Responsible for development and administration of a comprehensive examination program designed to promote equitable competitive standards for applicants to classified positions in state government.

(3) Classification and Organizational Analysis Section

Responsible for implementation and monitoring of the statewide classification system for all classified employees, including allocating all positions to generic classifications and determining appropriate entry-level minimum qualifications. Review requests to establish new state positions and requests to reclassify existing positions, whether vacant or filled. Reviews and recommends changes to agency organizational structures.

RECRUITMENT AND CERTIFICATION SECTION

The Recruitment and Certification Section is responsible for performing the following functions:

- Coordinating statewide recruitment efforts, including approving and posting all newspaper advertisements and Opportunities Announcements for classified positions.
- Evaluating employment applications for certification (eligibility) purposes and maintaining/updating registers of eligible job candidates.
- Auditing all personnel actions affecting classified employees to ensure compliance with Collective Bargaining Agreements and the Administrative Rules of the Division of Personnel.
- Establishing, maintaining and managing centralized personnel records for all Executive Branch classified employees.
- Compiling EEO data on characteristics of job applicants for state and federal reporting purposes.

STATEWIDE HIRING FREEZE

Executive Order 2008-1

On June 24, 2009, Chapter 144:215 of HB2-FN-A-LOCAL went into effect which reads:

144:215 Continuation of Executive Orders. Executive Order 2008-1, directed a freeze on executive branch hiring, equipment purchases, and out-of-state travel and Executive Order 2008-8, directed a freeze on executive branch purchases, which shall remain in effect until June 30, 2009, unless earlier terminated by order of the Governor.

On February 22, 2008, Governor John H. Lynch issued Executive Order 2008-1, instituting a hiring freeze to effect a reduction in state general fund expenditures. This Executive Order mandated that all full-time classified and unclassified positions funded in whole or in part by the General Fund which were vacant on the effective date of the Executive Order must remain vacant until June 30, 2009. Appropriations for the vacant positions were lapsed to the Salary Adjustment Fund or the Employee Benefit Adjustment Account, as applicable. Exceptions to the hiring freeze included direct care positions, custodial care positions and law enforcement positions.

In addition, Executive Order 2008-1 mandated that no general fund monies appropriated for Class 30 equipment could be expended or encumbered for the balance of Fiscal Year 2008, with the exception of those monies encumbered by contract or purchase orders on or before the date of the Executive Order. The Executive Order also mandated that no monies appropriated for out-of-state travel for the balance of Fiscal Year 2008 could be expended or encumbered on or after the date of the Executive Order.

Executive Order 2008-1 also directed that the statewide freeze on hiring, equipment and out-of-state travel would remain in effect until June 30, 2009, or until terminated earlier. The Executive Order provided that exceptions to the hiring freeze could be requested by any agency in writing to the Governor, and that exceptions granted by the Governor shall be transmitted to the Fiscal Committee.

Chapter 224

HB2, Laws of 2011, also known as Chapter 224:206 continued a freeze on all full time classified and unclassified employee positions funded in whole or in part by the general fund which were vacant on July 1, 2011 or which became vacant after that date until June 30, 2013.

RECRUITMENT AND CERTIFICATION ACTIVITIES

During Fiscal Year 2013, the Recruitment and Certification Section posted 383 vacant positions for recruitment. During the Fiscal Year, 1,233 applications were evaluated for certification purposes by staff in this section. Of this number, 974 applicants (79%) were determined to have met the minimum qualifications. The following table lists the work activities performed in the Recruitment and Certification Section during Fiscal Year 2013:

RECRUITMENT AND CERTIFICATION ACTIVITIES FISCAL YEAR 2013

ACTIVITY	NUMBER
Applications Distributed	375
Applications Received Statewide	2,065
Applications Accepted as Certified	974
Applications Rejected as Not Certified	259
Vacant Positions Posted	383
EEO Surveys Received	400

PERSONNEL ACTIONS FISCAL YEAR 2013

PERSONNEL ACTION	NUMBER
New Hires	1,581
Hires Above Minimum Step (both full-time & part-time)	330

EMPLOYEE REDUCTION IN FORCE (RIF) LIST

Effective July 1, 2011, the Legislature passed Chapter 224: 205 relative to the rehiring of laid-off state employees. This legislation extended the definition of "laid-off employee" to include any state employee laid off between July 1, 2011 and June 30, 2013, as a result of reorganization or downsizing in state government. This legislation mandates that any position that becomes available in a state department be filled, if possible, by a laid-off state employee if such person is not already employed by the State of New Hampshire and if he or she meets the minimum qualifications for the position. It also requires the appointing authority of each department or agency to submit names and classifications of individuals laid off to the Director of Personnel within 10 days of the lay off.

The following is a summary of the actions that took place in connection with the Reduction in Force (RIF) List during Fiscal Year 2013:

ACTION	NUMBER
Names Submitted to Personnel	14
Names Removed from RIF List	34
Individual Names removed for "other" reasons	21
Individuals Placed to State Agencies	13
Names Remaining on RIF List	65
Vacant Positions Released for Recruitment	704
Total Number of Vacant Positions Submitted by Agencies	717

Note: The total number of names on the RIF List may include employees who have been re-employed on a continuing part-time basis at the agency from which they were originally laid off. Other names remaining on the RIF List may include individuals who have retired, are on Workers' Compensation, or have set their own limitations to re-employment as a full-time employee due to location, salary requirements or other personal reasons.

TEN YEAR HISTORY OF AUTHORIZED PERMANENT POSITIONS BY DEPARTMENT
Number of Class 10 Positions Authorized

<u>Department</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Adjutant General Department	120	120	130	127	134	134	133	133	143	142
Administrative Services Dept.	245	250	260	289	302	304	302	302	261	308*
Public Works Design & Construction	0	0	26	27	29	29	26	26	24	*
Agriculture Department	33	33	33	33	33	33	35	35	28	28
Banking Department	41	41	42	45	48	48	52	52	53	53
Community College System of NH	707	707	753	753	785	785	823	823	0	0
Com. Dev. Finance Authority	7	0	0	0	0	0	0	0	0	0
Corrections Department	1,096	1,087	1,081	1,065	1,063	1,060	922	931	883	872
Cultural Resources Department	69	70	70	69	69	69	67	65	59	59
Development Disabilities Council					4	4	3	3	3	3
Education Department	316	305	316	297	302	302	300	302	296	295
Employment Security	367	367	372	338	329	328	338	338	338	337
Environmental Services Dept.	528	549	540	514	531	534	541	530	471	470
Executive Department	33	26	22	22	22	22	20	18	15	15
Fish and Game Department	165	164	200	194	194	194	191	190	188	186
Health & Human Services Dept.	3,067	3,040	3,282	3,205	3,233	3,236	3,145	3,160	2,794	2,786
Highway Safety Agency	6	6	6	6	6	6	6	6	5	5
Human Rights Commission	9	9	9	9	9	9	9	9	6	6
Insurance Department	72	70	70	70	70	67	67	67	66	66
Judicial Council	2	2	2	2	2	2	2	2	2	2
Justice Department	61	61	62	61	64	64	63	63	55	53
Labor Department	83	77	80	80	87	87	91	91	91	90
Liquor Commission	315	304	304	304	317	317	329	329	296	293
Lottery Commission	60	52	52	49	49	49	46	46	45	45
McAuliffe-Shepard Discovery Center	12	12	13	13	13	13	13	13	13	13
Office of Information Technology	335	397	411	408	418	418	400	398	360	359
Pease Development Authority	5	5	5	5	6	6	6	6	6	6
Postsecondary Education Commission	6	6	6	6	8	8	8	8	0	0
Public Utilities Commission	72	69	69	69	69	69	69	69	69	67
Racing and Gaming Commission	11	20	21	21	22	19	21	21	16	16
Real Estate Commission	8	8	8	8	8	8	8	8	7	7
Regulatory Boards										
Board of Accountancy	0	0	2	2	3	3	3	3	0	0
Electricians Licensing Board	7	7	0	0	0	0	0	0	0	0
Health & Human Services Boards	31	31	38	37	38	38	37	37	35	35
Joint Board of Licensing & Cert.	5	5	5	5	5	5	6	6	8	7
Plumbers Board	6	6	6	6	7	7	7	0	0	0
Pub. Empl. Labor Relations Bd.	4	4	4	4	5	5	5	5	4	4
Real Estate Appraisers Bd.	1	1	2	2	2	2	2	2	0	0
Tax & Land Appeals Board	10	10	8	8	8	7	7	7	5	5
Veterinarians Exam. Board	1	1	1	1	1	1	1	1	1	1
Resources & Econ. Dev. Dept.	184	177	185	177	179	179	178	184	198	197
Retirement System	54	54	0	0	0	0	0	0	0	0
Revenue Administration Dept.	175	174	181	180	190	190	192	192	127	119
Safety Department	1,027	1,036	1,092	1,085	1,131	1,138	1,134	1,134	1,073	1,049
State Department	43	41	41	40	40	40	71	72	67	69

**TEN YEAR HISTORY OF AUTHORIZED PERMANENT POSITIONS BY DEPARTMENT
Number of Class 10 Positions Authorized**

<u>Department</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Status of Women Commission	2	2	2	2	2	2	2	0	0	0
Transportation Department	1,868	1,868	1,841	1,824	1,815	1,817	1,779	1,779	1,650	1,642
Treasury Department	21	21	19	18	19	19	18	18	17	17
Veterans' Council	4	4	5	5	5	5	5	5	5	5
Veterans' Home	251	251	328	369	367	376	367	367	367	366
TOTALS	11,570	11,575	12,030	11,879	12,068	12,083	11,875	11,881	10,173	10,121

NH First Reporting - Number of permanent positions by Department no longer reflect individual Divisions

***Total positions for Department of Administrative Services now includes Public Works Design & Construction**

FY 2013 Authorized Positions

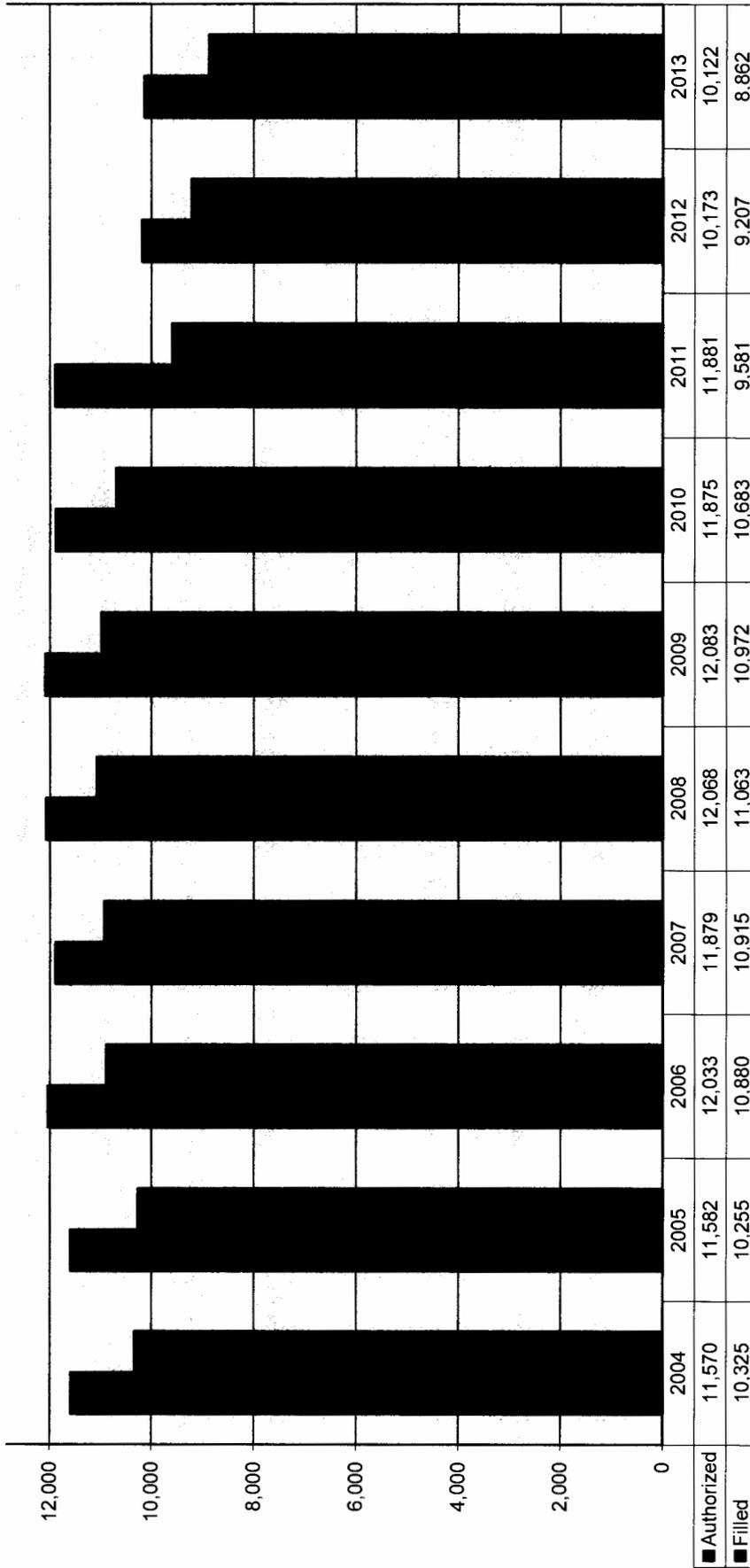
<u>Department & Components</u>	<u>CL 10 Filled</u>	<u>CL 10 Vacant</u>	<u>CL 59 Filled</u>	<u>CL 59 Vacant</u>	<u>Unclass. Filled</u>	<u>Unclass. Vacant</u>	<u>Total Positions</u>
Adjutant General	112	31	0	0	2	0	145
Administrative Serv Dept Of	226	82	2	2	10	2	324
Agriculture Dept Of	26	2	0	0	3	0	31
Bank Commission	40	13	0	0	2	0	55
Boards	31	1	0	0	3	0	35
Auctioneers Board	0	0	0	0	0	0	0
Board Of Medicine	6	0	0	0	0	0	6
Board Of Tax - Land Appeals	4	1	0	0	3	0	8
Board Of Veterinary Medicine	1	0	0	0	0	0	1
Cosmetology/Barbers Board	5	0	0	0	0	0	5
Dental Board	2	0	0	0	0	0	2
Joint Board	7	0	0	0	0	0	7
Massage Therapy Advisory Board	1	0	0	0	0	0	1
Pharmacy Board	5	0	0	0	0	0	5
Corrections Dept Of	751	121	3	2	12	0	889
Cultural Resources Dept Of	44	15	0	0	3	0	62
Development Disabilities Counc	2	1	0	0	0	0	3
DHHS Admin Attached Boards	16	0	0	0	0	0	16
Education Dept Of	238	57	1	3	5	0	304
Employment Security Dept Of	233	104	33	6	4	1	381
Environmental Serv Dept Of	396	74	0	0	6	0	476

<u>Department & Components</u>	<u>CL 10</u>		<u>CL 10</u>		<u>CL 59</u>		<u>Unclass.</u>		<u>Total</u>	
	<u>Filled</u>	<u>Vacant</u>	<u>Filled</u>	<u>Vacant</u>	<u>Filled</u>	<u>Vacant</u>	<u>Filled</u>	<u>Vacant</u>	<u>Positions</u>	<u>Positions</u>
Executive Council	0	0	0	0	0	0	6	0	6	6
Executive Office	13	2	0	0	0	0	2	0	17	17
Fish And Game Commission	164	22	0	0	0	0	1	0	187	187
Health and Human Svcs Dept Of	2,511	275	9	2	86	7	2,890	9	2,899	2,899
Administration	4	2	0	0	3	0	9	0	9	9
Bureau Of Comm & Health Serv	45	7	0	0	0	0	52	0	52	52
Bureau Of Disease Control	69	12	0	0	0	0	81	0	81	81
Bureau Of Drug & Alcohol Svcs	22	0	3	2	1	0	28	0	28	28
Bureau Of Informatics	9	3	0	0	1	0	13	0	13	13
Bureau Of Laboratory Services	57	7	0	0	0	0	64	0	64	64
Bureau Of Policy & Performance	11	1	0	0	0	0	12	0	12	12
Bureau Of Prevention Services	32	8	0	0	0	0	40	0	40	40
Child Development	9	0	0	0	2	0	11	0	11	11
Child Protection	292	28	0	0	2	0	322	0	322	322
Child Support Services	148	10	0	0	1	0	159	0	159	159
Client Services	328	39	0	0	1	0	368	0	368	368
Community Based Care Services	1	4	0	0	3	1	9	0	9	9
Div Of Behavioral Health	24	4	0	0	0	0	28	0	28	28
Div Of Developmental Svcs	49	7	0	0	2	0	58	0	58	58
Div Of Family Assistance	47	4	0	0	4	0	55	0	55	55
Glenciff Home	167	5	0	0	1	0	173	0	173	173
Grants To Locals	11	0	0	0	0	0	11	0	11	11
Homeless & Housing	5	1	0	0	0	0	6	0	6	6
Juvenile Justice Services	110	6	0	0	0	0	116	0	116	116
Medical Services	16	2	0	0	2	0	20	0	20	20
Minority Health	6	0	4	0	1	0	11	0	11	11
New Hampshire Hospital	524	55	0	0	20	1	600	1	600	600
Off. Of Medicaid & Bus. Policy	34	7	0	0	5	1	47	1	47	47
Office Of Administration	30	12	0	0	0	0	42	0	42	42
Office Of Improvement, Integri	60	4	0	0	0	0	64	0	64	64
Office Of Information Systems	7	3	0	0	10	0	20	0	20	20

	<u>CL 10 Filled</u>	<u>CL 10 Vacant</u>	<u>CL 59 Filled</u>	<u>CL 59 Vacant</u>	<u>Unclass. Filled</u>	<u>Unclass. Vacant</u>	<u>Total Positions</u>
Office Of Program Support	107	13	0	0	9	0	129
Office Of The Commissioner	74	16	2	0	16	3	111
Program Operations	74	9	0	0	1	0	84
State Office Admin	1	0	0	0	1	0	2
Sununu Youth Service Center	138	6	0	0	0	1	145
Highway Safety Agcy Of	5	0	0	0	1	0	6
Human Rights Commission	5	1	0	0	0	0	6
Information Technology Dept of	320	39	0	2	8	1	370
Insurance Dept Of	50	16	0	0	13	0	79
Judicial Council	2	0	0	0	0	0	2
Justice Department	49	4	1	2	60	10	126
Labor Dept Of	75	15	0	0	1	1	92
Liquor Commission	275	18	1	0	5	1	300
McAuliffe-Shepard Discovery Ct	0	13	0	0	0	1	14
NH Lottery Commission	41	4	0	0	4	0	49
NH Office of Veterans Services	4	1	0	0	1	0	6
NH Veterans Home	326	40	0	0	1	0	367
Pease Development Authority	6	0	0	0	0	0	6
Police Stds - Training Council	19	4	0	0	1	0	24
Public Employees Labor Rltn Bd	4	0	0	0	0	0	4
Public Utilities Comm	60	7	0	0	7	0	74

	CL 10 Filled	CL 10 Vacant	CL 59 Filled	CL 59 Vacant	Unclass. Filled	Unclass. Vacant	Total Positions
Racing Charitable Gaming Comm	15	1	0	0	6	0	22
Real Estate Commission	6	1	0	0	1	0	8
Resources - Econ Devel Dept Of	176	21	15	14	4	1	231
Revenue Administration Dept Of	77	42	0	0	17	6	142
Safety Dept Of	966	83	1	4	10	3	1,067
Secretary Of State	53	16	0	7	9	3	88
Transportation Dept Of	1,510	132	1	20	8	0	1,671
Treasury Dept Of	15	2	0	0	5	0	22
TOTALS	8,862	1,260	67	64	307	37	10,597
TOTAL VACANCIES	1,361						
VACANCY RATE	12.84%						

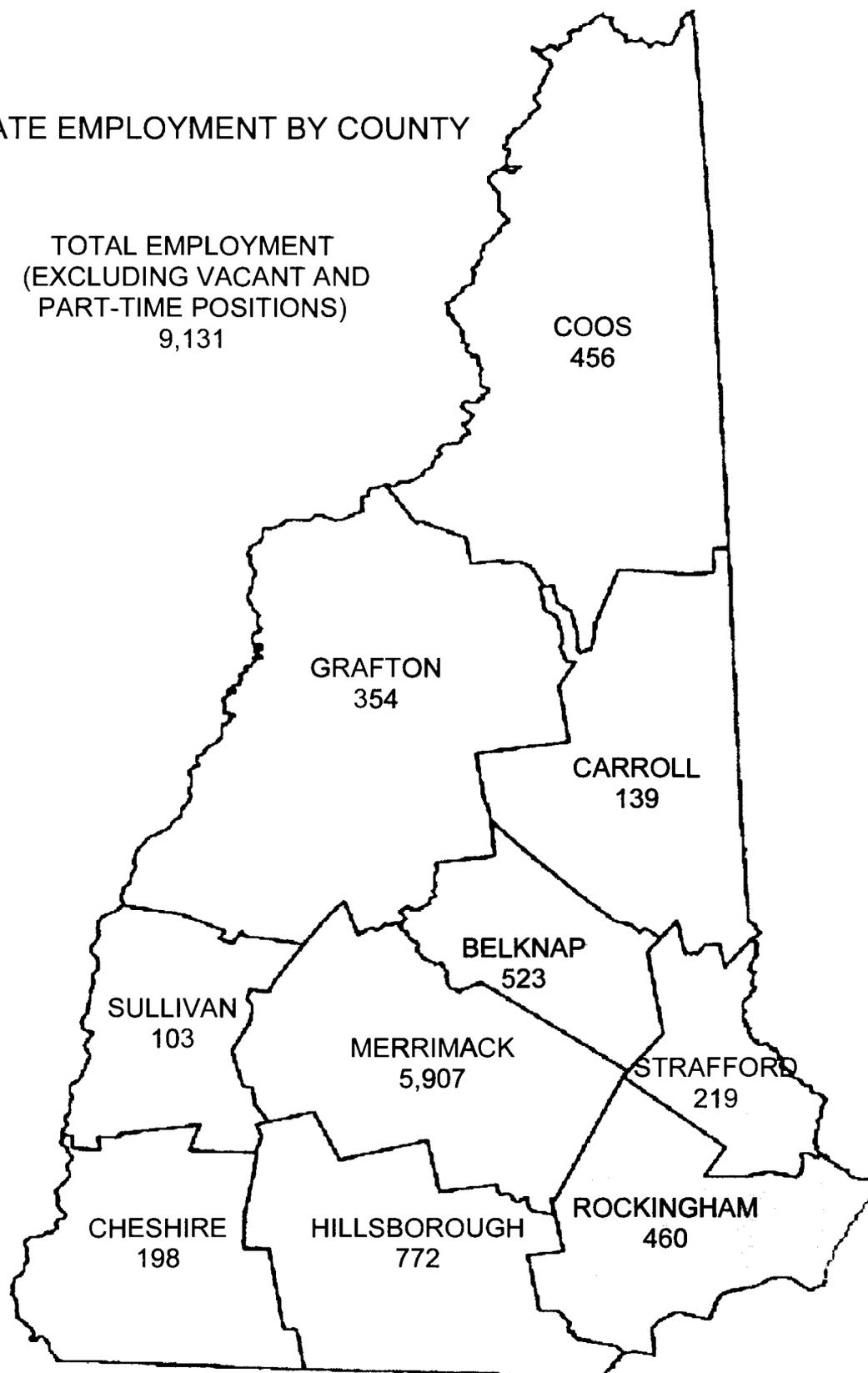
Authorized/Filled Positions 10 Year History



Note: Data does not include Class 59 full-time temporary positions.

STATE EMPLOYMENT BY COUNTY

TOTAL EMPLOYMENT
(EXCLUDING VACANT AND
PART-TIME POSITIONS)
9,131



Data reported from Government Human Resource System
through March 30, 2013

DEMOGRAPHICS
New Hampshire State Employees
Fiscal Year 2013

2013

State Government Employees
Executive Branch

<u>Class Type</u>	<u>Number of Positions*</u>
Classified	10,253
Unclassified	344
TOTAL POSITIONS:	10,597

*Full Time Only - Includes vacancies

The Classified State Workforce
is made up of...

52% Female
48% Male

3% Minority
97% White (not of
Hispanic background)

**The Average Full Time Classified
Employee...**

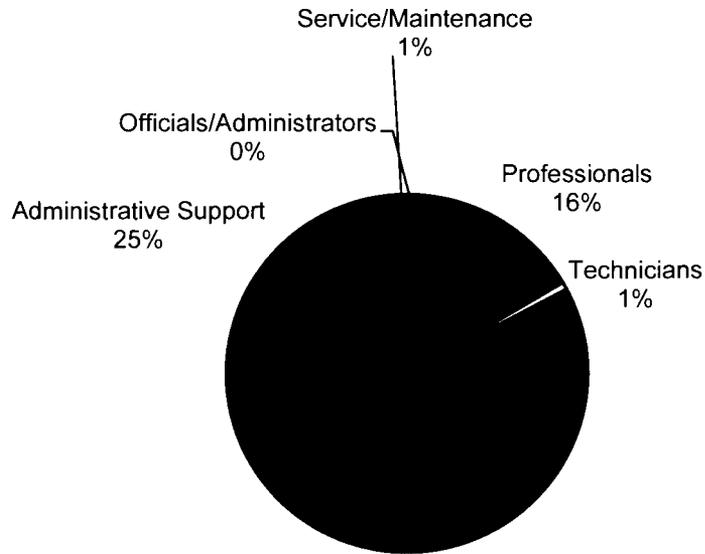
- Is 47 years old
- Has 12 years of service
- Earns \$46,882

Classified Employees work in...

Belknap County.....	6%
Carroll County.....	2%
Cheshire County.....	2%
Coos County.....	5%
Grafton County.....	4%
Hillsborough County.....	8%
Merrimack County.....	65%
Rockingham County.....	5%
Strafford County.....	2%
Sullivan County.....	1%

APPLICANTS BY EEO CATEGORY

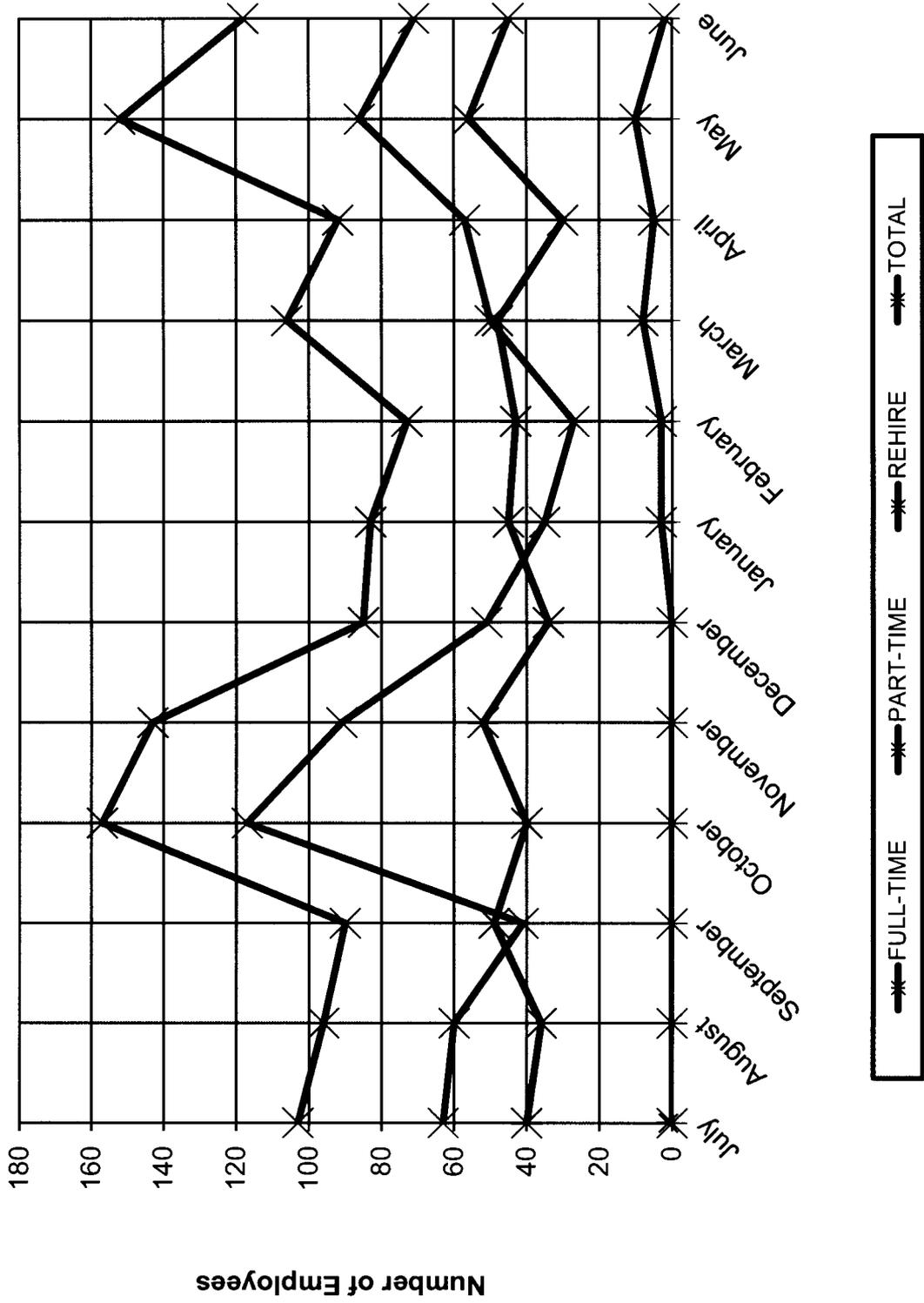
Fiscal Year 2013



Administrative Support	373
Officials/Administrators	6
Para-professionals	448
Professionals	239
Protective Services	392
Service/Maintenance	14
Technicians	10
TOTAL	1,482

**Note: This information is voluntarily submitted by applicants.
Data Reported from Government Human Resource System through March 30, 2013**

**TOTAL NEW HIRES BY MONTH
Fiscal Year 2013**



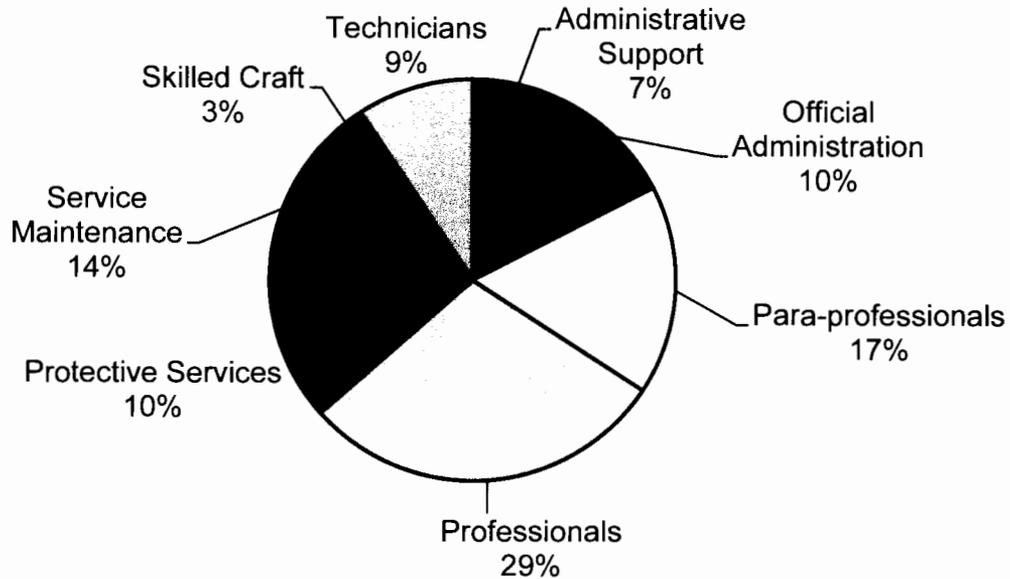
Total New Hired for FY 2013 = 1,267

TOTAL NUMBER OF NEW HIRES BY AGENCY

AGENCY	NEW HIRES	HIRES above min.	% HIRED above min.
Adjutant General Department	70	4	5.71%
Administrative Services Department	60	14	23%
Agriculture Department	5	2	40%
Banking Department	2	2	100%
Board of Veterinary Medicine	1	0	0%
Corrections Department	43	30	70%
Cultural Resources	2	1	50%
Developmental Disability Council	1	0	0%
Education Department	22	7	32%
Employment Security	13	1	8%
Environmental Services Department	40	7	18%
Executive Department	12	0	0%
Fish and Game Department	20	2	10%
Health and Human Services Department			
Attached Boards	18	2	11%
Human Services	44	20	45%
Commissioner's Office	15	13	87%
Division of Developmental Services	4	3	75%
Medicaid & Business Policy	2	2	100%
Elderly and Adult Services	4	2	50%
Glenclyff Home for the Elderly	19	5	26%
Community Based Care	1	1	100%
Juvenile Justice Services	7	1	14%
New Hampshire Hospital	92	17	18%
Office of Health Management	15	13	87%
Transitional Assistance	37	5	13%
Insurance Department	4	3	75%
Joint Board of Licensure and Certification	10	0	0%
Judicial Council	2	0	0%
Justice Department	12	7	58%
Labor Department	2	1	50%
Liquor Commission	307	13	4%
NH Lottery Commission	10	1	10%
Office of Information Technology	17	13	76%
Police Standards and Training	2	1	50%
Public Utilities Commission	3	3	100%
Racing and Charitable Gaming Commission	4	3	75%
Resources & Economic Development Dept.	273	5	2%
Revenue Administration Department	1	0	0%
Safety Department	162	37	23%
Secretary of State Department	17	0	0%
Transportation Department	142	51	36%
Treasury	3	2	67%
Veterans Home	61	36	59%

**Note: Includes all full-time and part-time hires, rehires and reinstatements.
Total new hires for FY 2013 = 1,581. Total hires above minimum = 330**

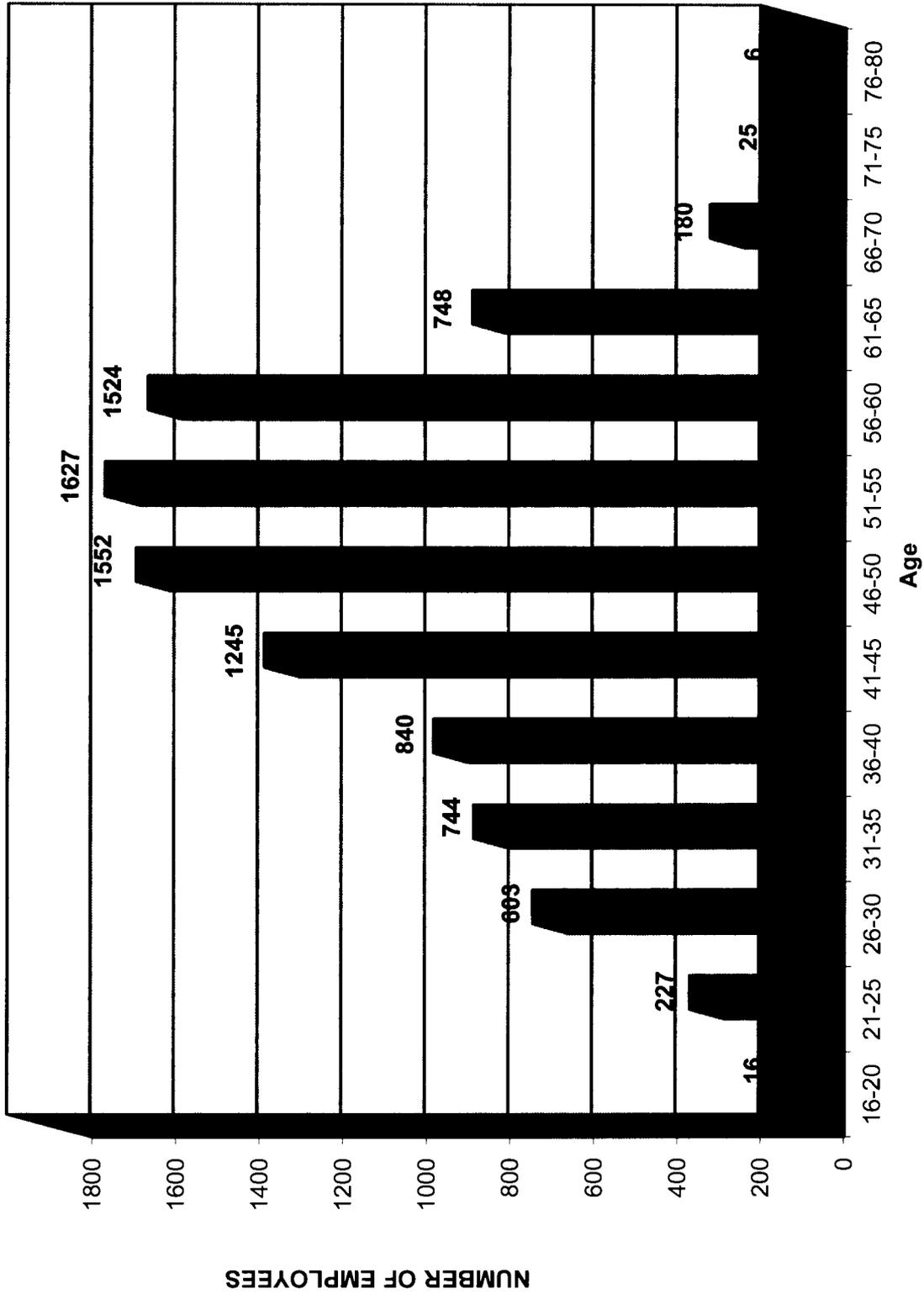
WORKFORCE PARTICIPATION RATES Fiscal Year 2013



	Number Of Employees
Administrative Support	664
Official Administration	935
Para-professionals	1,543
Professionals	2,695
Protective Services	933
Service/Maintenance	1,305
Skilled Craft	264
Technicians	859
TOTAL	9,198

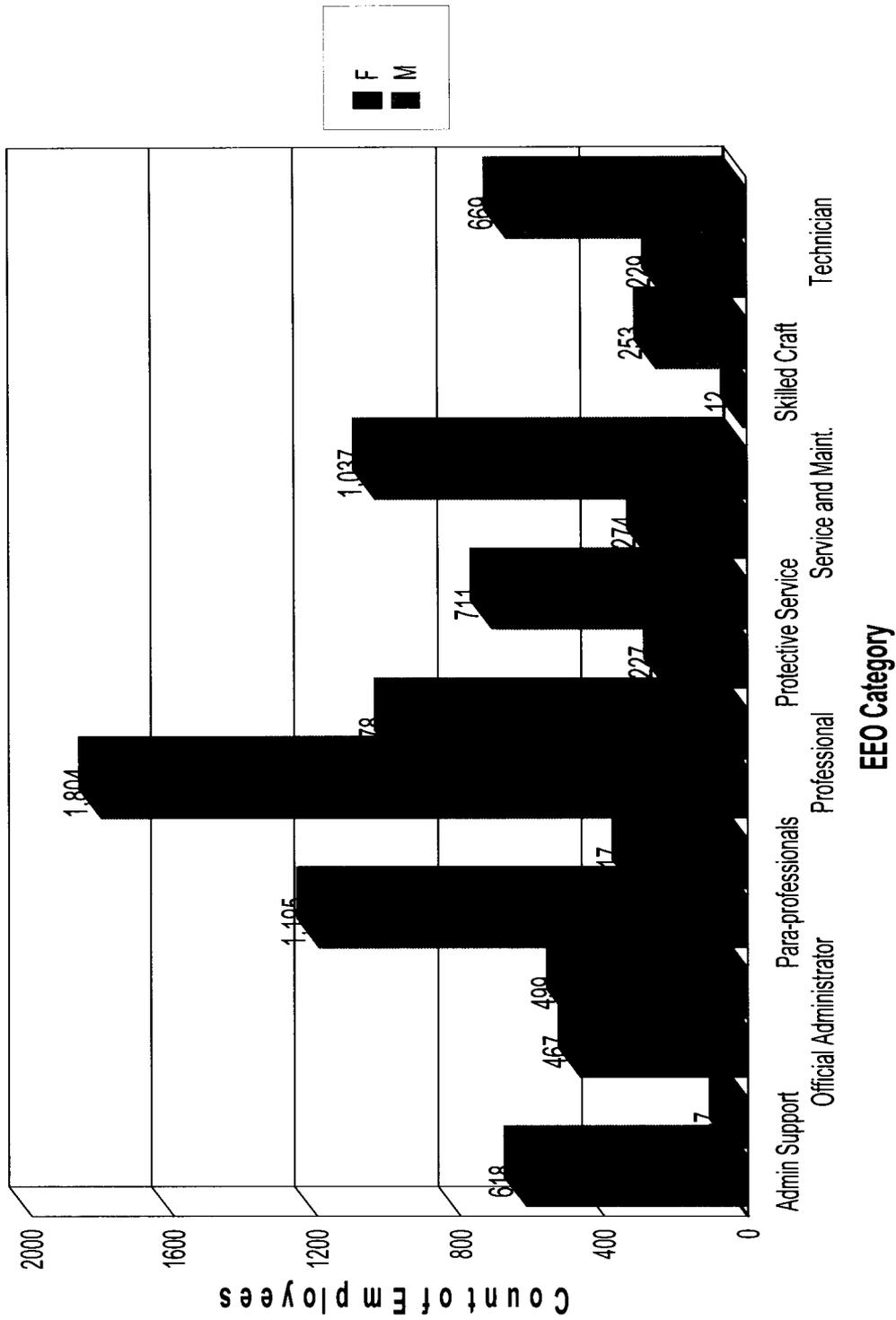
Note: Data from 6-30-13

EMPLOYEES BY AGE DISTRIBUTION
Fiscal Year 2013



Average Employee Age = 47

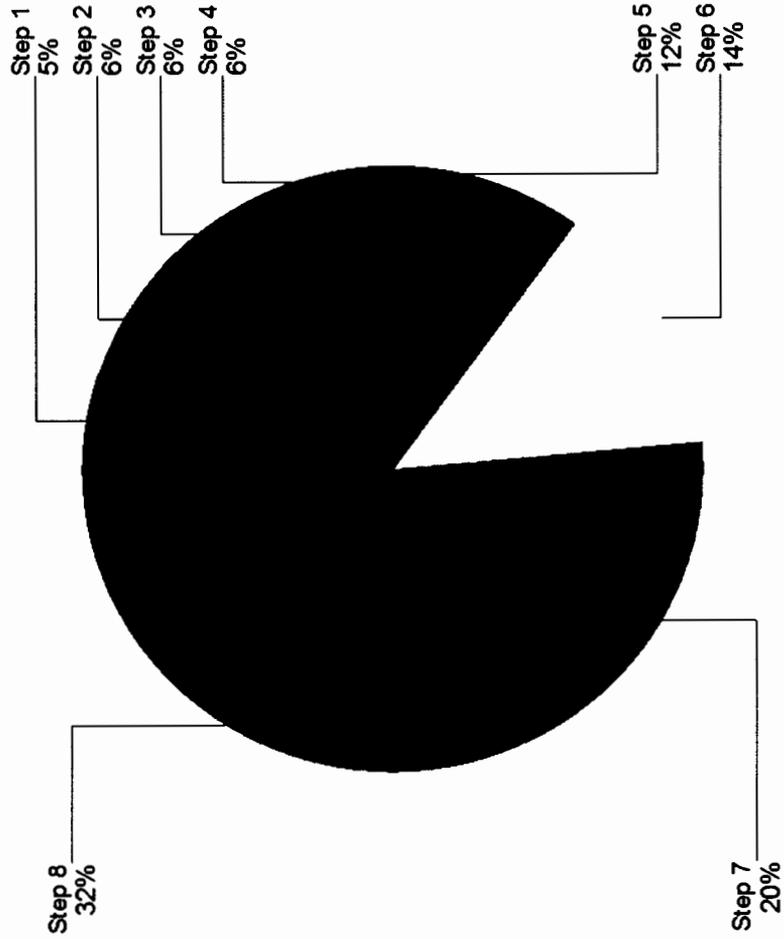
Employees by Gender and EEO Category



Note: Includes all full-time classified employees as of 06-30-13

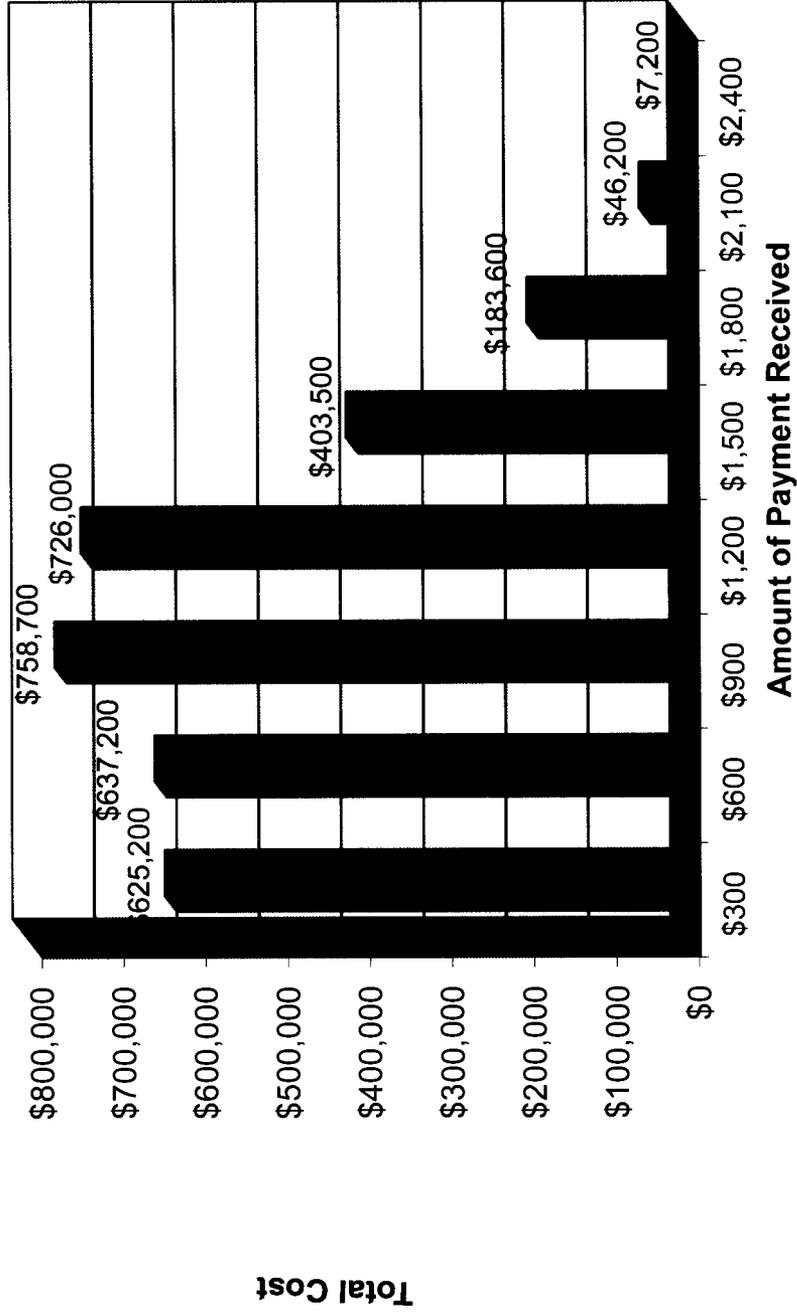
OVERALL SALARY DISTRIBUTION

Fiscal Year 2013



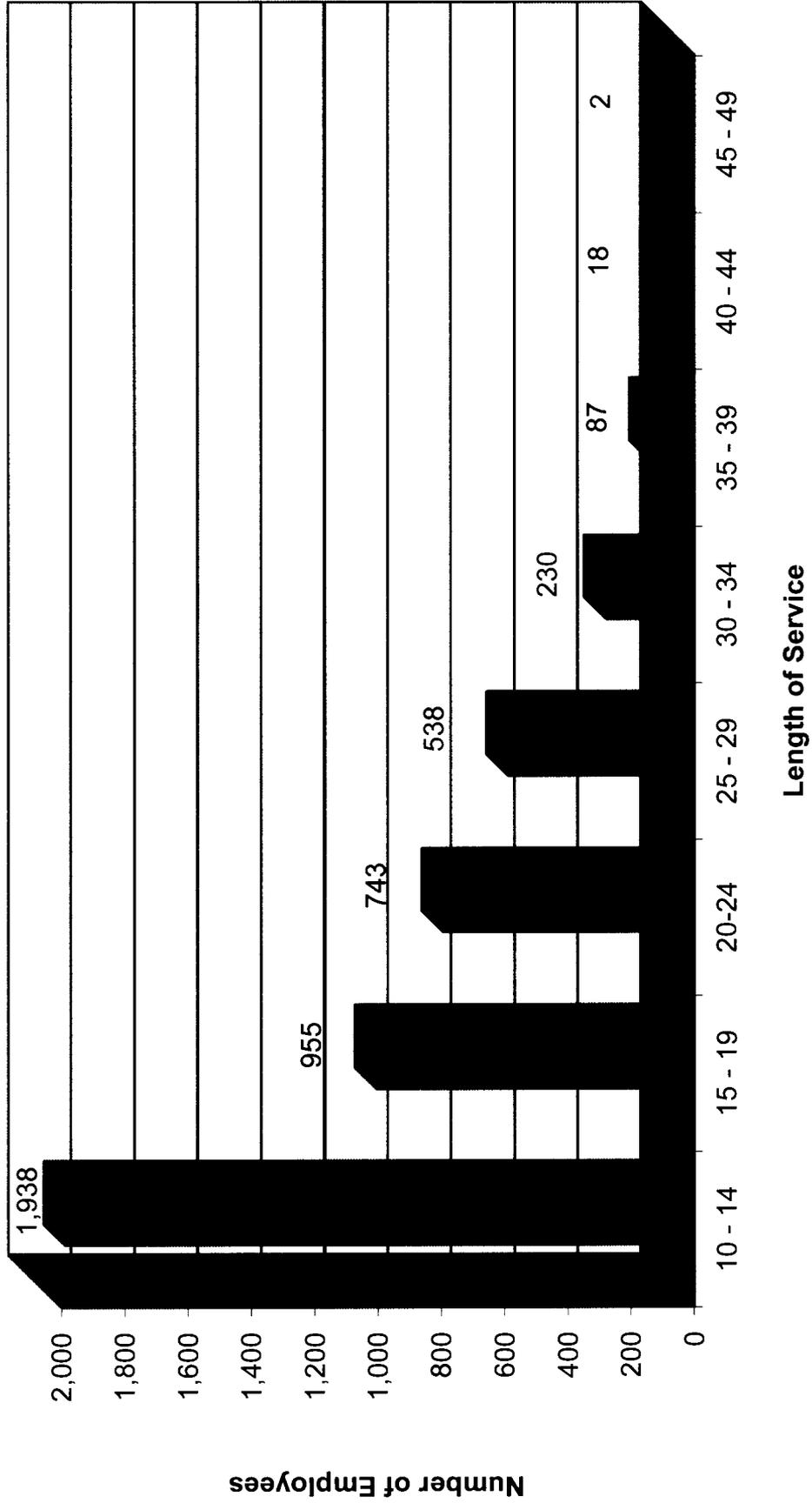
Includes all full-time classified employees as of 6/30/13

**LONGEVITY IN CLASSIFIED SERVICE
Cost of Longevity**



Note: Employees receive \$300 for 10 years of service and an additional \$300 for each 5 years of service beyond 10 years. 50% of the state workforce received a longevity payment in Fiscal Year 2013.

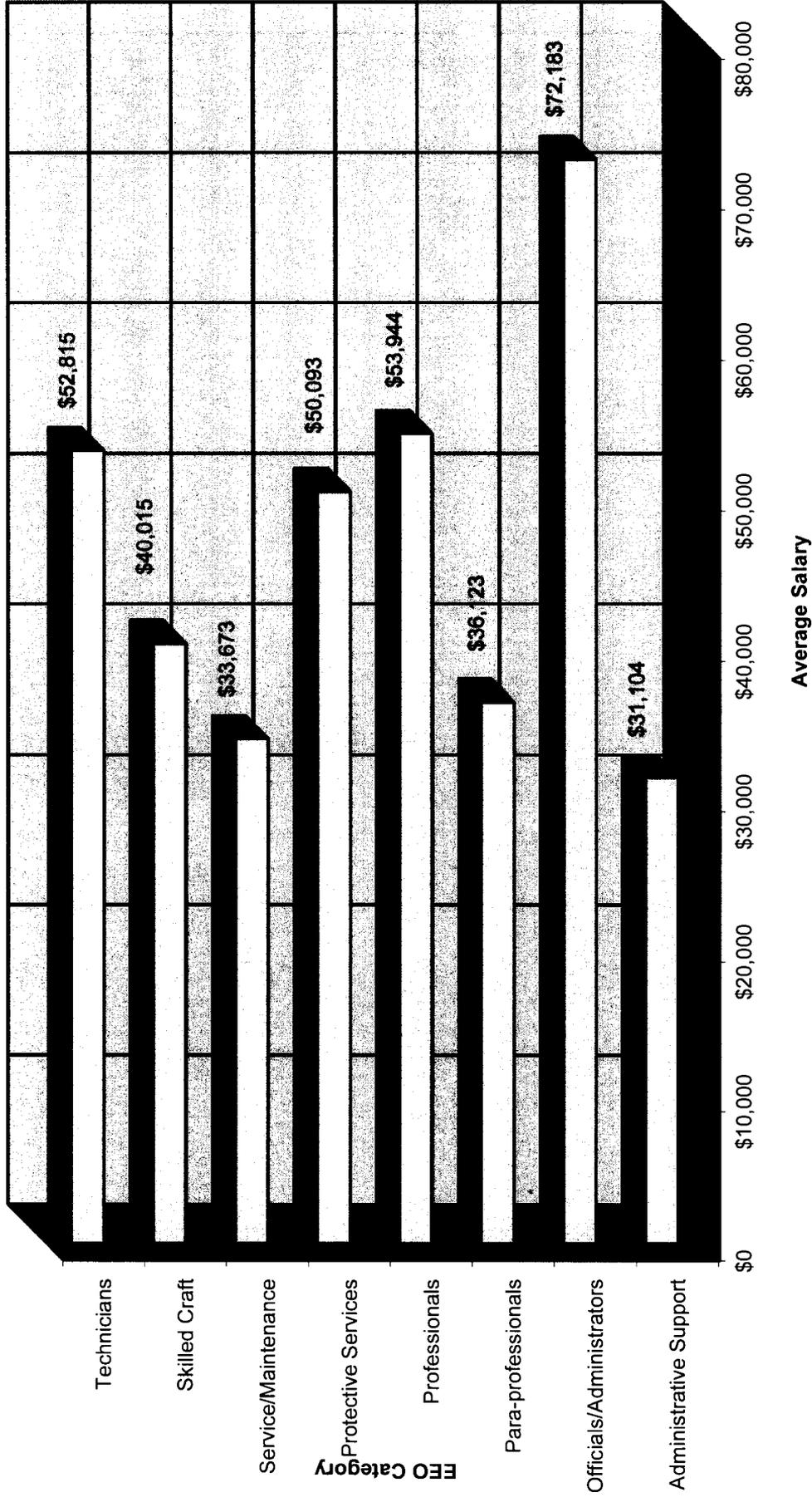
LONGEVITY IN CLASSIFIED SERVICE
Number of Employees by Length of Service



Note: Number of Employees Under 10 Years of Longevity = 4,489

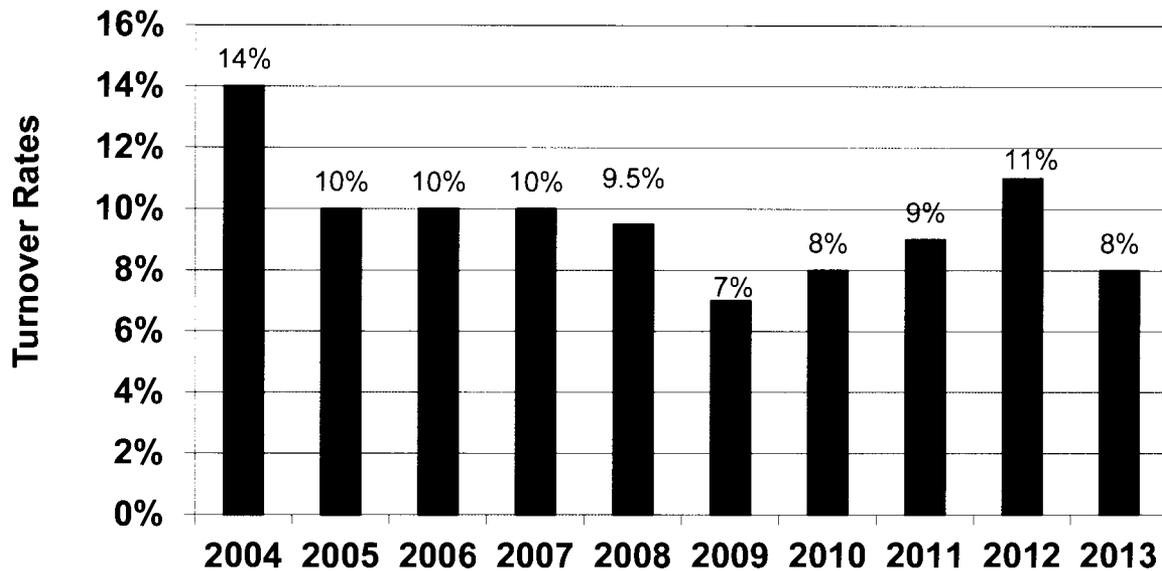
AVERAGE SALARY BY EEO CATEGORY

Classified Positions



Note: Includes all full-time permanent and full-time temporary employees as of 06-30-13
Average Salary Statewide = \$46,882

TURNOVER Separations from Classified Service 10 Year History



Food Service Worker II	23%
Supervisor I	14%
Administrator IV	13%
Family Services Specialist I	13%
Licensed Nursing Assistant III	13%
Program Specialist I	13%
Licenses Nursing Assistant II	12%
Secretary II	12%
Administrator III	11%
Highway Maintainer II	11%
Administrator II	10%
Clerk Interviewer	10%
Mental Health Worker II	10%
Program Specialist III	10%
Program Specialist IV	10%

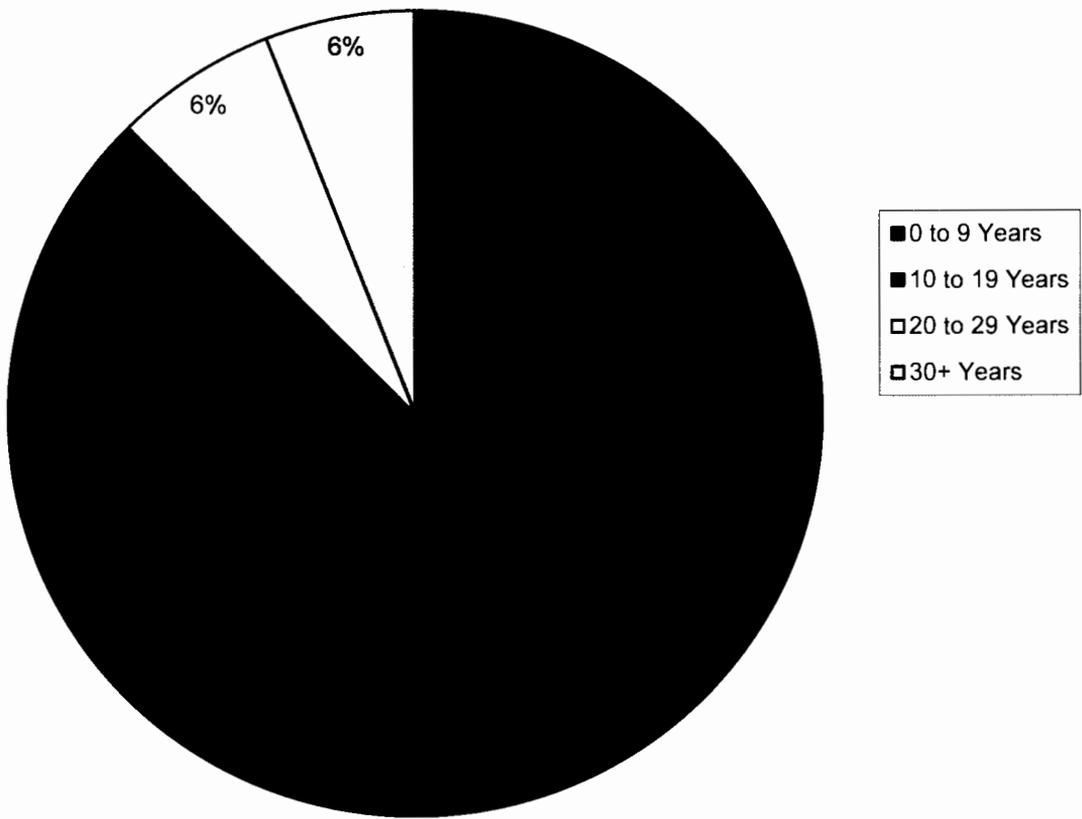
Note: Turnover is calculated by using the actual number of separations from state government divided by the number of positions. Movement between state agencies is not considered turnover for the purposes of this report.

TURNOVER RATES BY AGENCY – FY 2013

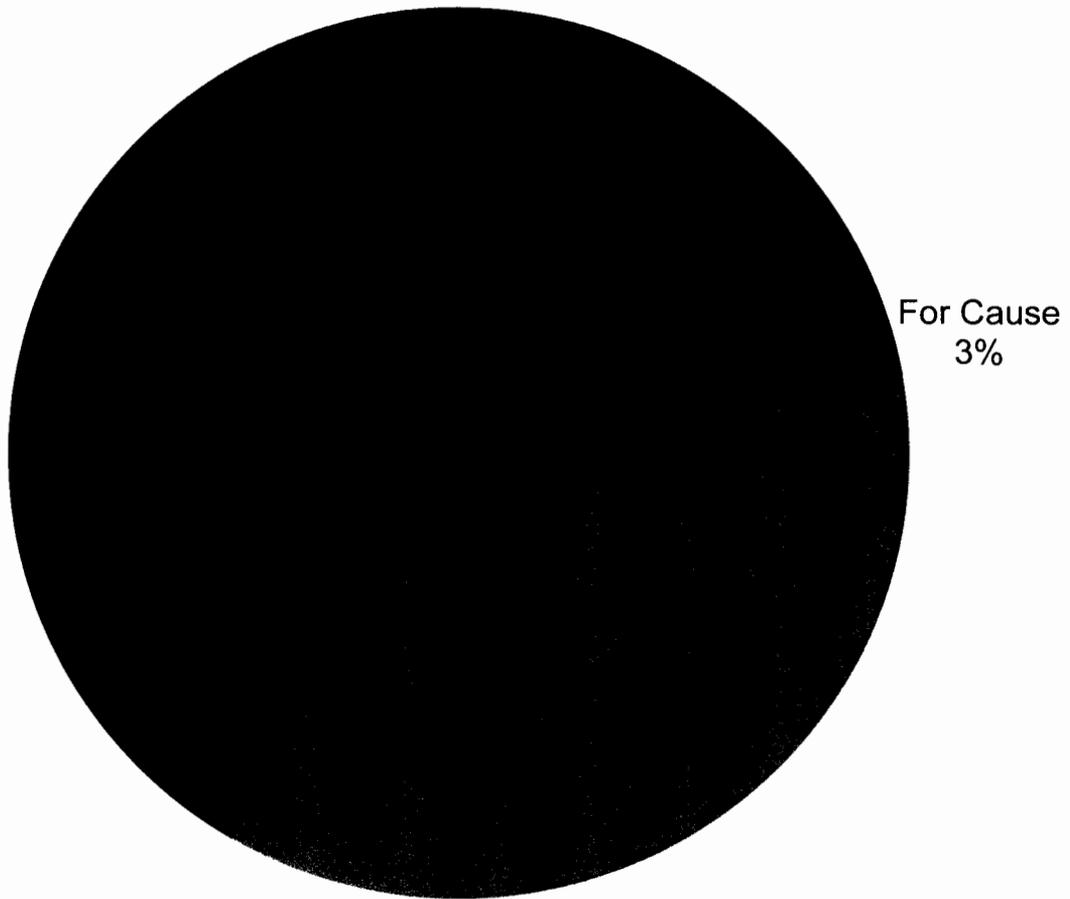
<u>AGENCY NAME</u>	<u>POSITIONS</u>	<u>TERMINATED TRANSFERRED</u>	<u>TURNOVER RATE</u> %
Adjutant General Department	142	9	6%
Administrative Services Department	308	44	14%
Agriculture Department	28	3	11%
Banking Department	53	5	9%
Board of Veterinary Medicine	1	0	0%
Corrections Department	872	63	7%
Cultural Resources Department	59	3	5%
Development Disabilities Council	3	0	0%
Education Department	295	28	9%
Employment Security	337	23	7%
Environmental Services Department	470	18	6%
Executive Department	15	7	46%
Fish and Game Department	186	14	8%
Health and Human Services Department	2,786	232	8%
Highway Safety Agency	5	0	0%
Human Rights Commission	6	1	17%
Information Technology, Office of	359	17	5%
Insurance Department	66	6	9%
Joint Board of Licensing & Certification	7	6	86%
Judicial Council	2	1	50%
Justice Department	53	12	23%
Labor Department	90	7	8%
Liquor Commission	293	36	12%
McAuliffe Shepard Discovery Center	13	10	77%
Pease Development Authority	6	0	0%
Police Standards & Training	23	1	4%
Public Employees Labor Relations Board	4	0	0%
Public Utilities Commission	67	5	7%
Racing & Charitable Gaming Commission	16	3	19%
Real Estate Commission	7	1	14%
Resources & Econ. Dev. Department	197	16	8%
Revenue Administration Department	119	13	11%
Safety Department	1,049	95	9%
State Department	69	5	7%
Sweepstakes Commission	45	1	2%
Tax & Land Appeals Board	5	0	0%
Transportation Department	1,642	109	7%
Treasury Department	17	4	24%
Veterans' Council	5	2	40%
Veterans' Home	366	34	9%
TOTAL*	10,516	834	8%

Note: Includes all classified full-time permanent and full-time temporary positions.

**TURNOVER
LENGTH OF SERVICE
Fiscal Year 2013**



SEPARATION FROM SERVICE
Fiscal Year 2013
Total Separations = 841



CLASSIFICATION SECTION

Responsibilities: The Classification Section's mission is to ensure equity of salary and job functions and to review reporting relationships for consistency across the state system. The Section carries out a variety of responsibilities including, but not limited to, approving new and revised supplemental job descriptions, initiating and responding to requests from state agencies and boards to reclassify existing filled and vacant positions, establishing full-time and part-time temporary positions, reallocating labor grades, revising job class specification standards, and reviewing and facilitating the movement of positions within agencies. Importantly, the Section also provides assistance to agency human resource staff and administrators in a variety of areas.

Fiscal Year 2013 Highlights

This year the Section's scope of responsibility and work volume greatly expanded due to the implementation of the NH FIRST system. In the new system, position transactions must be completed first, before certain payroll and recruitment transactions can be submitted. This made it even more critical that position changes be submitted correctly by agencies, and that they be reviewed and approved promptly by Section staff.

Increase in volume and type of transactions: Due to its responsibility for position transactions, the Section now has a pivotal role in not only reviewing and approving all the same types of requests it did before, but also reviewing and approving other transactions since the implementation of NH FIRST in February of 2013, such as supervisor changes, system conversion corrections, promotional class series up/down, and unclassified position changes. Because of this, the number and type of transactions processed by the Section increased exponentially this Fiscal Year. Section staffing was maintained at the same levels this year, which made it challenging to keep pace with the additional transaction workload, while continuing to address agency needs and provide technical assistance.

Supplemental Job Description (SJD) Review and Revision: Upwards of 975 individual SJDs were reviewed, approved, and returned to the agencies by the Section's Classification Analysts in Fiscal Year 2013. This is an increase of over 300 from last fiscal year. Supplemental job descriptions describe individual positions and are used to inform position occupants of their duties, to post/recruit for positions, to list special position requirements, and to do annual performance evaluations. Having an accurate SJD on file is also crucial to the placement of laid off state employees in positions via the RIF [Reduction In Force] list. This year, the Section reviewed and approved many more SJD transactions due to the necessity for state agencies to update SJD information in the position record in NH FIRST prior to recruitment. This became a requirement because the recruitment function in the system draws directly from the information in the position record. Requests were received daily to upload previously approved SJDs and to review revised SJDs, many of them a priority due to recruitment needs.

Technical Assistance: The amount of technical assistance provided by Section staff, and especially the Classification Office Supervisor, also increased greatly this year, as staff provided help and training to agencies as they continued to learn the process of how to submit transactions in the NH FIRST system. The Supervisor had a central role in multiple agency work groups and meetings which took place in order to troubleshoot errors, develop process flows, and provide

training on best practices in the new system. Other Section staff also pitched in to provide assistance to agencies regarding system transactions.

Out of Class Series Reclassifications: Position reclassifications which are considered “out of class series” per the existing RSA 21-I:56, whether or not they result in a higher salary, continued to be brought before G & C by the Director of the Division of Personnel for approval. This Fiscal Year, 224 of the 366 position reclassifications required G & C approval.

Class Specification Revisions: This Fiscal Year, the Section received upwards of 113 class specifications for revision, and many more many more revisions were in process when the year ended. This is an increase from 22 class specification revisions completed last year. Job class specifications set and maintain the statewide standard for characteristic duties and minimum qualification requirements for all state classified positions. This year, as mentioned, the Section received an increased number of requests from agencies to revise class specifications, such as to revise minimum qualification requirements in order to correct outdated language and/or to enhance and improve recruitment for state positions. Section staff also proactively identified needed changes. In setting and revising minimum qualification, licensure, and special requirements, staff worked in consultation with the Recruitment and Certification Section.

Position Activity

New Positions Established: During Fiscal Year 2013, a total of 474 full-time temporary and part-time temporary positions were established in 15 different agencies, compared with the establishment of 208 such positions in 17 different agencies in Fiscal Year 2012. This year, the vast majority of the positions established, totaling 409, were part-time temporary. This exceeds the Fiscal Year 2012 total of 198 part-time temporary positions established, which was an increase of 211 over the previous year. Therefore, the trend of increase in requests for part-time positions continues. Part-time positions now have individual TMPPT position numbers in the NH FIRST system, versus the former “9TEMP” designation, which allows for better tracking and the ability to re-use an existing TMPPT position number.

The largest numbers of part-time positions were established in the following agencies: Department of Health and Human Services (30 positions); Liquor Commission (138 positions); Department of Safety (36 positions); and Department of Transportation (84).

Position Reviews: During this Fiscal Year, 1,071 positions were reviewed for reclassification, establishment or transfer by the Classification Section, as compared with 688 positions reviewed in Fiscal Year 2012.

Position reclassification reviews comprised 366 of the 1,071 total reviews. The agencies with the highest numbers of position reclassification reviews for Fiscal Year 2013 were: Department of Health and Human Services (152 reviews); Department of Safety (27 reviews); Department of Information Technology (25 reviews); Department of Corrections (24 reviews); and NH Employment Security (19 reviews).

The following chart summarizes the total number of position reviews for reclassification, transfer, or establishment in Fiscal Year 2013, and the breakdown for each type of review in Fiscal Year 2013.

Total Reviews	Reclassifications	Transfers	Temporary Positions Established	
			Full Time	Part Time
1,071	366	231	65	409

It should be pointed out that supplemental job description (SJD) revisions, reported in the previous section as totaling upwards of 975, can also be considered as position reviews, since most of the same information is assessed, taking an equivalent amount of time to accomplish.

Agency Reorganizations: This Fiscal Year, the Section continued to play an active role in reviewing and confirming proposed changes to agency organizational charts, and providing guidance to agencies concerning the potential impact of those changes. In addition, the Section provided technical assistance to many agencies this year regarding reorganizations in the planning stages and those submitted to the Division of Personnel for review. Reorganizations can impact the classification of positions, and are reviewed by Classifications staff in the same way that position transfers are.

Summary: The amount of work increased during Fiscal Year 2013 in all of the areas for which the Classification Section is responsible. In addition, new areas of responsibility relating to the NH FIRST system were added.

POSITIONS RECLASSIFIED – APPROVED BY GOVERNOR & COUNCIL – OUT OF CLASS SERIES
JULY 1, 2012 – JUNE 30, 2013

<u>DEPARTMENT</u>	<u>FROM (TITLE & SALARY GRADE)</u>	<u>TO (TITLE & SALARY GRADE)</u>	<u>G & C</u>	<u>APPVL</u>
DOS	Clerk III	8 License Clerk	11	12/5/2012
DOS	Secretary II	9 Executive Secretary	11	7/11/2012
EMP SEC	Mail Clerk II	9 Stock Control Supervisor	12	9/19/2012
EMP SEC	Mail Clerk II	9 Stock Control Supervisor	12	9/19/2012
EMP SEC	Mail Clerk II	9 Mail Clerk III	13	9/19/2012
DHHS	vacant	9 Mental Health Worker III	13	12/5/2012
DHHS	Secretary II	9 Program Specialist III	23	8/22/2012
DOT	Geological Exploration Technician I	9 Civil Engineer III	24	12/5/2012
ADMIN	Maintenance Assistant	10 Building Services Supervisor	11	11/14/2012
EMP SEC	Mail Machine Operator	11 Mail Clerk III	13	9/19/2012
DES	Executive Secretary	11 Administrative Secretary	14	10/17/2012
F&G	Executive Secretary	11 Administrative Secretary	14	12/5/2012
DOS	Building Services Supervisor	11 Financial Analyst	28	12/5/2012
DHHS	Word Processor Operator II	12 Data Control Clerk III	12	10/17/2012
ADMIN	Administrative Services	13 Reproduction Equipment Operator II	15	9/19/2012
ADMIN	Pre Press Production Computer Operator	13 Pre Press Production Computer Operator II	16	11/14/2012
DOT	Toll Supervisor	13 Supervisor of Turnpike Operations	17	9/19/2012
DOT	Toll Supervisor	13 Supervisor of Turnpike Operations	17	9/19/2012
DRED	Administrative Secretary	14 Program Assistant I	12	9/19/2012
DHHS	Youth Counselor II	14 Assistant House Leader	17	11/14/2012
DHHS	Case Technician I	14 Program Specialist I	19	7/11/2012
DHHS	Case Technician I	14 Program Specialist I	19	7/11/2012
DHHS	Case Technician I	14 Program Specialist I	19	7/11/2012
DHHS	Case Technician I	14 Program Specialist I	19	7/11/2012
DHHS	Case Technician I	14 Program Specialist I	19	7/11/2012
DHHS	Case Technician I	14 Program Specialist I	19	7/11/2012
DHHS	Case Technician I	14 Program Specialist I	19	7/11/2012
DOS	Data Processing Supervisor I	15 Data Processing Supervisor II	18	11/14/2012
DRED	Program Assistant II	15 Program Specialist I	19	7/11/2012
INSUR	Program Assistant II	15 Research Assistant	19	11/14/2012
DOT	Program Assistant II	15 Program Specialist I	19	12/5/2012

<u>DEPARTMENT</u>	<u>FROM (TITLE & SALARY GRADE)</u>	<u>TO (TITLE & SALARY GRADE)</u>	<u>G & C</u>	<u>APPVL</u>
DES	Environmentalist I	16 Program Assistant I	12	8/8/2012
NHES	Certifying Officer I	16 Programs Technician	19	7/11/2012
DHHS	Administrative Assistant I	16 Administrative Assistant II	19	9/19/2012
EMP SEC	Interviewer I	16 Program Specialist II	21	10/3/2012
EMP SEC	Interviewer I	16 Program Specialist II	21	10/3/2012
EMP SEC	Interviewer I	16 Program Specialist II	21	10/3/2012
EMP SEC	Interviewer I	16 Program Specialist II	21	10/3/2012
EMP SEC	Interviewer I	16 Program Specialist II	21	10/3/2012
EMP SEC	Interviewer I	16 Program Specialist II	21	10/3/2012
DHHS	Training & Development Therapist	16 Occupational Therapist II	21	12/19/2012
DHHS	Electrician Supervisor II	17 Maintenance Mechanic II	12	10/17/2012
DOT	Highway Patrol Foreman	17 Warehouse Supervisor	17	8/8/2012
DOT	Highway Patrol Foreman	17 Warehouse Supervisor	17	8/8/2012
EMP SEC	Warehouse Supervisor	17 Supervisor I	19	9/19/2012
DOT	Construction Foreman	17 Civil Engineer III	24	9/19/2012
DHHS	Family Services Specialist II	17 Supervisor V	26	10/17/2012
DHHS	Training Specialist	18 Training Coordinator	21	10/17/2012
DHHS	Teacher I	18 Psychological Associate I	24	8/8/2012
DHHS	X-Ray and EKG Technician	18 Nurse Specialist	25	8/22/2012
DHHS	Employment Counselor Specialist	19 Program Specialist I	19	7/11/2012
DHHS	Employment Counselor Specialist	19 Training Coordinator	21	8/22/2012
DOT	Administrative Assistant II	19 Program Specialist II	21	12/5/2012
DOS	Supervisor I	19 Supervisor II	21	12/5/2012
DOT	Engineering Technician IV	19 Program Specialist IV	25	7/11/2012
DHHS	Employment Counselor Specialist	19 Supervisor VII	28	7/11/2012
DHHS	Laboratory Scientist III	20 Public Health Nurse Coordinator	23	8/8/2012
DHHS	Program Specialist II	21 Supervisor III	23	7/11/2012
DES	Program Specialist II	21 Program Specialist III	23	8/8/2012
DOT	Maintenance Supervisor	21 Civil Engineer III	24	9/19/2012
DHHS	Program Specialist II	21 Program Specialist IV	25	9/19/2012
DOIT	Systems Development Specialist II	21 Systems Development Specialist IV	26	8/8/2012
DOIT	Systems Development Specialist II	21 Technical Support Specialist IV	27	11/14/2012

<u>DEPARTMENT</u>	<u>FROM (TITLE & SALARY GRADE)</u>	<u>TO (TITLE & SALARY GRADE)</u>	<u>G & C</u>	<u>APPVL</u>
DOS	Technical Support Specialist II	21 Technical Support Specialist V	29	9/19/2012
DOS	Technical Support Specialist II	21 Technical Support Specialist V	29	11/14/2012
DOS	State Police Corporal	22 State Police Sergeant	24	11/14/2012
DHHS	Supervisor III	23 Supervisor IV	25	7/11/2012
EDUC	Supervisor III	23 Vocation Rehabilitation Supervisor	25	10/17/2012
DHHS	Program Specialist III	23 Program Specialist IV	25	10/17/2012
DOT	Environmental III	23 Environmentalist IV	27	10/3/2012
ADMIN	Accountant IV	23 Business Systems Analyst I	28	10/3/2012
ADMIN	Accountant IV	23 Business Systems Analyst I	28	10/3/2012
DOIT	Systems Development Specialist III	23 Systems Development Specialist V	28	10/17/2012
DOS	State Police Sergeant	24 State Police Sergeant	27	8/22/2012
DOT	Civil Engineer III	24 Civil Engineer V	30	11/14/2012
DAS	Clerk of the Works II	24 Public Works Project Manager V	32	8/8/2012
DOT	Supervisor IV	25 Environmentalist III	23	8/8/2012
RAC&GAM	Technical Support Specialist III	25 Systems Development Specialist IV	26	8/22/2012
DHHS	Supervisor IV	25 Administrator III	31	11/14/2012
DHHS	Supervisor IV	25 Administrator III	31	11/14/2012
DHHS	Supervisor IV	25 Administrator III	31	11/14/2012
INSUR	Supervisor V	26 Program Information Officer	23	11/14/2012
DHHS	Senior Management Analyst	26 Senior Planner	27	8/22/2012
DHHS	Supervisor V	26 Administrator I	27	10/17/2012
DOIT	Systems Development Specialist IV	26 Technical Support Specialist IV	27	12/19/2012
DOIT	Systems Development Specialist IV	26 Systems Development Specialist V	28	7/11/2012
DOIT	Systems Development Specialist IV	26 Systems Development Specialist V	28	7/11/2012
DOIT	Systems Development Specialist IV	26 Systems Development Specialist V	28	8/8/2012
CORR	Corrections Major	27 Victim Witness Specialist	26	11/14/2012
DHHS	Supervisor VI	27 Program Planning and Review Specialist	28	11/14/2012
EDUC	Education Consultant III	28 Program Assistant II	15	11/14/2012
DHHS	Supervisor VI	28 Administrator II	29	7/11/2012
DOIT	Systems Development Specialist V	28 Systems Development Specialist VI	30	7/11/2012
DOIT	Systems Development Specialist V	28 Systems Development Specialist VI	30	8/8/2012
DOIT	Systems Development Specialist V	28 Systems Development Specialist VI	30	8/8/2012

<u>DEPARTMENT</u>	<u>FROM (TITLE & SALARY GRADE)</u>	<u>TO (TITLE & SALARY GRADE)</u>	<u>APPVL</u>	<u>G & C</u>
DOIT	Systems Development Specialist V	Systems Development Specialist VI	30	10/17/2012
DHHS	Administrator II	Family Services Specialist II	17	8/8/2012
INSUR	Insurance Company Examiner I	Insurance Company Examiner II	31	10/17/2012
DOIT	Technical Support Specialist V	Technical Support Specialist VI	32	8/8/2012
DOIT	Information Technology Manager II	Technical Support Specialist VI	32	11/14/2012
DOIT	Systems Development Specialist VI	Manager IV	32	11/14/2012
DOIT	Systems Development Specialist VI	Technical Support Specialist VI	32	11/14/2012
DOS	Information Technology Manager II	Information Technology Manager V	34	11/14/2012
DAS	Administrator IV	Senior Financial & Operational Analyst	35	8/8/2012
HHS	Food Service Worker II	Mental Health Worker II	11	2/6/2013
HHS	Food Service Worker II	Mental Health Worker II	11	2/6/2013
HHS	Laborer	Mental Health Worker II	11	2/6/2013
HHS	Seamstress	Mental Health Worker II	11	2/6/2013
HHS	Cook I	Mental Health Worker II	11	2/6/2013
HHS	Seamstress	Mental Health Worker II	11	2/6/2013
HHS	Health Facility Cleaner II	Mental Health Worker II	11	2/6/2013
HHS	Health Facility Cleaner II	Mental Health Worker II	11	2/6/2013
HHS	Building Service Worker III	Mental Health Worker II	11	2/6/2013
HHS	Health Facility Cleaner III	Youth Counselor Trainee	7	5/15/2013
HHS	Building and Grounds Utility Person	Mental Health Worker II	11	2/6/2013
DOT	Highway Maintainer II	Mental Health Worker II	11	2/6/2013
DOT	Toll Attendant I	Highway Maintainer III	12	2/6/2013
DOT	Toll Attendant I	Lift Bridge Worker II	12	5/15/2013
DOT	Toll Attendant I	Lift Bridge Worker II	12	5/15/2013
DOT	Toll Attendant I	Lift Bridge Worker II	12	5/15/2013
DOT	Toll Attendant I	Lift Bridge Worker II	12	5/15/2013
DOT	Toll Attendant I	Lift Bridge Worker III	14	5/15/2013
DOT	Toll Attendant I	Lift Bridge Worker III	14	5/15/2013
INS	Account Clerk III	Grants & Contracts Technician	15	4/17/2013
ADMIN	Maintenance Assistant	Plant Maintenance Engineer IV	24	6/5/2013
HHS	Executive Secretary	Mental Health Worker II	11	2/6/2013
HHS	Cosmetologist	Mental Health Worker II	11	2/6/2013

<u>DEPARTMENT</u>	<u>FROM (TITLE & SALARY GRADE)</u>	<u>TO (TITLE & SALARY GRADE)</u>	<u>G & C</u>	<u>APPVL</u>
HHS	Teacher Assistant	11 Mental Health Worker II	11	2/6/2013
HHS	Executive Secretary	11 Youth Counselor I	11	5/15/2013
HHS	Clerk IV	12 Mental Health Worker II	11	2/6/2013
PUC	Clerk IV	12 Program Assistant II	15	1/16/2013
DRED	Accounting Technician	12 Accountant I	16	2/20/2013
DRED	Accounting Technician	12 Program Assistant III	17	2/20/2013
LIQUOR	Accounting Technician	12 Retail Store Manager II	17	3/20/2013
HHS	Accounting Technician	12 Accountant II	18	2/6/2013
HHS	Data Control Clerk III	12 Financial Analyst	28	3/20/2013
HHS	Case Aide	14 Medical Service Technician	17	1/16/2013
LIQUOR	Retail Store Manager I	14 Retail Store Manager II	17	2/6/2013
LIQUOR	Retail Store Manager I	14 Retail Store Manager II	17	2/6/2013
LIQUOR	Retail Store Manager I	14 Retail Store Manager II	17	2/6/2013
LIQUOR	Retail Store Manager I	14 Retail Store Manager II	17	2/6/2013
LIQUOR	Retail Store Manager I	14 Retail Store Manager II	17	2/6/2013
LIQUOR	Retail Store Manager I	14 Retail Store Manager II	17	2/6/2013
HHS	Case Technician I	14 Child Support Specialist	18	1/16/2013
ADMIN	Carpenter II	14 Plant Maintenance Engineer III	21	3/20/2013
HHS	Carpenter	14 Psychiatric Social Worker	23	2/6/2013
HHS	Plumber	14 Psychiatric Social Worker	23	2/6/2013
ADMIN	Program Assistant II	15 Financial Analyst	28	5/1/2013
JOINT	Administrative Assistant I	16 Administrative Supervisor	17	6/5/2013
LOTT	Warehouse Manager I	16 Warehouse Manager III	20	2/6/2013
NHES	Paralegal	16 Program Specialist II	21	3/6/2013
NHES	Paralegal	16 Program Specialist II	21	3/6/2013
HHS	Chef	16 Registered Nurse III	23	2/6/2013
HHS	Accountant I	16 Business Administrator II	24	6/5/2013
EDUC	Paralegal I	16 Program Specialist IV	25	2/6/2013
HHS	Fiscal Specialist II	17 Youth Counselor Trainee	7	5/15/2013
LIQUOR	Retail Store Manager II	17 Retail Store Manager III	19	2/6/2013
LIQUOR	Retail Store Manager II	17 Retail Store Manager III	19	2/6/2013

<u>DEPARTMENT</u>	<u>FROM (TITLE & SALARY GRADE)</u>	<u>TO (TITLE & SALARY GRADE)</u>	<u>G & C</u>	<u>APPLY</u>
LIQUOR	Retail Store Manager II	17 Retail Store Manager IV	22	2/6/2013
HHS	Family Services Specialist II	17 Supervisor III	23	2/6/2013
HHS	Family Services Specialist II	17 Supervisor III	23	5/15/2013
LIQUOR	Retail Store Manager II	17 Regional Store Supervisor	26	2/6/2013
HHS	Licensed Practical Nurse II	18 Registered Nurse III	23	3/20/2013
DOS	Data Processing Supervisor II	18 System Development Specialist V	28	3/20/2013
NHES	Legal Assistant	19 Program Specialist II	21	3/6/2013
NHES	Program Technician	19 Program Specialist II	21	3/6/2013
NHES	Program Technician	19 Program Specialist II	21	3/6/2013
DOS	Engineering Technician IV	19 Technical Support Specialist II	21	6/5/2013
HHS	Social Worker III	19 Senior Psychiatric Social Worker	26	6/5/2013
DES	Environmentalist II	19 Environmentalist IV	27	5/1/2013
ADJUST	Electronic Technician II	20 Maintenance Technician	21	2/6/2013
HHS	Laboratory Scientist III	20 Administrator IV	33	5/15/2013
VET	Training Coordinator	21 Human Resources Assistant II	12	4/17/2013
F&G	Program Planner II	21 Program Specialist III	23	3/6/2013
CORR	Correctional Lieutenant	21 Correctional Captain	23	5/1/2013
CORR	Clinical Mental Health Counselor	21 Clinical Mental Health Counselor	23	6/19/2013
CORR	Clinical Mental Health Counselor	21 Clinical Mental Health Counselor	23	6/19/2013
CORR	Clinical Mental Health Counselor	21 Clinical Mental Health Counselor	23	6/19/2013
CORR	Clinical Mental Health Counselor	21 Clinical Mental Health Counselor	23	6/19/2013
CORR	Clinical Mental Health Counselor	21 Clinical Mental Health Counselor	23	6/19/2013
CORR	Clinical Mental Health Counselor	21 Clinical Mental Health Counselor	23	6/19/2013
CORR	Clinical Mental Health Counselor	21 Clinical Mental Health Counselor	23	6/19/2013
CORR	Corrections Lieutenant	21 Agency Audit Manager	25	2/20/2013
EDUC	Human Resources Coordinator I	21 Human Resources Administrator	26	4/17/2013
DOIT	Technical Support Specialist II	21 Technical Support Specialist IV	27	3/20/2013
DOIT	Systems Development Specialist II	21 Technical Support Specialist IV	27	5/15/2013
HHS	Internal Auditor III	23 Program Specialist III	23	2/6/2013
HHS	Program Specialist III	23 Program Specialist IV	25	2/6/2013
DES	Hydrogeologist II	23 Environmentalist IV	27	1/16/2013

<u>DEPARTMENT</u>	<u>FROM (TITLE & SALARY GRADE)</u>	<u>TO (TITLE & SALARY GRADE)</u>	<u>G & C</u>	<u>APPVL</u>
DES	Environmentalist III	23 Environmentalist IV	27	5/15/2013
DOIT	Systems Development Specialist III	23 Systems Development Specialist V	28	1/16/2013
CORR	Accountant III	23 Financial Analyst	28	4/17/2013
HHS	Environmentalist III	23 Business Systems Analyst I	28	6/5/2013
DOIT	Systems Development Specialist III	23 Technical Support Specialist VI	32	1/16/2013
DOS	Criminalist II	24 Criminalist III	26	2/6/2013
DES	Principle Planner	24 Environmental Program Manager	27	1/16/2013
HHS	Planning Analyst	24 Planning Analyst	28	4/3/2013
CULT	Historian	24 Administrator III	29	6/5/2013
HHS	Business Administrator II	24 Administrator III	31	5/1/2013
HHS	Supervisor IV	25 Registered Nurse III	23	2/6/2013
VET	Resident Services Supervisor	25 Supervisor III	23	4/17/2013
HHS	Supervisor IV	25 Supervisor V	26	3/20/2013
HHS	Program Planner III	25 Administrator I	27	4/3/2013
HHS	Supervisor IV	25 Administrator I	27	6/19/2013
HHS	Supervisor V	26 Supervisor VII	28	6/19/2013
ADMIN	Financial Data Specialist I	26 Financial Data Specialist II	30	2/6/2013
LOTT	Chief Accountant	26 Administrator III	31	5/1/2013
HHS	Supervisor V	26 Administrator IV	33	2/6/2013
LIQUOR	Supervisor VI	27 Retail Store Manager III	19	4/17/2013
DES	Hydrogeologist III	27 Program Specialist IV	25	1/16/2013
HHS	Supervisor VI	27 Administrator II	29	5/15/2013
DOIT	Systems Development Specialist V	28 Systems Development Specialist VI	20	1/16/2013
TREA	Attorney II	28 Administrator II	29	4/17/2013
PUC	Utility Engineer	28 Administrator III	31	2/6/2013
PUC	Utility Engineer	28 Administrator III	31	2/20/2013
RAC	Legal Coordinator	28 Administrator III	31	6/19/2013
HHS	Assistant Administrator	29 Administrator III	31	1/16/2013
HHS	Business Administrator IV	29 Administrator III	31	5/1/2013
DOIT	Technical Support Specialist V	29 Technical Support Specialist VI	32	4/3/2013

<u>DEPARTMENT</u>	<u>FROM (TITLE & SALARY GRADE)</u>	<u>TO (TITLE & SALARY GRADE)</u>	<u>G & C</u>	<u>APPVL</u>
HHS	Administrator II	29 Administrator IV	33	1/16/2013
ADMIN	Administrator II	29 Administrator, Plant and Property Management	35	5/15/2013
JOINT	Administrator II	29 Administrator of Joint Board	35	5/15/2013
DOIT	System Development Specialist VI	30 Information Technology Manager III	31	3/20/2013
DOIT	Business Systems Analyst II	30 Information Technology Manager III	31	5/1/2013
HHS	Business Systems Analyst II	30 Administrator III	31	5/15/2013
DES	Sanitary Engineer III	31 Civil Engineer VI	32	5/1/2013

**REQUESTS FOR TEMPORARY
POSITIONS
JULY 1, 2012 - JUNE 30, 2013**

<u>AGENCY</u>	<u>APPROVED CLASSIFICATIONS</u>	<u>APPVD LG</u>	<u>FULL/TIME PART/TIME SEASONAL</u>
Administrative Services	Program Specialist IV	25	PT
	Finance Associate	27	PT
	Building Service Worker II	05	PT
	Building Service Worker II	05	PT
	Maintenance Mechanic II	12	PT
	Maintenance Mechanic II	12	PT
	Maintenance Mechanic II	12	PT
	Offset Press Operator III	14	PT
	Building Service Worker II	05	PT
	Building Service Worker II	05	PT
	Accounting Technician	12	PT
	Accounting Technician	12	PT
	Accounting Technician	12	PT
	Accounting Technician	12	PT
	Accounting Technician	12	PT
	Accounting Technician	12	PT
	Administrator II	29	FT
Agriculture	Laborer	5	PT
Corrections	Prison Shop Manager II	18	PT
Dept. of Information Technology	Systems Development Specialist	28	PT
	Technical Support Spec I	17	PT
	Technical Support Spec I	17	PT
DRED	Program Assistant I	12	PT
	Building Service Worker II	05	PT
	Information Center Attendant I	06	PT
	Program Assistant I	12	PT
Education	Clerk I	02	PT
	Clerk III	08	PT
	Clerk III	08	PT
	Clerk III	08	PT
	Clerk III	08	PT

<u>AGENCY</u>	<u>APPROVED CLASSIFICATIONS</u>	<u>APPVD LG</u>	<u>FULL/TIME PART/TIME SEASONAL</u>
Education (continued)	Clerk III	08	PT
	Clerk III	08	PT
Employment Security	Interviewer I	16	PT
	Clerk Interviewer	09	PT
	Interviewer I	16	PT
	Interviewer I	16	PT
	Interviewer I	16	PT
	Interviewer I	16	PT
	Interviewer I	16	PT
	Program Specialist II	21	FT
Enviornmental Services	Executive Secretary	11	PT
	Environmental Technician I	09	PT
	Environmental Technician II	12	PT
	Environmentalist II	19	PT
Fish and Game	Laborer	05	PT
	Laborer	05	PT
	Deputy Conservation Officer	13	PT
	Laborer	05	PT
Health & Human Services	Program Specialist IV	25	PT
	Food Service Worker II	05	PT
	Program Specialist IV	25	PT
	Case Technician Trainee	12	PT
	Financial Analyst	28	PT
	Accounting Technician	12	PT
	Licensed Nursing Assistant II	11	PT
	Psychological Associate I	24	PT
	Mental Health Worker Trainee	07	PT
	Mental Health Worker Trainee	07	PT
	Mental Health Worker Trainee	07	PT
	Mental Health Worker Trainee	07	PT
	Mental Health Worker Trainee	07	PT
	Mental Health Worker Trainee	07	PT
	Mental Health Worker Trainee	07	PT
	Mental Health Worker Trainee	07	PT
	Mental Health Worker Trainee	07	PT

<u>AGENCY</u>	<u>APPROVED CLASSIFICATIONS</u>	<u>APPVD LG</u>	<u>FULL/TIME PART/TIME SEASONAL</u>
Health & Human Services (continued)	Mental Health Worker Trainee	07	PT
	Mental Health Worker Trainee	07	PT
	Mental Health Worker Trainee	07	PT
	Mental Health Worker Trainee	07	PT
	Mental Health Worker Trainee	07	PT
	Mental Health Worker Trainee	07	PT
	Mental Health Worker Trainee	07	PT
	Clinical Mental Health Counsel	21	PT
	Program Assistant I	12	PT
	Financial Analyst	28	PT
	Food Service Worker II	05	PT
	Employment Counselor Spec	19	PT
	Youth Counselor I, II, III	11	PT
	Intern	02	S
	Case Technician Trainee I	14	PT
	Program Specialist I	19	PT
	Clerk III	08	PT
	Youth Counselor Trainee	07	PT
	Youth Counselor Trainee	07	PT
	Youth Counselor Trainee	07	PT
	Youth Counselor Trainee	07	PT
	Youth Counselor Trainee	07	PT
	Program Specialist IV	25	FT
Insurance	Grants & Contracts Technician	15	PT
Labor	Accounting Technician	12	PT
	Accountant I	16	PT
Liquor	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Laborer	05	PT
	Retail store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	9 TEMP Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Laborer	05	PT
	Laborer	05	PT

<u>AGENCY</u>	<u>APPROVED CLASSIFICATIONS</u>	<u>APPVD</u> <u>LG</u>	<u>FULL/TIME</u> <u>PART/TIME</u> <u>SEASONAL</u>
Liquor (continued)	Laborer	05	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Maintenance Mechanic I	08	PT
	Maintenance Mechanic I	08	PT
	Retail Store Clerk II	12	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Secretary II	09	PT
	Human Resources Assistant	09	PT
	Retail Store Clerk II	12	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Laborer	05	PT
	Warehouseman	10	PT
	Retail Store Clerk I	06	PT
	Maintenance Mechanic I	08	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Laborer	05	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT

<u>AGENCY</u>	<u>APPROVED CLASSIFICATIONS</u>	<u>APPVD</u> <u>LG</u>	<u>FULL/TIME</u> <u>PART/TIME</u> <u>SEASONAL</u>
Liquor (continued)	Laborer	05	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Laborer	05	PT
	Laborer	05	PT
	Building Service Worker II	05	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Laborer	05	PT
	Laborer	05	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Laborer	05	PT
	Laborer	05	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Laborer	05	PT
	Laborer	05	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Laborer	05	PT
	Laborer	05	PT

<u>AGENCY</u>	<u>APPROVED CLASSIFICATIONS</u>	<u>APPVD</u>	<u>FULL/TIME</u> <u>PART/TIME</u> <u>SEASONAL</u>
		<u>LG</u>	
Liquor (continued)	Retail Store Clerk I	06	PT
	Laborer	05	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Laborer	05	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Laborer	05	PT
	Laborer	05	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Retail Store Clerk I	06	PT
	Laborer	05	PT
	Laborer	05	PT
	Retail Store Clerk II	12	PT
Safety	Program Coordinator	26	PT
	State Police Program Specialist	23	PT
	Marine Patrol Officer Trainee	14	PT
	Marine Patrol Officer Trainee	14	PT
	Marine Patrol Officer Trainee	14	PT
	Marine Patrol Officer Trainee	14	PT
	Marine Patrol Officer Trainee	14	PT

<u>AGENCY</u>	<u>APPROVED CLASSIFICATIONS</u>	<u>APPVD LG</u>	<u>FULL/TIME PART/TIME SEASONAL</u>
Safety (continued)	Marine Patrol Officer Trainee	14	PT
	Field Representative I	19	PT
	Police Communications Specialist	16	PT
	Police Communications Specialist	11	PT
	Program Assistant II	15	PT
	Cash Terminal Operator I	11	PT
	Cash Terminal Operator I	11	PT
	Field Rep I Emer Mgmt/Comm	19	PT
	Cash Terminal Operator I	11	PT
	Program Assistant II	15	PT
	Cash Terminal Operator I	11	PT
	Cash Terminal Operator I	11	PT
	Cash Terminal Operator I	11	PT
	State Police Trooper I	19	PT
	Deputy Fire Marshall	26	PT
	Police Communications Spec I	11	PT
	Police Communications Spec I	11	PT
	Police Communications Spec I	11	PT
	Police Communications Spec I	11	PT
	Criminal Evidence Technician	17	PT
	Clerk Interviewer	09	PT
	Clerk Interviewer	09	PT
	Telecommunication Specialist I	16	PT
	Telecommunication Specialist I	16	PT
	Telecommunication Specialist I	16	PT
	Telecommunication Specialist I	16	PT
	Telecommunication Specialist I	16	PT
	Telecommunication Specialist I	16	PT
	Telecommunication Specialist I	16	PT
	Data Entry Operator III	08	PT
Transportation	Human Resouces Administrator	26	PT
	Administrative Secretary	14	PT
	Warehouseman	10	PT
	Toll Attendant I	09	PT
	Engineering Technician V	19	PT
	Systems Development Spec VI	30	PT
	Civil Engineer I	18	PT
	Laborer	05	PT
	Laborer	05	PT
	Laborer	05	PT

<u>AGENCY</u>	<u>APPROVED CLASSIFICATIONS</u>	<u>APPVD LG</u>	<u>FULL/TIME PART/TIME SEASONAL</u>
Transportation (continued)	Laborer	05	PT
	Laborer	05	PT
	Tran Mgmt Comm Spec I	12	PT
	Tran Mgmt Comm Spec I	12	PT
	Radio Dispatcher	08	PT
	Toll Attendant I	09	PT
	Toll Attendant I	09	PT
	Toll Attendant I	09	PT
	Toll Attendant I	09	PT
	Engineering Technician V	22	PT
	Toll Attendant I	09	PT
	Civil Engineer I	27	PT
	Toll Attendant I	09	PT
	Toll Attendant I	09	PT
	Toll Attendant I	09	PT
	Toll Attendant I	09	PT
	Toll Attendant I	09	PT
	Toll Attendant I	09	PT
	Toll Attendant I	09	PT
	Toll Attendant I	09	PT
	Toll Attendant I	09	PT
	Engineering Technician V	22	PT
	Construction Foreman	17	PT
	Engineering Aide I	06	PT
	Engineering Aide I	06	PT
	Laborer	05	PT
	Bridge Maintainer I	09	PT
	Engineering Aide I	06	PT
	Engineering Aide I	06	PT
	Engineering Aide I	06	PT
	Engineering Aide I	06	PT
	Engineering Aide I	06	PT
	Engineering Aide I	06	PT
	Engineering Aide I	06	PT
	Civil Engineer I	18	PT

BUREAU OF EMPLOYEE RELATIONS

The Bureau of Employee Relations is responsible for administering all collective bargaining agreements with classified employees and for providing professional support and assistance to the Governor in the conduct of negotiations with representatives of classified employees.

COLLECTIVE BARGAINING

The following three unions represent state employees:

- **State Employees Association (SEA)**

The State Employees' Association of New Hampshire Inc.-SEIU Local 1984 is the exclusive bargaining representative of the majority of classified employees in the state system, a group of approximately 10,000 employees. Certified bargaining units represented by State Employees' Association currently include the following:

- Adjutant General Department
- Administrative Services Department
- Agriculture Department
- Banking Department
- Corrections Department (*except Probation Parole Officers I-III and Corrections Officer - Corporal*)
- Cultural Resources Department
- Education Department
- Employment Security
- Environmental Services Department
- Fish and Game Department (*except all Conservation Officers*)
- Health and Human Services Department
- Human Rights, Commission for
- Information Technology Department
- Insurance Department
- Labor Department
- Liquor Commission (*except Liquor Investigators and Liquor Investigator Sergeant*)
- Nursing Board
- Postsecondary Education Commission
- Racing and Charitable Gaming Commission
- Resources and Economic Development Department
- Revenue Department
- Safety Department (*except State Police Trooper I – State Police Sgt II*)
- Sweepstakes Commission
- Supervisory Unit
- Transportation Department
- Treasury Department
- Veterans Home

- **NH Troopers Association (NHTA)**

The sworn non-commissioned employees of the Division of State Police have been represented by the New Hampshire Troopers Association since 1997. This one bargaining unit includes the State Police Troopers and State Police Sergeants (State Police command staff are represented by the SEA).

- **New England Police Benevolent Association (NEPBA)**

Beginning in August, 2012 additional law enforcement groups represented by the SEA filed certification petitions and voted to be represented by a new union, the teamsters Local 633. Certified bargaining units represented by the NEPBA currently include the following:

- NH Fish and Game Conservation Officers, Local 40
- NH Fish and Game Supervisory Officers, Local 45
- Liquor Investigators, Local 260
- Probation Parole Officers I and Probation/Parole Officers II, Local 265
- Probation Parole Officers III's (Supervisors or Chiefs), Local 270

- **Teamsters Local 633**

On October 4, 2012, the Teamsters Local 633 were certified by the Public Employee Labor Relations Board (PELRB) and in accordance with RSA 273-A:10 were selected to represent the following units:

- NH State Corrections Officers and Corrections Officer Corporals

MASTER NEGOTIATIONS

Collective Bargaining Agreements between the State and the following unions representing state employees became effective for the two year period beginning July 1, 2011 through June 30, 2013:

- State Employees Association (SEA)
- New England Police Benevolent Association (NEPBA Locals; 40, 45, 250, 260, 265, and 270)
- NH Troopers Association

New Collective Bargaining Agreements between the State and the following unions representing state employees became effective for the two year period beginning July 1, 2013 through June 30, 2015.

- State Employees Association (SEA)
- New England Police Benevolent Association (NEPBA Locals: 40, 45, 260, 265 and 270)
- NH Troopers Association
- Teamsters Local 633

CHANGES TO 2011-2013 CBA BETWEEN STATE AND ITS UNIONS

The complete text of the current Collective Bargaining Agreements with the State Employees Association, the NH Troopers Association and the New England Police Benevolent Association can be found on the Division of Personnel website under Labor Relations, at the following link: <http://admin.state.nh.us/hr/sea.html>

STATE BENEFITS

The Department of Administrative Services, through a collaboration between the Bureau of Employee Relations and the Risk Management Unit, administers the State Employee and Retiree Health Benefit Program. The Program consists of health and dental coverage, and, life insurance and flexible spending benefits for all classified, unclassified and non-classified employees of the executive branch, legislative employees, judicial employees, and retired employees.

Medical and Prescription Drug Administration:

On December 5, 2012, Governor and Council approved a three year contract with Anthem Blue Cross and Blue Shield, NH to administer medical benefits for active state employees, retirees, and eligible dependents. The contract period is January 1, 2013 through December 31, 2015 with the option to extend for an additional term of two years.

On May 22, 2007, the Governor and Executive Council authorized an agreement with Local Government Center, HealthTrust, LLC and its PBM partner, CVS/Caremark, to administer a pharmacy benefit including retail, home delivery, and specialty drug pharmacy services for active state employees, retirees and their families. The Department conducted a PBM procurement last year, and LGC/Caremark was the successful bidder. The contract will expire on December 31, 2013.

Total health expenditures for the FY 2013 reporting period were:

\$169,882,000 (Active only)
\$ 70,867,000 (Retiree only)
\$240,749,000 TOTAL

Dental Administration :

On June 7, 2010, the Governor and Executive Council authorized an agreement with Northeast Delta Dental to administer dental benefits for eligible State employees and their dependents. The dental benefit plan provides 100% coverage for preventive procedures, 80% coverage for basic restorative procedures and 50% coverage, with a \$25.00 deductible, for major procedures. The dental plan also provides an orthodontic benefit, limited to dependent children and eligible students, with a \$1,200 lifetime maximum. This contract will expire December 31, 2014.

Dental expenditures for the FY 2013 reporting period were: \$10,312,000

Life Insurance:

On November 8, 2010, the Governor and Executive Council authorized an agreement with Anthem Life Insurance Company to provide the \$20,000 State-paid basic term life policy for all full-time employees. The plan also offers nine (9) additional employee plans of which two (2) provide coverage for dependent children and five (5) additional plans for spouses. These additional plan options are paid by the electing employee with no additional cost to the State. This contract will expire December 31, 2015.

Premiums for the FY 2013 reporting period were: **\$110,001**

Flexible Spending Program:

On October 4, 2011, the Governor and Executive Council authorized an agreement with Employee Benefits Management, Inc. to provide a medical and dependent care flexible spending program for State employees.

The flexible spending program provides an opportunity for employees to set aside income on a pre-tax basis to cover expenses for dependent care or for medical expenses which are not reimbursed by other State benefit plans. The State pays an administrative fee per employee per month plus a charge per debit card. This fee is offset by the FICA savings. This contract will expire December 31, 2014.

Salary reductions for the FY 2013 reporting period were: \$3,006,545

FICA savings for the reporting period were: \$230,001

**NEPBA LOCAL 250, TEAMSTERS LOCAL 633
SUPPLEMENTAL SICK LEAVE PLAN**

Fiscal Year 2013

Requesting Association	Requests Submitted	Requests Approved	Days of Leave Approved
NEPBA Local 250 and Teamsters 633	12	8	209

**STATE EMPLOYEE'S ASSOCIATION
SUPPLEMENTAL SICK LEAVE PLAN**

Fiscal Year 2013

Requesting Agency	Requests Submitted	Requests Approved	Days of Leave Approved
Adjutant General	2	2	19
Administrative Services Department	5	4	79
Banking	7	5	49
Corrections Department	22	19	316
Cultural Resources	3	1	18
Education Department	17	14	365
Employment Security	7	4	128
Environmental Services Department	7	5	88
Health and Human Services	150	96	1812
Insurance Department	4	2	77
Labor Department	4	2	70
Liquor Commission	12	8	186
Office of Information Technology (OIT)	3	1	40
Resources and Economic Development	7	5	112
Safety Department	45	21	423
Transportation Department	40	20	597
Veterans' Home	24	16	354
Totals (NEPBA 250 , Teamsters 633 and SEA)	371	233	4942

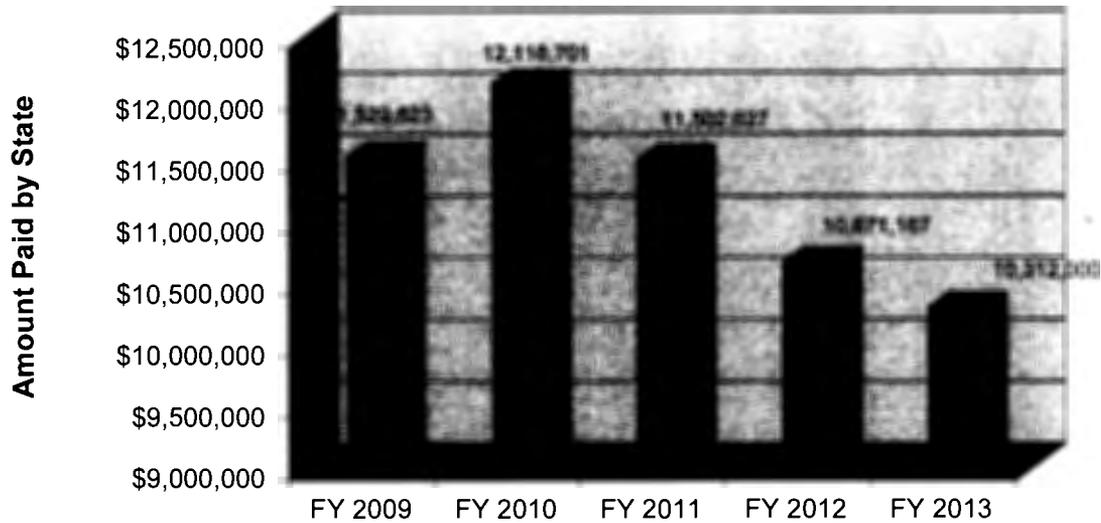
Total requests = 371

Total approved = 233 requests or 63%

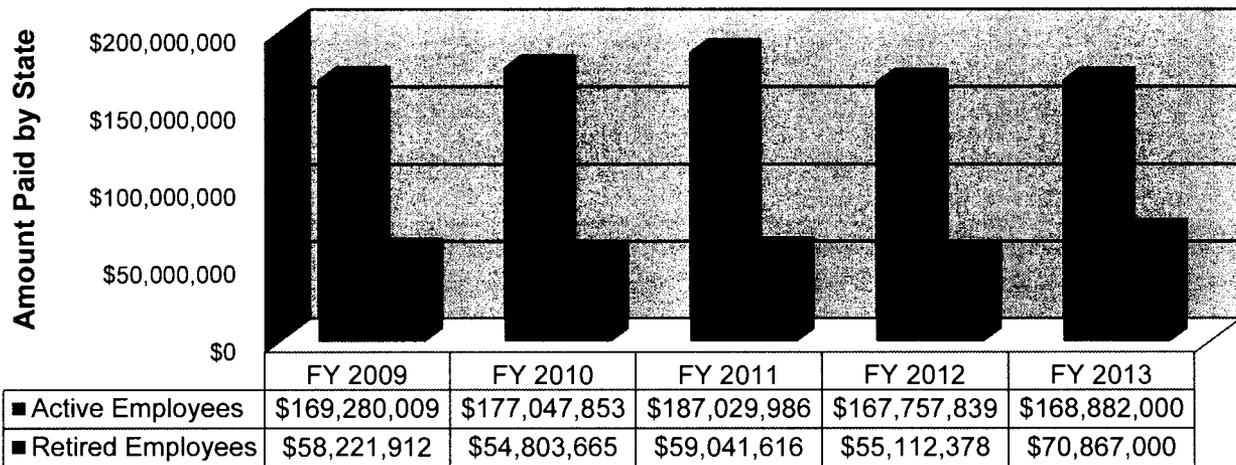
Average days approved per requesting employee = 13 days

COST OF STATE HEALTH BENEFIT PLANS 5 Year History

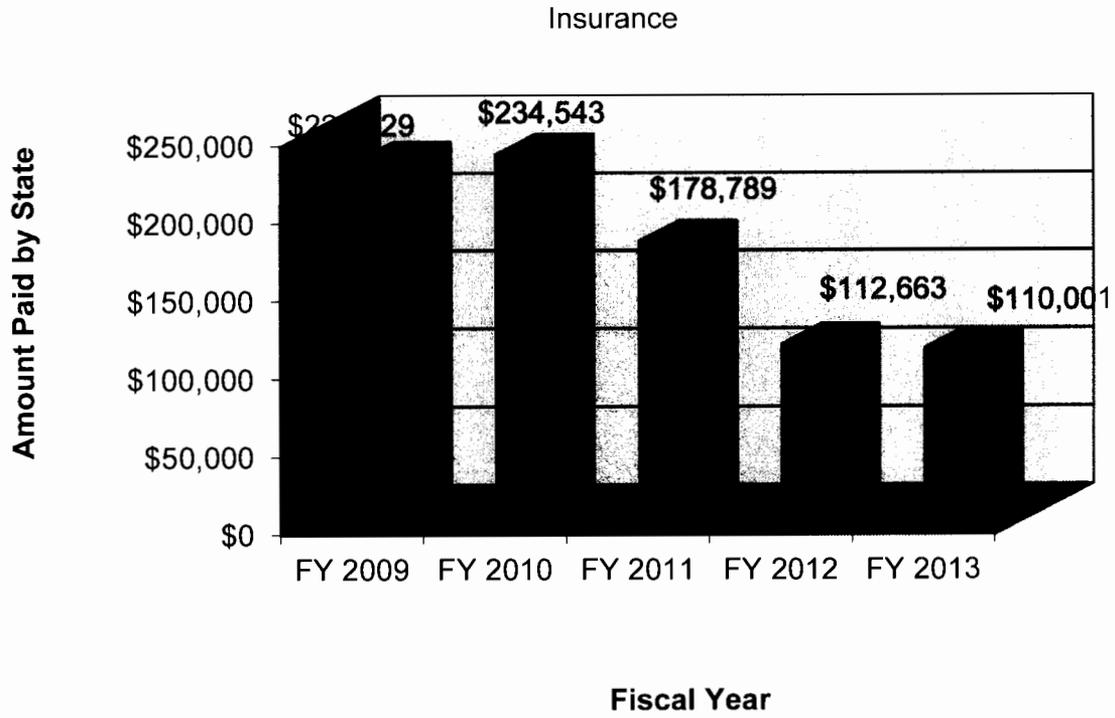
Cost of Dental Plan



Cost of Medical Benefit Plan

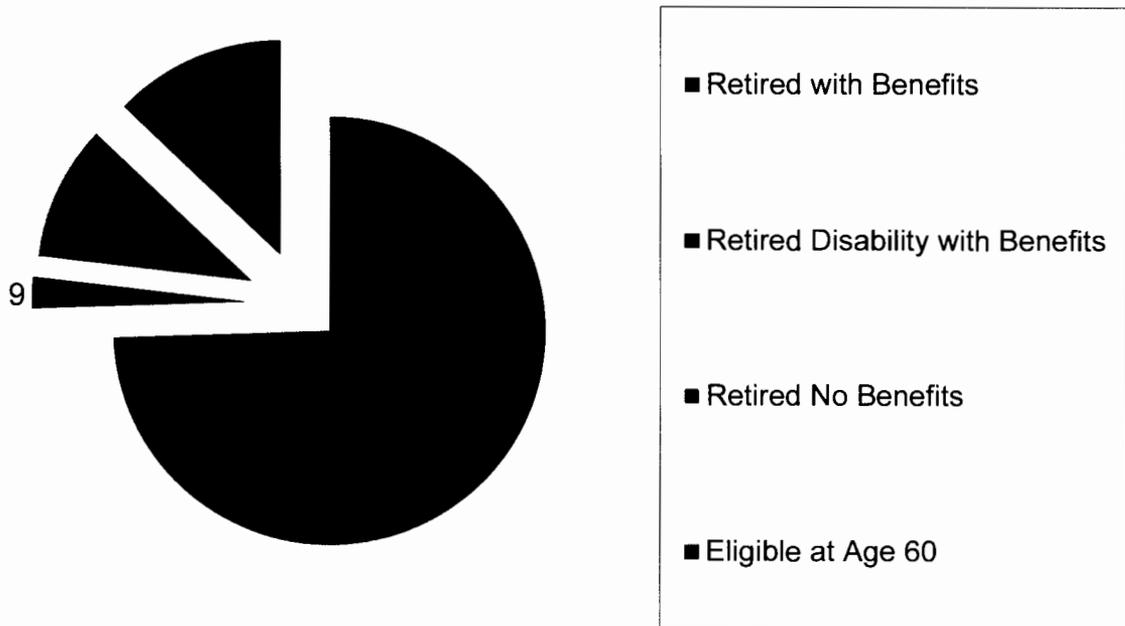


Cost of State-Paid Life Insurance Five Year History



Eligibility for Retiree Health Benefit Fiscal Year 2013

Number of Retirees Eligible



Note: Total number of retirees = 380

Bureau of Education and Training

Mission Statement

The mission of the Division of Personnel, Bureau of Education and Training (BET), is to provide quality education, training, and resource services to enhance the skills, knowledge, and abilities of government employees who provide services to the citizens of New Hampshire. To fulfill this mission, the Bureau is committed to the following guiding principles:

- Providing quality training using skilled and knowledgeable trainers, facilitators, and teachers.
- Providing a variety of training opportunities and techniques to accommodate the individual needs of adult learners.
- Providing training resources and consulting services to state agencies.
- Providing training specified by RSA 21-I: 42.

Summary of Key Programs

New Hampshire Certified Public Manager Program

Since FY 1996, the Bureau has offered a Certified Public Manager Program (CPMP) for New Hampshire's state, county, municipal and school district employees. The aim of the NHCPMP is to standardize and professionalize public management. The program uses a system of competency-based training that measure and then develops participants' professional competencies in the field of public management.

- The Level I program is available to supervisors and individuals planning to enter supervision. The Level I program takes one year to complete. It requires approximately 150 hours of core course work. With successful completion of the program, participants earn the designation of Certified Public Supervisor (CPS).
- The Level II program is available to supervisors and managers who have successfully completed Level I. Level II requires an additional 120 hours of core course work, as well as participation in a team project of about 60 to 100 hours. Those who complete the program are awarded the Certified Public Manager® (CPM) designation which is a registered service mark of the National Certified Public Manager Consortium. The Certified Public Manager® program is nationally accredited.
- In Fiscal Year 2013, there were 31 participants in the Level I program and 38 who participated in Level II.
- Both the CPS and CPM designations are viewed as professional, rather than academic, credentials; however the course work is recognized by a number of colleges and universities:

BET has agreements with the following NH colleges and universities to grant college credit for completion of the Certified Public Supervisor and the Certified Public Manager programs.

College or University	Undergraduate Credit	Graduate Credit
University of NH	NA	6 credits toward a Master's in Public Administration for CPM graduates
Franklin Pierce University	NA	3 credits toward an MBA for CPS graduates and 9 credits toward an MBA for CPM graduates
New England College	NA	8 credits in four different Masters Programs for CPS graduates. 12 credits in those same programs for CPM graduates (Total 12 credits)
Springfield College, School of Human Services (Manchester NH and St. Johnsbury VT campuses)	8 credits towards a Bachelor's degree for CPS graduates. 17 credits for CPM graduates. (Total 17 credits)	
Granite State College	7 credits towards a Bachelor's degree for CPS graduates	

Human Resource Certificate Program

Established to provide uniform HR Training for all governmental organizations, the program offers training for public sector HR administrators and assistants, payroll personnel, supervisors, and others with human resource responsibilities. The certificate program consists of courses covering a range of subject areas. In FY 2013 there were 8 graduates from the HR program.

Lean Process Improvement Initiatives

- In addition to a three day introductory course, Lean Process Improvement Techniques, the Bureau provides an instructor/facilitator for on-site Lean process improvement projects. Agencies or municipalities contact BET to make arrangements to work with local project teams, typically for 4 half-days.
- The Bureau Chief is a member of the NH Lean Executive Committee, and participates in the planning and programmatic development of the first annual NH Lean Summit in September 2012.
- Lean NH.gov website. The Bureau, in conjunction with the Financial Data Management Bureau (FDM) of the Department of Administrative Services, hosts and maintains a website for the NH Lean Network.

Continuous Improvement Practitioner (CIP) Certificate Program

In FY 2010, the Bureau established a training program to certify Lean process improvement practitioners. In FY 2013, 22 new Continuous Improvement Practitioners (CIPs) graduated, increasing the number of agencies/municipalities with internal Lean expertise, as well as the number of overall number of practitioners. BET maintains an e-list of CIPs to facilitate their on-going participation in the NH Lean Network, and the potential for inter-agency exchanges of certified facilitators.

Organizational Development Activities

The Bureau continued to assist public sector organizations with strategic planning and team building and Lean Process Improvement efforts by providing facilitation and consultation services. The Bureau uses a consultative approach, wherein assessments of the organization's specific OD needs are conducted and appropriate programs are then prescribed. Customized programs in workforce development, evaluation, motivation, and other topics are available upon request.

Sponsorship of Continuing Legal Education Credits (CLE)

The Bureau is a sponsor of programs that allow public sector attorneys the opportunity to earn continuing legal education credits at no cost. The program was initiated and organized by students in the Certified Public Manager program.

Open Enrollment Classes

The following soft skills classes were provided during FY 13

Course Title	Number of Participants
Challenging Negative Attitudes	11
Communication Skills	38
Conflict Resolution	31
Conducting Meetings	6
Evaluating Employee Performance	10
Frontline Customer Service Skills	24
Foundations of State Supervision	63
Lean Briefing for Managers	66
Lean Facilitator Training	28
Lean Change Management	21
Lean Process Improvement Techniques	101
Managing at a Distance	10
Time Management	25

The following computer skills, procedural and business skills classes were provided during FY13

Course Title	Number of Participants
Access	52
Accounts Payable	3
Accounts Receivable	5
Administrative Rules	74
Excel	64
Reporting	11
Requisitions	11
SQL	4
Word	12