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

VICKI V. QUIRAM
Commissioner
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Assistant Commissioner
(603)-271-3204

December 23, 2016

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

Retroactive

REQUESTED ACTION

Authorize the Department of Administrative Services (DAS) pursuant to the provisions of RSA 21-l:54, to **retroactively** extend the temporary full-time position of Program Assistant II (8T2898) in the DAS Business Office. This request is to extend the position for one year, from December 2, 2016 to December 2, 2017. **100% General Funds.**

Funding is available in the Department of Administrative Services budget for SFY17 and anticipated to be available in SFY18 as follows:

01-14-14-141010-13600000 Commissioners Office, Business Office

	<u>SFY17</u>	<u>SFY18</u>
050-500117	\$16,370.00	\$15,157.00
060-500600	<u>\$ 7,202.00</u>	<u>\$ 6,648.00</u>
	\$23,572.00	\$21,805.00

EXPLANATION

The reason for this **retroactive** request is due to oversight in the Business Office. This position was established on December 1, 2015 to assist with the Human Resources, Payroll and Business Office processes, and filled on January 22, 2016.

This position is back-up for the Accountant I and Accountant IV to ensure that functions, including payroll, accounts payable, and accounts receivable continue to run efficiently during absences/leave time. The position performs a variety of duties including monthly reconciliations, accounting, clerical, transaction processing and duties related to personnel, payroll and Business Office functions for DAS.

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Your approval of this extension would be greatly appreciated.

Respectfully submitted,

A handwritten signature in black ink, reading "Vicki V. Quiram". The signature is written in a cursive style with a large, sweeping initial "V".

Vicki V. Quiram
Commissioner