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State of New Hampshire
DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE COMMISSIONER
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September 28, 2015

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

REQUESTED ACTION

In accordance with RSA 94:3, the Department of Administrative Services, with the authorization of the Office of the Governor, respectfully requests approval of an annual salary increase for Sara Willingham, Director of Personnel of the Department of Administrative Services, unclassified position 9U031, in the amount of \$5,177.10 to a new annual salary of \$104,729.35 from the salary of \$99,552.25, effective upon Governor and Council approval.

EXPLANATION

Ms. Willingham has been with the Department of Administrative Services since July 22, 1983 and has held various positions within the Division of Personnel, currently in the unclassified position of Director of Personnel. Ms. Willingham became eligible for a salary increase on April 23, 2015. Since her appointment to the Director of Personnel, Ms. Willingham has done an exemplary job of managing the Division of Personnel. In her role as Director, Ms. Willingham oversees the Bureau of Education and Training, as well as the statewide functions of employee and retiree Benefits Administration, Job Classification and Compensation, Employee Relations, Recruitment and Selection, and Central HR Processing and provides support to the Personnel Appeals Board. While in this position for the past year, Ms. Willingham has accomplished the following:

- Completed rulemaking and readopted the central office Personnel Rules after successful consultations with unions and agency heads and incorporating feedback from several public commentary hearings.
- Implemented improvements to the recruitment process in the NH FIRST system, including convening a workgroup that developed a new, more welcoming landing page for job applicants and printable applicant summary for hiring managers.
- Increased the scope of the *Respect in the Workplace* campaign to make 'respect training' part of new manager orientation and supervisory training program;

- Implemented Foundations of Supervision training for all state supervisors;
- Established workgroup to update Human Resources page on SunSpot (State Intranet), to include guidance in Benefits Administration, Classification and Compensation, Labor Relations, HR Policy Administration, Recruitment and Selection, Training, Workforce Development, and the Personnel Appeals Board.
- Ongoing oversight of a statewide HR system with a workforce of 10,000 full-time and 3,000 part-time employees; conducted regular meetings with agency human resources and payroll staff to update them on policies and to provide ongoing training and guidance on a variety of human resources issues.

RSA 94:3 "Yearly Service Increase", states, in part, that upon recommendation of the appointing authority, 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. Ms. Willingham is currently being paid in Labor Grade HH at Step 4. We respectfully request approval of an annual salary step increase for Ms. Willingham to the Maximum Step (\$104,729.35) effective upon Council approval. The salaries noted in this item, are reflective of those to be effective January 9, 2015 per Chapter 144, L 2013 (HB2).

Respectfully submitted,



Vicki V. Quiram
Commissioner