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ATTORNEY GENERAL
DEPARTMENT OF JUSTICE

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33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

GORDON J. MACDONALD
ATTORNEY GENERAL

JANE E. YOUNG
DEPUTY ATTORNEY GENERAL



January 8, 2019

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

Your Excellency and Members of the Council:

REQUESTED ACTION

That approval be and hereby is given to the Attorney General to grant an annual salary increment to Kathleen B. Carr, Director of Administration (Position #9U520, Appropriation #02-20-20-200010-2601-015-500137) from a salary level of \$103,059.32 (LG GG, Step 6) to a salary level of \$108,149.08 (LG GG, Step 7), effective on January 18, 2019, upon Governor and Executive Council approval.

EXPLANATION

In accordance with NH RSA 94:1-a, I(a), Ms. Carr is eligible for a salary increment, subject to the approval of the Governor and Executive Council. Ms. Carr's salary will increase by \$5,089.76.

I respectfully urge your favorable consideration of this request. Thank you.

Respectfully submitted,

Gordon J. MacDonald
Attorney General

#2259152

Kathleen B. Carr

SUMMARY OF QUALIFICATIONS

- 23 years providing budget strategies, human resource development, financial analysis and financial reporting.
- 28 years financial database design, development, implementation and reporting.
- State of New Hampshire Certified Public Manager Since 2001.

STRENGTHS

- Governmental Budgeting and Accounting.
- Strategic Development and Financial Analysis.
- Team Building and Staff Enrichment.
- Superb Organizational Skills.
- Strong Communication and Presentation Abilities.
- Excellent Client Support and Services.
- Effective Database Design and Client Instruction.
- Inter-Office Training and Supervision.

EDUCATION

• MBA Human Resource Leadership	2005	Franklin Pierce University	Concord NH
• Bachelor of Science, BA; Accounting	1995	Franklin Pierce University	Concord NH
• Associate of Science, BA; Accounting	1986	NH Technical Institute	Concord NH

EXPERIENCE AND EMPLOYMENT HISTORY

State of New Hampshire, Department of Justice Concord NH

2014-Current

Director of Administration

- Directs all business management functions of Department to ensure correct fiscal accountability.
- Develop, support and apply Department operating and capital budget to provide for adequate funding.
- Work with legal sections to assure funding is appropriate for continued investigatory and prosecutorial functions.
- Supervise all grant programs assigned to the Department to ensure compliance with state and federal mandates.
- Develop and review Fiscal Committee and Governor and Executive documentation.
- Provide human resource assistance and supervision for Department.
- Assist Attorney General and Deputy Attorney General with long and short term financial strategies.

State of New Hampshire, Bureau of Graphic Services Concord NH

2006-2014

Administrator III

- Administratively and fiscally accountable for personnel and operations of self-funded Bureau.
- Construct and apply economical Bureau biennial budgets.
- Produce financial trend analysis charts and spreadsheets to track revenues and expenditures.
- Research and develop short term and long term strategies to recover costs for self-funded accounts.
- Build staff teams to enhance and improve operations, policies, and procedures for Bureau.
- Attend and testify at Legislative Committee sessions.
- Bid and prepare agency customer and Bureau documentation for Governor and Executive Council approval.
- Obtain competitive duplicating device rental contracts for all state agencies and coordinate installment of equipment.

2005-2006

Graphic Services Purchasing Manager

- Responsible for fiscal management and cost recovery operations for print store and photocopier section of Bureau.
- Produce proposed biennial budgets for print store and photocopier section of Bureau.
- Provide strategies for future enhancements and longevity under strict budgetary guidelines.
- Compile and analyze all financial statistics for cost-recovery activities.
- Train immediate supervisors for improved communication and to maintain supervisory development.
- Facilitate efficient operations, policies, and procedures for in-house operating print store.
- Enhance human resource relationships for improved processes.
- Continuously research and develop techniques for superior end-products.
- Maintain and operate local area network as listed in subsequent experience.

Kathleen B. Carr

2003-2005

Supervisor of In Plant Warehouse and Local Area Network Administrator

- Financially responsible for cost-recovery efforts of forms warehouse and photocopier section of Bureau.
- Supervise employees, organize initial setup, and implement workflow of forms warehouse and photocopier section of Bureau.
- Oversee inventory maintenance, customer service, and charge back rates for forms warehouse and photocopier sections.
- Evaluate and execute policies and procedures of forms warehouse operations.
- Maintain all Network Administration functions as listed in subsequent experience.

1997-2003

Local Area Network Administrator and Supervisor of Computer Users

- Supervise, maintain, update, and administer Bureau network, server, client workstations and their use.
- Recommend, approve, and install hardware and software for server, workstations, and peripherals.
- Research and analyze up-to-date procedures for secure network functions.
- Maintain e-mail server data and mail flow.
- Process all backups and policies for end-user data.
- Compile internal financial reports and provide analysis for five cost-recovery areas of Bureau.

1989-1997

Computer Operator II-Database Design and Instructional Services

- Implemented first Bureau local area network in 1995.
- Provide annual reports and analysis of all data under various functions for future strategies.
- Design and create automated account posting systems for receivables, payables, and statements.
- Improve and maintain data-flow, order tracking, and sharing among end-users.
- Investigate, design, and implement easy-to-use database structures based on client needs.
- Train and support clients on use of end-products.

1986-1989

Word Processor Operator

- Purchase process management for photocopiers and printed products through Bureau-client requests.
- Maintain vendor relationships and proposal data.
- Organize and output Requests for Quotes and Requests for Proposals for printed products and photocopiers.
- Formulate Purchase Orders in a timely manner.

TEAM LEADERSHIP AND PROJECT INVOLVEMENT

State Tuition Project

- Lead team project to track and report state-wide tuition reimbursement.
- Used project management approach to achieve strategies and steps for completion.
- Surveyed all state agencies to gather information on state paid tuition for employees.
- Compiled all data, financial information and trends in an organized format.
- Presented information to Commissioners.
- Team won the George C. Askew award for the project and final product.

ERP Purchase Order Team Member

- Part of project team from 2007-2009 to strategize NHFirst purchasing section of state financial system.
- Evaluated methods and procedures to convert from current to new purchasing practices.
- Involved in testing purchase system to prepare for implementation.
- Scored presentations of Vendors responsible for print versions of electronic information.