

AR 54



STATE OF NEW HAMPSHIRE
DEPARTMENT of RESOURCES and ECONOMIC DEVELOPMENT
OFFICE OF THE COMMISSIONER

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October 20, 2016

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

REQUESTED ACTION

Pursuant to the provisions of RSA 21-I:54, the Department of Resources and Economic Development respectfully requests approval to extend the following position in a temporary full time status upon Governor and Executive Council approval for the period from January 20, 2017 through October 31st, 2017. The estimated fiscal impact to extend this position for this period is \$43,614. The position is funded based on allocation of support by division within the agency. **20% General Fund, 80% Other Funds**

Position #	Classification	Labor Grade	Supervisor	Expiration Date
8T2896	Program Assistant I	12	L. McFarland	January 19, 2017

Funding is available as follows:

	<u>FY 2017</u>	<u>FY 2018</u>
03-35-35-350010-34000000 DRED Administration 050-500109 Part Time Salaries	\$14,898	\$10,314
03-35-35-350010-34000000 DRED Administration 060-500602 Health Insurance Benefit (Permanent)	\$10,874	\$7,528
Total:	<u>\$25,772</u>	<u>\$17,842</u>

EXPLANATION

This position is essential for the effective and efficient operations of payroll and human resource functions for the Department of Resources and Economic Development (Department). The position provides direct support to the HR Administrator and Payroll Officer in their efforts to manage payroll and other associated tasks for over 200 full time permanent and full time temporary employees, as well as, over 1,000 seasonal employees.

The Department has submitted a request for the FY 2018-2019 Biennium Operating Budget to convert this position to a class 10 full-time permanent position. I continue to be proud of the team we have assembled at the Department and the efforts of our Human Resource's office is a key contributor to its success. Thank you for your consideration.

(CM)

Respectfully submitted,

Jeffrey J. Rose
Commissioner