



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE COMMISSIONER
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Let Am

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October 20, 2014

Her Excellency, Governor Margaret Wood Hassan
And the Honorable Council
State House
Concord, New Hampshire 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 Catherine A. Keane, Manager of Risk and Benefits of the Department of Administrative Services, in the amount of \$5,177.10 to a new annual salary of \$104,729.35 from the salary of \$99,552.25. Ms. Keane is employed in an unclassified position 9U592 and becomes eligible for a salary increase on January 15, 2015.

EXPLANATION

Ms. Keane has been with Administrative Services since January 2013 initially in the classified position of manager of the Risk Management Unit. On January 15, 2014 she was appointed to the unclassified position of Manager of Risk and Benefits. Since her January 15, 2014 appointment, Ms. Keane has done an exemplary job of managing the issues encountered by this unit, both in addressing the many issues of the complex and evolving health care environment in which we exist today, and in formatting the best approach possible to mitigate the impact of change on the health care of our employees, retirees and their dependents.

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. Keane is currently being paid in Labor Grade HH at Step 4. We respectfully request approval of an annual salary step increase for Ms. Keane to maximum (\$104,729.35). The salaries noted in this item, are reflective of those to be effective January 9, 2015 per Chapter 144, L 2013 (HB2).

Respectfully submitted,

Linda M. Hodgdon
Commissioner

Enclosure