



GEORGE N. COPADIS, COMMISSIONER

RICHARD J. LAVERS, DEPUTY COMMISSIONER

September 20, 2018

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

SEP20'18 15.80 DAS

REQUESTED ACTION

Pursuant to RSA 94:6, the New Hampshire Department of Employment Security respectfully requests approval for Karen A. Levchuk, General Counsel, (Position # 9U080) to be placed at a compensation level higher than the minimum established in RSA 94:1-a. This request is to place Attorney Levchuk's annual salary in Group GG, Step 6, \$101,536.24 (range \$76,462.36 - \$101,536.24), appropriation #010-027-8040-012, (100% Federal Funds), effective upon Governor and Council approval or October 12, 2018, whichever is later.

EXPLANATION

After careful consideration, I would like to appoint Karen A. Levchuk to the position of General Counsel beginning October 12, 2018. This is a previously established unclassified position within the Department that needs to be filled in accordance with 282-A:136. The position has been vacant since July 31, 2018 as a result of the retirement of the incumbent. This position is vital to the operation and management of the Legal Department, but also in an advisory capacity to me as the Commissioner of the New Hampshire Department of Employment Security.

Attorney Levchuk began practicing law nearly thirty (30) years ago. She spent nine (9) years with the New Hampshire Department of Justice (seven (7) as Assistant Attorney General and the last two (2) as Chief of the Transportation and Construction Bureau). She spent approximately five (5) years as Assistant Attorney General at the Colorado Attorney General's Office overseeing complex litigation before returning to New Hampshire at the end of 2003.

In the fifteen (15) years since returning to New Hampshire, Attorney Levchuk has held positions in the public sector as well as the private sector allowing her to develop expertise in all aspects of employment law. Attorney Levchuk has practiced before the Department representing clients and spent three (3) years working for the Department as legal counsel. This experience uniquely positions her to be able to hit the ground running and successfully oversee the Department's legal section.

Attorney Levchuk's substantial experience and excellent performance in both the public as well as the private sector, make her an exceptional candidate for this position and the Department will benefit from her legal expertise and ideas for furthering its mission. Attached is a copy of her resume for your review.

Respectfully submitted,

George N. Copadis
Commissioner

GNC/jdr

KAREN A. LEVCHUK, ESQ

RELEVANT EXPERIENCE:

Human Resources Manager, NH Judicial Branch 12/17- present
Responsible for overseeing Human Resources functions for the NH Judicial Branch. Advise and support the NH Supreme, Superior and Circuit Courts with respect to hiring, training, evaluating and disciplining employees. Oversee benefits administration and manage labor relations.

Counsel, New Hampshire Employment Security 4/14 – 11/17
Counseled Agency in the area of personnel management and provided support to Human Resources. Advised on issues arising under the Collective Bargaining Agreement. Drafted and reviewed contracts and inter-agency agreements. Prepared RFPs and assisted in evaluating responses. Provided other legal services as needed, including assisting in drafting decisions on unemployment compensation appeals.

Law Office of Karen A. Levchuk, PLLC 5/12 – 4/14
Advised public and private clients on a range of employment law issues. Conducted training and investigations, reviewed employee handbooks and policies, and mediated workplace disputes.

Attorney, Ransmeier & Spellman/Senate Counsel 2/10 – 12/11
Advised clients in the area of employment law and litigated employment cases before regulatory agencies and in State and federal courts. Through calendar year 2010, served as Legal Counsel to the New Hampshire Senate, providing advice to the Senate President on parliamentary matters and researching and advising Senators on constitutional issues arising from draft legislation.

Of Counsel, Devine, Millimet & Branch 4/07 – 11/09
Litigated cases before the Equal Employment Opportunity Commission, the National Labor Relations Board, the NH Human Rights Commission, the federal and State Departments of Labor, and the NH Department of Employment Security. Counseled public and private clients regarding regulatory matters and compliance with State and federal employment laws. Provided training in the areas of employment discrimination and harassment, performance evaluations, and employee discipline and documentation. Drafted and reviewed employment agreements.

Director of Personnel, State of New Hampshire 6/04 – 4/07
Responsible for ensuring compliance with laws and rules regarding recruitment, compensation, evaluation and discipline of classified State employees. Played a lead role in procuring and administering contracts for health, dental and life insurance benefits for State employees. Conferred with the Manager of Employee Relations regarding administration of Collective Bargaining Agreements. Oversaw sexual harassment investigations and reviewed policies for compliance with the ADA, FMLA and other state and federal laws.

Temporary Judicial Clerk, New Hampshire Supreme Court 12/03 – 4/04
Assisted Supreme Court Justices in research, analysis and drafting of court opinions.

Special Assistant Attorney General, Colorado Attorney General's Office 11/02 – 12/03
Continued in capacity of lead counsel in *Alliance Construction Solutions v. Department of Corrections, et al.* Managed the work of outside counsel.

**Assistant Attorney General/Litigation Section
Colorado Attorney General's Office**

5/99 – 10/02

Litigated employment discrimination cases for State colleges. Provided legal advice to State agencies in connection with procurement, real estate, contract and surety matters. Acted as lead counsel in complex litigation arising from construction of the Trinidad Correctional Facility project. Procured and managed outside counsel services for the Trinidad litigation.

Bureau Chief, New Hampshire Attorney General's Office

9/96 – 7/98

Transportation and Construction Bureau

Served as Chief Legal Counsel to the New Hampshire Department of Transportation. Advised agency on all aspects of State highway and building projects. Directed Bureau attorneys in litigation and client counseling functions while maintaining an active civil caseload specializing in employment, eminent domain and construction and other procurement matters.

Assistant Attorney General, New Hampshire Attorney General's Office

7/89 – 9/96

Transportation and Construction Bureau

Litigated employment, personal injury, eminent domain and construction cases before trial courts and boards. Counseled client agencies in the areas of employment law, construction contracting, insurance, suretyship, tort liability and administrative law.

EDUCATION:

Boston University School of Law
Juris Doctor awarded May, 1987

New York University, Tisch School of the Arts
Bachelor of Fine Arts awarded June, 1982

BAR ADMISSIONS:

Admitted to the New Hampshire Bar – October, 1987
Admitted to the Colorado Bar – February, 1999 (Inactive)