



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
25 Capitol Street - Room 120
Concord, New Hampshire 03301

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Joseph B. Bouchard
Assistant
Commissioner
(603) 271-3201

April 15, 2015

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 a salary increase for Mary K. McGovern, Education and Training Officer of the Department of Administrative Services, in the amount of \$7,742.44, from the annual salary of \$63,107.84 (Letter Grade DD, Step 1) to a new annual salary of \$70,850.28 (Letter Grade DD, Step 3) effective upon Governor and Executive Council approval. (Ms. McGovern has been employed in unclassified position 9U035 since April 2013. This request represents an increase of two increments to incorporate the step inadvertently missed last April 2014, and the currently eligible step period through April 22, 2015.)

EXPLANATION

Ms. McGovern has been with Administrative Services since January 18, 2008, initially in the classified position of Associate Professor in the Bureau of Education and Training. On April 12, 2013 she was appointed to the unclassified position of Education and Training Officer. Since her April 12, 2013 appointment, Ms. McGovern has done an exemplary job of managing the New Hampshire Bureau of Education & Training (BET). In her role as Bureau Chief, Ms. McGovern oversees the nationally accredited Certified Public Manager program for New Hampshire's public employees, as well as a range of soft skills and computer skills programs. The Bureau of Education and Training also offers Yellow, Green and Black Belt certifications in Lean process improvement techniques, and is currently leading an initiative to provide on-line training.

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.

Since April of 2013, Ms. McGovern has been paid an annual salary at Letter Grade DD, Step 1. Due to staffing changes in the Division of Personnel and reporting issues related to

unclassified positions specifically, it was just recently discovered that the increment for which Ms. McGovern was eligible in April 2014 had not been brought forward for consideration by the Governor and Executive Council.

We respectfully request approval of this two-step increase in salary for Ms. McGovern to an annual salary of \$70,850.28 (Letter Grade DD, Step 3) effective April 22, 2015, to correct the oversight from the first year of her service in this unclassified position, and for the year of service just completed. The salaries noted in this item, are reflective of those which became effective January 9, 2015 per Chapter 144, L 2013 (HB2).

Respectfully submitted,

A handwritten signature in black ink that reads "Joseph B. Bouchard". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

Joseph B. Bouchard
Assistant Commissioner