



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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November 4, 2020

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

REQUESTED ACTION

Authorize the Department of Administrative Services (DAS) to accept and expend the transfer of funds of \$3,750 from the New Hampshire Office of Professional Licensure and Certification (OPLC) effective upon approval by Governor and Council through June 30, 2021 for the purpose of supporting one full-time OPLC employee to be housed at the DAS Division of Personnel (DOP) Office. DOP will provide services as outlined in an inter-agency Memorandum of Understanding (MOU) to train the OPLC employee and provide a full range of human resource management (HR) support services. **100% Transfer from Other Agency.**

Funding is available in the SFY 2021 operating budget and contingent upon the availability and continued appropriations in SFY 2021 as follows:

01-21-21-211010-24040000 Office of Professional Licensure and Certification – Adm Support

	<u>FY 21</u>
049 – 584914 Transfer to Other State Agencies	\$3,750

Funds received by DAS will be budgeted as follows: 01-14-14-141001-10440000 Department of Administrative Services, Division of Personnel.

CLASS	DESCRIPTION	FY21 CURRENT AUTHORIZED	REQUESTED ACTION	FY21 TOTAL ADJ AUTHOR
UUU-000010	General Fund	\$ 1,790,457	\$ -	\$ 1,790,457
001-484977	Transfers from Other Agency	\$ 33,044		\$ 33,044

CLASS	DESCRIPTION	FY21 CURRENT AUTHORIZED	REQUESTED ACTION	FY21 TOTAL ADJ AUTHOR
001- 484926	Transfers from Other Agency	\$ 5,000	\$ -	\$ 5,000
001- 484921	Transfers from Other Agency		\$ 3,750	\$ 3,750
009-407017	Agency Income	\$ 307,290	\$ -	\$ 307,290
	Total Income	\$ 2,135,791	\$ 3,750	\$ 2,139,541
010-500100	Personal Services	\$ 1,015,995	\$ -	\$ 1,015,995
011-500126	Unclassified Personal Serv	\$ 89,844	\$ -	\$ 89,844
018- 500106	Overtime	\$ 4,950		\$ 4,950
020-500200	Current Expenses	\$ 12,615	\$ 250	\$ 12,865
022- 500240	Rents-Leases Other than State	\$ 206,500	\$ 3,500	\$ 210,000
026-500251	Membership Fees	\$ 5,500	\$ -	\$ 5,500
030-500175	Equipment	\$ 1,200	\$ -	\$ 1,200
039-500180	Telecommunications	\$ 10,933	\$ -	\$ 10,933
050-500109	Personal Serv-Temp	\$ 125,292	\$ -	\$ 125,292
059-500117	Temp Full Time	\$ 58,676	\$ -	\$ 58,676
060-500601	Benefits	\$ 602,656	\$ -	\$ 602,656
070-500704	In-State Travel	\$ 1,130	\$ -	\$ 1,130
080-500710	Out of State Travel	\$ 500	\$ -	\$ 500
	Total Expenditures	\$ 2,135,791	\$ 3,750	\$ 2,139,541

EXPLANATION

The MOU between the DAS and the OPLC, which is attached for reference, authorizes the DAS Division of Personnel (DOP) to provide human resources (HR) management support services to the OPLC. This MOU builds on the DOP's plan for modernizing the State's personnel management practices. The goals of this plan include, among other activities, developing statewide policies and standard operating procedures to standardize HR practices statewide ensuring legal compliance and enhancing customer service to agencies and employees. This work includes adjusting DOP and agency HR roles. For larger agencies that have numerous HR staff, DOP has been increasingly training and then delegating HR processes and functions previously performed centrally at DOP. The delegation of certain HR functions to these larger agencies expedites HR processing to better meet agency business needs. DOP measures compliance-of delegated functions through backend audits and then retrains as necessary. Smaller agencies, however, require an entirely different level of support from DOP to ensure that they receive the top-notch HR services critical to achieving their missions.

One component of DOP's plan is to enhance the support of HR functions in smaller agencies that often have one, or even less than one, full-time equivalent staff person dedicated to fulfill all of the agency's HR needs. Under this plan, DOP will work with smaller agencies to incrementally move HR staff into a combined unit where they will work under the guidance of experienced and seasoned DOP staff. Together, DOP and agency staff will work to provide enhanced HR services to the agency ensuring agency and employee needs are met and elevating overall HR legal compliance.

Under this MOU, an OPLC HR Coordinator will join a new staff team, called a Human Resource Support Unit (HRSU), established and located at DOP consisting of agency HR staff who work directly with DOP staff to serve a group of agencies. Staff within an HRSU will work under the direction of seasoned DOP staff to provide human resources support for OPLC's management and employees. This arrangement will provide for more timely, comprehensive, and accurate HR support than can be provided by a single HR staff located within OPLC.

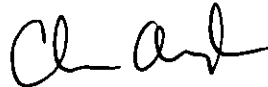
The HRSU will provide a full array of HR support services to the OPLC including but not limited to: preparation of employee and position transactions; preparation of job reclassification materials; revisions to supplemental job descriptions; posting of open positions; other recruitment functions and supports; oversight of employee reviews and increments; assistance with disciplinary issues and actions; support of employees including extended leaves of absence; and staffing analysis in support of the agency's strategic objectives. OPLC support also will include oversight of timecard submission, payroll processing, and management of pay and reimbursements for board members.

DOP and OPLC, as well as future participating agencies, will jointly evaluate the HRSU service provided to OPLC. Based on that evaluation, DOP will work with the agency to address any HRSU performance and service delivery issues.

During SFY 2021, OPLC will continue to pay the salary and benefits of the HR Coordinator. The MOU requires OPLC to pay \$500 per month, or \$3,750 for the remainder of the fiscal year, to DOP to support the cost of office space, office supplies, printing, and supervision. In the future, OPLC and DAS will explore moving the funding for this position to the DAS budget.

The Department of Administrative Services requests approval of this request.

Respectfully submitted,



Charles M. Arlinghaus
Commissioner

MEMORADUM OF UNDERSTANDING

A. AGREEMENT

This Memorandum of Understanding (MOU) between the NH Office of Professional Licensure and Certification (OPLC) and the NH Department of Administrative Services (DAS) sets forth the terms and conditions for provision of all necessary human resource support services for the OPLC by staff within the DAS Division of Personnel. In exchange for such services, OPLC will support one full-time human resources position, a Human Resource Coordinator II, labor grade 23, to serve as part of a Human Resources Support Unit (HRSU) under the direction of the Division of Personnel, and pay \$500 per month to DAS for space, supervision, and miscellaneous expenses.

B. STAFF AND SUPERVISION

DAS and OPLC will be jointly responsible for hiring an employee to fill the Human Resources Coordinator position that will join the HRSU. If the position is filled at the execution of this MOU, the current employee will retain the position and their work location changed to the location of the applicable HRSU serving OPLC (currently located at DOP's offices).

The Human Resources Coordinator position supported by OPLC will be a member of the HRSU's staff and will function under the direction of DOP personnel. Division of Personnel staff will have responsibility to assign and approve work tasks, approve leave requests, assign training, and approve timesheets for the HRSU-dedicated OPLC position.

DAS is responsible for ensuring that the HRSU is adequately staffed to provide satisfactory human resources support services to OPLC, and other agencies served by the HRSU.

C. SCOPE OF WORK

Human resource support requests from the Office of Professional Licensure and Certification shall be coordinated through a single designated liaison position within OPLC, who will work directly with DOP's Human Resource Specialist – Generalist overseeing the HRSU staff. OPLC will receive HR support services from several staff persons who comprise the HRSU staff under the direction of DOP's Human Resource Specialist – Generalist.

Human resource support services provided by HRSU staff shall include, but not be limited to, the following:

- Prepare and approve employee and position transactions in compliance with applicable Personnel Rules and Collective Bargaining Agreements;
- Research to resolve system errors and problems to ensure proper processing of transactions affecting employment status and pay for employees;
- Oversee timecard submission and payroll processing, including processing of payments and reimbursements for board members;
- Prepare job reclassification materials and coordinate their review with the DOP's Classification Section;

- Revise supplemental job descriptions (as needed), post open positions, and perform other recruitment functions, including certification of candidates, preparation of hiring waivers, and coordination with the OPLC Business Office and DAS Budget Office as needed;
- Oversight of employee discipline, performance reviews, and increments;
- Support employees in understanding and compliance with human resource rules and benefits, particularly with extended leaves of absence and workers' compensation;
- Respond to union inquiries;
- Provide advice for agency management on human resources management policy and procedures; and
- Conduct staffing and performance analysis in support of the agency's strategic objectives.

D. PAYMENT FOR SERVICES

OPLC agrees to provide computer and telephone equipment, and to pay for the salary, benefits, DOIT service costs, and telecommunication line costs for the Human Resources Coordinator II (LG 23) position assigned to the HRSU. DAS will provide any additional computer program licenses and access that is necessary.

DAS-DOP will provide office space, appropriate furniture for the space, access to printer/copiers and office supplies, and supervision. OPLC will pay \$500 per month for the support provided by the DAS-DOP in addition to the cost of supporting the Human Resources Coordinator position. DAS will invoice OPLC quarterly for payment.

E. EVALUATION AND QUALITY ASSURANCE

Human resource support services provided under this MOU must be performed in a manner that is satisfactory to the OPLC. If the OPLC determines that services provided are not satisfactory, the OPLC liaison will first attempt to resolve the issue with the DOP Human Resources Specialist – Generalist. If those efforts are not successful, OPLC will raise the concern with DOP senior management (Director or Deputy Director). DOP will take appropriate action to address OPLC's concern(s).

HRSU staff, including the position supported by OPLC, will be evaluated by their DOP supervisor. Input will be solicited from other DOP personnel as well as from those agencies served by the HRSU. If the OPLC-supported HRSU employee does not perform satisfactorily, OPLC and DAS will coordinate in taking any disciplinary action, including termination, as needed. OPLC retains sole decision-making authority regarding hiring and disciplinary action of the OPLC-supported HRSU employee.

F. MISCELLANEOUS

The entire understanding between the parties is compiled in the Agreement. Neither party may further modify or amend the terms of this Agreement except by written agreement signed by both parties.

Neither this agreement, nor any rights, duties, nor obligations described herein, shall be assigned by either party without the prior written consent of the other party. The agreement shall be construed under the laws of the state of New Hampshire.


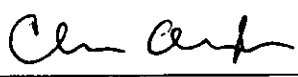
G. DURATION

This Agreement is effective upon approval of the transfer of funds by the Governor and Council, and shall continue until June 30, 2021, unless otherwise terminated, subject to continued availability of sufficient funds.

H. TERMINATION

Either party can terminate this agreement with 45 days written notice to other party, or any time mutually agreed to by the parties. Upon termination of the agreement, the OPLC Human Resources Coordinator (LG 23) position will be relocated to the OPLC office under the supervision of an OPLC staff person and resume responsibility for any and all required human resources management functions. In addition, OPLC will no longer be obligated to pay the \$500 per month beginning the month immediately following the effective date of the termination of this agreement.

I. SIGNATORIES

 _____ Lindsey Courtney, Executive Director Office of Professional Licensure and Certification	November 10, 2020 _____ Date
 _____ Charles M. Arlinghaus, Commissioner Department of Administrative Services	11/16/20 _____ Date