



State of New Hampshire

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DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE COMMISSIONER
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August 11, 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 an annual salary increase for Lisa M. Pollard, Director, Procurement and Support Services of the Department of Administrative Services, in the amount of \$5,177.54 to a new annual salary of \$99,552.25 from the salary of \$94,374.71. Ms. Pollard is employed in unclassified position 9U021 and becomes eligible for a salary increase on September 29, 2015.

EXPLANATION

Ms. Pollard has been with the Department of Administrative Services since September 29, 2014 in the unclassified position of Director, Procurement and Support Services. Ms. Pollard has done an exemplary job of managing the Division of Procurement and Support Services. In her role as Director, Ms. Pollard oversees the Bureau of Graphic Services, the Bureau of Fixed and Mobile Assets and the Bureau of Purchase and Property which includes the Federal Surplus Distribution Unit. While in this position for the past year, Ms. Pollard played a key role in the development of a plan to standardize and improve statewide procurement. She also was instrumental overseeing efforts to ensure that state agencies using credit and debit cards are compliant with Payment Card Industry (PCI) standards and ready to convert to smart payment or chip card technology by October 1, 2015.

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. Pollard is currently being paid in Labor Grade HH at Step 3. We respectfully request approval of an annual salary step increase for Ms. Pollard to Step 4 (\$99,552.25) effective on September 29, 2015. The salaries noted in this item, are reflective of those to be effective January 9, 2015 per Chapter 144, L 2013 (HB2).

Respectfully submitted,

Vicki V. Quiram
Commissioner