

LINDA M. HODGDON
Commissioner
(603) 271-3201

State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE COMMISSIONER
25 Capitol Street – Room 120
Concord, New Hampshire 03301

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JOSEPH B. BOUCHARD
Assistant Commissioner
(603) 271-3204

March 27, 2013

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Administrative Services, pursuant to the provisions of RSA 21-I:54, to extend the temporary full-time position of Public Works Project Manager I, (#9T2634). This request is to extend this position for two (2) more months, from April 30, 2013 to June 30, 2013 to continue support of the State Energy Manager. **100% General Funds**

Funding is available in the Department of Administrative Services budget for SFY 13 as follows:

01-14-14-141510-14400000 Plant & Property Administration	<u>SFY 13</u>
050-500109	\$7,279
060-500601	<u>\$5,555</u>
	\$12,834

EXPLANATION

In 2005, Governor Lynch issued Executive Order 2005-04 requiring all state agencies to reduce energy usage by 10%. By 2010 with the guidance of the State Energy Manager and this position the State was able to reduce energy consumption by 16%. As a result, in 2011, Governor Lynch issued executive order 2011-01 requiring state agencies to reduce fossil fuel usage 25% by 2025.

In 2010 the legislature also passed legislation requiring all state agencies to develop an energy conservation plan that will be updated on an annual basis. With the guidance of the State Energy Manager and this position, Administrative Services published the first annual energy conservation report on December 1, 2012.

Over the last two bienniums the legislature has appropriated approximately \$3.5 million dollars in capital funds to support energy saving initiatives. With the help of this position and the State Energy Manager the state has completed over 50 energy saving projects that have resulted in annual savings of \$618,500 per year with a payback of 5.5 years.

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March 27, 2013

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This position is critical to continue our goal to further reduce energy use and savings to the State. This position is currently in the FY 2014-2015 Department budget request as a conversion to a full time funded position.

Your approval of this extension would be greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Linda M. Hodgdon". The signature is fluid and cursive, with the first name "Linda" being the most prominent.

Linda M. Hodgdon
Commissioner

STATE OF NEW HAMPSHIRE

Inter-Departmental Communication

Date: April 1, 2013

To: Karen D. Hutchins
Director – Division of Personnel

Fr: Peter Rhodes
Chief Financial Officer

Subject: Set up of Object Class 050

Approved
KD Hutchins
4-1-13

I am requesting to extend one full time temporary Public Works Project Manager I position # 9T2634 (formerly 9T156 in GHRS) for a period of two (2) months beginning on May 1, 2013 through June 30, 2013. This position was approved by the Governor and Council on June 17, 2009, item # 23 through April 30, 2012, and extended for one year until April 30, 2012 per Personnel Memorandum 91-32.

This position reports to the State Energy Manager. This position provides support to the State Energy Manager and is critical in order for the state to continue to reduce energy usage and meet the goal of 25% reduction by 2025 as required under Executive Order 2011-01.

Funds are available in 01-14-14-141510-14400000-050.

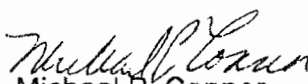
Thank you for your assistance



Peter Rhodes
Chief Financial Officer
Department of Administrative Services

STATE OF NEW HAMPSHIRE

Inter-Department Communication

FROM 
Michael P. Connor
Director

SUBJECT Request to Extend a Full Time
Temporary Position # 9T156

TO Karen D. Hutchins, Director
Division of Personnel

Date: March 27, 2012

AT (OFFICE)

Administrative Services
State House Annex
25 Capitol Street, Room 106

Per Personnel Memorandum 91-32, I am requesting to extend one class 59, salary grade 21, full time temporary Public Works Project Manager I position # 9T156 for a period of one year beginning on May 1, 2012 through April 30, 2013. This position was approved by the Governor and Council on June 17, 2009, item # 23 through April 30, 2012.

This position reports to the State Energy Manager. This position provides support to the State Energy Manager and is critical in order for the state to continue to reduce energy usage and meet the goal of 25% reduction by 2025 as required under Executive Order 2011-01. This position was formerly funded with ARRA funds which terminate on April 30, 2012.

Funds are available in 01-14-14-141510-1440-050.

Thank you for your assistance.

cc: Carol Jerry, Human Resource Administrator

Jackie Flanscome 3-27-12

TITLE I

THE STATE AND ITS GOVERNMENT

CHAPTER 21-I

DEPARTMENT OF ADMINISTRATIVE SERVICES

Classified Employees

Section 21-I:54

21-I:54 New Positions and Reclassification of Positions. –

I. Notwithstanding any provision of law to the contrary, no new position in the classified service for employment of over one calendar year shall be established except upon approval of the governor and council. A request from a department head for additional personnel beyond those considered as line items in the budget as enacted as a budgetary amount, if said employment is for a period in excess of one calendar year, shall be considered a new position requiring the approval as specified in this section. In addition, a request made either to the division of personnel or the governor and council for the reclassification or reallocation of positions to a different class series shall be considered as a request for a new position and shall require the approval of the governor and council, except as provided in RSA 21-I:56, IV.

II. The division of personnel shall submit to the general court on or before January 15 of each legislative year a report containing a list of all new positions created subsequent to the report made to the preceding session of the general court giving the reason for the action taken in each case and stating clearly the effect of such action upon the amounts for personnel services appropriated by the preceding general court. The report shall also include a list of all reclassifications or reallocations of positions allowed during the previous year by either the director or the personnel appeals board. The report shall state how many employees were affected by each reclassification or reallocation and the cost of each reclassification or reallocation.

III. The director shall make a decision on any request for reclassification or reallocation from department heads or position incumbents within 45 days of receipt of a completed request for reclassification or reallocation as defined by rules adopted under RSA 21-I:43, II(u). Except as otherwise provided by law, rule, or bargaining agreement negotiated under the provisions of RSA 273-A, no increases in salary shall be allowed for any request until a final decision is made by the director, or if the director's decision is appealed, by the personnel appeals board. Increases in salary due to reclassification or reallocation shall become effective at the beginning of the next pay period following the final decision of the director or the board.

Source. 1986, 12:1. 1989, 408:106. 1995, 310:58. 2007, 263:161, eff. July 1, 2007.