



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



CHRISTOPHER D. CLEMENT, SR.
COMMISSIONER

JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER

September 11, 2013
Bureau of Finance

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

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

REQUESTED ACTION

I.) Pursuant to Chapter 144:95, L2013, authorize the Department of Transportation to establish various non-budgeted classes in various accounting units and to transfer \$306,509 between Highway Fund accounts and classes effective upon Fiscal Committee and the date of Governor and Council approval through June 30, 2014.

II.) Pursuant to RSA 124:15,I authorize the Department of Transportation to establish 3 temporary part-time positions of (2) Audit Technicians, LG 11 and (1) Accountant I, LG 16, to assist in the scanning of invoices, matching and auditing spreadsheets, fielding calls and other associated duties, effective upon Fiscal Committee approval through June 30, 2014.

Table with 4 columns: Account Number, Current Budget FY 2014, Requested Change, Revised Budget. Rows include Environmental Bureau, Expenses, and various service categories like Personal Services, Overtime, Holiday Pay, etc.

070 500704 In-State Travel Reimbursement	200	0	200
080 500714 Out of State Travel	2,150	0	2,150
400 500870 Construction Repair	156	0	156
401 500876 Land Interest	52,173	(50,000)	2,173
406 500882 Environment Expense	950	0	950
Total	\$1,526,755	\$0	\$1,526,755
Source of Funds			
Revenue:			
000-409151 Federal Funds	\$489,800	\$0	\$489,800
009-405698 Agency Income	33,402	0	33,402
009-405699 Agency Income	126,067	0	126,067
000-000015 Highway Funds	877,486	0	877,486
Total	\$1,526,755	\$0	\$1,526,755

04-096-096-962015-3028	Current Budget FY 2014	Requested Change	Revised Budget
Right of Way Bureau			
Expenses:			
010 500100 Personal Services – Perm	\$1,733,753	\$0	\$1,733,753
018 500106 Overtime	30,000	0	30,000
020 500200 Current Expense	41,025	(13,509)	27,516
022 500255 Rents-Leases other than State	3,834	(700)	3,134
026 500251 Organizational Dues	6,000	1,320	7,320
030 500301 Equipment New Replacement	4,350	(3,150)	1,200
037 500174 Technology - Hardware	0	5,700	5,700
038 500175 Technology - Software	650	1,204	1,854
039 500180 Telecommunications	15,000	3,500	18,500
050 500109 Personal Services - Temp	67,401	0	67,401
057 500535 Books Periodicals Subscriptions	2,100	2,400	4,500
060 500601 Benefits	866,333	0	866,333
066 500543 Employee Training	13,000	0	13,000
070 500704 In-State Travel Reimbursement	500	0	500
080 500710 Out of State Travel	690	0	690
401 500876 Land Interest	0	3,235	3,235
Total	\$2,784,636	\$0	\$2,784,636
Source of Funds			
Revenue:			
000-409151 Federal Funds	\$930,382	\$0	\$930,382
009-405698 Agency Income	58,723	0	58,723
009-405699 Agency Income	235,449	0	235,449
000-000015 Highway Funds	1,560,082	0	1,560,082
Total	\$2,784,636	\$0	\$2,784,636

04-096-096-962015-3025	Current Budget FY 2014	Requested Change	Revised Budget
Highway Design Bureau			
Expenses:			
010 500100 Personal Services – Perm	\$6,611,361	\$0	\$6,611,361
018 500106 Overtime	245,000	0	245,000
020 500200 Current Expense	34,500	0	34,500
022 500255 Rents-Leases other than State	8,500	0	8,500
024 500225 Maint Other than Build-Grn	10,000	0	10,000
026 500251 Organizational Dues	2,000	0	2,000
030 500301 Equipment New Replacement	56,450	(26,450)	30,000
037 500174 Technology - Hardware	0	26,450	26,450
038 500175 Technology - Software	10,000	0	10,000
039 500180 Telecommunications	25,000	0	25,000
050 500109 Personal Services - Temp	35,280	0	35,280
060 500601 Benefits	3,471,319	0	3,471,319
066 500543 Employee Training	25,000	0	25,000
070 500704 In-State Travel Reimbursement	500	0	500
080 500710 Out of State Travel	2,500	0	2,500
102 500734 Contracts for Program Service	4,000	0	4,000
405 500881 Lilac Program	307,992	0	307,992
Total	\$10,849,402	\$	\$10,849,402
Source of Funds			
Revenue:			
000-409151 Federal Funds	\$7,927,954	\$0	\$7,927,954
008-405368 Agency Income	22,272	0	22,272
009-405698 Agency Income	1,081,586	0	1,081,586
009-405699 Agency Income	18,414	0	18,414
000-000015 Highway Funds	1,799,176	0	1,799,176
Total	\$10,849,402	\$0	\$10,849,402

04-096-096-962015-3033	Current Budget FY 2014	Requested Change	Revised Budget
Bridge Design Bureau			
Expenses:			
010 500100 Personal Services – Perm	\$2,048,527	\$0	\$2,048,527
018 500106 Overtime	75,000	0	75,000
020 500200 Current Expense	18,250	0	18,250
022 500255 Rents-Leases Other than State	3,656	0	3,656
026 500251 Organizational Dues	30,000	(30,000)	0
030 500301 Equipment New Replacement	7,100	(6,000)	1,100
037 500174 Technology- Hardware	0	6,000	6,000
038 500175 Technology - Software	15,500	30,000	45,500
039 500180 Telecommunications	11,500	0	11,500
050 500109 Personal Services – Temp	15,000	0	15,000
057 500535 Books Periodicals Subscription	4,000	0	4,000
060 500601 Benefits	1,070,325	0	1,070,325
070 500704 In-State Travel Reimbursement	250	0	250

400 500870 Construction Repair	1,190	0	1,190
Total	\$3,300,298	\$0	\$3,300,298
Source of Funds			
Revenue:			
000-409151 Federal Funds	\$1,123,600	\$0	\$1,123,600
009-405698 Agency Income	69,269	0	69,269
009-405699 Agency Income	271,284	0	271,284
000-000015 Highway Funds	1,836,145	0	1,836,145
Total	\$3,300,298	\$0	3,300,298

04-096-096-962015-3035	Current Budget FY 2014	Requested Change	Revised Budget
Construction Bureau			
Expenses:			
010 500100 Personal Services – Perm	\$5,633,158	\$0	\$5,633,158
018 500106 Overtime	700,000	0	700,000
019 500105 Holiday Pay	22,999	0	22,999
020 500200 Current Expense	30,500	0	30,500
022 500255 Rents-Leases Other than State	10,748	0	10,748
024 500225 Maint Other than Build-Grn	2,000	0	2,000
030 500301 Equipment New Replacement	26,000	(17,500)	8,500
037 500174 Technology- Hardware	0	12,500	12,500
038 500175 Technology - Software	1,000	5,000	6,000
039 500180 Telecommunications	19,000	0	19,000
050 500109 Personal Services – Temp	500,000	0	500,000
057 500535 Books Periodicals Subscription	2,000	0	2,000
060 500601 Benefits	3,255,997	0	3,255,997
070 500704 In-State Travel Reimbursement	255,000	0	255,000
102 500734 Contracts for Program Service	3,000	0	3,000
Total	\$10,461,402	\$0	\$10,461,402
Source of Funds			
Revenue:			
000-409151 Federal Funds	\$4,220,800	\$0	\$4,220,800
009-405698 Agency Income	226,997	0	226,997
009-405699 Agency Income	845,222	0	845,222
000-000015 Highway Funds	5,168,383	0	5,168,383
Total	\$10,461,402	\$0	\$10,461,402

04-096-096-960515-3007	Current Budget FY 2014	Requested Change	Revised Budget
Highway Maintenance Bureau			
Expenses:			
010 500100 Personal Services – Perm	\$24,652,557	\$0	\$24,652,557
018 500106 Overtime	519,610	0	519,610
019 500105 Holiday Pay	8,629	0	8,629
020 500200 Current Expense	4,256,355	(2,500)	4,253,855
022 500255 Rents-Leases Other than State	3,588,280	0	3,588,280

023 500291 Heat Electricity Water	892,395	0	892,395
024 500225 Maint Other than Build-Grn	176,912	0	176,912
030 500301 Equipment New Replacement	366,880	0	366,880
037 500174 Technology-Hardware	10,000	0	10,000
038 500175 Technology-Software	1,000	0	1,000
039 500180 Telecommunications	128,565	0	128,565
047 500240 Own Forces Maint Build-Grn	100,000	0	100,000
048 500226 Contractual Maint Build-Grn	90,325	0	90,325
050 500109 Personal Services – Temp	190,000	0	190,000
057 500535 Books Periodicals Subscription	0	2,500	2,500
060 500601 Benefits	17,537,723	0	17,537,723
066 500543 Employee Training	24,327	0	24,327
070 500704 In-State Travel Reimbursement	139,469	0	139,469
080 500710 Out of State Travel Reimbursement	8,600	0	8,600
103 500103 Contracts for Op Services	166,814	0	166,814
400 500870 Construction Repair Materials	14,215	0	14,215
406 500882 Environment Expense	950	0	950
Total	\$52,873,606	\$0	\$52,873,606
Source of Funds			
Revenue:			
004-403630 Intra Agency Transfers	\$45,000	\$0	\$45,000
009-405699 Agency Income	1,254,779	0	1,254,779
000-000015 Highway Funds	51,573,827	0	51,573,827
Total	\$52,873,606	\$0	\$52,873,606

04-096-096-960515-3009	Current Budget FY 2014	Requested Change	Revised Budget
Traffic Bureau			
Expenses:			
010 500100 Personal Services – Perm	\$2,801,030	\$0	\$2,801,030
017 500147 FT Employees Special Payments	4,198	0	4,198
018 500106 Overtime	310,000	0	310,000
019 500105 Holiday Pay	501	0	501
020 500200 Current Expense	4,234,925	(500)	4,234,425
022 500255 Rents-Leases Other than State	8,773	0	8,773
023 500291 Heat Electricity Water	275,940	0	275,940
024 500225 Maint Other than Build-Grn	56,700	0	56,700
030 500311 Equipment New Replacement	93,362	(10,000)	83,362
037 500174 Technology- Hardware	0	10,000	10,000
038 500175 Technology-Software	0	500	500
039 500180 Telecommunications	28,650	0	28,650
047 500240 Own Forces Maint Build-Grn	9,000	0	9,000
048 500226 Contractual Maint Build-Grn	137,371	0	137,371
050 500109 Personal Services – Temp	40,000	0	40,000
057 500535 Books Periodicals Subscription	199	0	199
059 500117 Temp Full Time	40,000	0	40,000
060 500601 Benefits	1,701,922	0	1,701,922

066 500543 Employee Training	7,200	0	7,200
070 500704 In-State Travel Reimbursement	16,000	0	16,000
103 500103 Contracts for Op Services	66,000	0	66,000
Total	\$9,831,771	\$0	\$9,831,771
Source of Funds			
Revenue:			
000-409151 Federal Funds	\$4,268,321	\$0	\$4,268,321
004-403630 Intra Agency Transfers	440,000	0	440,000
007-402193 Agency Income	26,700	0	26,700
009-405699 Agency Income	176,485	0	176,485
000-000015 Highway Funds	4,920,265	0	4,920,265
Total	\$9,831,771	\$0	\$9,831,771

04-096-096-960515-3048	Current Budget FY 2014	Requested Change	Revised Budget
Maintenance Critical Repair			
Expenses:			
018 500106 Overtime	\$5,000	\$0	\$5,000
020 500200 Current Expense	20,000	0	20,000
022 500255 Rents-Leases Other than State	20,000	0	20,000
024 500225 Maint. Other than Bldg-Grounds	84,703	(70,000)	14,703
030 500311 Equipment	31,100	0	31,100
037 500174 Technology-Hardware	5,000	0	5,000
038 500175 Technology-Software	1,000	0	1,000
039 500180 Telecommunications	1,000	0	1,000
046 500463 Consultants	45,000	0	45,000
047 500240 Own Forces Maint Bldgs & Grnds	112,767	50,000	162,767
048 500226 Contractual Maint Bldgs & Grnds	71,372	20,000	91,372
060 500601 Benefits	989	0	989
400 500870 Construction-Repairs & Materials	7,165	0	7,165
Total	\$405,096	\$0	\$405,096
Source of Funds			
Revenue:			
000-000015 Highway Fund	\$405,096	\$0	\$405,096

04-096-096-960215-3001	Current Budget FY 2014	Requested Change	Revised Budget
Division of Finance			
Expenses:			
010 500100 Personal Services – Perm	\$1,569,592	\$0	\$1,569,592
018 500106 Overtime	13,999	20,000	33,999
020 500200 Current Expense	210,528	(44,000)	166,528
022 500255 Rents-Leases Other than State	137,758	(10,000)	127,758
024 500225 Maint Other than Build-Grn	25,200	0	25,200
030 500301 Equipment New Replacement	400	0	400
037 500174 Technology-Hardware	1,000	3,000	4,000
038 500175 Technology-Software	1,000	1,000	2,000

039 500180 Telecommunications	13,500	0	13,500
050 500109 Personal Services-Temp	0	45,000	45,000
060 500601 Benefits	881,082	0	881,082
068 500561 Remuneration	5,000	0	5,000
069 500567 Promotional Marketing Exp	85,000	(15,000)	70,000
070 500704 In-State Travel Reimbursement	125	0	125
Total	\$2,944,184	\$0	\$2,944,184
<u>Source of Funds</u>			
<u>Revenue:</u>			
004-403630 Federal Funds	\$998,508	\$0	\$998,508
009-405699 Agency Income	63,460	0	63,460
000-000015 Highway Funds	1,882,216	0	1,882,216
Total	\$2,944,184	\$0	\$2,944,184

EXPLANATIONS

The Department requests authorization to create class lines and transfer budgeted account funds among the various accounts in order to pay for services incurred in meeting the State's transportation demands. Specific explanations relating to the Department's spending requests are as follows:

Environmental Bureau (3032) - 32.13% Federal Funds, 10.32% Agency Income, 57.55% Highway Funds

- Class 018 Decrease Overtime by \$5,000 to purchase necessary computer hardware. Overtime requirements will be managed to accommodate this request.
- Class 030 Decrease Equipment New/Replacement by \$2,200 to align appropriation to correct class to purchase necessary computer hardware.
- Class 037 Increase Technology - Hardware by \$7,200 to cover the cost of six (6) new computers to replace outdated models that will be unable to run required software. This requirement was determined after the budget was passed.
- Class 046 Increase budgeted Consultants by \$50,000 in order to move necessary funds to the correct class line. This is an existing Statewide Consultant Vendor previously budgeted and paid in another class.
- Class 401 Decrease Land Interest by \$50,000 in order to move necessary funds to the correct class line as a result of Accounting Unit consolidation.

Right of Way Bureau (3028) 33.41% Federal Funds, 10.57% Agency Income, 56.02% Highway Funds

- Class 020 Decrease Current Expenses by \$13,509 in order to allocate funding in correct classes. This decrease required to transfer funds into other classes for necessary expenditures originally anticipated to be current expenses but after further review of accounting policies required different classifications.
- Class 022 Decrease Rents-Leases other than State by \$700 in order to allocate funding in correct classes. Actual lease costs for OCE Copier lower than originally budgeted.

- Class 026 Increase Organizational Dues by \$1,320 in order to cover necessary expenditures. This increase is for the Concord Board of Realtors dues initially budgeted in class 020.
- Class 030 Decrease Equipment New/Replacement by \$3,150 to align appropriation to correct class to purchase necessary computer hardware budgeted in class 030.
- Class 037 Increase Technology - Hardware by \$5,700 to align appropriation to correct class to purchase necessary computer hardware.
- Class 038 Increase Technology – Software by \$1,204 to align appropriation to correct class to purchase necessary computer software and licenses.
- Class 039 Increase Telecommunications \$3,500 in order to allocate funding in correct classes.
- Class 057 Increase Books Periodicals Subscriptions \$2,400 in order to allocate funding in correct classes.
- Class 401 Increase Land Interest \$3,235 in order to allocate funding in correct class to complete required work for right of way on expenditures.

Highway Design Bureau (3025) 73.07% Federal Funds, 10.35% Agency income, 16.58% Highway Funds

- Class 030 Decrease Equipment New/Replacement by \$26,450 to align appropriation to correct class to purchase necessary computer hardware.
- Class 037 Increase Technology - Hardware by \$26,450 to align appropriation to correct class to purchase necessary computer hardware.

Bridge Design Bureau (3033) 34.05% Federal Funds, 10.32% Agency Income, 55.63% Highway Funds

- Class 026 Decrease Organizational dues by \$30,000 to align appropriation to correct class for AASHTOWare software access.
- Class 030 Decrease Equipment New/Replacement by \$6,000 to align appropriation to correct class to purchase necessary computer hardware.
- Class 037 Increase Technology - Hardware by \$6,000 to align appropriation to correct class to purchase necessary computer hardware.
- Class 038 Increase Technology – Software by \$30,000 to align appropriation to correct class for AASHTOWare software access.

Construction Bureau (3035) 40.35% Federal Funds, 10.25% Agency income, 49.40% Highway Funds

- Class 030 Decrease Equipment New/Replacement by \$17,500 to align appropriation to correct class to purchase necessary computer hardware and software.

- Class 037 Increase Technology - Hardware by \$12,500 to align appropriation to correct class to purchase necessary computer hardware.
- Class 038 Increase Technology – Software by \$5,000 to align appropriation to correct class to purchase necessary computer software.

Highway Maintenance Bureau (3007) 97.54% Highway Funds; 2.37% Agency Income and 0.09% Intra-Agency Transfers

- Class 020 Decrease Current Expense by \$2,500 to align appropriations to correct class in order to purchase necessary newspaper subscriptions and trade publications.
- Class 057 Increase Books Periodicals Subscriptions by \$2,500. The Districts require funds for newspaper subscriptions and AASHTO publications. Past practice has been to appropriate funds to class 020 Current Expenses. The Department is requesting the transfer to charge expenses to the correct classes based on accounting policies.

Traffic Bureau (3009) 43.42% Federal Funds; 50.05% Highway Funds; 4.47% Intra-Agency Transfers and 2.06% Agency Income.

- Class 020 Decrease Current Expenses by \$500 to align appropriation to correct class to purchase necessary computer software.
- Class 030 Decrease Equipment New Replacement by \$10,000 to align appropriation to correct class to purchase necessary computer hardware.
- Class 037 Increase Technology-Hardware by \$10,000 to align appropriation to correct class to purchase necessary computer hardware.
- Class 038 Increase Technology-Software by \$500 to align appropriation to correct class to purchase necessary computer software.

Maintenance and Critical Repair (3048) 100% Highway Funds.

- Class 024 Decrease Maintenance Other Than Buildings and Grounds by \$70,000.
- Class 047 Increase Own Forces Maintenance Buildings and Grounds by \$50,000
- Class 048 Increase Contractual Maintenance Buildings and Grounds by \$20,000

The above request is necessitated as a result of critical repairs and priorities changing as things deteriorate or break during the fiscal year. Projects this fiscal year include: furnace replacement, overhead door repair/replacement, rewiring sheds, insulate and stain shed, reconstruct spreader racks, electrical repairs and other unforeseen needs. The requested transfers are to realign the appropriations based on project needs as determined by Division of Operation’s management.

Division of Finance (3001) 63.93% Highway Funds, 33.91% Federal Funds and 2.16% Agency Income

Class 018 Increase Overtime by \$20,000

Class 037 Increase Technology-Hardware by \$3,000

Class 038 Increase Technology-Software by \$1,000

Class 050 Increase Personal Services Temporary Appointed by \$45,000

To assist in the scanning of invoices, matching and auditing spreadsheets, payroll, year end, vacancy in project programming, fielding calls and other associated duties, The positions have been approved by the Department of Administrative Services, Division of Personnel. Replacement computers are also requested as a result of the transfer.

Class 020 Decrease Current Expense by \$44,000. Purchases of paper, toner and stamps will be closely monitored and managed to provide funding for the requested transfer.

Class 022 Decrease Rents-Leases Other Than State by \$10,000. It is anticipated that a decrease in "overage" charges, as a result of a decline in anticipated construction, will realize a savings in additional lease costs.

Class 069 Decrease Promotional Marketing Expense by \$15,000. With a decline in anticipated construction, it is anticipated that savings will result in media advertising of project bids.

The following information is provided in accordance with the Comptroller's instructional memorandum dated September 21, 1981.

1. List of personnel involved: (2) Audit Technicians, (1) Accountant I
2. Nature, Need, and Duration: The Accounts Payable consolidation, payroll, and year-end fixed assets effort performed by Finance has created a need for both overtime of existing staff and funding of three approved part-time positions to supplement the workload as a result of four full-time positions transferred to the Department of Administrative Services.
3. Relationship to existing agency programs: Continuation of current programs
4. Has a similar program been requested of the legislature and denied? No, a similar program has not been requested and denied.
5. Why wasn't funding included in the agency's budget request? The need was identified after the budget was established.
6. Can portions of the grant fund be utilized? Not applicable, these are not grant funds.
7. Estimate the funds required to continue this position(s): \$45,000 in fiscal year 2014.

The following is provided in accordance with the Budget Officer's instructional memorandum dated April 17, 1985 to support the above requested actions:

1. Does transfer involve continuing programs or one-time projects?
Transfers are for continuing programs (not one-time).
2. Is this transfer required to maintain existing program level or will it increase program level?
Transfers are to maintain existing program levels (no increase in program level).
3. Cite any requirements, which make this program necessary.
RSA 21-L:2, in part, establishes that the Department will be responsible for planning, developing, and maintaining a state transportation network. This transfer will facilitate the accomplishment of this responsibility.
4. Identify the source of funds on all accounts listed on this transfer.
Source of funds is Highway, Federal, Agency Income and Intra-Agency Transfers.
5. Will there be any effect on revenue if this transfer is approved or disapproved?
This transfer will have no effect on revenue.
6. Are funds expected to lapse if this transfer is not approved?
Should funds lapse as a result of not approving this request for project funding, such funds will lapse to their respective account fund balances.
7. Are personal services involved?
The request to transfer to Personal Services – Temporary will result in three new part-time positions.

Your approval of this resolution is respectfully requested.

Sincerely,



Christopher D. Clement, Sr.
Commissioner



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



CHRISTOPHER D. CLEMENT, SR.
COMMISSIONER

JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER

August 8, 2013

*Approved by DoP
POS # TMPPT 4248*

Karen D. Hutchins, Director
Division of Personnel
25 Capitol Street
Concord, NH 03301

Re: Request to Establish a Temporary Position
Audit Technician, LG 11

Dear Ms. Hutchins:

The Department of Transportation, requests permission to establish a part-time temporary Audit Technician position, LG 11. The position will be located in the Division of Finance.

On May 3, 2013, as part of the Accounts Payable (AP) Consolidation process, the Division transferred to the DAS Shared Services Center the following positions: three Audit Techs (#21286, #21270, #20022) and one Accounting Tech (#20023). The Consolidation has created a temporary need up to 29 hours per week to facilitate this change in process. Specifically, the Division is in need of a part-time staff person to assist in the scanning of vendor invoices, matching and auditing of Department Bureau/District Excel AP spreadsheets, fielding calls, and other associated duties to facilitate the AP Consolidation process.

Funding for this position is available in Account 04 096 096 960015 3038 050 500109.

Attached is a proposed supplemental job description for this temporary position as well as a current/proposed organizational chart for the Division of Finance.

If you need any further information regarding this request, please feel free to contact me at 271-1676. Thank you for your consideration.

Sincerely,

Frances E. Buczynski
Director of Policy and Administration

Enclosures

Cc: Patrick McKenna, Director of Finance
Leonard Russell, Administrator, Bureau of Finance and Contracts



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



CHRISTOPHER D. CLEMENT, SR.
COMMISSIONER

JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER

May 14, 2013

Karen D. Hutchins, Director
Division of Personnel
25 Capitol Street
Concord, NH 03301

Re: Request to Establish a Temporary Part-Time Position
Audit Technician, LG 11

Dear Ms. Hutchins:

The Department of Transportation requests permission to establish a part-time temporary Audit Technician position, LG 11. The position will be located in the Division of Finance, Bureau of Finance and Contracts.

On May 3, 2013, as part of the Accounts Payable (AP) Consolidation process, the Division transferred to the DAS Shared Services Center the following positions: three Audit Techs (#21286, #21270, #20022) and one Accounting Tech (#20023). The Consolidation has created a temporary need up to 20 hours per week to facilitate this change in process. Specifically, the Division is in need of a part-time staff person to assist in the scanning of vendor invoices, matching and auditing of Department Bureau/District Excel AP spreadsheets, fielding calls, and other associated duties to facilitate the AP Consolidation process.

Funding for this position is available in Account 04 096 096 960015 3038 050 500109.

Attached is a proposed supplemental job description for this temporary position as well as a current/proposed organizational chart for the Bureau of Finance and Contracts.

If you need any further information regarding this request, please feel free to contact me at 271-8313. Thank you for your consideration.

Sincerely,

Niranjana Patel, Administrator
Bureau of Human Resources

Enclosures

cc: Patrick McKenna, Director of Finance
Leonard Russell, Administrator, Bureau of Finance and Contracts

Approved
5/20/13
WORK UNIT #
21853



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



CHRISTOPHER D. CLEMENT, SR.
COMMISSIONER

JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER

August 8, 2013

Karen D. Hutchins, Director
Division of Personnel
25 Capitol Street
Concord, NH 03301

Work Unit # 66900
Approved.

Re: Request to Establish a Temporary Position
Accountant I, LG 16

Dear Ms. Hutchins:

The Department of Transportation, requests permission to establish a part-time temporary Accountant I position, LG 16. The position will be located in the Division of Finance.

On May 3, 2013, as part of the Accounts Payable (AP) Consolidation process, the Division transferred to the DAS Shared Services Center the following positions: three Audit Techs (#21286, #21270, #20022) and one Accounting Tech (#20023). The Consolidation has created a temporary need up to 29 hours per week to facilitate this change in process. Additionally, this position will provide back-up and support to the Accountant II and III positions responsible for requisition purchasing, contract payments (encumbrances) and assist in maintenance of inventory control records. Specifically, the Division is in need of a part-time staff person to assist in the matching and auditing of Department Bureau/District Excel AP spreadsheets, fielding calls, and other associated duties to facilitate the accounts payable process.

Funding for this position is available in Account 04 096 096 960015 3038 050 500109.

Attached is a proposed supplemental job description for this temporary position as well as a current/proposed organizational chart for the Division of Finance.

If you need any further information regarding this request, please feel free to contact me at 271-1676. Thank you for your consideration.

Sincerely,

Frances E. Buczynski
Director of Policy and Administration

Enclosures

cc: Patrick McKenna, Director of Finance
Leonard Russell, Administrator, Bureau of Finance and Contracts

