



NEW HAMPSHIRE DIVISION OF PERSONNEL
 28 SCHOOL STREET
 CONCORD, NH 03301
 PHONE: (603)271-3261
 FAX: (603)271-1422
 WWW.NH.GOV/HR

Mission Statement

*Establish and promote best practices in human resources
 through training and operational efficiency
 making the State of New Hampshire an employer of choice*

About the Division

ADMINISTRATION

Sara Willingham, Director of Personnel.....271-3261
 Carol Jerry, Deputy Director.....271-3261
 Gene Marchese, Investigator.....271-3313
 Becky Harty, Senior H.R. Technician.....271-2824



BUREAU OF EMPLOYEE RELATIONS

Responsible for administering all collective bargaining agreements with classified employees and for providing professional support and assistance to the Governor in the conduct of negotiations with representatives of classified employees.

Matthew Newland, Manager of
 Employee Relations.....271-3261
 M.J. Labrana-Shapiro,
 Labor Relations Specialist.....271-1437

PERSONNEL APPEALS BOARD

Responsible for hearing and deciding appeals by classified State Employees as provided by RSA 21-I:57 and 21-I:58, and appeals of decisions arising out of application of the rules adopted by the Director of Personnel. The Governor, with the consent of the Executive Council, appoints the three members and two alternate members of the NH Personnel Appeals Board. The Governor designates one member as chairperson and the Board elects a vice-chairperson. Either the chairperson or vice-chairperson must be a member of the New Hampshire Bar.



Steven Bunker, P.A.B.....271-3261
 Gail Wilson, H.R. Technician.....271-1419

RECRUITMENT AND CERTIFICATION

Responsible for development and implementation of statewide recruitment and certification.

JoAn Bunten, Supervisor..... 271-1426
 Judi Howden, H.R. Technician..... 271-3261
 Karen Eaton-Bruce, H.R. Assistant 271-3261

CENTRAL HR PROCESSING

Responsible for personnel records management policies and procedures, including monitoring recruitment, referral activities and applying final approval to personnel actions. Responsibilities also include development and administration of a comprehensive examination program designed to promote equitable competitive standards for applicants to classified positions in state government.

NH First HR Employee Transaction & Record Maintenance

Joanne Lydick, Supervisor..... 271-4100
 Shane Labonte, H.R. Technician..... 271-1958
 Denise Liouzis, H.R. Technician..... 271-1435
 Jackie Welvaert, H.R. Technician..... 271-4190

Examinations

Jackie Welvaert, H.R. Technician..... 271-4190

CLASSIFICATION

Responsible for implementing and monitoring the statewide job classification system, including position transactions, labor grade allocation, assignment of job titles, revision of job class specifications, establishment of new positions, approval of supplemental job descriptions, and analysis of state agency organizational charts.

Jennifer Elberfeld, Administrator..... 271-1430
 Heidi Acevedo, Program Specialist 271-3265
 Janice Day, Classification Analyst 271-7470
 Marianne Rechy, Classification Analyst..... 271-1431
 Kathy Schmitt, HR Technician 271-1424

EDUCATION AND TRAINING

Responsible for providing quality education, training and resource services to enhance the skills, knowledge and abilities of government employees.

Ginger Lever, BET Director.....271-2793
 Frank Nugent, Associate Professor.....271-0051
 Christie Rice, Talent Acquisition Manager...271-1434
 Robin Hoyt, H.R. Technician.....271-1429

