



**State of New Hampshire
Department of Administrative Services
Division of Personnel
2013 Annual Report
Fiscal Year Ended June 30, 2013**

Pursuant to RSA 21-I:42

Linda M. Hodgdon, Commissioner
Karen D. Hutchins, Director of Personnel
Sara J. Willingham, Deputy Director

Margaret Wood Hassan, Governor
Raymond S. Burton, Executive Councilor
Daniel St. Hilaire, Executive Councilor
Christopher T. Sununu, Executive Councilor
Raymond J. Wieczorek, Executive Councilor
David K. Wheeler, Executive Councilor

State House Annex
28 School Street
Concord, New Hampshire 03301
www.nh.gov/hr/

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GENERAL SUMMARY FY 2013

Authority

RSA Chapter 21-I:42-44, RSA Chapters 21-I:52
Federal Merit System Standards

Mission

To provide consistent leadership, guidance, and support in all aspects of human resource management and labor relations within State government by promoting equity and workforce excellence, assisting agencies in transacting their business efficiently, and protecting the rights of individuals.

Location

State House Annex
28 School Street
Concord, NH 03301
(Wheelchair accessible entrance - School Street)

Staff Composition

| | |
|----|--------------------------------|
| 20 | Full-time classified employees |
| 5 | Part-time employees |
| 3 | Unclassified employees |

Fiscal Year Appropriation

\$1,895,588

Personnel Appeals Board

RSA 21-I:45 authorizes the Governor and Executive Council to appoint three members and two alternates to serve three (3) year terms on the New Hampshire Personnel Appeals Board. As in the past several years, one of those five seats remained vacant throughout Fiscal Year 2012. The four Commissioners serving on the Board during Fiscal Year 2013 were Patrick Wood, Chairman; Philip Bonafide; Joseph Casey; and Robert Johnson.

Department of Administrative Services
Division of Personnel – Organizational Structure



DIVISION OF PERSONNEL

Overview

The Division of Personnel was created in 1989 to maintain a centralized State system of personnel administration based on merit principles. The Division is tasked with establishing and enforcing appropriate methods of recruitment, appointment, compensation, promotion, transfer, layoff, removal and discipline of classified state employees. It assists in procuring and administering employee benefit programs, including health benefits, group life insurance and flexible spending. The Division also provides employee testing services and is responsible for oversight of the State classification system, and many other areas as mandated by RSA 21:1:42-44. The Division's Bureau of Education and Training provides comprehensive management training through the auspices of the Certified Public Manager and Supervisors program. The Manager of Employee Relations conducts negotiations on behalf of the Governor and represents the State in grievance actions related to the Collective Bargaining Agreement. In addition, the Division serves a valuable function in overseeing a fair, equitable and comprehensive system of personnel and labor relations for the State and its employees.

Employee Suggestion and Extraordinary Service Award Program

Senate Bill 52 (Laws 2005, Chapter 258) became effective on September 14, 2005. This law reorganized the "Employee Incentive and Reward Program" of RSA 99-E and established a fund of \$10,000 in the Governor's Office for implementation of the program. Drafted by members of the State Committee, the new law revitalized and streamlined the program for providing monetary and non-monetary recognition to classified executive branch employees who have performed extraordinary services or provided original suggestions of substantial value to the State. The new RSA 99-E integrates each Department into the process of reviewing employee suggestions and services. Chapter 99-E requires that each Department establish an award evaluation committee consisting of three (3) employees appointed by the agency. The agency committee completes the initial review of suggestions and services submitted for award. They are forwarded to the Director of Personnel who shares them with the State Committee, which then conducts its own review and makes award recommendations to the Governor and Executive Council. During state Fiscal Year 2013 eight employees received non-monetary recognition and one employee received a monetary award totaling \$750.00.

BUREAU OF HUMAN RESOURCES ADMINISTRATION

(1) Recruitment and Certification Section

Responsible for development and implementation of statewide recruitment, certification and personnel records management policies and procedures, including monitoring recruitment and referral activities of state agencies and providing career counseling services to employees and applicants.

(2) Examination and Selection Section

Responsible for development and administration of a comprehensive examination program designed to promote equitable competitive standards for applicants to classified positions in state government.

(3) Classification and Organizational Analysis Section

Responsible for implementation and monitoring of the statewide classification system for all classified employees, including allocating all positions to generic classifications and determining appropriate entry-level minimum qualifications. Review requests to establish new state positions and requests to reclassify existing positions, whether vacant or filled. Reviews and recommends changes to agency organizational structures.

RECRUITMENT AND CERTIFICATION SECTION

The Recruitment and Certification Section is responsible for performing the following functions:

- Coordinating statewide recruitment efforts, including approving and posting all newspaper advertisements and Opportunities Announcements for classified positions.
- Evaluating employment applications for certification (eligibility) purposes and maintaining/updating registers of eligible job candidates.
- Auditing all personnel actions affecting classified employees to ensure compliance with Collective Bargaining Agreements and the Administrative Rules of the Division of Personnel.
- Establishing, maintaining and managing centralized personnel records for all Executive Branch classified employees.
- Compiling EEO data on characteristics of job applicants for state and federal reporting purposes.

STATEWIDE HIRING FREEZE

Executive Order 2008-1

On June 24, 2009, Chapter 144:215 of HB2-FN-A-LOCAL went into effect which reads:

144:215 Continuation of Executive Orders. Executive Order 2008-1, directed a freeze on executive branch hiring, equipment purchases, and out-of-state travel and Executive Order 2008-8, directed a freeze on executive branch purchases, which shall remain in effect until June 30, 2009, unless earlier terminated by order of the Governor.

On February 22, 2008, Governor John H. Lynch issued Executive Order 2008-1, instituting a hiring freeze to effect a reduction in state general fund expenditures. This Executive Order mandated that all full-time classified and unclassified positions funded in whole or in part by the General Fund which were vacant on the effective date of the Executive Order must remain vacant until June 30, 2009. Appropriations for the vacant positions were lapsed to the Salary Adjustment Fund or the Employee Benefit Adjustment Account, as applicable. Exceptions to the hiring freeze included direct care positions, custodial care positions and law enforcement positions.

In addition, Executive Order 2008-1 mandated that no general fund monies appropriated for Class 30 equipment could be expended or encumbered for the balance of Fiscal Year 2008, with the exception of those monies encumbered by contract or purchase orders on or before the date of the Executive Order. The Executive Order also mandated that no monies appropriated for out-of-state travel for the balance of Fiscal Year 2008 could be expended or encumbered on or after the date of the Executive Order.

Executive Order 2008-1 also directed that the statewide freeze on hiring, equipment and out-of-state travel would remain in effect until June 30, 2009, or until terminated earlier. The Executive Order provided that exceptions to the hiring freeze could be requested by any agency in writing to the Governor, and that exceptions granted by the Governor shall be transmitted to the Fiscal Committee.

Chapter 224

HB2, Laws of 2011, also known as Chapter 224:206 continued a freeze on all full time classified and unclassified employee positions funded in whole or in part by the general fund which were vacant on July 1, 2011 or which became vacant after that date until June 30, 2013.

RECRUITMENT AND CERTIFICATION ACTIVITIES

During Fiscal Year 2013, the Recruitment and Certification Section posted 383 vacant positions for recruitment. During the Fiscal Year, 1,233 applications were evaluated for certification purposes by staff in this section. Of this number, 974 applicants (79%) were determined to have met the minimum qualifications. The following table lists the work activities performed in the Recruitment and Certification Section during Fiscal Year 2013:

RECRUITMENT AND CERTIFICATION ACTIVITIES FISCAL YEAR 2013

| ACTIVITY | NUMBER |
|--|---------------|
| Applications Distributed | 375 |
| Applications Received Statewide | 2,065 |
| Applications Accepted as Certified | 974 |
| Applications Rejected as Not Certified | 259 |
| Vacant Positions Posted | 383 |
| EEO Surveys Received | 400 |

PERSONNEL ACTIONS FISCAL YEAR 2013

| PERSONNEL ACTION | NUMBER |
|---|---------------|
| New Hires | 1,581 |
| Hires Above Minimum Step (both full-time & part-time) | 330 |

EMPLOYEE REDUCTION IN FORCE (RIF) LIST

Effective July 1, 2011, the Legislature passed Chapter 224: 205 relative to the rehiring of laid-off state employees. This legislation extended the definition of "laid-off employee" to include any state employee laid off between July 1, 2011 and June 30, 2013, as a result of reorganization or downsizing in state government. This legislation mandates that any position that becomes available in a state department be filled, if possible, by a laid-off state employee if such person is not already employed by the State of New Hampshire and if he or she meets the minimum qualifications for the position. It also requires the appointing authority of each department or agency to submit names and classifications of individuals laid off to the Director of Personnel within 10 days of the lay off.

The following is a summary of the actions that took place in connection with the Reduction in Force (RIF) List during Fiscal Year 2013:

| ACTION | NUMBER |
|--|---------------|
| Names Submitted to Personnel | 14 |
| Names Removed from RIF List | 34 |
| Individual Names removed for "other" reasons | 21 |
| Individuals Placed to State Agencies | 13 |
| Names Remaining on RIF List | 65 |
| Vacant Positions Released for Recruitment | 704 |
| Total Number of Vacant Positions Submitted by Agencies | 717 |

Note: The total number of names on the RIF List may include employees who have been re-employed on a continuing part-time basis at the agency from which they were originally laid off. Other names remaining on the RIF List may include individuals who have retired, are on Workers' Compensation, or have set their own limitations to re-employment as a full-time employee due to location, salary requirements or other personal reasons.

TEN YEAR HISTORY OF AUTHORIZED PERMANENT POSITIONS BY DEPARTMENT
Number of Class 10 Positions Authorized

| <u>Department</u> | <u>2004</u> | <u>2005</u> | <u>2006</u> | <u>2007</u> | <u>2008</u> | <u>2009</u> | <u>2010</u> | <u>2011</u> | <u>2012</u> | <u>2013</u> |
|------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Adjutant General Department | 120 | 120 | 130 | 127 | 134 | 134 | 133 | 133 | 143 | 142 |
| Administrative Services Dept. | 245 | 250 | 260 | 289 | 302 | 304 | 302 | 302 | 261 | 308* |
| Public Works Design & Construction | 0 | 0 | 26 | 27 | 29 | 29 | 26 | 26 | 24 | * |
| Agriculture Department | 33 | 33 | 33 | 33 | 33 | 33 | 35 | 35 | 28 | 28 |
| Banking Department | 41 | 41 | 42 | 45 | 48 | 48 | 52 | 52 | 53 | 53 |
| Community College System of NH | 707 | 707 | 753 | 753 | 785 | 785 | 823 | 823 | 0 | 0 |
| Com. Dev. Finance Authority | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Corrections Department | 1,096 | 1,087 | 1,081 | 1,065 | 1,063 | 1,060 | 922 | 931 | 883 | 872 |
| Cultural Resources Department | 69 | 70 | 70 | 69 | 69 | 69 | 67 | 65 | 59 | 59 |
| Development Disabilities Council | | | | | 4 | 4 | 3 | 3 | 3 | 3 |
| Education Department | 316 | 305 | 316 | 297 | 302 | 302 | 300 | 302 | 296 | 295 |
| Employment Security | 367 | 367 | 372 | 338 | 329 | 328 | 338 | 338 | 338 | 337 |
| Environmental Services Dept. | 528 | 549 | 540 | 514 | 531 | 534 | 541 | 530 | 471 | 470 |
| Executive Department | 33 | 26 | 22 | 22 | 22 | 22 | 20 | 18 | 15 | 15 |
| Fish and Game Department | 165 | 164 | 200 | 194 | 194 | 194 | 191 | 190 | 188 | 186 |
| Health & Human Services Dept. | 3,067 | 3,040 | 3,282 | 3,205 | 3,233 | 3,236 | 3,145 | 3,160 | 2,794 | 2,786 |
| Highway Safety Agency | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 5 | 5 |
| Human Rights Commission | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 6 | 6 |
| Insurance Department | 72 | 70 | 70 | 70 | 70 | 67 | 67 | 67 | 66 | 66 |
| Judicial Council | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Justice Department | 61 | 61 | 62 | 61 | 64 | 64 | 63 | 63 | 55 | 53 |
| Labor Department | 83 | 77 | 80 | 80 | 87 | 87 | 91 | 91 | 91 | 90 |
| Liquor Commission | 315 | 304 | 304 | 304 | 317 | 317 | 329 | 329 | 296 | 293 |
| Lottery Commission | 60 | 52 | 52 | 49 | 49 | 49 | 46 | 46 | 45 | 45 |
| McAuliffe-Shepard Discovery Center | 12 | 12 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 |
| Office of Information Technology | 335 | 397 | 411 | 408 | 418 | 418 | 400 | 398 | 360 | 359 |
| Pease Development Authority | 5 | 5 | 5 | 5 | 6 | 6 | 6 | 6 | 6 | 6 |
| Postsecondary Education Commission | 6 | 6 | 6 | 6 | 8 | 8 | 8 | 8 | 0 | 0 |
| Public Utilities Commission | 72 | 69 | 69 | 69 | 69 | 69 | 69 | 69 | 69 | 67 |
| Racing and Gaming Commission | 11 | 20 | 21 | 21 | 22 | 19 | 21 | 21 | 16 | 16 |
| Real Estate Commission | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 7 | 7 |
| Regulatory Boards | | | | | | | | | | |
| Board of Accountancy | 0 | 0 | 2 | 2 | 3 | 3 | 3 | 3 | 0 | 0 |
| Electricians Licensing Board | 7 | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Health & Human Services Boards | 31 | 31 | 38 | 37 | 38 | 38 | 37 | 37 | 35 | 35 |
| Joint Board of Licensing & Cert. | 5 | 5 | 5 | 5 | 5 | 5 | 6 | 6 | 8 | 7 |
| Plumbers Board | 6 | 6 | 6 | 6 | 7 | 7 | 7 | 0 | 0 | 0 |
| Pub. Empl. Labor Relations Bd. | 4 | 4 | 4 | 4 | 5 | 5 | 5 | 5 | 4 | 4 |
| Real Estate Appraisers Bd. | 1 | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 0 | 0 |
| Tax & Land Appeals Board | 10 | 10 | 8 | 8 | 8 | 7 | 7 | 7 | 5 | 5 |
| Veterinarians Exam. Board | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Resources & Econ. Dev. Dept. | 184 | 177 | 185 | 177 | 179 | 179 | 178 | 184 | 198 | 197 |
| Retirement System | 54 | 54 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Revenue Administration Dept. | 175 | 174 | 181 | 180 | 190 | 190 | 192 | 192 | 127 | 119 |
| Safety Department | 1,027 | 1,036 | 1,092 | 1,085 | 1,131 | 1,138 | 1,134 | 1,134 | 1,073 | 1,049 |
| State Department | 43 | 41 | 41 | 40 | 40 | 40 | 71 | 72 | 67 | 69 |

**TEN YEAR HISTORY OF AUTHORIZED PERMANENT POSITIONS BY DEPARTMENT
Number of Class 10 Positions Authorized**

| <u>Department</u> | <u>2004</u> | <u>2005</u> | <u>2006</u> | <u>2007</u> | <u>2008</u> | <u>2009</u> | <u>2010</u> | <u>2011</u> | <u>2012</u> | <u>2013</u> |
|----------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Status of Women Commission | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 0 | 0 | 0 |
| Transportation Department | 1,868 | 1,868 | 1,841 | 1,824 | 1,815 | 1,817 | 1,779 | 1,779 | 1,650 | 1,642 |
| Treasury Department | 21 | 21 | 19 | 18 | 19 | 19 | 18 | 18 | 17 | 17 |
| Veterans' Council | 4 | 4 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| Veterans' Home | 251 | 251 | 328 | 369 | 367 | 376 | 367 | 367 | 367 | 366 |
| TOTALS | 11,570 | 11,575 | 12,030 | 11,879 | 12,068 | 12,083 | 11,875 | 11,881 | 10,173 | 10,121 |

NH First Reporting - Number of permanent positions by Department no longer reflect individual Divisions

***Total positions for Department of Administrative Services now includes Public Works Design & Construction**

FY 2013 Authorized Positions

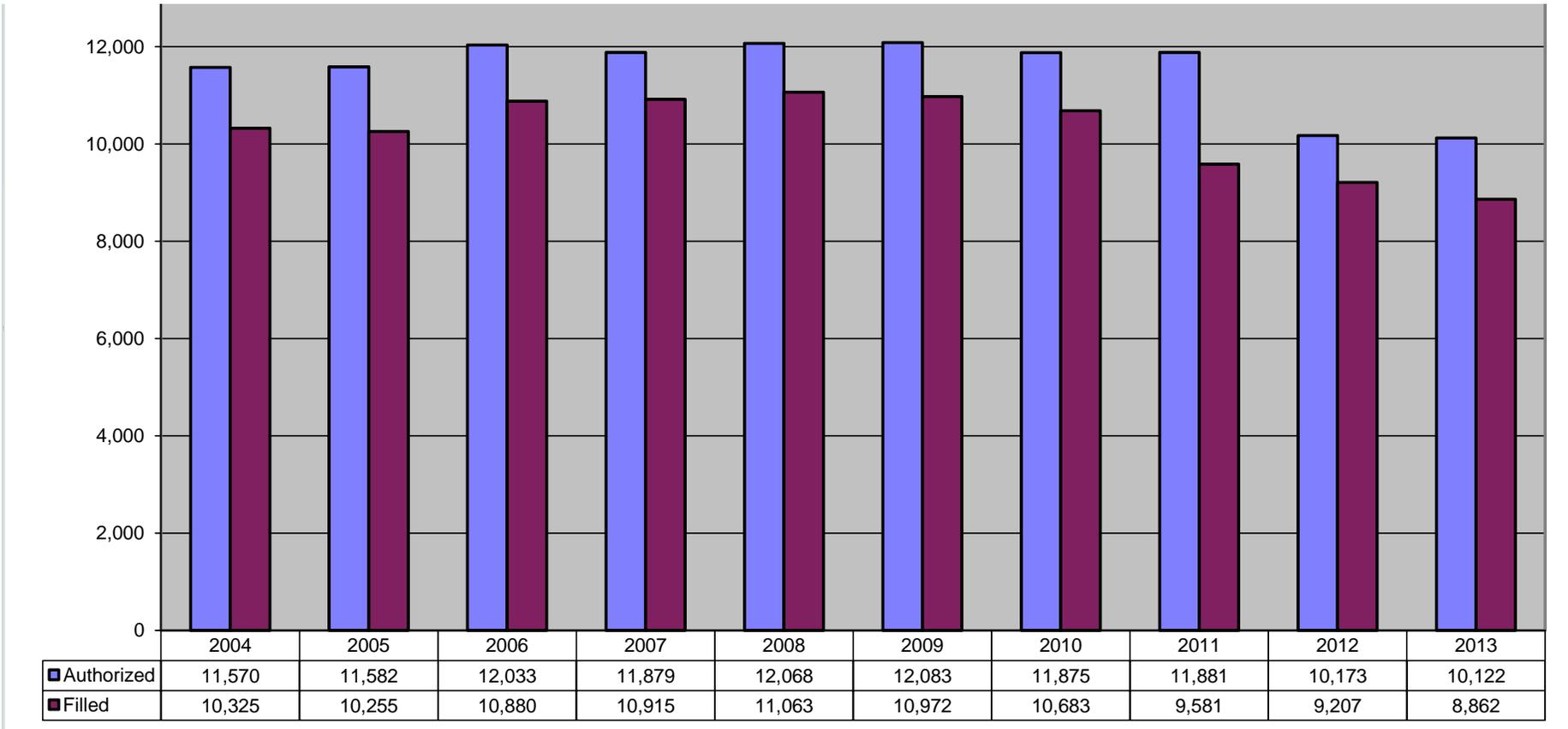
| <u>Department & Components</u> | <u>CL 10 Filled</u> | <u>CL 10 Vacant</u> | <u>CL 59 Filled</u> | <u>CL 59 Vacant</u> | <u>Unclass. Filled</u> | <u>Unclass. Vacant</u> | <u>Total Positions</u> |
|---------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|----------------------------|----------------------------|----------------------------|
| Adjutant General | 112 | 31 | 0 | 0 | 2 | 0 | 145 |
| Administrative Serv Dept Of | 226 | 82 | 2 | 2 | 10 | 2 | 324 |
| Agriculture Dept Of | 26 | 2 | 0 | 0 | 3 | 0 | 31 |
| Bank Commission | 40 | 13 | 0 | 0 | 2 | 0 | 55 |
| Boards | 31 | 1 | 0 | 0 | 3 | 0 | 35 |
| Auctioneers Board | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Board Of Medicine | 6 | 0 | 0 | 0 | 0 | 0 | 6 |
| Board Of Tax - Land Appeals | 4 | 1 | 0 | 0 | 3 | 0 | 8 |
| Board Of Veterinary Medicine | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Cosmetology/Barbers Board | 5 | 0 | 0 | 0 | 0 | 0 | 5 |
| Dental Board | 2 | 0 | 0 | 0 | 0 | 0 | 2 |
| Joint Board | 7 | 0 | 0 | 0 | 0 | 0 | 7 |
| Massage Therapy Advisory Board | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Pharmacy Board | 5 | 0 | 0 | 0 | 0 | 0 | 5 |
| Corrections Dept Of | 751 | 121 | 3 | 2 | 12 | 0 | 889 |
| Cultural Resources Dept Of | 44 | 15 | 0 | 0 | 3 | 0 | 62 |
| Development Disabilities Counc | 2 | 1 | 0 | 0 | 0 | 0 | 3 |
| DHHS Admin Attached Boards | 16 | 0 | 0 | 0 | 0 | 0 | 16 |
| Education Dept Of | 238 | 57 | 1 | 3 | 5 | 0 | 304 |
| Employment Security Dept Of | 233 | 104 | 33 | 6 | 4 | 1 | 381 |
| Environmental Serv Dept Of | 396 | 74 | 0 | 0 | 6 | 0 | 476 |

| <u>Department & Components</u> | <u>CL 10 Filled</u> | <u>CL 10 Vacant</u> | <u>CL 59 Filled</u> | <u>CL 59 Vacant</u> | <u>Unclass. Filled</u> | <u>Unclass. Vacant</u> | <u>Total Positions</u> |
|--------------------------------------|---------------------|---------------------|---------------------|---------------------|------------------------|------------------------|------------------------|
| Executive Council | 0 | 0 | 0 | 0 | 6 | 0 | 6 |
| Executive Office | 13 | 2 | 0 | 0 | 2 | 0 | 17 |
| Fish And Game Commission | 164 | 22 | 0 | 0 | 1 | 0 | 187 |
| Health and Human Svcs Dept Of | 2,511 | 275 | 9 | 2 | 86 | 7 | 2,890 |
| Administration | 4 | 2 | 0 | 0 | 3 | 0 | 9 |
| Bureau Of Comm & Health Serv | 45 | 7 | 0 | 0 | 0 | 0 | 52 |
| Bureau Of Disease Control | 69 | 12 | 0 | 0 | 0 | 0 | 81 |
| Bureau Of Drug & Alcohol Svcs | 22 | 0 | 3 | 2 | 1 | 0 | 28 |
| Bureau Of Informatics | 9 | 3 | 0 | 0 | 1 | 0 | 13 |
| Bureau Of Laboratory Services | 57 | 7 | 0 | 0 | 0 | 0 | 64 |
| Bureau Of Policy & Performance | 11 | 1 | 0 | 0 | 0 | 0 | 12 |
| Bureau Of Prevention Services | 32 | 8 | 0 | 0 | 0 | 0 | 40 |
| Child Development | 9 | 0 | 0 | 0 | 2 | 0 | 11 |
| Child Protection | 292 | 28 | 0 | 0 | 2 | 0 | 322 |
| Child Support Services | 148 | 10 | 0 | 0 | 1 | 0 | 159 |
| Client Services | 328 | 39 | 0 | 0 | 1 | 0 | 368 |
| Community Based Care Services | 1 | 4 | 0 | 0 | 3 | 1 | 9 |
| Div Of Behavioral Health | 24 | 4 | 0 | 0 | 0 | 0 | 28 |
| Div Of Developmental Svcs | 49 | 7 | 0 | 0 | 2 | 0 | 58 |
| Div Of Family Assistance | 47 | 4 | 0 | 0 | 4 | 0 | 55 |
| Glenclyff Home | 167 | 5 | 0 | 0 | 1 | 0 | 173 |
| Grants To Locals | 11 | 0 | 0 | 0 | 0 | 0 | 11 |
| Homeless & Housing | 5 | 1 | 0 | 0 | 0 | 0 | 6 |
| Juvenile Justice Services | 110 | 6 | 0 | 0 | 0 | 0 | 116 |
| Medical Services | 16 | 2 | 0 | 0 | 2 | 0 | 20 |
| Minority Health | 6 | 0 | 4 | 0 | 1 | 0 | 11 |
| New Hampshire Hospital | 524 | 55 | 0 | 0 | 20 | 1 | 600 |
| Off. Of Medicaid & Bus. Policy | 34 | 7 | 0 | 0 | 5 | 1 | 47 |
| Office Of Administration | 30 | 12 | 0 | 0 | 0 | 0 | 42 |
| Office Of Improvement, Integri | 60 | 4 | 0 | 0 | 0 | 0 | 64 |
| Office Of Information Systems | 7 | 3 | 0 | 0 | 10 | 0 | 20 |

| | <u>CL 10 Filled</u> | <u>CL 10 Vacant</u> | <u>CL 59 Filled</u> | <u>CL 59 Vacant</u> | <u>Unclass. Filled</u> | <u>Unclass. Vacant</u> | <u>Total Positions</u> |
|---------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|----------------------------|----------------------------|----------------------------|
| Office Of Program Support | 107 | 13 | 0 | 0 | 9 | 0 | 129 |
| Office Of The Commissioner | 74 | 16 | 2 | 0 | 16 | 3 | 111 |
| Program Operations | 74 | 9 | 0 | 0 | 1 | 0 | 84 |
| State Office Admin | 1 | 0 | 0 | 0 | 1 | 0 | 2 |
| Sununu Youth Service Center | 138 | 6 | 0 | 0 | 0 | 1 | 145 |
| Highway Safety Agcy Of | 5 | 0 | 0 | 0 | 1 | 0 | 6 |
| Human Rights Commission | 5 | 1 | 0 | 0 | 0 | 0 | 6 |
| Information Technology Dept of | 320 | 39 | 0 | 2 | 8 | 1 | 370 |
| Insurance Dept Of | 50 | 16 | 0 | 0 | 13 | 0 | 79 |
| Judicial Council | 2 | 0 | 0 | 0 | 0 | 0 | 2 |
| Justice Department | 49 | 4 | 1 | 2 | 60 | 10 | 126 |
| Labor Dept Of | 75 | 15 | 0 | 0 | 1 | 1 | 92 |
| Liquor Commission | 275 | 18 | 1 | 0 | 5 | 1 | 300 |
| McAuliffe-Shepard Discovery Ct | 0 | 13 | 0 | 0 | 0 | 1 | 14 |
| NH Lottery Commission | 41 | 4 | 0 | 0 | 4 | 0 | 49 |
| NH Office of Veterans Services | 4 | 1 | 0 | 0 | 1 | 0 | 6 |
| NH Veterans Home | 326 | 40 | 0 | 0 | 1 | 0 | 367 |
| Pease Development Authority | 6 | 0 | 0 | 0 | 0 | 0 | 6 |
| Police Stds - Training Council | 19 | 4 | 0 | 0 | 1 | 0 | 24 |
| Public Employees Labor Rltn Bd | 4 | 0 | 0 | 0 | 0 | 0 | 4 |
| Public Utilities Comm | 60 | 7 | 0 | 0 | 7 | 0 | 74 |

| | <u>CL 10 Filled</u> | <u>CL 10 Vacant</u> | <u>CL 59 Filled</u> | <u>CL 59 Vacant</u> | <u>Unclass. Filled</u> | <u>Unclass. Vacant</u> | <u>Total Positions</u> |
|--------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|----------------------------|----------------------------|----------------------------|
| Racing Charitable Gaming Comm | 15 | 1 | 0 | 0 | 6 | 0 | 22 |
| Real Estate Commission | 6 | 1 | 0 | 0 | 1 | 0 | 8 |
| Resources - Econ Devel Dept Of | 176 | 21 | 15 | 14 | 4 | 1 | 231 |
| Revenue Administration Dept Of | 77 | 42 | 0 | 0 | 17 | 6 | 142 |
| Safety Dept Of | 966 | 83 | 1 | 4 | 10 | 3 | 1,067 |
| Secretary Of State | 53 | 16 | 0 | 7 | 9 | 3 | 88 |
| Transportation Dept Of | 1,510 | 132 | 1 | 20 | 8 | 0 | 1,671 |
| Treasury Dept Of | 15 | 2 | 0 | 0 | 5 | 0 | 22 |
| TOTALS | 8,862 | 1,260 | 67 | 64 | 307 | 37 | 10,597 |
| TOTAL VACANCIES | 1,361 | | | | | | |
| VACANCY RATE | 12.84% | | | | | | |

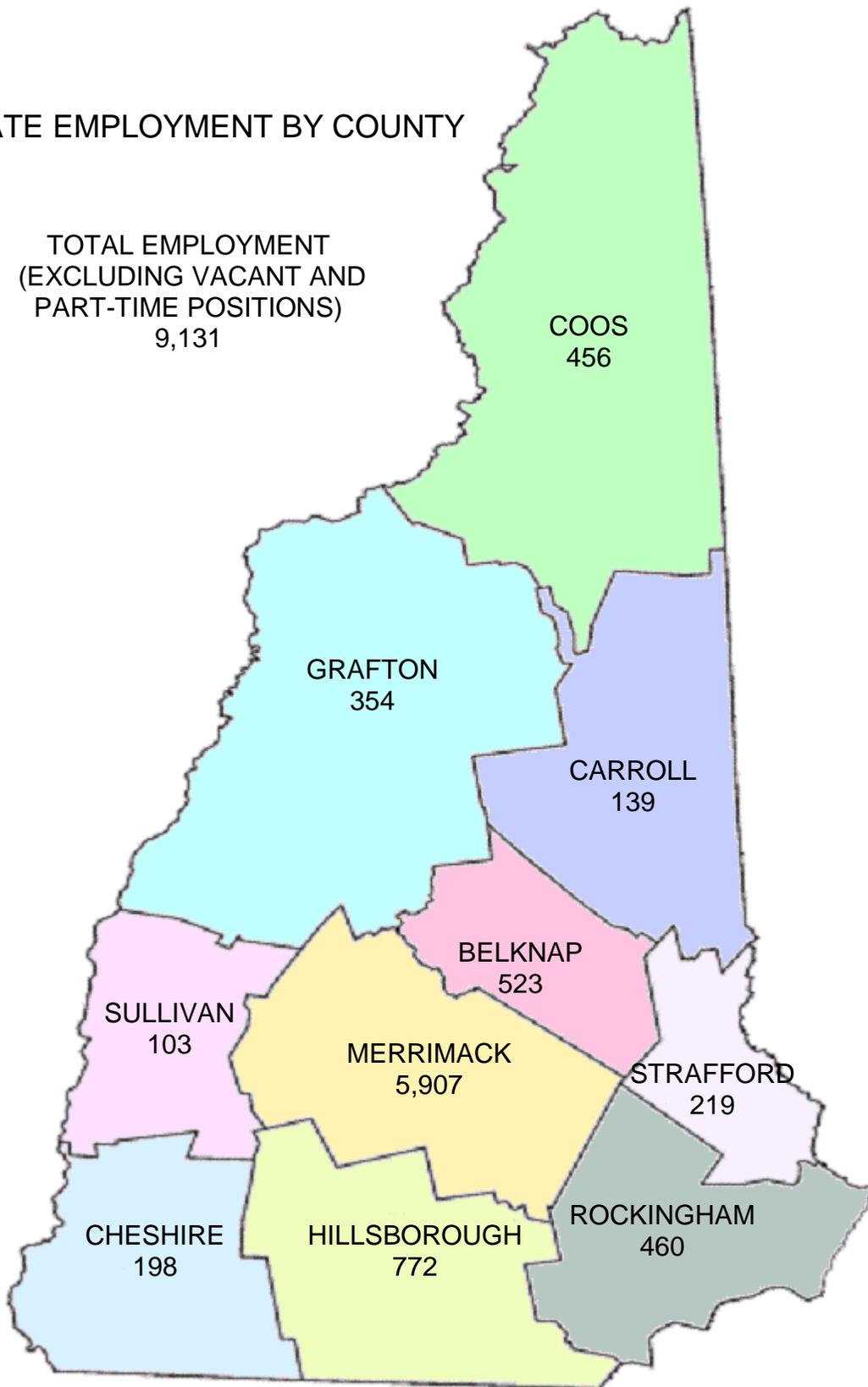
Authorized/Filled Positions 10 Year History



Note: Data does not include Class 59 full-time temporary positions.

STATE EMPLOYMENT BY COUNTY

TOTAL EMPLOYMENT
(EXCLUDING VACANT AND
PART-TIME POSITIONS)
9,131



Data reported from Government Human Resource System
through March 30, 2013

DEMOGRAPHICS

New Hampshire State Employees

Fiscal Year 2013

2013

State Government Employees
Executive Branch

| <u>Class Type</u> | <u>Number of Positions*</u> |
|--------------------------|------------------------------------|
| Classified | 10,253 |
| Unclassified | 344 |
| TOTAL POSITIONS: | 10,597 |

*Full Time Only - Includes vacancies

The Classified State Workforce
is made up of...

52% Female
48% Male

3% Minority
97% White (not of
Hispanic background)

The Average Full Time Classified Employee...

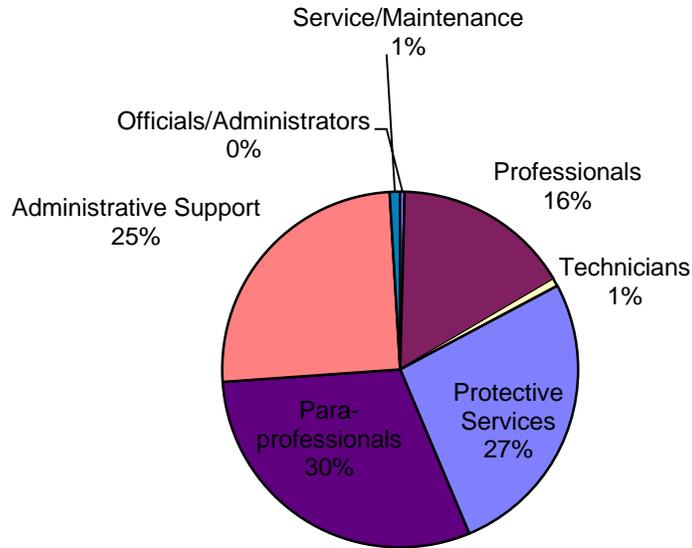
- Is 47 years old
- Has 12 years of service
- Earns \$46,882

Classified Employees work in...

| | |
|--------------------------|-----|
| Belknap County..... | 6% |
| Carroll County..... | 2% |
| Cheshire County..... | 2% |
| Coos County..... | 5% |
| Grafton County..... | 4% |
| Hillsborough County..... | 8% |
| Merrimack County..... | 65% |
| Rockingham County..... | 5% |
| Strafford County..... | 2% |
| Sullivan County..... | 1% |

APPLICANTS BY EEO CATEGORY

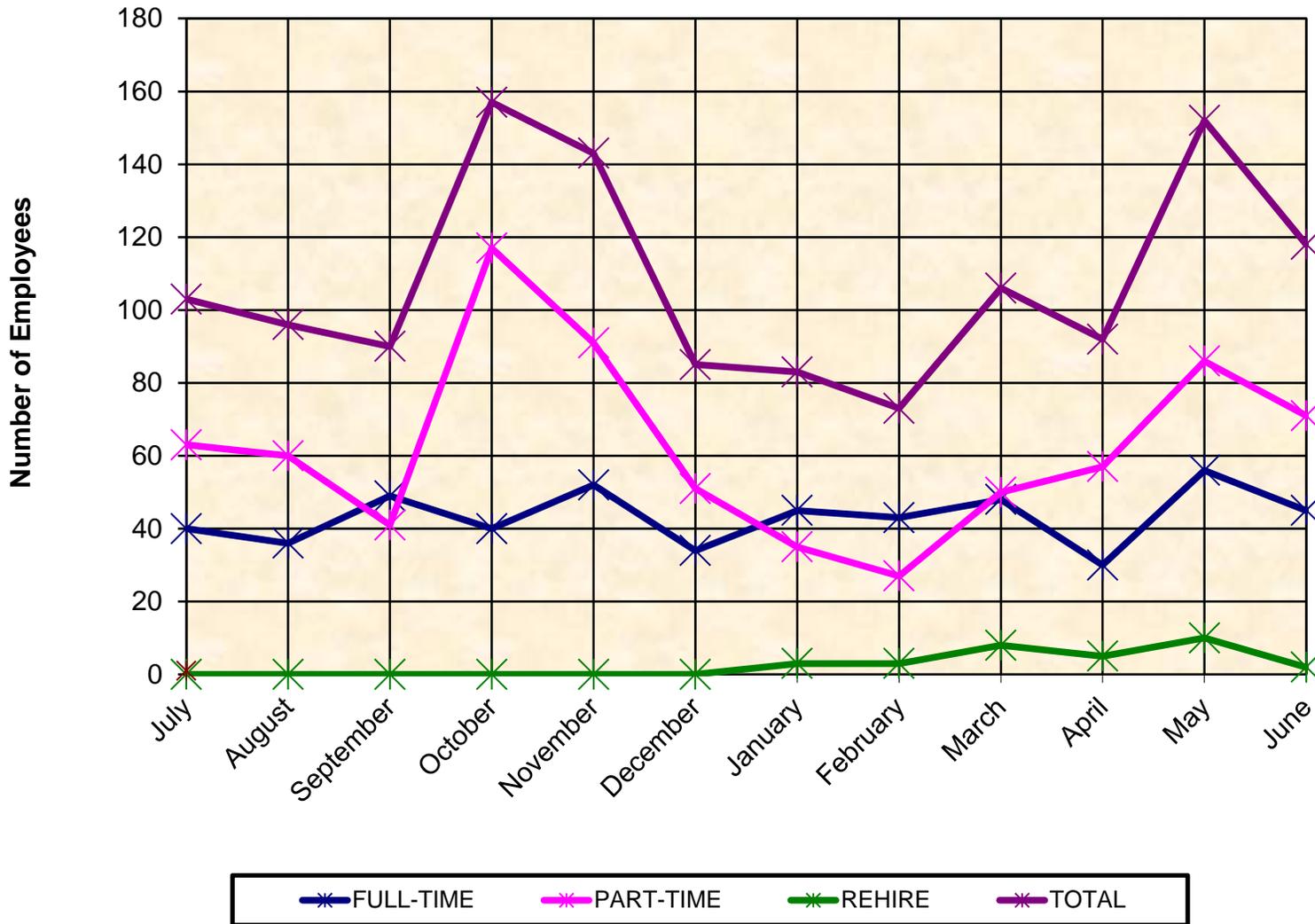
Fiscal Year 2013



| | Number Of Applicants |
|--------------------------|----------------------|
| Administrative Support | 373 |
| Officials/Administrators | 6 |
| Para-professionals | 448 |
| Professionals | 239 |
| Protective Services | 392 |
| Service/Maintenance | 14 |
| Technicians | 10 |
| TOTAL | 1,482 |

**Note: This information is voluntarily submitted by applicants.
Data Reported from Government Human Resource System through March 30, 2013**

TOTAL NEW HIRES BY MONTH Fiscal Year 2013



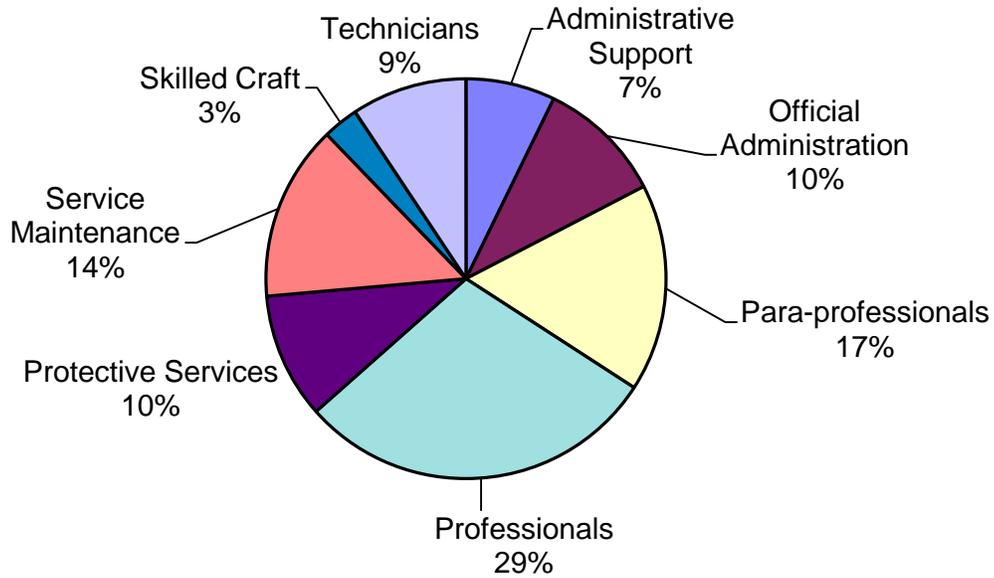
Total New Hired for FY 2013 = 1,267

TOTAL NUMBER OF NEW HIRES BY AGENCY

| AGENCY | NEW HIRES | HIRES above min. | % HIRED above min. |
|--|--------------|---------------------|-----------------------|
| Adjutant General Department | 70 | 4 | 5.71% |
| Administrative Services Department | 60 | 14 | 23% |
| Agriculture Department | 5 | 2 | 40% |
| Banking Department | 2 | 2 | 100% |
| Board of Veterinary Medicine | 1 | 0 | 0% |
| Corrections Department | 43 | 30 | 70% |
| Cultural Resources | 2 | 1 | 50% |
| Developmental Disability Council | 1 | 0 | 0% |
| Education Department | 22 | 7 | 32% |
| Employment Security | 13 | 1 | 8% |
| Environmental Services Department | 40 | 7 | 18% |
| Executive Department | 12 | 0 | 0% |
| Fish and Game Department | 20 | 2 | 10% |
| Health and Human Services Department | | | |
| Attached Boards | 18 | 2 | 11% |
| Human Services | 44 | 20 | 45% |
| Commissioner's Office | 15 | 13 | 87% |
| Division of Developmental Services | 4 | 3 | 75% |
| Medicaid & Business Policy | 2 | 2 | 100% |
| Elderly and Adult Services | 4 | 2 | 50% |
| Glenclyff Home for the Elderly | 19 | 5 | 26% |
| Community Based Care | 1 | 1 | 100% |
| Juvenile Justice Services | 7 | 1 | 14% |
| New Hampshire Hospital | 92 | 17 | 18% |
| Office of Health Management | 15 | 13 | 87% |
| Transitional Assistance | 37 | 5 | 13% |
| Insurance Department | 4 | 3 | 75% |
| Joint Board of Licensure and Certification | 10 | 0 | 0% |
| Judicial Council | 2 | 0 | 0% |
| Justice Department | 12 | 7 | 58% |
| Labor Department | 2 | 1 | 50% |
| Liquor Commission | 307 | 13 | 4% |
| NH Lottery Commission | 10 | 1 | 10% |
| Office of Information Technology | 17 | 13 | 76% |
| Police Standards and Training | 2 | 1 | 50% |
| Public Utilities Commission | 3 | 3 | 100% |
| Racing and Charitable Gaming Commission | 4 | 3 | 75% |
| Resources & Economic Development Dept. | 273 | 5 | 2% |
| Revenue Administration Department | 1 | 0 | 0% |
| Safety Department | 162 | 37 | 23% |
| Secretary of State Department | 17 | 0 | 0% |
| Transportation Department | 142 | 51 | 36% |
| Treasury | 3 | 2 | 67% |
| Veterans Home | 61 | 36 | 59% |

**Note: Includes all full-time and part-time hires, rehires and reinstatements.
Total new hires for FY 2013 = 1,581. Total hires above minimum = 330**

WORKFORCE PARTICIPATION RATES Fiscal Year 2013

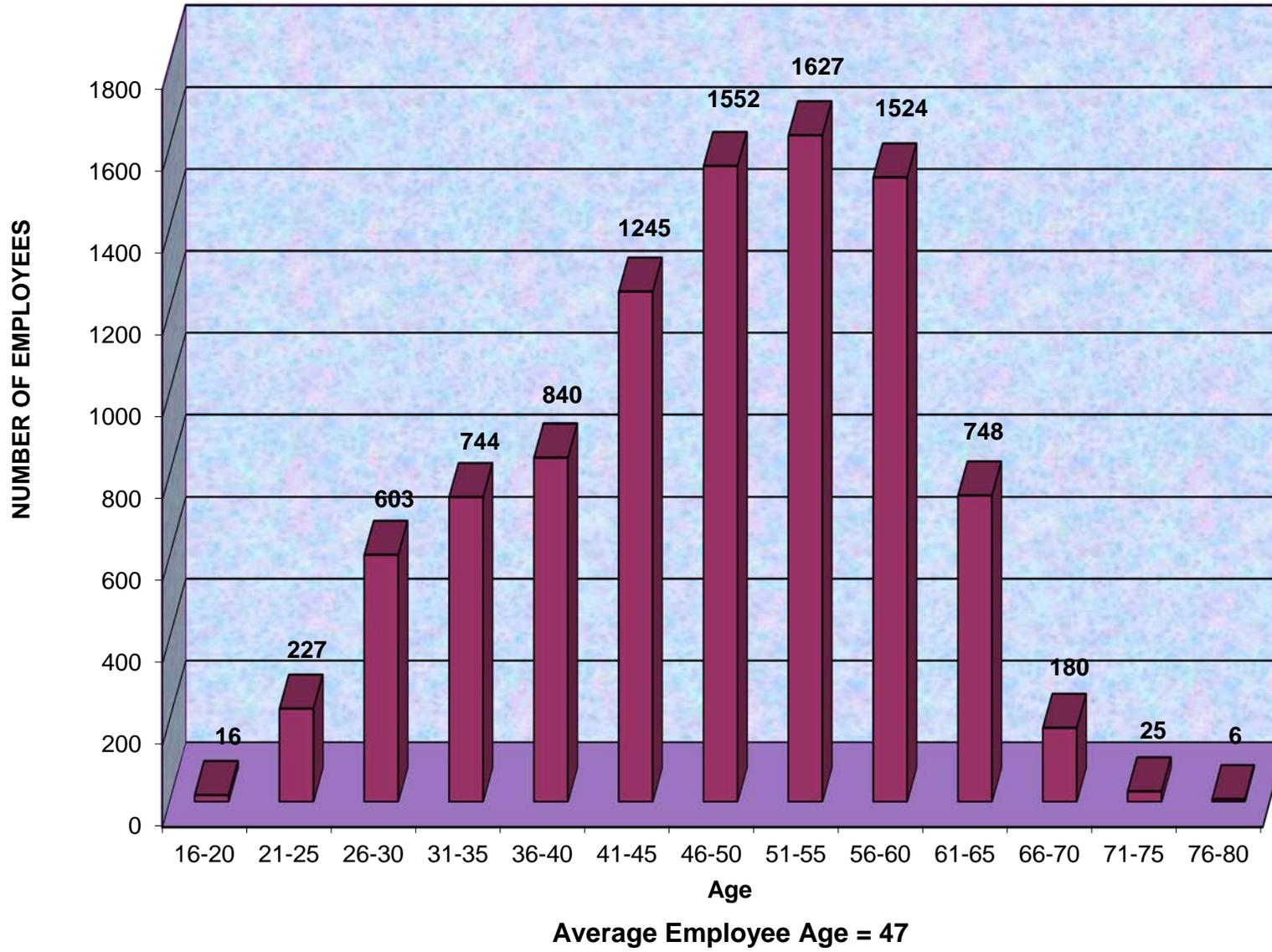


| | Number Of Employees |
|-------------------------|------------------------|
| Administrative Support | 664 |
| Official Administration | 935 |
| Para-professionals | 1,543 |
| Professionals | 2,695 |
| Protective Services | 933 |
| Service/Maintenance | 1,305 |
| Skilled Craft | 264 |
| Technicians | 859 |
| TOTAL | 9,198 |

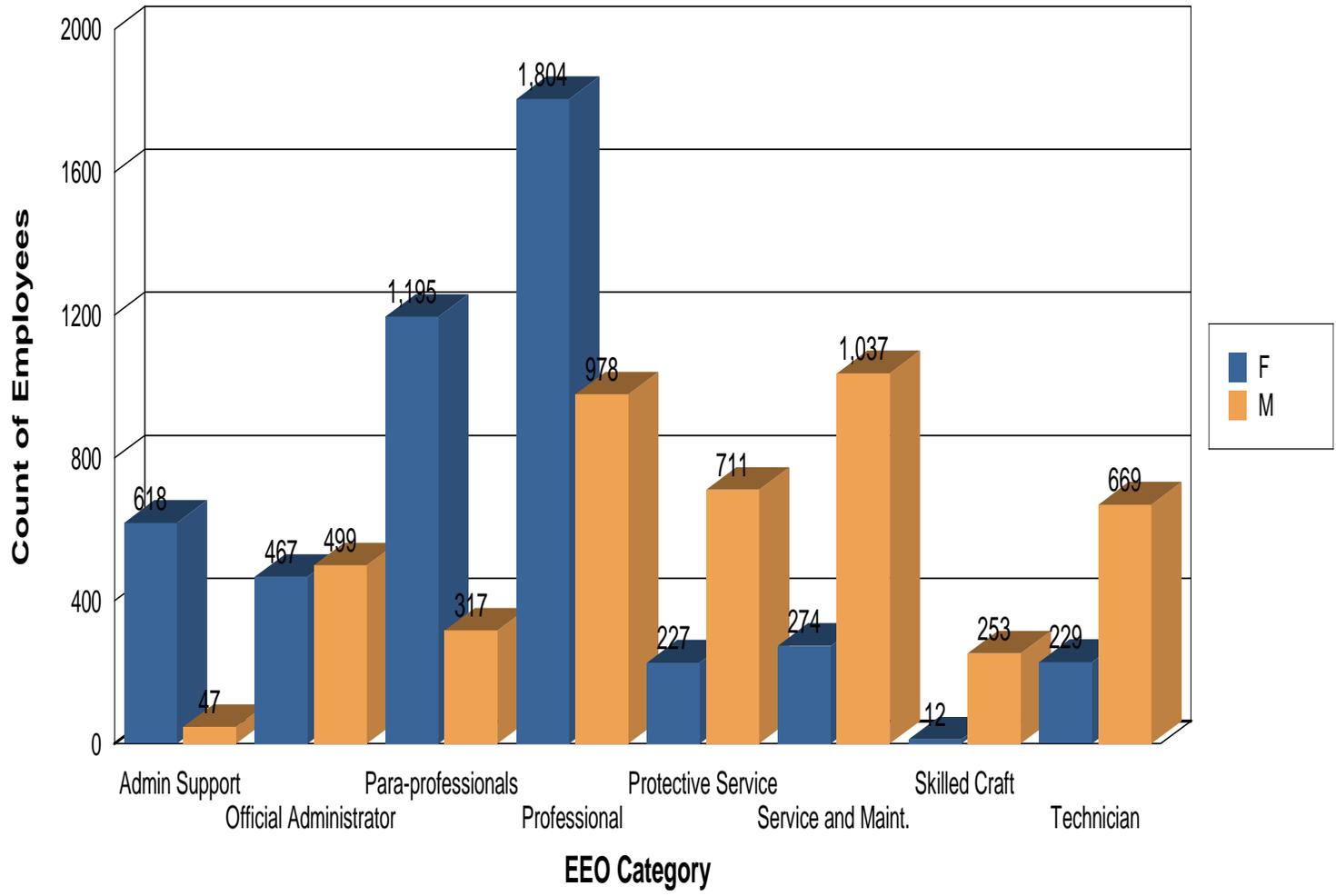
Note: Data from 6-30-13

EMPLOYEES BY AGE DISTRIBUTION

Fiscal Year 2013

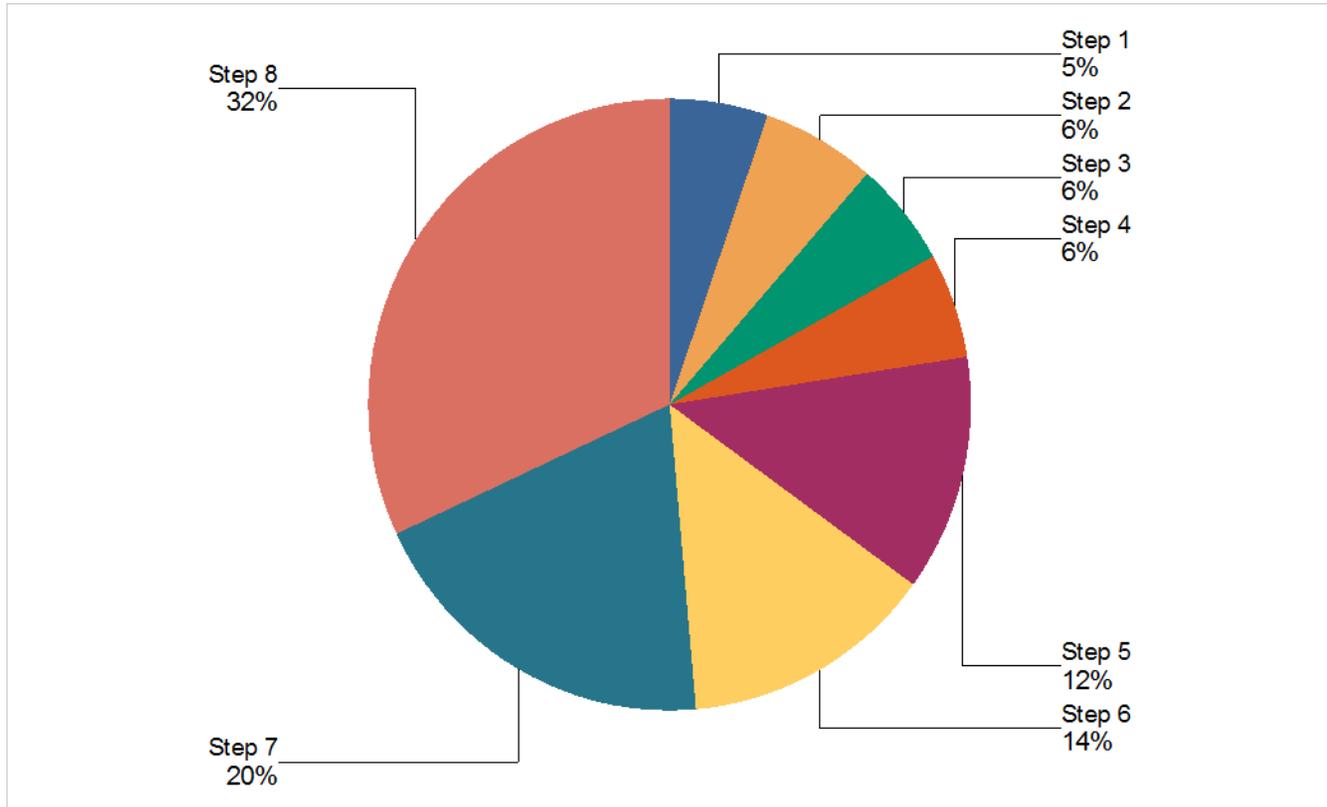


Employees by Gender and EEO Category



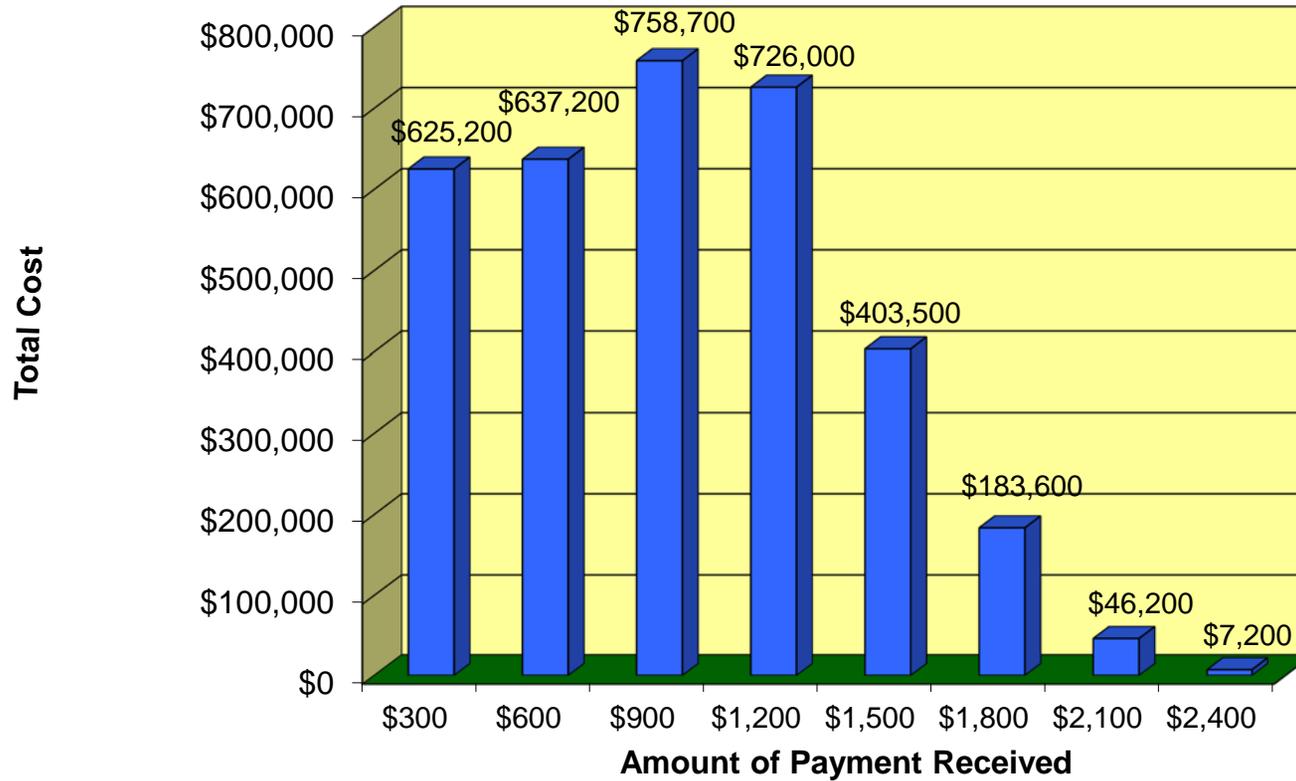
Note: Includes all full-time classified employees as of 06-30-13

**OVERALL SALARY DISTRIBUTION
Fiscal Year 2013**



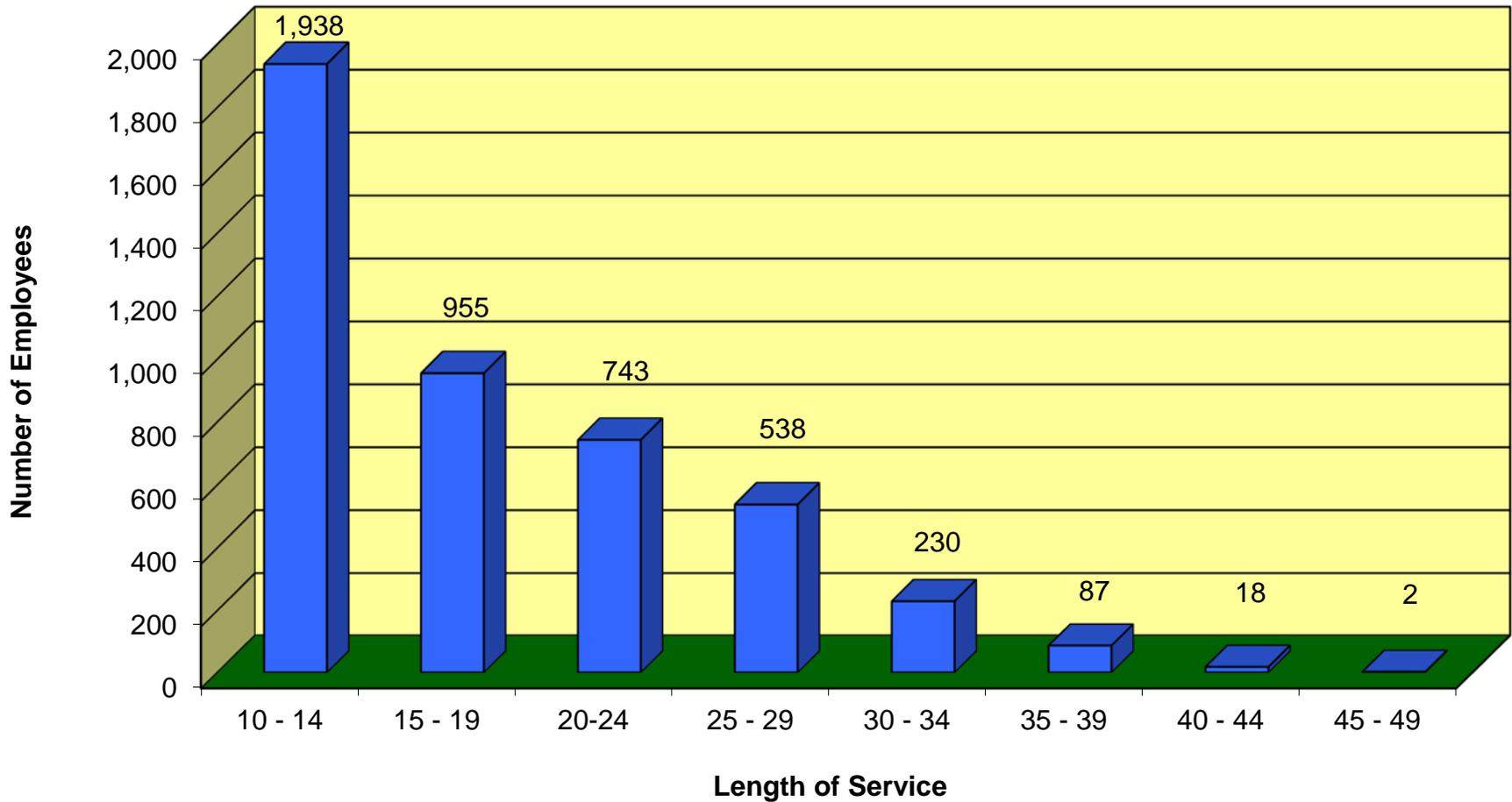
Includes all full-time classified employees as of 6/30/13

LONGEVITY IN CLASSIFIED SERVICE Cost of Longevity



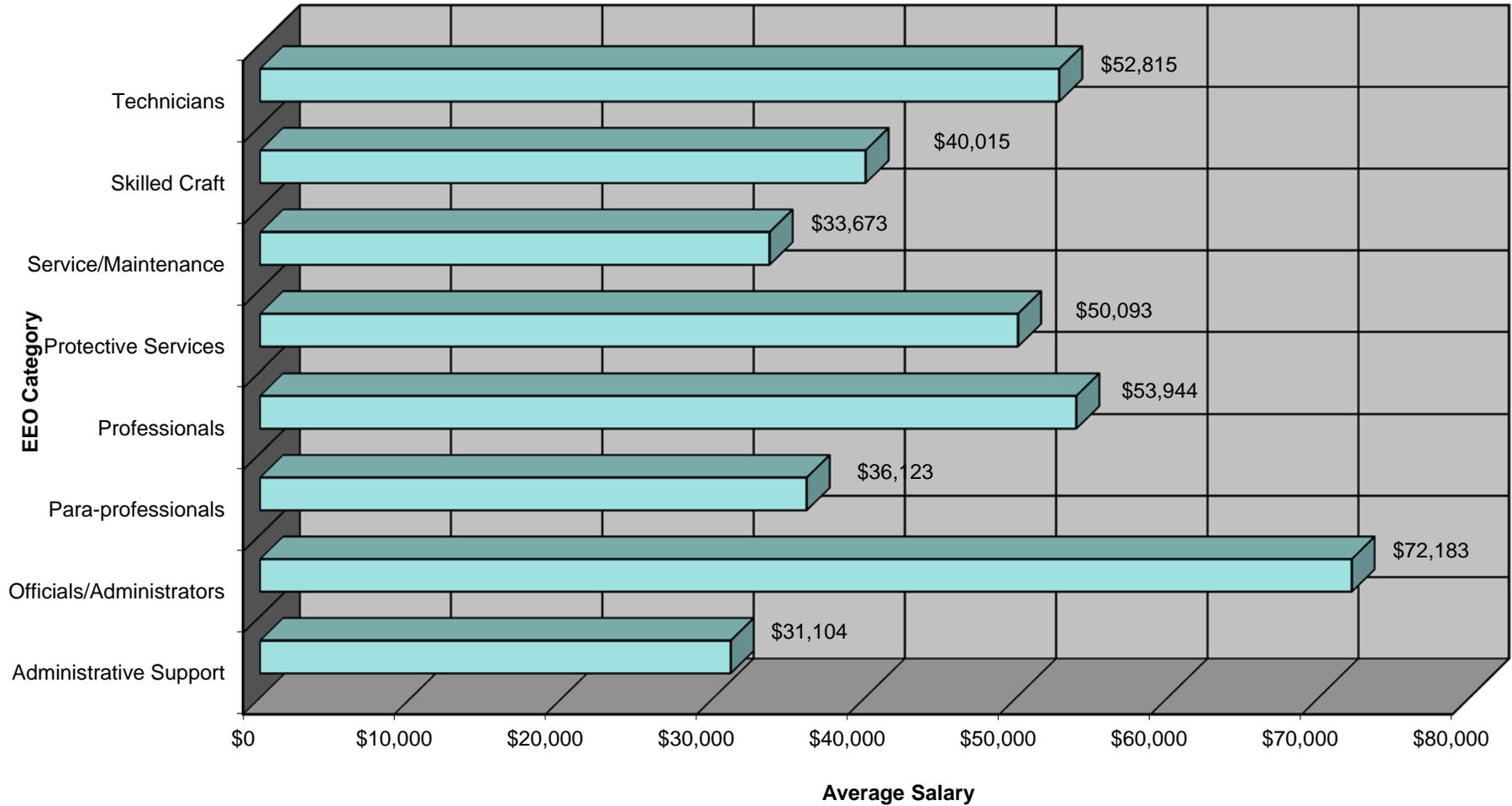
Note: Employees receive \$300 for 10 years of service and an additional \$300 for each 5 years of service beyond 10 years. 50% of the state workforce received a longevity payment in Fiscal Year 2013.

LONGEVITY IN CLASSIFIED SERVICE Number of Employees by Length of Service



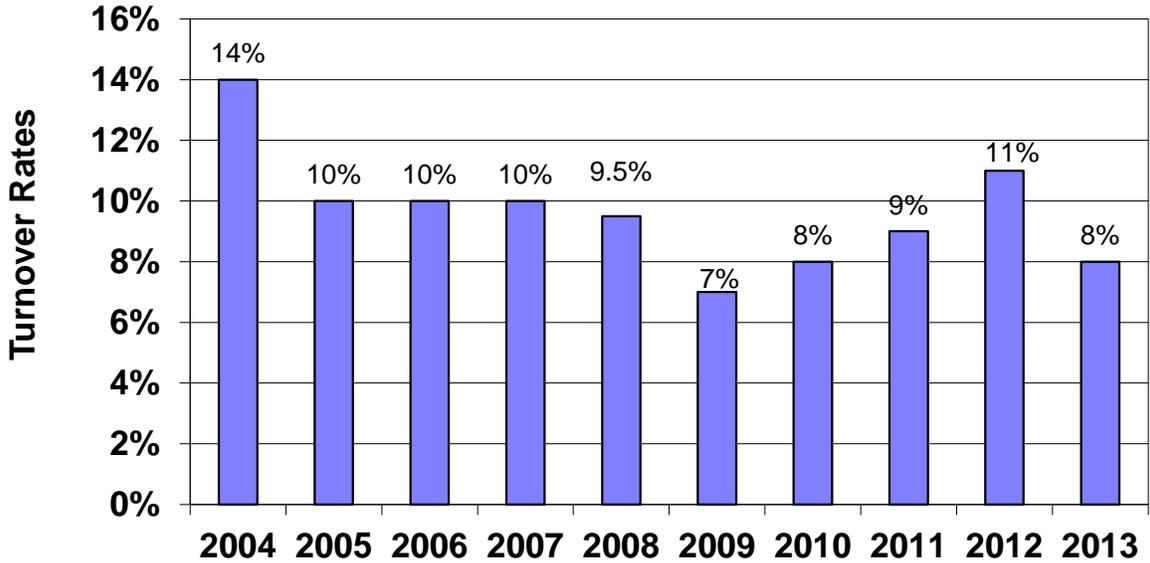
Note: Number of Employees Under 10 Years of Longevity = 4,489

AVERAGE SALARY BY EEO CATEGORY Classified Positions



**Note: Includes all full-time permanent and full-time temporary employees as of 06-30-13
Average Salary Statewide = \$46,882**

TURNOVER
Separations from Classified Service
10 Year History



| Highest Turnover Classes With 50 or More Full-time Employees | Percent Turnover |
|--|------------------|
| Food Service Worker II | 23% |
| Supervisor I | 14% |
| Administrator IV | 13% |
| Family Services Specialist I | 13% |
| Licensed Nursing Assistant III | 13% |
| Program Specialist I | 13% |
| Licenses Nursing Assistant II | 12% |
| Secretary II | 12% |
| Administrator III | 11% |
| Highway Maintainer II | 11% |
| Administrator II | 10% |
| Clerk Interviewer | 10% |
| Mental Health Worker II | 10% |
| Program Specialist III | 10% |
| Program Specialist IV | 10% |

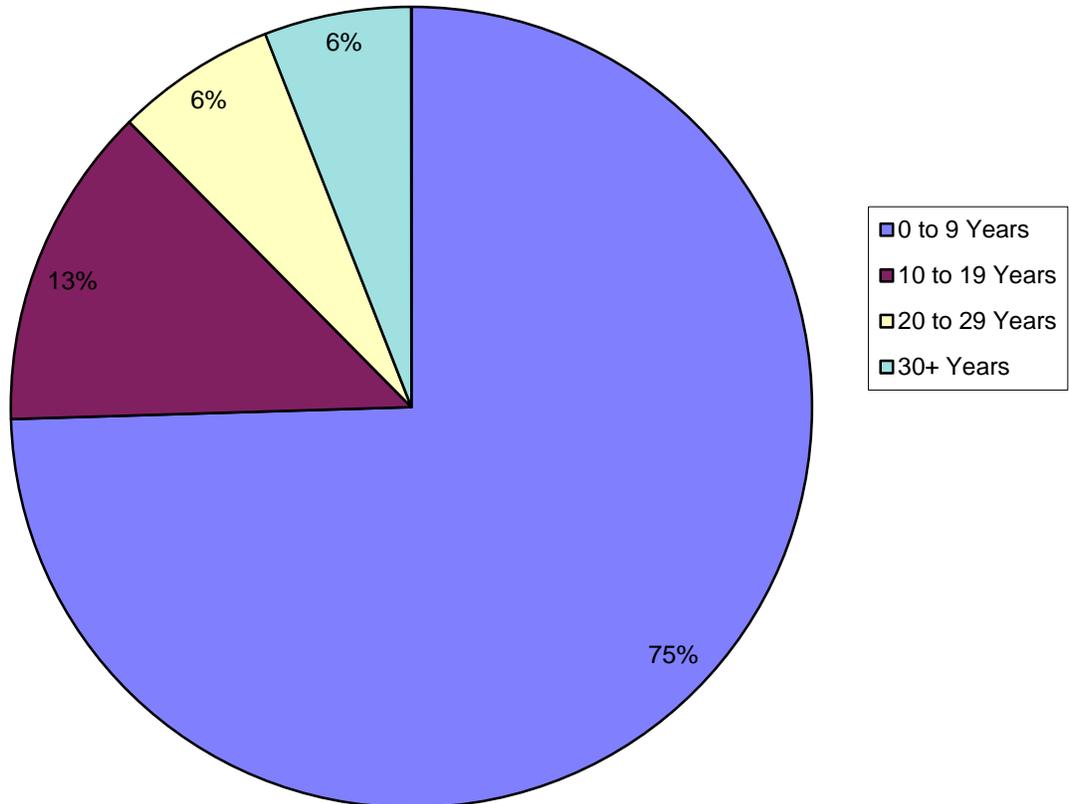
Note: Turnover is calculated by using the actual number of separations from state government divided by the number of positions. Movement between state agencies is not considered turnover for the purposes of this report.

TURNOVER RATES BY AGENCY – FY 2013

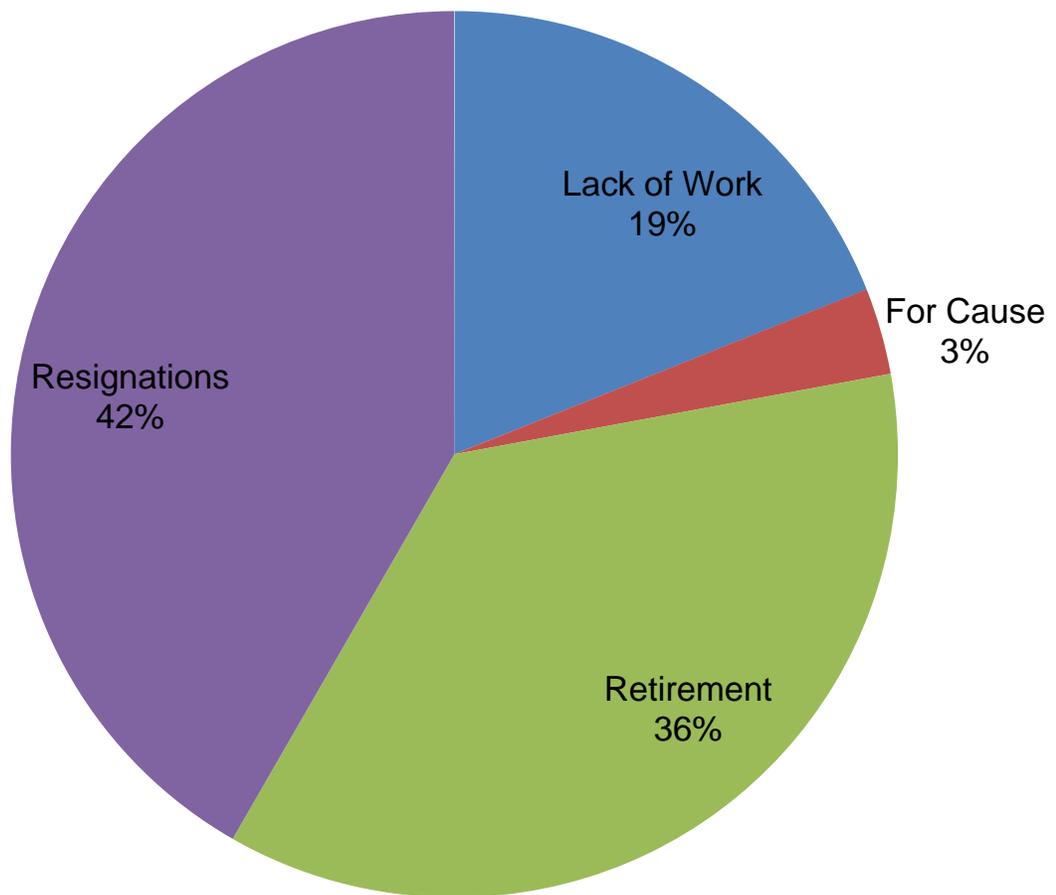
| <u>AGENCY NAME</u> | <u>POSITIONS</u> | <u>TERMINATED TRANSFERRED</u> | <u>TURNOVER RATE</u> % |
|--|------------------|-----------------------------------|-------------------------------|
| Adjutant General Department | 142 | 9 | 6% |
| Administrative Services Department | 308 | 44 | 14% |
| Agriculture Department | 28 | 3 | 11% |
| Banking Department | 53 | 5 | 9% |
| Board of Veterinary Medicine | 1 | 0 | 0% |
| Corrections Department | 872 | 63 | 7% |
| Cultural Resources Department | 59 | 3 | 5% |
| Development Disabilities Council | 3 | 0 | 0% |
| Education Department | 295 | 28 | 9% |
| Employment Security | 337 | 23 | 7% |
| Environmental Services Department | 470 | 18 | 6% |
| Executive Department | 15 | 7 | 46% |
| Fish and Game Department | 186 | 14 | 8% |
| Health and Human Services Department | 2,786 | 232 | 8% |
| Highway Safety Agency | 5 | 0 | 0% |
| Human Rights Commission | 6 | 1 | 17% |
| Information Technology, Office of | 359 | 17 | 5% |
| Insurance Department | 66 | 6 | 9% |
| Joint Board of Licensing & Certification | 7 | 6 | 86% |
| Judicial Council | 2 | 1 | 50% |
| Justice Department | 53 | 12 | 23% |
| Labor Department | 90 | 7 | 8% |
| Liquor Commission | 293 | 36 | 12% |
| McAuliffe Shepard Discovery Center | 13 | 10 | 77% |
| Pease Development Authority | 6 | 0 | 0% |
| Police Standards & Training | 23 | 1 | 4% |
| Public Employees Labor Relations Board | 4 | 0 | 0% |
| Public Utilities Commission | 67 | 5 | 7% |
| Racing & Charitable Gaming Commission | 16 | 3 | 19% |
| Real Estate Commission | 7 | 1 | 14% |
| Resources & Econ. Dev. Department | 197 | 16 | 8% |
| Revenue Administration Department | 119 | 13 | 11% |
| Safety Department | 1,049 | 95 | 9% |
| State Department | 69 | 5 | 7% |
| Sweepstakes Commission | 45 | 1 | 2% |
| Tax & Land Appeals Board | 5 | 0 | 0% |
| Transportation Department | 1,642 | 109 | 7% |
| Treasury Department | 17 | 4 | 24% |
| Veterans' Council | 5 | 2 | 40% |
| Veterans' Home | 366 | 34 | 9% |
| TOTAL* | 10,516 | 834 | 8% |

Note: Includes all classified full-time permanent and full-time temporary positions.

**TURNOVER
LENGTH OF SERVICE
Fiscal Year 2013**



SEPARATION FROM SERVICE
Fiscal Year 2013
Total Separations = 841



CLASSIFICATION SECTION

Responsibilities: The Classification Section's mission is to ensure equity of salary and job functions and to review reporting relationships for consistency across the state system. The Section carries out a variety of responsibilities including, but not limited to, approving new and revised supplemental job descriptions, initiating and responding to requests from state agencies and boards to reclassify existing filled and vacant positions, establishing full-time and part-time temporary positions, reallocating labor grades, revising job class specification standards, and reviewing and facilitating the movement of positions within agencies. Importantly, the Section also provides assistance to agency human resource staff and administrators in a variety of areas.

Fiscal Year 2013 Highlights

This year the Section's scope of responsibility and work volume greatly expanded due to the implementation of the NH FIRST system. In the new system, position transactions must be completed first, before certain payroll and recruitment transactions can be submitted. This made it even more critical that position changes be submitted correctly by agencies, and that they be reviewed and approved promptly by Section staff.

Increase in volume and type of transactions: Due to its responsibility for position transactions, the Section now has a pivotal role in not only reviewing and approving all the same types of requests it did before, but also reviewing and approving other transactions since the implementation of NH FIRST in February of 2013, such as supervisor changes, system conversion corrections, promotional class series up/down, and unclassified position changes. Because of this, the number and type of transactions processed by the Section increased exponentially this Fiscal Year. Section staffing was maintained at the same levels this year, which made it challenging to keep pace with the additional transaction workload, while continuing to address agency needs and provide technical assistance.

Supplemental Job Description (SJD) Review and Revision: Upwards of 975 individual SJDs were reviewed, approved, and returned to the agencies by the Section's Classification Analysts in Fiscal Year 2013. This is an increase of over 300 from last fiscal year. Supplemental job descriptions describe individual positions and are used to inform position occupants of their duties, to post/recruit for positions, to list special position requirements, and to do annual performance evaluations. Having an accurate SJD on file is also crucial to the placement of laid off state employees in positions via the RIF [Reduction In Force] list. This year, the Section reviewed and approved many more SJD transactions due to the necessity for state agencies to update SJD information in the position record in NH FIRST prior to recruitment. This became a requirement because the recruitment function in the system draws directly from the information in the position record. Requests were received daily to upload previously approved SJDs and to review revised SJDs, many of them a priority due to recruitment needs.

Technical Assistance: The amount of technical assistance provided by Section staff, and especially the Classification Office Supervisor, also increased greatly this year, as staff provided help and training to agencies as they continued to learn the process of how to submit transactions in the NH FIRST system. The Supervisor had a central role in multiple agency work groups and

meetings which took place in order to troubleshoot errors, develop process flows, and provide training on best practices in the new system. Other Section staff also pitched in to provide assistance to agencies regarding system transactions.

Out of Class Series Reclassifications: Position reclassifications which are considered “out of class series” per the existing RSA 21-I:56, whether or not they result in a higher salary, continued to be brought before G & C by the Director of the Division of Personnel for approval. This Fiscal Year, 224 of the 366 position reclassifications required G & C approval.

Class Specification Revisions: This Fiscal Year, the Section received upwards of 113 class specifications for revision, and many more many more revisions were in process when the year ended. This is an increase from 22 class specification revisions completed last year. Job class specifications set and maintain the statewide standard for characteristic duties and minimum qualification requirements for all state classified positions. This year, as mentioned, the Section received an increased number of requests from agencies to revise class specifications, such as to revise minimum qualification requirements in order to correct outdated language and/or to enhance and improve recruitment for state positions. Section staff also proactively identified needed changes. In setting and revising minimum qualification, licensure, and special requirements, staff worked in consultation with the Recruitment and Certification Section.

Position Activity

New Positions Established: During Fiscal Year 2013, a total of 474 full-time temporary and part-time temporary positions were established in 15 different agencies, compared with the establishment of 208 such positions in 17 different agencies in Fiscal Year 2012. This year, the vast majority of the positions established, totaling 409, were part-time temporary. This exceeds the Fiscal Year 2012 total of 198 part-time temporary positions established, which was an increase of 211 over the previous year. Therefore, the trend of increase in requests for part-time positions continues. Part-time positions now have individual TMPPT position numbers in the NH FIRST system, versus the former “9TEMP” designation, which allows for better tracking and the ability to re-use an existing TMPPT position number.

The largest numbers of part-time positions were established in the following agencies: Department of Health and Human Services (30 positions); Liquor Commission (138 positions); Department of Safety (36 positions); and Department of Transportation (84).

Position Reviews: During this Fiscal Year, 1,071 positions were reviewed for reclassification, establishment or transfer by the Classification Section, as compared with 688 positions reviewed in Fiscal Year 2012.

Position reclassification reviews comprised 366 of the 1,071 total reviews. The agencies with the highest numbers of position reclassification reviews for Fiscal Year 2013 were: Department of Health and Human Services (152 reviews); Department of Safety (27 reviews); Department of Information Technology (25 reviews); Department of Corrections (24 reviews); and NH Employment Security (19 reviews).

The following chart summarizes the total number of position reviews for reclassification, transfer, or establishment in Fiscal Year 2013, and the breakdown for each type of review in Fiscal Year 2013.

| Total Reviews | Reclassifications | Transfers | Temporary Positions Established | |
|---------------|-------------------|-----------|---------------------------------|------------------|
| 1,071 | 366 | 231 | Full Time 65 | Part Time 409 |

It should be pointed out that supplemental job description (SJD) revisions, reported in the previous section as totaling upwards of 975, can also be considered as position reviews, since most of the same information is assessed, taking an equivalent amount of time to accomplish.

Agency Reorganizations: This Fiscal Year, the Section continued to play an active role in reviewing and confirming proposed changes to agency organizational charts, and providing guidance to agencies concerning the potential impact of those changes. In addition, the Section provided technical assistance to many agencies this year regarding reorganizations in the planning stages and those submitted to the Division of Personnel for review. Reorganizations can impact the classification of positions, and are reviewed by Classifications staff in the same way that position transfers are.

Summary: The amount of work increased during Fiscal Year 2013 in all of the areas for which the Classification Section is responsible. In addition, new areas of responsibility relating to the NH FIRST system were added.

POSITIONS RECLASSIFIED – APPROVED BY GOVERNOR & COUNCIL – OUT OF CLASS SERIES
JULY 1, 2012 – JUNE 30, 2013

| <u>DEPARTMENT</u> | <u>FROM (TITLE & SALARY GRADE)</u> | <u>TO (TITLE & SALARY GRADE)</u> | <u>G & C</u> | |
|-------------------|--|---|------------------|-----------------------------|
| | | | <u>APPVL</u> | |
| DOS | Clerk III | 8 License Clerk | 11 | 12/5/2012 |
| DOS | Secretary II | 9 Executive Secretary | 11 | 7/11/2012 |
| EMP SEC | Mail Clerk II | 9 Stock Control Supervisor | 12 | 9/19/2012 |
| EMP SEC | Mail Clerk II | 9 Stock Control Supervisor | 12 | 9/19/2012 |
| EMP SEC | Mail Clerk II | 9 Mail Clerk III | 13 | 9/19/2012 |
| DHHS | vacant | 9 Mental Health Worker III | 13 | 12/5/2012 |
| DHHS | Secretary II | 9 Program Specialist III | 23 | 8/22/2012 |
| DOT | Geological Exploration Technician I | 9 Civil Engineer III | 24 | 12/5/2012 |
| ADMIN | Maintenance Assistant | 10 Building Services Supervisor | 11 | 11/14/2012 |
| EMP SEC | Mail Machine Operator | 11 Mail Clerk III | 13 | 9/19/2012 |
| DES | Executive Secretary | 11 Administrative Secretary | 14 | 10/17/2012 |
| F&G | Executive Secretary | 11 Administrative Secretary | 14 | 12/5/2012 |
| DOS | Building Services Supervisor | 11 Financial Analyst | 28 | 12/5/2012 |
| DHHS | Word Processor Operator II | 12 Data Control Clerk III | 12 | 10/17/2012 |
| ADMIN | Administrative Services Pre Press Production Computer Operator | 13 Reproduction Equipment Operator II 13 Pre Press Production Computer Operator II | 15 16 | 9/19/2012 11/14/2012 |
| DOT | Toll Supervisor | 13 Supervisor of Turnpike Operations | 17 | 9/19/2012 |
| DOT | Toll Supervisor | 13 Supervisor of Turnpike Operations | 17 | 9/19/2012 |
| DRED | Administrative Secretary | 14 Program Assistant I | 12 | 9/19/2012 |
| DHHS | Youth Counselor II | 14 Assistant House Leader | 17 | 11/14/2012 |
| DHHS | Case Technician I | 14 Program Specialist I | 19 | 7/11/2012 |
| DHHS | Case Technician I | 14 Program Specialist I | 19 | 7/11/2012 |
| DHHS | Case Technician I | 14 Program Specialist I | 19 | 7/11/2012 |
| DHHS | Case Technician I | 14 Program Specialist I | 19 | 7/11/2012 |
| DHHS | Case Technician I | 14 Program Specialist I | 19 | 7/11/2012 |
| DHHS | Case Technician I | 14 Program Specialist I | 19 | 8/22/2012 |
| DOS | Data Processing Supervisor I | 15 Data Processing Supervisor II | 18 | 11/14/2012 |
| DRED | Program Assistant II | 15 Program Specialist I | 19 | 7/11/2012 |
| INSUR | Program Assistant II | 15 Research Assistant | 19 | 11/14/2012 |
| DOT | Program Assistant II | 15 Program Specialist I | 19 | 12/5/2012 |

| <u>DEPARTMENT</u> | <u>FROM (TITLE & SALARY GRADE)</u> | <u>TO (TITLE & SALARY GRADE)</u> | <u>G & C</u> | <u>APPVL</u> |
|-------------------|---|--------------------------------------|------------------|--------------|
| DES | Environmentalist I | 16 Program Assistant I | 12 | 8/8/2012 |
| NHES | Certifying Officer I | 16 Programs Technician | 19 | 7/11/2012 |
| DHHS | Administrative Assistant I | 16 Administrative Assistant II | 19 | 9/19/2012 |
| EMP SEC | Interviewer I | 16 Program Specialist II | 21 | 10/3/2012 |
| EMP SEC | Interviewer I | 16 Program Specialist II | 21 | 10/3/2012 |
| EMP SEC | Interviewer I | 16 Program Specialist II | 21 | 10/3/2012 |
| EMP SEC | Interviewer I | 16 Program Specialist II | 21 | 10/3/2012 |
| EMP SEC | Interviewer I | 16 Program Specialist II | 21 | 10/3/2012 |
| EMP SEC | Interviewer I | 16 Program Specialist II | 21 | 10/3/2012 |
| DHHS | Training & Development Therapist | 16 Occupational Therapist II | 21 | 12/19/2012 |
| DHHS | Electrician Supervisor II | 17 Maintenance Mechanic II | 12 | 10/17/2012 |
| DOT | Highway Patrol Foreman | 17 Warehouse Supervisor | 17 | 8/8/2012 |
| DOT | Highway Patrol Foreman | 17 Warehouse Supervisor | 17 | 8/8/2012 |
| EMP SEC | Warehouse Supervisor | 17 Supervisor I | 19 | 9/19/2012 |
| DOT | Construction Foreman | 17 Civil Engineer III | 24 | 9/19/2012 |
| DHHS | Family Services Specialist II | 17 Supervisor V | 26 | 10/17/2012 |
| DHHS | Training Specialist | 18 Training Coordinator | 21 | 10/17/2012 |
| DHHS | Teacher I | 18 Psychological Associate I | 24 | 8/8/2012 |
| DHHS | X-Ray and EKG Technician | 18 Nurse Specialist | 25 | 8/22/2012 |
| DHHS | Employment Counselor Specialist | 19 Program Specialist I | 19 | 7/11/2012 |
| DHHS | Employment Counselor Specialist | 19 Training Coordinator | 21 | 8/22/2012 |
| DOT | Administrative Assistant II | 19 Program Specialist II | 21 | 12/5/2012 |
| DOS | Supervisor I | 19 Supervisor II | 21 | 12/5/2012 |
| DOT | Engineering Technician IV | 19 Program Specialist IV | 25 | 7/11/2012 |
| DHHS | Employment Counselor Specialist | 19 Supervisor VII | 28 | 7/11/2012 |
| DHHS | Laboratory Scientist III | 20 Public Health Nurse Coordinator | 23 | 8/8/2012 |
| DHHS | Program Specialist II | 21 Supervisor III | 23 | 7/11/2012 |
| DES | Program Specialist II | 21 Program Specialist III | 23 | 8/8/2012 |
| DOT | Maintenance Supervisor | 21 Civil Engineer III | 24 | 9/19/2012 |
| DHHS | Program Specialist II | 21 Program Specialist IV | 25 | 9/19/2012 |
| DOIT | Systems Development Specialist II | 21 Systems Development Specialist IV | 26 | 8/8/2012 |
| DOIT | Systems Development Specialist II | 21 Technical Support Specialist IV | 27 | 11/14/2012 |

| <u>DEPARTMENT</u> | <u>FROM (TITLE & SALARY GRADE)</u> | <u>TO (TITLE & SALARY GRADE)</u> | <u>G & C</u> | <u>APPVL</u> |
|-------------------|---|---|------------------|--------------|
| DOS | Technical Support Specialist II | 21 Technical Support Specialist V | 29 | 9/19/2012 |
| DOS | Technical Support Specialist II | 21 Technical Support Specialist V | 29 | 11/14/2012 |
| DOS | State Police Corporal | 22 State Police Sergeant | 24 | 11/14/2012 |
| DHHS | Supervisor III | 23 Supervisor IV | 25 | 7/11/2012 |
| EDUC | Supervisor III | 23 Vocation Rehabilitation Supervisor | 25 | 10/17/2012 |
| DHHS | Program Specialist III | 23 Program Specialist IV | 25 | 10/17/2012 |
| DOT | Environmentalist III | 23 Environmentalist IV | 27 | 10/3/2012 |
| ADMIN | Accountant IV | 23 Business Systems Analyst I | 28 | 10/3/2012 |
| ADMIN | Accountant IV | 23 Business Systems Analyst I | 28 | 10/3/2012 |
| DOIT | Systems Development Specialist III | 23 Systems Development Specialist V | 28 | 10/17/2012 |
| DOS | State Police Sergeant | 24 State Police Sergeant | 27 | 8/22/2012 |
| DOT | Civil Engineer III | 24 Civil Engineer V | 30 | 11/14/2012 |
| DAS | Clerk of the Works II | 24 Public Works Project Manager V | 32 | 8/8/2012 |
| DOT | Supervisor IV | 25 Environmentalist III | 23 | 8/8/2012 |
| RAC&GAM | Technical Support Specialist III | 25 Systems Development Specialist IV | 26 | 8/22/2012 |
| DHHS | Supervisor IV | 25 Administrator III | 31 | 11/14/2012 |
| DHHS | Supervisor IV | 25 Administrator III | 31 | 11/14/2012 |
| DHHS | Supervisor IV | 25 Administrator III | 31 | 11/14/2012 |
| INSUR | Supervisor V | 26 Program Information Officer | 23 | 11/14/2012 |
| DHHS | Senior Management Analyst | 26 Senior Planner | 27 | 8/22/2012 |
| DHHS | Supervisor V | 26 Administrator I | 27 | 10/17/2012 |
| DOIT | Systems Development Specialist IV | 26 Technical Support Specialist IV | 27 | 12/19/2012 |
| DOIT | Systems Development Specialist IV | 26 Systems Development Specialist V | 28 | 7/11/2012 |
| DOIT | Systems Development Specialist IV | 26 Systems Development Specialist V | 28 | 7/11/2012 |
| DOIT | Systems Development Specialist IV | 26 Systems Development Specialist V | 28 | 8/8/2012 |
| CORR | Corrections Major | 27 Victim Witness Specialist | 26 | 11/14/2012 |
| DHHS | Supervisor VI | 27 Program Planning and Review Specialist | 28 | 11/14/2012 |
| EDUC | Education Consultant III | 28 Program Assistant II | 15 | 11/14/2012 |
| DHHS | Supervisor VI | 28 Administrator II | 29 | 7/11/2012 |
| DOIT | Systems Development Specialist V | 28 Systems Development Specialist VI | 30 | 7/11/2012 |
| DOIT | Systems Development Specialist V | 28 Systems Development Specialist VI | 30 | 8/8/2012 |
| DOIT | Systems Development Specialist V | 28 Systems Development Specialist VI | 30 | 8/8/2012 |

| <u>DEPARTMENT</u> | <u>FROM (TITLE & SALARY GRADE)</u> | <u>TO (TITLE & SALARY GRADE)</u> | <u>G & C</u> | <u>APPVL</u> |
|-------------------|---|---|------------------|--------------|
| DOIT | Systems Development Specialist V | 28 Systems Development Specialist VI | 30 | 10/17/2012 |
| DHHS | Administrator II | 29 Family Services Specialist II | 17 | 8/8/2012 |
| INSUR | Insurance Company Examiner I | 29 Insurance Company Examiner II | 31 | 10/17/2012 |
| DOIT | Technical Support Specialist V | 29 Technical Support Specialist VI | 32 | 8/8/2012 |
| DOIT | Information Technology Manager II | 30 Technical Support Specialist VI | 32 | 11/14/2012 |
| DOIT | Systems Development Specialist VI | 30 Manager IV | 32 | 11/14/2012 |
| DOIT | Systems Development Specialist VI | 30 Technical Support Specialist VI | 32 | 11/14/2012 |
| DOS | Information Technology Manager II | 30 Information Technology Manager V | 34 | 11/14/2012 |
| DAS | Administrator IV | 33 Senior Financial & Operational Analyst | 35 | 8/8/2012 |
| HHS | Food Service Worker II | 5 Mental Health Worker II | 11 | 2/6/2013 |
| HHS | Food Service Worker II | 5 Mental Health Worker II | 11 | 2/6/2013 |
| HHS | Laborer | 5 Mental Health Worker II | 11 | 2/6/2013 |
| HHS | Seamstress | 7 Mental Health Worker II | 11 | 2/6/2013 |
| HHS | Cook I | 7 Mental Health Worker II | 11 | 2/6/2013 |
| HHS | Seamstress | 7 Mental Health Worker II | 11 | 2/6/2013 |
| HHS | Health Facility Cleaner II | 7 Mental Health Worker II | 11 | 2/6/2013 |
| HHS | Health Facility Cleaner II | 7 Mental Health Worker II | 11 | 2/6/2013 |
| HHS | Building Service Worker III | 8 Youth Counselor Trainee | 7 | 5/15/2013 |
| HHS | Health Facility Cleaner III | 8 Mental Health Worker II | 11 | 2/6/2013 |
| HHS | Building and Grounds Utility Person | 8 Mental Health Worker II | 11 | 2/6/2013 |
| DOT | Highway Maintainer II | 9 Highway Maintainer III | 12 | 2/6/2013 |
| DOT | Toll Attendant I | 9 Lift Bridge Worker II | 12 | 5/15/2013 |
| DOT | Toll Attendant I | 9 Lift Bridge Worker II | 12 | 5/15/2013 |
| DOT | Toll Attendant I | 9 Lift Bridge Worker II | 12 | 5/15/2013 |
| DOT | Toll Attendant I | 9 Lift Bridge Worker II | 12 | 5/15/2013 |
| DOT | Toll Attendant I | 9 Lift Bridge Worker III | 14 | 5/15/2013 |
| DOT | Toll Attendant I | 9 Lift Bridge Worker III | 14 | 5/15/2013 |
| INS | Account Clerk III | 9 Grants & Contracts Technician | 15 | 4/17/2013 |
| ADMIN | Maintenance Assistant | 10 Plant Maintenance Engineer IV | 24 | 6/5/2013 |
| HHS | Executive Secretary | 11 Mental Health Worker II | 11 | 2/6/2013 |
| HHS | Cosmetologist | 11 Mental Health Worker II | 11 | 2/6/2013 |

| <u>DEPARTMENT</u> | <u>FROM (TITLE & SALARY GRADE)</u> | <u>TO (TITLE & SALARY GRADE)</u> | <u>G & C</u> | <u>APPVL</u> |
|-------------------|---|--------------------------------------|------------------|--------------|
| HHS | Teacher Assistant | 11 Mental Health Worker II | 11 | 2/6/2013 |
| HHS | Executive Secretary | 11 Youth Counselor I | 11 | 5/15/2013 |
| HHS | Clerk IV | 12 Mental Health Worker II | 11 | 2/6/2013 |
| PUC | Clerk IV | 12 Program Assistant II | 15 | 1/16/2013 |
| DRED | Accounting Technician | 12 Accountant I | 16 | 2/20/2013 |
| DRED | Accounting Technician | 12 Program Assistant III | 17 | 2/20/2013 |
| LIQUOR | Accounting Technician | 12 Retail Store Manager II | 17 | 3/20/2013 |
| HHS | Accounting Technician | 12 Accountant II | 18 | 2/6/2013 |
| HHS | Data Control Clerk III | 12 Financial Analyst | 28 | 3/20/2013 |
| HHS | Case Aide | 14 Medical Service Technician | 17 | 1/16/2013 |
| LIQUOR | Retail Store Manager I | 14 Retail Store Manager II | 17 | 2/6/2013 |
| LIQUOR | Retail Store Manager I | 14 Retail Store Manager II | 17 | 2/6/2013 |
| LIQUOR | Retail Store Manager I | 14 Retail Store Manager II | 17 | 2/6/2013 |
| LIQUOR | Retail Store Manager I | 14 Retail Store Manager II | 17 | 2/6/2013 |
| LIQUOR | Retail Store Manager I | 14 Retail Store Manager II | 17 | 2/6/2013 |
| LIQUOR | Retail Store Manager I | 14 Retail Store Manager II | 17 | 2/6/2013 |
| HHS | Case Technician I | 14 Child Support Specialist | 18 | 1/16/2013 |
| ADMIN | Carpenter II | 14 Plant Maintenance Engineer III | 21 | 3/20/2013 |
| HHS | Carpenter | 14 Psychiatric Social Worker | 23 | 2/6/2013 |
| HHS | Plumber | 14 Psychiatric Social Worker | 23 | 2/6/2013 |
| ADMIN | Program Assistant II | 15 Financial Analyst | 28 | 5/1/2013 |
| JOINT | Administrative Assistant I | 16 Administrative Supervisor | 17 | 6/5/2013 |
| LOTT | Warehouse Manager I | 16 Warehouse Manager III | 20 | 2/6/2013 |
| NHES | Paralegal | 16 Program Specialist II | 21 | 3/6/2013 |
| NHES | Paralegal | 16 Program Specialist II | 21 | 3/6/2013 |
| HHS | Chef | 16 Registered Nurse III | 23 | 2/6/2013 |
| HHS | Accountant I | 16 Business Administrator II | 24 | 6/5/2013 |
| EDUC | Paralegal I | 16 Program Specialist IV | 25 | 2/6/2013 |
| HHS | Fiscal Specialist II | 17 Youth Counselor Trainee | 7 | 5/15/2013 |
| LIQUOR | Retail Store Manager II | 17 Retail Store Manager III | 19 | 2/6/2013 |
| LIQUOR | Retail Store Manager II | 17 Retail Store Manager III | 19 | 2/6/2013 |

| <u>DEPARTMENT</u> | <u>FROM (TITLE & SALARY GRADE)</u> | <u>TO (TITLE & SALARY GRADE)</u> | <u>G & C</u> | |
|-------------------|---|--------------------------------------|------------------|-----------|
| | | | <u>APPVL</u> | |
| LIQUOR | Retail Store Manager II | 17 Retail Store Manager IV | 22 | 2/6/2013 |
| HHS | Family Services Specialist II | 17 Supervisor III | 23 | 2/6/2013 |
| HHS | Family Services Specialist II | 17 Supervisor III | 23 | 5/15/2013 |
| LIQUOR | Retail Store Manager II | 17 Regional Store Supervisor | 26 | 2/6/2013 |
| HHS | Licensed Pratical Nurse II | 18 Registered Nurse III | 23 | 3/20/2013 |
| DOS | Data Processing Supervisor II | 18 System Development Specialist V | 28 | 3/20/2013 |
| NHES | Legal Assistant | 19 Program Specialist II | 21 | 3/6/2013 |
| NHES | Program Technician | 19 Program Specialist II | 21 | 3/6/2013 |
| NHES | Program Technician | 19 Program Specialist II | 21 | 3/6/2013 |
| DOS | Engineering Technician IV | 19 Technical Support Specialist II | 21 | 6/5/2013 |
| HHS | Social Worker III | 19 Senior Psychiatric Social Worker | 26 | 6/5/2013 |
| DES | Environmentalist II | 19 Environmentalist IV | 27 | 5/1/2013 |
| ADJUST | Electronic Technician II | 20 Maintenance Technician | 21 | 2/6/2013 |
| HHS | Laboratory Scientist III | 20 Administrator IV | 33 | 5/15/2013 |
| VET | Training Coordinator | 21 Human Resources Assistant II | 12 | 4/17/2013 |
| F&G | Program Planner II | 21 Program Specialist III | 23 | 3/6/2013 |
| CORR | Correctional Lieutenant | 21 Correctional Captain | 23 | 5/1/2013 |
| CORR | Clinical Mental Health Counselor | 21 Clinical Mental Health Counselor | 23 | 6/19/2013 |
| CORR | Clinical Mental Health Counselor | 21 Clinical Mental Health Counselor | 23 | 6/19/2013 |
| CORR | Clinical Mental Health Counselor | 21 Clinical Mental Health Counselor | 23 | 6/19/2013 |
| CORR | Clinical Mental Health Counselor | 21 Clinical Mental Health Counselor | 23 | 6/19/2013 |
| CORR | Clinical Mental Health Counselor | 21 Clinical Mental Health Counselor | 23 | 6/19/2013 |
| CORR | Clinical Mental Health Counselor | 21 Clinical Mental Health Counselor | 23 | 6/19/2013 |
| CORR | Clinical Mental Health Counselor | 21 Clinical Mental Health Counselor | 23 | 6/19/2013 |
| CORR | Corrections Lieutenant | 21 Agency Audit Manager | 25 | 2/20/2013 |
| EDUC | Human Resources Coordinator I | 21 Human Resources Administrator | 26 | 4/17/2013 |
| DOIT | Technical Support Specialist II | 21 Technical Support Specialist IV | 27 | 3/20/2013 |
| DOIT | Systems Development Specialist II | 21 Technical Support Specialist IV | 27 | 5/15/2013 |
| HHS | Internal Auditor III | 23 Program Specialist III | 23 | 2/6/2013 |
| HHS | Program Specialist III | 23 Program Specialist IV | 25 | 2/6/2013 |
| DES | Hydrogeologist II | 23 Environmentalist IV | 27 | 1/16/2013 |

| <u>DEPARTMENT</u> | <u>FROM (TITLE & SALARY GRADE)</u> | <u>TO (TITLE & SALARY GRADE)</u> | <u>G & C</u> | <u>APPVL</u> |
|-------------------|---|--------------------------------------|------------------|--------------|
| DES | Environmentalist III | 23 Environmentalist IV | 27 | 5/15/2013 |
| DOIT | Systems Development Specialist III | 23 Systems Development Specialist V | 28 | 1/16/2013 |
| CORR | Accountant III | 23 Financial Analyst | 28 | 4/17/2013 |
| HHS | Environmentalist III | 23 Business Systems Analyst I | 28 | 6/5/2013 |
| DOIT | Systems Development Specialist III | 23 Technical Support Specialist VI | 32 | 1/16/2013 |
| DOS | Criminalist II | 24 Criminalist III | 26 | 2/6/2013 |
| DES | Principle Planner | 24 Environmental Program Manager | 27 | 1/16/2013 |
| HHS | Planning Analyst | 24 Planning Analyst | 28 | 4/3/2013 |
| CULT | Historian | 24 Administrator III | 29 | 6/5/2013 |
| HHS | Business Administrator II | 24 Administrator III | 31 | 5/1/2013 |
| HHS | Supervisor IV | 25 Registered Nurse III | 23 | 2/6/2013 |
| VET | Resident Services Supervisor | 25 Supervisor III | 23 | 4/17/2013 |
| HHS | Supervisor IV | 25 Supervisor V | 26 | 3/20/2013 |
| HHS | Program Planner III | 25 Administrator I | 27 | 4/3/2013 |
| HHS | Supervisor IV | 25 Administrator I | 27 | 6/19/2013 |
| HHS | Supervisor V | 26 Supervisor VII | 28 | 6/19/2013 |
| ADMIN | Financial Data Specialist I | 26 Financial Data Specialist II | 30 | 2/6/2013 |
| LOTT | Chief Accountant | 26 Administrator III | 31 | 5/1/2013 |
| HHS | Supervisor V | 26 Administrator IV | 33 | 2/6/2013 |
| LIQUOR | Supervisor VI | 27 Retail Store Manager III | 19 | 4/17/2013 |
| DES | Hydrogeologist III | 27 Program Specialist IV | 25 | 1/16/2013 |
| HHS | Supervisor VI | 27 Administrator II | 29 | 5/15/2013 |
| DOIT | Systems Development Specialist V | 28 Systems Development Specialist VI | 20 | 1/16/2013 |
| TREA | Attorney II | 28 Administrator II | 29 | 4/17/2013 |
| PUC | Utility Engineer | 28 Administrator III | 31 | 2/6/2013 |
| PUC | Utility Engineer | 28 Administrator III | 31 | 2/20/2013 |
| RAC | Legal Coordinator | 28 Administrator III | 31 | 6/19/2013 |
| HHS | Assistant Administrator | 29 Administrator III | 31 | 1/16/2013 |
| HHS | Business Administrator IV | 29 Administrator III | 31 | 5/1/2013 |
| DOIT | Technical Support Specialist V | 29 Technical Support Specialist VI | 32 | 4/3/2013 |

| <u>DEPARTMENT</u> | <u>FROM (TITLE & SALARY GRADE)</u> | <u>TO (TITLE & SALARY GRADE)</u> | <u>G & C</u> | <u>APPVL</u> |
|-------------------|---|--|------------------|--------------|
| HHS | Administrator II | 29 Administrator IV Administrator, Plant and Property | 33 | 1/16/2013 |
| ADMIN | Administrator II | 29 Management | 35 | 5/15/2013 |
| JOINT | Administrator II | 29 Administrator of Joint Board | 35 | 5/15/2013 |
| DOIT | System Development Speciliast VI | 30 Information Technology Manager III | 31 | 3/20/2013 |
| DOIT | Business Systems Analyst II | 30 Information Technology Manager III | 31 | 5/1/2013 |
| HHS | Business Systems Analyst II | 30 Administrator III | 31 | 5/15/2013 |
| DES | Sanitary Engineer III | 31 Civil Engineer VI | 32 | 5/1/2013 |

**REQUESTS FOR TEMPORARY
POSITIONS
JULY 1, 2012 - JUNE 30, 2013**

| <u>AGENCY</u> | <u>APPROVED CLASSIFICATIONS</u> | <u>APPVD LG</u> | <u>FULL/TIME PART/TIME SEASONAL</u> |
|------------------------------------|---------------------------------|---------------------|---|
| Administrative Services | Program Specialist IV | 25 | PT |
| | Finance Associate | 27 | PT |
| | Building Service Worker II | 05 | PT |
| | Building Service Worker II | 05 | PT |
| | Maintenance Mechanic II | 12 | PT |
| | Maintenance Mechanic II | 12 | PT |
| | Maintenance Mechanic II | 12 | PT |
| | Offset Press Operator III | 14 | PT |
| | Building Service Worker II | 05 | PT |
| | Building Service Worker II | 05 | PT |
| | Accounting Technician | 12 | PT |
| | Accounting Technician | 12 | PT |
| | Accounting Technician | 12 | PT |
| | Accounting Technician | 12 | PT |
| | Accounting Technician | 12 | PT |
| | Accounting Technician | 12 | PT |
| | Administrator II | 29 | FT |
| | Agriculture | Laborer | 5 |
| Corrections | Prison Shop Manager II | 18 | PT |
| Dept. of Information Technology | Systems Development Specialist | 28 | PT |
| | Technical Support Spec I | 17 | PT |
| | Technical Support Spec I | 17 | PT |
| DRED | Program Assistant I | 12 | PT |
| | Building Service Worker II | 05 | PT |
| | Information Center Attendant I | 06 | PT |
| | Program Assistant I | 12 | PT |
| Education | Clerk I | 02 | PT |
| | Clerk III | 08 | PT |
| | Clerk III | 08 | PT |
| | Clerk III | 08 | PT |
| | Clerk III | 08 | PT |

| <u>AGENCY</u> | <u>APPROVED CLASSIFICATIONS</u> | <u>APPVD LG</u> | <u>FULL/TIME PART/TIME SEASONAL</u> |
|-------------------------|---------------------------------|---------------------|---|
| Education (continued) | Clerk III | 08 | PT |
| | Clerk III | 08 | PT |
| Employment Security | Interviewer I | 16 | PT |
| | Clerk Interviewer | 09 | PT |
| | Interviewer I | 16 | PT |
| | Interviewer I | 16 | PT |
| | Interviewer I | 16 | PT |
| | Interviewer I | 16 | PT |
| | Interviewer I | 16 | PT |
| | Program Specialist II | 21 | FT |
| Environmental Services | Executive Secretary | 11 | PT |
| | Environmental Technician I | 09 | PT |
| | Environmental Technician II | 12 | PT |
| | Environmentalist II | 19 | PT |
| Fish and Game | Laborer | 05 | PT |
| | Laborer | 05 | PT |
| | Deputy Conservation Officer | 13 | PT |
| | Laborer | 05 | PT |
| Health & Human Services | Program Specialist IV | 25 | PT |
| | Food Service Worker II | 05 | PT |
| | Program Specialist IV | 25 | PT |
| | Case Technician Trainee | 12 | PT |
| | Financial Analyst | 28 | PT |
| | Accounting Technician | 12 | PT |
| | Licensed Nursing Assistant II | 11 | PT |
| | Psychological Associate I | 24 | PT |
| | Mental Health Worker Trainee | 07 | PT |
| | Mental Health Worker Trainee | 07 | PT |
| | Mental Health Worker Trainee | 07 | PT |
| | Mental Health Worker Trainee | 07 | PT |
| | Mental Health Worker Trainee | 07 | PT |
| | Mental Health Worker Trainee | 07 | PT |
| | Mental Health Worker Trainee | 07 | PT |
| | Mental Health Worker Trainee | 07 | PT |
| | Mental Health Worker Trainee | 07 | PT |

| <u>AGENCY</u> | <u>APPROVED CLASSIFICATIONS</u> | <u>APPVD LG</u> | <u>FULL/TIME PART/TIME SEASONAL</u> | |
|--|---------------------------------|-------------------------------|-------------------------------------|----|
| Health & Human Services (continued) | Mental Health Worker Trainee | 07 | PT | |
| | Mental Health Worker Trainee | 07 | PT | |
| | Mental Health Worker Trainee | 07 | PT | |
| | Mental Health Worker Trainee | 07 | PT | |
| | Mental Health Worker Trainee | 07 | PT | |
| | Mental Health Worker Trainee | 07 | PT | |
| | Mental Health Worker Trainee | 07 | PT | |
| | Clinical Mental Health Counsel | 21 | PT | |
| | Program Assistant I | 12 | PT | |
| | Financial Analyst | 28 | PT | |
| | Food Service Worker II | 05 | PT | |
| | Employment Counselor Spec | 19 | PT | |
| | Youth Counselor I, II, III | 11 | PT | |
| | Intern | 02 | S | |
| | Case Technician Trainee I | 14 | PT | |
| | Program Specialist I | 19 | PT | |
| | Clerk III | 08 | PT | |
| | Youth Counselor Trainee | 07 | PT | |
| | Youth Counselor Trainee | 07 | PT | |
| | Youth Counselor Trainee | 07 | PT | |
| | Youth Counselor Trainee | 07 | PT | |
| | Youth Counselor Trainee | 07 | PT | |
| | Program Specialist IV | 25 | FT | |
| | Insurance | Grants & Contracts Technician | 15 | PT |
| | Labor | Accounting Technician | 12 | PT |
| | | Accountant I | 16 | PT |
| Liquor | Retail Store Clerk I | 06 | PT | |
| | Retail Store Clerk I | 06 | PT | |
| | Laborer | 05 | PT | |
| | Retail store Clerk I | 06 | PT | |
| | Retail Store Clerk I | 06 | PT | |
| | Retail Store Clerk I | 06 | PT | |
| | Retail Store Clerk I | 06 | PT | |
| | 9 TEMP Retail Store Clerk I | 06 | PT | |
| | Retail Store Clerk I | 06 | PT | |
| | Retail Store Clerk I | 06 | PT | |
| | Laborer | 05 | PT | |
| | Laborer | 05 | PT | |

| <u>AGENCY</u> | <u>APPROVED CLASSIFICATIONS</u> | <u>APPVD LG</u> | <u>FULL/TIME PART/TIME SEASONAL</u> |
|--------------------|---------------------------------|-----------------|-------------------------------------|
| Liquor (continued) | Laborer | 05 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Maintenance Mechanic I | 08 | PT |
| | Maintenance Mechanic I | 08 | PT |
| | Retail Store Clerk II | 12 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Secretary II | 09 | PT |
| | Human Resources Assistant | 09 | PT |
| | Retail Store Clerk II | 12 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Laborer | 05 | PT |
| | Warehouseman | 10 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Maintenance Mechanic I | 08 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Laborer | 05 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |

| <u>AGENCY</u> | <u>APPROVED CLASSIFICATIONS</u> | <u>APPVD</u> <u>LG</u> | <u>FULL/TIME</u> <u>PART/TIME</u> <u>SEASONAL</u> |
|--------------------|---------------------------------|---------------------------|---|
| Liquor (continued) | Laborer | 05 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Laborer | 05 | PT |
| | Laborer | 05 | PT |
| | Building Service Worker II | 05 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Laborer | 05 | PT |
| | Laborer | 05 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Laborer | 05 | PT |
| | Laborer | 05 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Laborer | 05 | PT |
| | Laborer | 05 | PT |

| <u>AGENCY</u> | <u>APPROVED CLASSIFICATIONS</u> | <u>APPVD</u> <u>LG</u> | <u>FULL/TIME</u> <u>PART/TIME</u> <u>SEASONAL</u> |
|-----------------------|---------------------------------|---------------------------|---|
| Liquor (continued) | Retail Store Clerk I | 06 | PT |
| | Laborer | 05 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Laborer | 05 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Laborer | 05 | PT |
| | Laborer | 05 | PT |
| | Retail Store Clerk I | 06 | PT |
| | Retail Store Clerk I | 06 | PT |
| Retail Store Clerk I | 06 | PT | |
| Retail Store Clerk I | 06 | PT | |
| Laborer | 05 | PT | |
| Laborer | 05 | PT | |
| Retail Store Clerk II | 12 | PT | |
| Safety | Program Coordinator | 26 | PT |
| | State Police Program Specialist | 23 | PT |
| | Marine Patrol Officer Trainee | 14 | PT |
| | Marine Patrol Officer Trainee | 14 | PT |
| | Marine Patrol Officer Trainee | 14 | PT |
| | Marine Patrol Officer Trainee | 14 | PT |
| | Marine Patrol Officer Trainee | 14 | PT |

| <u>AGENCY</u> | <u>APPROVED CLASSIFICATIONS</u> | <u>APPVD LG</u> | <u>FULL/TIME PART/TIME SEASONAL</u> |
|--------------------|----------------------------------|---------------------|---|
| Safety (continued) | Marine Patrol Officer Trainee | 14 | PT |
| | Field Representative I | 19 | PT |
| | Police Communications Specialist | 16 | PT |
| | Police Communications Specialist | 11 | PT |
| | Program Assistant II | 15 | PT |
| | Cash Terminal Operator I | 11 | PT |
| | Cash Terminal Operator I | 11 | PT |
| | Field Rep I Emer Mgmt/Comm | 19 | PT |
| | Cash Terminal Operator I | 11 | PT |
| | Program Assistant II | 15 | PT |
| | Cash Terminal Operator I | 11 | PT |
| | Cash Terminal Operator I | 11 | PT |
| | Cash Terminal Operator I | 11 | PT |
| | State Police Trooper I | 19 | PT |
| | Deputy Fire Marshall | 26 | PT |
| | Police Communications Spec I | 11 | PT |
| | Police Communications Spec I | 11 | PT |
| | Police Communications Spec I | 11 | PT |
| | Police Communications Spec I | 11 | PT |
| | Criminal Evidence Technician | 17 | PT |
| | Clerk Interviewer | 09 | PT |
| | Clerk Interviewer | 09 | PT |
| | Telecommunication Specialist I | 16 | PT |
| | Telecommunication Specialist I | 16 | PT |
| | Telecommunication Specialist I | 16 | PT |
| | Telecommunication Specialist I | 16 | PT |
| | Telecommunication Specialist I | 16 | PT |
| | Telecommunication Specialist I | 16 | PT |
| | Telecommunication Specialist I | 16 | PT |
| | Data Entry Operator III | 08 | PT |
| Transportation | Human Resouces Administrator | 26 | PT |
| | Administrative Secretary | 14 | PT |
| | Warehouseman | 10 | PT |
| | Toll Attendant I | 09 | PT |
| | Engineering Technician V | 19 | PT |
| | Systems Development Spec VI | 30 | PT |
| | Civil Engineer I | 18 | PT |
| | Laborer | 05 | PT |
| | Laborer | 05 | PT |
| Laborer | 05 | PT | |

| <u>AGENCY</u> | <u>APPROVED CLASSIFICATIONS</u> | <u>APPVD LG</u> | <u>FULL/TIME PART/TIME SEASONAL</u> |
|----------------------------|---------------------------------|-----------------|-------------------------------------|
| Transportation (continued) | Laborer | 05 | PT |
| | Laborer | 05 | PT |
| | Tran Mgmt Comm Spec I | 12 | PT |
| | Tran Mgmt Comm Spec I | 12 | PT |
| | Radio Dispatcher | 08 | PT |
| | Toll Attendant I | 09 | PT |
| | Toll Attendant I | 09 | PT |
| | Toll Attendant I | 09 | PT |
| | Toll Attendant I | 09 | PT |
| | Engineering Technician V | 22 | PT |
| | Toll Attendant I | 09 | PT |
| | Civil Engineer I | 27 | PT |
| | Toll Attendant I | 09 | PT |
| | Toll Attendant I | 09 | PT |
| | Toll Attendant I | 09 | PT |
| | Toll Attendant I | 09 | PT |
| | Toll Attendant I | 09 | PT |
| | Toll Attendant I | 09 | PT |
| | Toll Attendant I | 09 | PT |
| | Toll Attendant I | 09 | PT |
| | Toll Attendant I | 09 | PT |
| | Toll Attendant I | 09 | PT |
| | Engineering Technician V | 22 | PT |
| | Construction Foreman | 17 | PT |
| | Engineering Aide I | 06 | PT |
| | Engineering Aide I | 06 | PT |
| | Laborer | 05 | PT |
| | Bridge Maintainer I | 09 | PT |
| | Engineering Aide I | 06 | PT |
| | Engineering Aide I | 06 | PT |
| | Engineering Aide I | 06 | PT |
| | Engineering Aide I | 06 | PT |
| | Engineering Aide I | 06 | PT |
| Engineering Aide I | 06 | PT | |
| Civil Engineer I | 18 | PT | |

BUREAU OF EMPLOYEE RELATIONS

The Bureau of Employee Relations is 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.

COLLECTIVE BARGAINING

The following three unions represent state employees:

- **State Employees Association (SEA)**

The State Employees' Association of New Hampshire Inc.-SEIU Local 1984 is the exclusive bargaining representative of the majority of classified employees in the state system, a group of approximately 10,000 employees. Certified bargaining units represented by State Employees' Association currently include the following:

- Adjutant General Department
- Administrative Services Department
- Agriculture Department
- Banking Department
- Corrections Department (*except Probation Parole Officers I-III and Corrections Officer - Corporal*)
- Cultural Resources Department
- Education Department
- Employment Security
- Environmental Services Department
- Fish and Game Department (*except all Conservation Officers*)
- Health and Human Services Department
- Human Rights, Commission for
- Information Technology Department
- Insurance Department
- Labor Department
- Liquor Commission (*except Liquor Investigators and Liquor Investigator Sergeant*)
- Nursing Board
- Postsecondary Education Commission
- Racing and Charitable Gaming Commission
- Resources and Economic Development Department
- Revenue Department
- Safety Department (*except State Police Trooper I – State Police Sgt II*)
- Sweepstakes Commission
- Supervisory Unit
- Transportation Department
- Treasury Department
- Veterans Home

- **NH Troopers Association (NHTA)**

The sworn non-commissioned employees of the Division of State Police have been represented by the New Hampshire Troopers Association since 1997. This one bargaining unit includes the State Police Troopers and State Police Sergeants (State Police command staff are represented by the SEA).

- **New England Police Benevolent Association (NEPBA)**

Beginning in August, 2012 additional law enforcement groups represented by the SEA filed certification petitions and voted to be represented by a new union, the teamsters Local 633. Certified bargaining units represented by the NEPBA currently include the following:

- NH Fish and Game Conservation Officers, Local 40
- NH Fish and Game Supervisory Officers, Local 45
- Liquor Investigators, Local 260
- Probation Parole Officers I and Probation/Parole Officers II, Local 265
- Probation Parole Officers III's (Supervisors or Chiefs), Local 270

- **Teamsters Local 633**

On October 4, 2012, the Teamsters Local 633 were certified by the Public Employee Labor Relations Board (PELRB) and in accordance with RSA 273-A:10 were selected to represent the following units:

- NH State Corrections Officers and Corrections Officer Corporals

MASTER NEGOTIATIONS

Collective Bargaining Agreements between the State and the following unions representing state employees became effective for the two year period beginning July 1, 2011 through June 30, 2013:

- State Employees Association (SEA)
- New England Police Benevolent Association (NEPBA Locals; 40, 45, 250, 260, 265, and 270)
- NH Troopers Association

New Collective Bargaining Agreements between the State and the following unions representing state employees became effective for the two year period beginning July 1, 2013 through June 30, 2015.

- State Employees Association (SEA)
- New England Police Benevolent Association (NEPBA Locals: 40, 45, 260, 265 and 270)
- NH Troopers Association
- Teamsters Local 633

CHANGES TO 2011-2013 CBA BETWEEN STATE AND ITS UNIONS

The complete text of the current Collective Bargaining Agreements with the State Employees Association, the NH Troopers Association and the New England Police Benevolent Association can be found on the Division of Personnel website under Labor Relations, at the following link: <http://admin.state.nh.us/hr/sea.html>

STATE BENEFITS

The Department of Administrative Services, through a collaboration between the Bureau of Employee Relations and the Risk Management Unit, administers the State Employee and Retiree Health Benefit Program. The Program consists of health and dental coverage, and, life insurance and flexible spending benefits for all classified, unclassified and non-classified employees of the executive branch, legislative employees, judicial employees, and retired employees.

Medical and Prescription Drug Administration:

On December 5, 2012, Governor and Council approved a three year contract with Anthem Blue Cross and Blue Shield, NH to administer medical benefits for active state employees, retirees, and eligible dependents. The contract period is January 1, 2013 through December 31, 2015 with the option to extend for an additional term of two years.

On May 22, 2007, the Governor and Executive Council authorized an agreement with Local Government Center, HealthTrust, LLC and its PBM partner, CVS/Caremark, to administer a pharmacy benefit including retail, home delivery, and specialty drug pharmacy services for active state employees, retirees and their families. The Department conducted a PBM procurement last year, and LGC/Caremark was the successful bidder. The contract will expire on December 31, 2013.

Total health expenditures for the FY 2013 reporting period were:

\$169,882,000 (Active only)
\$ 70,867,000 (Retiree only)
\$240,749,000 TOTAL

Dental Administration :

On June 7, 2010, the Governor and Executive Council authorized an agreement with Northeast Delta Dental to administer dental benefits for eligible State employees and their dependents. The dental benefit plan provides 100% coverage for preventive procedures, 80% coverage for basic restorative procedures and 50% coverage, with a \$25.00 deductible, for major procedures. The dental plan also provides an orthodontic benefit, limited to dependent children and eligible students, with a \$1,200 lifetime maximum. This contract will expire December 31, 2014.

Dental expenditures for the FY 2013 reporting period were: \$10,312,000

Life Insurance:

On November 8, 2010, the Governor and Executive Council authorized an agreement with Anthem Life Insurance Company to provide the \$20,000 State-paid basic term life policy for all full-time employees. The plan also offers nine (9) additional employee plans of which two (2) provide coverage for dependent children and five (5) additional plans for spouses. These additional plan options are paid by the electing employee with no additional cost to the State. This contract will expire December 31, 2015.

Premiums for the FY 2013 reporting period were: **\$110,001**

Flexible Spending Program:

On October 4, 2011, the Governor and Executive Council authorized an agreement with Employee Benefits Management, Inc. to provide a medical and dependent care flexible spending program for State employees.

The flexible spending program provides an opportunity for employees to set aside income on a pre-tax basis to cover expenses for dependent care or for medical expenses which are not reimbursed by other State benefit plans. The State pays an administrative fee per employee per month plus a charge per debit card. This fee is offset by the FICA savings. This contract will expire December 31, 2014.

Salary reductions for the FY 2013 reporting period were: \$3,006,545

FICA savings for the reporting period were: \$230,001

**NEPBA LOCAL 250, TEAMSTERS LOCAL 633
SUPPLEMENTAL SICK LEAVE PLAN**

Fiscal Year 2013

| Requesting Association | Requests Submitted | Requests Approved | Days of Leave Approved |
|-----------------------------------|---------------------------|--------------------------|-------------------------------|
| NEPBA Local 250 and Teamsters 633 | 12 | 8 | 209 |

**STATE EMPLOYEE'S ASSOCIATION
SUPPLEMENTAL SICK LEAVE PLAN**

Fiscal Year 2013

| Requesting Agency | Requests Submitted | Requests Approved | Days of Leave Approved |
|---|---------------------------|--------------------------|-------------------------------|
| Adjutant General | 2 | 2 | 19 |
| Administrative Services Department | 5 | 4 | 79 |
| Banking | 7 | 5 | 49 |
| Corrections Department | 22 | 19 | 316 |
| Cultural Resources | 3 | 1 | 18 |
| Education Department | 17 | 14 | 365 |
| Employment Security | 7 | 4 | 128 |
| Environmental Services Department | 7 | 5 | 88 |
| Health and Human Services | 150 | 96 | 1812 |
| Insurance Department | 4 | 2 | 77 |
| Labor Department | 4 | 2 | 70 |
| Liquor Commission | 12 | 8 | 186 |
| Office of Information Technology (OIT) | 3 | 1 | 40 |
| Resources and Economic Development | 7 | 5 | 112 |
| Safety Department | 45 | 21 | 423 |
| Transportation Department | 40 | 20 | 597 |
| Veterans' Home | 24 | 16 | 354 |
| Totals (NEPBA 250 , Teamsters 633 and SEA) | 371 | 233 | 4942 |

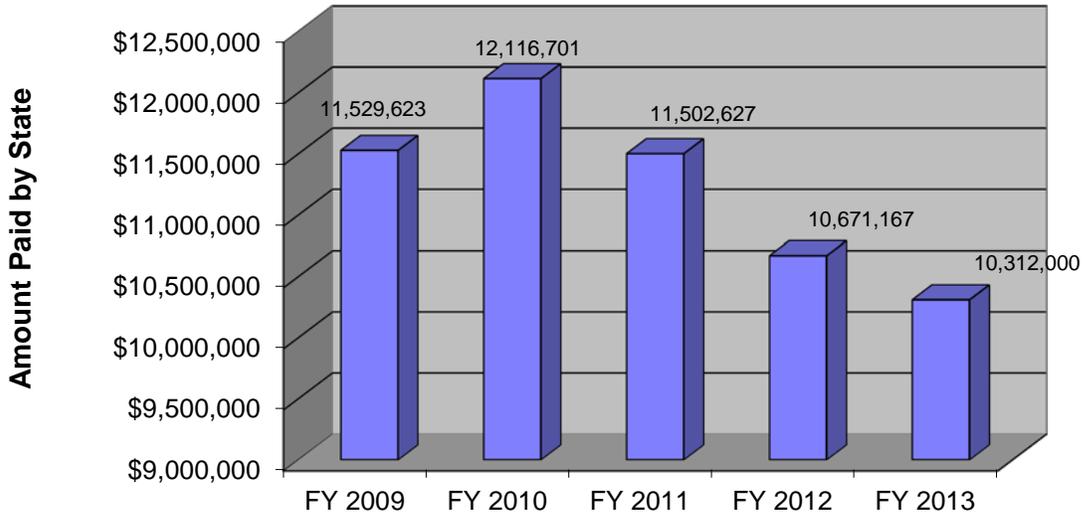
Total requests = 371

Total approved = 233 requests or 63%

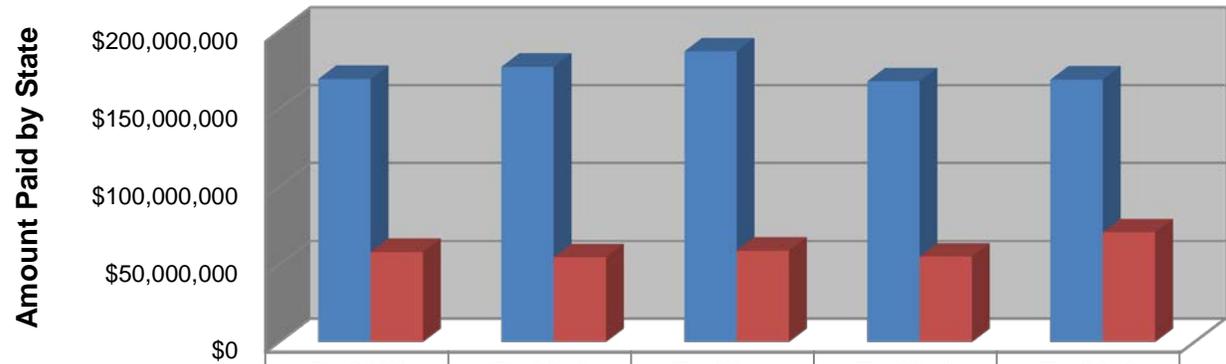
Average days approved per requesting employee = 13 days

COST OF STATE HEALTH BENEFIT PLANS 5 Year History

Cost of Dental Plan

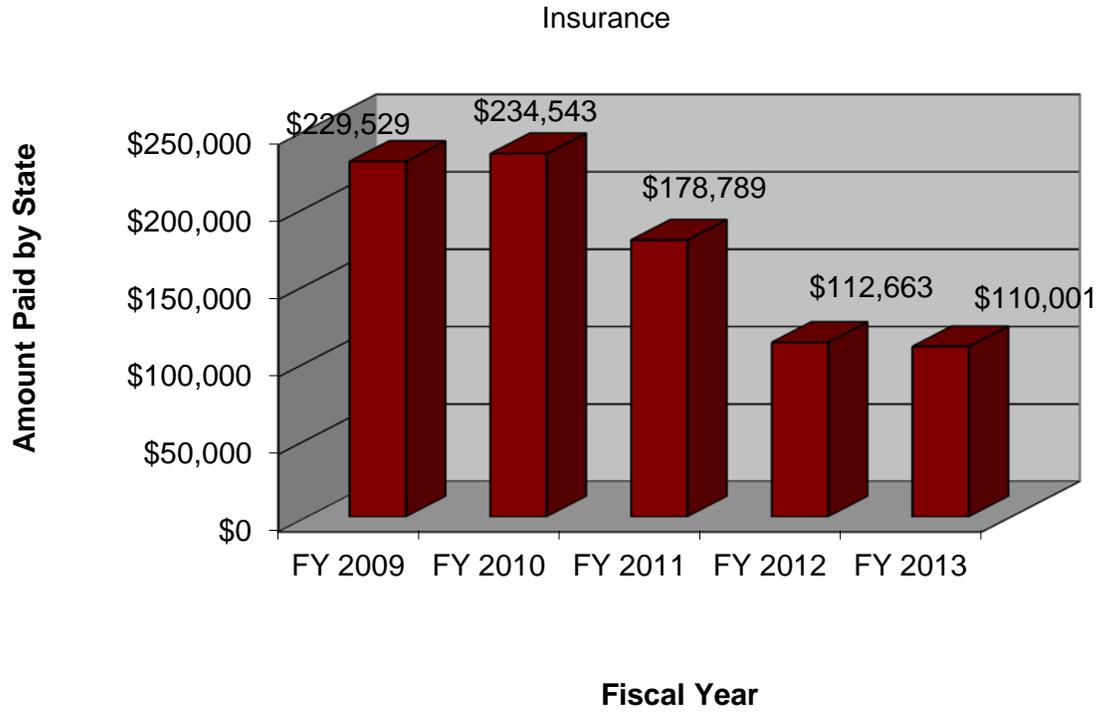


Cost of Medical Benefit Plan



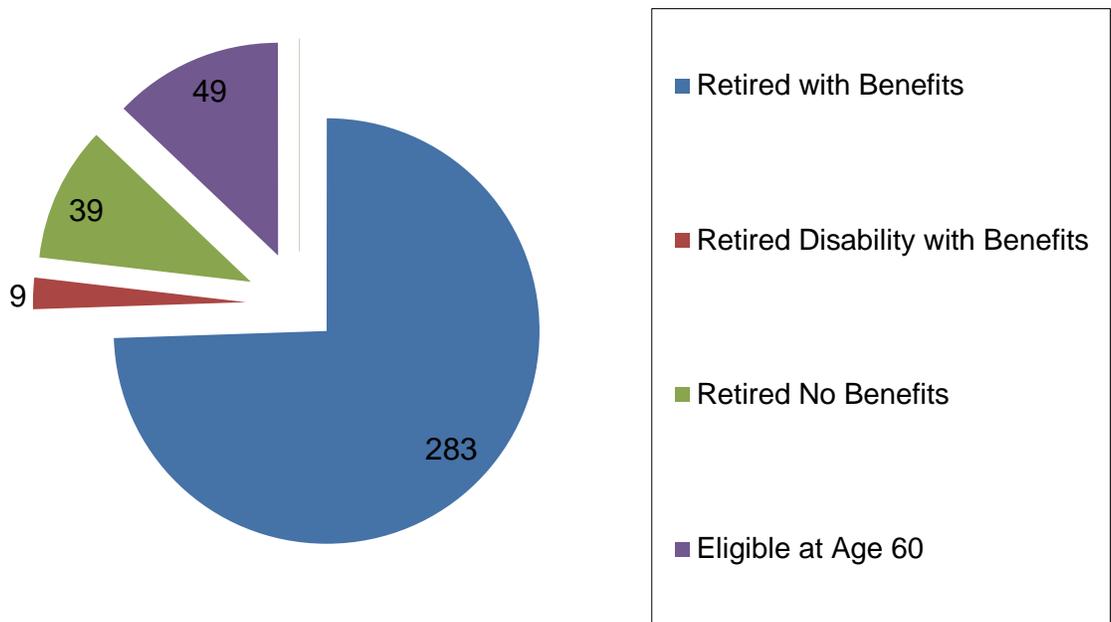
| | FY 2009 | FY 2010 | FY 2011 | FY 2012 | FY 2013 |
|-------------------|---------------|---------------|---------------|---------------|---------------|
| Active Employees | \$169,280,009 | \$177,047,853 | \$187,029,986 | \$167,757,839 | \$168,882,000 |
| Retired Employees | \$58,221,912 | \$54,803,665 | \$59,041,616 | \$55,112,378 | \$70,867,000 |

Cost of State-Paid Life Insurance Five Year History



Eligibility for Retiree Health Benefit Fiscal Year 2013

Number of Retirees Eligible



Note: Total number of retirees = 380

Bureau of Education and Training

Mission Statement

The mission of the Division of Personnel, Bureau of Education and Training (BET), is to provide quality education, training, and resource services to enhance the skills, knowledge, and abilities of government employees who provide services to the citizens of New Hampshire. To fulfill this mission, the Bureau is committed to the following guiding principles:

- Providing quality training using skilled and knowledgeable trainers, facilitators, and teachers.
- Providing a variety of training opportunities and techniques to accommodate the individual needs of adult learners.
- Providing training resources and consulting services to state agencies.
- Providing training specified by RSA 21-I: 42.

Summary of Key Programs

New Hampshire Certified Public Manager Program

Since FY 1996, the Bureau has offered a Certified Public Manager Program (CPMP) for New Hampshire's state, county, municipal and school district employees. The aim of the NHCPMP is to standardize and professionalize public management. The program uses a system of competency-based training that measure and then develops participants' professional competencies in the field of public management.

- The Level I program is available to supervisors and individuals planning to enter supervision. The Level I program takes one year to complete. It requires approximately 150 hours of core course work. With successful completion of the program, participants earn the designation of Certified Public Supervisor (CPS).
- The Level II program is available to supervisors and managers who have successfully completed Level I. Level II requires an additional 120 hours of core course work, as well as participation in a team project of about 60 to 100 hours. Those who complete the program are awarded the Certified Public Manager® (CPM) designation which is a registered service mark of the National Certified Public Manager Consortium. The Certified Public Manager® program is nationally accredited.
- In Fiscal Year 2013, there were 31 participants in the Level I program and 38 who participated in Level II.
- Both the CPS and CPM designations are viewed as professional, rather than academic, credentials; however the course work is recognized by a number of colleges and universities:

BET has agreements with the following NH colleges and universities to grant college credit for completion of the Certified Public Supervisor and the Certified Public Manager programs.

| College or University | Undergraduate Credit | Graduate Credit |
|---|---|--|
| University of NH | NA | 6 credits toward a Master's in Public Administration for CPM graduates |
| Franklin Pierce University | NA | 3 credits toward an MBA for CPS graduates and 9 credits toward an MBA for CPM graduates |
| New England College | NA | 8 credits in four different Masters Programs for CPS graduates. 12 credits in those same programs for CPM graduates (Total 12 credits) |
| Springfield College, School of Human Services (Manchester NH and St. Johnsbury VT campuses) | 8 credits towards a Bachelor's degree for CPS graduates. 17 credits for CPM graduates. (Total 17 credits) | |
| Granite State College | 7 credits towards a Bachelor's degree for CPS graduates | |

Human Resource Certificate Program

Established to provide uniform HR Training for all governmental organizations, the program offers training for public sector HR administrators and assistants, payroll personnel, supervisors, and others with human resource responsibilities. The certificate program consists of courses covering a range of subject areas. In FY 2013 there were 8 graduates from the HR program.

Lean Process Improvement Initiatives

- In addition to a three day introductory course, Lean Process Improvement Techniques, the Bureau provides an instructor/facilitator for on-site Lean process improvement projects. Agencies or municipalities contact BET to make arrangements to work with local project teams, typically for 4 half-days.
- The Bureau Chief is a member of the NH Lean Executive Committee, and participates in the planning and programmatic development of the first annual NH Lean Summit in September 2012.
- Lean NH.gov website. The Bureau, in conjunction with the Financial Data Management Bureau (FDM) of the Department of Administrative Services, hosts and maintains a website for the NH Lean Network.

Continuous Improvement Practitioner (CIP) Certificate Program

In FY 2010, the Bureau established a training program to certify Lean process improvement practitioners. In FY 2013, 22 new Continuous Improvement Practitioners (CIPs) graduated, increasing the number of agencies/municipalities with internal Lean expertise, as well as the number of overall number of practitioners. BET maintains an e-list of CIPs to facilitate their on-going participation in the NH Lean Network, and the potential for inter-agency exchanges of certified facilitators.

Organizational Development Activities

The Bureau continued to assist public sector organizations with strategic planning and team building and Lean Process Improvement efforts by providing facilitation and consultation services. The Bureau uses a consultative approach, wherein assessments of the organization's specific OD needs are conducted and appropriate programs are then prescribed. Customized programs in workforce development, evaluation, motivation, and other topics are available upon request.

Sponsorship of Continuing Legal Education Credits (CLE)

The Bureau is a sponsor of programs that allow public sector attorneys the opportunity to earn continuing legal education credits at no cost. The program was initiated and organized by students in the Certified Public Manager program.

Open Enrollment Classes

The following soft skills classes were provided during FY 13

| Course Title | Number of Participants |
|-------------------------------------|-------------------------------|
| Challenging Negative Attitudes | 11 |
| Communication Skills | 38 |
| Conflict Resolution | 31 |
| Conducting Meetings | 6 |
| Evaluating Employee Performance | 10 |
| Frontline Customer Service Skills | 24 |
| Foundations of State Supervision | 63 |
| Lean Briefing for Managers | 66 |
| Lean Facilitator Training | 28 |
| Lean Change Management | 21 |
| Lean Process Improvement Techniques | 101 |
| Managing at a Distance | 10 |
| Time Management | 25 |

The following computer skills, procedural and business skills classes were provided during FY13

| Course Title | Number of Participants |
|----------------------|-------------------------------|
| Access | 52 |
| Accounts Payable | 3 |
| Accounts Receivable | 5 |
| Administrative Rules | 74 |
| Excel | 64 |
| Reporting | 11 |
| Requisitions | 11 |
| SQL | 4 |
| Word | 12 |