



**State of New Hampshire  
Department of Administrative Services  
Division of Personnel  
2006 Annual Report  
Fiscal Year Ended June 30, 2006**

**Pursuant to RSA 21-I:42**

Donald S. Hill, Commissioner  
Karen A. Levchuk, Director of Personnel  
Sara J. Willingham, Manager of Employee Relations  
Monika Bissell, Education and Training Officer

John H. Lynch, Governor  
Raymond S. Burton, Executive Councilor  
Ruth L. Griffin, Executive Councilor  
Debora Pignatelli, Executive Councilor  
Peter J. Spaulding, Executive Councilor  
Raymond J. Wieczorek, Executive Councilor

State House Annex  
25 Capitol Street  
Concord, New Hampshire 03301  
[www.nh.gov/hr/](http://www.nh.gov/hr/)

# TABLE OF CONTENTS

	<u>Page/Exhibit</u>
General Summary.....	3
Organizational Chart.....	4
Division of Personnel – Overview.....	5
Bureau of Human Resources Administration.....	9
Recruitment and Certification Section.....	10
Recruitment and Certification Activities .....	10
Personnel Actions.....	11
Employee Reduction in Force (RIF) List .....	11
10 Year History of Authorized Permanent Positions by Department.....	13
Authorized Positions .....	15
Authorized/Filled Positions -10 Year History.....	19
Demographics, New Hampshire State Employees .....	20
Map, State Employment by County .....	21
Applicants by EEO Category .....	22
Applicant Gender Distribution by EEO Category .....	23
Applicants by Age Distribution .....	24
Total Number of Hires by Month .....	25
Total Number of New Hires by Agency.....	26
Employees by EEO Category/Workforce Participation Rates.....	27
Employees Hired from Registers by Month .....	28
Employees by Age Distribution.....	29
Employees by Gender and EEO Category .....	30
Overall Salary Distribution .....	31
Longevity in Classified Service .....	32
Average Salary by EEO Category .....	34
Turnover - Average Turnover Rate, Highest/Lowest Turnover Rate.....	35
Turnover Rates by Agency .....	36
Separation from Service.....	38
Examination Section.....	39
Examination Section Activity.....	41
Classification Section.....	42
Classified Positions Reviewed.....	44
Positions Reclassified - Approval by Governor and Council .....	48
Classification Changes Based on Position Reviews .....	55
Requests for Temporary Positions.....	56
Bureau of Employee Relations .....	60
Health Insurance Premiums -Five Year Cost History.....	70
Retirement Eligibility.....	71
Bureau of Education and Training.....	72

# GENERAL SUMMARY FY 2006

## Authority

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

## Mission

To serve the public interest by providing the State of New Hampshire with fair, equitable, and comprehensive systems of personnel and labor relations; to assist State agencies in implementing and maintaining efficient and expedient personnel transactions.

## Location

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

## Staff Composition

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

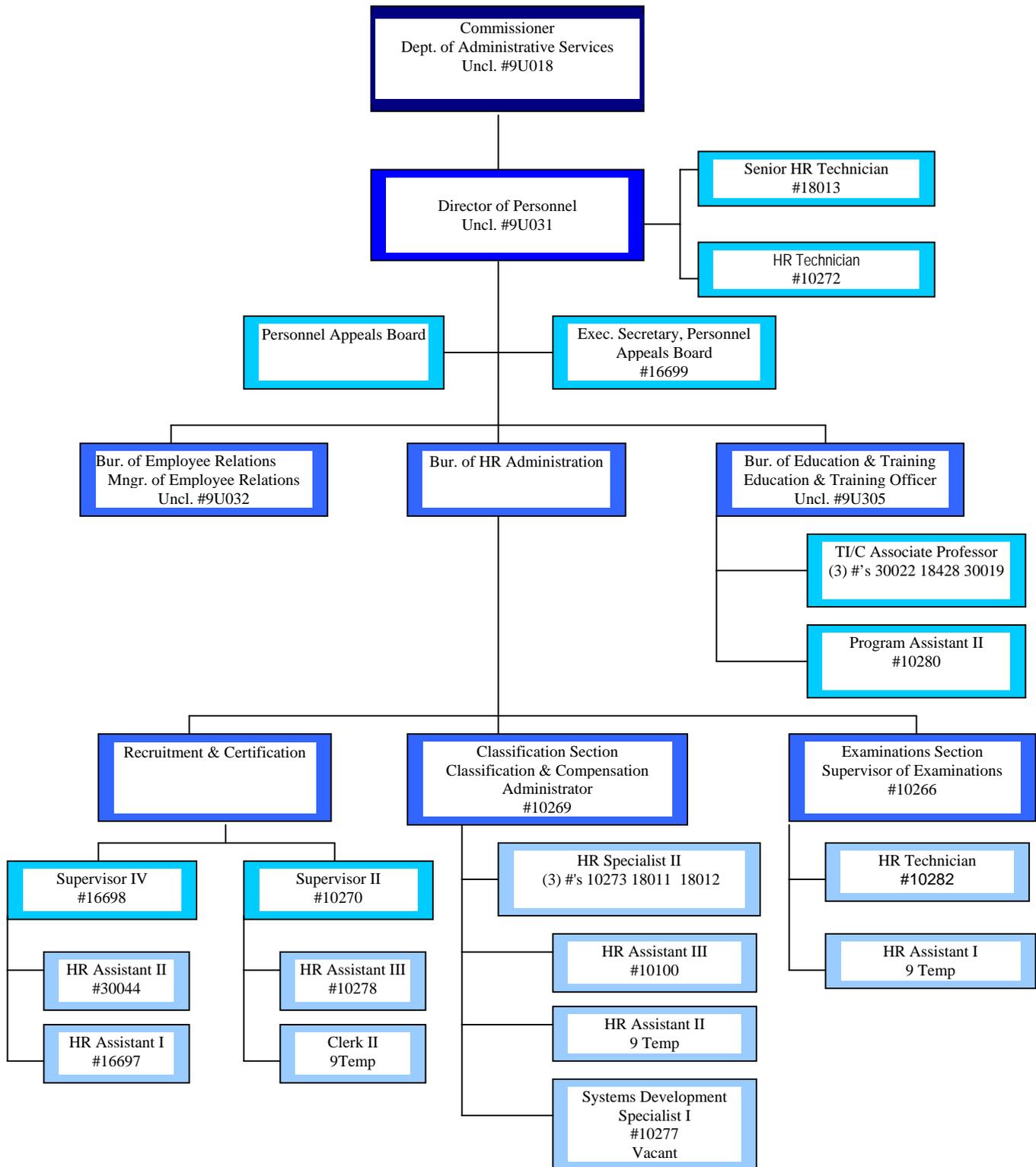
## Fiscal Year Appropriation

\$1,604,540

## Personnel Appeals Board

The Personnel Appeals Board consists of three regular members and two alternates appointed by the Governor and Executive Council for three (3) year terms. The members of the Personnel Appeals Board for Fiscal Year 2006 were: Patrick Wood, Chairman, Philip Bonafide, Robert Johnson and John Reagan.

**ORGANIZATIONAL CHART  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
DIVISION OF PERSONNEL  
FY 2006**



# 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 and is involved in administering employee benefit plans and programs. In addition to serving as a fiscal "gatekeeper," 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.

## State Employee Recognition Week

State Employee Recognition Day was initiated in 2001 by the National Association of State Personnel Executives (NASPE) in partnership with the National Governors' Association. This day of recognition presents an excellent opportunity to spotlight the achievements and contributions of state employees in the workplace and in our communities. On May 3, 2006, Governor John H. Lynch and the Executive Councilors signed the second annual Proclamation in honor of State Employee Recognition Week for New Hampshire State employees. Employees with the most longevity from each of the five Executive Council Districts were recognized for their contributions to the State. The Proclamation and activities associated with State Employee Recognition Week reminded our employees that their hard work, sacrifice and dedication to the citizens of the State of New Hampshire were appreciated.

*State of New Hampshire  
By His Excellency  
John Lynch, Governor  
A Proclamation*

**STATE EMPLOYEE RECOGNITION WEEK  
MAY 1-7, 2006**

WHEREAS, New Hampshire state employees deliver quality services that enhance the lives of the people of our great state; and

WHEREAS, State employees perform countless challenging and important jobs, including: preserving public safety, protecting public health, building and maintaining our roadways, supporting economic development, protecting our environment, supporting quality education, ensuring the rights of our citizens, supporting people in need, and administering justice; and

WHEREAS, New Hampshire state employees frequently go the extra mile to help citizens; and

WHEREAS, In challenging budget times, these dedicated public servants have often assumed additional responsibilities, with compassion, professionalism and a commitment to those they serve; and

WHEREAS, New Hampshire state employees continually strive to make sure they are using resources wisely; and

WHEREAS, New Hampshire State Employee Recognition Week provides us an opportunity to express our appreciation and gratitude to our state employees for their hard work and dedication to our continued well-being and quality of life;

NOW, THEREFORE, I, JOHN H. LYNCH, GOVERNOR of the State of New Hampshire, do hereby proclaim MAY 1-7, 2006 as STATE EMPLOYEE RECOGNITION WEEK in New Hampshire and encourage citizens to recognize state employees for their hard work, sacrifices, and dedication to the people of New Hampshire.

Given at the Executive Chamber in Concord, this 3rd day of May, in the year of Our Lord two thousand and six, and the independence of the United States of America, two hundred and thirty.



Governor

Executive Councilor

Executive Councilor

Executive Councilor

Executive Councilor

Executive Councilor

*John Lynch*  
*Ray Gungor*  
*John P. ...*  
*Raymond J. ...*  
*Debra S. Pignatelli*

## **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. Several monetary awards were made to State employees during FY 2006.

## **Health Benefits Advisory Committee**

The Health Benefits Advisory Committee (HBAC), a labor management committee established under Article 19.8.2 of the Collective Bargaining Agreement between the State and the SEA, is charged with drafting a report to the Governor on the employee health benefit. The purpose of the report is to provide an update on the status of the plan and to provide recommendations to the Governor's Office for use in developing proposals during the upcoming collective bargaining process. At the end of Fiscal Year 2006, the Committee finalized this report and met with Governor Lynch to discuss the recommendations contained in this report. A copy of the HBAC report is available on the Division of Personnel website under "Employee Benefits."

The State and the SEA worked collaboratively to draft the report. The members of the Health Benefit Advisory Committee are:

### **State Team**

Monica Ciolfi, Risk Management  
Alex Feldvebel, Insurance  
Karen Levchuk, Personnel  
Sara Willingham, Personnel

### **SEA team**

Lorri Hayes, SEA  
Paul Stokes, Labor  
Dennis Kinnan, Corrections  
Linda Huard, Employment Security

Part of this successful labor management effort included the establishment of a State of NH Employee Wellness Program, launched by Governor Lynch in June 2006. Governor Lynch signed Executive Order 2006-7 recognizing the Health Benefit Advisory Committee and requiring each agency head to identify and appoint an agency Wellness Coordinator. In addition, the Governor encouraged state employee participation in the Foundation for Healthy Communities' Walk NH Program, culminating in a statewide celebration at the State House on June 9, 2006 and a 1- mile walk around downtown Concord led by First Lady Dr. Susan Lynch.

**Walk NH Program  
June 9, 2006**



## **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.

## **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 applications for certification (eligibility) purposes and maintaining/updating registers of eligible job candidates.
- Auditing all personnel actions affecting classified employees to ensure compliance with the Collective Bargaining Agreement and the Administrative Rules of the Division of Personnel.
- Establishing, maintaining and managing centralized personnel records for all classified employees.
- Compiling EEO data on characteristics of job applicants for state and federal reporting purposes.

## **RECRUITMENT AND CERTIFICATION ACTIVITIES**

During Fiscal Year 2006, the Recruitment and Certification Section prepared 29 Opportunities Announcements for statewide distribution and approved 894 agency-prepared newspaper advertisements. During the Fiscal Year, 1,686 applications were evaluated for certification purposes by staff in this section. Of this number, 1,278 applicants (76%) 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 2006:

### **RECRUITMENT AND CERTIFICATION ACTIVITIES FISCAL YEAR 2006**

ACTIVITY	NUMBER
Applications Distributed	2,363
Applications Received Statewide	4,975
Applications Accepted as Certified	1,278
Applications Rejected as Not Certified	408
Registers Requested	336
Employees Hired from Registers	107
Newspaper Advertisements Approved	894
EEO Surveys Received	1,965
Opportunities Announcements Prepared	29

During Fiscal Year 2006, staff in the Recruitment and Certification Section audited a total of 29,144 actions affecting classified employees. Of this total, 2,621 (9%) were personnel actions hiring new employees. The number of employees separating from state service in FY 2006 was 1,001 (8.3%). A summary of the type and number of personnel actions audited by the Recruitment and Certification Section can be found below.

**PERSONNEL ACTIONS  
FISCAL YEAR 2006**

PERSONNEL ACTION	NUMBER
New Hires	2,621
Hires Above Minimum Step (both full-time & part-time)	389
Separations	1,001
Promotions	1,464
Demotions	182
Total Personnel Action Forms Processed	29,144

*Note: Total forms processed included salary increments and various data changes, such as seniority adjustments and temporary assignments.*

**EMPLOYEE REDUCTION IN FORCE (RIF) LIST**

Effective July 1, 2005, the Legislature passed Chapter 319:7, 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, 2005 and June 30, 2007, 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 RIF List during Fiscal Year 2006:

ACTION	NUMBER
Names Submitted to Personnel	2
Names Removed from RIF List	1
Names Remaining on RIF List	1
Placements	1
Vacant Positions Released for Recruitment	1,760
Total Number of Vacant Positions Submitted by Agencies	1,761

*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.*

<b>TEN YEAR HISTORY OF AUTHORIZED PERMANENT POSITIONS BY DEPARTMENT</b> <b>Number of Class 10 Positions Authorized</b>
---

<u>Department</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>
Adjutant General Department	102	108	108	108	113	113	122	120	120	130
Administrative Services Dept.	311	316	319	324	338	338	319	245	250	286
Agriculture Department	31	32	32	32	32	31	33	33	33	33
Banking Department	27	27	27	27	27	27	41	41	41	42
Business Finance Authority	7	0	0	0	0	0	0	0	0	0
Christa McAuliffe Planetarium	0	0	0	0	0	8	13	12	12	13
Com. Dev. Finance Authority	0	0	0	0	0	0	0	7	0	0
Corrections Department	813	813	869	1,088	1,088	1,083	1,132	1,096	1,087	1,081
Cultural Resources Department	62	66	66	67	69	69	74	69	70	70
Education Department	305	300	303	306	313	312	326	316	305	316
Employment Security	333	315	313	385	402	385	408	367	367	372
Environmental Services Dept.	432	429	429	429	439	435	546	528	549	540
Executive Department	79	81	81	81	81	44	44	33	26	22
Fish and Game Department	168	171	171	171	173	173	174	165	164	200
Health & Human Services Dept.										
Alcohol and Drug Abuse Prev.	0	0	0	45	47	47	47	44	44	44
Anna Philbrook Center	0	0	0	0	89	89	0	0	0	0
Behavioral Health	183	93	95	51	51	56	56	61	61	59
Children, Youth & Family Services	387	0	370	394	394	397	350	367	355	363
Commissioner's Office	211	878	599	617	494	493	469	340	430	630
Community and Public Health	299	0	272	255	257	256	218	224	132	264
Developmental Services	0	68	66	59	58	54	54	53	53	53
Elderly & Adult Services	94	65	112	131	130	129	128	131	131	127
Family Services	619	709	327	327	327	326	327	322	322	345
Glencliff Home	156	156	156	168	168	168	168	164	164	188
Information Services	0	0	0	0	0	122	146	155	155	0
Juvenile Justice Services	0	0	0	0	0	0	369	360	360	379
NH Hospital	992	968	941	875	874	870	867	846	833	830
Youth Development Center	0	0	0	0	0	183	185	0	0	0
Highway Safety Agency	3	3	3	3	6	6	6	6	6	6
Human Rights Commission	7	7	7	7	7	7	10	9	9	9
Insurance Department	46	50	50	51	53	53	72	72	70	70
Judicial Council	1	2	2	2	2	2	2	2	2	2
Justice Department	53	54	54	54	55	56	65	61	61	62
Labor Department	76	80	81	82	82	82	84	83	77	80
Liquor Commission	311	311	312	314	314	313	313	315	304	304
Office of Information Technology	0	0	0	0	0	0	0	335	397	411
Pari-Mutuel Commission	11	11	11	11	11	11	11	11	20	21
Pease Development Authority	4	4	4	5	5	5	5	5	5	5
Postsecondary Education Comm.	6	6	6	6	6	6	6	6	6	6
Public Utilities Commission	74	74	74	73	73	72	72	72	69	69

<b>TEN YEAR HISTORY OF AUTHORIZED PERMANENT POSITIONS BY DEPARTMENT</b> <b>Number of Class 10 Positions Authorized</b>
---

<b>Department</b>	<b>1997</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>
Real Estate Commission	7	7	7	7	8	8	8	8	8	8
Regional Comm. Tech. College Sys.	660	641	641	649	662	654	745	707	707	753
Police Standards & Training	0	0	0	0	0	0	0	25	25	25
Board of Accountancy	0	0	0	0	0	0	0	0	0	2
Electricians Licensing Board	6	6	6	6	7	7	7	7	7	0
Health & Human Services Boards		23	22	27	30	30	31	31	31	38
Joint Board of Licensing & Cert.	3	4	4	5	5	5	5	5	5	5
Plumbers Board	6	6	6	6	6	6	6	6	6	6
Pub. Empl. Labor Relations Board	4	4	4	4	4	4	4	4	4	4
Real Estate Appraisers Bd.	1	1	1	1	1	1	1	1	1	2
Tax & Land Appeals Board	8	8	8	8	10	9	10	10	10	8
Veterinarians Exam. Board	1	1	1	1	1	1	1	1	1	1
Resources & Econ. Dev. Dept.	159	153	154	142	147	149	184	184	177	185
Retirement System	41	41	41	45	48	48	54	54	54	0
Revenue Administration Dept.	151	153	168	171	179	191	214	175	174	181
Safety Department	749	772	782	803	811	859	1,046	1,027	1,036	1,092
State Department	30	30	30	30	33	33	33	43	41	41
Status of Women Commission	1	1	1	1	2	2	2	2	2	2
Sweepstakes Commission	60	60	60	60	60	60	60	60	52	52
Transportation Department	1,915	1,913	1,913	1,913	1,913	1,913	1,913	1,868	1,868	1,841
Treasury Department	20	21	21	21	21	21	21	21	21	19
Veterans' Council	4	4	4	4	4	4	4	4	4	5
Veterans' Home	148	148	148	150	168	168	251	251	251	328
Youth Development Services Dept.	261	268	268	269	0	0	0	0	0	0
<b>TOTALS</b>	<b>10,438</b>	<b>10,462</b>	<b>10,550</b>	<b>10,871</b>	<b>10,698</b>	<b>10,994</b>	<b>11,862</b>	<b>11,570</b>	<b>11,575</b>	<b>12,030</b>

## FY 2006 Authorized Positions

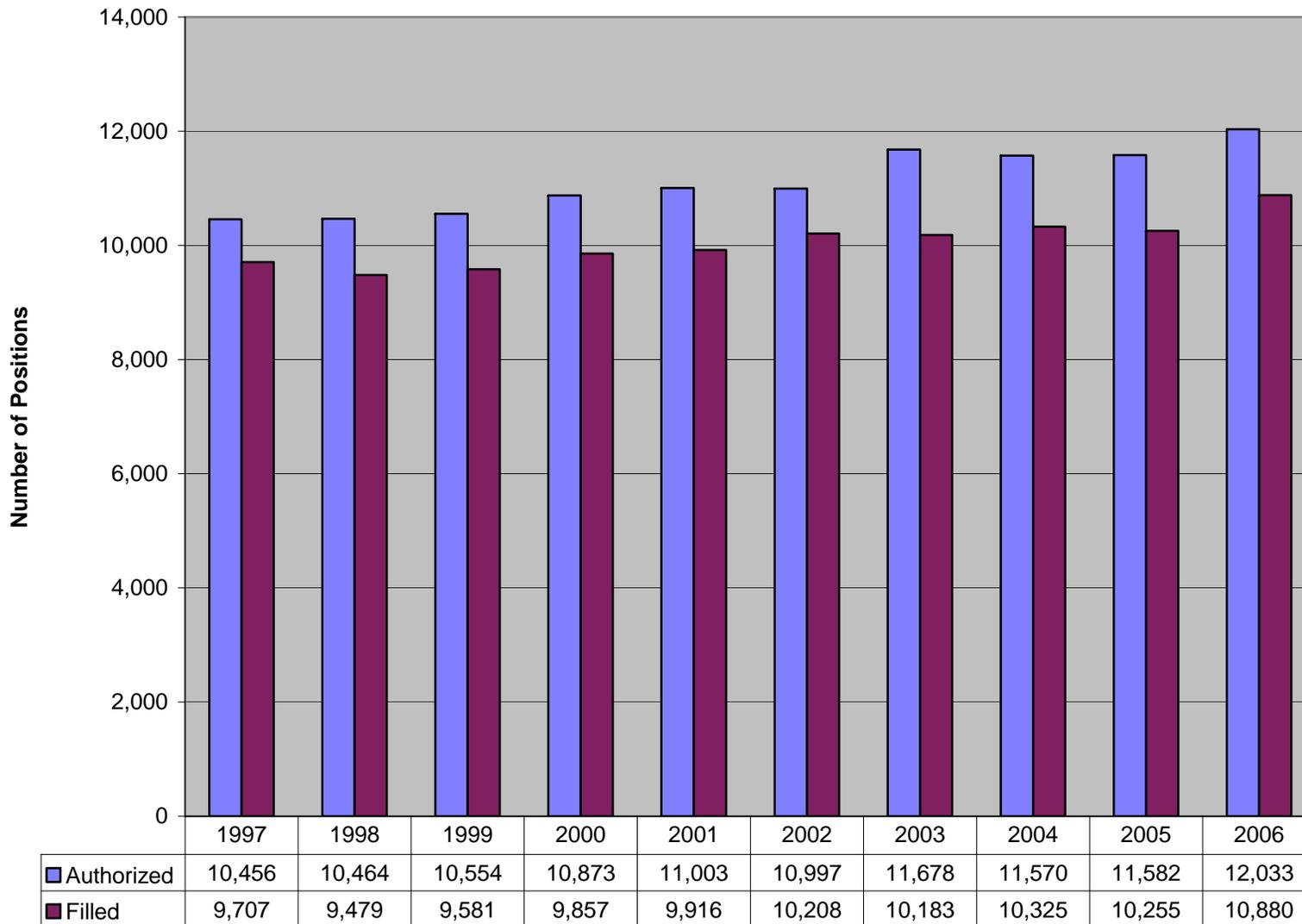
<u>Department &amp; Components</u>	<u>CI 10 Filled</u>	<u>CI 10 Vacant</u>	<u>CI 59 Filled</u>	<u>CI 59 Vacant</u>	<u>Unclass. Filled</u>	<u>Unclass. Vacant</u>	<u>Total Positions</u>
<b>Adjutant General Department</b>	<b>119</b>	<b>11</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>135</b>
<b>Administrative Services, Dept. of</b>							<b>297</b>
Commissioner's Office	2	-	-	-	1	-	3
Accounting Services	15	1	-	-	1	-	17
Budget Office	11	3	-	-	1	-	15
Business Office	6	-	-	-	-	-	6
Cost Containment	8	1	-	-	-	-	9
Court Facilities	25	2	-	-	-	-	27
Data Center	12	-	-	-	-	-	12
Financial Data Management	8	6	-	-	1	-	15
General Services	62	7	-	-	-	-	69
Graphic Services	23	3	-	-	-	-	26
Personnel	18	2	-	-	3	-	23
Plant & Property Management	15	4	2	-	1	-	22
Public Works Design	22	3	-	5	-	-	30
Risk Management	4	2	-	-	-	-	6
Surplus Distribution	8	1	-	-	-	-	9
Telecommunications	6	2	-	-	-	-	8
<b>Agriculture, Department of</b>	<b>32</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>-</b>	<b>36</b>
<b>Banking Department</b>	<b>37</b>	<b>5</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>-</b>	<b>44</b>
<b>Christa McAuliffe Planetarium</b>	<b>12</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>14</b>
<b>Community Development &amp; Finance Authority</b>	<b>-</b>	<b>7</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>8</b>
<b>Corrections, Department of</b>	<b>958</b>	<b>123</b>	<b>13</b>	<b>11</b>	<b>11</b>	<b>2</b>	<b>1118</b>
<b>Cultural Resources, Department of</b>							<b>75</b>
Division of Arts	8	-	-	-	1	-	9
Division of Historical Resources	11	-	-	-	1	-	12
State Library	47	4	1	-	2	-	54
<b>Education, Department of</b>	<b>272</b>	<b>44</b>	<b>6</b>	<b>18</b>	<b>5</b>	<b>-</b>	<b>345</b>
<b>Employment Security</b>	<b>313</b>	<b>59</b>	<b>9</b>	<b>6</b>	<b>4</b>	<b>1</b>	<b>392</b>
<b>Environmental Services, Dept. of</b>							<b>563</b>
Commissioner's Office	91	7	-	12	3	-	113

<u>Department &amp; Components</u>	<u>CI 10 Filled</u>	<u>CI 10 Vacant</u>	<u>CI 59 Filled</u>	<u>CI 59 Vacant</u>	<u>Unclass. Filled</u>	<u>Unclass. Vacant</u>	<u>Total Positions</u>
<b>Environmental Services, Dept. of (cont.)</b>							
Air Resources	58	10	-	-	1	-	69
Waste Management	71	15	3	-	1	-	90
Water Division	209	28	1	1	1	-	240
Water Resources	42	9	-	-	-	-	51
<b>Executive Department</b>							<b>30</b>
Executive	-	-	-	-	1	-	1
Executive Council	-	-	-	-	6	-	6
Gov. Commission on Disability	7	-	-	-	1	-	8
Office of Energy & Planning	13	2	-	-	-	-	15
<b>Fish &amp; Game Department</b>	<b>180</b>	<b>20</b>	<b>13</b>	<b>4</b>	<b>1</b>	<b>-</b>	<b>218</b>
<b>Health &amp; Human Services, Dept. of</b>							<b>3,409</b>
Commissioner's Office	422	60	-	7	32	4	525
Alcohol & Drug Abuse Prevention	37	7	-	-	1	-	45
Behavioral Health	52	7	-	-	3	-	62
Children, Youth & Families	351	12	-	1	5	-	369
Community & Public Health	209	55	2	3	4	1	274
Developmental Services	42	11	-	-	-	1	54
Elderly & Adult Services	120	7	-	-	5	-	132
Family Services, Office of	327	18	1	-	3	-	349
Glenclyff Home for the Elderly	181	7	-	-	1	-	189
Medical Services	127	21	-	-	8	-	156
NH Hospital	771	59	12	8	17	1	868
Juvenile Justice Services	341	38	-	1	6	-	386
<b>Highway Safety Agency</b>	<b>6</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>7</b>
<b>Human Rights Commission</b>	<b>7</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9</b>
<b>Information Technology, Office of</b>	<b>380</b>	<b>31</b>	<b>-</b>	<b>1</b>	<b>10</b>	<b>4</b>	<b>426</b>
<b>Insurance Department</b>	<b>59</b>	<b>11</b>	<b>-</b>	<b>-</b>	<b>10</b>	<b>-</b>	<b>80</b>
<b>Judicial Council</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2</b>
<b>Justice, Department of</b>	<b>58</b>	<b>4</b>	<b>-</b>	<b>1</b>	<b>67</b>	<b>3</b>	<b>133</b>
<b>Labor Department</b>	<b>75</b>	<b>5</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>-</b>	<b>82</b>
<b>Liquor Commission</b>	<b>301</b>	<b>3</b>	<b>-</b>	<b>1</b>	<b>3</b>	<b>-</b>	<b>308</b>
<b>Pari-Mutuel Commission</b>	<b>20</b>	<b>1</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>-</b>	<b>36</b>

<u>Department &amp; Components</u>	<u>CI 10 Filled</u>	<u>CI 10 Vacant</u>	<u>CI 59 Filled</u>	<u>CI 59 Vacant</u>	<u>Unclass. Filled</u>	<u>Unclass. Vacant</u>	<u>Total Positions</u>
<b>Pease Development Authority</b>	5	-	1	-	-	-	6
<b>Postsecondary Education Commission</b>	6	0	-	-	1	-	7
<b>Public Utilities Commission</b>	65	4	-	-	6	-	75
<b>Real Estate Commission</b>	8	-	-	-	1	-	9
<b>Regional Community Technical College System</b>							<b>828</b>
Commissioner's Office	37	7	3	1	3	-	51
Berlin Technical College	60	11	-	-	1	-	72
Claremont Technical College	61	8	2	1	1	-	73
Concord Technical Institute	217	10	8	1	1	-	237
Laconia Technical College	61	9	5	-	1	-	76
Manchester Technical College	92	19	2	3	1	-	117
Nashua Technical College	70	6	4	3	1	-	84
Stratham Technical College	74	11	6	-	1	-	92
Police Standards & Trng. Council	23	2	-	-	1	-	26
<b>Regulatory and Licensing Boards</b>							<b>71</b>
Accountancy Board	2	-	2	-	-	-	2
Chiropractic Examiners Board	1	-	-	-	-	-	1
Cosmetology & Barbering Board	5	-	-	-	-	-	5
Dental Board	2	-	-	-	-	-	2
Joint Board of Licensing & Cert.	5	-	-	-	-	-	5
Medicine, Board of	17	2	-	-	-	-	20
Allied Health Prof.	2	-	-	-	-	-	2
Pharmacy Board	6	-	-	-	-	-	6
Plumbers Board	6	-	-	-	-	-	6
Psychology, Board of	2	-	-	-	-	-	2
Public Empl. Labor Relations Board	4	-	-	-	-	-	4
Real Estate Appraisers Board	2	-	-	-	-	-	2
Tax & Land Appeals Board	8	-	-	-	4	-	12
Veterinarian Examiners Board	1	-	-	-	-	-	1
<b>Resources &amp; Economic Dev., Dept. of</b>	<b>167</b>	<b>18</b>	<b>36</b>	<b>27</b>	<b>6</b>	<b>0</b>	<b>254</b>
<b>Revenue Administration, Dept. of</b>	<b>163</b>	<b>18</b>	<b>-</b>	<b>-</b>	<b>23</b>	<b>2</b>	<b>206</b>
<b>Safety, Department of</b>	<b>1025</b>	<b>67</b>	<b>27</b>	<b>13</b>	<b>11</b>	<b>2</b>	<b>1145</b>
<b>State Department</b>	<b>35</b>	<b>6</b>	<b>31</b>	<b>8</b>	<b>11</b>	<b>-</b>	<b>91</b>
<b>Status of Women Commission</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2</b>

<u>Department &amp; Components</u>	<u>CI 10 Filled</u>	<u>CI 10 Vacant</u>	<u>CI 59 Filled</u>	<u>CI 59 Vacant</u>	<u>Unclass. Filled</u>	<u>Unclass. Vacant</u>	<u>Total Positions</u>
<b>Sweepstakes Commission</b>	<b>47</b>	<b>5</b>	<b>-</b>	<b>-</b>	<b>4</b>	<b>-</b>	<b>56</b>
<b>Transportation, Department of</b>							<b>1,869</b>
Aeronautics	4	1	-	-	1	-	6
Bridge Design	30	4	-	-	-	-	34
Bridge Maintenance	116	6	-	-	-	-	122
Budget & Finance	31	6	-	-	-	-	37
Commissioner's Office	9	-	-	-	6	-	15
Construction	99	11	-	-	-	-	110
District 1 – Lancaster	137	8	-	-	-	-	145
District 2 - Lebanon	110	11	-	-	-	-	121
District 3 - Laconia	124	9	-	-	-	-	133
District 4 - Keene	90	2	-	-	-	-	92
District 5 - Hooksett	154	7	-	-	-	-	161
District 6 - Durham	98	5	-	-	-	-	103
Environment	17	5	-	-	-	-	22
Fuel Distribution	5	1	-	-	-	-	6
Highway Design	130	39	-	-	-	-	169
Human Resources	17	3	-	-	-	-	20
Maintenance	8	1	-	-	-	-	9
Materials & Research	59	4	-	-	-	-	63
Mechanical Services	84	2	-	-	-	-	86
Municipal Highways	-	1	-	-	-	-	1
Planning & Systems Development	18	11	-	-	-	-	29
Public Affairs & Information	2	-	-	-	-	-	2
Public Works	1	-	-	-	-	-	1
Railroads	11	-	-	-	-	-	11
Right of Way	36	5	-	-	-	-	41
Traffic	71	3	9	12	-	-	95
Turnpikes	216	19	-	-	-	-	235
<b>Treasury Department</b>	<b>17</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>5</b>	<b>-</b>	<b>24</b>
<b>Veterans Council</b>	<b>5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>6</b>
<b>Veterans Home</b>	<b>286</b>	<b>42</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>-</b>	<b>333</b>
<b>TOTALS</b>	<b>10,880</b>	<b>1,153</b>	<b>203</b>	<b>161</b>	<b>332</b>	<b>20</b>	<b>12,749</b>
<b>TOTAL VACANCIES</b>		<b>1,334</b>					
<b>VACANCY RATE</b>		<b>10.46%</b>					

## Authorized/Filled Positions 10 Year History



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

**DEMOGRAPHICS**  
**New Hampshire State Employees**  
**Fiscal Year 2006**

**State Government Employees**  
**Executive Branch**

<b><u>Class Type</u></b>	<b><u>Number of Positions*</u></b>
Classified	12,397
Unclassified	352
<b>TOTAL POSITIONS:</b>	<b>12,749</b>

\*Full Time Only - Includes vacancies

**The Classified State Workforce**  
**is made up of...**

51.79% Female  
48.21% Male

2.73% Minority  
97.27% White (not of  
Hispanic background)

**The Average Classified Employee...**

- Is 47 years old
- Has 10 years of service
- Earns \$39,158

**Classified State Employees**  
**(filled positions only) that are...**

Full time.....	11,990
Part-time.....	3,987

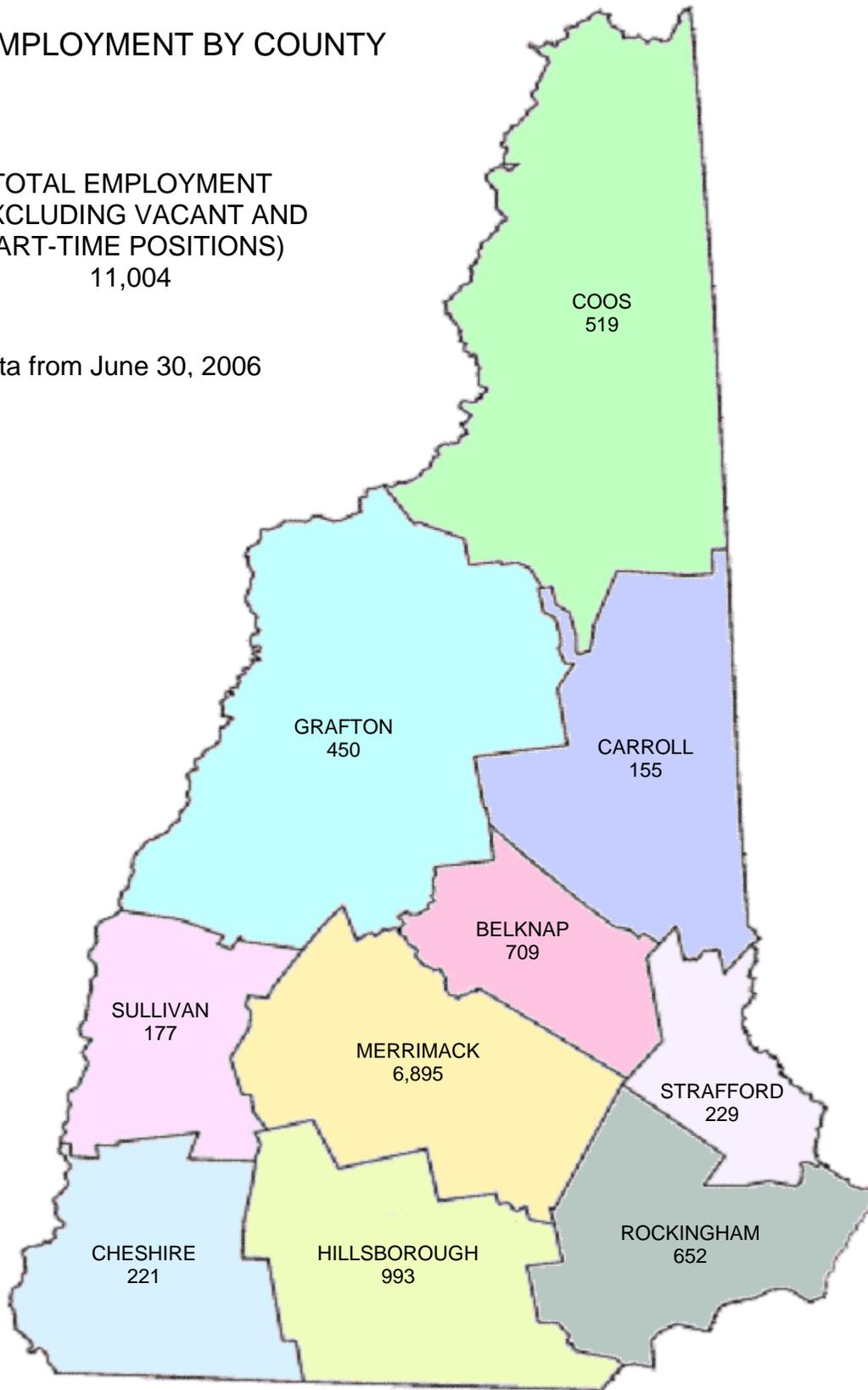
**Classified Employees work in...**

Belknap County.....	6.44%
Carroll County.....	1.41%
Cheshire County.....	2.01%
Coos County.....	4.72%
Grafton County.....	4.09%
Hillsborough County.....	9.02%
Merrimack County.....	62.66%
Rockingham County.....	5.93%
Strafford County.....	2.08%
Sullivan County.....	1.60%

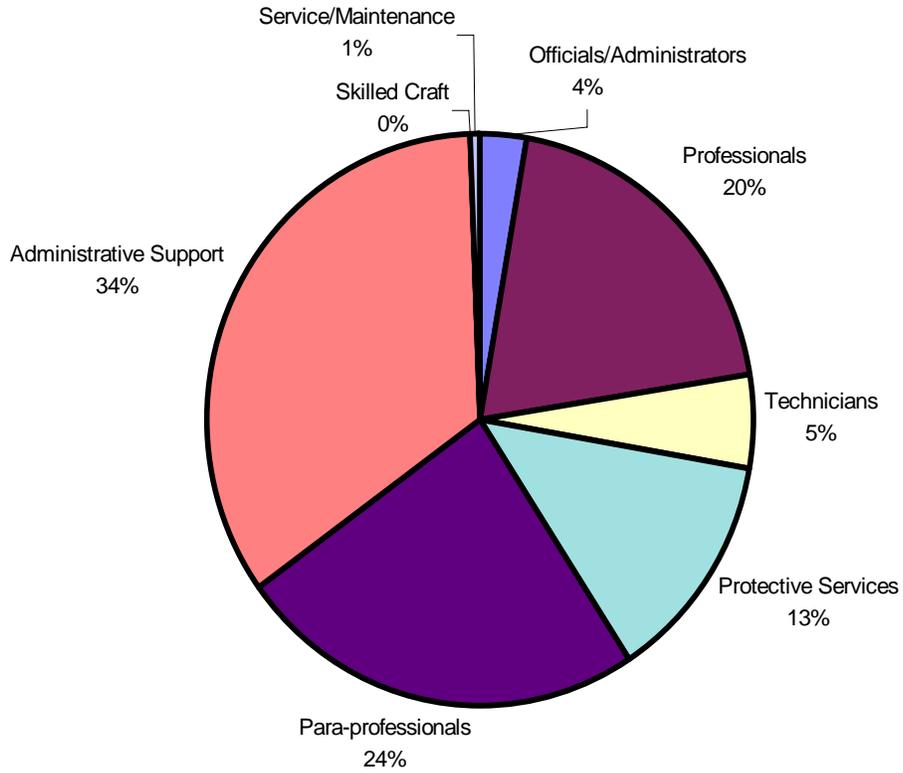
# STATE EMPLOYMENT BY COUNTY

TOTAL EMPLOYMENT  
(EXCLUDING VACANT AND  
PART-TIME POSITIONS)  
11,004

Data from June 30, 2006



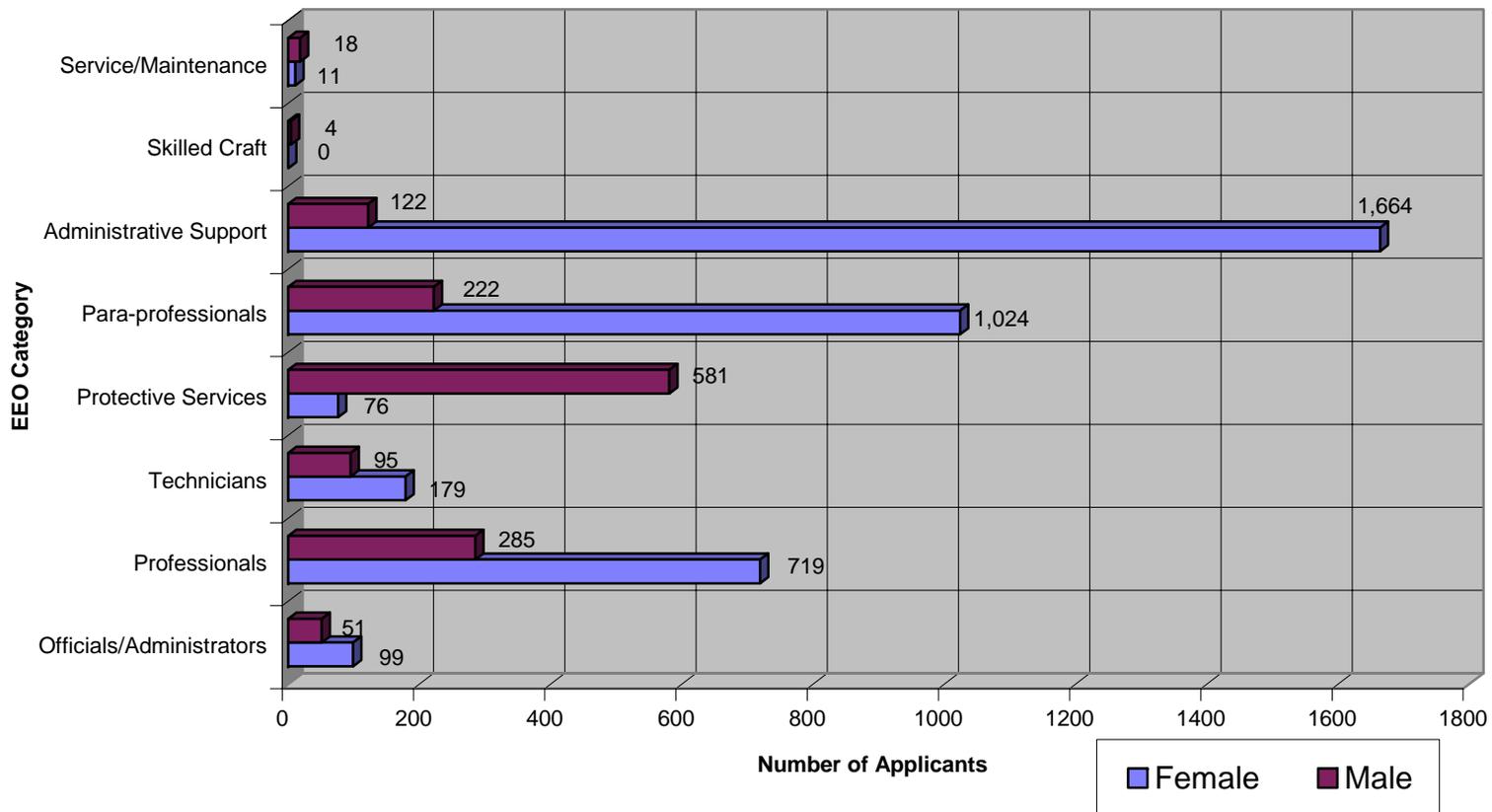
## APPLICANTS BY EEO CATEGORY Fiscal Year 2006



	Number Of Applicants
Administrative Support	1,798
Officials/Administrators	150
Para-professionals	1,267
Professionals	1,029
Protective Services	680
Service/Maintenance	30
Skilled Craft	4
Technicians	284
<b>TOTAL</b>	<b>5,242</b>

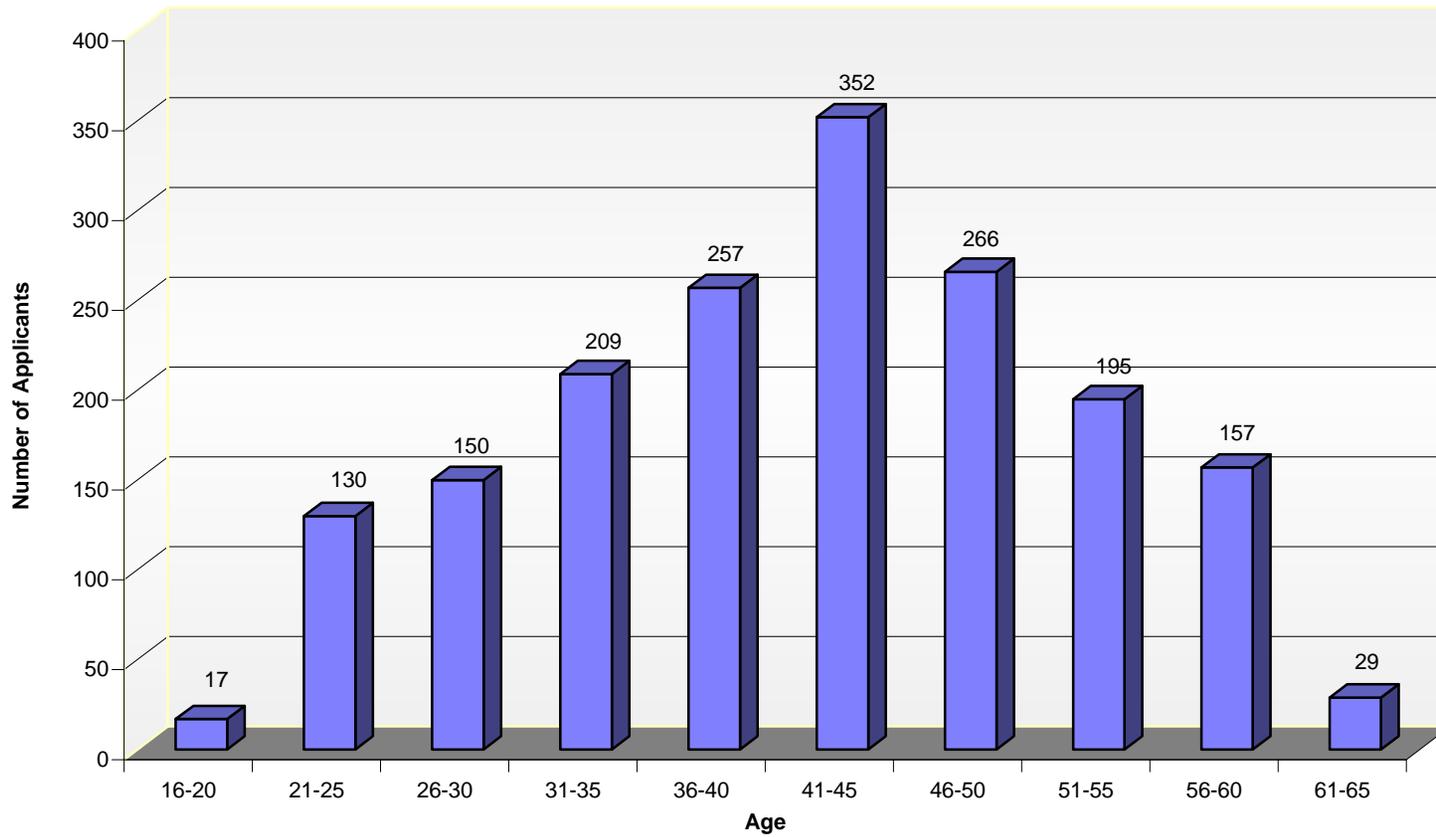
Note: This information is voluntarily submitted by applicants.

## APPLICANT GENDER DISTRIBUTION BY EEO CATEGORY Fiscal Year 2006



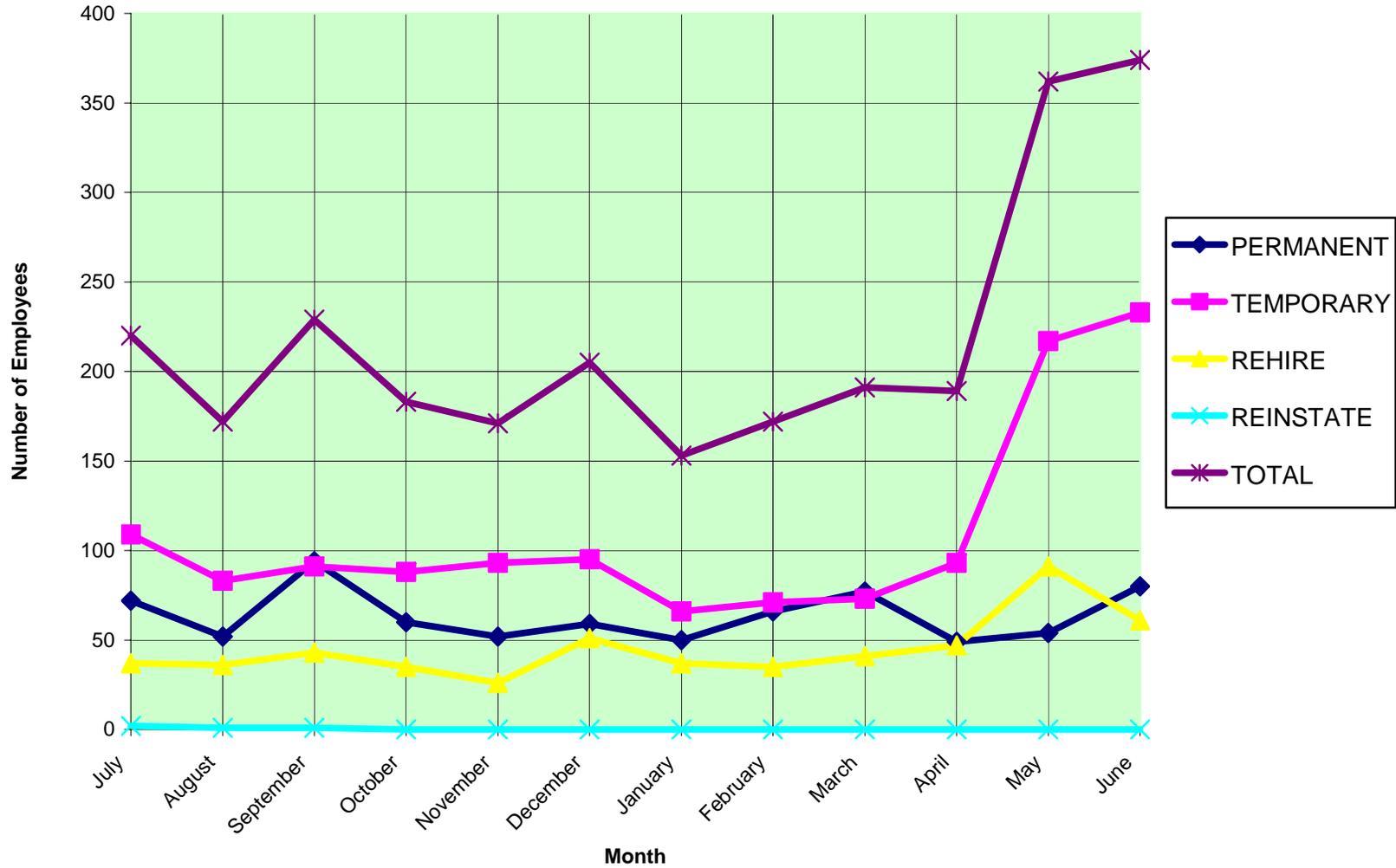
Note: Applicants voluntarily submit this information.  
 Total number responding = 5,150.

## APPLICANTS BY AGE DISTRIBUTION Fiscal Year 2006



Note: This information is voluntarily submitted.  
Total number of applicants = 1,762.

## TOTAL NEW HIRES BY MONTH Fiscal Year 2006



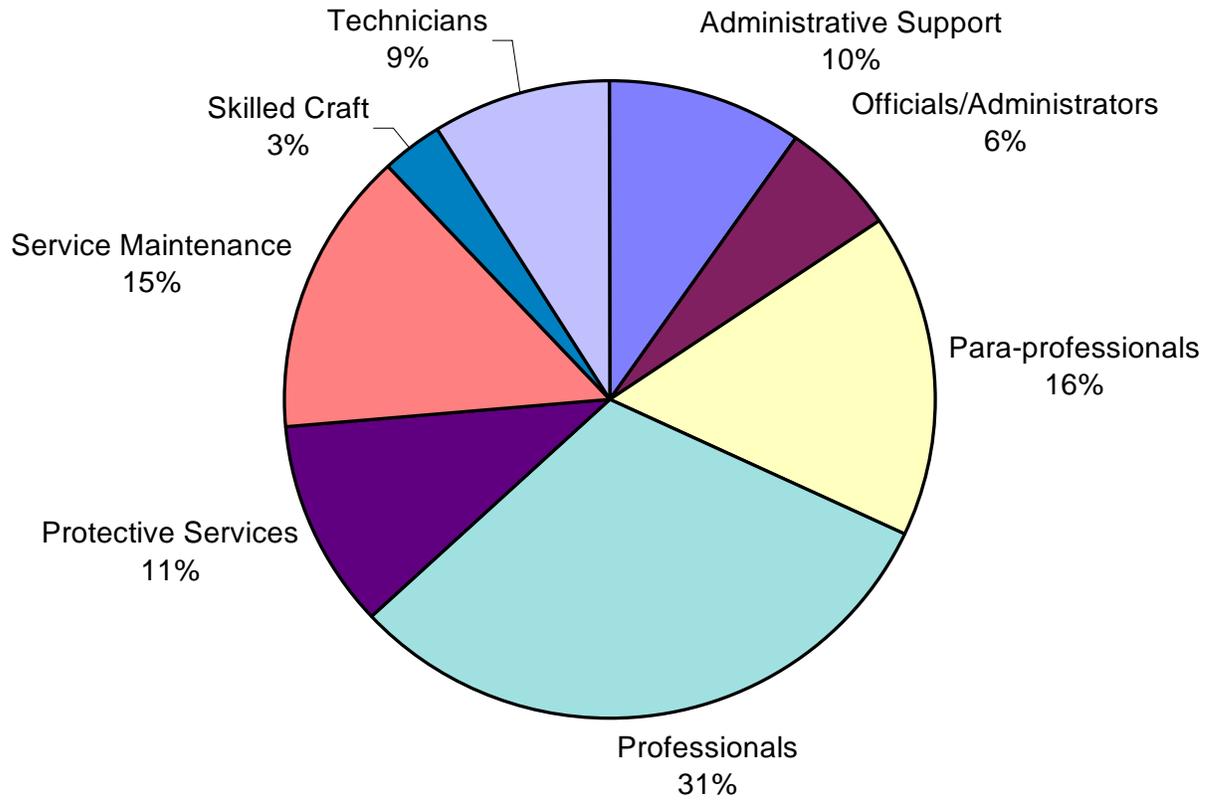
Note: Total new hires for Fiscal Year 2006 = 2,621.

## TOTAL NUMBER OF NEW HIRES BY AGENCY

AGENCY	NEW HIRES	HIRES above min.	% HIRED above min.
Adjutant General Department	13	2	15.3%
Administrative Services Department	99	11	11.1%
Agriculture Department	8	3	37.5%
Banking Department	6	3	50.0%
Boards and Commissions	5	2	40.0%
Christa McAuliffe Planetarium	10	1	10.0%
Corrections Department	104	8	7.7%
Cultural Resources	9	4	44.4%
Education Department	31	14	45.1%
Employment Security	29	0	0.0%
Environmental Services Department	96	7	7.2%
Executive Department	3	2	66.0%
Fish and Game Department	60	3	5.0%
Health and Human Services Department			
Attached Boards	6	0	0.00%
Behavioral Health	1	0	0.00%
Children, Youth & Families	41	6	14.6%
Commissioner's Office	50	12	24.0%
Developmental Services	3	0	0.00%
Elderly and Adult Services	15	6	40.0%
Glenciff Home for the Elderly	38	2	5.2%
Health Management	52	16	30.8%
Juvenile Justice Services	33	3	9.1%
New Hampshire Hospital	129	16	12.4%
Transitional Assistance	41	1	2.4%
Insurance Department	8	4	50.0%
Justice Department	11	3	27.3%
Labor Department	11	4	36.4%
Liquor Commission	394	2	0.5%
Office of Information Technology	52	22	42.3%
Pari-Mutuel Commission	22	0	0.0%
Pease Development Authority	3	1	33.3%
Police Standards and Training Council	3	0	0.00%
Postsecondary Education Commission	2	1	50.0%
Public Utilities Commission	4	3	75.0%
Real Estate Commission	3	0	0.0%
Regional Community Technical College	221	41	18.6%
Resources & Economic Development Dept.	303	9	3.0%
Revenue Administration Department	23	1	4.3%
Safety Department	197	52	26.4%
Secretary of State Department	11	2	18.1%
Sweepstakes Commission	13	0	0.0%
Transportation Department	323	37	11.4%
Treasury Department	2	1	50.0%
Veterans Council	2	0	0.00%
Veterans Home	131	84	64.1%

**Note: Includes all full-time and part-time hires, rehires and reinstatements. Total new hires for FY 2006 = 2,621. Total hires above minimum = 389.**

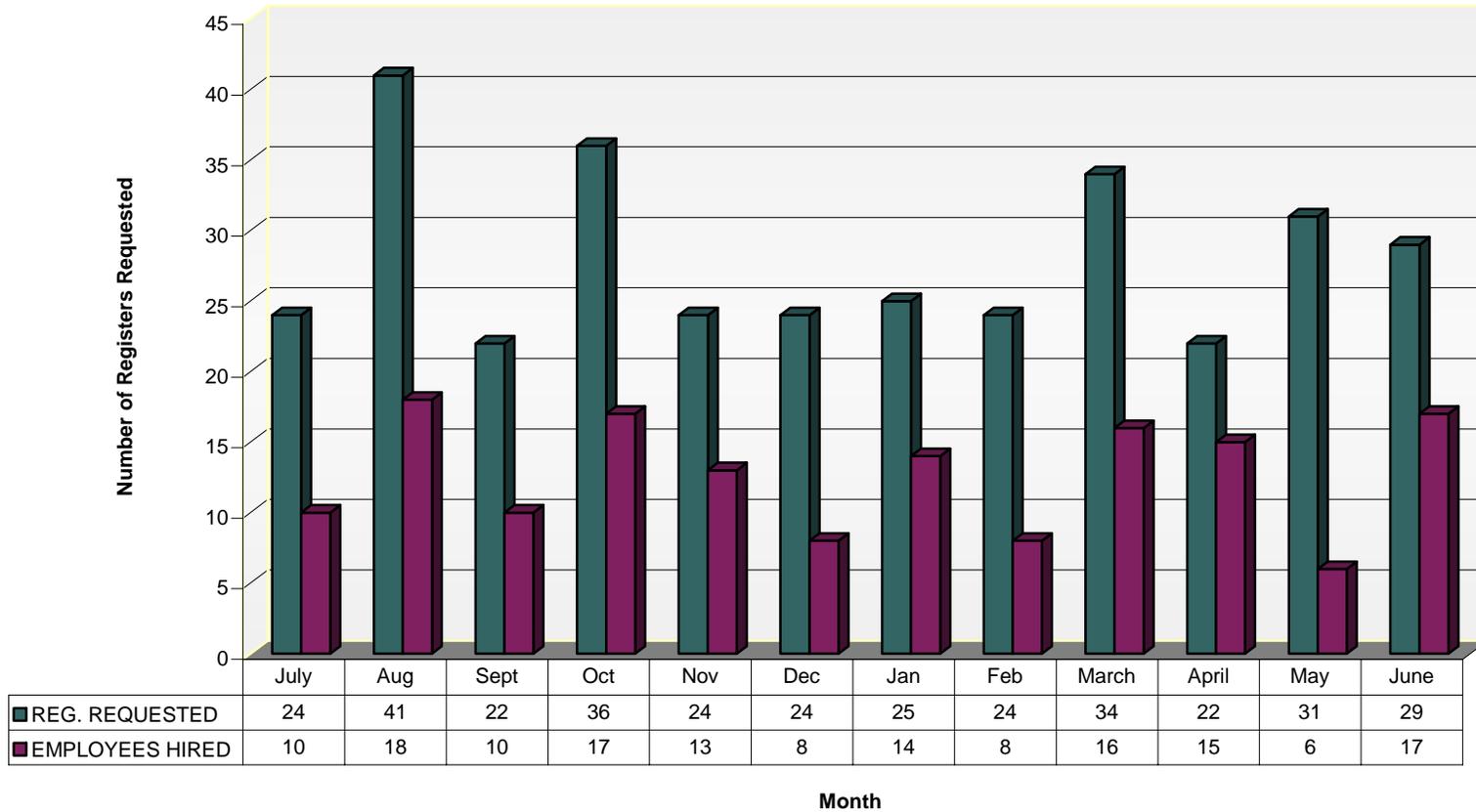
**EMPLOYEES BY EEO CATEGORY  
WORKFORCE PARTICIPATION RATES  
Fiscal Year 2006**



	<b>Number Of Employees</b>
Administrative Support	1,082
Officials/Administrators	627
Para-professionals	1,819
Professionals	3,415
Protective Services	1,158
Service/Maintenance	1,603
Skilled Craft	307
Technicians	992
<b>TOTAL</b>	<b>11,003</b>

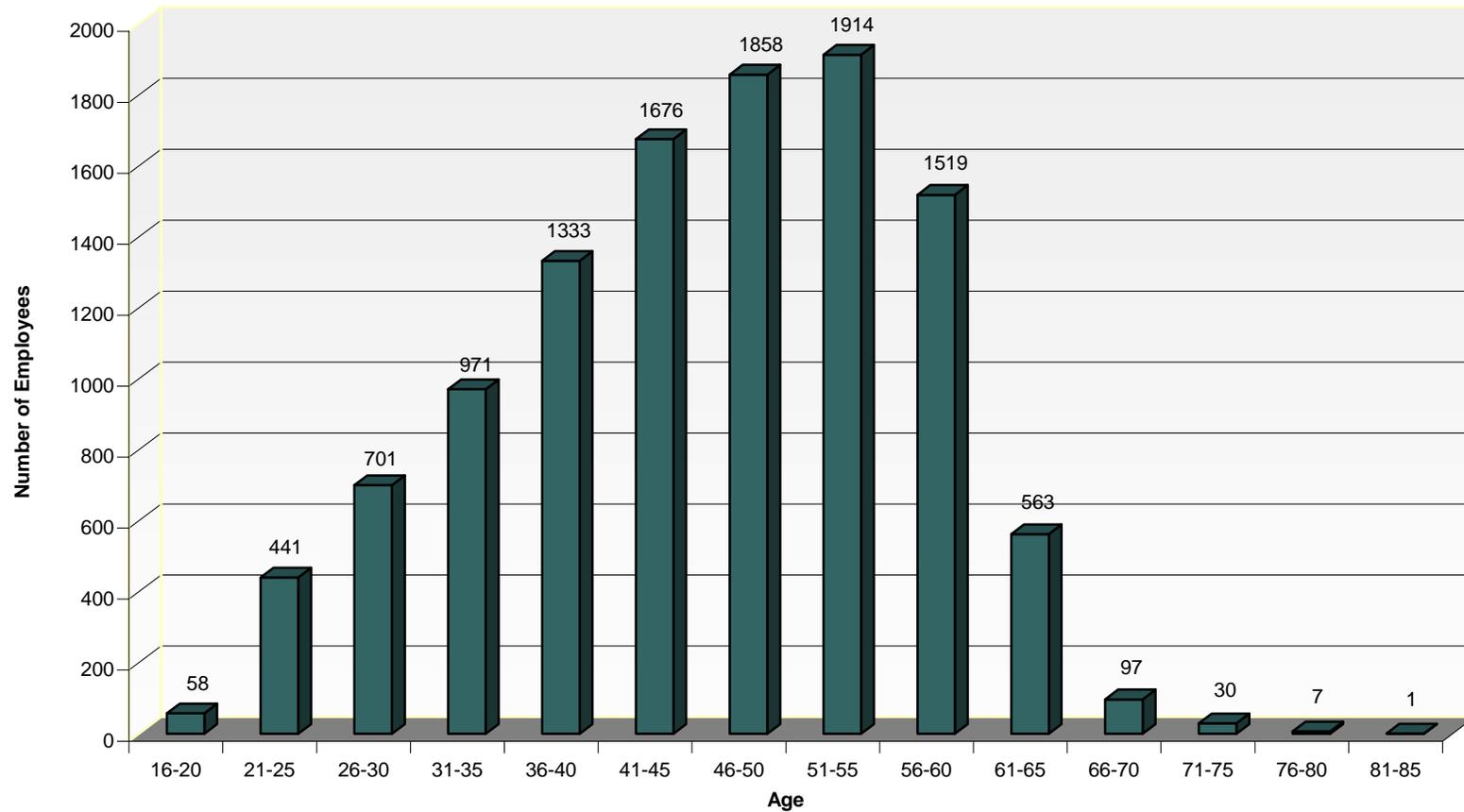
Note: Data from 6-30-06 report.

## EMPLOYEES HIRED FROM REGISTERS By Month - Fiscal Year 2006



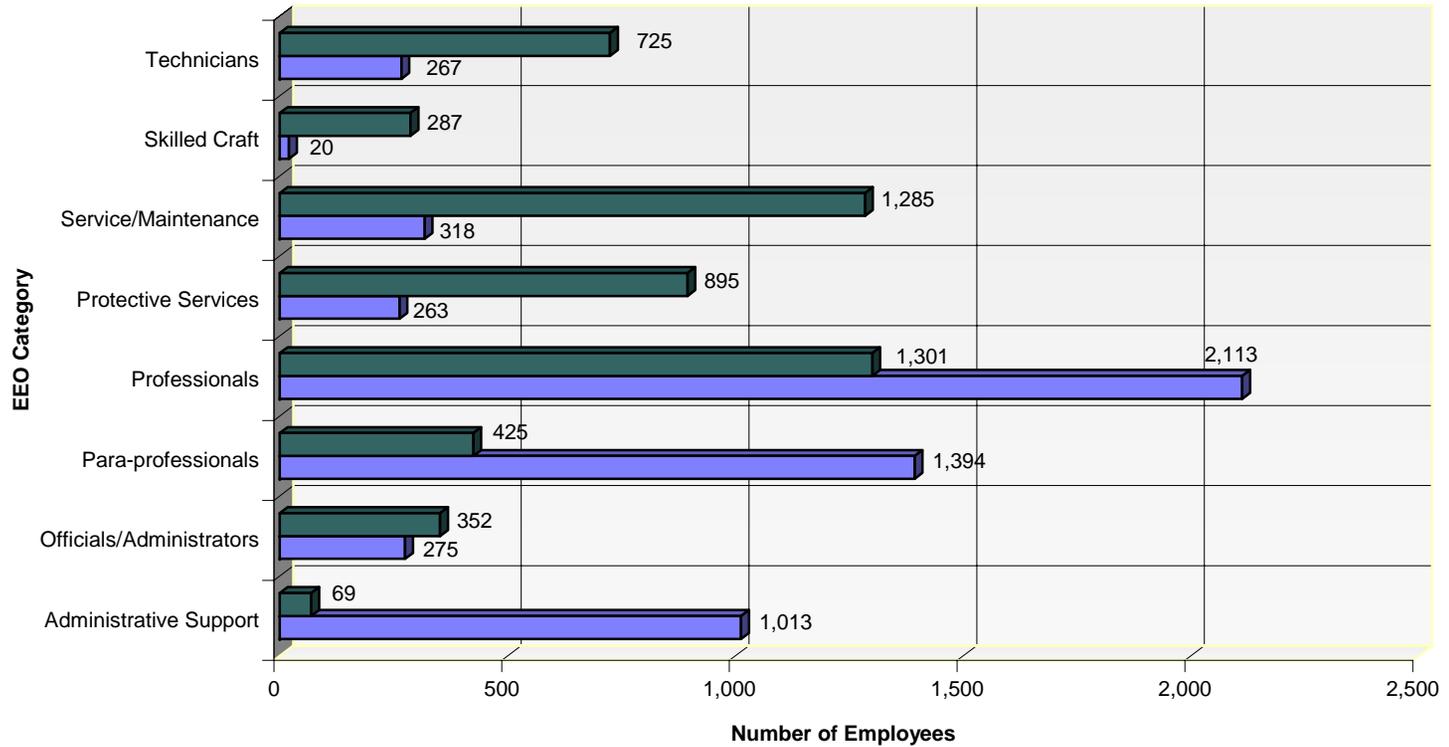
Total Employment Registers Requested by State Agencies = 336  
 Total Employees Hired from Registers = 152

## EMPLOYEES BY AGE DISTRIBUTION Fiscal Year 2006



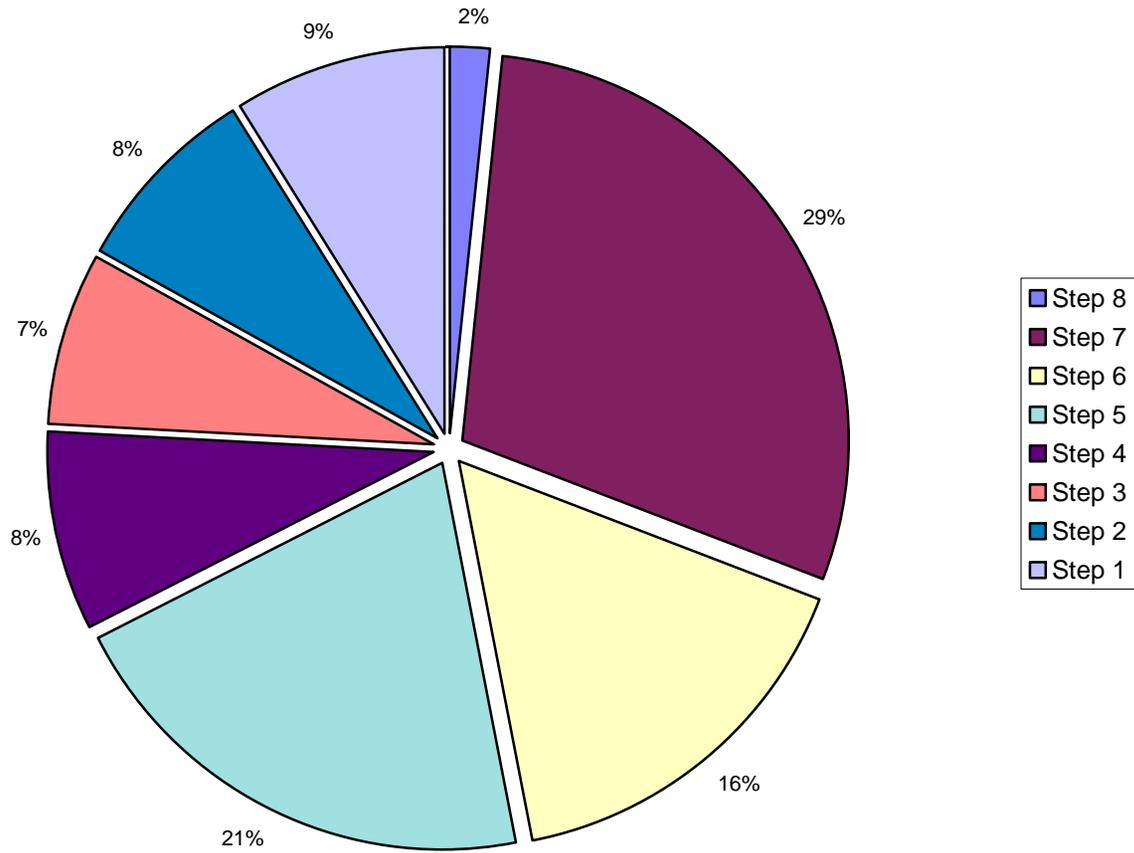
Data from 07-01-06  
Note: Employees with no D.O.B. on file = 2

## EMPLOYEES BY GENDER AND EEO CATEGORY



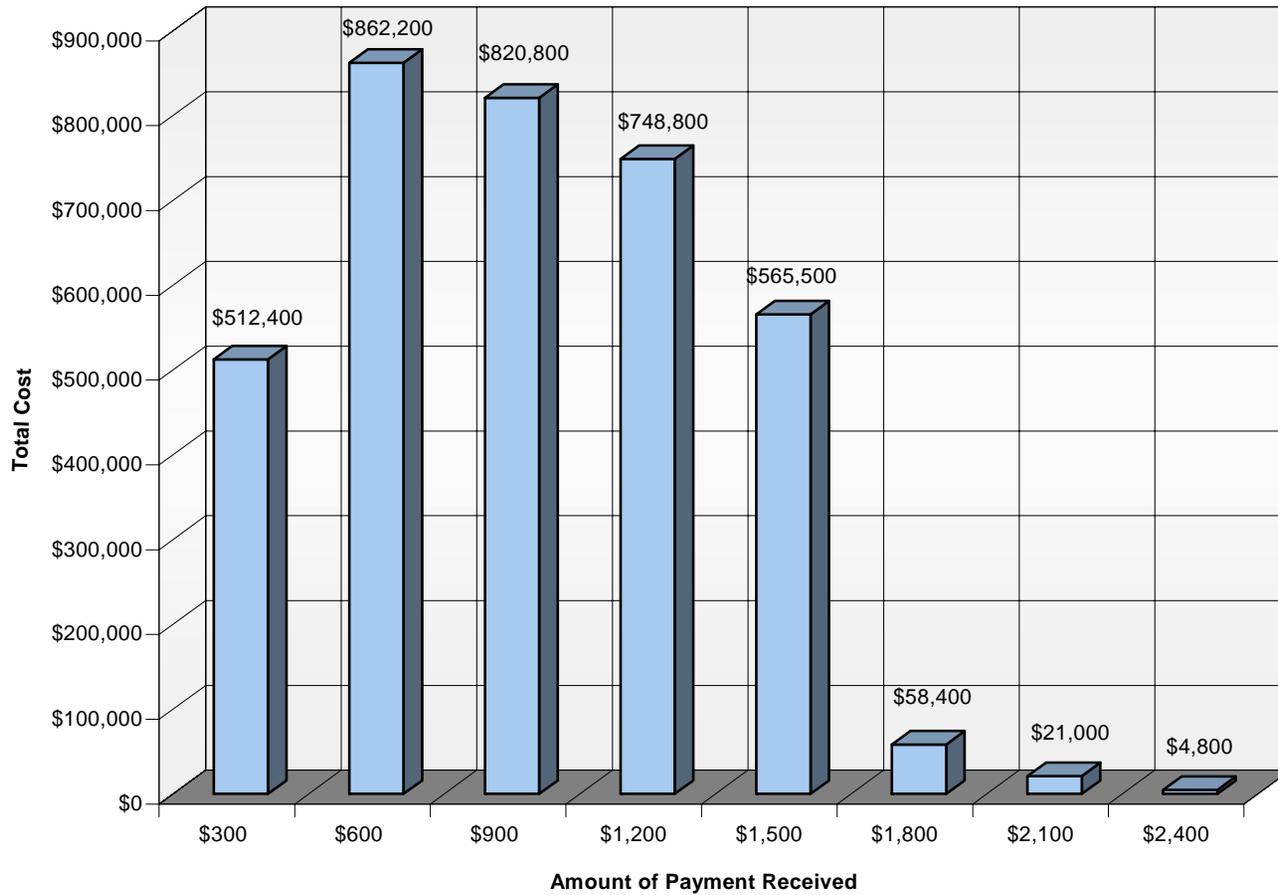
Note: Includes all full-time classified employees as of 06-30-06

# OVERALL SALARY DISTRIBUTION Fiscal Year 2006



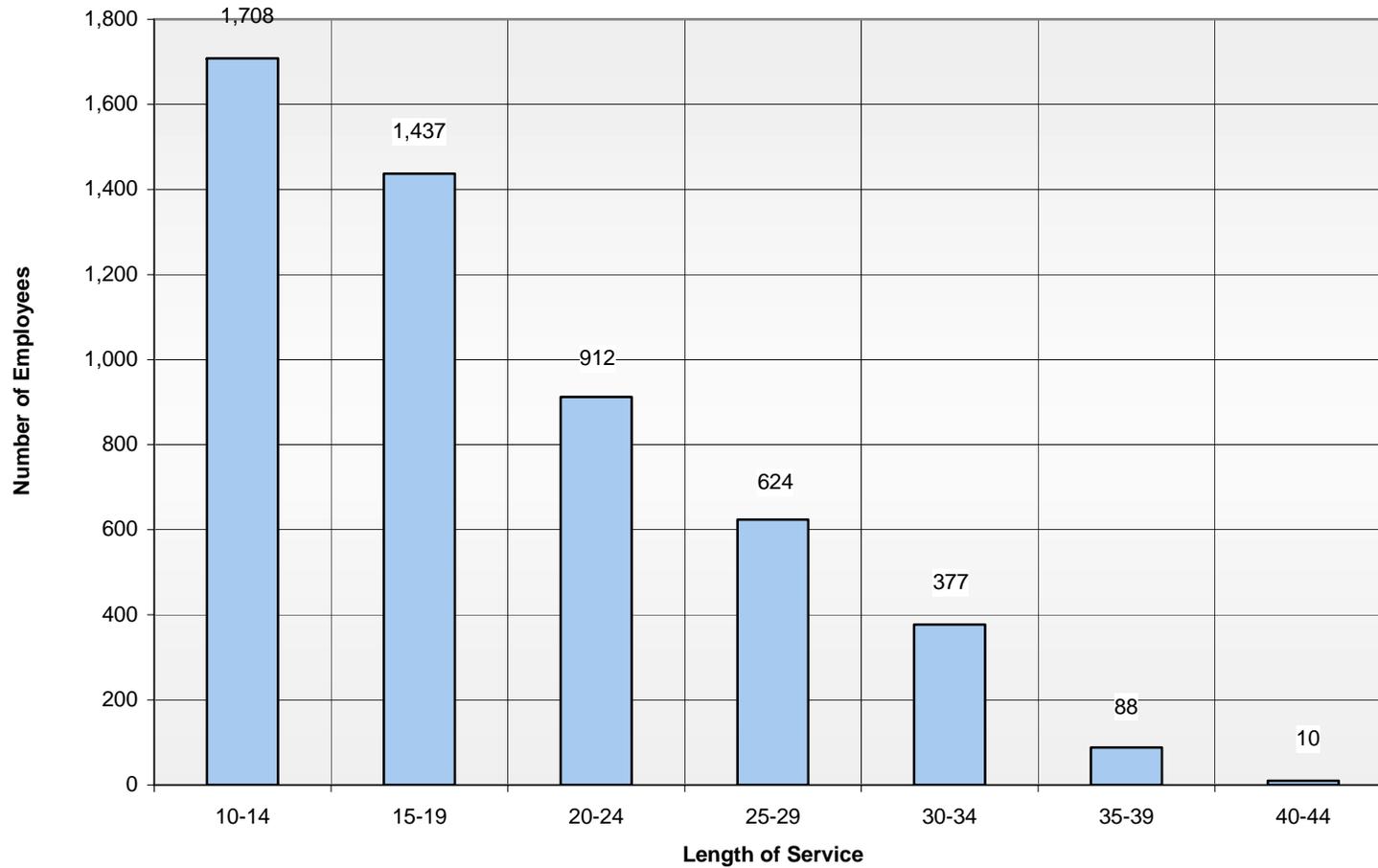
Includes all full-time classified employees as of 06-30-06.

## LONGEVITY IN CLASSIFIED SERVICE Cost of Longevity

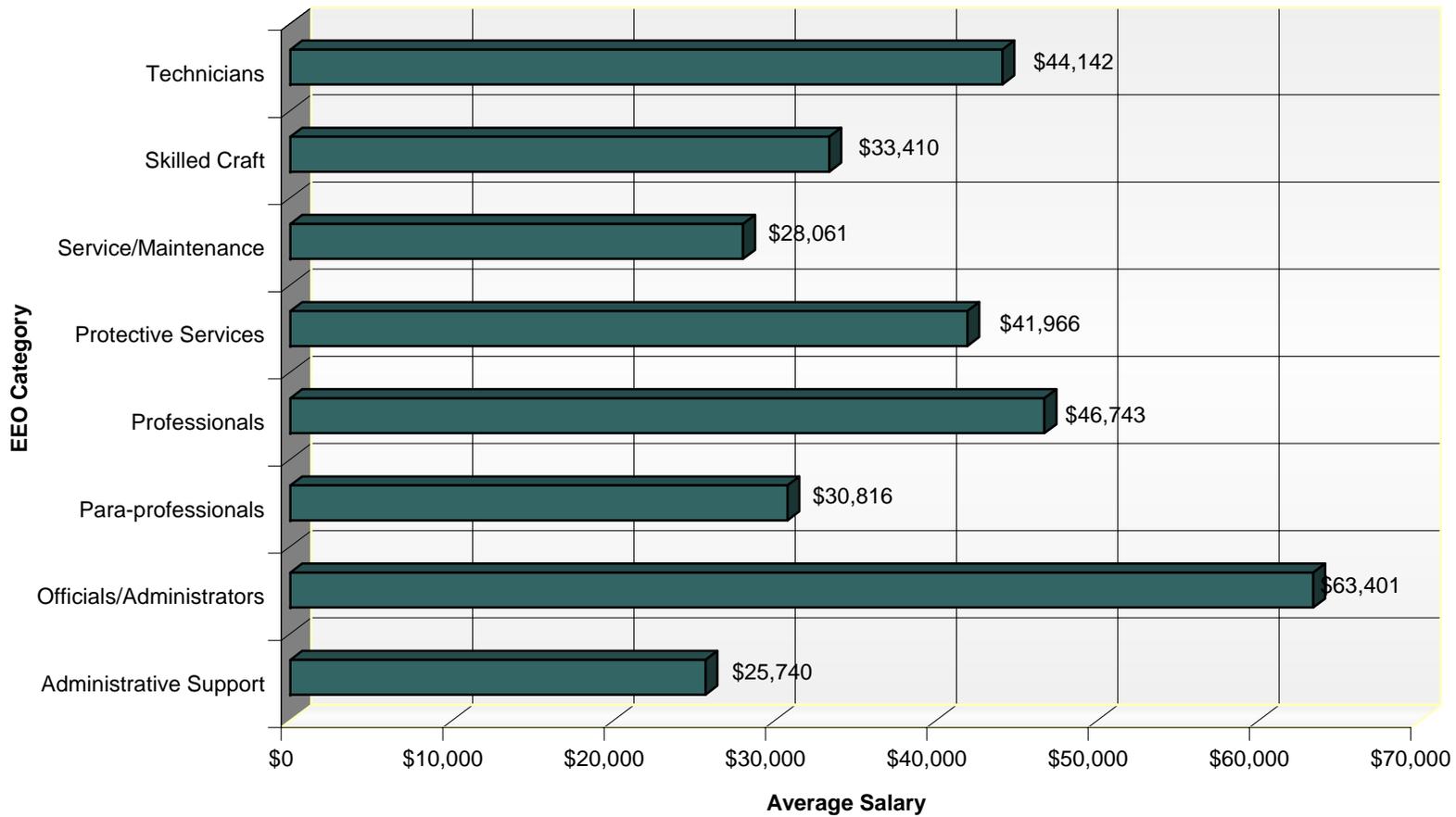


Note: Employees receive \$300 for 10 years of service and an additional \$300 for each 5 years of service beyond 10 years. 47% of the state workforce received a longevity payment in Fiscal Year 2006.

## LONGEVITY IN CLASSIFIED SERVICE Number of Employees by Length of Service

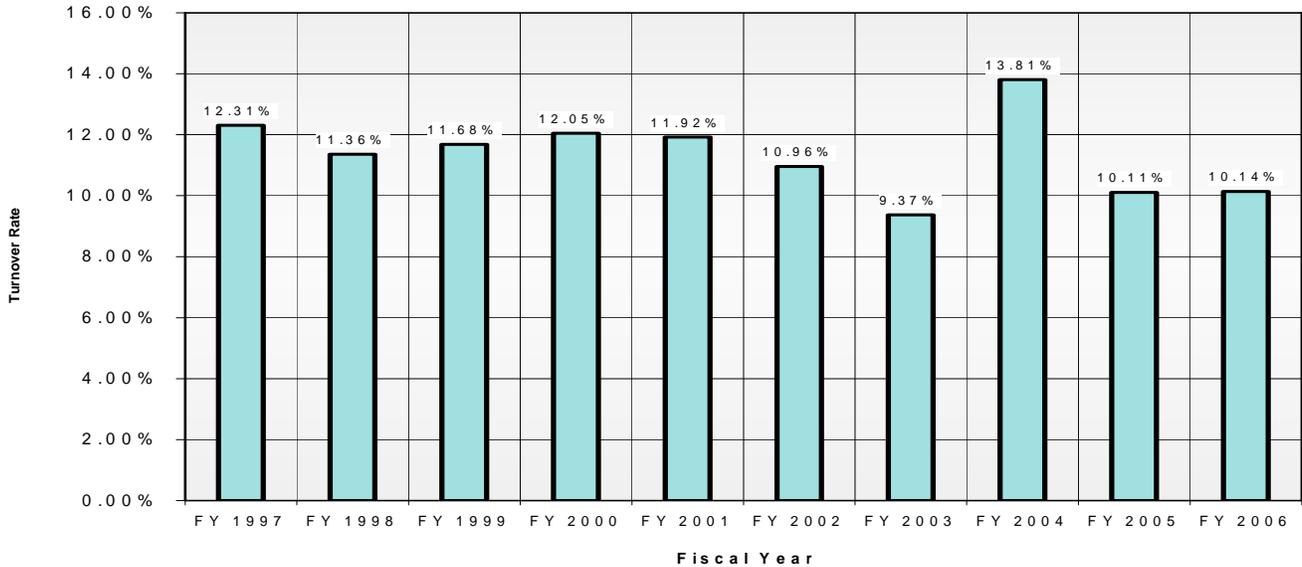


## AVERAGE SALARY BY EEO CATEGORY Classified Positions



Note: Includes all full-time permanent and full-time temporary employees as of 06-30-06.

## TURNOVER Separations from Classified Service 10 Year History



Highest Turnover Classes with 50 or more Full-time Employees	Percent Turnover
Nursing Assistant II	22.72%
Nursing Assistant III	21.05%
Family Service Specialist I	20.87%
Telecommunications Specialist	20.68%
Clerk Interviewer	19.17%
Building & Grounds Utility Person	18.18%
Secretary II	17.28%
Highway Maintainer II	16.96%
Food Service Worker II	15.15%
Child Protective Service Worker III	14.91%
Administrative Secretary	14.28%
Program Assistant I	14.00%
Mental Health Worker II	13.87%
Registered Nurse III	13.81%
Executive Secretary	13.12%
Administrative Assistant I	12.69%
Systems Development Specialist IV	12.28%
Family Service Specialist II	12.19%

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 as turnover for the purposes of this report.

## TURNOVER RATES BY AGENCY – FY 2006

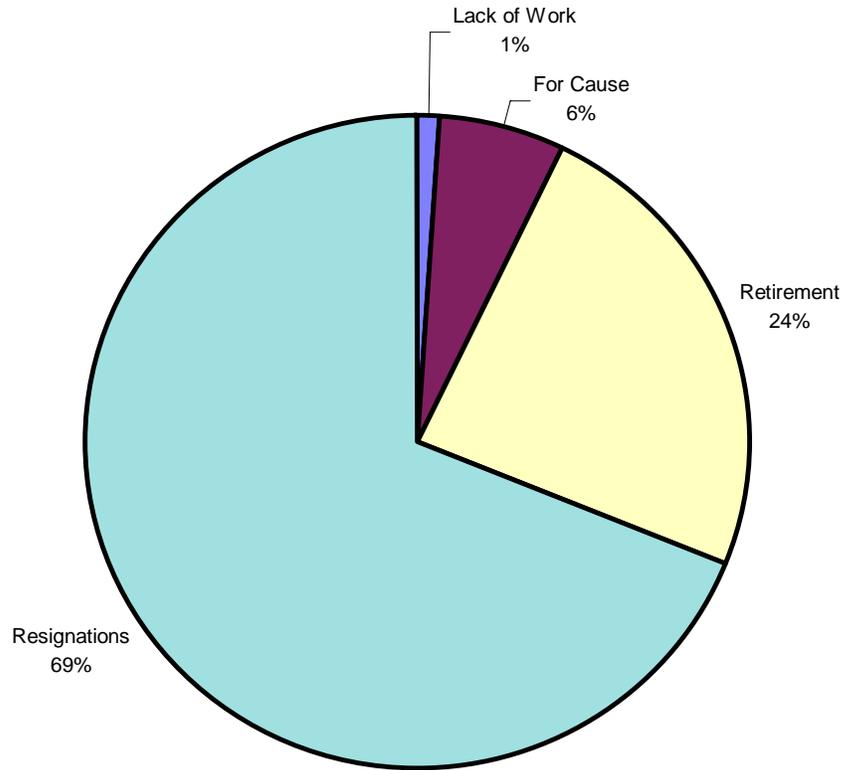
AGENCY NAME	POSITIONS	TERMINATED TRANSFERRED	TURNOVER RATE %
Accountancy Board	2	0	0.00
Adjutant General Department	133	10	7.51
Administrative Services Department	294	35	11.90
Agriculture Department	33	6	18.18
Banking Department	42	5	11.90
Christa McAuliffe Planetarium	13	2	15.38
Community Development Finance Authority	8	0	0.00
Corrections Department	1,105	92	8.32
Cultural Resources Department	72	5	6.94
Education Department	340	22	6.48
Electricians Licensing Board	7	0	0.00
Employment Security	386	35	9.06
Environmental Services Department	558	23	4.12
Executive Department	23	2	8.69
Fish and Game Department	217	14	6.45
Health and Human Services Department			
Administratively Attached Boards	39	5	12.82
Behavioral Health	59	8	13.55
Commissioner's Office	645	89	13.79
Children, Youth & Families	369	48	13.00
Developmental Services	52	4	7.69
Elderly & Adult Services	129	18	13.95
Glenclyff Home for the Elderly	194	15	7.73
Health Management	327	35	10.70
Juvenile Justice Services	378	41	10.84
NH Hospital	852	98	11.50
Transitional Assistance	330	47	14.24
Highway Safety Agency	6	0	0.00
Human Rights Commission	9	3	33.33
Information Technology, Office of	413	29	7.02
Insurance Department	70	4	5.71
Joint Board of Licensing & Certification	5	0	0.00
Judicial Council	2	0	0.00
Justice Department	62	5	8.06
Labor Department	80	9	11.25
Liquor Commission	305	21	6.88
Pari-Mutuel Commission	32	6	18.75
Port Authority	6	0	0.00
Postsecondary Education Comm.	6	0	0.00
Public Employees Labor Rel. Board	4	1	25.00
Public Utilities Commission	69	5	7.24

## TURNOVER RATES BY AGENCY – FY 2006

AGENCY NAME	POSITIONS	TERMINATED TRANSFERRED	TURNOVER RATE %
Real Estate Commission	8	1	12.50
Regional Community Tech College System	792	64	8.08
Police Standards & Training	25	3	12.00
Regulatory and Licensing Boards	11	1	9.09
Resources & Econ. Dev. Department	248	24	9.67
Retirement System	54	7	12.96
Revenue Administration Department	181	12	6.62
Safety Department	1,133	102	9.00
State Department	82	5	6.09
Sweepstakes Commission	52	2	3.84
Tax & Land Appeals Board	8	2	25.00
Transportation Department	1,861	171	9.18
Treasury Department	19	0	0.00
Veterans' Council	5	1	20.00
Veterans' Home	332	50	15.06
<b>TOTAL*</b>	<b>12,426</b>	<b>1,261</b>	<b>10.14%</b>

\*Includes all classified full-time permanent and full-time temporary positions.

**SEPARATION FROM SERVICE**  
**Fiscal Year 2006**  
**Total Separations = 1,001**



<b>RESIGNATIONS:</b>		<b>FOR CAUSE:</b>	
Personal Reasons	444	Termination For Cause	13
Accepted New Job	125	Misconduct	21
Quit Without Notice	32	Leave Expiration	4
Relocation	27	Excessive Absence	6
Death	12	Not Qualified	1
Medical	21	Failed Probation	17
School	10	<b>TOTAL</b>	<b>62</b>
Workers' Compensation	5		
Dissatisfied With Pay	3		
Dissatisfied With Working Conditions	3		
Other	3		
PT Not Worked for Extended Period	1		
End Of Fill-In	1		
<b>TOTAL</b>	<b>687</b>	Data from 6-30-06 report.	

## **EXAMINATION SECTION**

During Fiscal Year 2006, the Examination Section converted several of its examinations from paper and pencil administration to a computerized on-line format that was both secure and user-friendly. The Wide Area Network system (WAN) allowed applicants to participate in Merit System examinations using personal computer workstations and receive their scores immediately upon completion. Candidates attaining final passing earned ratings were electronically placed on registers in an abbreviated timeframe. The innovative software has greatly simplified test administration and monitoring. The cost effectiveness of this on-line process derived from furthering the goal of a "paperless office" and reducing candidates' travel time through the use of New Hampshire Employment Security local offices as "satellite" testing centers. Training of New Hampshire Employment Security staff in the use of this valuable resource was on-going.

The computerized system of testing presents multiple choice questions on the screen and participants simply point and click on their intended answers. The electronic medium allows candidates to individually view each question and proceed at their own pace. An option to return to previous questions was built into the software. A post-test review feature permits candidates to view specific questions to which they responded incorrectly with the correct answer highlighted. A test result database compiles the scores attained through the on-line testing program. This information-gathering component has the accompanying capability to generate summaries for use in the creation of documents such as the Examination Section's statistical report of annual testing activity.

The New Hampshire Division of Personnel's Examination Section continued to be responsible for the conduct of a valid and uniform program assessing applicants' knowledge and skills as precursors to successful performance in state government positions. The examination program concentrated its efforts on promoting the highest quality workforce in accordance with the principles of merit and, therefore, the screening and hiring processes were characterized by the same competitive standards for all persons submitting applications. Practical assessment devices such as job-related written examinations, structured interviews, and secretarial performance tests requiring keyboarding and data entry provided insights into applicants' familiarity with job components. After ascertaining that prospective employees had met the criteria of entry-level competence, it was considered likely that they possessed the necessary aptitude and ability to learn from training throughout their subsequent tenure, and to serve their respective departments and the public in a competent manner.

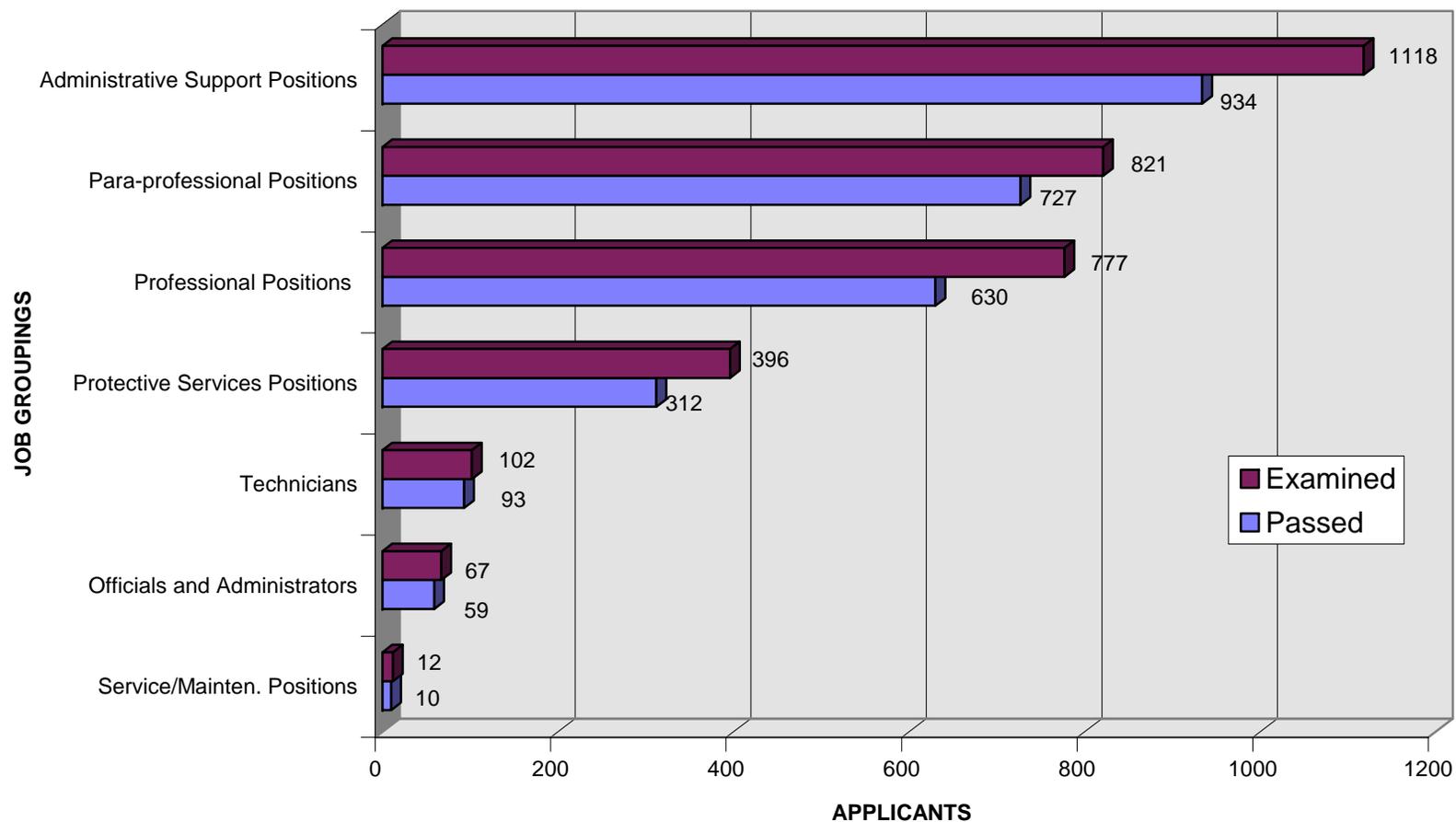
Managers and supervisors frequently requested technical assistance throughout the fiscal period and received suggestions to enhance their efforts to successfully evaluate prospective appointees. These hiring authorities were provided with pertinent and objective information indicating applicants' potential for job success. Combined with reviews of education and previous work experience, examination data was projected against specific criteria required to accomplish work assignments.

In order to ensure that selection methods were fair, equitable, and job-related, agency supervisors familiar with relevant subject matter were called upon to review test materials. These new test materials were developed internally and also obtained from cooperating jurisdictions nationwide to upgrade existing written examinations. The Examination Section

drew upon the expertise of government managers to validate its assessment practices by referencing the content of appraisal methods to specific knowledge, skills and abilities. Job experts were chosen on the basis of their association with vacant positions and their thorough knowledge of positions' responsibilities and requirements. Their appraisal of examination materials' pertinence and accuracy was continuously solicited. The examination program significantly benefited from the involvement of these professionals. With Examination Section personnel and state department representatives working together, responsiveness to government's human resources needs witnessed continuous improvement.

The Examination Section continued to provide information regarding written examinations' subject areas and structured interviews' required scope of expertise to promote optimal performance of participants. Such assistance resulted in qualifying scores for eighty-four percent (84%) of candidates included in the program. The total testing activity resulted in two thousand, seven hundred and sixty-five (2,765) applicant names being added to the Division of Personnel's various registers. In closing, careers in state government became a reality for many candidates who took the time to complete Applications for Employment and successfully participate in state tests. Thus, the mission of the Examination Section was fulfilled as positions in state government were staffed with qualified and skilled employees.

## EXAMINATION SECTION ACTIVITY July 1, 2005 - June 30, 2006



	Service/Mainten. Positions	Officials and Administrators	Technicians	Protective Services Positions	Professional Positions	Para-professional Positions	Administrative Support Positions
Examined	12	67	102	396	777	821	1118
Passed	10	59	93	312	630	727	934

## **CLASSIFICATION SECTION**

The Classification Section carries out a variety of responsibilities including, but not limited to, approving new and revised supplemental job descriptions, responding to requests from state agencies and boards to reclassify existing positions, establishing full-time and part-time temporary positions, as well as effecting the movement of individual positions or large numbers of positions from one agency to another agency. Positions submitted for reclassification by state agencies may be either filled or vacant at the time of the request.

In addition, the Classification Section independently initiates reclassification considerations for specific positions where the classifications are influenced by job analysis data, class title assignments, and salary grade decisions occurring elsewhere in the Classification process. During Fiscal Year 2006, 250 full-time and part-time temporary positions were established in 27 different agencies, compared with the establishment of 105 such positions in 16 different agencies in Fiscal Year 2005. Over 65% of these positions were established in four agencies, the Department of Health and Human Services, the Department of Safety, the New Hampshire Community Technical College System and the Fish and Game Department. Of the total established statewide, 137 were established as temporary full-time positions, while the remaining 113 were established as temporary part-time positions.

The Classification Section also conducted telephone job audit interviews with incumbents and supervisors for those positions in which incumbents and/or their agencies submitted completed requests for reclassification. During Fiscal Year 2006, a total of 465 filled or vacant positions were reviewed by the Classification Section, compared with 428 such requests in Fiscal Year 2005.

The following chart summarizes the number of positions reviewed and the number of positions established in Fiscal Year 2006, in relation to the total number of positions in the State Classified System.

	Total Positions Reviewed	Temporary Positions Established	
Number Reviewed or Established	465	Full Time 137	Part Time 113
Percentage of Total Classified Positions	3.74%	1.10%	--

Other tasks performed by the Classification Section during Fiscal Year 2006 included the following:

- Answering classification and compensation survey questions from other states and/or governmental units.
- Corresponding with other agencies, verbally and in writing, to answer questions.

- Surveying the Human Resources Representatives of other agencies in order to update Division of Personnel information and improve consistency in the system.
- Establishing and revising class specifications.
- Assisting agencies in developing and revising supplemental job descriptions.
- Providing technical assistance to agencies and individuals on a daily basis regarding classification procedures and the position review process.
- Developing and providing formal presentations to groups of state Human Resources Representatives and others concerning the classification process.
- Reviewing and approving changes in organizational charts.
- Reviewing 7D requests for new positions to determine appropriate classification levels and helping to coordinate the entire 7D process.
- Providing input to the Director of Personnel concerning classification issues and procedures.
- Conducting classification and compensation surveys both in state and with other states.
- Providing guidance to agencies concerning the effect of potential changes to existing organizational structure.
- Drafting and writing decision letters conveying the rationale underlying personnel decisions.
- Analyzing submitted material regarding functions assigned to positions to determine proper classifications.

**CLASSIFIED POSITIONS REVIEWED**  
**July 1, 2005 - June 20, 2006**

DEPARTMENT	#PERM. POS.	SG CHG	TITLE CHG	RECL UP	RECL DOWN	NO CHG	G&C APPRL
Accountancy Board	2	0	0	0	0	0	0
Adjutant General	133	4	4	3	1	0	1
Administrative Services	1	0	0	0	0	0	0
Bureau of Accounting	17	0	0	0	0	0	0
Budget Office	20	0	0	0	0	0	0
Business Office	5	0	0	0	0	0	0
Commissioner's Office	1	0	0	0	0	0	0
Cost Containment	9	0	0	0	0	0	0
Court Facilities	32	1	1	1	0	0	0
Financial Data Mgmt.	24	0	19	0	0	0	15
Bureau of General Services	61	0	0	0	0	0	0
Graphic Services	26	2	2	2	0	0	0
Division of Personnel	21	1	1	1	0	0	0
Plant & Property Mgmt.	17	0	0	0	0	0	0
Bureau of Planning & Mgmt.	1	0	0	0	0	0	0
Public Works, Design & Contracts	27	1	1	1	0	0	0
Purchase & Property Warehouse		0	0	0	0	0	0
Risk Management	9	0	0	0	0	0	0
Surplus Distribution	12	0	0	0	0	0	0
Telecommunications	9	0	0	0	0	0	0
Agriculture	33	1	1	1	0	0	0
Allied Health Professionals	2	0	0	0	0	0	0
Bank Commission	42	1	1	1	0	1	0
Barber's & Cosmetology Board	5	3	1	3	0	0	0
Board of Medicine	6	0	0	0	0	0	0
Chiropractic Examiners	1	0	0	0	0	0	0
Community Development Authority	8	0	0	0	0	0	0
Community Tech. College System	50	10	10	9	1	0	1
Berlin Technical College	72	1	1	1	0	0	0
Claremont Technical College	72	3	3	3	0	0	0
Laconia Technical College	74	3	3	3	0	0	0

<u>DEPARTMENT</u>	<u>#PERM.</u> <u>POS.</u>	<u>SG</u> <u>CHG</u>	<u>TITLE</u> <u>CHG</u>	<u>RECL</u> <u>UP</u>	<u>RECL</u> <u>DOWN</u>	<u>NO</u> <u>CHG</u>	<u>G&amp;C</u> <u>APPRL</u>
Manchester Technical College	124	1	1	1	0	0	0
Nashua Technical College	83	1	1	1	0	0	0
Stratham Technical College	84	3	3	3	0	0	0
Technical Institute-Concord	235	4	4	3	1	0	1
Corrections	1,105	17	18	13	4	8	9
Dept. of Cultural Resources							
Div. of Historic Resources	11	1	1	1	0	0	1
Division of Arts	8	1	1	1	0	0	1
State Library	53	4	4	4	0	0	2
Dental Board	2	0	0	0	0	0	0
Education	340	5	5	5	0	0	1
Employment Security	383	20	8	20	0	1	2
Environmental Services							
Air Resources	74	5	6	5	0	0	3
Environmental Services	82	2	2	2	0	0	0
Waste Management	126	1	1	0	1	0	1
Water Pollution	262	4	4	4	0	0	3
Executive Branch							
Gov's Comm on Disability	7	1	1	1	0	0	0
Office of Energy & Planning	15	0	0	0	0	0	0
Fish & Game	217	11	11	10	1	1	4
Dept. of Health & Human Services							
Community Based Care Services	19	0	0	0	0	0	0
Div. of Behavioral Health	59	0	0	0	0	0	0
Alcohol & Drug Abuse							
Glenclyff Home for the Elderly	187	2	2	2	0	1	0
New Hampshire Hospital	852	23	23	19	4	4	15
Div. of Children, Youth & Families	368	47	47	47	0	0	29
Div. of Child Support Services	185	2	2	2	0	0	2
Office of Health Management	326	14	14	13	1	0	6
Div. of Developmental Services	52	0	1	0	0	0	1
Div. of Elderly & Adult Services	126	7	7	3	4	0	3
Div. of Family Assistance	329	2	2	2	0	1	1
Office of Administration	61	18	18	14	4	2	0
Office of the Commissioner	106	4	4	4	0	0	4

<u>DEPARTMENT</u>	<u>#PERM.</u> <u>POS.</u>	<u>SG</u> <u>CHG</u>	<u>TITLE</u> <u>CHG</u>	<u>RECL</u> <u>UP</u>	<u>RECL</u> <u>DOWN</u>	<u>NO</u> <u>CHG</u>	<u>G&amp;C</u> <u>APPRL</u>
Office of Health Plnng & Medicaid	110	1	1	0	1	0	1
Office of Program Support	162	26	27	25	1	0	4
Div. of Juvenile Justice Service	375	32	32	26	6	8	19
Highway Safety	6	0	0	0	0	0	0
Human Rights Commission	9	0	0	0	0	0	0
Office of Information Technology	413	30	30	28	2	1	16
Insurance	70	1	1	1	0	1	0
Joint Board	5	1	1	1	0	0	1
Judicial Council	2	0	0	0	0	0	0
Justice Department	62	7	7	7	0	1	3
Labor	80	3	5	3	0	0	0
Liquor Commission	305	9	9	5	4	1	3
Massage Therapy Advisory Board	1	0	0	0	0	0	0
Mental Health Practice Board	2	0	0	0	0	0	0
Nurses Registration	13	0	0	0	0	0	0
Pari-Mutuel Commission	30	2	2	2	0	0	0
Pease Development Authority	6	0	0	0	0	0	0
Pharmacy Board	6	0	0	0	0	0	0
Planetarium (Christa McAuliffe)	13	1	1	0	1	0	1
Plumbers Board	6	0	0	0	0	0	0
Police Standards & Training	25	0	0	0	0	0	0
Postsecondary Education Commission	6	0	0	0	0	0	0
Public Employees Labor Rel. Bd	4	0	0	0	0	0	0
Public Utilities Commission	69	1	1	1	0	0	0

<u>DEPARTMENT</u>	<u>#PERM.</u> <u>POS.</u>	<u>SG</u> <u>CHG</u>	<u>TITLE</u> <u>CHG</u>	<u>RECL</u> <u>UP</u>	<u>RECL</u> <u>DOWN</u>	<u>NO</u> <u>CHG</u>	<u>G&amp;C</u> <u>APPRL</u>
Real Estate Commission	8	0	0	0	0	0	0
Real Estate Appraisers Board	2	0	0	0	0	0	0
Resources & Economic Development	248	19	18	17	2	1	0
Revenue Administration	181	7	7	4	3	0	4
Department of Safety	1,128	43	43	43	0	1	14
Secretary of State							
Div. of Records & Archives	18	0	0	0	0	0	0
Secretary of State	52	3	4	3	0	0	0
Securities Regulation	12	0	0	0	0	0	0
Commission on Status of Women	2	0	0	0	0	0	0
Sweepstakes Commission	52	3	4	3	0	0	4
Board of Land & Tax Appeals	8	0	0	0	0	0	0
Transportation	1,861	56	43	53	3	2	18
Treasury	19	0	0	0	0	0	0
Veterans' Council	5	0	0	0	0	0	0
Veterans' Home	332	5	7	5	0	0	4
Veterinary Examining Board	1	0	0	0	0	0	0
<b>TOTALS</b>	<b>12,382</b>	<b>481</b>	<b>482</b>	<b>436</b>	<b>45</b>	<b>35</b>	<b>198</b>



DEPARTMENT	FROM (TITLE & SALARY GRADE)	TO (TITLE & SALARY GRADE)	APPVL DATE
<b>DEPARTMENT OF CORRECTIONS</b>	ACCOUNTING TECHNICIAN	12 PROGRAM SPECIALIST IV	25 3/22/2006
	BLDG MAINTENANCE SUPERVISOR	15 PLUMBER SUPERVISOR II	17 12/7/2005
	CLINICAL MH COUNSELOR	21 SENIOR PSYCHIATRIC SOCIAL WKR	24 12/9/2005
	CLINICAL MH COUNSELOR	21 SENIOR PSYCHIATRIC SOCIAL WKR	24 12/9/2005
	CORREC COUNSELOR/CASE MGR	20 CLINICAL MH COUNSELOR	21 9/2/2005
	MAINTENANCE MECHANIC II	12 PLANT MAINTENANCE ENGINEER I	17 1/11/2006
	PROGRAM COORDINATOR	26 NURSE PRACTITIONER	25 7/13/2005
	SOCIAL WORKER III	19 PSYCHOLOGICAL ASSOCIATE I	24 2/8/2006
	TECHNICAL SUPPORT SPEC III	25 MAINTENANCE TECHNICIAN	21 12/21/2005
	<b>TOTAL 9</b>		
<b>DEPARTMENT OF TRANSPORTATION</b>	AGENCY AUDIT MANAGER	25 FINANCIAL ANALYST	28 6/21/2006
	AUTOMOTIVE SERVICE TECHNICIAN	10 MACHINIST	15 10/28/2005
	ENGINEERING TECHNICIAN III	16 PROGRAM SPECIALIST I	19 6/21/2006
	HEARINGS EXAMINER	31 FINANCIAL ANALYST	28 6/21/2006
	PROGRAM ASSISTANT I	12 HUMAN RESOURCES ASSISTANT III	14 11/25/2005
	PROGRAM ASSISTANT II	15 PROGRAM SPECIALIST I	19 4/28/2006
	PROGRAM ASSISTANT II	15 PROGRAM SPECIALIST I	19 4/28/2006
	PROGRAM ASSISTANT II	15 PROGRAM SPECIALIST I	19 4/28/2006
	PROGRAM ASSISTANT II	15 PROGRAM SPECIALIST I	19 4/28/2006
	PROGRAM ASSISTANT II	15 PROGRAM SPECIALIST I	19 4/28/2006
	PROGRAM ASSISTANT II	15 PROGRAM SPECIALIST I	19 4/28/2006
	PROGRAM ASSISTANT II	15 PROGRAM SPECIALIST I	19 4/28/2006
	PROGRAM ASSISTANT II	15 PROGRAM SPECIALIST I	19 4/28/2006
	PROGRAM ASSISTANT II	15 PROGRAM SPECIALIST I	19 4/28/2006
	PROGRAM ASSISTANT II	15 PROGRAM SPECIALIST I	19 4/28/2006
	PROGRAM ASSISTANT II	15 PROGRAM SPECIALIST I	19 4/28/2006
	SURVEY TEAM TECHNICIAN I	10 ENVIRONMENTALIST III	23 3/8/2006
	SURVEY TEAM TECHNICIAN I	10 ENVIRONMENTALIST III	23 3/8/2006
	SURVEY TEAM TECHNICIAN II	12 ENVIRONMENTALIST IV	27 3/8/2006
	SYSTEMS DEVELOPMENT SPEC III	23 BUSINESS SYSTEMS ANALYST I	28 12/23/2005
TRADES HELPER	7 CARPENTER II	14 10/21/2005	
	<b>TOTAL 19</b>		
<b>DRED</b>	ADMINISTRATIVE SECRETARY	14 PROGRAM ASSISTANT III	17 11/23/2005
	DESIGN DRAFTER II	20 PUBLIC WORKS PROJECT MGR II	24 8/10/2005
	EXECUTIVE SECRETARY	11 PROGRAM ASSISTANT I	12 2/3/2006
	FOREST RANGER IV	19 LAND AGENT	22 12/7/2005
	FOREST TECHNICIAN III	15 FORESTER I	19 11/16/2005
	FORESTER IV	24 LAND SURVEYOR MAPPER	26 6/13/2006

DEPARTMENT	FROM (TITLE & SALARY GRADE)	TO (TITLE & SALARY GRADE)	APPVL DATE
<b>DRED (cont.)</b>	MAINTENANCE MECHANIC II	12 PLANT MAINTENANCE ENGINEER I	17 1/20/2006
	PROGRAM ASSISTANT I	12 PROGRAM SPECIALIST I	19 3/31/2006
	PROGRAM ASSISTANT II	15 DESIGN DRAFTER II	20 11/11/2005
	PUBLIC WORKS PROJECT MGR IV	30 ADMINISTRATOR III	31 12/21/2005
	SENIOR ACCOUNTING TECHNICIAN	14 GRANTS & CONTRACTS TECHNICIAN	15 7/18/2005
	<b>TOTAL 11</b>		
<b>EDUCATION</b>	DIS UNIT/QUAL ASSUR SUPV	24 TECHNICAL SUPPORT SPEC III	25 8/8/2005
	<b>TOTAL 1</b>		
<b>EMPLOYMENT SECURITY</b>	CLERK IV	12 ADMINISTRATIVE SUPERVISOR	17 2/17/2006
	<b>TOTAL 1</b>		
<b>ENVIRONMENTAL SERVICES</b>	AIR POLLUTION CONTROL ENG V	28 ADMINISTRATOR III	31 2/17/2006
	AIR POLLUTION CONTROL ENG V	28 SUPERVISOR VII	28 7/22/2005
	ENVIRONMENTAL PROGRAM MANAGER	27 ADMINISTRATOR II	29 3/31/2006
	PRINCIPAL PLANNER	24 PROGRAM ASSISTANT II	15 4/19/2006
	PROGRAM SPECIALIST I	19 PLANNING ANALYST/DATA SYSTEM	24 8/5/2005
	WATER POLL SANITARIAN II	19 ENVIRONMENTALIST III	23 11/16/2005
	WATER POLL SANITARIAN II	19 ENVIRONMENTALIST III	23 3/3/2006
	<b>TOTAL 7</b>		
<b>FISH AND GAME COMMISSION</b>	BIOLOGIST III	24 SUPERVISOR VI	27 2/3/2006
	BIOLOGIST III	24 SUPERVISOR VI	27 2/3/2006
	PLANNING ANALYST/DATA SYSTEM	24 PROGRAM SPECIALIST II	21 8/17/2005
	PRINCIPAL PLANNER	24 ADMINISTRATOR I	27 5/12/2006
	<b>TOTAL 4</b>		
<b>HEALTH AND HUMAN SERVICES</b>		21 PUBLIC HEALTH PROGRAM MANAGER	26 3/8/2006
	ADMINISTRATIVE SECRETARY	14 ADMINISTRATIVE ASSISTANT I	16 2/3/2006
	AGENCY AUDIT MANAGER	25 ADMINISTRATOR I	27 3/8/2006
	AGENCY AUDIT MANAGER	25 ADMINISTRATOR I	27 3/8/2006
	AREA PROGRAM COORDINATOR	21 HLTH FAC CONSTRUCTION COORD I	21 1/11/2006
	ATTORNEY I	26 PROGRAM SPECIALIST III	23 5/3/2006
	BUSINESS ADMINISTRATOR IV	29 ADMINISTRATOR III	31 4/14/2006
	BUSINESS ADMINISTRATOR IV	29 ADMINISTRATOR IV	33 5/26/2006
	CASE TECHNICIAN I	14 PARALEGAL II	19 4/14/2006
	CASE TECHNICIAN I	14 PARALEGAL II	19 4/14/2006
	CASHIER	9 ACCOUNTING TECHNICIAN	12 4/14/2006

DEPARTMENT	FROM (TITLE & SALARY GRADE)	TO (TITLE & SALARY GRADE)	APPVL DATE
HEALTH AND HUMAN SERVICES (cont.)	CHIEF PSYCHOLOGIST	31 ADMINISTRATOR II	29 12/7/2005
	CHILD PROTECTIVE SVC WKR COORD	23 SUPERVISOR IV	25 12/9/2005
	CHILD PROTECTIVE SVC WKR COORD	23 SUPERVISOR IV	25 12/9/2005
	CHILD PROTECTIVE SVC WKR COORD	23 SUPERVISOR IV	25 12/9/2005
	CHILD PROTECTIVE SVC WKR COORD	23 SUPERVISOR IV	25 12/9/2005
	CHILD PROTECTIVE SVC WKR COORD	23 SUPERVISOR IV	25 12/9/2005
	CHILD PROTECTIVE SVC WKR COORD	23 SUPERVISOR IV	25 12/9/2005
	CHILD PROTECTIVE SVC WKR COORD	23 SUPERVISOR IV	25 12/9/2005
	CHILD PROTECTIVE SVC WKR COORD	23 SUPERVISOR IV	25 12/9/2005
	CHILD PROTECTIVE SVC WKR COORD	23 SUPERVISOR IV	25 12/9/2005
	CHILD PROTECTIVE SVC WKR COORD	23 SUPERVISOR IV	25 12/9/2005
	CHILD PROTECTIVE SVC WKR COORD	23 SUPERVISOR IV	25 12/9/2005
	CHILD PROTECTIVE SVC WKR COORD	23 SUPERVISOR IV	25 12/9/2005
	CHILD PROTECTIVE SVC WKR COORD	23 SUPERVISOR IV	25 12/9/2005
	CHILD PROTECTIVE SVC WKR COORD	23 SUPERVISOR IV	25 12/9/2005
	CHILD PROTECTIVE SVC WKR COORD	23 SUPERVISOR IV	25 12/9/2005
	CHILD PROTECTIVE SVC WKR COORD	23 SUPERVISOR IV	25 12/9/2005
	CHILD PROTECTIVE SVC WKR COORD	23 SUPERVISOR IV	25 12/9/2005
	CHILD PROTECTIVE SVC WKR COORD	23 SUPERVISOR IV	25 12/9/2005
	CHILD PROTECTIVE SVC WKR COORD	23 SUPERVISOR IV	25 12/9/2005
	CHILD PROTECTIVE SVC WKR COORD	23 SUPERVISOR IV	25 12/9/2005
	CHILD PROTECTIVE SVC WKR COORD	23 SUPERVISOR IV	25 12/9/2005
	CHILD PROTECTIVE SVC WKR COORD	23 SUPERVISOR IV	25 12/9/2005
	CHILD PROTECTIVE SVC WKR COORD	23 SUPERVISOR IV	25 12/9/2005
	CHILD PROTECTIVE SVC WKR COORD	23 SUPERVISOR IV	25 12/9/2005
	CHILD PROTECTIVE SVC WKR COORD	23 SUPERVISOR IV	25 12/9/2005
	CHILD PROTECTIVE SVC WKR COORD	23 SUPERVISOR IV	25 12/9/2005
	CHILD PROTECTIVE SVC WKR COORD	23 SUPERVISOR IV	25 12/9/2005
	CHILD PROTECTIVE SVC WKR COORD	23 SUPERVISOR IV	25 12/9/2005
	CHILD PROTECTIVE SVC WKR COORD	23 SUPERVISOR IV	25 12/9/2005
	CHILD PROTECTIVE SVC WKR COORD	23 SUPERVISOR IV	25 12/9/2005
	CHILD PROTECTIVE SVC WKR COORD	23 SUPERVISOR IV	25 12/9/2005
	CHILD PROTECTIVE SVC WKR COORD	23 SUPERVISOR IV	25 12/9/2005
	CHILD PROTECTIVE SVC WKR COORD	23 SUPERVISOR IV	25 12/9/2005
	CLAIMS PROCESSOR II	12 FAMILY SERVICES SPECIALIST TR	13 12/7/2005
	EXECUTIVE SECRETARY	11 COOK II	9 1/11/2006
	EXECUTIVE SECRETARY	11 SUPERVISOR IV	25 4/19/2006
	HUMAN RESOURCES ASSISTANT III	14 HUMAN RESOURCES TECHNICIAN	17 1/11/2006
	HUMAN RESOURCES TECHNICIAN	17 CLERK III	8 1/11/2006
JUV PROB & PAROLE OFF IV	24 SUPERVISOR IV	25 12/9/2005	
JUV PROB & PAROLE OFF IV	24 SUPERVISOR IV	25 12/9/2005	
JUV PROB & PAROLE OFF IV	24 SUPERVISOR IV	25 12/9/2005	

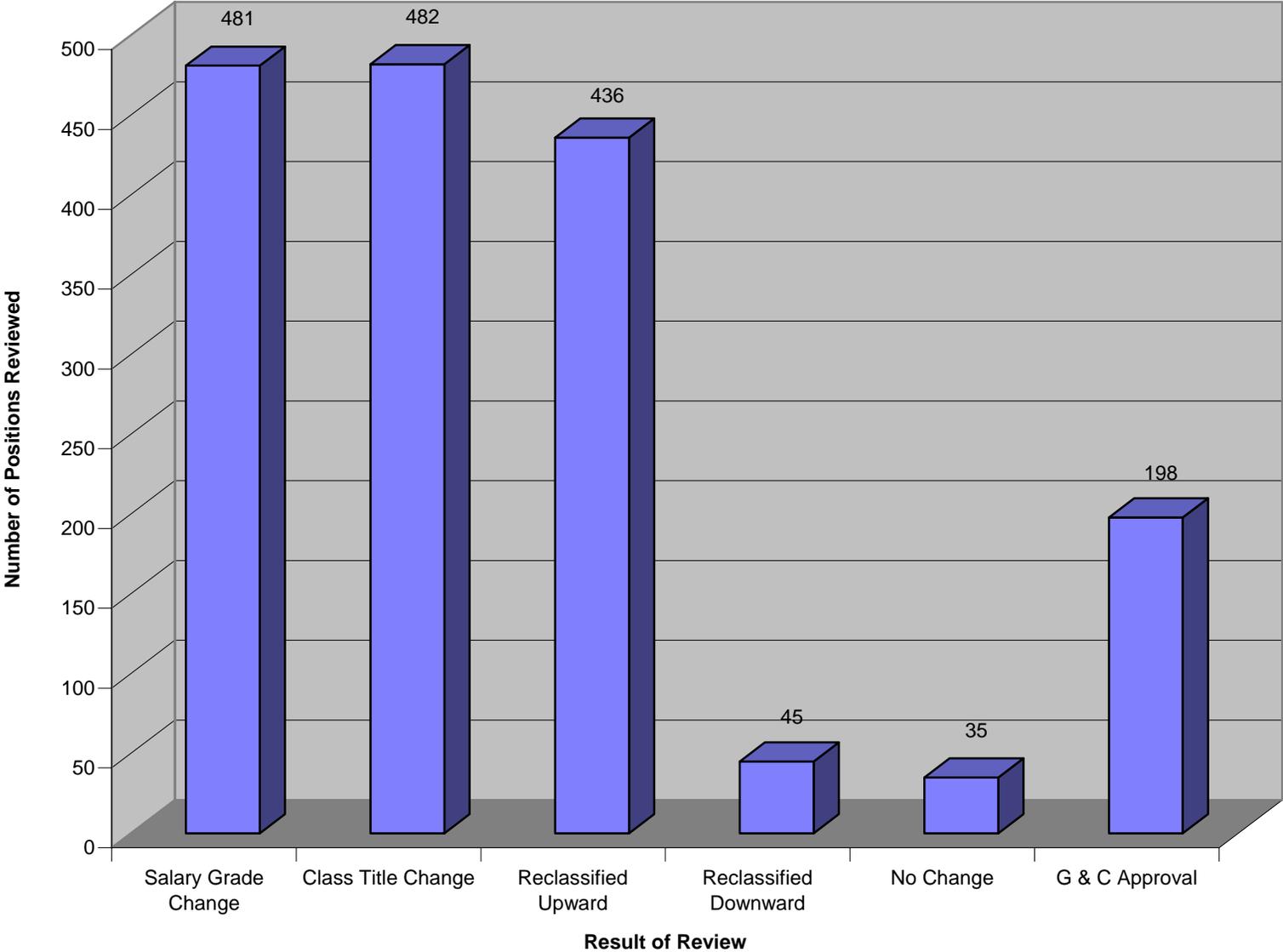
DEPARTMENT	FROM (TITLE & SALARY GRADE)	TO (TITLE & SALARY GRADE)	APPVL DATE	
<b>HEALTH AND HUMAN SERVICES (cont.)</b>	JUV PROB & PAROLE OFF IV	24 SUPERVISOR IV	25 12/9/2005	
	LEGAL SECRETARY II	11 FAMILY SERVICES SPECIALIST TR	13 12/7/2005	
	MENTAL HEALTH WORKER III	13 LICENSED PRACTICAL NURSE II	18 5/3/2006	
	MENTAL HEALTH WORKER III	13 LICENSED PRACTICAL NURSE II	18 5/17/2006	
	PLANT MAINTENANCE ENGINEER I	17 BUILDING SERVICE WORKER II	5 11/2/2005	
	PROG PLNG & REVIEW SPECIALIST	28 ADMIN OF TRAINING & EDUCATION	28 6/7/2006	
	PROGRAM SPECIALIST III	23 ADULT PROTECTIVE SOCIAL WKR II	21 10/21/2005	
	PROGRAM SPECIALIST III	23 MEDICAL SERVICE CONSULTANT I	20 12/7/2005	
	PUBLIC HEALTH PROGRAM COORD	20 PROGRAM SPECIALIST IV	25 12/23/2005	
	RECORDS CONTROL CLERK	10 SUPERVISOR IV	25 4/19/2006	
	REGIONAL COORDINATOR	21 HEALTH PROMOTION ADVISOR	23 12/23/2005	
	REGIONAL COORDINATOR	21 HEALTH PROMOTION ADVISOR	23 12/23/2005	
	REGISTERED NURSE III	23 MEDICAL SERVICE CONSULTANT I	20 12/7/2005	
	REGISTERED NURSE III	23 MEDICAL SERVICE CONSULTANT II	22 10/27/2005	
	REGISTERED NURSE III	23 MEDICAL SERVICE CONSULTANT II	22 12/7/2005	
	REGISTERED NURSE III	23 MEDICAL SERVICE CONSULTANT II	22 12/7/2005	
	RETAIL STORE MANAGER I	13 SUPERVISOR IV	25 4/19/2006	
	SENIOR ACCOUNTING TECHNICIAN	14 ACCOUNTANT I	16 4/14/2006	
	SENIOR MANAGEMENT ANALYST	26 SUPERVISOR VII	28 11/11/2005	
	SOCIAL WORKER III	19 PSYCHIATRIC SOCIAL WORKER	21 7/27/2005	
	STOCK CLERK II	8 FAMILY SERVICES SPECIALIST TR	13 12/7/2005	
	SUPERVISOR I	19 HUMAN RESOURCES TECHNICIAN	17 1/11/2006	
	SUPERVISOR II	21 FAMILY SERVICES SPECIALIST TR	13 12/7/2005	
	SUPERVISOR III	23 MEDICAL SERVICE TECHNICIAN	17 12/7/2005	
	SUPV OF VOLUNTEER ACTIVITIES	19 ADMINISTRATOR II	29 12/7/2005	
	TEACHER ASSISTANT	11 SUPERVISOR IV	25 4/19/2006	
	TRAINING & DEV PROG COORD	18 CLINICAL MH COUNSELOR	21 1/11/2006	
	UTILIZATION REVIEW COORDINATOR	20 NURSING COORDINATOR	27 5/3/2006	
	VOC EDUC STUDENT PL COORD	18 ADMINISTRATOR II	29 4/14/2006	
	WORD PROC OPERATOR I	9 LICENSE CLERK	11 12/7/2005	
	WORD PROC OPERATOR I	9 PROGRAM ASSISTANT I	12 9/2/2005	
	YOUTH DEV CTR OPER OFF II	22 ADMINISTRATOR II	29 4/14/2006	
	<b>TOTAL 81</b>			
	<b>INSURANCE DEPARTMENT</b>	INSURANCE COMPANY EXAMINER I	29 CLAIMS AND HEARINGS OFFICER	26 12/7/2005
		<b>TOTAL 1</b>		

DEPARTMENT	FROM (TITLE & SALARY GRADE)	TO (TITLE & SALARY GRADE)	APPVL DATE	
<b>JOINT BOARDS</b>	ADMINISTRATIVE SECRETARY	14 ADMINISTRATIVE ASSISTANT I	16	5/12/2006
	<b>TOTAL 1</b>			
<b>JUSTICE DEPARTMENT</b>	CHARITABLE TRUSTS COORDINATOR	26 ASSISTANT ADMINISTRATOR	29	5/26/2006
	LEGAL SECRETARY III	13 PARALEGAL I	16	6/9/2006
	LEGAL SECRETARY III	13 PARALEGAL II	19	6/7/2006
	LEGAL SECRETARY III	13 PROGRAM ASSISTANT II	15	1/6/2006
	<b>TOTAL 4</b>			
<b>LIQUOR COMMISSION</b>	LICENSE CLERK	11 LEGAL ASSISTANT	19	11/2/2005
	MAINTENANCE MECHANIC II	12 PLANT MAINTENANCE ENGINEER I	17	3/31/2006
	PAYROLL OFFICER II	16 SUPERVISOR I	19	3/31/2006
	<b>TOTAL 3</b>			
<b>N.H. VETERANS HOME</b>	BUILDING SERVICE WORKER III	8 AUTOMOTIVE MECHANIC	15	5/3/2006
	CLINICAL MH COUNSELOR	21 PROGRAM SPECIALIST II	21	4/19/2006
	DIETITIAN ASSISTANT	11 STOCK CLERK III	11	10/21/2005
	RECREATIONAL THERAPY ASST II	11 PROGRAM ASSISTANT II	15	5/12/2006
	<b>TOTAL 4</b>			
<b>OFFICE OF INFORMATION TECHNOLOGY</b>	CHIEF FIELD AUDIT SUPERVISOR	29 INFORMATION TECHNOLOGY MGR V	34	9/21/2005
	COMPUTER OPERATOR I	11 STATISTICIAN I	16	11/16/2005
	COMPUTER OPERATOR II	13 ACCOUNTANT II	18	8/11/2005
	COMPUTER OPERATOR III	16 HUMAN RESOURCES TECHNICIAN	17	7/25/2005
	COMPUTER OPERATOR III	16 HUMAN RESOURCES TECHNICIAN	17	7/25/2005
	DATA CONTROL CLERK III	12 ADMINISTRATIVE SECRETARY	14	12/9/2005
	DATA CONTROL CLERK III	12 SUPV OF COMPUTER OPERATIONS	19	3/22/2006
	DESIGN DRAFTER II	20 BUSINESS SYSTEMS ANALYST I	28	12/9/2005
	INFORMATION TECHNOLOGY MGR II	30 TECHNICAL SUPPORT SPEC VI	32	11/16/2005
	PROGRAM ASSISTANT I	12 ACCOUNTANT III	21	11/16/2005
	PROGRAM SPECIALIST IV	25 INFORMATION TECHNOLOGY MGR I	28	11/16/2005
	SUPV OF COMPUTER OPERATIONS	19 TECH SUPPORT SPECIALIST III	29	3/17/2006
	SYSTEMS DEVELOPMENT SPEC IV	26 INFORMATION TECHNOLOGY MGR II	30	8/1/2005
	SYSTEMS DEVELOPMENT SPEC IV	26 INFORMATION TECHNOLOGY MGR II	30	8/10/2005
	SYSTEMS DEVELOPMENT SPEC VI	30 TECHNICAL SUPPORT SPEC VI	32	3/3/2006

DEPARTMENT	FROM (TITLE & SALARY GRADE)	TO (TITLE & SALARY GRADE)	APPVL DATE
<b>OFFICE OF INFORMATION TECHNOLOGY (cont.)</b>	TECHNICAL SUPPORT SPEC II	21 TAX AUDITOR IV	25 7/13/2005
	TECHNICAL SUPPORT SPEC IV	27 INFORMATION TECHNOLOGY MGR V	34 1/26/2006
	TRAINING DEVELOPMENT MANAGER	24 SYSTEMS DEVELOPMENT SPEC III	23 12/21/2005
	<b>TOTAL 18</b>		
<b>PUBLIC UTILITIES COMMISSION</b>	UTILITY ANALYST III	28 SENIOR HEARINGS EXAMINER	34 6/7/2006
	<b>TOTAL 1</b>		
<b>REVENUE ADMINISTRATION</b>	STATISTICIAN II	19 DATA PROCESSING SUPERVISOR I	15 10/5/2005
	TAX AUDITOR II	19 SUPERVISOR II	21 10/21/2005
	TAX AUDITOR III	21 SUPERVISOR IV	25 8/10/2005
	TAX FORMS EXAMINER	12 TAX AUDITOR I	16 12/21/2005
	<b>TOTAL 4</b>		
<b>SAFETY</b>	AUDITOR II	12 SUPV OF CASH TERMINAL OPR	16 8/8/2005
	BUILDING SERVICE WORKER II	5 MAINTENANCE MECHANIC I	8 1/31/2006
	CLERK III	8 DATA CONTROL CLERK II	10 10/21/2005
	CLERK INTERVIEWER	9 EXECUTIVE SECRETARY	11 3/22/2006
	CLERK IV	12 ADMINISTRATIVE SUPERVISOR	17 10/28/2005
	COUNTER CLERK III	10 SUPV OF CASH TERMINAL OPR	16 2/22/2006
	DATA CONTROL CLERK III	12 SUPERVISOR I	19 6/9/2006
	DATA ENTRY OPERATOR III	8 RECORDS CONTROL CLERK	10 8/22/2005
	EXECUTIVE SECRETARY	11 PROGRAM ASSISTANT II	15 3/3/2006
	LICENSING OFFICER	14 INTERNAL AUDITOR III	23 3/22/2006
	PARALEGAL II	19 SUPERVISOR IV	25 6/9/2006
	PROGRAM PLANNER I	19 BUSINESS ADMINISTRATOR I	21 3/22/2006
	SECRETARY II	9 AUDITOR II	12 4/5/2006
	WORD PROC OPERATOR I	9 PROGRAM ASSISTANT I	12 5/17/2006
<b>TOTAL 14</b>			
<b>SWEEPSTAKES COMMISSION</b>	ACCOUNT CLERK III	9 LOTTERY REPRESENTATIVE II	19 7/25/2005
	ACCOUNT CLERK III	9 LOTTERY REPRESENTATIVE II	19 7/25/2005
	CASHIER	9 LOTTERY TICKET SELLER II	9 9/30/2005
	DATA CONTROL CLERK I	7 SECRETARY II	9 1/20/2006
	<b>TOTAL 4</b>		
<b><u>TOTAL POSITIONS RECLASSIFIED 213</u></b>			

# CLASSIFICATION CHANGES BASED ON POSITION REVIEWS

July 1, 2005 - June 30, 2006



**Requests for Temporary Positions  
July 1, 2005 - June 30, 2006**

<b>Agency</b>	<b>Approved Classifications</b>	<b>Appvd</b>	<b>Part-Time/</b>
		<b>LG</b>	<b>Full-time</b>
Adjutant General	Electronic Technician I	17	FT
	Engineering Technician V	22	FT
Admin Services	Clerk of the Works II (5)	24	FT
Banking	Bank Examiner II	21	FT
	Paralegal II	19	FT
	Program Specialist I	19	FT
Board of Medicine	License Clerk (2)	11	PT
Community Technical College	Accounting Technician	12	FT
	Administrative Associate I	16	FT
	Administrator III	31	FT
	Building & Grounds Util	8	FT
	Electrician Supervisor I	16	FT
	I/C Counselor I (2)	21	FT
	Plant Maint. Engineer IV	30	FT
	Program Specialist II	21	FT
	Secretary II (2)	9	FT
	Supervisor III (3)	23	FT
	Technical Support Specialist II (3)	21	FT
	TI/C Asst Professor (3)	18-25	FT
	TI/C Professor	25	FT
	I/C Counselor I (5)	21	PT
	Program Assistant II (3)	15	PT
	Program Specialist I (2)	19	PT
	Program Specialist III (3)	23	PT
	Security Officer I	12	PT
	System Development Specialist I	18	PT
Teacher Assistant	11	PT	
TI/C Instructor (Tractor Trailer)	18	PT	
Corrections	Accountant II	18	PT
	Case Technician II (2)	16	PT
Cultural Resources	Historian	24	FT
DRED	Program Specialist IV	25	FT
	Program Specialist IV	25	PT

<b>Agency</b>	<b>Approved Classifications</b>	<b>Appvd LG</b>	<b>Part-Time/ Full-time</b>
DRED (cont.)	Environmentalist II	19	PT
Employment Security	Attorney I	26	FT
	Business Systems Analyst I	28	FT
	Employment Counselor	18	FT
	Employment Counselor	18	FT
	Legal Coordinator	28	FT
	Maintenance Mechanic II	12	FT
	Program Assistant I	12	FT
	Program Assistant I	12	FT
	Program Specialist I	19	FT
	Chairman UC Appeals Tribunal I	27	PT
	Payroll Officer I	14	PT
	Supervisor V	26	PT
	Environmental Services	Environmentalist IV (2)	27
Grants Program Coordinator		23	FT
Hydrogeologist V		32	FT
Program Specialist IV (2)		25	FT
Carpenter II		14	PT
Carpenter Supervisor I		15	PT
Clerk II - FS		5	PT
Clerk II - SSB		5	PT
Secretary II		9	PT
Program Specialist I		19	PT
Fish & Game	Biological Aide (14)	13	FT
	Biologist I	21	FT
	Biologist II	23	FT
	HR Administrator	26	FT
	Biological Aide (8)	13	PT
	Program Assistant II (4)	15	PT
	Technical Support Specialist IV	27	PT
	Health & Human Services	Toxicologist IV	29
Toxicologist V		32	FT
Program Specialist II (6)		21	FT
Program Specialist IV (2)		25	FT
Psychological Associate I		24	FT
Program Planner III		25	FT
Mental Health Worker II (9)		11	FT
Dormitory Supervisor II		11	PT
Intern (2)		1	PT
Edit & Review Clerk		7	PT
Teacher Assistant (2)		11	PT
Family Service Specialist I (3)		15	PT
Business Systems Analyst I		28	PT
Program Specialist II		21	PT

<b>Agency</b>	<b>Approved Classifications</b>	<b>LG</b>	<b>Full-time</b>
Health and Human Services (cont.)	Teacher Assistant	11	PT
	Program Specialist III	23	PT
Human Rights Commission	Secretary Typist II	8	PT
Insurance	Insurance License Clerk (2)	6	PT
	Secretary II	9	PT
Justice Department	Administrator IV	33	PT
	Legal Secretary III	13	PT
	Paralegal II	19	PT
	Police Communication Specialist I	19	PT
OIT	Business Systems Analyst II	30	FT
	Computer Operator II	13	FT
	Systems Development Specialist III	23	FT
	Systems Development Specialist V	28	FT
	Tech Support Specialist VI	32	FT
	Assistant to the Director	28	PT
	Data Control Clerk II	10	PT
	Systems Development Specialist Trainee	18	PT
Optometry Board	License Clerk (2)	11	PT
Pease	Deputy Chief Harbor Master	19	FT
Planetarium	Account Clerk III	9	PT
Police Standards	Law Enforcement Training Specialist (2)	25	PT
Postsecondary Ed. Comm.	Program Assistant I	12	PT
Public Utilities Commission	Admin of Industry Reg. & Licensing	33	PT
Safety	Carpenter II (5)	14	FT
	Cash Terminal Operator II (3)	13	FT
	Clerk IV	12	FT
	Counter Clerk II (8)	9	FT
	Data Base Administrator (2)	30	FT
	Data Control Clerk III	12	FT
	Emergency Medical Svs. Reg. Coord. II (2)	25	FT
	Executive Secretary	11	FT
	Grants Program Coordinator	23	FT
	Hwy/Patrol & Enforcement Corporal	22	FT
	Hwy/Patrol & Enforcement Officer I (4)	19	FT
	Paralegal II	19	FT
	Program Assistant II	15	FT
	Program Specialist IV	25	FT

<b>Agency</b>	<b>Approved Classifications</b>	<b>Appvd LG</b>	<b>Part-Time/ Full-time</b>
Safety (cont)	Agency Records Auditor	19	PT
	Assistant to the Director	28	PT
	Data Control Clerk III (14)	12	PT
	Field Representative II	21	PT
	Fire Investigator	21	PT
	Licensing Officer	16	PT
	Marine Patrol Dispatcher Supervisor	11	PT
	Police Communication Specialist I	11	PT
	Police Communication Specialist II (2)	14	PT
	Public Relation Rep. & Trng. Supervisor I	21 19	PT PT
	Secretary of State	Database Administrator	30
Data Entry Operator II		6	FT
Data Entry Operator III		8	FT
Insurance Co. Examiner I		29	FT
Transportation	Accounting Technician (2)	12	PT
	Administrator IV (2)	33	PT
	Civil Engineer VI	32	PT
	Engineering Technician V (2)	22	PT
	Program Technician	19	PT
	Supervisor VI (3)	27	PT
Veterans' Home	Laundry Worker III	7	FT
	Maintenance Mechanic II	12	FT

## **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.

### **MASTER NEGOTIATIONS**

New Collective Bargaining Agreements between the State and the two unions representing state employees, the State Employees Association (SEA) and the NH Troopers Association (NHTA), became effective for the two-year period beginning July 1, 2005 through June 30, 2007. The changes resulting from master negotiations affecting the majority of employees are summarized below. The complete text of the Collective Bargaining Agreements with the State Employees Association and NH Troopers Association can be found on the Division of Personnel website under *Collective Bargaining*.

#### **ARTICLE II MANAGEMENT PREROGATIVES AND RIGHTS**

- 2.4.1 Privatization and Contracting Out: Requires that the Association be provided with a minimum of 30 days notice and an opportunity to consult prior to issuing a Request for Proposals concerning contracting out or privatizing state services.

#### **ARTICLE III ASSOCIATION RIGHTS**

- 3.7.1. Preparation Time: Changes preparation time for negotiations to allow meetings one day per week from September 1<sup>st</sup> of an even-numbered year until negotiations actually begin.
- 3.11. President's Leave: Changes notice requirement for President's Leave and strengthens protections for employees who have served as SEA President and are returning to work from President's Leave.

#### **ARTICLE IV CONSULTATION AND LABOR MANAGEMENT COMMITTEE**

- 4.2. Labor Management Committee: Restructures the composition of the Committee to allow the Manager of Employee Relations to designate up to four (4) Human Resources Administrators to serve in lieu of the members of the State Negotiating Committee. In addition, the Committee now has the authority to issue interpretive bulletins.
- 4.3. Unit Labor Management Committees: Adds new language to encourage agencies to establish labor management committees at the agency and unit level.

## ARTICLE VI BASIC WORK WEEK

- 6.4. Schedules: Increases posting and notice requirements for changes in department work schedules for groups of employees, from two (2) to three (3) calendar weeks.
- 6.5. Flexible or Alternative Schedules: Requires prior notice to and approval by the Parties for flexible or alternative work schedules.

## ARTICLE IX HOLIDAYS

- 9.2. Holidays Listed: Updates names of holidays for Martin Luther King, Jr. /Civil Rights Day and President's Day.

## ARTICLE X ANNUAL LEAVE

- 10.14. Prior Service Credit for Leave Accrual: Adds a new provision which allows a unit employee who has had a break in service to be credited with prior periods of full-time state employment for leave accrual purposes if that employee's current period of full-time state employment has been three (3) or more continuous years in duration. Only prior periods of full-time state employment of two (2) or more consecutive years in duration are eligible for crediting.

## ARTICLE XI SICK LEAVE

- 11.1.3. Payment: Increases the number of days eligible for payment upon retirement under the provision of RSA 100-A: 5 and RSA 100-A: 6 only, or upon eligibility under RSA 100-A:5 but electing to receive a lump sum payment in lieu of an annuity, from forty (40) to fifty (50) days.
- 11.1.4. Payment: Increases the number of days eligible for payment upon retirement under RSA 100-A:5 or 6 or termination as a result of a reduction in force from forty (40) to fifty (50) days.
- 11.2. Allowable Uses: Expands the definition of immediate family to include other persons at the discretion of a requesting employee's supervisor on a case-by-case basis. If the supervisor agrees to expand the definition at the request of a subordinate employee, the number of days granted, up to five (5) days, shall also be at the discretion of the supervisor. In addition, the amount of Bereavement Leave is increased from four to five (5) days sick leave for a death in the employee's family.
- 11.9. Supplemental Sick Leave: Adds clarifying language concerning the filing of requests for supplemental sick leave and the disposition of these requests by the Labor Management Committee.
- 11.10. Prior Service Credit for Leave Accrual: Adds a new provision which allows a unit employee who has had a break in service to be credited with prior periods of full-time state employment for leave accrual purposes if that employee's current period of full-time state employment has been three (3) or more continuous years in

duration. Only prior periods of full-time state employment of two (2) or more consecutive years in duration are eligible for crediting.

## ARTICLE XII ASSOCIATION REPRESENTATION

- 12.1. Stewards: Changes the number of assigned stewards in certain bargaining units.
- 12.4. Training: Changes the number of days authorized for steward training from 2 to 3 days in each contract year.

## ARTICLE XVI EMPLOYEE RECORDS AND RIGHTS

- 16.5. Disciplinary Investigations: Ensures that employees who are the subject of a disciplinary investigation will be informed in writing of the determination of the investigation.

## ARTICLE XIX WAGES AND BENEFITS

- 19.2.3. Nursing Salary Schedule: Adds a new salary schedule for Registered Nurses and Licensed Practical Nurses working at an institution in a direct care position.
- 19.2.4 Increases all salaries for classified unit employees by two (2) percent in July, 2005.
- 19.2.5 Increases all salaries for classified unit employees by two (2) percent in January, 2006.
- 19.2.6 Increases all salaries for classified unit employees by two (2) percent in July, 2006.
- 19.8.1. Health Plans: Continues the Point-of-Service (POS) health benefit plan and the Network (Health Maintenance Organization, or HMO) health benefit plan for full-time employees and their dependents in accordance with the following:

**Prescription Drugs:** Increases co-payments to \$5.00 for generic drugs, \$10.00 for preferred drugs, \$15.00 for non-preferred drugs, and two times the applicable co-payment for a 90 day mail order supply. Annual out of pocket maximums for prescription drug co-payments per plan are listed below:

One Person: \$500 per person, up to \$500 maximum.  
Two Person: \$500 per person, up to \$1000 maximum.  
Family: \$500 per person, up to \$1000 maximum.

**Emergency Room Visits:** Increases co-payments to \$50 per visit; fee is waived if admitted.

**Office Visits:** Adds new co-payment of \$5.00 per visit; no co-payments for prenatal, well baby, and annual visit (ob-gyn included).

**Payment of Premiums:** For the POS plan, the Employer agrees to pay the full premium rates for single, two person and family plans. Effective July 1, 2005 employees participating in a Point of Service Plan pay 50% of the difference in cost

between the Network (HMO) and POS plans. Effective July 1, 2006 employees participating in a Point of Service Plan pay 100% of the difference in cost between the Network (HMO) and POS plans.

For the Network (HMO) plan, the Employer agrees to pay the full premium rates for single, two person and family plans in an amount not to exceed the Employer's contribution toward the premium rates for the single, two person and family plans of the primary health POS plan.

- 19.8.2. Health Benefit Advisory Committee: Establishes a Health Benefit Advisory Committee composed of labor and management representatives. The purpose of the Committee is to advise the Employer on all issues related to the purchase and administration of health benefit plans and to make recommendations for changes in benefit design, utilization management, and/or provider payment policies that will preserve the continued viability of the health plan by limiting the growth in claims costs while improving the quality of care. The Employer considers these reports and recommendations before making proposals for health benefit plan changes in renegotiation of the Collective Bargaining Agreement.
- 19.9. Term Life Insurance: Provides full-time employees with group term life insurance of \$20,000, effective January 1, 2006.
- 19.11. Longevity: Increases annual longevity payments for full-time employees from \$200 to \$300 for employees who have completed ten (10) years of continuous service, with an additional \$300 annually for each additional five years of continuous service.
- 19.12. Shift Differentials: Increase differential for 2<sup>nd</sup> shift from 50 cents to 60 cents per hour; increases differential for 3<sup>rd</sup> shift from 50 cents to 75 cents per hour.
- 19.12.6. Nurse Differential: Pays shift differentials to Licensed Practical Nurses and Registered Nurses working at an institution in a direct care position in accordance with the following tables. In addition, the differentials now in effect for full-time and part-time Licensed Practical Nurses and Registered Nurses working at New Hampshire Hospital in a direct care position remain in effect for the two (2) years covered by the CBA.

**Shift Differential:** for full-time and part-time Licensed Practical Nurses and Registered Nurses working at an institution in a direct care position:

Shift	Hours	Amount
1 <sup>st</sup> shift	Work commencing at or after 6 AM or before 2:30 PM	\$0.00
2 <sup>nd</sup> shift	Work commencing at or after 2:30 PM or before 10:45 PM	\$2.00
3 <sup>rd</sup> shift	Work commencing at or after 10:45 PM or before 6:00 AM	\$3.50

**Baylor Plan Shift Differential:** for full-time Licensed Practical Nurses and Registered Nurses working a Baylor Plan schedule at an institution in a direct care position:

Shift	12 Hr Shift	12 ½ Hr Shift	Amount
1 <sup>st</sup> shift	Work commencing at or after 7:00 AM or before 7:00 PM	Work commencing at or after 6:45 AM or before 7:15 PM	\$0.00
2 <sup>nd</sup> shift	Work commencing at or after 11:00 AM or before 11:00 PM	Work commencing at or after 10:45 AM or before 11:15 PM	\$2.00
3 <sup>rd</sup> shift	Work commencing at or after 7:00 PM or before 7:00 AM	Work commencing at or after 6:45 PM or before 7:15 AM	\$2.00

19.13. Dental Plan: Adds orthodontia benefit to dental plan.

19.17. Discount at State Recreational Areas: Allows fifty-percent (50%) discount on the admission price of any state-owned recreational area for full-time employees only.

## **Article XX Training and Education**

20.2. Educational Discount: Entitles non-probationary employees to a 50% discount on the tuition of up to three courses that bear credit per fiscal year (limited to one course per semester) on a space available basis, at any of the state regional community technical colleges. For the purposes of registration, courses will be made available three days prior to the start of classes. This provision remains in effect only for the biennium ending June 30, 2007.

## **SUB-UNIT NEGOTIATIONS - SEA**

During Fiscal Year 2006, negotiations for fifteen sub-units concluded successfully and agreements were settled, ratified by the parties and signed by Governor Lynch and SEA President Gary Smith on February 14, 2006. The settled units included the following:

- Adjutant General
- Administrative Services
- Banking
- Community Technical College System
- Cultural Resources
- E-911
- Education
- Environmental Services
- Glenciff
- Health and Human Services
- Juvenile Justice Services
- Liquor Commission – Retail
- New Hampshire Hospital
- Transportation
- Veterans Home

Five additional sub-unit groups remained in ongoing negotiations at the end of the reporting period.

## **AGENCY FEE**

Article 5.8.1(a) of the Collective Bargaining Agreement between the State and the SEA states that any full-time bargaining unit employee who is not a member of the union is required to pay a fee to the union as a condition of employment when the SEA can demonstrate that the sum of its membership in all bargaining units is equal to 60% of the eligible full-time permanent employees in all bargaining units. On April 12, 2006, the State agreed that the SEA had satisfied the requirements of Article 5.8.1 (a) and determined that the SEA could receive agency fee payments from all eligible bargaining unit employees who were not members of the Association, provided that each non-member had received appropriate written notification advising them of their rights and obligations.

During the remainder of Fiscal Year 2006, the State and the SEA met regularly to work through issues relating to the implementation of the agency fee provision. In May, 2006, the SEA began conducting a series of informational agency fee meetings for non-member employees in certified bargaining units. In addition, the SEA distributed the "Hudson Notice" (written notification about the agency fee to non-member employees) on May 5, 2006. The Hudson Notice included a description of the basis for calculating the fee, the appeal rights concerning the amount of the fee, the right to file a religious objection, and the guidelines for allocating chargeable and non-chargeable activities and expenses.

In June, 2006, the Bureau of Employee Relations distributed a memorandum providing guidance to state agencies concerning the implementation of Article 5.8.1. This memorandum outlined a series of implementation steps, which included the agency fee informational meetings, and the distribution of informational notices from agency heads to employees concerning the fee. The agency fee implementation process was ongoing at the end of Fiscal Year 2006.

### **STATE BENEFITS**

The Bureau of Employee Relations also assists the Bureau of Risk Management with the administration of the health benefit plan, dental insurance, life insurance and flexible spending programs for all classified, unclassified and non-classified employees of the executive branch, legislative employees, judicial employees, and retired employees.

#### **Medical Plans and Pharmacy Benefit Program:**

In October, 2005, the Governor and Executive Council approved a contract authorizing Cigna Healthcare of New Hampshire as the carrier for the Point of Service plan (POS) and Network plan (HMO) for all active employees and their eligible dependents. This contract incorporated the plan design changes resulting from collective bargaining during the last round of negotiations.

In addition, the State provides a non-contributory Point of Service plan for under age 65 retirees and a non-contributory Medicare supplemental plan for Medicare eligible retirees through Cigna Healthcare of New Hampshire.

Effective July 13, 2005, the Governor and Council also authorized an agreement with Local Government Center Health Trust, LLC, Concord, NH, to administer a prescription drug benefit program including, but not limited to, retail pharmacy, home delivery pharmacy, and specialty drug pharmacy services for active state employees, retirees and their families. The contract was effective upon Governor and Council approval through June 30, 2007, and the new plan benefits for State employees, retirees and their families were implemented effective September 1, 2005.

Monthly per person medical rates paid by the State and monthly medical contributions by employees (where applicable) for the reporting time period of July 1, 2005 through June 30, 2006 are listed below:

#### **SEA ACTIVE EMPLOYEES**

	Point of Service		HMO
	State	Employee	State Share
Single	\$545.96	\$1.18	\$473.78
Two person	\$1,087.46	\$2.38	\$943.12
Family	\$1,737.30	\$3.82	\$1,506.38

### NHTA ACTIVE EMPLOYEES

	Point of Service		HMO
	State	Employee	State Share
Single	\$521.78	\$2.26	\$450.76
Two person	\$1,039.14	\$4.54	\$897.08
Family	\$1,660.00	\$7.26	\$1,432.70

### NHTA ACTIVE EMPLOYEES – NEW HIRE AFTER 7-1-05

	Point of Service		HMO	
	State	Employee	State	Employee
Single	\$521.78	\$2.26	\$450.76	
Two person	\$987.64	\$56.04	\$852.46	\$44.62
Family	\$1,546.42	\$120.84	\$1,334.52	\$98.18

### RETIREEES

	Retiree under 65	Retiree over 65
Single	\$809.63	\$412.58
Two person	\$1,620.10	
Family	\$2,188.06	

Medical expenditures for the FY 2006 reporting period were: \$135,065,855 (Active only)  
\$ 42,971,104 (Retiree only)  
 \$178,036,959 TOTAL

#### Dental Insurance:

The dental insurance program is a fully-paid, conventionally insured, plan offered through Northeast Delta Dental which 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.

Premiums for the FY 2006 reporting period were: \$10,220,097

### **Life Insurance:**

The life insurance program offered a \$20,000 State-paid basic term life policy for all full-time employees beginning January 1, 2006. The plan also offers eight (8) dependent and spouse options, which are paid by the electing employee with no additional cost to the State.

Premiums for the FY 2006 reporting period were: \$251,900

### **Flexible Spending Program:**

The flexible spending program is administered by Employee Benefit Management, Inc. and provides an opportunity for employees to set aside income on a pre-tax basis to cover expenses for dependent care or for medical expenses that are not reimbursed by another plan. The State pays an administrative fee of \$4.00 per employee per month. The FICA savings offsets this fee.

Salary reductions for the FY 2006 reporting period were: \$1,692,276

FICA savings for the reporting period were: \$129,459

### **BENEFITS FOR RESERVE AND NATIONAL GUARD**

On June 13, 2006, the legislature approved HB 1724-FN, relative to compensation and benefits for reserve and National Guard members who are state employees. HB 1724-FN, which became effective on July 1, 2006, requires the State to pay the difference between the military pay and state salary for a New Hampshire state employee who is a member of a reserve or National Guard and is called to full-time active duty by the President of the United States, under the authority the Governor, or under the authority of another Governor who participates in the Emergency Management Assistance Compact. The Bill also continues the state benefit package and retirement system contributions for such state employees during the period of military leave due to full-time active duty.

### **SUPPLEMENTAL SICK LEAVE PLAN – Article 11.9.**

- Provides a process for an employee meeting certain conditions to request additional sick leave. Upon approval, classified employees may donate part of their accrued sick leave to the requesting employee.
- The Bureau of Employee Relations, in conjunction with the Labor Management Committee, oversees the approval process for the Supplemental Sick Leave Plan.

The following chart summarizes actions taken by the Labor Management Committee during FY 2006 in response to requests for donated sick leave under the Supplemental Sick Leave Plan:

## SUPPLEMENTAL SICK LEAVE PLAN

Fiscal Year 2006

Requesting Agency	Requests Submitted	Requests Approved	Days of Leave Approved
Adjutant General	2	2	33
Administrative Services Department	6	5	178
Banking	2	2	33
Community Technical College System	16	14	796
Corrections Department	32	21	404
Cultural Resources	2	1	30
Education Department	13	9	161
Employment Security	24	20	257
Environmental Services Department	3	2	28
Fish and Game Department	3	3	48
Health and Human Services	209	165	3813
Labor Department	2	1	20
Liquor Commission	22	18	450
Office of Information Technology (OIT)	17	10	270
Public Utilities Commission	4	2	50
Resources and Economic Development	3	3	41
Revenue Administration Department	2	2	16
Safety Department	20	11	168
Secretary of State	6	4	116
Transportation Department	28	21	499
Veterans' Home	17	13	485

Totals 433 329 7,896

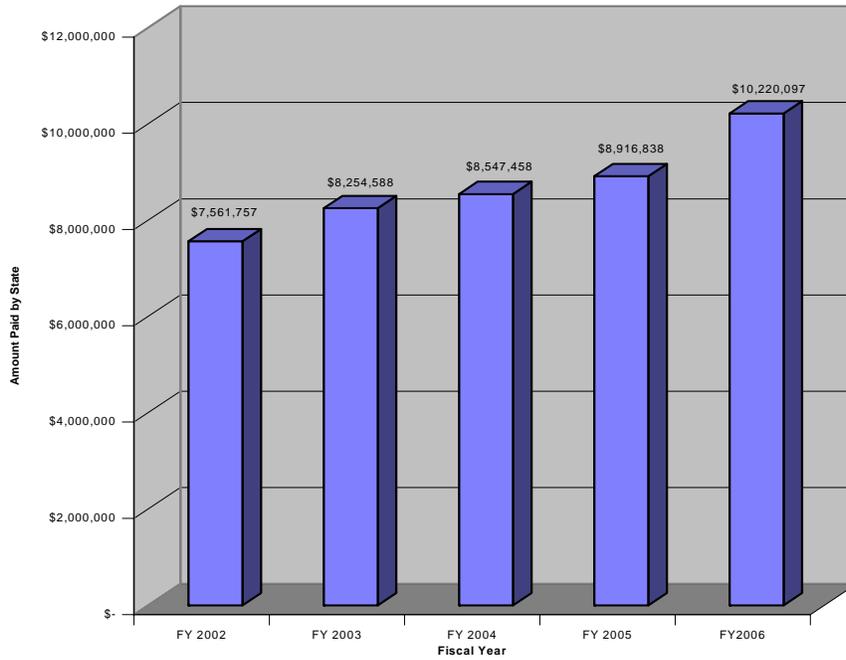
Total requests = 433

Total approved = 329 requests or 76%

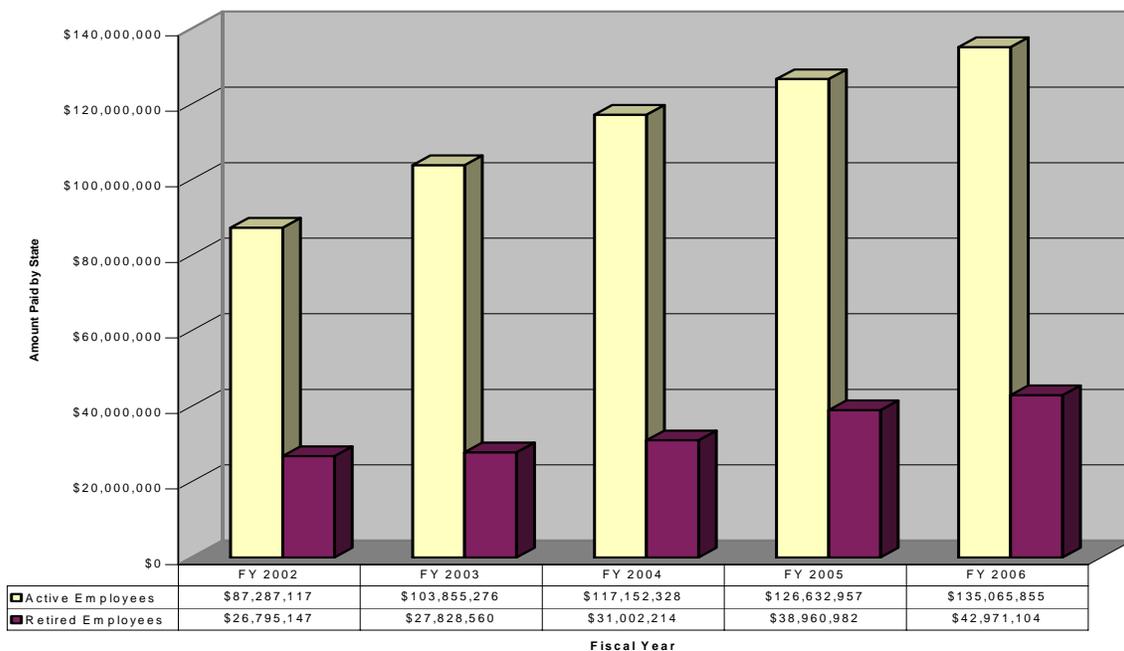
Average days approved per requesting employee = 18 days

# COST OF STATE HEALTH BENEFIT PLANS 5 Year History

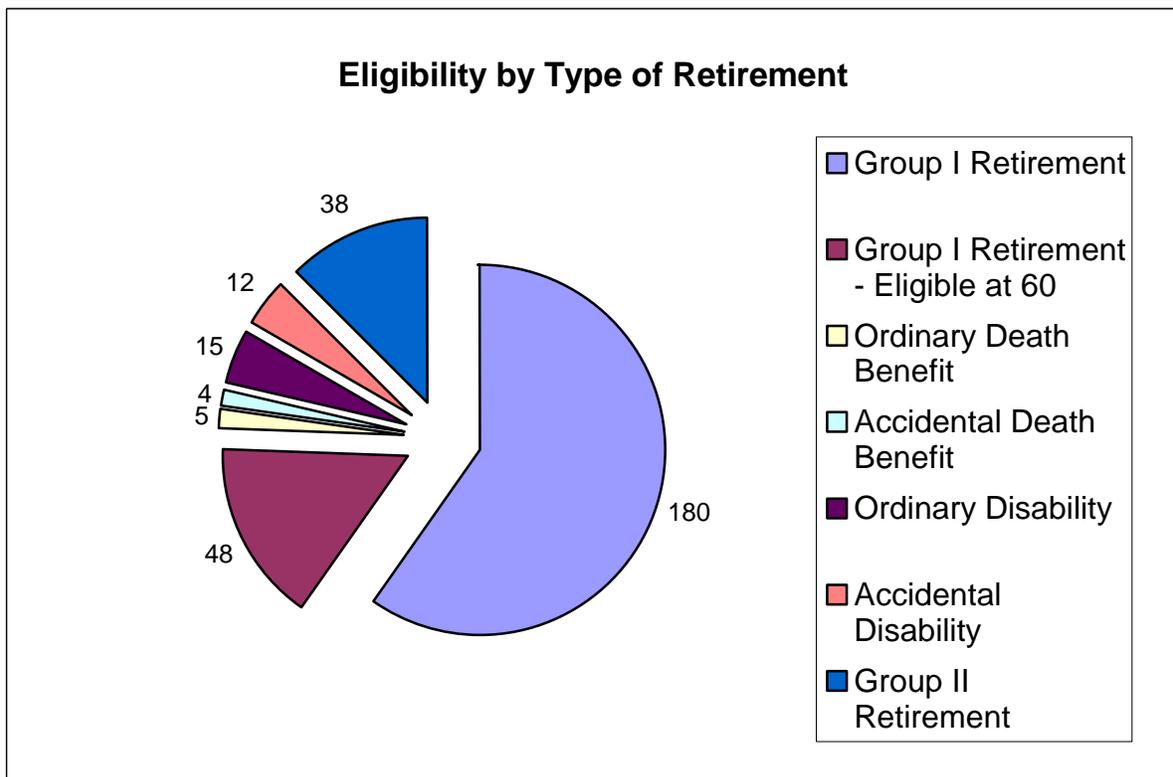
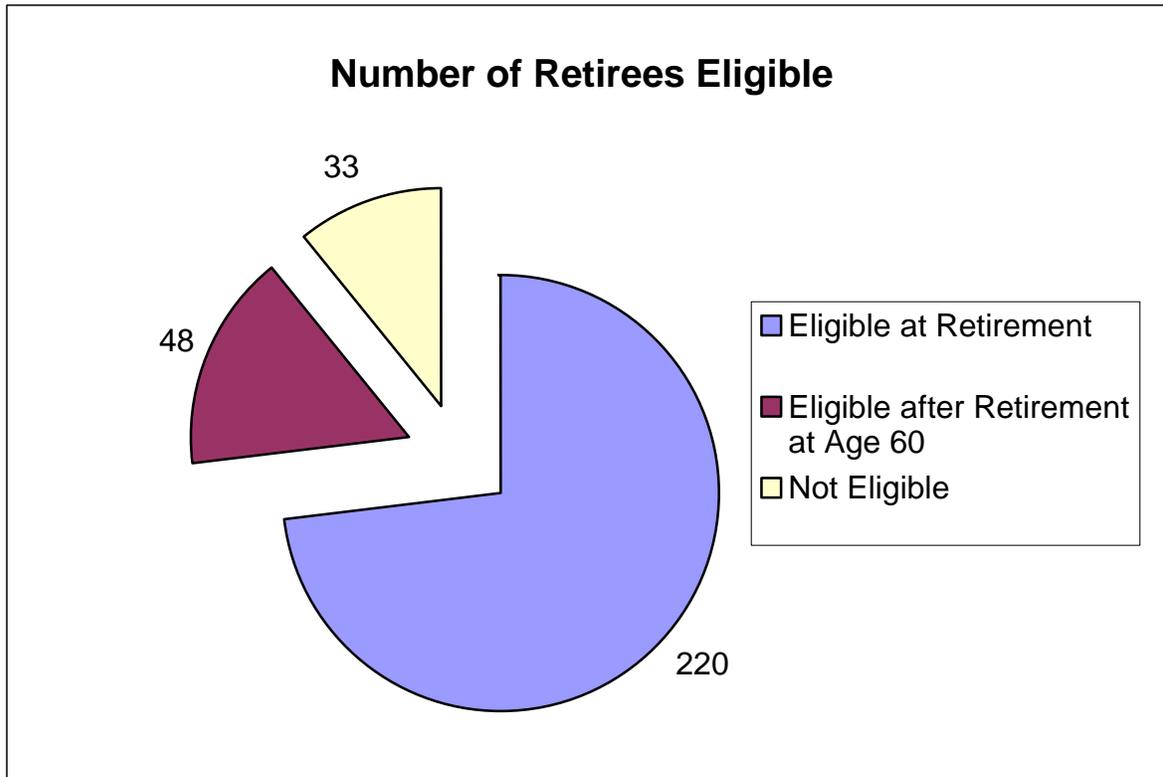
## Cost of Dental Plan



## Cost of Medical Benefit Plan



## Eligibility for Retiree Health Benefit



Note: Total number of retirees = 302

**Bureau of Education and Training  
July 1, 2005 through June 30, 2006**

**MISSION STATEMENT**

The mission of the Division of Personnel, Bureau of Education and Training, 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.

**FY '06 Accomplishments**

□ **Total Enrollments**

The Bureau of Education and Training enjoyed unprecedented enrollments in fiscal year 2006, with a total of 3,742 participants. This represents a very respectable increase of 28% over our previous year, and establishes a new high in services delivered by the Bureau.

□ **Free Training**

The Bureau also continued offering its Supervising Employee Performance and Preventing Workplace Harassment courses free of charge. These free offerings were instituted in response to a critical need felt by many agencies that lack training budgets.

□ **Courses and Procedures**

The Bureau again presented its catalogue using a 12-month format. Significant advantages to this schedule include improved resource management and information availability. In conjunction with the hard copy, a web version is available and continuously updated.

The Bureau regularly reviews and expands its course offerings. While continuing to offer the Certified Public Supervisor and Manager programs and numerous open enrollment courses, BET successfully conducted four certificate programs:

- Human Resource Management Certificate Program
- Safety Certificate Program
- Fundamentals of Supervision Certificate Program

□ **Strategic Planning and Team Building**

The Bureau continued to assist state organizations with strategic planning and team building efforts by providing facilitation and consultation services. In lieu of offering specific courses from which agencies can choose for their organizational development activities, the Bureau shifted to a more consultative approach, wherein assessments of the organization's specific OD needs are conducted and appropriate classes are then prescribed. The Bureau hopes that this approach will yield more long-term benefit to agencies.

□ **Certified Public Manager Program**

The improvements made to the New Hampshire Certified Public Manager and Certified Public Supervisor programs this year (see below) created better than expected results. The revamped curricula resulted in the highest Level II enrollments in the Program's history.

**Level I – Certified Public Supervision Program**

Orientation	½ day
Myers-Briggs Type Indicator	1 day
Introduction to Time Management	½ day
Understanding and Valuing Differences	2 days
Introduction to Business Writing	2 days
Introduction to Supervision	2 days
Supervising Employee Performance	3 days
Interviewing Techniques	1 day
Personnel Appeals	2 days
Conflict Management	2 days
Effective Speaking and Presentations	2 days
Legislative Process	½ day
Introduction to Continuous Process Improvement	2 days
Excellence in Supervision: The CPS Capstone	1 day
Comprehensive Examination	½ day

**Level II – Certified Public Manager Program (prerequisite: Level I)**

Myers-Briggs Type Indicator Application	1 day
Critical Thinking for Managers	1 day
Using Numbers to Persuade and Inform	1 day
Project Management	2 days
Project Consultation	1 day
Collective Bargaining/Union Negotiations	4 days
Workers' Comp/ADA/Sexual Harassment	1 day
State Budget and Purchasing (State employees only)	1 day
Ethics and Integrity in Managing Government Programs	1 day
Strategic Planning	2 days
Comprehensive Examination	1 day
Excellence in Management: The CPM Capstone	1 day

□ **Web Page**

The Bureau catalogue completed its third year on the internet with continued success. Public employees again were able to visit the site to check course offerings and schedules. As stated, updates to the online catalogue were made continuously. The Bureau newsletter was also posted on the web page, in addition to being distributed electronically.

□ **New Hampshire Certified Public Manager Program**

In Fiscal Year 1996, the Bureau of Education and Training implemented a competency-based Certified Public Manager Program (CPMP) for New Hampshire government employees.

The aim of the NHCPMP is to standardize and professionalize public management. The program uses a system of competency-based training that measures and then develops participants' professional competencies in the field of public management.

By successfully completing the Level I Public Supervision Program, participants earn a *Certificate of Public Supervision*. The program is available to entry-level supervisors and individuals planning to enter supervision. The Level I program takes one year to complete. It requires approximately 175 hours of core course work.

Successful completion of the Level II Public Management Program earns participants a *Certificate of Public Management*. The Level II program is available to mid and upper-level managers who have successfully completed Level I. It takes two years to complete, and requires an additional 150 hours of core course work, as well as participation in a team project of about 60 to 100 hours. Both designations are viewed as professional, rather than academic, credentials.

In June, 2006, the Bureau celebrated the graduation of 74 people from the Level I program and 21 people from the Level II program. In August of 2006, new classes for Level I and II began. Sixty-five participants enrolled in Level I and forty-six enrolled in Level II.

New Hampshire is an accredited member of the National Certified Public Manager Consortium. The Consortium is made up of 27 member states. Benefits and recognition are reciprocal from state to state for Level II graduates.

## Number of Participants Completing Training Programs

### Management Classes

<u>Number of Participants</u>	<u>Course Title/Code</u>
16	Benefits & Compensation/044
30	CPM Capstone/038
20	CPM Orientation/050
20	CPM Primer/045
86	CPS Orientation/049
7	Creating a Positive Organizational Culture/032
19	Critical Thinking for Managers/034
35	Ethics and Integrity in Managing Government Programs/020
142	Excellence in Supervision: The CPS Capstone/037
21	Federal and State Law Workshop/024
18	Human Resources and the Law/048
111	Interviewing Techniques/012
16	Introduction to Human Resource Management/039
111	Introduction to Supervision/010
151	Introduction to Time Management/009
38	Motivation/031
53	Performance Review Training/033
79	Personnel Appeals Workshop/005
43	Personnel Rules Review/008
20	Project Operations/015
15	State Budget and Purchasing/021
90	State Government: Power, Authority, Structure and Legislative Process/017
27	Strategic Planning/007
260	Supervising Employee Performance/036
140	Understanding and Valuing Differences/003
18	Using Numbers to Persuade and Inform/016
<b>1586</b>	<b>Subtotal</b>

## Employee Development Classes

<u>Number of Participants</u>	<u>Course Title/Code</u>
5	Accident Reporting and Investigation/620
1	Bloodborne Pathogens/642
9	Confined Space/624
8	CPR/AED/First Aid/639
6	Department of Labor Rules and Regulations/631
24	DISC Personality Profile/634
43	Drugs-Alcohol in the Workplace: A Manager's Response (EAP)/303
14	Effective Joint Loss Management Committees/621
12	Electrical Safety/638
4	Emergency Planning/623
7	Ergonomics/628
5	Fire Safety and Awareness/622
25	General Accounting Principles/500
6	Hazardous & Toxic Substances/637
16	Health and Safety (HR)/641
4	Health and Safety Management/632
4	Health and Safety Program Development/618
10	Indoor Air Quality/629
149	Introduction to Continuous Process Improvement/600
2	Lockout/Tagout/626
18	Myers-Briggs Type Indicator Application/643
16	Myers-Briggs Type Indicator Workshop/635
11	Myers-Briggs Type Indicator – Step 2/633
120	Myers-Briggs Type Indicator /605
169	Preventing Workplace Harassment/305
6	Return to Work Program/630
4	Safety Inspection Programs/619
<b>698</b>	<b>Subtotal</b>

**Communication Classes**

<b><u>Number of Participants</u></b>	<b><u>Course Title/Code</u></b>
32	Assertive Communication/216
35	Business Writing for DHHS Surveyors/243
25	Business Writing in Plain English/224
36	Collective Bargaining/215
9	Conducting Effective Meetings/236
94	Creative Problem Solving/203
30	Dealing with Conflict/240
79	Dealing with Difficult People/234
15	Effective Front Line Customer Service/210
10	Grant Writing/239
31	Listening Skills/200
101	Managing Conflict Seminar/214
38	Negotiation Techniques/225
8	Presentations Workshop/245
80	Speaking & Presentation Dynamics/209
9	Team Building/204
<hr/>	
<b>632</b>	<b>Subtotal</b>

**Health and Wellness Classes**

<b><u>Number of Participants</u></b>	<b><u>Course Title/Code</u></b>
185	State Retiree Health Insurance Workshop/136
<hr/>	
<b>185</b>	<b>Subtotal</b>

## Computer Classes

**Number of  
Participants**

**Course Title/Code**

4	A+ Hardware & Operating System Technician/701
11	Access 2000 Database Design Workshop/443
7	Basic PC Skills/438
22	E-Mail Workshop/440
21	Introduction to Microsoft Outlook/437
3	Introduction to Personal Computers/401
20	Introduction to Microsoft Windows XP/427
19	Merge Workshop/445
85	Microsoft Access – Part I/432
46	Microsoft Access – Part II/433
29	Microsoft Access – Part III/434
102	Microsoft Excel – Part I/430
71	Microsoft Excel – Part II/435
10	Microsoft Excel – Part III/485
36	Microsoft Word – Part I/431
18	Microsoft Word – Part II/436
10	Microsoft Word – Part III/452
5	Network+ Technician/702
55	Project Management Fundamentals/482
42	Research on the Internet/460
20	Using Microsoft PowerPoint 2000/421
5	Word Booklet and Brochure Workshop/703

---

**641**

**Subtotal**

**Total number of participants for all courses: 3,742**