



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF CORRECTIONS  
BUREAU OF HUMAN RESOURCES

P.O. BOX 1806  
CONCORD, NH 03302-1806  
603-271-5650 FAX: 603-223-2333  
TDD Access: 1-800-735-2964  
[www.nh.gov/nhdoc](http://www.nh.gov/nhdoc)

Helen E. Hanks  
Commissioner

Ella Fredette  
Human Resource  
Administrator

December 28, 2021

His Excellency, Governor Christopher T. Sununu  
And the Honorable Executive Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Pursuant to New Hampshire RSA 99:8, Increases for Recruitment Purposes and in accordance with Per 904.01 of the Rules of the Division of Personnel, Request for Temporary Increase, authorize the New Hampshire Department of Corrections (NHDOC) to implement, in concurrence with the decision of the Department of Administrative Services, Director of Personnel, dated December 28, 2021, to enhance the base hourly wage to the following Administrator II, III and IV positions, below, for recruitment and retention purposes, by five percent (5%) or twenty-five percent (25%). This enhancement is projected to increase funding by \$40,097 for the remainder of FY 2022 effective upon Governor and Executive Council approval through November 30, 2023. 100% General Funds.

Administrator IV (Masters LICSW), position #41501, labor grade 33-this position is the Administrator for the Bureau of Behavioral Health Services and directs and clinically supervises all specialized mental health programs at all sites including but not limited to: sexual offender treatment (1/3<sup>rd</sup> of the men's prison population are sentenced as sexual offenders), substance use disorder services, wellness units and services for the Secure Psychiatric Unit and Residential Treatment Unit. We are requesting a 5% salary enhancement for this position.

Administrator III (Masters LICSW), position #12868, labor grade 31-this position is the Mental Health (NHSP-Men and NHCF-Women) and Sexual Offender Treatment Clinical Administrator (Men and Women). We are requesting a 25% salary enhancement.

Administrator II (Masters LADC), position #41469, labor grade 29-this position is the Substance Use Disorder/Clinical Services Administrator including our management of interventions in support of medication assisted treatment. We are requesting a 25% salary enhancement.

Administrator II, position #40891, labor grade 29-this position administers and clinically supervises the Behavior Health Unit for the NH State Prison-Men. We are requesting a 25% salary enhancement.

Administrator II, position #16849, labor grade 29-this position is the Secure Psychiatric Unit and Residential Treatment Unit Clinical Administrator. We are requesting a 25% salary enhancement.

### EXPLANATION

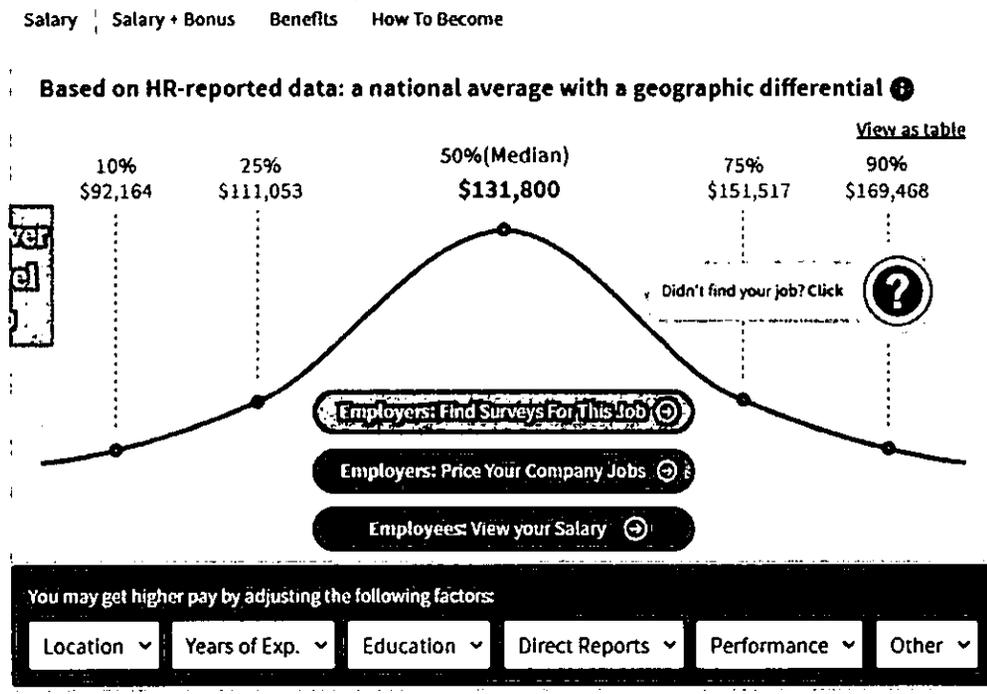
On September 20, 2021, we submitted a 35% enhancement request for our Master's degree level clinical behavioral health positions that provide direct services to our population. This request was made due to the extreme difficulty we are experiencing in recruitment and retain of those positions. The Honorable Executive Council approved those salary enhancements at the October 27<sup>th</sup>, 2021, meeting. Those positions, report to the above-mentioned Clinical Supervisors/Administrators for the respective program areas. Therefore, we are submitting this salary enhancement request to retain the employee's in the above named Administrator positions, making their salaries commensurate with their supervisory responsibilities associated with behavioral health programs and clinical services as well as placing their salaries either at or above those they supervise, so we do not find ourselves losing valuable, well-trained and experienced administrators or find our agency with administrators seeking a demotion in order to receive the higher wages afforded their subordinate clinical employees resulting in no gain to the agency in personnel.

Since the Department has trouble finding well-qualified, licensed and experienced behavioral health professionals who must work in a hazardous correctional environment, we need to demonstrate that we are working towards solutions for the retention and recruitment of our professional/clinical positions. The work environment itself can be a hindrance in recruiting and retaining clinical positions as clinicians may wish to avoid working with incarcerated patients for various reasons, including stigma, personal experiences with crime, and perceived safety concern. That is a detractor for many to seeking employment in our field but can be remediated with an enhanced salary.

Professionals in this field of expertise are finding wages in these ranges:

## Behavioral Health Director Salary in Concord, New Hampshire

How much does a Behavioral Health Director make in Concord, NH? The average Behavioral Health Director sal: \$151,517. Salary ranges can vary widely depending on many important factors, including education, certifications, compensation data than any other website, Salary.com helps you determine your exact pay target.



From NH Employment Security's NH Occupational Employment & Wages 2021 publication ([wages-all.pdf](#) ([nh.gov](#))), the following chart demonstrates the competitive experienced wage we need to offer for recruitment and retention purposes for these specialty positions (specific review of the Medical and Health services managers as the closest comparative):

STATEWIDE Occupational Employment & Wages	SOC Code	May 2020 Estimated Employment	JUNE 2021			
			Entry Level Wage *	Mean (Average) Wage *	Median Wage *	Experienced Wage *
Total all occupations	00-0000	619,440	\$13.12	\$28.24	\$21.97	\$35.81
Management Occupations	11-0000	40,050	\$32.21	\$62.17	\$54.45	\$77.14
Chief Executives	11-1011	630	\$44.70	\$87.92	\$73.98	\$109.53
General and Operations Managers	11-1021	12,790	\$30.71	\$65.26	\$51.97	\$82.52
Legistators	11-1031	200	\$17,885	\$21,097	\$18,499	\$22,702
Advertising and Promotions Managers	11-2011	60	\$31.45	\$49.07	\$48.58	\$57.87
Marketing Managers	11-2021	1,220	\$42.52	\$68.76	\$63.41	\$81.90
Sales Managers	11-2022	1,710	\$40.34	\$76.93	\$73.80	\$95.22
Public Relations and Fundraising Managers	11-2030	670	\$35.14	\$60.11	\$55.28	\$72.60
Administrative Services and Facilities Managers	11-3010	1,030	\$33.95	\$52.98	\$49.68	\$62.50
Computer and Information Systems Managers	11-3021	2,970	\$49.44	\$73.40	\$69.82	\$85.38
Financial Managers	11-3031	3,920	\$38.35	\$65.11	\$59.87	\$78.49
Industrial Production Managers	11-3051	1,040	\$43.60	\$68.15	\$64.93	\$80.42
Purchasing Managers	11-3061	490	\$43.59	\$65.46	\$62.36	\$76.40
Transportation, Storage, and Distribution Managers	11-3071	550	\$34.60	\$56.82	\$54.76	\$67.93
Compensation and Benefits Managers	11-3111	110	\$43.85	\$62.44	\$58.97	\$71.74
Human Resources Managers	11-3121	720	\$42.27	\$65.40	\$57.26	\$76.96
Training and Development Managers	11-3131	240	\$43.19	\$63.56	\$60.32	\$73.74
Construction Managers	11-9021	1,120	\$32.84	\$50.12	\$45.98	\$58.76
Education and Childcare Administrators, Preschool and Daycare	11-9031	410	\$17.49	\$24.54	\$23.03	\$28.07
Education Administrators, Kindergarten through Secondary	11-9032	1,360	\$72,595	\$95,244	\$94,821	\$106,569
Education Administrators, Postsecondary	11-9033	NP	\$30.69	\$52.40	\$42.94	\$63.26
Education Administrators, All Other	11-9039	100	\$21.51	\$32.92	\$29.05	\$38.63
Architectural and Engineering Managers	11-9041	1,470	\$51.73	\$77.73	\$76.08	\$90.74
Food Service Managers	11-9051	860	\$24.11	\$33.55	\$32.10	\$38.28
Lodging Managers	11-9081	200	\$11.02	\$26.12	\$26.76	\$33.67
Medical and Health Services Managers	11-9111	2,010	\$35.24	\$59.24	\$50.80	\$71.24

Our agency is constitutionally required to provide behavioral health services including consistent clinical supervision and if these services are not provided, we will ultimately be facing lawsuits. In addition, we are currently unable to compete with community mental health providers, hospitals, and the current labor market on what they can offer behavioral health professionals for salaries.

For these reasons, we submit this request for a salary enhancement as we continue to strive to find ways to meet our recruitment and retention challenges to provide services that are constitutionally required, medically necessary, and key to ensuring safety in our facilities.

Enclosed are Salary.Com bell curve charts and a Salary Summary demonstrating the current salary structure and proposed enhancement salary structure for our behavioral health clinical administrator positions.

Director of Personnel, Lorrie Rudis, concurred with our analysis in the email below:

From: Rudis, Lorrie <Lorrie.A.Rudis@das.nh.gov>  
Sent: Tuesday, December 28, 2021 9:15 AM  
To: Hanks, Helen <Helen.E.Hanks@doc.nh.gov>  
Cc: Keane, Catherine <catherine.a.keane@das.nh.gov>  
Subject: Behavioral Health Administrators-Salary Enhancement 11-2021  
Sensitivity: Confidential

Greetings Commissioner,

I have reviewed all the materials and approve your request for the Behavioral Health Administrators Salary enhancement, dated 11-2021.

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Therefore, the NHDOC seeks your consideration and support of the requested salary enhancements for the behavioral health clinical administrators working in our correctional facilities daily that are compensated under the A000 pay scale to meet the recruitment and retention challenges in order to provide the necessary behavioral health services key to reducing recidivism with those diagnosed and incarcerated in our NH correctional facilities.

Respectfully Submitted,

  
Helen E. Hanks  
Commissioner



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF CORRECTIONS  
BUREAU OF HUMAN RESOURCES

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Helen Hanks  
Commissioner

Ella Fredotte  
Administrator

November 9, 2021

Lorrie Rudis, Director  
NH Division of Personnel  
Regional Drive  
Concord, NH 03301

Dear Director Rudis:

As provided Per 904.01, the NH Department of Corrections respectfully requests consideration to enhance the salaries of our Master degree level behavioral health administrator positions listed below. This request is for retention purposes as they are the management level positions that must ensure behavioral health programs are in place, meet the clinical level supervision necessary for the treatment of our incarcerated population and provide direct clinical group and individual services. This request would be for a 24- month period, December 3<sup>rd</sup>, 2021, to November 30, 2023.

Positions requested for salary enhancement include:

Administrator IV (Masters LICSW), position #41501, labor grade 33-this position is the Administrator for the Bureau of Behavioral Health Services and directs and clinically supervises all specialized mental health programs at all sites including but not limited to: sexual offender treatment (1/3<sup>rd</sup> of the men's prison population are sentenced as sexual offenders), substance use disorder services, wellness units and services for the Secure Psychiatric Unit and Residential Treatment Unit. We are requesting a 5% salary enhancement for this position.

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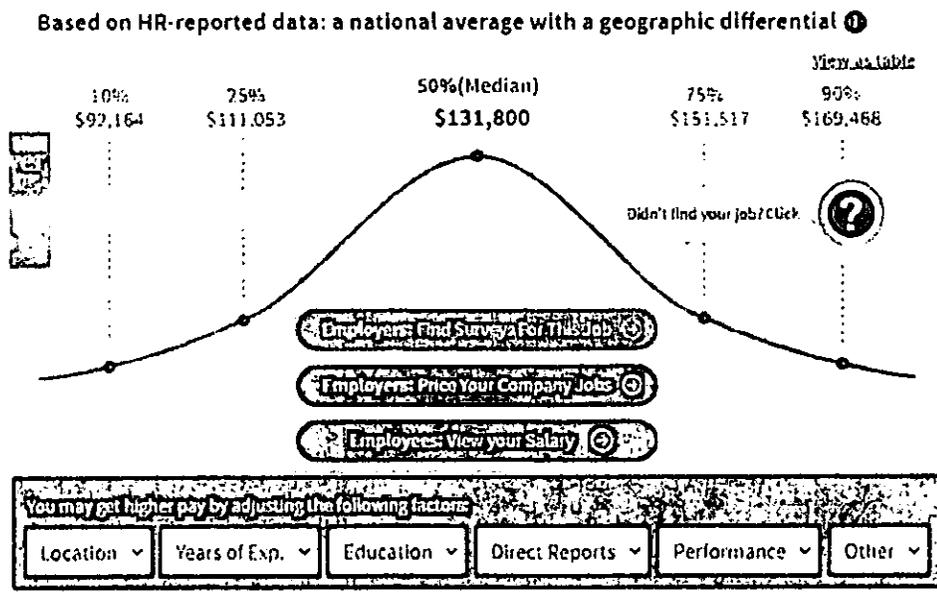
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Salary   Salary + Bonus   Benefits   How To Become



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Page -4-  
Salary Enhancement

For these reasons, on behalf of Commissioner Helen Hanks and Director Paula Mattis, we submit this request for a salary enhancement as we continue to strive to find ways to meet our recruitment and retention challenges in order to provide services that are constitutionally required, medically necessary, and key to ensuring safety in our facilities.

Enclosed is a Salary Summary demonstrating the current salary structure and proposed enhancement salary structure for our behavioral health clinical administrator positions and a Salary.com bell curve chart is included in this request letter.

We look forward to your favorable response.

Sincerely,



Ella Fredette  
HR Administrator

EF/lc  
Encls.

cc: Manager of Employee Relations

Dept of Corrections  
 Fiscal Impact of 5% and 25% Base Rate Enhancement  
 A000 Pay Scale

FY 2022

# of Positions	Title	LG	Step	Hourly Rate effective 7/2/21	Annual Rate	Annual Hazardous Duty Pay	Current Annual Salary	Annual Salary for # of Positions
1	ADMINISTRATOR IV	33	8	51.34	106,787	1,560	108,347	108,347
1	ADMINISTRATOR III	31	5	41.08	80,106	1,560	81,666	81,666
2	ADMINISTRATOR II	29	5	37.31	72,755	1,560	74,315	148,629
1	ADMINISTRATOR II	29	1	31.37	61,172	1,560	62,732	62,732
5								401,374

Enhanced Hourly Rate	Enhanced Annual Rate	Annual Hazardous Duty Pay	Enhanced Annual Salary	Enhanced Annual Salary for # of Positions
53.91	112,127	1,560	113,687	113,687
51.35	100,133	1,560	101,693	101,693
46.64	90,943	1,560	92,503	185,006
39.21	76,464	1,560	78,024	78,024
				478,410

FY 2022 Salary Difference	77,036
Pay Periods	10
FY 2022 Class 10 Salaries	29,629
Additional Retirement 33.88%	10,038
Additional Medicare 1.45%	430
FY 2022 Class 60 Benefits	10,468
Grand Total	40,097

FY 2023 (27 pay periods)

# of Positions	Title	LG	Step	Hourly Rate effective 7/1/22	Annual Rate	Annual Hazardous Duty Pay	Current Annual Salary	Annual Salary for # of Positions
1	ADMINISTRATOR IV	33	8	51.94	112,181	1,620	113,801	113,801
1	ADMINISTRATOR III	31	6	43.51	88,106	1,620	89,726	89,726
1	ADMINISTRATOR II	29	5	37.74	76,429	1,620	78,049	78,049
1	ADMINISTRATOR II	29	6	39.43	79,850	1,620	81,470	81,470
1	ADMINISTRATOR II	29	1	31.73	64,261	1,620	65,881	65,881
5								428,927

Enhanced Hourly Rate	Enhanced Annual Rate	Annual Hazardous Duty Pay	Enhanced Annual Salary	Enhanced Annual Salary for # of Positions
54.53	117,790	1,620	119,410	119,410
54.39	110,132	1,620	111,752	111,752
47.18	95,536	1,620	97,156	97,156
49.29	99,813	1,620	101,433	101,433
39.67	80,326	1,620	81,946	81,946
				511,697

FY 2023 Salary Difference	82,771
Pay Periods	27
FY 2023 Class 10 Salaries	82,771
Additional Retirement 33.88%	28,043
Additional Medicare 1.45%	1,200
FY 2023 Class 60 Benefits	29,243
Grand Total	112,013

**TITLE VI**  
**PUBLIC OFFICERS AND EMPLOYEES**  
**CHAPTER 99**  
**ADJUSTMENT OF SALARIES OF STATE EMPLOYEES**

**Section 99:8**

**99:8 Increases for Recruitment Purposes.** – Upon request of the appointing authority, the governor and council are hereby authorized and empowered, notwithstanding any other provisions of the law to the contrary, upon a finding by them and a recommendation from the director of personnel that a substantial number of vacancies exist in any class of authorized positions which vacancies require an increase in salaries for recruitment of qualified personnel therefor, to increase salaries of such classified positions, any such increases to be a charge against the salary adjustment fund.

**Source.** 1967, 353:6. 1974, 52:6. 1986, 12:4, 1, eff. Mar. 27, 1986.