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ATTORNEY GENERAL
DEPARTMENT OF JUSTICE

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

JOHN M. FORMELLA
ATTORNEY GENERAL



JANE E. YOUNG
DEPUTY ATTORNEY GENERAL

December 20, 2021

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

Your Excellency and Members of the Council:

REQUESTED ACTION

1. Pursuant to RSA 94:3-b; Salary Adjustment for Recruitment or Retention, authorization is requested by the Department of Justice for the confirmation of the Joint Committee of Employee Classification's approval and recommendation of the establishment of a new salary grade DD range of \$64,246 to \$89,414 for the position of Victim/Witness Specialist effective upon Governor and Executive Council approval.
2. Upon approval of requested action #1: That approval be and hereby is given to the Attorney General to appoint Joelle Donnelly-Wiggin, Position # 9U668, (Appropriation #02-20-20-200510-2616-014-500134) as a Victim/Witness Specialist, at a salary level of \$85,228 (LG DD, Step 6), effective upon Governor and Executive Council approval or January 28, 2022, whichever is later, for a term ending July 1, 2024.

EXPLANATION

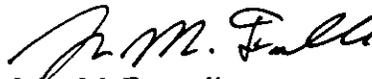
1. As requested in action #1: Chapter 346 Laws of 2019 (HB4), granted the Department of Justice (DOJ) a position entitled *Victim/Witness Specialist* with the ability for the Attorney General to appoint a candidate into this unclassified position effective upon approval of the Governor and Executive Council. The DOJ requests approval and confirmation of the letter grade DD designation, for the position title of Victim/Witness Specialist as approved by the Joint Committee of Employee Classifications.
2. As requested in action #2, appoint Joelle Donnelly-Wiggin at a labor grade DD, step 6 at a salary of \$85,228 pursuant to RSA 94:1-a, I(a); Compensation for Certain State Officers; Unclassified State Employees.

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Joelle Donnelly-Wiggin is a current resident of Goffstown. She graduated with a degree in Criminal Justice with a concentration in Investigative Services and a minor in psychology. She also earned certificates in Law Enforcement Science and Victim Services Administration. Ms. Donnelly-Wiggin continued her education with an undergraduate certificate in Paralegal Studies from Franklin Pierce University in 2008 and completed a Masters in Public Administration with a concentration in Criminal Justice in 2015. She joined the Department of Justice, in the fall of 2017, as a paralegal in the Environmental Protection Bureau. After several months at the office, Ms. Donnelly-Wiggin was asked to assist the Office of Victim and Witness Assistance (OVWA) during the two capital murder trials of Michael Addison and John Brooks as a temporary victim/witness advocate. In 2009, she was offered a full time position in OVWA. During her time with OVWA, she has responded to approximately 80 homicide call-outs. Ms. Donnelly-Wiggin has participated on the Lethality Assessment Program Steering Committee, the Critical Incident Protocol Committee, New Hampshire Victims Rights' Day Committee, and the Missing Persons and Unidentified Remains Working Group. I intend to continue her assignment in the Office of Victim/Witness Assistance. Given her years of experience and expertise, a salary of \$85,228 (LG DD, Step 6) is requested for Ms. Donnelly-Wiggin. Her resume is attached for your consideration.

I am very pleased to offer Ms. Donnelly-Wiggin's appointment as a Victim/Witness Specialist at the above-referenced salary for your approval and respectfully urge your favorable consideration. Thank you.

Respectfully submitted,



John M. Formella
Attorney General

#3405973



State of New Hampshire

GENERAL COURT

CONCORD

April 26, 2021

Commissioner Charles Arlinghaus
Department of Administrative Services
25 Capitol Street, Room 120
Concord, NH 03301

Dear Commissioner Arlinghaus,

This is to inform you that the Joint Committee on Employee Classification (RSA 14:14-c) voted on April 23, 2021 to approve the following salary range under RSA 94:3-b for the position listed below:

Director, Nursing, Department of Corrections
Salary range \$110,000-155,000

The committee also voted on April 23, 2021 to approve the unclassified salary grades in RSA 94:1-a for the positions listed below:

Deputy Director, Risk and Benefits, Department of Administrative Services
Salary Grade: GG

Chief Pharmacist, Department of Corrections
Salary Grade: NN

Pharmacists (4 positions), Department of Corrections
Salary Grade: KK

Director, Professional Standards, Department of Corrections
Salary Grade: GG

Director, Employee Assistance Program (EAP), Department of Health and Human Services
Salary Grade: HH

Information Security Officer, Department of Health and Human Services
Salary Grade: GG

Director of Communications (title changed from Public Information Officer),
Department of Justice
Salary Grade: FF

Victim/Witness Specialists (4 positions), Department of Justice
Salary Grade: DD

We plan on including these changes in legislation in the future.

Sincerely,

Sen. John Reagan, Chairman
Joint Committee on Employee Classification

JOELLE DONNELLY WIGGIN

OBJECTIVE:

I am an organized and passionate public employee with over a decade of experience dedicated to the State of New Hampshire as victim/witness advocate in the homicide unit.

EDUCATION:

University of N. Carolina at Pembroke
Pembroke, NC

Master of Public Administration, 2015

University of New Haven
New Haven, CT
Minor in Psychology

Bachelor of Arts in Criminal Justice, 2006

Certificates: Law Enforcement Science; Victim Service Administration

Franklin Pierce University

Paralegal Certificate, 2007

SKILLS:

Mediate conflict and employ de-escalation techniques.

Maintain a high level of activity.

Analyzes problems through collaborating ideas.

Mentoring and training.

Recognize and utilize appropriate resources to accommodate client and family needs.

Team motivator who exhibits leadership.

EXPERIENCE:

New Hampshire Attorney General's Office

Victim/Witness Advocate (Homicide)

2009-Present

- Provide direct services to survivors of homicide who have suffered emotional and psychological harm due to the violent nature of the crime.
- On-call advocate to provide crisis intervention, needs assessments, and support services to victims and witnesses in all of the state's homicide cases and other suspicious death cases.
- Direct contact and on-going services and support to homicide victims' family starting with the death notification and continuing throughout the entire investigation, judicial system, and correctional process to ensure compliance with the victims' bill of rights.
- Provide for immediate necessities in the early stages of an investigation, to include but not limited to emergency housing and addressing safety concerns.
- Respond to case specific inquiries from families and other collaborative partners, to include coordination of family meetings.
- Conduct team meetings and consult collaborative partners, multidisciplinary teams, and government agencies to ensure a continuity of care.
- Research and provide victims and witnesses with referrals and information regarding the availability of community resources.
- Orient victims and witnesses to the criminal justice system, explaining the process and keeping them informed of all developments, hearings, and changes in status of their case.
- Supervise operational activities and consult with the other advocates in the unit. Assist with policy changes.
- Trainer for the New Hampshire Police Standards and Training (facilitation and course development).
- Advocate assigned to the New Hampshire Cold Case Unit.

New Hampshire Attorney General's Office

Paralegal II

November 2007-September 2009

- Drafted pleadings and correspondence for the attorneys in the Environmental Protection Bureau.
- Responded to inquiries from external stakeholders (Freedom of Information Act requests).
- Trained to use SPOTS for background record investigations.

Forfeiture Support Associates (at the United States Attorney's Office)

Data Analyst

July 2006-January 2007

- Maintained open asset forfeiture files.
- Entered data into the electronic filing system and run data queries.
- Filed and maintained ECF

TEACHING EXPERIENCE:

Southern New Hampshire University

Online Adjunct Professor

January 2017- Present

- Monitoring and facilitation of discussion boards, grading submissions, and proctoring curriculum through Brightspace on sociology, criminal justice, and victim services topics.
- Create weekly announcements to supplement assignments.
- Supervise each student's participation and work being submitted in a timely manner.
- Monitor scholarly journals and research for promising practices
- Adhere to strict deadlines set forth by the University.

Rivier University

Online Adjunct Professor

December 2015- Present

- Provide classroom and online instruction on the subject matter of victimology.
- Develop the syllabus and course materials/activities for the class.
- Incorporate different forms of metrics for the optimal learning environment, which include classroom critical thinking assignments, written assignments, and tests.
- Maintain attendance and grades for the participants.

Keene State College

Online Adjunct Professor

January 2017-December 2019

- Provide classroom instruction on victimology.
- Supervise each student's participation, facilitate class discussions, extract critical thinking, and oversee all work generated by the students.

COMMITTEE WORK AND MULTIDISCIPLINARY TEAMS:

Missing and Unidentified Remains Working Group, 2019

Lethality Assessment Program Steering Committee, since 2015

Critical Incident Protocol Committee, since 2013

Victims' Rights Day Committee, since 2009

GUEST SPEAKING ENGAGEMENTS:

Southern New Hampshire University, *Guest Speaker*, December 2019

National Criminal Justice Training Center, *Presenter*, September 2019

Boston Police Academy, *Presenter*, June 2019

Southern New Hampshire University, *Webinar Presenter*, March, 2017

MC Squared, *Guest Lecturer*, August 9, 2016

Partnering For a Future Without Violence Conference, *Presenter*, June 9, 2016

Rivier University, *Guest Lecturer*, March 5, 2015
University of New Haven, *Guest Lecturer*, November 8-12, 2014
Saint Anselm College, *Guest Lecturer*, November 19, 2013
Concord Rotary Club, *Guest Lecturer*, December 6, 2012
Rivier University, *Guest Lecturer*, December 5, 2012
Saint Anselm College, *Guest Lecturer*, November 6, 2012
Saint Anselm College, *Guest Lecturer*, March 12, 2012