



# State of New Hampshire

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February 22, 2024

The Honorable Ken Weyler, Chairman  
Fiscal Committee of the General Court

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, NH 03301

### REQUESTED ACTION

Pursuant to the provisions of RSA 9:16-a, II, authorize the Department of Administrative Services to transfer funds in the amount of \$91,600 and create a new expenditure class code, effective upon approval of the Fiscal Committee and Governor and Council through June 30, 2024. **100% General Funds**

Funds are to be budgeted in accounting unit 01-14-14-141010-10440000, Department of Administrative Services, Division of Personnel, Personnel Admin - Support as follows:

CLASS	DESCRIPTION	FY24 CURRENT MODIFIED BUDGET	REQUESTED ACTION	FY24 REVISED MODIFIED BUDGET
	GENERAL FUND	\$ 3,168,970	\$ -	\$ 3,168,970
001-484977-69	TRANSFERS FROM OTHER AGENCY	\$ 71,269	\$ -	\$ 71,269
009-407017-44	AGENCY INCOME	\$ 463,251	\$ -	\$ 463,251
	<b>TOTAL INCOME</b>	<b>\$ 3,703,490</b>	<b>\$ 0</b>	<b>\$ 3,703,490</b>
CLASS	DESCRIPTION	FY24 CURRENT MODIFIED BUDGET	REQUESTED ACTION	FY24 REVISED MODIFIED BUDGET
010-500100	PERSONAL SERVICES PERM CLAS	\$ 1,363,403	\$ -	\$ 1,363,403
011-500126	PERSONAL SERVICES UNCLASSIF	\$ 389,427	\$ -	\$ 389,427

CLASS	DESCRIPTION	FY24 CURRENT MODIFIED BUDGET	REQUESTED ACTION	FY24 REVISED MODIFIED BUDGET
012-500128	PERSONAL SERVICES UNCLASSIF	\$ 0	\$ -	\$ 0
018-500106	OVERTIME	\$ 7,700	\$ -	\$ 7,700
020-500200	CURRENT EXPENSES	\$ 22,940	\$ -	\$ 22,940
022-599022	RENTS-LEASES OTHER THAN STA	\$ 123,776	\$ -	\$ 123,776
026-500251	ORGANIZATIONAL DUES	\$ 3,000	\$ -	\$ 3,000
027-582703	TRANSFERS TO DOIT	\$ 443,900	\$ -	\$ 443,900
030-500301	EQUIPMENT NEW REPLACEMENT	\$ 8,500	\$ (2,600)	\$ 5,900
037-500173	TECHNOLOGY- HARDWARE	\$ 9,188	\$ (1,000)	\$ 8,188
038-500175	TECHNOLOGY- SOFTWARE	\$ 13,304	\$ (11,000)	\$ 2,304
039-500191	TELECOMMUNICATIONS	\$ 16,973	\$ -	\$ 16,973
048-200293	CONTRACTUAL MAINT BUILD-GRN	\$ 11,000	\$ -	\$ 11,000
050-500109	PERSONAL SERVICE TEMP APPOI	\$ 88,678	\$ -	\$ 88,678
057-500534	SUBSCRIPTIONS - ONLINE	\$ 0	\$ 91,600	\$ 91,600
059-500117	TEMP FULL TIME	\$ 67,613	\$ -	\$ 67,613
060-500601	BENEFITS	\$ 1,003,788	\$ -	\$ 1,003,788
066-500543	EMPLOYEE TRAINING	\$ 9,000	\$ -	\$ 9,000
070-500704	IN STATE TRAVEL REIMBURSEME	\$ 3,300	\$ (3,000)	\$ 300
080-500710	OUT OF STATE TRAVEL REIMB	\$ 4,000	\$ (4,000)	\$ 0
103-502664	CONTRACTS FOR OP SERVICES	\$ 114,000	\$ (70,000)	\$ 44,000
	<b>TOTAL EXPENDITURES</b>	<b>\$ 3,703,490</b>	<b>\$ 0</b>	<b>\$ 3,703,490</b>

### EXPLANATION

The Statewide Recruitment Unit (SRU), within the DAS' Division of Personnel (DOP), was established in 2022 to improve statewide recruitment processes and provide increased recruitment focus for difficult-to-fill positions. In the DOP-SRU, dedicated recruitment personnel provide direct assistance to applicants and actively seek out and recruit potential candidates for open positions across all state agencies.

Additionally, the DOP-SRU:

- Works closely with agency human resource staff and agency hiring managers to provide recommendations and guidance when critical need positions become vacant.
- Works with agencies and the NH FIRST team to streamline and improve state hiring processes.
- Provides regular training for agency human resource staff and program hiring managers.
- Targets specific talent for entry-level, mid-range, and highly-specialized positions.
- Maintains State of New Hampshire branding pages to attract qualified individuals.
- Works with schools and employment support organizations to create pipelines of viable candidates.

To support recruitment efforts, the DOP maintains subscriptions to several online recruitment platforms. In addition to providing DOP-SRU recruiter staff with direct access to job seekers, the access to the online recruitment platforms improves State of New Hampshire branding as an employer, increases the number and diversity of applicants, reduces job turnover by recruiting candidates with better “fit” in our jobs, and ensures our positions are visible in the places where people are looking for jobs.

The DOP-SRU has proven itself as a valuable resource for the State to facilitate and improve hiring across all agencies.

- The number of applications received by State agencies increased by 31% from 2022 to 2023.
- 35% of all applications received statewide in 2023 came through online recruitment platforms (for comparison, 22% are in-house applications from existing employees).
- From May through December 2023, over 15% of offers made were to candidates sourced from online recruitment platform.
- The DOP-SRU staff has received several accolades from state agencies that have benefitted from their recruitment support services.

DOP seeks to renew our subscriptions to these recruitment platforms in FY 2024. To do so, DOP requests that Class 57, Subscriptions, be added to Accounting Unit 10440000, and that \$91,600 in funds be reallocated to Class 57, Subscriptions.

Funds are to be transferred to/from the following classes:

**Class 30 – Equipment:** Reallocates remaining funds previously budgeted for new and replacement equipment. Equipment needs are lower than expected for this fiscal year.

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February 22, 2024  
Page 4 of 4

**Class 37 – Technology Hardware:** Reallocates remaining funds previously budgeted for new and replacement equipment. Technology replacement needs are lower than expected for this fiscal year.

**Class 38 – Technology Software:** Reallocates funds previously budgeted for software no longer required for this fiscal year.

**Class 57 – Subscriptions:** Allocates funds to support renewal of subscriptions to several online recruitment services used to support statewide recruitment efforts.

**Class 70 – In-State Travel:** Reallocates remaining funds previously budgeted for in-state travel by DOP staff. Funds are retained to cover expected travel costs for the remainder of the fiscal year.

**Class 80 – Out-of-State Travel:** Reallocates remaining funds previously budgeted for out of state travel by DOP staff. No out-of-state travel is planned for the remainder of the fiscal year.

**Class 103 – Contracts for Program Services:** Reallocates funds previously budgeted for contracts for program services to subscriptions to properly record expenditures related to online recruitment subscriptions.

The Department of Administrative Services requests approval of this request.

Respectfully submitted,



Charles M. Arlinghaus, Commissioner  
Department of Administrative Services