



February 18, 2024

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

**REQUESTED ACTION**

Pursuant to RSA 12-O:3, the New Hampshire Department of Business and Economic Affairs (Department) requests to make the following adjustments to transfer a classified position and associated funding as indicated in the following tables to improve and make more economical the administration of the department, effective upon Governor and Council approval through June 30, 2025.

**EXPLANATION**

Under RSA 12-O:3 General Provisions, the Department has been given the following authority.

- I. Upon the recommendation of the commissioner after consultation with division directors concerned and the council of partner agencies established in RSA 12-O:7, the governor and council are authorized to approve revisions in internal administrative departmental organization as the governor and council find from time to time may improve or make more economical the administration of the department.
- II. With the approval of the governor and council and of the director of personnel, the commissioner of business and economic affairs is authorized to transfer classified personnel, appropriations or portions thereof relating thereto as well as necessary equipment, within any division or between divisions of the department.

With the addition of the various Housing programs to the State of New Hampshire's Department of Business and Economic Affairs, there was a recognition as the program details are being defined that restructuring might be in order to achieve the goals of the Legislation. The above language included in RSA 12-O:3, reflects the Legislature's intent for the Commissioner of the Department of Business and Economic Affairs to be able to seek authorization from the Governor and Council should the need arise for further administrative reorganization.

The Department has undertaken a detailed review of internal departmental organizational structure and requests the adjustments detailed in the below tables. These adjustments are administrative in nature. There is no change in the Department's appropriation and no major policy changes which are more appropriate for the legislative process. However, the requested adjustments would add significant administrative efficiencies and allow for more efficient collaboration within one division on similar missioned programs

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thereby providing more effective programs to communities. The adjustments include the transfer of one position and related expenses from accounting unit 2007 to 2198. This will improve the program administration process and makes more economic sense for the administration of the New Hampshire Department of Business and Economic Affairs record keeping.

03-22-022-220010- 20070000 – Administration - Support

Class	Description	FY24 Current Adjusted Authorized	Requested Action	Revised FY24 Adjusted Authorized
005 - 000010	GENERAL FUNDS	\$ 1,702,397	\$ (106,250)	\$ 1,596,147
00C - 401350	AGENCY INDIRECT COST RECOV	\$ 126,076	\$ -	\$ 126,076
<b>Total Revenue</b>		<b>\$ 1,828,473</b>	<b>\$ (106,250)</b>	<b>\$ 1,722,223</b>
010 - 500100	PERSONAL SERVICES PERM CLASSIFIED	\$ 386,964	\$ (68,094)	\$ 318,870
010 - 500126	PERSONAL SERVICES UNCLASSIFIED	\$ 219,523	\$ -	\$ 219,523
020 - 500200	CURRENT EXPENSES	\$ 11,000	\$ (1,000)	\$ 10,000
022 - 500248	RENTS-LEASES OTHER THAN STATE	\$ 327,500	\$ -	\$ 327,500
026 - 500251	ORGANIZATIONAL DUES	\$ 1	\$ -	\$ 1
027 - 582703	TRANSFERS TO DoIT	\$ 284,718	\$ -	\$ 284,718
037 - 500172	TECHNOLOGY-HARDWARE	\$ 7,500	\$ -	\$ 7,500
039 - 500188	TELECOMMUNICATIONS	\$ 51,560	\$ (500)	\$ 51,060
040 - 500800	INDIRECT COSTS	\$ 128,000	\$ -	\$ 128,000
042 - 500620	ADDITIONAL FRINGE BENEFITS	\$ 3,789	\$ -	\$ 3,789
049 - 584914	TRANSFER TO OTHER STATE AGENCIES	\$ 16,716	\$ -	\$ 16,716
050 - 599050	PERSONAL SERVICE TEMP	\$ 36,934	\$ -	\$ 36,934
060 - 500601	BENEFITS	\$ 322,926	\$ (35,656)	\$ 287,270
061 - 500536	UNEMPLOYMENT COMPENSATION	\$ 275	\$ -	\$ 275
066 - 500543	EMPLOYEE TRAINING	\$ 20,000	\$ (1,000)	\$ 19,000
070 - 500704	IN STATE TRAVEL REIMBURSEMENT	\$ 4,000	\$ -	\$ 4,000
080 - 500717	OUT OF STATE TRAVEL REIMB	\$ 4,000	\$ -	\$ 4,000
211 - 501530	CATASTROPHIC CASUALTY INS	\$ 3,067	\$ -	\$ 3,067
<b>Total Expenditures</b>		<b>\$ 1,828,473</b>	<b>\$ (106,250)</b>	<b>\$ 1,722,223</b>

The Department is transferring Salary and Benefits, and related expenses for position 41616 from 2007000 to 2198000. 100% General Funds.

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03-22-022-221510- 21980000 – Planning Admin

Class	Description	FY24 Current Adjusted Authorized	Requested Action	Revised FY24 Adjusted Authorized
000 - 400391	FEDERAL FUNDS	\$ 114,806	\$ -	\$ 114,806
005 - 000010	GENERAL FUNDS	\$ 772,405	\$ 106,250	\$ 878,655
007 - 401350	AGENCY INCOME	\$ 27,360	\$ -	\$ 27,360
<b>Total Revenue</b>		<b>\$ 914,571</b>	<b>\$ 106,250</b>	<b>\$ 1,020,821</b>
010 - 500100	PERSONAL SERVICES PERM CLASSIFIED	\$ 413,461	\$ 68,094	\$ 481,555
020 - 500200	CURRENT EXPENSES	\$ 2,000	\$ 1,000	\$ 3,000
022 - 500248	RENTS-LEASES OTHER THAN STATE	\$ 7,998	\$ -	\$ 7,998
026 - 500251	ORGANIZATIONAL DUES	\$ 940	\$ -	\$ 940
027 - 582703	TRANSFERS TO DoIT	\$ 4,824	\$ -	\$ 4,824
030 - 500311	EQUIPMENT NEW REPLACEMENT	\$ 500	\$ -	\$ 500
039 - 500188	TELECOMMUNICATIONS	\$ 2,594	\$ 500	\$ 3,094
040 - 500800	INDIRECT COSTS	\$ 7,000	\$ -	\$ 7,000
041 - 500801	AUDIT FUND SET ASIDE	\$ 109	\$ -	\$ 109
042 - 500620	ADDITIONAL FRINGE BENEFITS	\$ 3,960	\$ -	\$ 3,960
060 - 500601	BENEFITS	\$ 233,086	\$ 35,656	\$ 268,742
066 - 500543	EMPLOYEE TRAINING	\$ -	\$ 1,000	\$ 1,000
070 - 500704	IN STATE TRAVEL REIMBURSEMENT	\$ 2,325	\$ -	\$ 2,325
073 - 500581	GRANTS NON FEDERAL	\$ 113,074	\$ -	\$ 113,074
080 - 500717	OUT OF STATE TRAVEL REIMB	\$ 849	\$ -	\$ 849
102 - 500731	CONTRACTS FOR PROGRAM SERVICE	\$ 121,851	\$ -	\$ 121,851
<b>Total Expenditures</b>		<b>\$ 914,571</b>	<b>\$ 106,250</b>	<b>\$ 1,020,821</b>

The Department is transferring Salary and Benefits, and related expenses for position 41616 from 2007000 to 2198000. 100% General Funds.

The Department of Administrative Services, Division of Personnel has reviewed and approved this request.

Your consideration of this request is appreciated.

Respectfully submitted,



Taylor Caswell  
Commissioner



# State of New Hampshire

Charles M. Arlinghaus  
Commissioner  
(603) 271-3201

DIVISION OF PERSONNEL  
Department of Administrative Services  
State House Annex — 28 School Street  
Concord, New Hampshire 03301

Lorrie A. Rudis  
Director  
(603) 271-3261

## Notification of Implementation / Request for Rule Exception

NOTE: Submit this form to the Administrator, Bureau of Human Resources.

Date:	02/15/2024	Requestor Name and Title:	Robert Vachon Director Administration and Operations
Agency:	Business & Economic Affairs	Bureau:	
DOP Rule # impacted:	302.01 (j)		

In the space below, write a justification for requesting an exception to the Rule listed above.

The Rules of the Division of Personnel, pursuant to PART Per 302.01(j) state, "An appointing authority shall not make any permanent transfer of positions from one department, division, bureau, section, or subsection to another without first notifying the director," and Per 302.01(k) state, "Prior to making any transfer or reassignment of positions, the appointing authority shall state in writing to the director:

- (1) Which positions are affected by the proposed transfer or reassignment;
- (2) The reasons for the proposed change; and
- (3) That the transfer or reassignment is related to job functions and does not have as its basis a punitive intent."

This letter serves to notify you pursuant to Per 302.01(j), of the Department's intent to transfer of Position 41616, vacant position, Administrator II, Pay Band 5 (LG 29), located in the AU2007 Administration Support in the Office of the Commissioner under the supervision of Taylor Caswell to AU2198 Planning Administration under the supervision of Taylor Caswell effective upon DOP and Governor & Council approval anticipated on 3/13/2024.

Pursuant to Per 302.01(k)(1), the transfer of this position to the Office of the Commissioner to Planning and Development will change the organization structure in the manner detailed in the attached organization chart.

Pursuant to Per 302.01(k)(2), the reason for this transfer is because BEA has undertaken a detailed review of internal departmental organizational structure and transferring this position will improve the program administration process and makes more economic sense for the administration of the New Hampshire Department of Business and Economic Affairs record keeping. This transfer is administrative in nature. There is no change in the Department's appropriation and no major policy changes which are more appropriate for the legislative process. This request would add significant administrative efficiencies and allow for more efficient collaboration within one division on similar missioned programs thereby providing more effective programs to communities.

Pursuant to Per 302.01(k)(3), the transfer of this position is related to job functions and does not have as its basis a punitive intent.

The below to be filled out by Division of Personnel

DECISION:	Approved 3/18/2024		
Decision Date:	Name:	Title:	
2/15/2024	Joanne Lydick	Admin	Joanne Lydick