



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES  
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February 27, 2024

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

## REQUESTED ACTIONS

1. Authorize the Department of Administrative Services (DAS) to enter into a Memorandum of Understanding (MOU) with the New Hampshire Department of Health and Human Services (DHHS) to provide DHHS Human Resources office staff access to the online LinkedIn Platform to be provided by DAS in the amount of \$21,600 effective upon Governor and Council approval through May 3, 2025. 60% General Funds, 20% Federal Funds and 20% Other Funds.

DHHS funding is available in SFY 2024 as follows:

05-95-95-952010-51430000-049-584914, Department of Health and Human Services<sup>1</sup>

	<u>FY 24</u>
049 – 584914 Transfer to Other State Agencies	\$21,600

2. Contingent upon approval of Requested Action #1, authorize the Department of Administrative Services (DAS) to accept and expend \$21,600 from the New Hampshire Department of Health and Human Services (DHHS) effective upon Governor and Council approval through June 30, 2024. 100% Transfer from Other Agency.

Funds are to budgeted in 01-14-14-141010-10440000 Department of Administrative Services, Division of Personnel, as indicated below.

<sup>1</sup> Activity Code 95302035

CLASS	DESCRIPTION	FY24 CURRENT MODIFIED BUDGET	REQUESTED ACTION	FY24 REVISED MODIFIED BUDGET
	GENERAL FUND	\$ 3,168,970	\$ -	\$ 3,168,970
001-484995-69	TRANSFERS FROM OTHER AGENCY	\$ -	\$ 21,600	\$ 21,600
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>\$ 21,600</b>	<b>\$ 3,725,090</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
012-500128	PERSONAL SERVICES UNCLASSIF	\$ 0	\$ -	\$ 0
018-500106	OVERTIME	\$ 7,700	\$ -	\$ 7,700
020-500200	CURRENT EXPENSES	\$ 22,940	\$ -	\$ 22,940
022-500248	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	\$ 5,900	\$ -	\$ 5,900
037-500173	TECHNOLOGY-HARDWARE	\$ 8,188	\$ -	\$ 8,188
038-500175	TECHNOLOGY-SOFTWARE	\$ 2,304	\$ -	\$ 2,304
039-500191	TELECOMMUNICATIONS	\$ 16,973	\$ -	\$ 16,973
048-500293	CONTRACTUAL MAINT BUILD-GRN	\$ 11,000	\$ -	\$ 11,000
050-500109	PERSONAL SERVICE TEMP APOI	\$ 88,678	\$ -	\$ 88,678
057-500534	SUBSCRIPTIONS - ONLINE	\$ 91,600	\$ 21,600	\$ 113,200
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	\$ 300	\$ -	\$ 300
080-500710	OUT OF STATE TRAVEL REIMB	\$ 0	\$ -	\$ 0
103-502664	CONTRACTS FOR OP SERVICES	\$ 44,000	\$ -	\$ 44,000
	<b>TOTAL EXPENDITURES</b>	<b>\$ 3,703,490</b>	<b>\$ 21,600</b>	<b>\$ 3,725,090</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 & 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 subscriptions to the online recruitment platforms improves State of New Hampshire branding as an employer, provides highlighting of specific State of New Hampshire jobs to increase the number and diversity of applicants, and ensures our positions are visible in the places where people are looking for jobs.

DOP intends to renew our annual subscriptions to these recruitment platforms in FY 2024. The MOU between the DAS and DHHS, attached, provides DHHS recruitment staff with direct access to the LinkedIn Online Recruitment platform via the DOP-SRU's subscription. Specifically, DHHS recruiters will have elevated access to LinkedIn via dedicated "recruiter seats." Using the LinkedIn "recruiter seats," DHHS recruiters can actively seek professionals who qualify for their positions by searching LinkedIn's resume database of over 800 million candidates, message candidates directly, and build relationships with candidates through LinkedIn to streamline the hiring process. DOP staff will continue to support DHHS in their recruitment efforts and assist them in utilizing their LinkedIn recruiter seats.

DHHS funds paid to DOP under the attached MOU will be allocated to Class 57, Subscriptions, to cover the cost of DHHS-dedicated recruiter seats through the DOP LinkedIn subscription.

The Department of Administrative Services requests approval of this request.

Respectfully submitted,



Charles M. Arlinghaus, Commissioner  
Department of Administrative Services

# MEMORANDUM OF UNDERSTANDING

## A. AGREEMENT

This Memorandum of Understanding (MOU) between the NH Department of Health and Human Services (DHHS) and the NH Department of Administrative Services (DAS) sets forth the terms and conditions for access to the online LinkedIn Platform by staff within the DHHS Human Resources office. In exchange for such services, DHHS will pay \$21,600 in FY 2024 to DAS.

## B. BACKGROUND

The Statewide Recruitment Unit (SRU) within DAS' Division of Personnel (DOP) maintains subscriptions to several online recruitment platforms to facilitate statewide recruitment efforts. The SRU maintains landing pages on the major online recruitment platforms highlighting the benefits of working for the State of New Hampshire (SoNH), special workforce initiatives, types of occupations within State government, and example success stories. These subscriptions are renewed annually by the SRU. The LinkedIn recruitment platform is one such subscription.

In addition to the basic SRU LinkedIn subscription, the SRU pays for upgraded access through LinkedIn's "Recruiter Seats." Using the Recruiter Seat access, State of NH (SoNH) recruiters can actively search for available professionals from over 800 million LinkedIn profiles, message potential candidates directly, and build relationships to streamline the hiring process. "Recruiter Seat" access also includes use of LinkedIn's job slot function, through which the State can highlight and promote specific hard-to-fill jobs.

Finally, users with a dedicated LinkedIn Recruiter Seat also have access to LinkedIn's Talent Insights and Talent Analytics. These functions provide branding and engagement metrics, ratings analytics, follower metrics, and competitor comparisons. This information helps the State of New Hampshire optimize its hiring approach.

## C. SCOPE OF WORK

Under this MOU, the SRU will provide DHHS recruitment staff with access to two (2) Recruiter Seats for LinkedIn via the SRU's LinkedIn subscription. As discussed above, these seats provide DHHS recruiters:

- Access to actively search for available professionals who qualify for highly-skilled positions within the State of New Hampshire.
- Access to promote/sponsor individual hard-to-fill job postings.
- Access to message candidates directly and build relationships.
- Access to Talent Insights and Talent Analytics.

DHHS's recruiters will also have direct access to LinkedIn support staff, in addition to the SRU staff, when needed to optimize use of LinkedIn's features.

**D. PAYMENT FOR SERVICES**

DAS will invoice DHHS at the time of renewal of the SRU's annual LinkedIn subscription (April 2024). DHHS will pay a total of \$21,600 in FY 2024 within 30 days of invoice.

**E. QUALITY ASSURANCE**

SRU and DHHS will utilize the LinkedIn platform's helpdesk feature and work collaboratively to resolve any technical issues that may arise.

**F. MISCELLANEOUS**

The entire understanding between the parties is compiled in the Agreement. Neither party may further modify or amend the terms of this Agreement except by written agreement signed by both parties.

Neither this agreement, nor any rights, duties, nor obligations described herein, shall be assigned by either party without the prior written consent of the other party. The agreement shall be construed under the laws of the state of New Hampshire.

**G. DURATION**

This Agreement is effective upon approval by the Governor and Executive Council, and shall continue until May 3, 2025, unless otherwise terminated, subject to continued availability of sufficient funds.

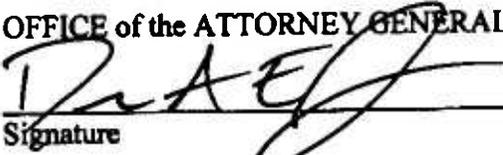
**H. SIGNATORIES**

	<u>2-9-24</u>
_____ Lori A. Weaver, Commissioner Department of Health and Human Services	Date

	<u>2-8-24</u>
_____ Charles M. Arlinghaus, Commissioner Department of Administrative Services	Date

Approved by the Attorney General this 8<sup>th</sup> day of March, 2024, as to form, substance, and execution.

OFFICE of the ATTORNEY GENERAL



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Signature

Duncan A. Edgar, Attorney

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Printed Name and Title