



State of New Hampshire Deferred Compensation Commission

25 Capitol Street, Room 215C, Concord, NH 03301 (603) 271-7886

Commission:
Barry J. Glennon, Chair

Executive Director:
Craig A. Downing

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mcc

March 22, 2024

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

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

REQUESTED ACTION

- #1 Pursuant to RSA 124:15 and contingent upon approval of Requested Action #2, authorize the Deferred Compensation Commission to establish a full-time temporary position, #9T3344, 13-1140 Compensation, Benefits, and Job Analysis Specialist-4 effective upon Fiscal Committee and Governor and Council approval through June 30, 2025. 100% Agency Income.
- #2 Authorize the Deferred Compensation Commission to accept and expend funds from the Deferred Compensation Commission Reserve account in the amount of \$69,815 effective upon Governor and Council approval through June 30, 2025, and to allocate the funds as shown below. 100% Agency Income.

| Deferred Compensation 01-14-14-140010-13070000 State Fiscal Year 2024 | | | | |
|--|---------------------------------|----------------------------|---------------------|---------------------------------------|
| Class-Account | Class Title | FY 2024 Adj. Authorized | Requested Action | Revised FY 2024 Adj. Authorized |
| Revenue | | | | |
| 009-407067-44 | Agency Income | \$413,261 | \$21,200 | \$434,461 |
| | Total Revenue | \$413,261 | \$21,200 | \$434,461 |
| Expenses | | | | |
| 010-500100 | Personal Services – Perm. Class | \$98,697 | | \$98,697 |
| 020-500200 | Current Expenses | 2,300 | 200 | 2,500 |
| 026-500251 | Organizational Dues | 800 | | 800 |
| 027-582703 | Transfers to DoIT | 8,878 | | 8,878 |
| 028-582814 | Transfers to Plant & Property | 0 | 300 | 300 |

| | | | | |
|------------|-----------------------------------|------------------|-----------------|------------------|
| 029-500290 | Intra-Agency Transfers | 39,829 | | 39,829 |
| 030-500301 | Equipment New/Replacement | 0 | 1,100 | 1,100 |
| 037-500174 | Technology-Hardware | 0 | 1,770 | 1,770 |
| 039-500188 | Telecommunications | 700 | 355 | 1,055 |
| 057-500535 | Books, Periodicals, Subscriptions | 400 | | 400 |
| 059-500117 | Temp Full Time | 0 | 9,400 | 9,400 |
| 060-500602 | Benefits | 32,107 | 6,075 | 38,182 |
| 066-500543 | Employee Training | 5,000 | 1,000 | 6,000 |
| 070-500704 | In-State Travel Reimbursement | 800 | | 800 |
| 080-500710 | Out of State Travel Reimb. | 9,000 | | 9,000 |
| 102-500731 | Contracts for Program Services | 131,750 | 1,000 | 132,750 |
| 206-509206 | Deferred Comp Fin Advisors | 83,000 | | 83,000 |
| | Total Expenses | \$413,261 | \$21,200 | \$434,461 |

**Deferred Compensation
01-14-14-140010-13070000
State Fiscal Year 2025**

| Class-Account | Class Title | FY 2025 Adj. Authorized | Requested Action | Revised FY 2025 Adj. Authorized |
|-----------------|-----------------------------------|----------------------------|---------------------|------------------------------------|
| Revenue | | | | |
| 009-407067-44 | Agency Income | \$310,684 | \$48,615 | \$359,299 |
| | Total Revenue | \$310,684 | \$48,615 | \$359,299 |
| Expenses | | | | |
| 010-500100 | Personal Services – Perm. Class | \$90,845 | | \$90,845 |
| 020-500200 | Current Expenses | 2,400 | 500 | 2,900 |
| 026-500251 | Organizational Dues | 800 | | 800 |
| 027-582703 | Transfers to DoIT | 8,337 | | 8,337 |
| 028-582814 | Transfers to Plant & Property | 0 | 1,000 | 1,000 |
| 029-500290 | Intra-Agency Transfers | 41,775 | | 41,775 |
| 039-500188 | Telecommunications | 750 | 400 | 1,150 |
| 057-500535 | Books, Periodicals, Subscriptions | 400 | | 400 |
| 059-500117 | Temp Full Time | 0 | 25,435 | 25,435 |
| 060-500602 | Benefits | 31,077 | 16,280 | 47,357 |
| 066-500543 | Employee Training | 5,000 | | 5,000 |
| 070-500704 | In-State Travel Reimbursement | 800 | | 800 |
| 080-500710 | Out of State Travel Reimb. | 9,000 | | 9,000 |
| 102-500731 | Contracts for Program Services | 46,500 | 5,000 | 51,500 |
| 206-509206 | Deferred Comp Fin Advisors | 73,000 | | 73,000 |
| | Total Expenses | \$310,684 | \$48,615 | \$359,299 |

EXPLANATION

The Deferred Compensation Commission is requesting to accept funds from the Deferred Compensation Commission Reserve account. This request is necessary due to the impending retirement of the Commission's Executive Director. The Executive Director is the sole state employee dedicated to the administration of the Public Employees Deferred Compensation Plan for State of New Hampshire employees. To provide a seamless transition, in advance of the upcoming retirement of the Executive Director, the Commission is requesting to accept funds from the reserve account to create a temporary, full-time position that will ensure knowledge transfer for approximately three months.

The funds will be budgeted as follows:

Class 020 – Current Expenses – to be used to purchase office supplies needed for the new position.

Class 028 – Transfers to Plant & Property – to be used to pay for allocated office space at 105 Pleasant Street, Concord, NH 03301

Class 030 – Equipment – Funds will be used to add any additional furniture needed to support office staff.

Class 037 - Technology-Hardware – to be used to fund a new laptop, docking station and monitors for the new full-time temporary position.

Class 039 – Telecommunications – to be used for the purchase of a desk phone and associated telecommunications charges.

Class 059 – Full Time Temp – to be used to fund the new full-time temporary position, #9T3344, 13-1140 Compensation, Benefits, and Job Analysis Specialist-4 position, pay schedule SOC13, Pay Band 8. This position will allow for a more seamless transition of the Executive Director position when the incumbent retires. This unit only has one employee; without the temporary position, knowledge transfer will be difficult.

Class 060 – Benefits – Associated payroll taxes and benefit expenses for the new position.

Class 066 - Employee Training – This cost will cover online education and training for the new employee.

Class 102 – Contracts for Op Services – This will cover increased time with the plan outside counsel, which is contracted with the Department of Justice via a Memorandum of Understanding.

The following information is provided in accordance with the Comptroller's instructional memorandum dated September 21, 1981.

- 1) **List of personnel involved:** One full-time temporary 13-1140 Compensation, Benefits, and Job Analysis Specialist-4 position, pay schedule SOC13, Pay Band 8

- 2) **Nature, Need, and Duration:** This new full-time temporary position will allow the Commission to hire a new executive director, allowing the current executive director to train the new hire prior to his retirement.
- 3) **Relationship to existing agency programs:** Same.
- 4) **Has a similar program been requested of the legislature and denied?** No.
- 5) **Why wasn't funding included in the agency's budget request?** At the time the budget was developed, it was unknown that any new positions would be needed. With the decision of the current executive director to retire, this will allow for a transition period to ensure uninterrupted operation and oversight of the Public Employee Deferred Compensation Plan.
- 6) **Can portions of the grant funds be utilized?** No.
- 7) **Estimate the funds required to continue this position(s):** It is anticipated that this position will only be necessary for 11 payrolls; the total cost for this period, including payroll and benefits, totals \$57,190.

Thank you for your consideration of this request.

Respectfully submitted,



Barry Glennon
Commission Chair



State Of New Hampshire
DIVISION OF PERSONNEL
Department of Administrative Services
54 Regional Drive, Suite 5
Concord, New Hampshire 03301

CHARLES M. ARLINGHAUS
Commissioner
(603) 271-3201

LORRIE A. RUDIS
Director of Personnel
(603) 271-3261

February 27, 2024

Elizabeth Mansfield, Human Resources Administrator
Department of Administrative Services
25 Capitol Street, Room 212
Concord NH 03301

Regarding: Request to establish a full-time temporary 13-1140 Compensation, Benefits, and Job Analysis Specialists-4, Pay Schedule SOC13, Pay Band 8 – position #9T3344

Dear Ms. Mansfield:

The Division of Personnel approves the Department of Administrative Service's request received on 12/19/2023 to establish position #9T3344 as a full-time, temporary position classified as Compensation, Benefits, and Job Analysis Specialists-4, pending funding approval.

This position will serve as the Deferred Compensation Administrator, advise the New Hampshire Deferred Compensation Commission on policy issues, and supervise all State of NH Public Employees Deferred Compensation Plan functions.

This role will develop, analyze, and make recommendations on Plan administration policy initiatives, statements, and rules; develop goals, objectives, and operating procedures; and compile and distribute communications on behalf of the Commissioner while serving as the custodian of the Commission records. Further, this position will prepare the annual budget, monitor and analyze proposed and new legislation, write requests for proposals, and prepare contracts. The proposed duties are like those of other positions within the same occupational group and level currently operating throughout the state, and they parallel the Broad Group Specification appropriately. The position is also appropriate within the agency's proposed organizational structure.

Your agency will be responsible for bringing the request for funding before the Fiscal Committee. You may use this letter as confirmation of our decision. Once you have obtained Fiscal Committee approval, please notify the Division of Personnel Operations Section at CentralHRProcessing@nh.gov.

Sincerely,

Marianne Rechy
Classification & Compensation Administrator

Cc: Lorrie Rudis, Director of Personnel