



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
25 Capitol Street – Room 310
Concord, New Hampshire 03301
Office@das.nh.gov

138

EAC
ARC

Charles M. Arlinghaus
Commissioner
(603) 271-3201

Sheri Rockburn
Assistant Commissioner
(603) 271-3204

Catherine A. Keane
Deputy Commissioner
(603) 271-2059

October 23, 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 Indeed Platform to be provided by DAS in the amount of \$3,017 effective upon Governor and Council approval through July 31, 2025. 47% General Funds, 51% Federal Funds and 2% Agency Income.

DHHS funding is available in SFY 2025 as follows:

05-95-95-952010-51430000-049-584914, Department of Health and Human Services¹

049 – 584914 Transfer to Other State Agencies	<u>FY 25</u> \$3,017
-----------------------------------------------	-------------------------

2. Contingent upon approval of Requested Action #1, authorize the Department of Administrative Services (DAS) to accept and expend \$3,017 from the New Hampshire Department of Health and Human Services (DHHS) and create a new expenditure class 057 Subscriptions – Online, effective upon Governor and Council approval through June 30, 2025. 100% Transfer from Other Agency.

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

¹ Activity Code 95302035

CLASS	DESCRIPTION	FY25 CURRENT MODIFIED BUDGET	REQUESTED ACTION	FY25 REVISED MODIFIED BUDGET
	GENERAL FUND	\$3,746,641	-	\$3,746,641
001-484995-69	TRANSFERS FROM OTHER AGENCY	\$0	\$3,017	\$3,017
001-484977-69	TRANSFERS FROM OTHER AGENCY	\$67,291	-	\$67,291
009-407017-44	AGENCY INCOME	\$60,880	-	\$60,880
	TOTAL INCOME	\$3,874,812	\$3,017	\$3,877,829
CLASS	DESCRIPTION	FY25 CURRENT MODIFIED BUDGET	REQUESTED ACTION	FY25 REVISED MODIFIED BUDGET
010-500100	PERSONAL SERVICES PERM CLAS	\$1,417,189	-	\$1,417,189
011-500126	PERSONAL SERVICES UNCLASSIF	\$382,253	-	\$382,253
012-500128	PERSONAL SERVICES UNCLASSIF	\$14,418	-	\$14,418
018-500106	OVERTIME	\$7,841	-	\$7,841
020-500200	CURRENT EXPENSES	\$22,478	-	\$22,478
022-500248	RENTS-LEASES OTHER THAN STA	\$128,800	-	\$128,800
026-500251	ORGANIZATIONAL DUES	\$3,000	-	\$3,000
027-582703	TRANSFERS TO DOIT	\$492,196	-	\$492,196
030-500301	EQUIPMENT NEW REPLACEMENT	\$6,494	-	\$6,494
037-500173	TECHNOLOGY-HARDWARE	\$7,000	-	\$7,000
038-500175	TECHNOLOGY-SOFTWARE	\$12,850	-	\$12,850
039-500191	TELECOMMUNICATIONS	\$16,000	-	\$16,000
048-500293	CONTRACTUAL MAINT BUILD-GRN	\$11,400	-	\$11,400
050-500109	PERSONAL SERVICE TEMP APPOI	\$91,472	-	\$91,472
057-500534	SUBSCRIPTIONS - ONLINE	\$0	\$3,017	\$3,017
059-500117	TEMP FULL TIME	\$71,546	-	\$71,546
060-500601	BENEFITS	\$1,059,875	-	\$1,059,875
066-500543	EMPLOYEE TRAINING	\$9,000	-	\$9,000
070-500704	IN STATE TRAVEL REIMBURSEME	\$3,000	-	\$3,000
080-500710	OUT OF STATE TRAVEL REIMB	\$4,000	-	\$4,000
103-502664	CONTRACTS FOR OP SERVICES	\$114,000	-	\$114,000
	TOTAL EXPENDITURES	\$3,874,812	\$3,017	\$3,877,829

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.

The DOP-SRU intends to extend the current subscriptions to these recruitment platforms through the end of FY 2025. To do so, DOP requests that Class 57, Subscriptions, be added to Accounting Unit 10440000, and that the funds from the DHHS MOU be allocated to this class.

The MOU between the DAS and DHHS, attached, provides DHHS recruitment staff with direct access to the Indeed Online Recruitment platform via the DOP-SRU's subscription. Specifically, DHHS recruiters will have access to Indeed's sponsored jobs feature. Using the Indeed's sponsored jobs, DHHS recruiters can sponsor certain jobs to appear more often and for longer in search results

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
October 23, 2024
Page 4 of 4

than non-sponsored jobs. DOP staff will continue to support DHHS in their recruitment efforts and assist them in utilizing the sponsored jobs feature.

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 Indeed Platform by staff within the DHHS Human Resources office. In exchange for such services, DHHS will pay \$3,017 in FY 2025 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 Indeed recruitment platform is one such subscription.

In addition to the basic SRU Indeed subscription, the SRU pays for upgraded access through Indeed's "sponsored jobs." Using the sponsored jobs feature, State of NH (SoNH) recruiters can actively sponsor hard-to-fill jobs on Indeed. Sponsored jobs appear more often and for longer in search results than non-sponsored jobs.

C. SCOPE OF WORK

Under this MOU, the SRU will provide DHHS recruitment staff with access to the sponsored jobs feature for Indeed via the SRU's Indeed subscription. As discussed above, this access provides DHHS recruiters:

- Access to promote/sponsor individual hard-to-fill job postings.
- Access to a sponsorship budget of \$1,000 per month for 12 months.

D. PAYMENT FOR SERVICES

DAS will invoice DHHS at the time of renewal of the SRU's annual Indeed subscription (August 2024). DHHS will pay a total of \$3,017 in FY 2025 within 30 days of invoice.

E. QUALITY ASSURANCE

SRU and DHHS will utilize the Indeed 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 July 31, 2025, unless otherwise terminated, subject to continued availability of sufficient funds.

H. SIGNATORIES



Lori A. Weaver, Commissioner
Department of Health and Human Services

7.8.24
Date



Charles M. Arlinghaus, Commissioner
Department of Administrative Services

7-10-24
Date