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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
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Charles M. Arlinghaus
Commissioner

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Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

December 5th, 2024

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

Dear Governor Sununu and Members of the Executive Council:

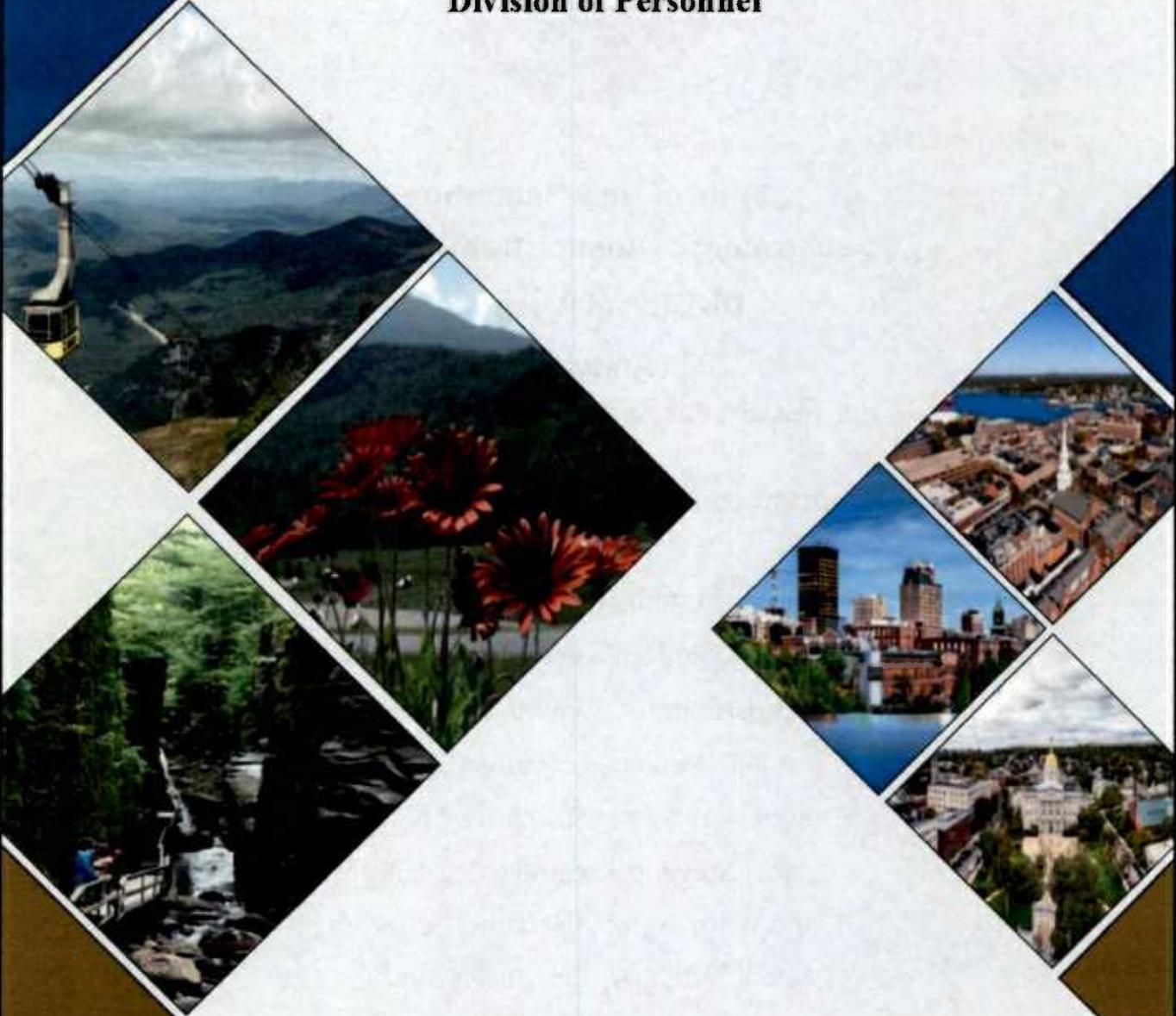
I am pleased to present the Seventy-Third Annual Report for the Division of Personnel of the Department of Administrative Services for Fiscal Year 2024. This report is submitted in accordance with the provisions of RSA 21-I:42, VII.

Respectfully submitted,

Charles M. Arlinghaus
Commissioner

Lorrie A. Rudis, Director
Director, Division of Personnel

**State of New Hampshire
Fiscal Year 2024 Annual Report
Department of Administrative Services
Division of Personnel**





**State of New Hampshire
Department of Administrative Services
Division of Personnel
2024 Annual Report
Fiscal Year Ended June 30, 2024**

Pursuant to RSA 21-I:42 and RSA 21-I:54

Charles M. Arlinghaus, Commissioner
Lorrie A. Rudis, Director of Personnel
Christopher T. Sununu, Governor
Joseph D. Kenney, Executive Councilor
Theodore L. Gatsas, Executive Councilor
Janet Stevens, Executive Councilor
Cinde Warmington, Executive Councilor
David K. Wheeler, Executive Councilor

54 Regional Drive, Suite 5
Concord, New Hampshire 03301

<https://das.nh.gov/hr>

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DIVISION OF PERSONNEL

GENERAL SUMMARY

Authority

RSA Chapter 21-I: 42-44

RSA Chapter 21-I: 54-57

Federal Merit System Standards

Mission

Establish and promote best practices in human resources through training and operational efficiency making the State of New Hampshire an employer of choice.

Location

54 Regional Drive, Suite 5
Concord, NH 03301

Staff Composition

- 24 Full-time classified positions (1 vacancy)
- 7 Part-time positions (no vacancies) – excluding Personnel Appeals Board positions.
- 5 Unclassified positions (no vacancies)

Fiscal Year (FY) 2024 Appropriation

FY 24 DOP Expenditures	\$3,049,605 General Funds	\$475,569 Agency Income
FY 24 PAB Expenditures	\$55,726 General Funds	
FY 24 BET Expenditures	\$381,356 Agency Income	
FY 24 HRSU Expenditures	\$193,618 Agency Income	
FY 24 SRU Expenditures	\$477,236 Federal Funds	
Total Expenditures (all DOP Units):		\$4,633,110

Personnel Appeals Board

RSA 21-I:45 authorizes the Governor and Executive Council to appoint five (5) members to serve three (3) year terms on the New Hampshire Personnel Appeals Board (PAB). The members serving on the Board during (FY 24) were Jason Major, Marilee Nihan, Norman Patenaude, Charles Russell and Gail Wilson.

OVERVIEW

The Division of Personnel (DOP) was established in 1989 to manage a centralized state system of personnel administration. As such, the DOP is tasked with establishing and enforcing appropriate methods of recruitment, appointment, compensation, promotion, transfer, removal, layoff, evaluation, and discipline of state employees. The DOP is also responsible for preparing and overseeing the State classification system and allocating each classified position to an appropriate classification title based on job duties and level of responsibility, administering all collective bargaining agreements with representatives of classified employees, and providing training programs for state agencies. The DOP also conducts investigations of complaints of harassment and general misconduct, sets statewide human resources (HR) policy, and supports the Personnel Appeals Board (PAB). In performance of these duties, the DOP serves a valuable role in maintaining a fair, equitable, and comprehensive system of personnel administration for the State and supporting the success of each agency and each employee.

On February 1, 2020, the DOP issued a report to the Governor, the Speaker of the House, and the Senate President on key steps to modernize the State's personnel management practices: *Modernizing New Hampshire State Government's Personnel Management Practices* (February 1, 2020). The report highlighted the following four specific areas for improvement of the State's current personnel management structures and practices:

- 1) Develop statewide personnel policies and standard operating procedures, including standard forms and letters, to drive consistency and legal compliance.
- 2) Reorganize human resources functions to train staff to a high-level of expertise in certain roles and consolidate resources across smaller agencies to better serve all agencies and employees.
- 3) Simplify the set of position types and job classifications used in state government and better align with federal job definitions, establish salaried professional and managerial positions in the classified ranks, and allow more flexibility at the agency level in managing positions and hiring/retaining staff; and

- 4) Review and adjust the legal foundation of the personnel system, namely the collection of state laws, administrative rules, and collective bargaining agreements, to reduce complexity and support the above objectives.

In accordance with these objectives, the DOP accomplished the following goals in FY 25:

- Continued to provide standardized Day One Orientation for new employees.
 - Currently, 23 agencies participate in this program.
- Developed a statewide annual HR training calendar.
- Further defined an overall strategy for a revised Classification Plan and System for the State, including new procedures to consolidate position titles and mapping of current positions to the new system of titles through several pilot projects.
 - Plan to begin Phase Three of Classification project focusing on statewide position governance.
 - Began Occupational Reviews with state agency communities of interest to ensure all job titles are properly aligned in terms of job scope and compensation.
 - Developed a statewide Supplemental Job Descriptions aligned with job titles to ensure similar positions have similar and comparable scope of work.
- Expanded the reach of the Human Resources Support Unit (HRSU), which provides HR support services for small to medium-sized agencies that are unable to maintain a comprehensive fully trained HR office. Currently, 11 agencies have agreements with the HRSU. Additionally, the HRSU has contracted with on the Judicial Branch to provide HR support.
- Extended the Statewide Recruitment Unit (SRU), which assists agencies with certifying applicants and filling vacant positions. The SRU has:
 - Trained agency HR staff on more efficient practices;
 - Trained statewide hiring managers on more efficient hiring processes;
 - Used sourcing methods from recruitment partners (such as LinkedIn Indeed etc.) to reach out to thousands of applicants to increase application submissions and raise the quality of the submissions;

- Established partnerships with various recruitment stakeholders; and
- Provided customer service to job applicants by responding to phone calls, emails and messages making sure candidates successfully applied for positions and answered candidate questions or concerns regarding the process.
- Continued to monitor the final stages of the recruitment and retention incentive programs.
- Continued to facilitate multiple infants being brought into numerous agencies under the Infants in the Workplace policy.
- Continued the Respect in the Workplace program with a focus on State of New Hampshire Core Values.
- Received approval to implement Work Force Management (WFM), which is an employee scheduling timekeeping system to all state agencies and implementing first group of employees this coming fall.
- The Bureau of Education and Training (BET) provided learning and development services to 1,475 public sector and non-profit employees, of which 1,281 were employees of the State of New Hampshire.

BET successfully delivered and supported the following programs (by category):

Certificate Programs :

- NH Certified Public Manager (CPM)
- Supervisory Academy (SA) (Pre-requisite for CPM)
- Lean Process Improvement
- State of New Hampshire Trainer Certification Program

Compliance Training Programs:

- Sexual Harassment Training
- Respect and Civility in the Workplace Training
- Statewide Computer Usage Policy Training
- Wynn E. Arnold & Elyse S. Alkalay - Administrative Law Web Series
- State of New Hampshire Equal Opportunity Training

Custom Online Training Modules:

- New Hampshire Works – Equal Opportunity Act Training
- Work Zone Safety Training
- State of New Hampshire – Park Manager University
- Emergency Admission Training

In addition, the DOP continues its efforts to improve NH FIRST, the State's Enterprise Resource Management System and its HR Management subsystem, to enhance functionality and improve user experience, automate standard work processes, and improve compliance auditing.

Finally, the DOP is increasing the use of metrics to monitor the efficiency of HR operations and identify opportunities for improved training, re-engineering of processes and determining appropriate staffing levels to ensure quality service and support to our agency HR business partners. For example, the DOP utilizes two years of quarterly data on turnover and vacancy rates to identify trends in market changes impacting state employment. Additional key metrics used to evaluate performance include:

- FY Vacancy Rate for vacant positions <240 days
- FY Vacancy Rate as compared to previous 2 FY's
- Longevity of Employees by Longevity & Age
- FY Employee Turnover by Years of Service
- Count of Employees by Age

The DOP is committed to continuous improvement of the State's personnel system to meet the ever-changing needs of state agencies and its workforce. Although multiple factors can inhibit growth, positive results are increasing with collective participation, cooperation and multiple partnerships between the DOP and our internal and external business partners.

ORGANIZATIONAL STRUCTURE

DIRECTOR

The Director of the Division of Personnel oversees all activities conducted by the Division with the assistance of the Deputy Director, the Manager of Employee Relations, and the Training and Education Officer.

BUREAU OF HUMAN RESOURCES ADMINISTRATION

The Bureau of Human Resources Administration oversees all aspects of employee and position management and is comprised of three units:

(1) Central Human Resources Processing Operations Unit

The Central Human Resources Processing Operations Unit's (COU) mission is to provide top notch customer-service and create process efficiencies while improving the customer experience of the statewide HR community. In order to accomplish the mission, three functional areas of the Division were combined – HR work units, HR training and HR system management. The COU establishes and oversees all state examination programs, manages personnel records procedures, and audits all personnel actions, including hires, promotions, demotions, transfers, increments, leaves of absence, terminations, retirements, and date adjustments, to ensure that all employee data is correct for the administration of payroll and benefits. The COU works to improve user experience and increase functionality of the State's Human Resources Management System (NH FIRST) by managing HR agency requests, testing system changes/upgrades and providing supporting documentation and training.

In addition, the COU establishes statewide recruitment and certification procedures, monitors internal and external job recruitment activities of state agencies, maintains the state recruitment webpage, and manages the online application system for internal and external applicants. The COU also coordinates statewide recruitment initiatives, such as the State's participation and compliance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the U.S. Army Partnership for Youth Success (Pays).

(2) Classification Unit

The Classification Unit (CU) develops and administers the state Classification Plan, including assigning all classified positions to appropriate job classification titles, which specifies the applicable pay, duties, and qualification requirements of a position. The CU also evaluates all requests for reclassification of positions requested by state agencies or employees. It also analyzes organizational development and organizational design to determine impacts on an agency's business needs, staffing and mission. This unit also oversees all position management operations, including setting procedures and auditing for all position modifications, including establishing and abolishing all types of positions

(3) Recruitment Unit

The Recruitment Unit (RU) was created in 2021 to address the continuous challenges and increased competition for applicants in today's labor market. The focus of the RU is the formulation of new and innovative strategies for recruitment and retention of state employees. Existing HR staff at the Division and state agencies support numerous complex day-to-day personnel functions, resulting in limited time and a lack of dedicated resources to provide consistency in recruitment activities. Dedicated recruiters within the RU provide a structured recruitment process and expertise that includes prompt attention and responses to applicants, knowledge to implement electronic and other recruitment tools as well as staff capacity to actively recruit potential candidates for open positions. The RU staff works closely with existing agency HR staff and hiring managers to develop customized recruitment plans for positions of critical need. Additionally, the RU provides regular training to agency recruiters and hiring managers.

BUREAU OF EMPLOYEE RELATIONS

The Bureau of Employee Relations negotiates and administers all collective bargaining and sub-unit agreements with representatives of classified employees. The Bureau represents the State in collective bargaining negotiations and, in coordination with the Attorney General, resolution of all grievance actions related to the collective bargaining agreements. The Bureau facilitates communication between management and representatives of the employees, seeking resolutions of employee and agency concerns prior to formal proceedings.

BUREAU OF EDUCATION AND TRAINING

The Bureau of Education and Training (BET) provides quality professional development and training services to enhance the skills, knowledge, and abilities of state and municipal government employees. Key among the BET's course offerings are the Certified Public Manager (CPM) and the Supervisory Academy programs, which provide comprehensive training for tomorrow's leaders in state and local government. The BET's cadre of full-time, part-time, and contracted instructors provide a comprehensive curriculum, real world knowledge and student mentoring, all of which enhances the student learning experience. With the addition of in-person, hybrid learning, inverted classroom and an expanding number of on-line training courses, the BET provides comprehensive education methods for today's learners.

EXECUTIVE BRANCH AT A GLANCE

EMPLOYEES BY CATEGORY (FILLED POSITIONS)

Fiscal Year 2024

Includes employees on extended leave as well as active status; excludes employees expected to work less than 6 months. 22 classified, 16 unclassified, and 0 non-classified employees did not meet any group criteria and are excluded from this report.

Category*	Full-Time	Full-Time Temporary	Full-Time Seasonal	Part-Time Regular	Part-Time Seasonal	Per Diem Part-Time
Classified	8,930	428	N/A	1,910	365	4
Non-Classified	30	N/A	N/A	150	N/A	630
Unclassified	405	N/A	N/A	7	N/A	N/A
Total	9,365	428	0	2,067	365	634

Report Generated 6/30/2024 by Employee Matrix Version V6.4

POSITIONS BY CATEGORY

Fiscal Year 2024

Includes both filled and vacant positions expected to last longer than 6 months. One position, which did not meet any group criteria, is excluded from this report.

Category*	Full-Time	Full-Time Temporary	Full-Time Seasonal	Part-Time Regular	Part-Time Seasonal	Per Diem Part-Time
Classified	10,787	630	1,269	4,559	1,253	12
Non-Classified	38	N/A	N/A	146	N/A	1,051
Unclassified	505	N/A	N/A	7	N/A	1
Total	11,330	630	1,269	4,712	1,253	1,064

Report Generated: 6/30/2024 for data as of 6/30/2024 by Position Matrix Version V6.2

DEMOGRAPHICS

New Hampshire State Employees

Fiscal Year 2024

Full-time employees include full-time permanent, full-time temporary, and full-time seasonal employees working greater than 6 months.

<p style="text-align: center;">State Government Employees Executive Branch</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Class Type</th> <th style="text-align: right;">Number of Positions**</th> </tr> </thead> <tbody> <tr> <td>Classified</td> <td style="text-align: right;">11,417</td> </tr> <tr> <td>Unclassified</td> <td style="text-align: right;">505</td> </tr> <tr> <td>TOTAL POSITIONS:</td> <td style="text-align: right;">11,922</td> </tr> </tbody> </table> <p style="text-align: center;">** Includes only full-time permanent and temporary positions lasting more than 6 months</p>	Class Type	Number of Positions**	Classified	11,417	Unclassified	505	TOTAL POSITIONS:	11,922	<p style="text-align: center;">The Classified Full-Time State Workforce* is made up of...</p> <p style="text-align: center;">54% Female 46% Male 7% Minority 93% White (not of Hispanic background)</p>
Class Type	Number of Positions**								
Classified	11,417								
Unclassified	505								
TOTAL POSITIONS:	11,922								
<p>The Average Full-Time Classified Employee in a Filled Position*...</p> <p>Is 46.53 years old. Has 9 years of service; and Earns \$65,360</p> <p>Classified State Employees Full-Time*9,358</p>	<p style="text-align: center;">Classified Full-Time Employees* work in...</p> <p>Belknap County..... 5% Carroll County..... 2% Cheshire County..... 2% Coos County..... 4% Grafton County..... 3% Hillsborough County..... 6% Merrimack County..... 69% Rockingham County.....6% Strafford County..... 2% Sullivan County..... 1%</p>								

WORKFORCE CHARACTERISTICS

Detailed Breakdown of State of New Hampshire Employees

Executive Branch

All Employees

Report Run Date*: 06/30/2024

Category	Full-Time Employees	Full-Time Temporary Employees		Full-Time Seasonal Employees		Part-Time Regular Employees Working >= 30 hours/week but < FT		Part-Time Seasonal Employees Working >= 30 hours/week but < FT		Part-Time Regular Employees Working < 30 hours/week	Part-Time Seasonal Employees Working < 30 hours/week	Per Diem Part-Time Employees	EXCEPTIONS Employees that do not fit into defined categories	
		Duration >= 6 mo	Duration < 6 mo	Duration >= 6 mo	Duration < 6 mo	Duration >= 6 mo	Duration < 6 mo	Duration >= 6 mo	Duration < 6 mo					
Classified	Active	8,752	425	11	0	450	9	41	0	0	1,899	365	4	22
	Leave	178	3	0	0		0		0		2	0	0	
Unclassified	Active	404	N/A	N/A	N/A	N/A	0	N/A	N/A	N/A	7	N/A	0	16
	Leave	1					0				0		0	
Non-classified	Active	29	1	0	N/A	N/A	0	N/A	N/A	N/A	150	N/A	630	0
	Leave	0		0			0				0			

See "Employee Categories Matrix" at <http://sunspot.nh.gov/hr/CentralHRProcessing.aspx?tab=EmpTransProcessing> for rules and exclusions applied.

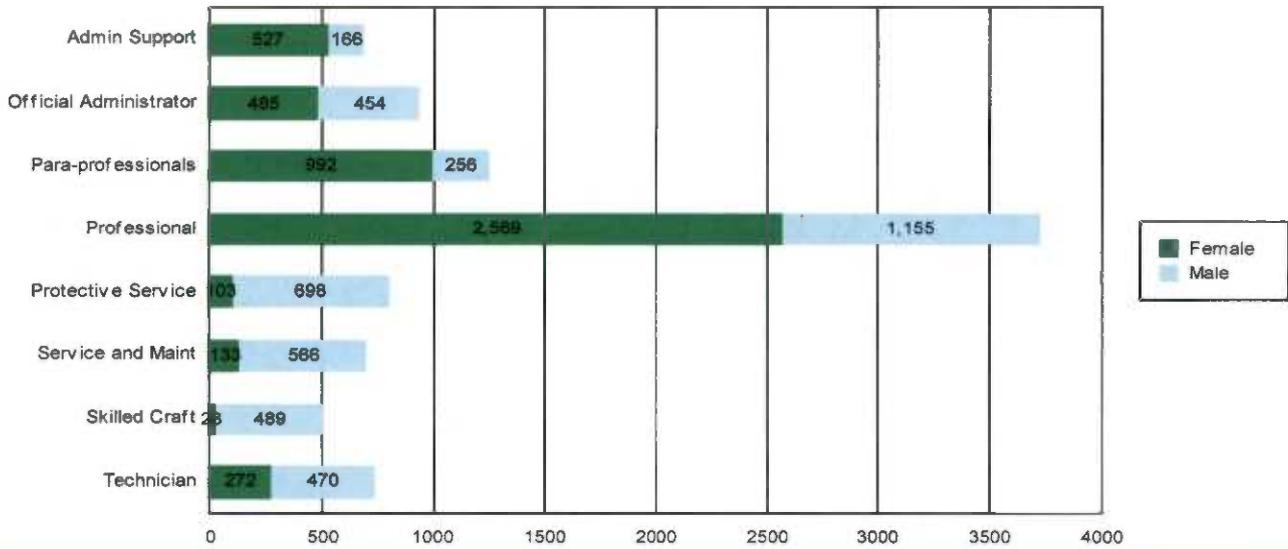
* Only includes data up to the end of the prior pay period.

EMPLOYEES BY GENDER AND EEO CATEGORY

Fiscal Year 2024

Includes classified full-time permanent, full-time temporary, and seasonal full-time employees working more than 6 months as well as employees on extended leave.

22 classified employees did not meet any group criteria and are excluded from this report. Percentage of minority employees included in this report is 7%



EEO Category*	Total	Percentage
Admin Support	693	7%
Official Administrator	939	10%
Paraprofessionals	1,248	13%
Professional	3,724	40%
Protective Service	801	9%
Service and Maintenance	699	7%
Skilled Craft	512	5%
Technician	742	8%
Total	9,358	

Report Generated: 6/30/2024 by Employee Matrix Version V6.4

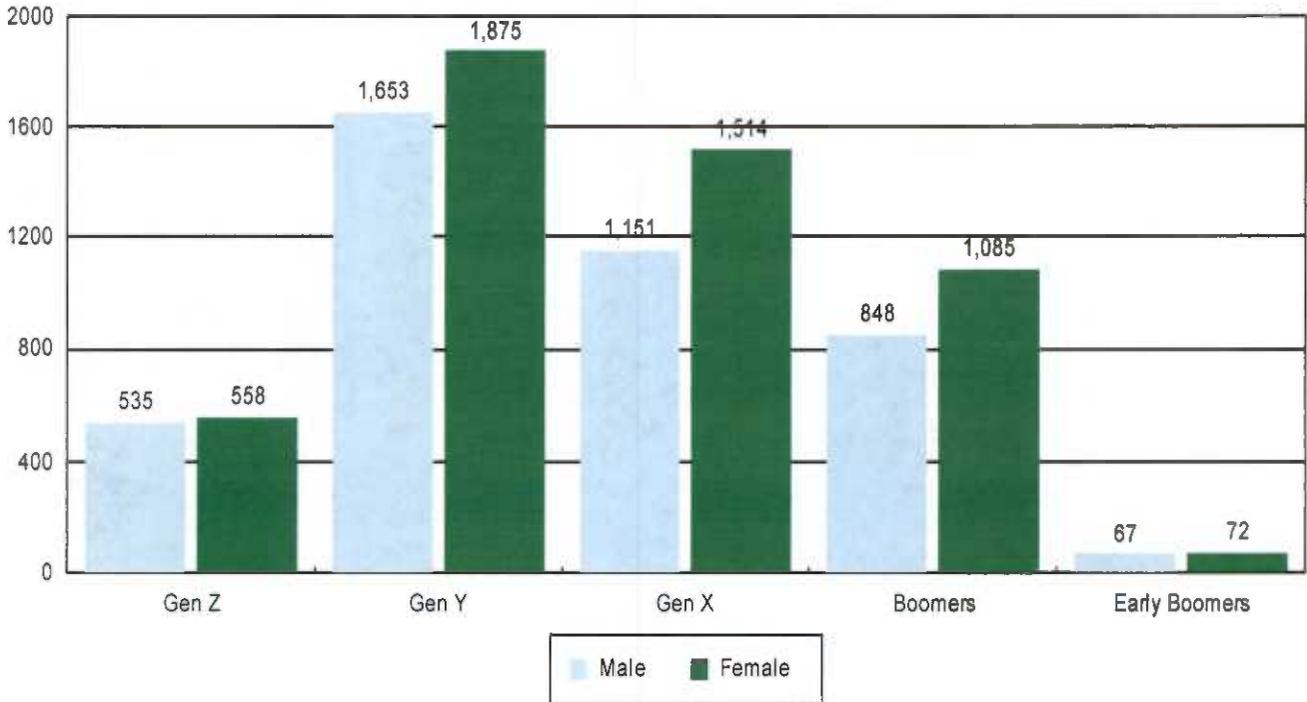
EMPLOYEES BY GENERATION

Fiscal Year 2024

Total Number of Employees* = 9,358

Includes classified full-time permanent, full-time temporary and seasonal full-time employees working more than 6 months as well as employees on extended leave.

22 classified employees did not meet any group criteria and are excluded from this report.



*Generation Z = Born 1995-2012
*Generation Y = Born 1977-1994
*Generation X = Born 1966-1976
*Boomers = Born 1955-1965
*Early Boomers = Born < 1955

EMPLOYEES BY AGE

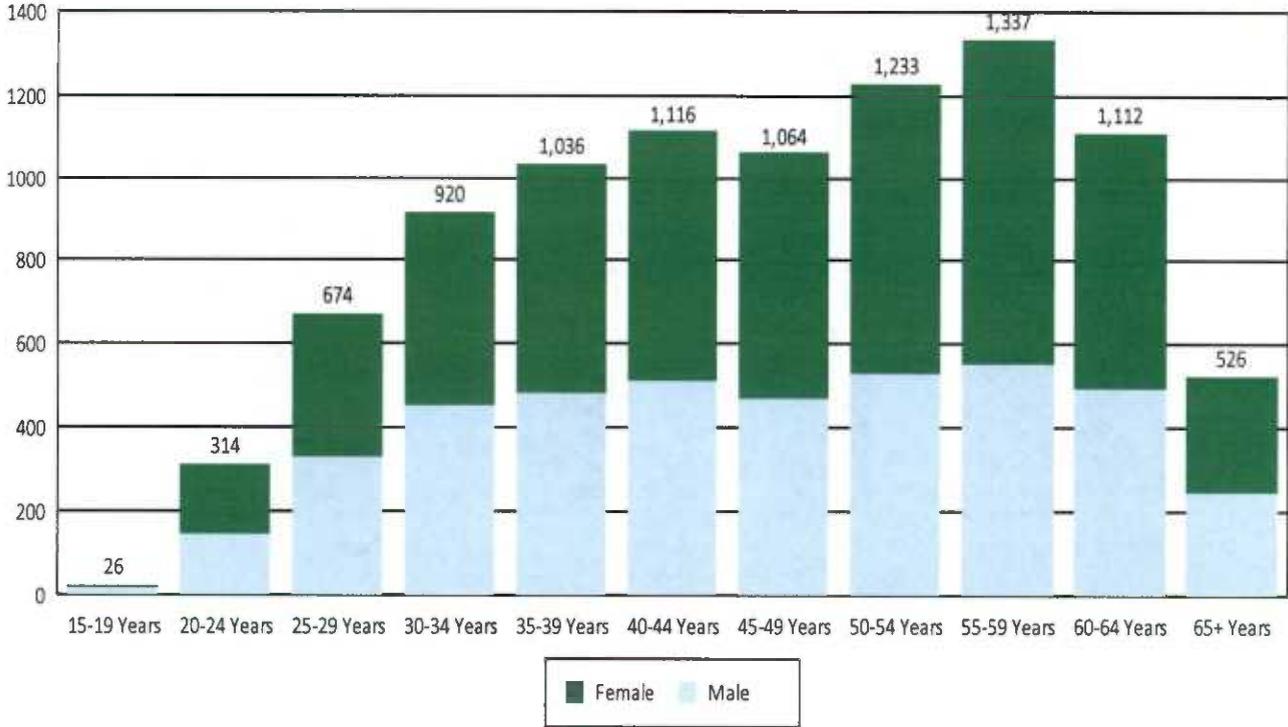
Fiscal Year 2024

Total Number of Employees* = 9,358

Average Employee Age = 46.53

Includes classified full-time permanent, full-time temporary, and seasonal full-time employees working more than 6 months as well as employees on extended leave.

22 classified employees did not meet any group criteria and are excluded from this report.



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EMPLOYEES BY YEARS OF SERVICE

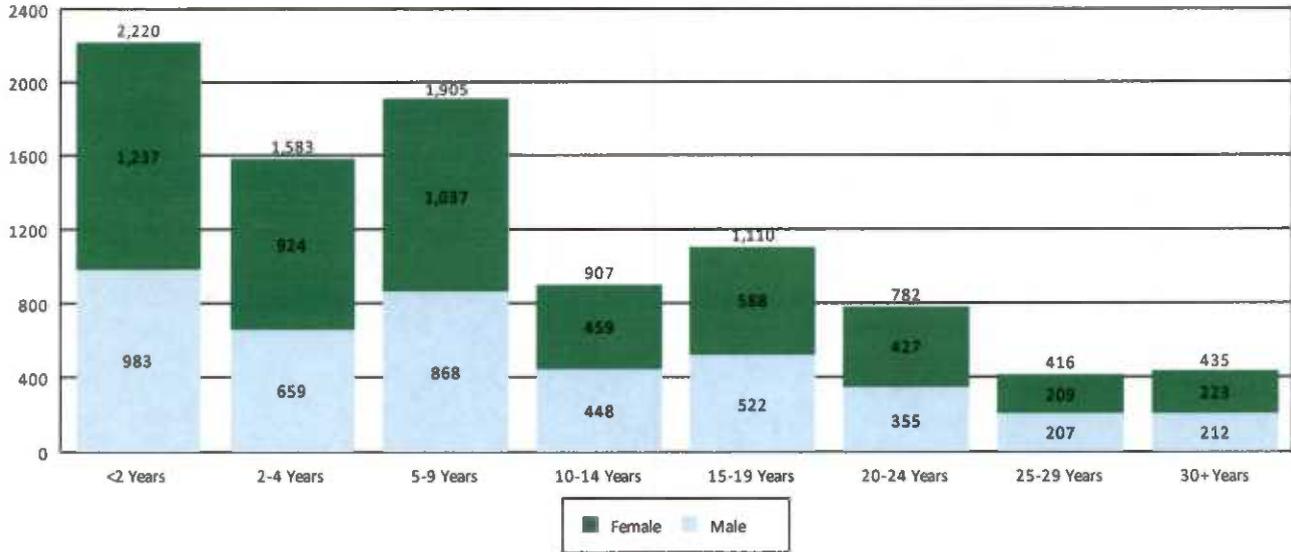
Fiscal Year 2024

Total Number of Employees* = 9,358

Average Years of Service = 9.64

Includes classified full-time permanent, full-time temporary, and seasonal full-time employees working more than 6 months as well as employees on extended leave.

22 classified employees did not meet any group criteria and are excluded from this report.



Report Generated 6/30/2024 by Employee Matrix Version V6.4

EMPLOYEES BY AGE AND LABOR GRADE

Fiscal Year 2024

Includes classified full-time permanent, full-time temporary, and seasonal full-time employees working more than 6 months, and full-time unclassified employees, as well as employees on extended leave.

22 classified and 16 unclassified employees did not meet any group criteria and are excluded from this report.

Age	Labor Grade*				Total
	<=20	21-26	27+	Unclassified	
<40	2,745	212	13	92	3,062
40-59	4,605	98	47	218	4,968
60+	1,634	3	1	95	1,733
Total	8,984	313	61	405	9,763

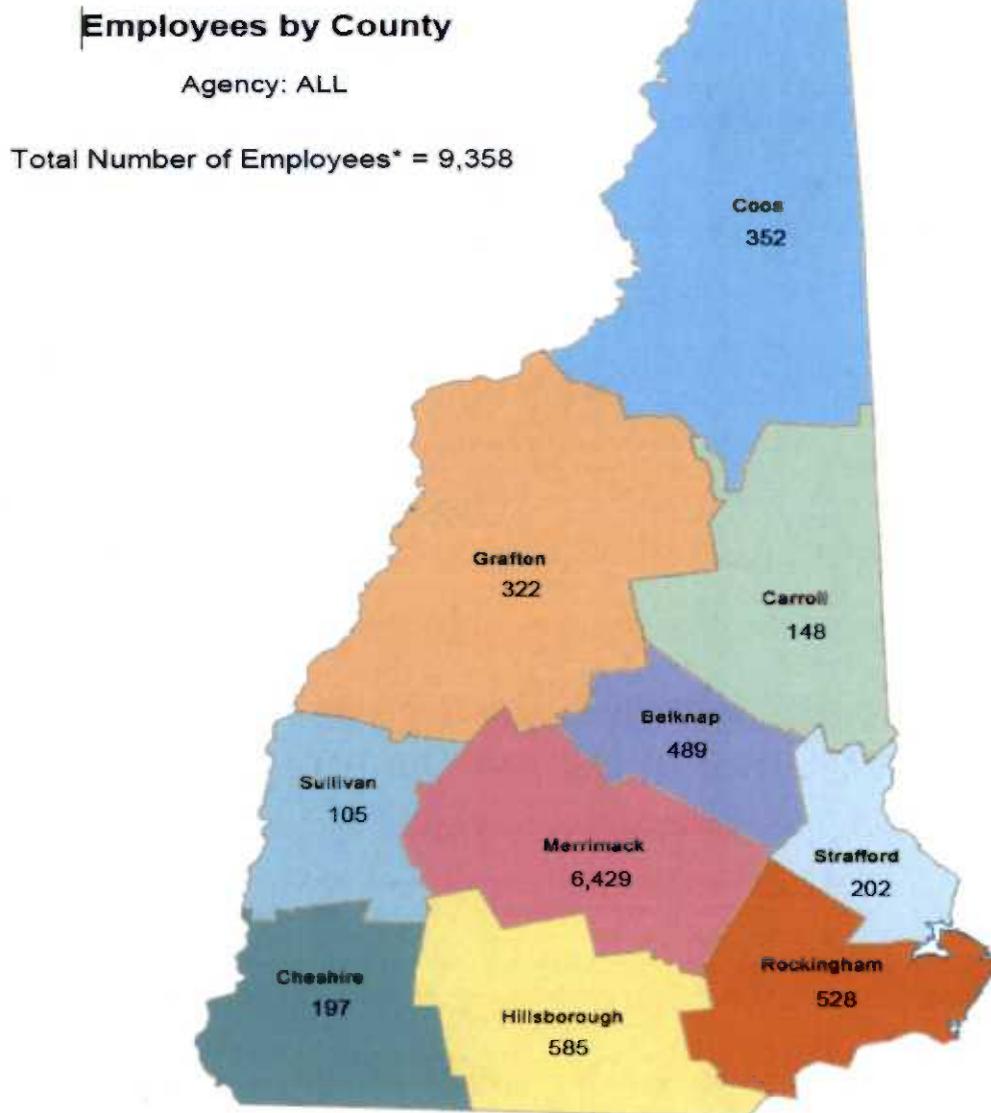
Report Generated 6/30/2024 by Employee Matrix Version V6.4

EMPLOYEES BY COUNTY

Fiscal Year 2024

Includes classified full-time permanent, full-time temporary, and seasonal full-time employees working more than 6 months as well as employees on extended leave.

22 classified employees did not meet any group criteria and are excluded from this report.



Report Generated 6/30/2024 by Employee Matrix Version V6.4

FULL-TIME EMPLOYEES BY AGENCY Five-Year History

Includes classified full-time permanent, full-time temporary, and seasonal full-time employees working more than 6 months as well as employees on extended leave.

22 classified employees did not meet any group criteria and are excluded from this report.

This report reflects data in NH FIRST on the date the report is generated; historic data will change from year to year due to transactions processed after June 30th

AGENCY*	2020	2021	2022	2023	2024
ADJUDICATIVE COMMISSIONERS-PUC	0	0	5	7	7
ADMINISTRATIVE SERVICES DEPT	267	242	245	249	269
ADVOCATE FOR SPECIAL EDUCATION	0	0	0	0	1
AGRICULT, MARKETS & FOOD DEPT	34	31	35	37	38
BANKING DEPT	39	38	39	45	46
BUS & ECON AFFAIRS DEPT	55	56	62	70	71
CONSERVATION LAND STWDSHP PRGM	0	0	2	2	2
CONSUMER ADVOCATE	0	0	4	2	5
CORRECTIONS DEPT	778	761	698	711	731
DEVELOPMENT DISABILITIES CNCL	3	3	2	2	3
EDUCATION DEPT	226	231	239	246	263
EMPLOYMENT SECURITY DEPT	226	264	262	259	269
ENERGY DEPT	0	0	53	63	73
ENVIRONMENTAL SERVICES DEPT	415	404	435	432	470
EXECUTIVE DEPT	13	13	4	5	5
FISH AND GAME DEPT	169	170	167	176	175
HHS: BEHAVIORAL HEALTH DIV	39	35	44	48	46
HHS: COMM-BASED CARE SVCS DIV	1	2	2	0	0
HHS: COMMISSIONER'S OFFICE	390	378	390	437	458
HHS: DEVELOPMENTAL SVCS DIV	42	37	30	37	34
HHS: ELDERLY & ADULT SVCS DIV	77	77	83	87	89
HHS: GLENCLIFF HOME	143	122	113	111	110
HHS: HAMPSTEAD HOSPITAL	0	0	12	15	142
HHS: HUMAN SERVICES DIV	757	792	748	783	796
HHS: MEDICAID & BUS POLICY OFC	20	19	18	20	23
HHS: NH HOSPITAL	511	505	502	504	542
HHS: PUBLIC HEALTH DIV	243	229	267	279	282
HHS: TRANSITIONAL ASSIST DIV	382	404	366	370	373
HOUSING APPEALS BOARD	0	0	1	1	1
HUMAN RIGHTS COMMISSION	6	8	7	8	11
INFORMATION TECHNOLOGY DEPT	317	297	299	313	328
INSURANCE DEPT	61	65	57	57	55
JUDICIAL COUNCIL	2	2	2	2	2
JUSTICE DEPT	58	56	58	63	66
LABOR DEPT	67	60	62	68	68

FULL-TIME EMPLOYEES BY AGENCY (Continued)

Five-Year History

Includes classified full-time permanent, full-time temporary, and seasonal full-time employees working more than 6 months as well as employees on extended leave.

22 classified employees did not meet any group criteria and are excluded from this report.

This report reflects data in NH FIRST on the date the report is generated; historic data will change from year to year due to transactions processed after June 30th

AGENCY*	2020	2021	2022	2023	2024
LIQUOR COMMISSION	319	315	299	302	319
LOTTERY COMMISSION	61	63	65	67	71
MILITARY AFFRS & VET SVCS DEPT	125	116	86	95	98
NATURAL & CULT RESOURCES DEPT	190	185	193	209	226
NH STATE COMM ON AGING	0	0	1	1	1
OFFICE OF CHILD ADVOCATE	3	3	5	6	7
PEASE DEVELOPMENT AUTHORITY	5	4	4	4	4
POLICE STDS & TRAINING COUNCIL	19	17	21	24	25
PROF LICENSURE & CERT OFFICE	57	66	86	88	90
PUBLIC EMPLOYEE LABOR REL BRD	4	4	3	3	3
PUBLIC UTILITIES COMMISSION	62	59	0	0	0
REVENUE ADMINISTRATION DEPT	109	98	93	97	94
SAFETY DEPT	1,008	951	935	952	983
STATE DEPT	54	53	57	62	61
TAX AND LAND APPEALS BOARD	4	3	3	3	3
TRANSPORTATION DEPT	1,439	1,381	1,323	1,271	1,253
TREASURY DEPT	14	15	16	17	16
VETERANS HOME	288	267	243	244	250
Total	9,102	8,901	8,746	8,954	9,358

Report Generated 6/30/2024 by Employee Matrix Version V6.4

EMPLOYEES BY TYPE AND AGENCY

Fiscal Year 2024

Includes classified full-time permanent, full-time temporary, and seasonal full-time employees working more than 6 months as well as employees on extended leave.

22 classified employees 16 unclassified employees, and 0 non-classified employees did not meet any group criteria and are excluded from this report.

AGENCY*	Full-Time Classified (Perm & Temp)	Full-Time Unclassified and Non-Classified	Full-Time Seasonal	Part-Time Regular	Part-Time Seasonal	Part-Time Per Diem
ADMINISTRATIVE SERVICES DEPT	269	25	0	79	0	4
ADVOCATE FOR SPECIAL EDUCATION	1	1	0	1	0	0
AGRICULT, MARKETS & FOOD DEPT	38	4	0	8	0	0
BANKING DEPT	46	3	0	0	0	0
BOXING & WRESTLING COMMISSION	0	0	0	5	0	2
BUS & ECON AFFAIRS DEPT	71	4	0	24	0	0
CONSERVATION LAND STWDSHP PRGM	2	0	0	0	1	0
CONSUMER ADVOCATE	5	1	0	0	0	0
CORRECTIONS DEPT	731	18	0	51	0	4
DEVELOPMENT DISABILITIES CNCL	3	0	0	4	0	0
EDUCATION DEPT	263	5	0	16	4	0
EMPLOYMENT SECURITY DEPT	269	6	0	25	0	4
ENERGY DEPT	73	7	0	3	0	0
ENVIRONMENTAL SERVICES DEPT	470	6	0	55	0	0
EXECUTIVE COUNCIL	0	1	0	6	0	0
EXECUTIVE DEPT	5	27	0	2	0	0
FISH AND GAME DEPT	175	1	0	16	22	0
HHS: BEHAVIORAL HEALTH DIV	46	6	0	0	0	0
HHS: COMMISSIONER'S OFFICE	458	42	0	23	0	1
HHS: DEVELOPMENTAL SVCS DIV	34	2	0	2	0	0
HHS: ELDERLY & ADULT SVCS DIV	89	2	0	2	0	0
HHS: GLENCLIFF HOME	110	1	0	18	0	0
HHS: HAMPSTEAD HOSPITAL	142	6	0	27	0	0
HHS: HUMAN SERVICES DIV	796	6	0	21	0	0
HHS: MEDICAID & BUS POLICY OFC	23	4	0	2	0	0
HHS: NH HOSPITAL	542	13	0	99	0	1
HHS: PUBLIC HEALTH DIV	282	2	0	17	0	0
HHS: TRANSITIONAL ASSIST DIV	373	2	0	11	0	0
HOUSING APPEALS BOARD	1	3	0	0	0	6
HUMAN RIGHTS COMMISSION	11	0	0	1	0	0
INFORMATION TECHNOLOGY DEPT	328	11	0	12	0	0
INSURANCE DEPT	55	18	0	1	0	0
JUDICIAL COUNCIL	2	1	0	3	0	0
JUSTICE DEPT	66	100	0	14	0	0
LABOR DEPT	68	2	0	4	0	28
LIQUOR COMMISSION	319	5	0	931	0	0
LOTTERY COMMISSION	71	1	0	4	0	0

EMPLOYEES BY TYPE AND AGENCY (Continued)

Fiscal Year 2024

Includes classified full-time permanent, full-time temporary, and seasonal full-time employees working more than 6 months as well as employees on extended leave.

22 classified employees 16 unclassified employees, and 0 non-classified employees did not meet any group criteria and are excluded from this report.

AGENCY*	Full-Time Classified (Perm & Temp)	Full-Time Unclassified and Non-Classified	Full-Time Seasonal	Part-Time Regular	Part-Time Seasonal	Part-Time Per Diem
MILITARY AFFRS & VET SVCS DEPT	98	5	0	5	0	0
NATURAL & CULT RESOURCES DEPT	226	7	0	128	324	0
NH STATE COMM ON AGING	1	0	0	1	0	0
OFFICE OF CHILD ADVOCATE	7	1	0	0	0	0
PEASE DEVELOPMENT AUTHORITY	4	0	0	3	0	0
POLICE STDS & TRAINING COUNCIL	25	1	0	8	0	0
PROF LICENSURE & CERT OFFICE	90	5	0	16	0	205
PUBLIC EMPLOYEE LABOR REL BRD	3	0	0	7	0	1
PUBLIC UTILITIES COMMISSION	7	8	0	0	0	0
REVENUE ADMINISTRATION DEPT	94	26	0	8	0	7
SAFETY DEPT	983	13	0	163	14	364
SITE EVALUATION COMMITTEE	0	1	0	0	0	0
STATE DEPT	61	15	0	95	0	5
TAX AND LAND APPEALS BOARD	3	3	0	1	0	0
TRANSPORTATION DEPT	1,253	8	0	92	0	0
TREASURY DEPT	16	5	0	0	0	0
VETERANS HOME	250	1	0	53	0	2
Total	9,358	435	0	2,067	365	634

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EMPLOYEE STATISTICS BY AGENCY WITH 10 OR MORE EMPLOYEES

Fiscal Year 2024

AGENCY*	Full-Time Employees	Avg. Age	Avg. Salary	Avg. Yrs Service	% Female	% Union Rep
ADMINISTRATIVE SERVICES DEPT	294	51.1	\$ 72,367.32	10.7	45%	100%
AGRICULT, MARKETS & FOOD DEPT	42	45.7	\$ 64,304.58	10.3	57%	100%
BANKING DEPT	49	45.4	\$ 83,526.17	10.6	71%	100%
BUS & ECON AFFAIRS DEPT	75	50.4	\$ 68,862.71	8.2	55%	100%
CORRECTIONS DEPT	749	43.2	\$ 76,817.17	9.1	37%	100%
EDUCATION DEPT	268	47.8	\$ 71,024.55	8.6	81%	100%
EMPLOYMENT SECURITY DEPT	275	51.3	\$ 60,431.59	11.0	69%	100%
ENERGY DEPT	80	51.6	\$ 83,502.21	9.1	56%	9%
ENVIRONMENTAL SERVICES DEPT	476	46.6	\$ 77,480.27	11.2	46%	100%
EXECUTIVE DEPT	32	46.7	\$ 73,751.99	7.4	47%	84%
FISH AND GAME DEPT	176	44.3	\$ 67,250.69	13.4	34%	100%
HHS: BEHAVIORAL HEALTH DIV	52	47.0	\$ 82,736.33	9.7	81%	100%
HHS: COMMISSIONER'S OFFICE	500	50.1	\$ 76,551.17	11.0	75%	100%
HHS: DEVELOPMENTAL SVCS DIV	36	44.7	\$ 74,818.82	7.5	97%	100%
HHS: ELDERLY & ADULT SVCS DIV	91	51.7	\$ 72,243.15	12.6	86%	100%
HHS: GLENCLIFF HOME	111	49.0	\$ 62,254.57	10.7	70%	100%
HHS: HAMPSTEAD HOSPITAL	148	42.9	\$ 73,541.63	4.7	64%	100%
HHS: HUMAN SERVICES DIV	802	42.6	\$ 70,429.31	9.0	79%	100%
HHS: MEDICAID & BUS POLICY OFC	27	50.7	\$ 97,886.81	11.1	85%	100%
HHS: NH HOSPITAL	555	45.2	\$ 73,263.61	8.9	67%	100%
HHS: PUBLIC HEALTH DIV	284	46.3	\$ 72,918.98	8.8	73%	100%
HHS: TRANSITIONAL ASSIST DIV	375	44.5	\$ 54,078.75	8.4	89%	100%
HUMAN RIGHTS COMMISSION	11	43.3	\$ 63,843.00	3.5	82%	100%
INFORMATION TECHNOLOGY DEPT	339	52.3	\$ 91,194.07	11.8	29%	100%
INSURANCE DEPT	73	52.6	\$ 93,100.24	10.7	63%	100%
JUSTICE DEPT	166	44.8	\$ 84,619.43	5.9	55%	56%
LABOR DEPT	70	42.2	\$ 61,724.05	5.9	59%	100%
LIQUOR COMMISSION	324	46.3	\$ 54,449.93	6.9	50%	100%
LOTTERY COMMISSION	72	46.4	\$ 65,926.40	8.7	60%	100%
MILITARY AFFRS & VET SVCS DEPT	103	53.7	\$ 57,094.65	10.3	28%	100%
NATURAL & CULT RESOURCES DEPT	233	47.9	\$ 65,179.13	11.1	48%	100%
POLICE STDS & TRAINING COUNCIL	26	48.2	\$ 82,737.23	7.9	46%	4%
PROF LICENSURE & CERT OFFICE	95	46.9	\$ 63,555.17	4.5	75%	100%
PUBLIC UTILITIES COMMISSION	15	46.7	\$ 93,306.50	4.3	53%	53%
REVENUE ADMINISTRATION DEPT	120	47.7	\$ 71,249.59	12.2	73%	100%
SAFETY DEPT	996	43.8	\$ 69,433.17	8.9	46%	100%
STATE DEPT	76	52.1	\$ 67,349.33	11.1	54%	20%
TRANSPORTATION DEPT	1261	48.2	\$ 61,333.12	12.0	18%	100%
TREASURY DEPT	21	50.9	\$ 73,752.69	11.3	76%	100%
VETERANS HOME	251	47.8	\$ 64,430.37	8.2	78%	100%

EMPLOYEE PAID LEAVE

ANNUAL AND SICK LEAVE USAGE BY AGENCY WITH 10 OR MORE EMPLOYEES

Fiscal Year 2024

Includes leave used by all types of eligible employees employed at any point during the Fiscal Year.

Excludes sick dependent and bereavement leave.

AGENCY* (Agencies with 10 or more Employees)	Total Annual (Hours)	# Employees Using Annual Leave	Average Annual Leave Used Per Employee (Hours)	Total Sick Leave** (Hours)	# Employees Using Sick Leave**	Average Sick Leave Used Per Employee (Hours)
ADMINISTRATIVE SERVICES DEPT	31,040	290	107	20,898	280	75
AGRICULT, MARKETS & FOOD DEPT	4,309	39	110	3,083	36	86
BANKING DEPT	6,607	51	130	4,993	51	98
BUS & ECON AFFAIRS DEPT	8,546	83	103	6,223	75	83
CORRECTIONS DEPT	78,345	744	105	64,025	714	90
EDUCATION DEPT	30,708	287	107	21,229	284	75
EMPLOYMENT SECURITY DEPT	32,586	301	108	27,379	287	95
ENVIRONMENTAL SERVICES DEPT	59,891	484	124	39,807	478	83
FISH AND GAME DEPT	24,023	184	131	14,607	170	86
HHS: BEHAVIORAL HEALTH DIV	6,580	57	115	5,283	57	93
HHS: COMMISSIONER'S OFFICE	58,193	496	117	39,642	494	80
HHS: DEVELOPMENTAL SVCS DIV	4,890	41	119	3,362	39	86
HHS: ELDERLY & ADULT SVCS DIV	11,179	101	111	8,236	98	84
HHS: GLENCLIFF HOME	15,180	120	126	11,751	116	101
HHS: HUMAN SERVICES DIV	1,411	18	78	1,628	17	96
HHS: HAMPSTEAD HOSPITAL	95,771	857	112	71,847	848	85
HHS: MEDICAID & BUS POLICY OFC	2,715	23	118	1,665	24	69
HHS: NH HOSPITAL	67,520	586	115	52,684	574	92
HHS: PUBLIC HEALTH DIV	33,139	309	107	22,777	306	74
HHS: TRANSITIONAL ASSIST DIV	43,553	427	102	35,289	421	84
HUMAN RIGHTS COMMISSION	1,270	13	98	968	14	69
INFORMATION TECHNOLOGY DEPT	42,241	347	122	27,961	336	83
INSURANCE DEPT	7,529	65	116	5,779	64	90
LABOR DEPT	7,995	85	94	7,014	79	89
LIQUOR COMMISSION	36,858	357	103	26,948	349	77
LOTTERY COMMISSION	7,346	76	97	5,721	77	74
MILITARY AFFRS & VET SVCS DEPT	11,693	106	110	8,535	105	81
NATURAL & CULT RESOURCES DEPT	24,915	224	111	16,236	221	73
PROF LICENSURE & CERT OFFICE	9,650	119	81	7,535	116	65
REVENUE ADMINISTRATION DEPT	13,209	102	130	9,835	103	95
SAFETY DEPT	110,478	1,016	109	79,619	972	82
TRANSPORTATION DEPT	182,015	1,403	130	130,294	1,367	95
TREASURY DEPT	2,000	19	105	1,981	18	110
VETERANS HOME	29,874	288	104	24,550	287	86

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ADDITIONAL PROGRAMS

INCOME PROTECTION

The Income Protection Program (IPP) is provided by the State for eligible full-time employees. It is designed to provide income replacement to eligible employees recovering from a non-work-related injury or sickness that has left them totally disabled and unable to perform the immediate duties and responsibilities of their job and who have exhausted their sick leave.

Eligible individuals for IPP are full-time classified employees employed for one year who are either unrepresented or represented by the Internal Affairs Association of NH, State Employees Association, the New England Police Benevolent Association, NH Probation and Parole Officers Association, NH State Law Enforcement, Teamsters Local 633, or New Hampshire Troopers Association – Command Staff Bargaining Unit. Employees apply through their agency human resources office. Approvals are contingent on and determined by an independent medical review conducted through supporting medical documentation provided to justify the request.

IPP approvals do not constitute approval for leave under the personnel rules.

In FY 24, this program supported 265 requests for an average of 88 days of partially paid income per request.

SUPPLEMENTAL SICK LEAVE

(*State Employees Association Bargaining Unit Only)

Effective January 1, 2019, the Supplemental Sick Leave (SSL) program is available only after all benefits approved under the short-term disability IPP have been exhausted. Supplemental sick leave provides eligible employees with additional sick leave donated by other state employees.

SSL is granted only for emergent, serious or life-threatening illnesses, injuries, impairments, or mental or physical conditions that have caused, or are likely to cause, the employee to take leave without pay. Seriously ill or injured state employees can access SSL through an application to the Labor Management Committee. Approval depends on submission of appropriate medical information.

In FY 24, this program processed 7 SSL requests of which were approved.

PAID FAMILY LEAVE

Paid Family Leave (PFL) insurance is provided by the State for eligible full-time employees. It is designed to provide income replacement to eligible employees caring for a family member who is unable to care for themselves and when the employee has exhausted their paid leave.

PFL approvals do not constitute approval for leave under the personnel rules, and do not provide job protection.

In FY 24, this program supported 67 requests, of which 47 were approved.

INCOME PROTECTION PROGRAM

Fiscal Year 2024

AGENCY	Applications Submitted	Requests Approved	Total # Calendar Days out on IPP	Average # Calendar Days per Application
ADMINISTRATIVE SERVICES	6	6	637	106
AGRICULTURE, MARKETS & FOOD DEPARTMENT	1	1	69	69
BANKING DEPARTMENT	1	1	48	48
BUREAU OF ECONOMIC AFFAIRS	3	3	181	60
CORRECTIONS DEPARTMENT	21	20	1,668	83
EDUCATION DEPARTMENT	4	3	320	107
EMPLOYMENT SECURITY	12	11	1,076	99
ENERGY DEPARTMENT	2	1	114	114
ENVIRONMENTAL SERVICES	3	3	179	60
EXECUTIVE DEPARTMENT	1	1	63	63
FISH & GAME DEPARTMENT	2	2	331	166
HEALTH & HUMAN SERVICES DEPARTMENT	105	97	7,576	78
INFORMATION TECHNOLOGY DEPARTMENT	4	4	386	97
INSURANCE DEPARTMENT	3	3	312	104
JUDICIAL COUNCIL	1	1	212	212
JUSTICE DEPARTMENT	2	1	60	60
LABOR DEPARTMENT	4	4	276	69
LEGISLATIVE	1	1	83	83
LIQUOR COMMISSION	13	13	1,340	103
LOTTERY COMMISSION	0	0	0	0
MILITARY AFFAIRS AND VETERANS' SERVICES	5	4	264	66
NATURAL & CULTURAL RESOURCES	4	4	363	91
PROFESSIONAL LICENSURE & CERTIFICATION OFFICE	2	2	139	70
REVENUE ADMINISTRATION DEPARTMENT	3	3	440	147
SAFETY DEPARTMENT	11	10	1,119	112
TRANSPORTATION DEPARTMENT	35	33	3,129	95
TREASURY DEPARTMENT	1	1	82	82
VETERANS HOME	15	14	1,203	86
TOTAL	265	247	21,670	88

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COMPENSATION

AVERAGE SALARY BY AGENCY

Five-Year History

Includes classified full-time permanent, full-time temporary and seasonal full-time employees working more than 6 months as of June 30th each year.

22 classified employee(s) did not meet any group criteria and are excluded from this report.

This report reflects data in NH FIRST on the date the report is generated; historic data will change from year to year due to transactions processed after June 30th.

AGENCY*	2020	2021	2022	2023	2024
ADMINISTRATIVE SERVICES DEPT	\$58,561	\$59,085	\$58,544	\$59,772	\$66,947
ADVOCATE FOR SPECIAL EDUCATION	\$0	\$0	\$0	\$0	\$74,276
AGRICULT, MARKETS & FOOD DEPT	\$49,273	\$50,777	\$50,280	\$51,083	\$58,668
BANKING DEPT	\$68,331	\$69,442	\$72,170	\$73,017	\$80,826
BUS & ECON AFFAIRS DEPT	\$52,676	\$54,004	\$57,857	\$58,690	\$65,921
CONSERVATION LAND STWDSHP PRGM	\$0	\$0	\$59,261	\$62,624	\$72,053
CONSUMER ADVOCATE	\$0	\$0	\$71,906	\$56,277	\$75,839
CORRECTIONS DEPT	\$58,691	\$59,881	\$61,973	\$66,762	\$75,308
DEVELOPMENT DISABILITIES CNCL	\$57,441	\$58,715	\$62,429	\$69,342	\$68,705
EDUCATION DEPT	\$57,013	\$57,951	\$59,708	\$61,882	\$69,938
EMPLOYMENT SECURITY DEPT	\$51,774	\$51,008	\$51,481	\$52,752	\$59,094
ENERGY DEPT	\$0	\$0	\$72,344	\$72,427	\$77,737
ENVIRONMENTAL SERVICES DEPT	\$66,975	\$67,470	\$67,616	\$68,506	\$76,731
EXECUTIVE DEPT	\$55,730	\$57,090	\$56,150	\$53,660	\$60,477
FISH AND GAME DEPT	\$57,864	\$58,378	\$59,516	\$59,595	\$66,877
HHS: BEHAVIORAL HEALTH DIV	\$65,488	\$65,507	\$67,310	\$70,064	\$78,699
HHS: COMM-BASED CARE SVCS DIV	\$71,916	\$72,111	\$74,617	\$0	\$0
HHS: COMMISSIONER'S OFFICE	\$62,259	\$63,365	\$64,527	\$64,838	\$72,741
HHS: DEVELOPMENTAL SVCS DIV	\$55,778	\$58,432	\$63,060	\$65,752	\$71,851
HHS: ELDERLY & ADULT SVCS DIV	\$62,210	\$62,119	\$62,669	\$63,733	\$70,765
HHS: GLENCLIFF HOME	\$44,204	\$46,772	\$47,553	\$56,117	\$61,615
HHS: HAMPSTEAD HOSPITAL	\$0	\$0	\$63,723	\$69,052	\$78,662
HHS: HUMAN SERVICES DIV	\$55,128	\$55,314	\$60,469	\$61,684	\$70,103
HHS: MEDICAID & BUS POLICY OFC	\$76,801	\$76,197	\$79,728	\$79,164	\$90,027
HHS: NH HOSPITAL	\$54,331	\$57,475	\$58,251	\$62,720	\$70,696
HHS: PUBLIC HEALTH DIV	\$61,983	\$62,652	\$64,052	\$64,231	\$72,285
HHS: TRANSITIONAL ASSIST DIV	\$46,673	\$46,177	\$47,914	\$48,295	\$53,682
HOUSING APPEALS BOARD	\$0	\$0	\$40,170	\$52,163	\$59,904
HUMAN RIGHTS COMMISSION	\$58,315	\$56,918	\$61,720	\$62,316	\$63,843
INFORMATION TECHNOLOGY DEPT	\$76,692	\$78,299	\$79,363	\$80,805	\$89,787
INSURANCE DEPT	\$73,812	\$74,624	\$77,522	\$77,832	\$86,689
JUDICIAL COUNCIL	\$43,115	\$43,973	\$45,357	\$46,878	\$52,718
JUSTICE DEPT	\$52,329	\$54,190	\$52,796	\$54,238	\$60,533
LABOR DEPT	\$51,939	\$53,573	\$53,516	\$53,407	\$60,102
LIQUOR COMMISSION	\$47,062	\$47,036	\$47,847	\$49,142	\$53,339
LOTTERY COMMISSION	\$53,060	\$55,112	\$55,994	\$57,631	\$64,880
MILITARY AFFRS & VET SVCS DEPT	\$47,987	\$49,258	\$49,732	\$48,498	\$54,673
NATURAL & CULT RESOURCES DEPT	\$53,216	\$54,294	\$54,684	\$55,751	\$63,090
NH STATE COMM ON AGING	\$0	\$0	\$91,826	\$92,898	\$106,821
OFFICE OF CHILD ADVOCATE	\$62,745	\$64,318	\$59,467	\$61,266	\$67,534

AVERAGE SALARY BY AGENCY (Continued)

Five Year History

Includes classified full-time permanent, full-time temporary and seasonal full-time employees working more than 6 months as of June 30th each year.

22 classified employee(s) did not meet any group criteria and are excluded from this report.

This report reflects data in NH FIRST on the date the report is generated; historic data will change from year to year due to transactions processed after June 30th.

AGENCY*	2020	2021	2022	2023	2024
PEASE DEVELOPMENT AUTHORITY	\$54,406	\$50,586	\$62,695	\$61,109	\$68,775
POLICE STDS & TRAINING COUNCIL	\$60,649	\$63,030	\$63,649	\$66,627	\$81,177
PROF LICENSURE & CERT OFFICE	\$51,803	\$52,800	\$56,171	\$55,087	\$59,815
PUBLIC EMPLOYEE LABOR REL BRD	\$68,307	\$66,926	\$77,353	\$79,337	\$89,521
PUBLIC UTILITIES COMMISSION	\$0	\$0	\$49,257	\$53,073	\$64,325
REVENUE ADMINISTRATION DEPT	\$52,877	\$54,822	\$53,935	\$55,574	\$60,501
SAFETY DEPT	\$59,314	\$61,232	\$60,801	\$61,442	\$68,448
STATE DEPT	\$51,030	\$52,424	\$50,108	\$52,702	\$58,097
TAX AND LAND APPEALS BOARD	\$71,526	\$66,469	\$64,870	\$61,497	\$70,701
TRANSPORTATION DEPT	\$50,275	\$50,993	\$52,817	\$54,251	\$60,734
TREASURY DEPT	\$56,193	\$56,499	\$55,963	\$55,209	\$60,378
VETERANS HOME	\$49,654	\$50,575	\$53,138	\$58,484	\$63,688
PEASE DEVELOPMENT AUTHORITY	\$54,406	\$50,586	\$62,695	\$61,109	\$68,775

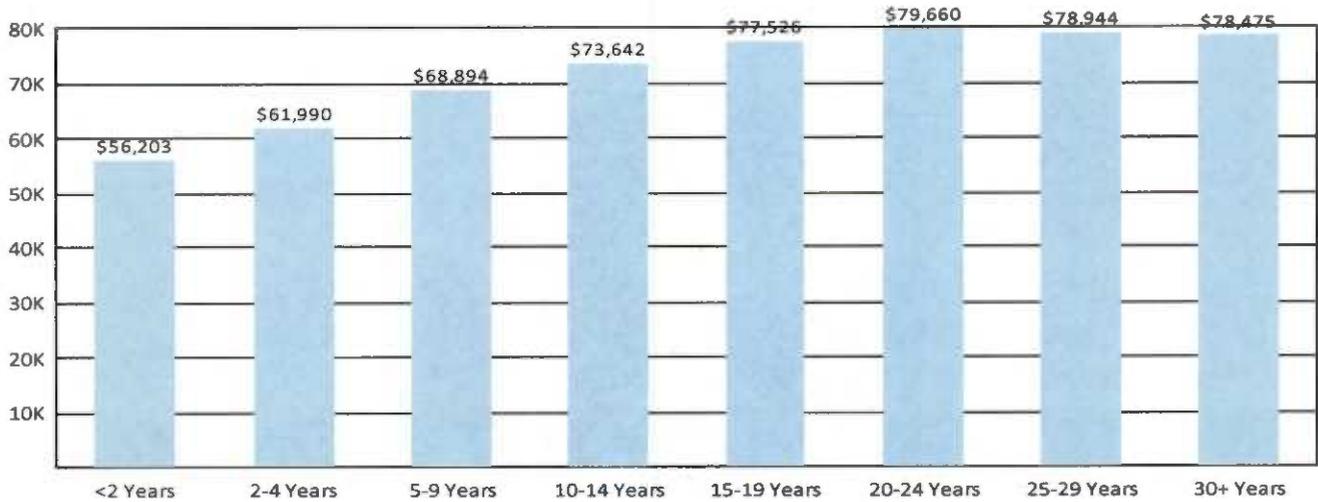
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AVERAGE SALARY BY YEARS OF SERVICE*

Fiscal Year 2024

Includes classified full-time permanent, full-time temporary, and seasonal full-time employees working more than 6 months as well as employees on extended leave.

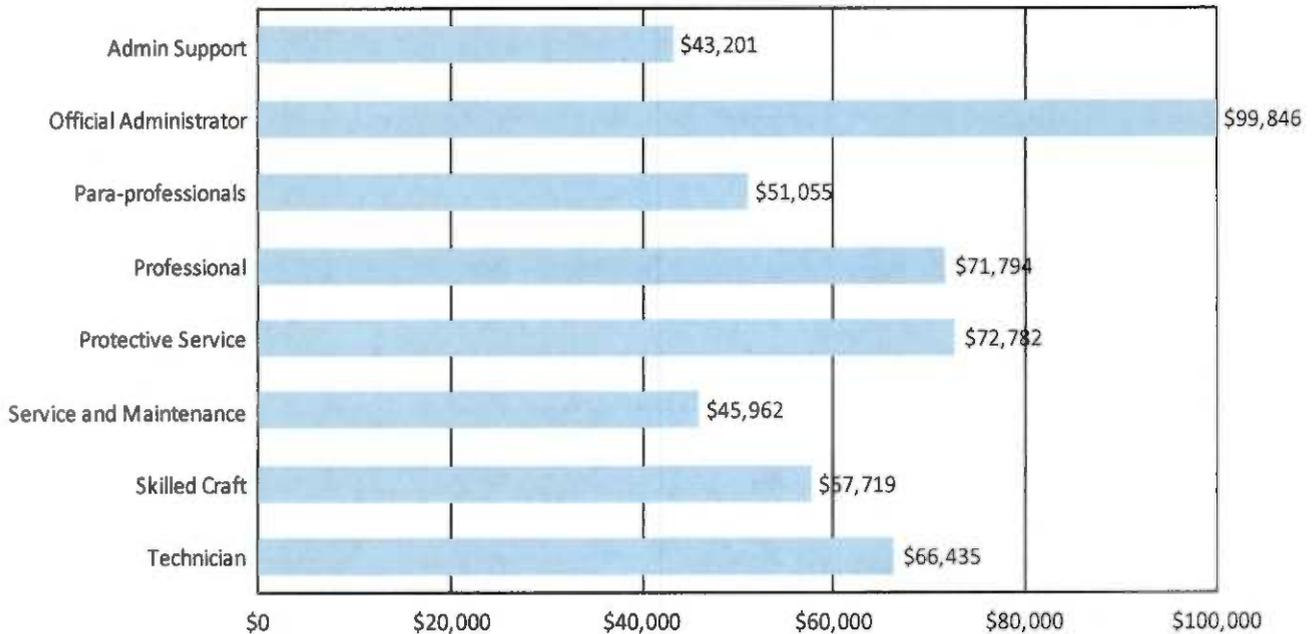
Excludes up to 22 classified employees who did not meet a defined category. Salary includes base pay only. Overtime and longevity pay are excluded.



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AVERAGE SALARY BY EEO CATEGORY*

Fiscal Year 2024



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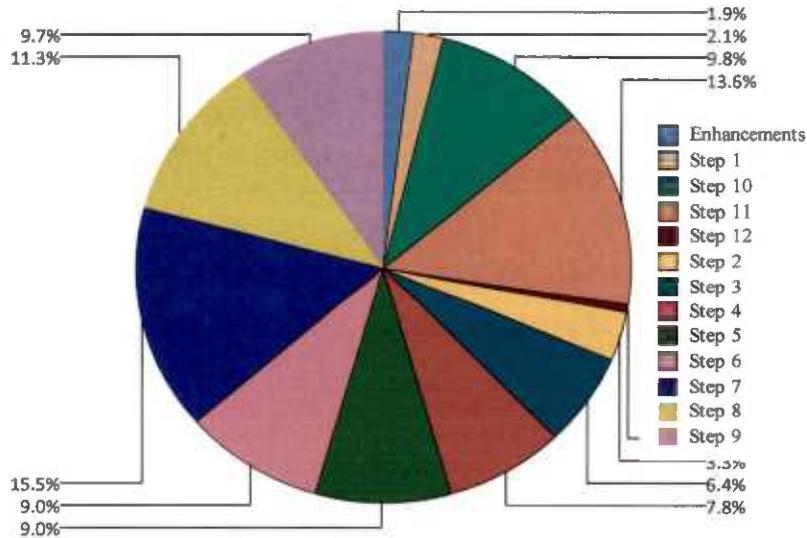
DISTRIBUTION OF EMPLOYEES BY LABOR GRADE STEP*

Fiscal Year 2024

Includes classified full-time permanent, full-time temporary, and seasonal full-time employees working more than 6 months as well as employees on extended leave.

Excludes up to 22 classified employees who did not meet a defined category. Salary includes base pay only. Overtime and longevity pay are excluded.

Total does not include 177 employees with salary enhancements



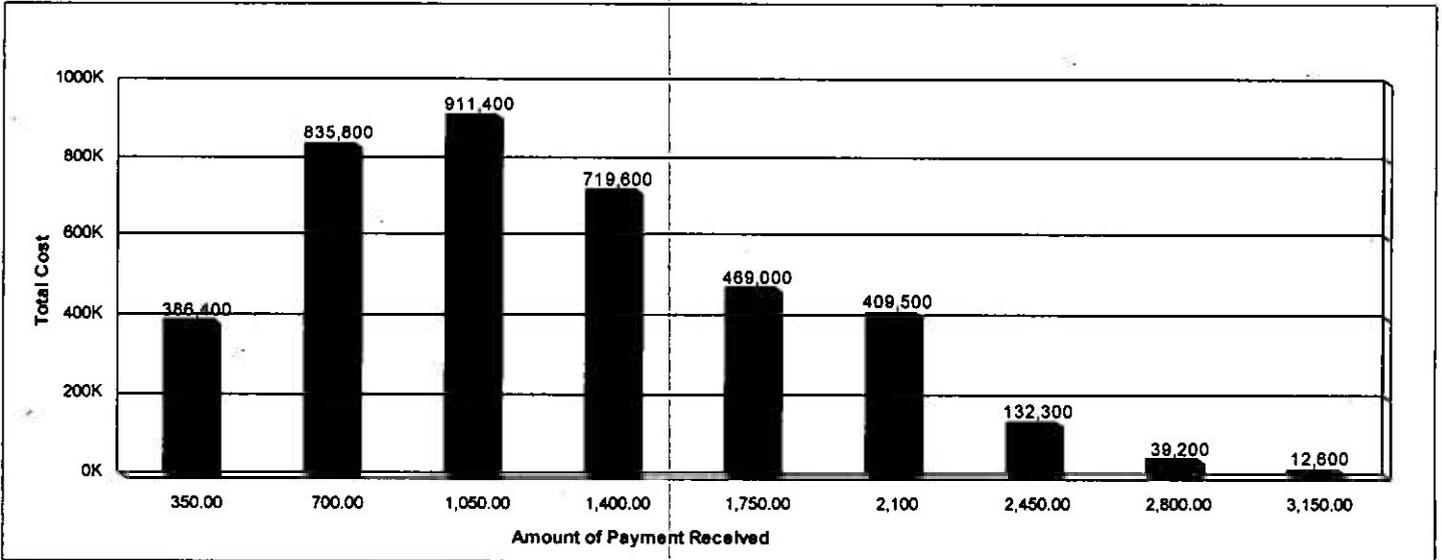
Step	Number of Employees
Step 1	198
Step 2	311
Step 3	597
Step 4	729
Step 5	841
Step 6	841
Step 7	1,453
Step 8	1,053
Step 9	907
Step 10	919
Step 11	1,276
Step A	56
Total	9,181

COST OF LONGEVITY*

Fiscal Year 2024

Includes classified, unclassified, non-classified, full-time permanent, full-time temporary, and full-time seasonal employees working more than 6 months as of December 31, 2023.

Employees receive \$350 a year bonus pay in mid-November for 10-14 years of service and an additional \$350 a year for each 5 years of service beyond 10 years. Employees in TEAM633 and NEPBA260 unions receive \$350 a year bonus pay in mid-November for 10-14 years of service and an additional \$350 a year for each 5 years of service beyond



47.32% of employees received a longevity payment in FY 2024.

Report Generated: 6/30/2024 for data as of 12/01/2023 by Employee Matrix Version V6.4

POSITION STATISTICS

Breakdown of State of NH Positions by Type and Branch of Government
As of: 6/30/2024

Branch of Government & Category	Full-Time Positions	Full-Time Temporary Positions		Full-Time Seasonal Positions	PT Regular Positions Working >= 30 <FT	PT Seasonal Positions Working >= 30 <FT	PT Regular Positions Working < 30	PT Seasonal Positions Working < 30	Per-Diem Part-Time Positions	Total
		For > 6M Employee	For < 6M Employee							
Executive										
Classified	10,787	630	190	1,269	109	1	4,450	1,252	12	18,700
Unclassified	505				0		7		1	513
Non-Classified		38			0		146		1,051	1,235
Judicial		819			40		302		1	1,162
Legislative		226			0		239		244	709
Total		13,195		1,269	149	1	5,144	1,252	1,309	22,319

* Only includes data up to the end of the prior pay period.

* See "Position Categories Matrix" at: http://sunspot.nh.gov/hr/documents/Classification/Position_Categories_Matrix.pdf

* This report does not contain 1 position(s) found in error.

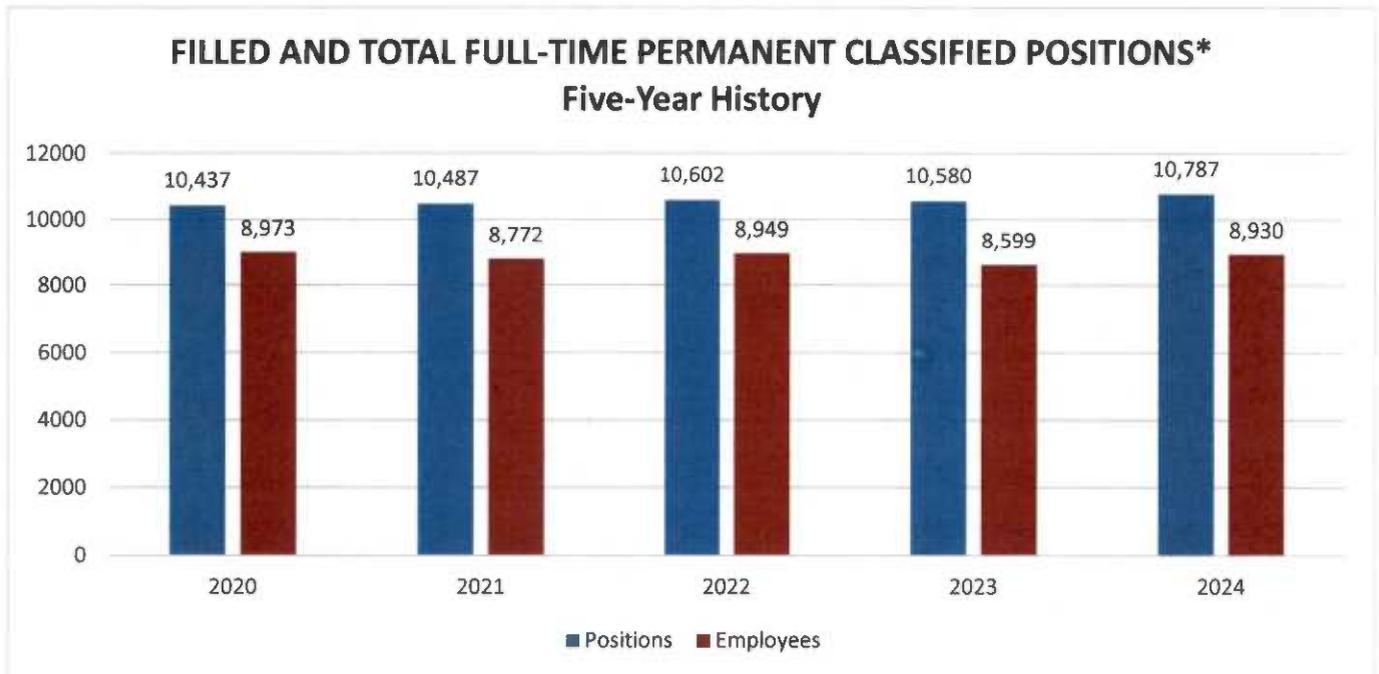
* Report Run Date: 6/30/2024

FILLED AND TOTAL FULL-TIME PERMANENT CLASSIFIED POSITIONS* Five-Year History

Includes classified full-time permanent and full-time temporary positions expected to last for more than 6 months as of June 30th.

22 classified employees did not meet any group criteria and are excluded from this report.

One position, which did not meet any group criteria, is excluded from this report.



Report Generated: 6/30/2024 Employee Matrix Version V6.4 and 6/30/2024 for data as of 6/30/2024 by Position Matrix V6.2

POSITIONS BY EEO OCCUPATION GROUP

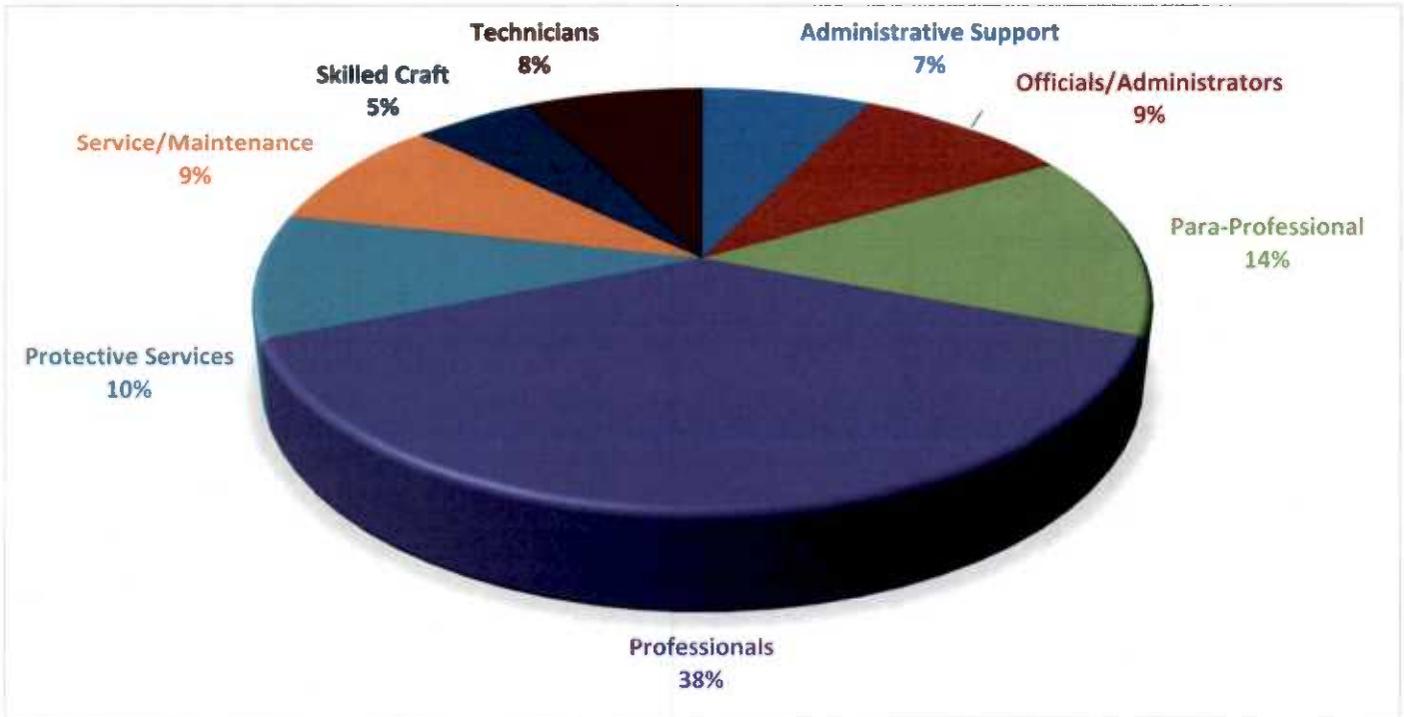
Fiscal Year 2024

Includes classified full-time permanent and full-time temporary positions expected to last for more than 6 months as of June 30th.

22 classified employees did not meet any group criteria and are excluded from this report.

One position, which did not meet any group criteria, is excluded from this report.

Percent vacant is calculated as: {the number of employees in EEO} divided by {the number of vacant positions in the EEO category} as of June 30th.



Occupational Group*	Number of Positions	%Vacant**
Administrative Support	839	18%
Officials/Administrators	1,067	12%
Para-Professional	1,613	23%
Professionals	4,360	17%
Protective Services	1,071	25%
Service/Maintenance	984	29%
Skilled Craft	599	15%
Technicians	884	16%
Total	11,417	-

Report Generated: 6/30/2024 for data as of 6/30/2024 by Position Matrix V6.

CLASSIFIED FULL-TIME PERMANENT POSITIONS BY AGENCY

Five-Year History

Includes both filled and vacant classified full-time permanent positions as of June 30th of each fiscal year.

This report reflects data in NH FIRST on the date the report is generated; historic data will change from year to year due to transactions processed after June 30th. One position, which did not meet any group criteria, is excluded from this report.

AGENCY *	2020	2021	2022	2023	2024
ADMINISTRATIVE SERVICES DEPT	299	299	288	285	304
AGRICULT, MARKETS & FOOD DEPT	36	36	37	38	39
BANKING DEPT	47	47	45	45	50
BUS & ECON AFFAIRS DEPT	61	62	68	69	73
CONSERVATION LAND STWDSHP PRGM	0	0	2	2	2
CONSUMER ADVOCATE	0	0	4	4	5
CORRECTIONS DEPT	964	964	956	957	960
DEVELOPMENT DISABILITIES CNCL	3	3	3	3	2
EDUCATION DEPT	281	282	285	286	301
EMPLOYMENT SECURITY DEPT	250	270	270	271	271
ENERGY DEPT	0	0	70	70	70
ENVIRONMENTAL SERVICES DEPT	477	477	472	472	487
EXECUTIVE DEPT	15	15	5	5	5
FISH AND GAME DEPT	181	181	183	183	188
HHS: BEHAVIORAL HEALTH DIV	37	37	44	44	48
HHS: COMMISSIONER'S OFFICE	444	450	476	486	503
HHS: DEVELOPMENTAL SVCS DIV	52	48	48	39	40
HHS: ELDERLY & ADULT SVCS DIV	79	84	86	90	92
HHS: GLENCLIFF HOME	167	167	167	167	167
HHS: HAMPSTEAD HOSPITAL	0	0	0	0	21
HHS: HUMAN SERVICES DIV	889	897	890	860	865
HHS: MEDICAID & BUS POLICY OFC	24	23	24	24	27
HHS: NH HOSPITAL	603	606	672	672	685
HHS: PUBLIC HEALTH DIV	237	240	244	244	248
HHS: TRANSITIONAL ASSIST DIV	446	447	449	447	447
HOUSING APPEALS BOARD	0	0	1	1	1
HUMAN RIGHTS COMMISSION	9	9	8	8	15
INFORMATION TECHNOLOGY DEPT	349	349	351	353	357
INSURANCE DEPT	69	69	67	67	70
JUDICIAL COUNCIL	2	2	2	2	2
JUSTICE DEPT	59	59	57	57	65
LABOR DEPT	84	84	81	81	85
LIQUOR COMMISSION	339	339	338	338	366
LOTTERY COMMISSION	71	77	82	82	89
MILITARY AFFRS & VET SVCS DEPT	156	156	160	158	123
NATURAL & CULT RESOURCES DEPT	197	197	192	192	203
NH STATE COMM ON AGING	0	0	1	1	1
OFFICE OF CHILD ADVOCATE	4	4	5	6	8
PEASE DEVELOPMENT AUTHORITY	6	6	5	5	5
POLICE STDS & TRAINING COUNCIL	20	20	22	25	27
PROF LICENSURE & CERT OFFICE	67	67	82	77	83

CLASSIFIED FULL-TIME PERMANENT POSITIONS BY AGENCY Five-Year History (Continued)

Includes both filled and vacant classified full-time permanent positions as of June 30th of each fiscal year.

This report reflects data in NH FIRST on the date the report is generated; historic data will change from year to year due to transactions processed after June 30th. One position, which did not meet any group criteria, is excluded from this report.

AGENCY*	2020	2021	2022	2023	2024
PUBLIC EMPLOYEE LABOR REL BRD	4	4	4	4	4
PUBLIC UTILITIES COMMISSION	71	71	8	8	7
REVENUE ADMINISTRATION DEPT	122	122	117	117	118
SAFETY DEPT	1,108	1,107	1,116	1,125	1,144
TAX AND LAND APPEALS BOARD	4	4	4	4	4
TRANSPORTATION DEPT	1,642	1,642	1,642	1,642	1,643
TREASURY DEPT	18	18	18	18	17
VETERANS HOME	378	379	379	380	380
Total	10,443	10,492	10,594	10,579	10,787

Report Generated: 6/30/2024 for data as of 6/30/2024 by Position Matrix Version V6.2

FULL-TIME SEASONAL POSITIONS BY AGENCY Five-Year History

Includes both filled and vacant classified full-time permanent positions as of June 30th of each fiscal year.

This report reflects data in NH FIRST on the date the report is generated; historic data will change from year to year due to transactions processed after June 30th. One position, which did not meet any group criteria, is excluded from this report.

AGENCY*	2020	2021	2022	2023	2024
EDUCATION DEPT	0	0	0	6	6
ENVIRONMENTAL SERVICES DEPT	46	46	46	46	46
FISH AND GAME DEPT	6	6	8	9	9
NATURAL & CULT RESOURCES DEPT	906	922	922	924	935
SAFETY DEPT	16	16	15	16	18
TRANSPORTATION DEPT	193	193	246	249	255
Total	1,167	1,183	1,237	1,250	1,269

Report Generated: 6/30/2024 for data as of 6/30/2024 by Position Matrix V6.2

FULL-TIME TEMPORARY POSITIONS BY AGENCY Five-Year History

Includes both filled and vacant classified full-time permanent positions as of June 30th of each fiscal year.

This report reflects data in NH FIRST on the date the report is generated; historic data will change from year to year due to transactions processed after June 30th. One position, which did not meet any group criteria, is excluded from this report.

AGENCY*	2020	2021	2022	2023	2024
ADMINISTRATIVE SERVICES DEPT	11	12	25	33	27
ADVOCATE FOR SPECIAL EDUCATION	0	0	0	1	2
AGRICULT, MARKETS & FOOD DEPT	0	0	1	0	0
BUS & ECON AFFAIRS DEPT	0	1	6	10	11
CORRECTIONS DEPT	3	4	3	27	84
DEVELOPMENT DISABILITIES CNCL	0	0	0	0	1
EDUCATION DEPT	11	18	23	24	30
EMPLOYMENT SECURITY DEPT	22	36	37	41	42
ENERGY DEPT	0	0	1	4	10
ENVIRONMENTAL SERVICES DEPT	21	18	34	43	49
FISH AND GAME DEPT	3	2	6	8	8
HHS: BEHAVIORAL HEALTH DIV	12	16	12	13	11
HHS: COMM-BASED CARE SVCS DIV	1	0	0	0	0
HHS: COMMISSIONER'S OFFICE	18	16	23	25	21
HHS: DEVELOPMENTAL SVCS DIV	0	1	1	2	1
HHS: ELDERLY & ADULT SVCS DIV	0	0	0	2	2
HHS: HAMPSTEAD HOSPITAL	0	0	21	21	136
HHS: HUMAN SERVICES DIV	14	9	7	10	9
HHS: MEDICAID & BUS POLICY OFC	3	4	2	2	0
HHS: NH HOSPITAL	46	85	22	9	5
HHS: PUBLIC HEALTH DIV	50	60	101	100	108
HHS: TRANSITIONAL ASSIST DIV	40	32	0	0	1
HOUSING APPEALS BOARD	0	0	1	0	0
INFORMATION TECHNOLOGY DEPT	4	4	5	4	4
JUSTICE DEPT	7	7	9	9	9
LIQUOR COMMISSION	3	3	2	4	8
LOTTERY COMMISSION	0	0	1	2	2
MILITARY AFFRS & VET SVCS DEPT	2	0	0	0	1
NATURAL & CULT RESOURCES DEPT	49	43	49	57	53
PROF LICENSURE & CERT OFFICE	3	6	15	35	25
PUBLIC UTILITIES COMMISSION	1	1	1	1	1
SAFETY DEPT	17	16	35	39	31
STATE DEPT	4	4	5	5	7
TRANSPORTATION DEPT	121	94	114	120	121
VETERANS HOME	0	1	1	1	0
Total	466	493	563	652	820

Report Generated: 6/30/2024 for data as of 6/30/2024 by Position Matrix V6.2

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TURNOVER AND SEPARATION FROM SERVICE

TURNOVER

Separations from Classified Service

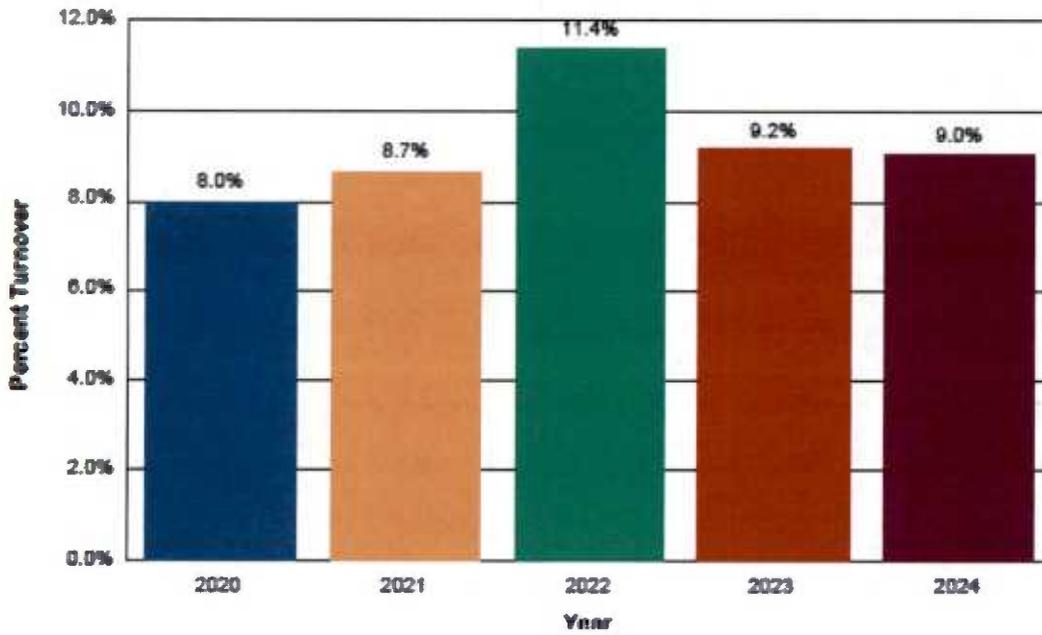
5 Year History

Includes classified full-time permanent and full-time temporary positions expected to last more than 6 months and employee separations for classified full-time permanent and full-time temporary employees working more than 6 month.

Turnover is calculated as the number of employees who left full-time state service divided by the number of positions in NH FIRST on the end date of the time period analyzed. Movement within and between state agencies is not considered turnover for the purposes of this report

Turnover of Classified Employees*

Executive Branch Five Year History



Report Generated: 6/30/2024 for data as of 6/30/2024 data using Position Matrix V6.2

TURNOVER OF CLASSIFIED EMPLOYEES BY TITLE

Fiscal Year 2024

Statewide Turnover Rate = 9%

Includes classified full-time permanent and full-time temporary and seasonal positions expected to last more than 6 months and employee separation for classified full-time permanent and full-time temporary employees working more than 6 months.

Job Classifications with 50 or more Full-Time Employees with Turnover Rates Greater or Equal to State Average Rate	Turnover Rate*
11-1020 GENERAL-OPS MGRS-5	5%
11-1020 GENERAL-OPS MGRS-6	4%
11-3020 COMP-INFO SYS MGRS-5	5%
11-9150 SOC-CMTY SVC MGRS-2	0%
13-1040 COMPLIANCE OFFICERS-3	3%
13-1040 COMPLIANCE OFFICERS-4	5%
13-1040 COMPLIANCE OFFICERS-5	7%
13-1190 MISC BUS OPS SPECS-4	10%
13-2010 ACCTS-AUDITORS-3	6%
13-2010 ACCTS-AUDITORS-4	10%
15-1240 DB-NTWRK ADMINIS-4	3%
19-2040 ENV SCIENTISTS-3	4%
19-2040 ENV SCIENTISTS-5	0%
21-1010 COUNSELORS-4	4%
21-1020 SOCIAL WKRS-3	22%
21-1020 SOCIAL WKRS-4	9%
21-1020 SOCIAL WKRS-5	4%
21-1090 MISC SOC SVC SPECS-3	15%
21-1090 MISC SOC SVC SPECS-4	4%
21-1090 MISC SOC SVC SPECS-6	3%
21-1020 SOCIAL WKRS-3	22%
21-1020 SOCIAL WKRS-4	9%
21-1020 SOCIAL WKRS-5	4%
21-1090 MISC SOC SVC SPECS-3	15%
21-1090 MISC SOC SVC SPECS-4	4%
21-1090 MISC SOC SVC SPECS-6	3%
29-1140 REGISTERED NURSES-3	8%
29-1140 REGISTERED NURSES-BW-3	4%
31-1130 NURSING ASSTS-2	10%
31-1130 NURSING ASSTS-3	6%
33-1012 SUPS OF POLICE-P2	5%
33-3010 CORR OFFICERS-C1	6%
33-3050 POLICE OFFICERS-P4	5%
33-9099 PROT SVC WKRS OTH-C2	0%

TURNOVER OF CLASSIFIED EMPLOYEES BY TITLE

Fiscal Year 2024

Statewide Turnover Rate = 9%

Includes classified full-time permanent and full-time temporary and seasonal positions expected to last more than 6 months and employee separation for classified full-time permanent and full-time temporary employees working more than 6 months. Turnover is calculated as the number of employees who left full-time state service divided by the number of positions in the NH FIRST on the end date of the time period analyzed. Movement within and between state agencies is not considered turnover for the purposes of this report.

Job Classifications with 50 or more Full-Time Employees with Turnover Rates Greater or Equal to State Average Rate	Turnover Rate*
37-2010 BLDG CLEANING WKRS-2	9%
41-1010 SUPS OF SALES WKRS-1	19%
41-1010 SUPS OF SALES WKRS-2	3%
43-4030 LICENSE CLERKS-2	1%
43-5030 DISPATCHERS-5	9%
43-6010 ADMIN ASSTS-2	3%
43-6010 ADMIN ASSTS-3	5%
43-6010 ADMIN ASSTS-4	12%
43-6010 ADMIN ASSTS-5	2%
47-1010 SUPS CONSTRUCT WKRS-2	6%
47-1010 SUPS CONSTRUCT WKRS-3	6%
47-4050 HIGHWAY MAINT WKRS-2	18%
47-4050 HIGHWAY MAINT WKRS-3	9%
49-9070 GENERAL RPR WKRS-2	4%

Report Generated: 6/30/2024 for data as of 6/30/2024 using Position Matrix V6.2

TURNOVER OF CLASSIFIED EMPLOYEES BY AGENCY

Fiscal Year 2024 Statewide

Turnover = 9%

Includes classified full-time permanent and full-time temporary and seasonal positions expected to last more than 6 months and employee separation for classified full-time permanent and full-time temporary employees working more than 6 months

AGENCY*	# of Positions	# of Separations	Turnover Rate
ADMINISTRATIVE SERVICES DEPT	331	19	6%
ADVOCATE FOR SPECIAL EDUCATION	2	0	0%
AGRICULT, MARKETS & FOOD DEPT	39	2	5%
BANKING DEPT	50	6	12%
BUS & ECON AFFAIRS DEPT	84	10	12%
CONSERVATION LAND STWDSHP PRGM	2	0	0%
CONSUMER ADVOCATE	5	0	0%
CORRECTIONS DEPT	962	57	6%
DEVELOPMENT DISABILITIES CNCL	3	0	0%
EDUCATION DEPT	331	30	9%
EMPLOYMENT SECURITY DEPT	313	32	10%
ENERGY DEPT	80	6	8%
ENVIRONMENTAL SERVICES DEPT	535	30	6%
EXECUTIVE DEPT	5	0	0%
FISH AND GAME DEPT	196	16	8%
HHS: BEHAVIORAL HEALTH DIV	58	6	10%
HHS: COMMISSIONER'S OFFICE	515	33	6%
HHS: DEVELOPMENTAL SVCS DIV	41	4	10%
HHS: ELDERLY & ADULT SVCS DIV	94	8	9%
HHS: GLENCLIFF HOME	167	15	9%
HHS: HAMPSTEAD HOSPITAL	157	3	2%
HHS: HUMAN SERVICES DIV	874	91	10%
HHS: MEDICAID & BUS POLICY OFC	27	1	4%
HHS: NH HOSPITAL	690	64	9%
HHS: PUBLIC HEALTH DIV	354	23	6%
HHS: TRANSITIONAL ASSIST DIV	448	49	11%
HOUSING APPEALS BOARD	1	0	0%
HUMAN RIGHTS COMMISSION	15	2	13%
INFORMATION TECHNOLOGY DEPT	361	17	5%
INSURANCE DEPT	70	7	10%
JUDICIAL COUNCIL	2	0	0%
JUSTICE DEPT	74	5	7%
LABOR DEPT	85	13	15%
LIQUOR COMMISSION	374	68	18%
LOTTERY COMMISSION	91	5	5%
MILITARY AFFRS & VET SVCS DEPT	124	9	7%
NATURAL & CULT RESOURCES DEPT	255	9	4%

TURNOVER OF CLASSIFIED EMPLOYEES BY AGENCY

Fiscal Year 2024 Statewide (Continued)

Turnover = 9%

Includes classified full-time permanent and full-time temporary and seasonal positions expected to last more than 6 months and employee separation for classified full-time permanent and full-time temporary employees working more than 6 months.

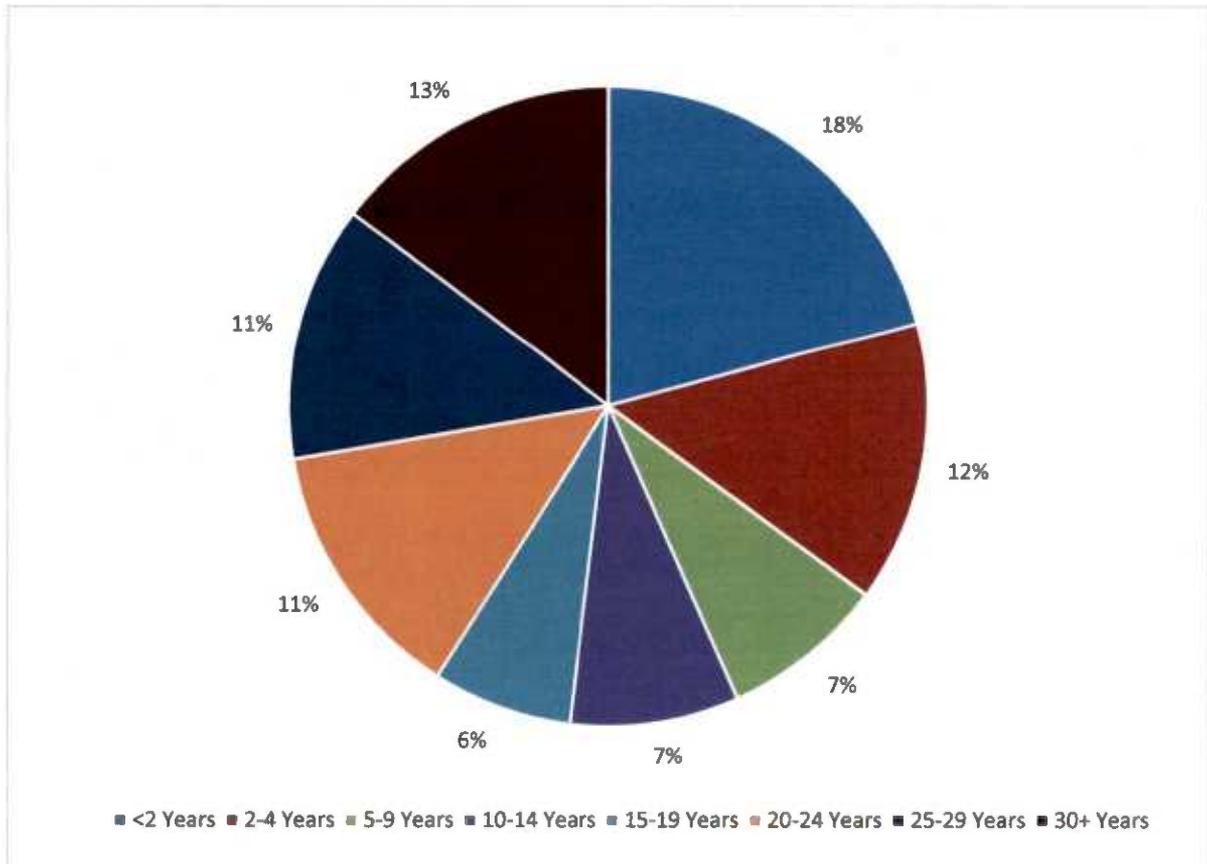
AGENCY*	# of Positions	# of Separations	Turnover Rate
NH STATE COMM ON AGING	1	0	0%
OFFICE OF CHILD ADVOCATE	8	0	0%
PEASE DEVELOPMENT AUTHORITY	5	0	0%
POLICE STDS & TRAINING COUNCIL	27	5	19%
PROF LICENSURE & CERT OFFICE	108	17	16%
PUBLIC EMPLOYEE LABOR REL BRD	4	0	0%
PUBLIC UTILITIES COMMISSION	8	0	0%
REVENUE ADMINISTRATION DEPT	118	10	8%
SAFETY DEPT	1,175	107	9%
STATE DEPT	77	9	12%
TAX AND LAND APPEALS BOARD	4	0	0%
TRANSPORTATION DEPT	1,669	181	11%
TREASURY DEPT	17	1	6%
VETERANS HOME	380	57	15%
Total	11,416	1,027	9%

DISTRIBUTION OF SEPARATED EMPLOYEES BY LENGTH OF SERVICE*

Fiscal Year 2024

Includes classified full-time permanent employees and classified full-time temporary and seasonal employees working more than 6 months.

Distribution percentage is calculated as the number of employees that left full-time state service in each length of service category divided by the total number of employees that left full-time state service during the time period analyzed.



Report Generated: 6/30/2024 for separations data for 7/01/2023-6/30/2024 (FY 24) based on Employee Matrix V6.4

RATE OF SEPARATION BY LENGTH OF SERVICE

Fiscal Year 2024

Number of Separations and Number of Employees includes classified full-time permanent and full-time temporary and seasonal employees working more than 6 months only.

Length of Service* (Years)	Number of Separations	Number of Employees	% Separated In FY 2024	Change from FY 2023
<2 Years	383	2,146	18%	-3%
2-4 Years	190	1,568	12%	7%
5-9 Years	136	1,906	7%	3%
10-14 Years	66	899	7%	-3%
15-19 Years	67	1,103	6%	-9%
20-24 Years	89	780	11%	7%
25-29 Years	46	415	11%	-5%
30+ Years	55	436	13%	-21%

* Separation rate is calculated by using the number of employees who left full-time state service divided by the number of employees in that length of service category in NH FIRST on the end date of the time period analyzed

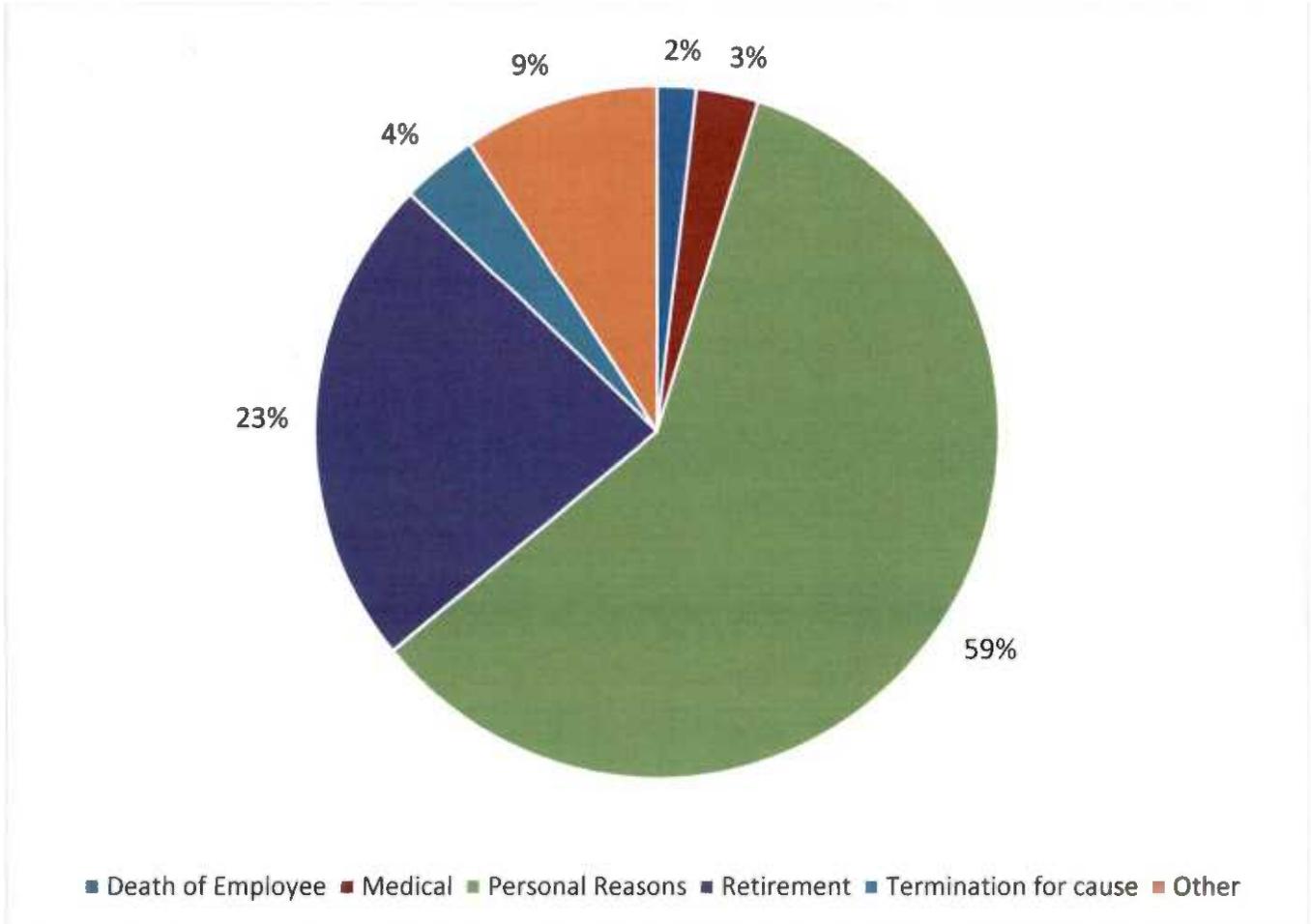
Report Generated: 6/30/2024 for separations data for 7/01/2022-6/30/2024 (FY22) based on Employee Matrix V6.4. Employee counts generated 6/30/2024.

EMPLOYEE SEPARATION FROM SERVICE BY REASON

Fiscal Year 2024

Includes classified full-time permanent employees and classified full-time temporary employees working more than 6 months.

Distribution percentage is calculated as the number of employees that left full-time state service in each reason code category divided by the total number of employees that left full-time state service during the time period analyzed.



Report Generated: 6/30/2024 for separations data for 7/01/2023-6/30/2024 (FY 24) based on Employee Matrix V6.4.

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VACANCY

VACANCY RATE FOR FULL-TIME POSITIONS BY AGENCY

Fiscal Year 2024

Includes classified full-time permanent, and full-time temporary positions expected to last more than 6 months.

Vacancy Rate = Total number of vacancies divided by total number of positions. One position, which did not meet any group criteria, is excluded from this report.

AGENCY*	# of Positions	# of Vacancies	Vacancy Rate
ADMINISTRATIVE SERVICES DEPT	331	60	18%
ADVOCATE FOR SPECIAL EDUCATION	2	1	50%
AGRICULT, MARKETS & FOOD DEPT	39	1	3%
BANKING DEPT	50	4	8%
BUS & ECON AFFAIRS DEPT	84	11	13%
CONSERVATION LAND STWDSHP PRGM	2	0	0%
CONSUMER ADVOCATE	5	0	0%
CORRECTIONS DEPT	962	231	24%
DEVELOPMENT DISABILITIES CNCL	3	0	0%
EDUCATION DEPT	331	68	21%
EMPLOYMENT SECURITY DEPT	313	42	13%
ENERGY DEPT	80	6	8%
ENVIRONMENTAL SERVICES DEPT	535	65	12%
EXECUTIVE DEPT	5	0	0%
FISH AND GAME DEPT	196	20	10%
HHS: BEHAVIORAL HEALTH DIV	58	11	19%
HHS: COMMISSIONER'S OFFICE	515	57	11%
HHS: DEVELOPMENTAL SVCS DIV	41	7	17%
HHS: ELDERLY & ADULT SVCS DIV	94	5	5%
HHS: GLENCLIFF HOME	167	57	34%
HHS: HAMPSTEAD HOSPITAL	157	17	11%
HHS: HUMAN SERVICES DIV	874	76	9%
HHS: MEDICAID & BUS POLICY OFC	27	4	15%
HHS: NH HOSPITAL	690	147	21%
HHS: PUBLIC HEALTH DIV	354	71	20%
HHS: TRANSITIONAL ASSIST DIV	448	75	17%
HOUSING APPEALS BOARD	1	0	0%
HUMAN RIGHTS COMMISSION	15	4	27%
INFORMATION TECHNOLOGY DEPT	361	33	9%
INSURANCE DEPT	70	15	21%
JUDICIAL COUNCIL	2	0	0%
JUSTICE DEPT	74	7	9%
LABOR DEPT	85	17	20%
LIQUOR COMMISSION	374	50	13%
LOTTERY COMMISSION	91	20	22%
MILITARY AFFRS & VET SVCS DEPT	124	25	20%
NATURAL & CULT RESOURCES DEPT	255	29	11%
NH STATE COMM ON AGING	1	0	0%
OFFICE OF CHILD ADVOCATE	8	1	13%
PEASE DEVELOPMENT AUTHORITY	5	1	20%
POLICE STDS & TRAINING COUNCIL	27	2	7%
PROF LICENSURE & CERT OFFICE	108	18	17%
PUBLIC EMPLOYEE LABOR REL BRD	4	1	25%

AGENCY*	# of Positions	# of Vacancies	Vacancy Rate
PUBLIC UTILITIES COMMISSION	8	1	13%
REVENUE ADMINISTRATION DEPT	118	24	20%
SAFETY DEPT	1,175	191	16%
STATE DEPT	77	14	18%
TAX AND LAND APPEALS BOARD	4	1	25%
TRANSPORTATION DEPT	1,669	416	25%
TREASURY DEPT	17	1	6%
VETERANS HOME	380	130	18%
Grand Total	11,416	2,037	18%

Report Generated: 6/30/2024 for data as of 6/30/2024 by Position Matrix V6.2.

VACANT POSITIONS POSITION TYPE

Includes classified full-time permanent and full-time temporary positions expected to last more than 6 months. One position, which did not meet any group criteria, is excluded from this report.

POSITION*	# Vacant with Date	# Vacant <= 30 days	# Vacant >31-60 days	# Vacant >61-90 days	# Vacant >91-240 days	# Vacant >240 days
FULL-TIME	1,854	140	244	100	389	981
FULL-TIME TEMPORARY	183	12	23	13	51	84
Total	2,037	152	267	113	440	1,065
% of TOTAL		7%	13%	6%	22%	52%

Report Generated: 6/30/2024 for data as of 6/30/2024 by Position Matrix V6.2

Vacant Full-Time Positions by Agency

Includes classified full-time permanent and full-time temporary positions expected to last more than 6 months. One position, which did not meet any group criteria, is excluded from this report.

AGENCY*	# of Vacancies with Date	# Vacant <=30 Days	# Vacant >30-60 Days	# Vacant >60-90 Days	# Vacant >90-240 Days	# Vacant > 240 Days
ADMINISTRATIVE SERVICES DEPT	60	0	3	3	23	31
ADVOCATE FOR SPECIAL EDUCATION	1	0	0	0	0	1
AGRICULT, MARKETS & FOOD DEPT	1	0	1	0	0	0
BANKING DEPT	4	1	3	0	0	0
BUS & ECON AFFAIRS DEPT	11	2	2	1	4	2
CONSERVATION LAND STWDSHP PRGM	0	0	0	0	0	0
CONSUMER ADVOCATE	0	0	0	0	0	0
CORRECTIONS DEPT	231	12	23	9	37	150
DEVELOPMENT DISABILITIES CNCL	0	0	0	0	0	0
EDUCATION DEPT	68	9	1	3	21	34
EMPLOYMENT SECURITY DEPT	42	5	3	0	8	26
ENERGY DEPT	6	0	1	1	3	1
ENVIRONMENTAL SERVICES DEPT	65	6	6	6	13	34
EXECUTIVE DEPT	0	0	0	0	0	0
FISH AND GAME DEPT	20	1	4	0	6	9
HHS: BEHAVIORAL HEALTH DIV	11	0	1	3	2	5
HHS: COMMISSIONER'S OFFICE	57	8	8	6	10	25
HHS: DEVELOPMENTAL SVCS DIV	7	1	2	2	1	1
HHS: ELDERLY & ADULT SVCS DIV	5	1	2	1	0	1
HHS: GLENCLIFF HOME	57	0	2	1	4	50
HHS: HAMPSTEAD HOSPITAL	17	1	13	0	3	0
HHS: HUMAN SERVICES DIV	76	12	17	5	22	20
HHS: MEDICAID & BUS POLICY OFC	4	1	0	0	1	2
HHS: NH HOSPITAL	147	6	17	10	39	75
HHS: PUBLIC HEALTH DIV	71	3	9	8	23	28
HHS: TRANSITIONAL ASSIST DIV	75	7	18	1	11	38
HOUSING APPEALS BOARD	0	0	0	0	0	0
HUMAN RIGHTS COMMISSION	4	1	1	0	2	0
INFORMATION TECHNOLOGY DEPT	33	5	5	4	6	14
INSURANCE DEPT	15	1	0	0	4	10
JUDICIAL COUNCIL	0	0	0	0	0	0
JUSTICE DEPT	7	1	2	1	1	2
LABOR DEPT	17	2	3	0	1	11
LIQUOR COMMISSION	50	12	10	4	19	5
LOTTERY COMMISSION	20	1	2	2	5	10
MILITARY AFFRS & VET SVCS DEPT	25	2	3	0	6	14
NATURAL & CULT RESOURCES DEPT	29	2	3	2	10	12
NH STATE COMM ON AGING	0	0	0	0	0	0
OFFICE OF CHILD ADVOCATE	1	1	0	0	0	0
PEASE DEVELOPMENT AUTHORITY	1	0	0	0	0	1
POLICE STDS & TRAINING COUNCIL	2	0	1	1	0	0
PROF LICENSURE & CERT OFFICE	18	2	3	2	6	5
PUBLIC EMPLOYEE LABOR REL BRD	1	0	0	0	0	1
PUBLIC UTILITIES COMMISSION	1	0	0	0	0	1
REVENUE ADMINISTRATION DEPT	24	2	2	1	3	16

Vacant Full-Time Positions by Agency (Continued)

Includes classified full-time permanent and full-time temporary positions expected to last more than 6 months. One position, which did not meet any group criteria, is excluded from this report

AGENCY*	# of Vacancies with Date	# Vacant <=30 Days	# Vacant >30-60 Days	# Vacant >60-90 Days	# Vacant >90-240 Days	# Vacant > 240 Days
SAFETY DEPT	191	22	36	8	47	78
STATE DEPT	14	1	1	0	5	7
TAX AND LAND APPEALS BOARD	1	0	0	0	0	1
TRANSPORTATION DEPT	416	14	47	22	75	258
TREASURY DEPT	1	0	1	0	0	0
VETERANS HOME	130	8	11	6	19	86
Grand Total	2,037	152	267	113	440	1,065

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VACANCY RATE BY POSITION TYPE

Includes classified full-time permanent and full-time temporary positions expected to last more than 6 months. One position, which did not meet any group criteria, is excluded from this report.

Vacancy Rate = Total number of vacancies divided by total number of positions.

POSITION*	Number of Positions	Number of Vacancies	Vacancy Rate (%)
FULL-TIME	10,787	1,854	17%
FULL-TIME TEMPORARY	630	183	29%
Total	11,417	2,037	18%

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RETIREMENT ELIGIBILITY

EXECUTIVE BRANCH - GROUP 1 EMPLOYEES

Estimate of Current and Future Eligibility for Retirement & State Health Insurance Benefit

8,319 Employees* - Based on Current Employees as of 6/30/2024.

As of July 1:	2024	% of Total Pop	2026	% of Total Pop
Eligible Age 65+ (with health ins ben)	148	1.8%	328	3.9%
Eligible Age 65+ (w/o health ins ben)	355	4.3%	534	6.4%
Eligible Age 60+ (with health ins ben)	339	4.1%	500	6.0%
Eligible Age 60+ (w/o health ins ben)	201	2.4%	146	1.7%
Early Eligible - 70 rule (with health ins ben)	224	2.7%	220	2.6%
Early Eligible - 70 rule (w/o health ins ben)	649	7.8%	675	8.1%
Early Eligible - Age 50-59 (with health ins ben)	0	0.0%	0	0.0%
Early Eligible - Age 50-59 (w/o health ins ben)	394	4.7%	252	3.0%
Total Eligible	2,310	27.8%	2,655	31.9%
"Likely to Retire" 65+ or 60+ with health ins ben	842	10.1%	1,365	16.4%

Includes full-time and full-time temporary classified and unclassified employees expected to work more than 6 months. Employees are counted only in the first eligibility group that they qualify for top-to-bottom, even if they qualify under more than category (e.g., employees who qualify under both Early Eligibility Rules are only counted in the "70 Rule" category).

Report generated 6/30/2024 based on employee data for 6/30/2024 by Employee Matrix V6.4 for FY 24.

EXECUTIVE BRANCH - GROUP I EMPLOYEES

Estimate of Future Eligibility for Retirement by Agency as of July 1, 2025

7,784 Employees* - Based on Current Employees as of: 6/30/2024.

Agency	% Eligible 65+ (w/health ben)	% Eligible 65+ (w/o health ben)	% Eligible 60+ (w/health h ben)	% Eligible 60+ (w/o health h ben)	% Eligible 70 Rule (w/health ben)	% Eligible 70 Rule (w/o health ben)	% Eligible 50-59 (w/health h ben)	% Eligible 50-59 (w/o health h ben)	Total % Eligible	% "Likely"
ADMINISTRATIVE SERVICES DEPT	3.0%	5.9%	4.1%	3.7%	3.3%	4.5%	0.0%	4.1%	28.6%	13.0%
ADVOCATE FOR SPECIAL EDUCATION	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
AGRICULT, MARKETS & FOOD DEPT	0.0%	2.6%	13.2%	0.0%	2.6%	5.3%	0.0%	13.2%	36.8%	15.8%
BANKING DEPT	0.0%	0.0%	4.3%	2.2%	2.2%	4.3%	0.0%	8.7%	21.7%	4.3%
BUS & ECON AFFAIRS DEPT	2.8%	7.0%	2.8%	0.0%	4.2%	1.4%	0.0%	8.5%	26.8%	12.7%
CONSERVATION LAND STWDSHPRM	50.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	50.0%	50.0%
CONSUMER ADVOCATE	0.0%	20.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	20.0%	20.0%
CORRECTIONS DEPT	1.0%	5.8%	2.9%	1.0%	1.0%	6.7%	0.0%	5.8%	24.0%	9.6%
DEVELOPMENT DISABILITIES CNCL	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
EDUCATION DEPT	3.0%	2.3%	3.4%	1.1%	1.9%	3.8%	0.0%	1.9%	17.5%	8.7%
EMPLOYMENT SECURITY DEPT	4.1%	9.3%	3.7%	4.8%	3.0%	7.4%	0.0%	9.3%	41.6%	17.1%
ENERGY DEPT	0.0%	15.1%	11.0%	2.7%	1.4%	1.4%	0.0%	2.7%	34.2%	26.0%
ENVIRONMENTAL SERVICES DEPT	1.9%	3.2%	5.5%	1.5%	3.0%	11.3%	0.0%	3.8%	30.2%	10.6%
EXECUTIVE DEPT	0.0%	20.0%	0.0%	0.0%	0.0%	20.0%	0.0%	20.0%	60.0%	20.0%
FISH AND GAME DEPT	3.1%	3.1%	3.1%	3.1%	6.1%	11.5%	0.0%	3.1%	32.8%	9.2%
HHS: BEHAVIORAL HEALTH DIV	4.3%	4.3%	2.2%	4.3%	4.3%	6.5%	0.0%	2.2%	28.3%	10.9%
HHS: COMMISSIONER'S OFFICE	1.7%	4.1%	7.0%	2.4%	2.6%	8.3%	0.0%	5.0%	31.2%	12.9%
HHS: DEVELOPMENTAL SVCS DIV	2.9%	2.9%	0.0%	2.9%	0.0%	2.9%	0.0%	0.0%	11.8%	5.9%
HHS: ELDERLY & ADULT SVCS DIV	3.4%	6.7%	2.2%	5.6%	3.4%	11.2%	0.0%	7.9%	40.4%	12.4%
HHS: GLENCLIFF HOME	2.7%	5.5%	4.5%	0.9%	3.6%	7.3%	0.0%	6.4%	30.9%	12.7%
HHS: HAMPSTEAD HOSPITAL	2.1%	4.2%	0.7%	0.7%	0.0%	2.8%	0.0%	2.8%	13.4%	7.0%
HHS: HUMAN SERVICES DIV	0.6%	1.5%	2.4%	1.3%	1.9%	9.4%	0.0%	2.4%	19.5%	4.5%
HHS: MEDICAID & BUS POLICY OFC	4.3%	0.0%	0.0%	0.0%	8.7%	13.0%	0.0%	0.0%	26.1%	4.3%
HHS: NH HOSPITAL	1.5%	2.8%	4.2%	1.5%	2.6%	6.5%	0.0%	3.9%	22.9%	8.5%
HHS: PUBLIC HEALTH DIV	1.4%	2.5%	6.7%	2.8%	1.1%	3.2%	0.0%	4.3%	22.0%	10.6%
HHS: TRANSITIONAL ASSIST DIV	0.8%	2.1%	3.5%	1.6%	1.6%	6.2%	0.0%	6.4%	22.3%	6.4%
HOUSING APPEALS BOARD	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
HUMAN RIGHTS COMMISSION	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
INFORMATION TECHNOLOGY DEPT	3.7%	6.1%	7.3%	3.0%	2.7%	10.4%	0.0%	6.1%	39.3%	17.1%
INSURANCE DEPT	9.1%	3.6%	7.3%	3.0%	2.7%	10.4%	0.0%	6.1%	39.3%	17.1%
JUDICIAL COUNCIL	0.0%	0.0%	0.0%	0.0%	0.0%	50.0%	0.0%	0.0%	50.0%	0.0%
JUSTICE DEPT	0.0%	3.0%	1.5%	1.5%	1.5%	4.5%	0.0%	4.5%	16.7%	4.5%
LABOR DEPT	1.5%	2.9%	4.4%	0.0%	0.0%	2.9%	0.0%	2.9%	14.7%	8.8%
LIQUOR COMMISSION	0.7%	5.0%	0.7%	2.7%	1.0%	6.3%	0.0%	2.0%	18.3%	6.3%
LOTTERY COMMISSION	0.0%	2.8%	4.2%	0.0%	1.4%	4.2%	0.0%	4.2%	16.9%	7.0%
MILITARY AFFRS & VET SVCS DEPT	2.0%	8.2%	3.1%	9.2%	3.1%	7.1%	0.0%	5.1%	37.8%	13.3%
NATURAL & CULT RESOURCES DEPT	2.8%	2.8%	6.1%	1.9%	3.7%	8.9%	0.0%	7.9%	34.1%	11.7%
NH STATE COMM ON AGING	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
OFFICE OF CHILD ADVOCATE	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
PEASE DEVELOPMENT AUTHORITY	0.0%	0.0%	0.0%	50.0%	0.0%	0.0%	0.0%	50.0%	100%	0.0%
POLICE STDS & TRAINING COUNCIL	12.5%	6.3%	6.3%	0.0%	0.0%	0.0%	0.0%	6.3%	31.3%	25.0%
PROF LICENSURE & CERT OFFICE	0.0%	4.4%	0.0%	3.3%	0.0%	3.3%	0.0%	2.2%	13.3%	4.4%
PUBLIC EMPLOYEE LABOR REL BRD	0.0%	33.3%	0.0%	0.0%	0.0%	0.0%	0.0%	66.7%	100.0%	33.3%
PUBLIC UTILITIES COMMISSION	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
REVENUE ADMINISTRATION DEPT	0.0%	3.2%	4.3%	3.2%	8.5%	8.5%	0.0%	6.4%	34.0%	7.4%
SAFETY DEPT	1.2%	4.7%	3.5%	2.1%	1.4%	9.0%	0.0%	4.9%	26.8%	9.5%
STATE DEPT	8.2%	9.8%	8.2%	1.6%	0.0%	9.8%	0.0%	8.2%	45.9%	26.2%
TAX AND LAND APPEALS BOARD	0.0%	0.0%	0.0%	33.3%	0.0%	33.3%	0.0%	0.0%	66.7%	0.0%
TRANSPORTATION DEPT	1.5%	5.0%	4.1%	3.3%	5.6%	10.3%	0.0%	5.0%	34.8%	10.6%
TREASURY DEPT	0.0%	12.5%	0.0%	0.0%	0.0%	6.3%	0.0%	6.3%	25.0%	12.5%
VETERANS HOME	0.4%	5.6%	2.8%	2.8%	0.0%	7.2%	0.0%	6.4%	25.2%	8.8%
TOTAL	1.8%	4.3%	4.1%	2.4%	2.7%	7.8%	0.0%	4.7%	27.8%	10.1%

* Includes full-time and full-time temporary classified and unclassified employees expected to work more than 6 months. Employees are counted only in the first eligibility group that they qualify for left-to-right, even if they qualify under more than one category (e.g., employees who qualify under both Early Eligibility Rules are only counted in the "70 Rule" category).

EXECUTIVE BRANCH - GROUP 2 EMPLOYEES

Estimate of Future Eligibility for Retirement & State Health Insurance Benefit

1,039 Employees - Based on Current Employees as of: 6/30/2024

As of July 1:	2024	% of Total Pop	2026	% of Total Pop
Eligible Age 60+ (with health ins ben)	30	2.9%	40	3.8%
Eligible Age 60+ (without health ins ben)	33	3.2%	49	4.7%
Eligible Age 45+ with 20+ YFS (with health ins ben)	73	7.0%	72	6.9%
Eligible Age 46+ with 21+ YFS (with health ins ben)	7	0.7%	25	2.4%
Eligible Age 47+ with 22+ YFS (with health ins ben)	0	0%	0	0%
Eligible Age 48+ with 23+ YFS (with health ins ben)	0	0%	0	0%
Eligible Age 49+ with 24+ YFS (with health ins ben)	0	0%	0	0%
Eligible Age 52.5+ with 25+ YFS (with health ins ben)	0	0%	0	0%
Eligible Age 50+ with 25+ YFS (without health ins ben)	0	0%	0	0%
Total Eligible	143	13.8%	186	17.9%
Total Eligible & "Likely" (with health benefit)	110	10.6%	137	13.2%

*Includes full-time and full-time temporary classified and unclassified employees expected to work more than 6 months. "YFS" = years of full-time service.

Report generated 6/30/2024 based on employee data for 6/30/2024 by Employee Matrix V6.4 for FY 24

EXECUTIVE BRANCH - GROUP 2 EMPLOYEES

Estimate of Current Eligibility for Retirement as of July 1, 2023

1,006 Employees* - Based on Current Employees as of: 6/30/2024

AGENCY	Eligible Age 45+ with 20+ YFS (with health ins ben)	Eligible Age 46-52.5 with 25+ YFS (with health ins ben)	Eligible Age 60+ (with health ins ben)	Eligible Age 60+ (without health ins ben)	Total Eligible
CORRECTIONS DEPT	8.9%	0%	3.5%	5.1%	18.0%
FISH AND GAME DEPT	11.4%	0%	4.5%	0.0%	18.2%
LIQUOR COMMISSION	0.0%	0%	0.0%	0.0%	0.0%
NATURAL & CULT RESOURCES DEPT	8.3%	0%	0.0%	0.0%	8.3%
PEASE DEVELOPMENT AUTHORITY	0.0%	0%	50.0%	0.0%	50.0%
POLICE STDS & TRAINING COUNCIL	0.0%	0%	0.0%	0.0%	11.1%
SAFETY DEPT	3.4%	0%	1.5%	0.0%	5.8%
TOTAL	7.0%	0%	2.9%	3.2%	13.8%

* Includes full-time and full-time temporary classified and unclassified employees expected to work more than 6 months. "YFS" = years of full-time service.

Report generated 6/30/2024 based on employee data for 6/30/2024 by Employee Matrix V6.4 for FY 24

EXECUTIVE BRANCH - GROUP 2 UNCLASSIFIED EMPLOYEES

Estimate of Future Eligibility for Retirement as of July 1, 2025

1,006 Employees* - Based on Current Employees as of: 6/30/2024.

AGENCY	Eligible Age 45+ with 20+ YFS (with health ins ben)	Eligible Age 46-52.5 with 25+ YFS (with health ins ben)	Eligible Age 60+ (with health ins ben)	Eligible Age 60+ (without health ins ben)	Total Eligible
CORRECTIONS DEPT	33.3%	0%	0%	0%	33.3%
LIQUOR COMMISSION	0.0%	0%	0%	0%	0.0%
SAFETY DEPT	0.0%	0%	0%	0%	0.0%
TOTAL	16.7%	0%	0%	0%	16.7%

* Includes full-time and full-time temporary classified and unclassified employees expected to work more than 6 months. "YFS" = years of full-time service.

Report generated 6/30/2024 based on employee data for 6/30/2024 by Employee Matrix V6.4 for FY 24

CENTRAL HUMAN RESOURCES PROCESSING OPERATIONS UNIT

The Central Human Resources Processing Operations Unit (COU) oversees hiring, statewide leave policies, and the upkeep of personnel roles and data. In accordance with personnel rules and collective bargaining agreements, the COU handles all human resources relations pertaining to classified, unclassified, and non-classified employees.

The COU works in tandem with the Bureau of Accounting (BOA) and the Division of Enterprise Applications Management (DEAM) of the DAS to identify and execute improvements for handling human resource audits within the NH FIRST ERP system. On the Division's webpage and the DAS intranet site Sunspot, the COU keeps an extensive library of published policies and procedures, reference resources, and training paperwork. To facilitate community feedback, best practices, and continual process development, the COU meets on a regular basis with agency HR representatives. The COU, under the direction of DEAM, carries out user acceptance testing for NH FIRST ERP system updates, new or changed code usage, and new functionality installation.

The COU's responsibilities encompass a wide range of essential functions to support and enhance human resource operations across state agencies. Here's a summary of the key functions:

- **Advisory Support:** Provides guidance, training, and assistance to agency HR staff throughout the employee life cycle, including job requisitions, employee and position maintenance, hiring processes, and the interpretation of personnel rules to ensure consistency across agencies.
- **Strategic HR Planning:** Collaborates with leadership to align HR strategies with organizational goals, contributing to overall strategic planning and development.
- **Qualification Standards:** Ensures uniform evaluation and certification of minimum qualifications as outlined in personnel rules, collective bargaining, and statutes to adhering to statewide standards.
- **Review of Qualifications:** Consults on and assesses, proposed revisions to both agency-specific and statewide classifications to ensure minimum qualification requirements.
- **Diversity and Inclusion Initiatives:** Promotes diversity, equity, and inclusion within the workplace, and implementing programs to support a diverse workforce.
- **Recruitment Promotion:** Positions the State as an employer of choice through recruitment strategies that emphasize mission-critical positions and collaborates with agency recruiters for targeted outreach. This work includes job postings, candidate screening, interviewing, and onboarding new employees.
- **Talent Acquisition Module Management:** Oversees and tests enhancements to the Talent Acquisition Module within the NH FIRST ERP system, including creating recruitment reports and managing the recruitment landing page.
- **Data Management:** Facilitates the collection and analysis of HR data to inform decision-making and improve operational efficiency.
- **Change Management Processes:** Develops processes for communicating changes in statewide rules to HR and subsequently to employees, ensuring everyone understands the implications.

- **Compliance Audits:** Implements regular audits to assess adherence to statewide rules, which can help HR identify areas for improvement in communication and training.
- **Policy Documentation:** Develops clear, concise, and accessible policy documents that outline statewide rules, makes them readily available to all employees and HR personnel.
- **Process Improvement:** Streamlines HR processes to enhance efficiency and responsiveness, ensuring that agencies can better meet the needs of employees.

These functions are crucial to ensure that the State attracts and keeps talented employees while complying with legal requirements and standard procedures. These roles are essential for creating a unified and effective HR environment. By emphasizing these areas, the COU hopes to improve the HR environment for the benefit of state agencies and employees alike by making it more efficient, transparent, and responsive.

In FY 24, the COU worked with agency HR staff focusing on following areas, to aim for a more effective, transparent, and responsive human resources environment across the state:

- Streamlining application review, interview protocols, and onboarding procedures to enhance efficiency and candidate experience.
- Revising policies for types of leave to ensure compliance with state laws and collective bargaining agreements, while also improving accessibility for employees.
- Updating evaluation templates and guidelines to ensure consistency and fairness across different employee classifications.
- Clearly defines roles for HR personnel, management, and employees in the recruitment, onboarding, performance management, and employee relations processes.
- Encouraging the implementation of diversity and inclusion strategies, ensuring that HR practices promote a diverse and equitable workplace.
- Developing a framework for conducting regular audits of HR processes to ensure compliance and identify areas for improvement.
- Enhancing procedures for managing personnel data and improving reporting capabilities within the NH FIRST ERP system.
- Establishing clear guidelines for testing updates and new functionalities in the NH FIRST ERP system, ensuring that user feedback is incorporated into the process.
- Creating methods for soliciting feedback from employees and agency HR representatives to continually refine policies and practices based on their input.
- Collaborating with leadership to align HR strategies with organizational goals, contributing to overall strategic planning and development.

In FY 24, the COU, in collaboration with the RU and DEAM, focused on removing barriers within the online job posting and application process to significantly enhance the applicant experience. The key goals of these enhancements include:

- **Optimizing Operations:** Streamlining the application process to reduce complexity and improve efficiency, allowing HR staff to focus on strategic initiatives rather than administrative tasks.
- **Strengthening Compliance:** Ensuring that all HR processes align with legal and regulatory standards, thus minimizing the risk of non-compliance.
- **Improving User Experience:** Creating a more user-friendly application process that encourages more candidates to apply and simplifies navigation for applicants.
- **Feedback Mechanisms:** Implementing frequent updates and establishing feedback loops to gather insights from users, ensuring that processes remain relevant and effective.
- **Standardizing Hiring Stages:** Clarifying and standardizing the stages of the hiring process to enhance consistency across agencies, making it easier for HR staff and applicants to understand expectations.
- **Reducing Paper Applications:** Transitioning to a digital-first approach has led to a significant decrease in paper applications, promoting environmental sustainability and operational efficiency.

By fulfilling these responsibilities, Central Human Resources plays a vital role in supporting the organization's mission and enhancing employee engagement and satisfaction.

EMPLOYEE REDUCTION IN FORCE (RIF) LIST

The law mandates specific procedures regarding the filling of classified positions within state departments or establishments, as outlined in RSA 9:1.

When a classified position becomes available, priority must be given to state employees who have been laid off, provided they:

- Are not currently employed by the state.
- Meet the minimum qualifications for the open position.
- Do not receive a promotion as a result of being rehired.

The appointing authority of each department or agency is required to submit a list of names and classifications of laid-off individuals to the Director of Personnel within 10 days following the layoff. This ensures that there is a clear record of available candidates for consideration.

This process not only supports laid-off employees in their reemployment efforts but also helps ensure accountability within the hiring practices of state agencies, fostering a fair and transparent rehire process.

These provisions are designed to assist laid-off employees in reentering the workforce while maintaining the integrity of the hiring process within state agencies.

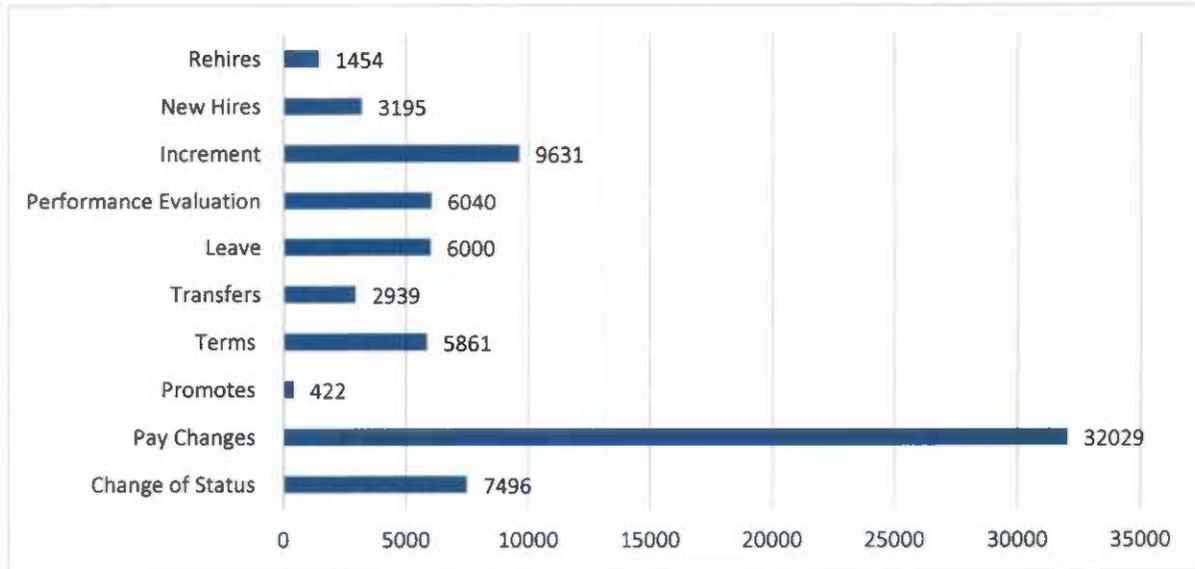
REDUCTION IN FORCE ACTIONS

Fiscal Year 2024

ACTION	NUMBER
Individual Names Submitted to Personnel	0
Names Removed from RIF List:	
Placement to State Agencies	0
Recalled/Re-employed by Agency	0
Declined Placement Services	0
Total Number of Names Removed	0
Number of Full Time Vacant Positions Submitted by Agencies	0
Total Number of Positions Released	0
Names Remaining on RIF List *	0

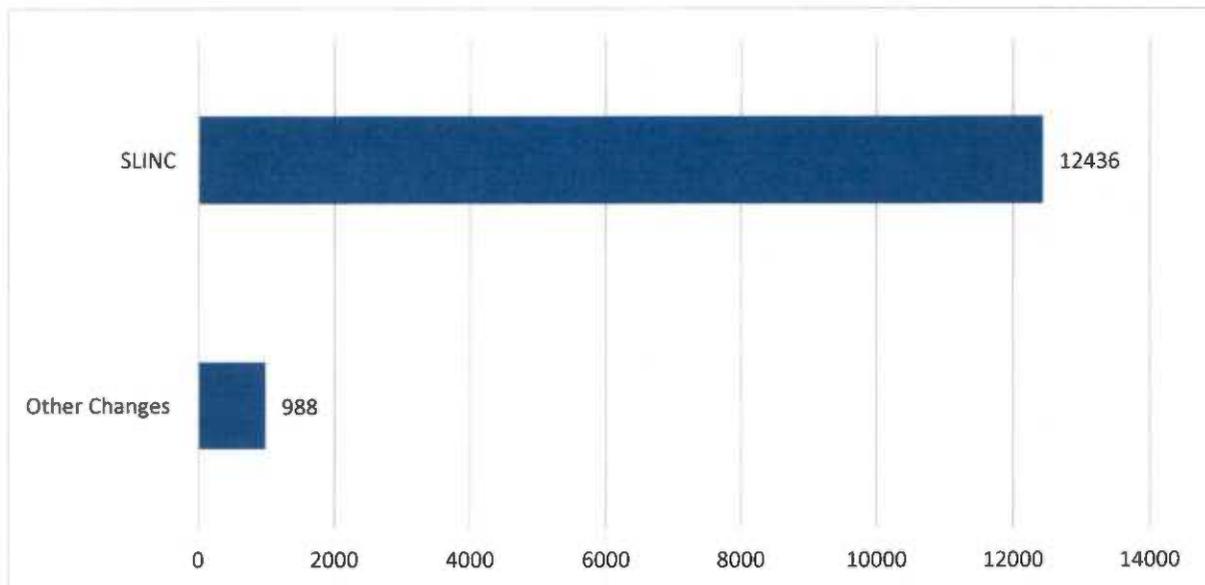
EMPLOYEE COMPLIANCE AUDITS

In FY 24, the COU processed **75,067** transactions including SOC transition adjustments under Pay changes, , new hires, rehires, promotions, lateral assignment changes, transfers, demotions, increments, but not limited to leave of absences, date adjustments, terminations, and retirements.



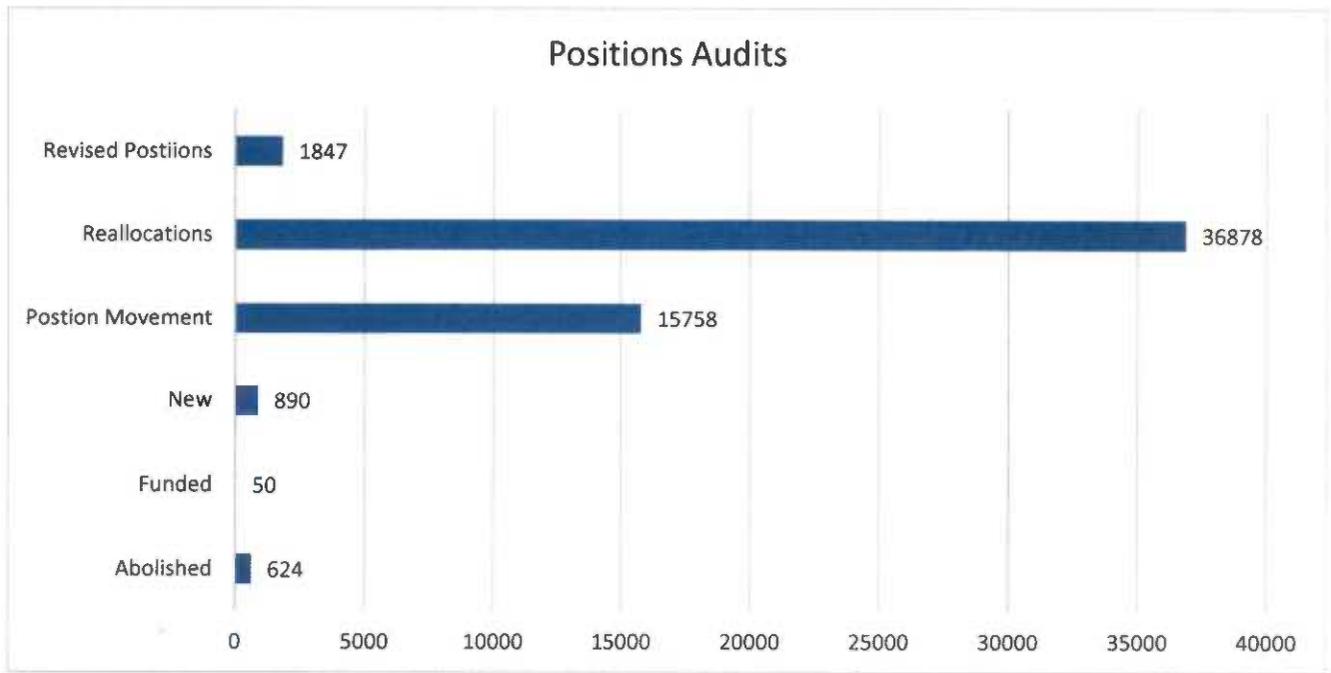
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The COU also worked with the DEAM to ensure accurate data in the NH FIRST system, and updates employees and positions regarding negotiated pay increases(SLINC) and adding shifts to all positions and employees.



POSITION MAINTENANCE REVIEWS

For FY 24, the COU reviewed and processed a combined total of **56,047** position actions and audits.



In FY 24, the COU continued to use the 'mass upload method', which was developed to process multiple employee/position changes in the NH FIRST system using an Excel spreadsheet rather than individual transactions.

The upload method provides efficiency in processing large numbers of transactions, such as location changes, address changes, salary enhancements, and other data corrections resulting from audits. In FY 24, the COU completed **60** mass uploads including the SOC transition, which otherwise would have required agencies and employees in the COU to process thousands of individual transactions.

EXAMINATION SECTION

The Examination Section works with agency staff from the Department of Natural and Cultural Resources and Department of Fish and Game to administer specific examinations in a large quantity at one time for such titles as Conservation Officers and Forest Rangers. This section also offers field-testing of candidates at New Hampshire Employment Security and local offices as alternative examination sites throughout the state.

This section also continues to provide technical assistance to state agency HR departments and hiring managers in the preparation and administration of structured interviews.

<http://sunspot.nh.gov/hr/documents/Examinations/State%20of%20NH%20Examinations.pdf>

STATEWIDE RECRUITMENT UNIT

The Statewide Recruitment Unit (SRU), within the DAS' Division of Personnel (DOP), was established in 2022 to facilitate statewide recruitment efforts for difficult-to-fill positions. Dedicated recruitment personnel with Federal ARPA funding within the SRU provide direct assistance to applicants and actively recruit potential candidates for open positions across all state agencies. In addition, the SRU maintains subscriptions to several online recruitment platforms to promote the State of New Hampshire as an employer and provide the SRU recruiter staff with direct access to job seekers on these platforms. Through the online recruitment platform subscriptions, the SRU recruiters can search for candidates, message them directly, and build relationships to encourage candidates to apply for and accept jobs with the State and streamline the hiring process.

The dedicated recruitment staff in the SRU work closely with agency HR staff and agency hiring managers to provide recommendations and guidance when critical need positions become vacant. These recommendations include re-writes of job descriptions and job postings, ideas for focused recruitment via various platforms (including direct ads through professional organizations), identification of potential candidates from other state postings, considerations for hiring at higher steps in the available range based on market conditions, and the evaluation of the classification of positions to make them more attractive in the marketplace.

In FY 24, the SRU provided training for agency HR staff and agency hiring managers with the following objectives:

- **Recruiter training:** Postings, forward planning, posting templates, screening questions, internal working titles, requisition management, personalization, application processing, waivers, exit interviews, and resources available.
- **Hiring manager training:** Application processing, hiring processes, NHFIRST related processes, recruitment strategies, communication, forward planning, exit interviews, and equal employment opportunities.
- **LinkedIn Recruiter training:** Using the LinkedIn platform, posting, editing, projects, talent pool, filters, matches, sourcing, pipelines, messaging, applicant status, templates, manual searches and posting, building connections, accessing inbox and personal accounts.

In FY 24, the SRU conducted the following significant outreach to potential candidates:

- Sent emails to over 4,300 candidates who had registered an account, but did not apply to a job. In these emails, candidates were offered help matching their qualifications with vacant positions.
- Spoke to over 650 candidates who called the contact phone number looking for help registering, applying, searching for a job, or looking for the status of their application.
- Sent a bi-weekly email with a list of employment opportunities to twelve statewide New Hampshire Employment Security offices. The employment opportunities were sorted according to the job location and the location of the Employment Security office.
- Attended unemployment workshops held at the NH Employment Security Concord Office where on the spot recruitment assistance was provided to individuals seeking employment.
- Developed an informative virtual presentation for colleges and universities. In this presentation, attendees were shown the benefits of working for the State and what types of jobs are available. Students and alumni who were registered on the Handshake platform, were invited to attend.
- Attended in-person job fairs at Colby Sawyer College and the University of New Hampshire. At these job fairs, the SRU staff were able to connect with students, collect resumes and provide them the SRU's contact information.
- Emailed 76 new hire/rehire surveys. The purpose of these surveys was to gather retention information. The employees were asked to complete the survey anonymously. 43% of the surveys emailed were completed by new hires/rehires.

In FY 24, the SRU maintained recruitment online platforms, which included LinkedIn, Indeed, Handshake and ZipRecruiter. The SRU utilized these platforms to send targeted messages and campaigns to potential candidates encouraging them to apply to vacant positions. This messaging helped create a pipeline of viable candidates. The SRU also posted, sponsored and promoted difficult to fill positions within the platform. Sponsored and promoted jobs appear more often in job seeker search results.

The SRU also attended quarterly online recruitment platform meetings. At these meetings, the recruitment platform provided valuable metrics showing growth and improvements. Recruitment staff also attended platform trainings and webinars frequently. At these trainings and webinars, the SRU staff learned about new features and best practices.

Additionally, the SRU performed the following functions:

- Worked directly with candidates providing any assistance they needed to ensure they registered and applied to positions successfully.
- Worked with agencies and the NH FIRST team to streamline and improve State hiring processes.
- Worked with the DAS' Division of Enterprise Applications Management (DEAM) to identify and implement improvements on the State of NH Candidate Space page.
- Provided agency HR staff with several different audit reports showing the number of applications in need of being certified or applications that have been in hiring manager review for longer than 25 days.
- Worked with other units at Division of Personnel to provide information regarding recruitment metrics.
- Targeted specific talent for recruitment to entry-level, mid-range, and highly specialized positions.
- Provided additional support/coverage for vacant State Human Resource positions surrounding job ads and application processing.
- Maintained State of New Hampshire branding pages to increase the number and diversity of qualified applicants.
- Ensured State positions were visible in the places where people are looking for jobs.
- Attended classification occupational review meetings for the engineer positions, nursing positions and human resource positions. The SRU provided market trend information, candidate feedback and recruitment recommendations for each occupational category.

The numbers depicted in the following tables display only those positions posted in the State Online Recruitment System. The personnel rules do not require part-time or temporary seasonal positions to be posted through NH FIRST. Additionally, the numbers do not include candidates that applied outside of the state Online Recruitment System using a paper application.

RECRUITMENT OF FULL-TIME AND PART-TIME POSITIONS BY MONTH
Fiscal Year 2024

Month	Full-Time	Part-Time	Per-Diem	Seasonal	Total Job Postings	Total Applications
July	477	93	0	0	570	3,601
August	664	98	3	2	767	3,234
September	552	93	2	0	647	2,907
October	597	107	0	2	706	3,701
November	593	119	4	3	719	2,692
December	593	137	0	0	730	2,735
January	593	127	2	2	724	2,618
February	578	100	2	14	694	3,765
March	623	126	2	12	763	3,293
April	574	92	6	6	678	3,348
May	587	119	2	0	708	2,818
June	530	100	2	0	632	3,074
Total	6,961	1,311	25	41	8,338	37,786

*Includes only applications submitted through NH FIRST.

Month	Internal Postings	External Postings	Total Job Postings	Total Applications
July	349	221	570	3,601
August	454	313	767	3,234
September	371	276	647	2,907
October	404	302	706	3,701
November	388	331	719	2,692
December	406	324	730	2,735
January	413	311	724	2,618
February	381	313	694	3,765
March	439	324	763	3,293
April	382	296	678	3,348
May	398	310	708	2,818
June	352	280	632	3,074
Total	4,737	3,601	8,338	37,786

RECRUITMENT OF FULL-TIME AND PART-TIME POSITIONS BY AGENCY

Fiscal Year 2024

AGENCY	Internal Postings	External Postings	Full-Time	Part-Time	Per-Diem	Seasonal	Total Job Postings	Total Applications
ADMINISTRATIVE SERVICES DEPT	238	211	306	143	0	0	449	1,455
AGRICULT, MARKETS & FOOD DEPT	10	8	14	4	0	0	18	125
BANKING DEPT	15	4	19	0	0	0	19	50
BUS & ECON AFFAIRS DEPT	109	103	86	126	0	0	212	690
CONSUMER ADVOCATE	4	4	8	0	0	0	8	27
CORRECTIONS DEPT	309	206	448	56	11	0	515	1,903
DEVELOPMENT DISABILITIES CNCL	2	1	1	2	0	0	3	5
EDUCATION DEPT	155	125	208	65	0	7	280	1,601
EMPLOYMENT SECURITY DEPT	117	98	211	4	0	0	215	1,339
ENERGY DEPT	36	36	66	6	0	0	72	370
ENVIRONMENTAL SERVICES DEPT	231	170	383	18	0	0	401	1,867
EXECUTIVE DEPT	3	3	0	6	0	0	6	55
FISH AND GAME DEPT	51	40	69	8	0	14	91	908
HHS: BEHAVIORAL HEALTH DIV	20	13	33	0	0	0	33	283
HHS: COMMISSIONER'S OFFICE	194	155	289	54	0	6	349	1,970
HHS: DEVELOPMENTAL SVCS DIV	18	9	27	0	0	0	27	177
HHS: ELDERLY & ADULT SVCS DIV	23	11	34	0	0	0	34	213
HHS: GLENCLIFF HOME	62	51	103	10	0	0	113	100
HHS: HAMPSTEAD HOSPITAL	8	4	12	0	0	0	12	78
HHS: HUMAN SERVICES DIV	276	222	440	58	0	0	498	3,032
HHS: MEDICAID & BUS POLICY OFC	10	6	8	8	0	0	16	69
HHS: NH HOSPITAL	356	304	500	160	0	0	660	1,809
HHS: PUBLIC HEALTH DIV	109	55	148	12	0	4	164	1,323
HHS: TRANSITIONAL ASSIST DIV	218	158	362	14	0	0	376	1,505
HOUSING APPEALS BOARD	1	1	2	0	0	0	2	0
HUMAN RIGHTS COMMISSION	14	9	21	2	0	0	23	150
INFORMATION TECHNOLOGY DEPT	89	72	147	14	0	0	161	1,552

AGENCY	Internal Postings	External Postings	Full-Time	Part-Time	Per-Diem	Seasonal	Total Job Postings	Total Applications
INSURANCE DEPT	28	15	43	0	0	0	43	183
JUDICIAL COUNCIL	3	2	3	2	0	0	5	10
JUSTICE DEPT	44	34	66	12	0	0	78	390
LABOR DEPT	48	30	76	2	0	0	78	619
LIQUOR COMMISSION	264	180	386	58	0	0	444	2,781
LOTTERY COMMISSION	31	23	52	2	0	0	54	666
MILITARY AFFRS & VET SVCS DEPT	36	27	63	0	0	0	63	259
NATURAL & CULT RESOURCES DEPT	58	44	78	16	0	8	102	633
NH STATE COMM ON AGING	2	2		4	0	0	4	25
OFFICE OF CHILD ADVOCATE	5	4	5	4	0	0	9	53
OFFICE OF THE ADVOCATE FOR SPECIAL EDUCATION	4	4	4	4	0	0	8	63
POLICE STDS & TRAINING COUNCIL	16	13	16	13	0	0	29	107
PROF LICENSURE & CERT OFFICE	67	52	111	8	0	0	119	999
PUBLIC UTILITIES COMMISSION	9	8	17	0	0	0	17	88
REVENUE ADMINISTRATION DEPT	34	28	58	4	0	0	62	213
SAFETY DEPT	466	341	559	234	14	0	807	4,454
STATE DEPT	21	13	32	2	0	0	34	281
TAX AND LAND APPEALS BOARD	4	4	4	4	0	0	8	11
TRANSPORTATION DEPT	707	530	1,176	59	0	2	1237	2,499
TREASURY DEPT	3	2	5	0	0	0	5	55
VETERANS HOME	209	166	262	113	0	0	375	741
Total	4,737	3,601	6,961	1,311	25	41	8,338	37,786

*Includes only applications submitted through NH FIRST.

CANDIDATE REFERRAL BY SOURCE

Fiscal Year 2024

SOURCE	# OF APPLICATIONS*
ATTACHED FROM REQ	901
CAREER / JOB FAIR	358
DOP RECRUITMENT UNIT	6,229
FACEBOOK	38
GLASSDOOR	109
HANDSHAKE	443
IN HOUSE POSTING	15,594
INDEED	7,674
LINKEDIN	1,239
NEWSPAPER	53
OTHER	3,771
RADIO TV	25
STATE EMPLOYEE	1,306
ZIPRECRUITER	46
Total Applications	37,786

*Includes only applications submitted through NH FIRST.

CLASSIFICATION UNIT

The Classification Unit (CU) is responsible for developing, reviewing, maintaining, and implementing the State's Classification System. The CU provides approaches that meet the unique needs of state agencies to classify and organize the workforce while maintaining consistency and equity throughout the state system. The CU's collaborative approach is in its partnership with stakeholders, unions, agency human resources, and leadership.

Key focus areas:

- The CU's role extends to updating and auditing agencies' application of rules, policies, and procedures. This function is vital to ensure fair and equitable comparative analysis practices and organizational structures across occupational groups, titles, and levels.
- The ongoing development of the framework for each SOC Occupational's Group has been a critical next phase of the Classification System Modernization Plan. This phase has involved multiple detailed reviews and strategic analyses, as well as position mapping across state agencies.
- Standardizing position descriptions to accomplish parity among similarly situated positions within the same job titles per occupational group has also been an ongoing development.

The CU gathers and reviews information, metrics, and data to assess patterns, analyze needs, and identify projections as part of classification and compensation projects and classification review requests. The CU also works closely with other departments and offices to accomplish position control and organizational management initiatives.

The CU participates in national, regional, and local surveys on an ongoing basis to share information and stay current with US state government compensation trends. Analysts in the CU work in conjunction with state agencies to review labor market information, educational and certification requirements, and industry changes for comparable state government positions while maintaining alignment with national and regional data, the Equal Employment Opportunity Commission, and the Fair Labor Standards Act.

Classification System Redesign Project

Implementation of NEW NH Classification System

Effective November 3, 2023, the State of New Hampshire's Executive Branch implemented a new position classification system. The new classification system is based on the U.S. Bureau of Labor Statistics' Standard Occupational Classification (SOC) System and the Occupational Information Network (O*NET).

The new classification plan groups positions by related occupations and functions using a standardized scale to assess the required KSAs (skills, knowledge, abilities), work environment and stressors, as well as level of responsibility and impact of the position.

The new classification plan better supports the comparison of jobs and pay across the varied positions in state service and to other organizations and industries to maintain both internal and external equity in compensation and job requirements.

The new classification plan also supports career development within state service by identifying opportunities for career progression in a specific occupation as well as opportunities in related, alternative areas.

What is SOC and O*NET?

The SOC System is a national system for cataloging jobs by occupational field for purposes of data collection and comparison. Much of this data is made available through the O*NET. The SOC system provides a nested hierarchy for organizing jobs consisting of 4 levels: Major Group, Minor Group, Broad Group, and Detailed Occupation. In this way, jobs are grouped and organized based on similarity in function and purpose.



The Occupational Information Network, (O*NET) provides information on occupations at the SOC Detailed Occupation level, including typical tasks, KSAs, and experience and/or education required.

The NH Classification Plan pulls information from O*NET to define a set of available Job Titles organized in Job Series by SOC Broad Group.

Classifying Positions Using SOC and O*NET

Key Terms:

JOB TITLE: SOC Broad Group & Level assigned to a position.

JOB SERIES: A collection of Job Titles falling under the same SOC Broad Group.

BROAD GROUP SPECIFICATION: A document describing the occupation, and typical tasks, knowledge, skills, abilities, and training/experience required for all Job Titles in the Broad Group.

FACTOR: A universal component, feature, or attribute applicable to all occupations that can be assessed and compared to a standard to rate a position and assign it to the appropriate level within a broad group.

WORKING TITLE: A title used to refer to a position that reflects the functions of the position within an agency and used as an alternative to the assigned job title.

The CU defined a set of **187** Job Series to classify all positions in the NH Executive Branch. Each Job Series represents a SOC Broad Group. These Job Series fall across 22 SOC Major Groups.

Each Job Series contains one or more Job Titles. NH Job Titles identify a specific Level within a Broad Group. The number of levels, and thus, the amount of Job Titles per SOC Broad Group, depends on the scope of jobs in NH state government in the occupational area (e.g., entry level, mid-level, senior technical expert, manager).

Every classified position in the NH Executive Branch is assigned a Job Title consisting of a SOC Broad Group and Level. Positions are assigned to the SOC Broad Group that best fits the job duties required of the position. Each position is classified based on duties expected to be performed and the knowledge and

skills required to be successful.

Once the appropriate SOC Broad Group is identified, the position is evaluated to assign it to a level within that Broad Group. The duties and responsibilities of the position are assessed across six **factors:**

KNOW-HOW

“Know-how” means the knowledge, skills, and abilities acquired through a combination of education, training, and/or experience necessary to perform job functions competently. For some job classes, specific legal requirements dictate minimum educational, licensure, certification, and apprenticeship requirements.

SCOPE AND EFFECT

“Scope and Effect” measures the job’s accountability and influence on the achievement of agency, state government, and/or State of New Hampshire goals. This factor reflects responsibility for leading teams, overseeing organizational operations, managing technical

systems, and/or directly supervising resources and the impact of actions taken by a position on internal and external entities.

COMPLEXITY

“Complexity” measures the thinking, reasoning, and judgment involved in identifying and solving specific problems. This factor reflects the diversity, difficulty, and novelty of work; the degree to which work necessitates the formulation of new and/or creative approaches; and the speed at which solutions must be determined.

WORK ENVIRONMENT

“Work Environment” evaluates the types and frequency of workplace demands and stressors, and exposure to health, environmental, and safety hazards.

COMMUNICATION

“Communication” measures the variety of communication tools employed, diversity of audience reached, and purpose and impact of the interpersonal contacts of the position. This factor covers both written and/or verbal communication as well as internal and/or external audiences.

INDEPENDENT ACTION

“Independent Action” measures the degree to which a position self-directs and is empowered to act. This factor reflects the amount of supervision and direction received with respect to defining and prioritizing tasks, establishing procedures and policies, making decisions, and resolving problems.

To determine the level, or to “factor a position,” an analyst will evaluate the functions of the position using the detailed factor definition tables and assign a degree, 1 through 6, for each of the six factors. The total points are then calculated using a Factor Points Matrix, which assigns points for each degree for each factor. The level of the position within the Broad Group is then assigned based on where the total factor points score. State agencies propose a position classification or revised classification, and the Division of Personnel reviews each request for potential approval.

Occupation-Based Wage Schedules

With the move to the new SOC-based Classification System, the State of NH worked with our various union partners to implement revised wage schedules specific for each occupational group. These new wage schedules merged several former pay ranges into fewer “pay bands,” resulting in 11 steps versus the prior 9 steps of progression within each pay range. The timing of steps for the new wage schedules was set to ensure that current and future pay would remain the same – or better - after the transition for every employee.

Classifying positions based on SOC and a common set of factors, and assigning them to a common wage schedule, ensures that employees doing similar work are compensated similarly. This helps maintain equity in pay across same occupation even when working for different state agencies.

Occupation-based wage schedules also provide the opportunity to adjust compensation for specific segments of the workforce based on changing labor market conditions. The State is working with stakeholders, including our union and legislative partners, to determine how such adjustments might occur.

Training and Process Improvements

While updating the state’s Classification System, the Division of Personnel implemented a few supporting improvements to procedures, rules, and forms to clarify and streamline personnel actions. In addition, DOP developed and delivered numerous trainings for state HR staff to support the transition and implementation of new procedures and forms.

The Division of Personnel completed the following notable tasks:

- Substantial revisions to the rules, procedures, and forms to request to reclassify a position.
- Updated the template for supplemental job descriptions for individual positions.
- Developed updated trainings on preparing a supplemental job description, preparing a reclassification request, and on processing transactions within the new classification system and wage schedules.
- Prepared a complete set of SOC-based Broad Group specification documents with factoring for each job title within each SOC Broad Group.

Looking Ahead – Activities for FY 25

In the next fiscal year, the division will continue to finalize components and procedures for the new Classification System. Components to be worked on include:

- Reviewing the standard hours and exempt status of new job titles for consistency.
- Documenting existing promotional progressions that converted to Broad Group Level Advancements.
- Issuing forms to establish new Broad Group Level Advancements and checklists for processing such promotions for individual employees.
- Resolving remaining situations where a supervisor was mapped to the same pay range as one or more of their subordinates.
- Clarifying job duties and the classification of positions where conflicts existed due to multiple former job titles being mapped to the same new job title.
- Completing occupational reviews to evaluate job duties and minimum qualifications of job titles and confirm or revise the classification of positions within the occupation

THE SEVEN-D (7D) BIENNIAL BUDGET AND POSITION PROCESS

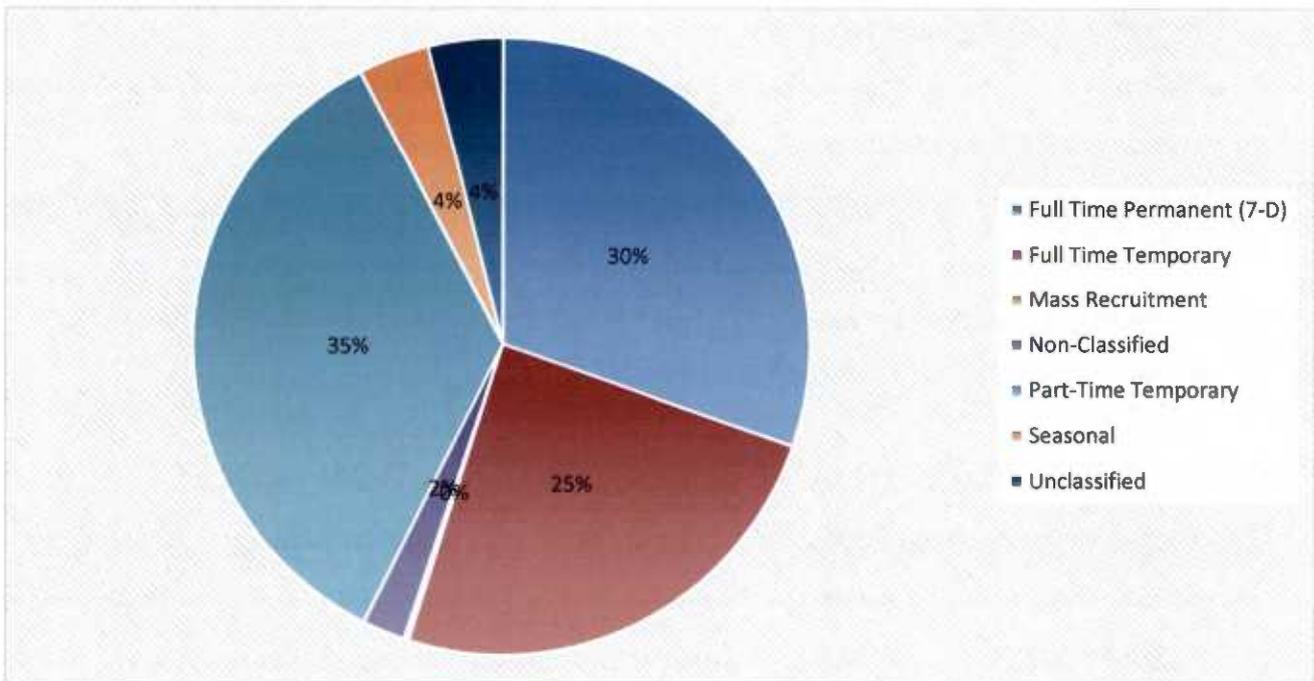
The 7D is a process by which each agency requests position funding in the budget. 7D forms are submitted to the Division of Personnel via a Request New Position work unit. Positions Requested for **FY 2024-FY 2025** were loaded into the efficiency budget of each agency as funded. The CU and OU reviewed a total of **270** positions request through this process which included the establishment of new full-time positions and the conversion of positions from temporary to permanent status. Also included in this review were positions established via legislation.

This year's 7D review focused on ensuring that the positions were accurately mapped to the updated classification system's occupational groups and levels. It also aimed to ensure that organizational structures supported DOP's updated guidance and that supplemental job descriptions correctly identified the proposed classification and level. The CU team prioritized these requests and held multiple sessions to follow up with agencies to ensure appropriate classification based on the proposed review materials provided and adjusted these accordingly.

POSITION UPDATES

In FY 24, the CU reviewed and approved **890** requests to create new positions. A list of all new classified full-time positions expected to last more than 6 months created in FY 24 is provided at the end of this section. The CU also abolished **167** full-time positions and **455** part-time positions in FY 24. A list of abolished/unfunded full-time positions is provided at the end of this section.

New Positions Established – All Categories Fiscal Year 2024



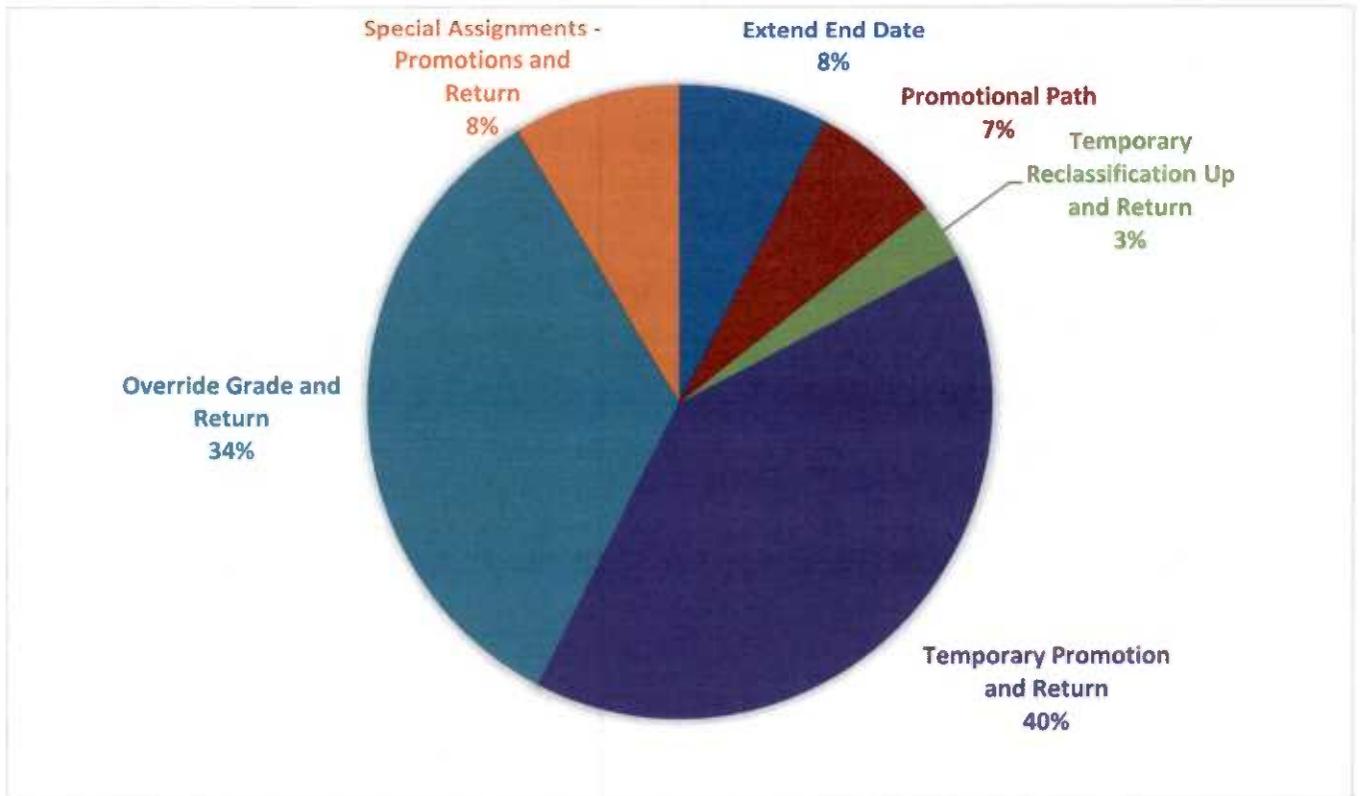
Full Time Temporary	Part Time Temporary	Full Time Permanent (7-D)	Full Time Permanent (Other)	
219	311	270	0	
Seasonal	Mass Recruitment	Unclassified	Non-Classified	<u>Total Established</u>
33	2	35	20	<u>890</u>

Temporary Changes to positions:

The CU follows appropriate RSAs and procedures when approving and processing all position actions involving temporary changes and extensions of those position with the appropriate approvals by the Governor and Executive council and the Fiscal Committee. This includes the monitoring of positions for their expiration date. Special assignments or temporary promotion requests are also examined for compliance with appropriate Personnel Rules. For FY 24, 207 transactions of this nature were performed.

POSITION EXTENSIONS AND TEMPORARY CHANGES

Fiscal Year 2024



Action	Count
Extend End Date	16
Promotional Path	14
Temporary Reclassification Up and Return	6
Temporary Promotion and Return	83
Override Grade and Return	70
Special Assignments - Promotions and Return	18

REORGANIZATIONS

Reorganizations occur when an agency seeks to realign business operations or respond to funding changes or programmatic needs. The CU analysts obtain a great deal of information pre-reorganization from agency personnel to ensure a complete understanding of the plan and all its moving pieces. For **FY24**, the CU worked with agency personnel and human resources on several reorganization projects. The in-depth review of positions necessary for the Classified Redesign Project prompted some of these reviews and projects. Work Unit transactions are captured and reported via the HRIS State system as part of the metrics collected for a reorganization.

A total of **200** work units measured the transactions and activities of Reorganizations (REORGS) in FY 24. These included requests for changes in occupational groups, reclassifications, position and employee transfers, organizational changes, and transactional requests supporting agency restructuring initiatives. The CU provides technical assistance during reorganizations due to the impact a reorganization can have on agency employees, organizational structures, and other structures throughout the state. The CU assists in ensuring appropriate adherence to RSA and state position control functions while helping agencies improve their business strategies, identify strengths and weaknesses in the current organizational structures, and review occupational groups when proposing new structures; updated guidance with supervisory roles was also considered.

REALLOCATIONS

In the new Classification System, reallocations now take into account all state positions that are grouped together based on similar or identical job functions. Positions that are categorized under a specific job title can be present in multiple state agencies, and reallocation reviews will now consider reclassifying these job titles across all agencies. This change was made to ensure a fair review of all positions when considering changes in job levels and to ensure that these roles are not limited to a single agency. Starting in FY 24, the project team began reviewing different occupational groups such as engineers and nurses. The goal of the CU and the project team is to assess positions and levels across all occupational groups. This effort is made easier by collaborating with agencies and subject matter experts.

RECLASSIFICATIONS

The transition to the new system increased the need for human resources to learn new competency areas including SOC knowledge, identifying broad groups, and transitioning from old classification titles and labor grades to SOC titles, levels, and pay bands. The CU put together multiple tools and resources and convened several meetings to assist in this process. Additionally, analysts from the CU met with agencies regularly to assist them with training and consultation.

The CU is proactively reviewing all position requests for reclassification as the state-wide project progresses. The team is committed to ensuring that any mission-critical requests from state agencies are promptly reviewed and evaluated, with direct follow-up to agency human resources contacts. Reclassification requests can often be combined with other position actions such as transfers, location changes, supervisor changes, supplemental job description revisions, and organizational structure reconfigurations. **The reclassification count FY 24 was 1,148.**

Out-of-Class Series Reclassifications:

As of the Classification system transition and updated personnel rules, any reclassifications that result in a Major Group Change per the existing RSA 21-I: 56 are brought before the Governor and Executive Council (G&C) for approval. The approval process requires that the CU analyst complete a justification on behalf of the agency, following the decision made and the final recommendation. Once G&C approves the action, the Operations Unit (OU) may process the Work Unit. In FY24, **1148 total reclass filled and vacant** out of the **147** position reclassifications were submitted to and approved by the Governor and Executive Council. The chart at the end of this section lists all reclassifications that resulted in Major Group Changes.

Reclassification Requests for Full-Time Positions Fiscal Year 2024

Requested Action*	# Approved
Position Reclassification- Vacant	252
Position Reclassification- Filled	896
TOTAL	1148

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OUT-OF-SERIES POSITION RECLASSIFICATIONS APPROVED BY GOVERNOR AND COUNCIL

FY 2024

DEPARTMENT	FROM (TITLE)	LG/PB	TO (TITLE & SALARY GRADE)	LG/PB	G & C
EDUCATION DEPT	EDUCATION CONSULTANT I	26	ADMINISTRATOR I	27	07/19/23
BANKING DEPT	ADMINISTRATOR IV	33	CHIEF BANK EXAMINER	34	07/19/23
BANKING DEPT	ADMINISTRATOR IV	33	CHIEF BANK EXAMINER	34	07/19/23
NATURAL & CULT RESOURCES DEPT	ADMINISTRATIVE SUPERVISOR	17	BUSINESS ADMINISTRATOR I	21	07/19/23
EDUCATION	PROGRAM SPECIALIST IV	25	VOCATIONAL REHAB SUPERVISOR	25	07/19/23
ENVIRONMENTAL SERVICES DEPT	ADMINISTRATOR II	29	SENIOR SCIENTIST	29	07/19/23
ENVIRONMENTAL SERVICES DEPT	CIVIL ENGINEER V	30	SENIOR SCIENTIST	29	07/19/23
TRANSPORTATION DEPT	CLERK III	8	TRAINING DEVELOPMENT MANAGER	24	07/19/23
INFORMATION TECHNOLOGY DEPT	COMPUTER OPERATOR III	16	TECHNICAL SUPPORT SPEC I	17	08/02/23
HHS: COMMISSIONER'S OFFICE	HUMAN RESOURCES TECHNICIAN	17	PROGRAM SPECIALIST I	19	08/02/23
HHS: COMMISSIONER'S OFFICE	PROGRAM SPECIALIST III	23	BUSINESS SYSTEMS ANALYST I	28	08/02/23
HHS: COMMISSIONER'S OFFICE	ACCOUNTING TECHNICIAN	12	ACCOUNTANT I	16	08/02/23
HHS: COMMISSIONER'S OFFICE	ACCOUNTING TECHNICIAN	12	ACCOUNTANT I	16	08/02/23
HHS: COMMISSIONER'S	ACCOUNTING TECHNICIAN	12	ACCOUNTANT II	18	08/02/23
HHS: COMMISSIONER'S OFFICE	ACCOUNTING TECHNICIAN	12	ACCOUNTANT I	16	08/02/23
VETERANS HOME	LICENSED NURSING ASSISTANT I	9	ADMINISTRATOR II	29	08/02/23
HEALTH AND HUMAN SERVICES	PLANNING ANALYST/DATA SYSTEM	24	PROGRAM SPECIALIST IV	25	08/02/23
EMPLOYMENT SECURITY DEPT	FRAUD INVESTIGATOR	21	PROGRAM SPECIALIST III	23	08/23/23
EMPLOYMENT SECURITY DEPT	CERTIFYING OFFICER	16	SUPERVISOR VII	28	08/23/23
EMPLOYMENT SECURITY DEPT	FRAUD INVESTIGATOR	21	PROGRAM SPECIALIST III	23	08/23/23
EMPLOYMENT SECURITY DEPT	FRAUD INVESTIGATOR	21	PROGRAM SPECIALIST III	23	08/23/23
EMPLOYMENT SECURITY DEPT	SUPV OF BENEFIT PAYMENT CONTRL	24	PROGRAM SPECIALIST III	23	08/23/23
EMPLOYMENT SECURITY DEPT	SUPV OF BENEFIT PAYMENT CONTRL	24	SUPERVISOR V	26	08/23/23
HEALTH AND HUMAN SERVICES	PAYROLL OFFICER I	14	SUPERVISOR III	23	08/23/23
HHS: COMMISSIONER'S OFFICE	PARALEGAL I	16	PROGRAM SPECIALIST III	23	08/23/23
LIQUOR COMMISSION	SUPERVISOR II	21	HUMAN RESOURCES COORDINATOR II	23	08/23/23
LIQUOR COMMISSION	PAYROLL OFFICER II	16	HUMAN RESOURCES TECHNICIAN	17	08/23/23
ENERGY DEPT	BUSINESS ADMINISTRATOR IV	29	ADMINISTRATOR II	29	08/23/23
REVENUE ADMINISTRATION DEPT	TAX EXAMINER V	21	PROGRAM SPECIALIST IV	25	08/23/23
SAFETY DEPT	ACCOUNTING TECHNICIAN	12	ACCOUNTANT I	16	08/23/23
SAFETY DEPT	ACCOUNTING TECHNICIAN	12	ACCOUNTANT II	18	08/23/23

DEPARTMENT	FROM (TITLE)	LG/PB	TO (TITLE & SALARY GRADE)	LG/PB	G & C
PUBLIC UTILITIES COMMISSION	ADMINISTRATOR III	31	HEARINGS EXAMINER	31	08/23/23
TRANSPORTATION DEPT	ENGINEERING TECHNICIAN III	16	PROGRAM SPECIALIST II	21	08/23/23
NATURAL & CULT RESOURCES DEPT	SENIOR HISTORIAN	27	ADMINISTRATOR II	29	08/23/23
TRANSPORTATION DEPT	TOLL ATTENDANT I	9	BUSINESS SYSTEMS ANALYST I	28	08/23/23
ADMINISTRATIVE SERVICES DEPT	BUSINESS ADMINISTRATOR III	27	ADMINISTRATOR IV	33	08/23/23
TRANSPORTATION DEPT	TOLL ATTENDANT I	9	BUSINESS SYSTEMS ANALYST I	28	08/23/23
HHS: COMMISSIONER'S OFFICE	PROGRAM PLANNER III	25	ADMINISTRATOR I	27	08/23/23
SAFETY DEPT	TELECOMMUNICATION SPEC I	18	ADMINISTRATOR III	31	08/23/23
EMPLOYMENT SECURITY DEPT	PROGRAM ASSISTANT II	15	PROGRAM SPECIALIST I	19	08/23/23
EMPLOYMENT SECURITY DEPT	PROGRAM ASSISTANT II	15	PROGRAM SPECIALIST I	19	08/23/23
EMPLOYMENT SECURITY DEPT	FRAUD INVESTIGATOR	21	PROGRAM SPECIALIST III	23	08/23/23
EMPLOYMENT SECURITY DEPT	FRAUD INVESTIGATOR	21	PROGRAM SPECIALIST III	23	08/23/23
HEALTH AND HUMAN SERVICES	ACCOUNTANT II	18	BUSINESS SYSTEMS ANALYST I	28	09/06/23
INFORMATION TECHNOLOGY DEPT	SYSTEM DEVELOPMENT SPEC VI	30	TECHNICAL SUPPORT SPEC VI	32	09/06/23
TRANSPORTATION DEPT	INTRIC EQUIP TECHNICIAN III	14	ENGINEERING TECHNICIAN III	19	09/06/23
BANKING DEPT	PROGRAM SPECIALIST II	21	FINANCIAL EXAMINER I	21	09/06/23
HHS: COMMISSIONER'S OFFICE	ACCOUNTANT II	18	BUSINESS ADMINISTRATOR II	24	09/06/23
HHS: COMMISSIONER'S OFFICE	SENIOR MANAGEMENT ANALYST	26	BUSINESS SYSTEMS ANALYST I	28	09/06/23
HHS: COMMISSIONER'S OFFICE	PROGRAM PLANNER III	25	BUSINESS SYSTEMS ANALYST I	28	09/06/23
ENVIRONMENTAL SERVICES DEPT	EXECUTIVE SECRETARY	11	ATTORNEY III	30	09/06/23
CORRECTIONS DEPT	TECHNICAL SUPPORT SPEC VI	32	ADMINISTRATOR IV	33	09/06/23
CORRECTIONS DEPT	ADMINISTRATOR IV	33	CHIEF OF PROBATION AND PAROLE	30	09/06/23
EDUCATION DEPT DEPT	GRANTS AND CONTRACTS TECHNICIAN	15	ADMINISTRATOR III	33	09/06/23
HHS: COMMISSIONER'S OFFICE	PUBLIC HEALTH PROGRAM MANAGER	26	PROG PLNG AND REVIEW SPECIALIST	28	09/20/23
LIQUOR COMMISSION	SENIOR ACCOUNTING TECHNICIAN	14	ACCOUNTANT II	18	09/20/23
LIQUOR COMMISSION	ACCOUNTING TECHNICIAN	12	ACCOUNTANT I	16	09/20/23
LIQUOR COMMISSION	STAFF DEV AND TRAINING SPEC	24	LIQUOR INVESTIGATOR I	19	09/20/23
ADMINISTRATIVE SERVICES DEPT	HUMAN RESOURCES SPECIALIST	27	ADMINISTRATOR II	29	09/20/23
ADMINISTRATIVE SERVICES DEPT	FINANCIAL DATA ADMIN I	28	INFORMATION TECHNOLOGY MGR II	30	09/20/23
ADMINISTRATIVE SERVICES DEPT	FINANCIAL DATA ADMIN I	28	INFORMATION TECHNOLOGY MGR II	30	09/20/23
NATURAL & CULT RESOURCES DEPT	CHIEF GRANTS PGM COORD	25	ADMINISTRATOR I	27	10/04/23
OPLC	ACCOUNTING TECHNICIAN	12	PROGRAM SPECIALIST IV	25	10/04/23
SAFETY DEPT	BUSINESS SYSTEMS ANALYST I	28	PARALEGAL II	19	10/04/23
SAFETY DEPT	PHARM BD COMPLIANCE INV/INSP	27	PARALEGAL II	19	10/04/23
ENVIRONMENTAL SERVICES DEPT	PUBLIC INFO AND PERMIT ADMIN	34	ADMINISTRATOR II	29	10/04/23
LOTTERY COMMISSION	FIELD AUDITOR	22	PROGRAM SPECIALIST IV	25	10/18/23
HHS: COMMISSIONER'S	PROGRAM SPECIALIST III	23	BUSINESS SYSTEMS ANALYST I	28	10/18/23

DEPARTMENT	FROM (TITLE)	LG/PB	TO (TITLE & SALARY GRADE)	LG/PB	G & C
FISH AND GAME DEPT	COMPUTER ENTRY/AUDIT CLERK	10	PROGRAM ASSISTANT II	15	10/18/23
OPLC	ADMINISTRATIVE SECRETARY	14	ADMINISTRATIVE ASSISTANT II	19	10/18/23
SAFETY DEPT	DATA ENTRY OPERATOR III	8	SUPERVISOR V	26	10/18/23
SAFETY DEPT	EMERGENCY MGMT PROTECTION PLNR	22	SUPERVISOR III	23	10/18/23
HHS: COMMISSIONER'S OFFICE	TEACHER III	22	SUPERVISOR VI	27	10/18/23
HHS: COMMISSIONER'S OFFICE	TEACHER I	18	SUPERVISOR VI	27	10/18/23
HHS: COMMISSIONER'S OFFICE	TEACHER ASSISTANT	11	YOUTH COUNSELOR II DRC	18	10/18/23
HHS: COMMISSIONER'S OFFICE	SUPERVISOR IV DRC	25	ADMINISTRATOR IV	33	10/18/23
INFORMATION TECHNOLOGY DEPT	INFORMATION TECHNOLOGY MGR III	31	TECHNICAL SUPPORT SPEC VI	32	11/08/23
JUSTICE DEPARTMENT	SUPERVISOR II	19	PROGRAM SPECIALIST III	23	11/08/23
SAFETY DEPT	PROGRAM SPECIALIST VI	21	PAYROLL OFFICER II	16	11/08/23
CORRECTIONS DEPT	PROGRAM SPECIALIST IV	25	CHIEF OF CORR INVESTIGATORS	30	11/08/23
PUBLIC UTILITIES COMMISSION	ADMINISTRATIVE ASSISTANT II	19	UTILITY ANALYST II	26	11/08/23
TRANSPORTATION DEPT	PAYROLL OFFICER I	14	ACCOUNTANT II	18	11/08/23
ENERGY DEPT	UTILITY ANALYST I	24	UTILITY ANALYST II	26	11/08/23
INFORMATION TECHNOLOGY DEPT	SYSTEMS DEVELOPMENT SPEC VI	30	INFORMATION TECHNOLOGY MGR V	34	11/08/23
ADMIN SERVICES	CASE TECHNICAN II	16	HUMAN RESOURCES COORDINATOR II	23	11/08/23
TRANSPORTATION DEPT	ENGINEERING TECHNICIAN V	22	ENVIRONMENTALIST III	23	11/08/23
FISH AND GAME	BIOLOGIST I	21	SUPERVISOR IV	25	11/08/23
VETERANS HOME	BLDGS AND GROUNDS UTILITY PERSON	8	MAINTENANCE MECHANIC II	12	11/08/23
VETERANS HOME	BLDGS AND GROUNDS UTILITY PERSON	8	MAINTENANCE MECHANIC II	12	11/08/23
NATURAL & CULT RESOURCES DEPT	PUBLIC WORKS PROJECT MGR I	21	BUSINESS ADMINISTRATOR I	21	11/08/23
SAFETY DEPT	INFORMATIONAL REP II	21	HIGHWAY SAFETY FIELD REP	24	11/08/23
HHS: COMMISSIONER'S OFFICE	CLAIMS PROCESSOR II	12	ADMINISTRATOR II	29	11/29/23
LABOR DEPT	PROGRAM ASSISTANT II	15	LEGAL ASSISTANT	19	11/29/23
JUSTICE DEPARTMENT	ADMINISTRATIVE ASSISTANT I	16	PROGRAM SPECIALIST II	21	12/20/23
NATURAL & CULT RESOURCES DEPT	43-6010 ADMIN ASSTS-5	19	13-1190 MISC BUS OPS SPECS-4	23	12/20/23
HHS: COMMISSIONER'S OFFICE	43-6010 ADMIN ASSTS-2	11	23-2010 PARALGLS-LGL ASSTS-4	19	12/20/23
HHS: COMMISSIONER'S OFFICE	43-6010 ADMIN ASSTS-2	11	23-2010 PARALGLS-LGL ASSTS-4	19	12/20/23
HHS: COMMISSIONER'S OFFICE	21-1090 MISC SOC SVC SPECS-5	23	43-6010 ADMIN ASSTS-6	23	01/10/24
HHS: COMMISSIONER'S OFFICE	15-2050 DATA SCIENTISTS-2	24	11-9110 MED-HLTH SVCS MGRS-3	27	01/10/24
HHS: COMMISSIONER'S OFFICE	13-1110 MANAGEMENT ANALYSTS-4	28	15-2050 DATA SCIENTISTS-4	30	01/10/24
Health and Human Services	43-3030 ACCTNG-AUDIT CLERKS-3	12	13-2010 ACCTS-AUDITORS-2	16	01/10/24
HHS: COMMISSIONER'S OFFICE	15-2050 DATA SCIENTISTS-2	25	13-1190 MISC BUS OPS SPECS-6	27	01/10/24
TRANSPORTATION DEPT	17-3020 ENGINEERING TECHS-5	5	15-1210 COMP-INFO ANALYSTS-2	6	01/31/24
TRANSPORTATION DEPT	17-3020 ENGINEERING TECHS-6	6	19-3050 REGIONAL PLANNERS-3	7	01/31/24
TRANSPORTATION DEPT	17-2050 CIVIL ENGINEERS-3	7	11-9190 MISC MGRS-4	4	01/31/24

DEPARTMENT	FROM (TITLE)	LG/PB	TO (TITLE & SALARY GRADE)	LG/PB	G & C
HHS: COMMISSIONER'S OFFICE	41-1010 SUPS OF SALES WKRS-2	4	43-1010 SUPS OFC-ADMIN SUPP-2	4	01/31/24
HHS: COMMISSIONER'S OFFICE	43-9050 MAIL CLERKS-2	2	13-2090 MISC FINAN SPECS-5	6	01/31/24
EMPLOYMENT SECURITY DEPT	43-4190 MISC RECORDS CLERKS-3	15	13-2080 TAX EXAMINERS-3	16	01/31/24
HHS: COMMISSIONER'S OFFICE	21-1090 MISC SOC SVC SPECS-6	25	11-9150 SOC-CMTY SVC MGRS-3	27	01/31/24
EMPLOYMENT SECURITY DEPT	21-1010 COUNSELORS-5	21	11-9150 SOC-CMTY SVC MGRS-2	25	01/31/24
EMPLOYMENT SECURITY DEPT	21-1010 COUNSELORS-5	21	11-9150 SOC-CMTY SVC MGRS-2	25	01/31/24
EMPLOYMENT SECURITY DEPT	21-1010 COUNSELORS-5	21	11-9150 SOC-CMTY SVC MGRS-2	25	01/31/24
EMPLOYMENT SECURITY DEPT	21-1010 COUNSELORS-5	21	11-9150 SOC-CMTY SVC MGRS-2	25	01/31/24
EMPLOYMENT SECURITY DEPT	21-1010 COUNSELORS-5	21	11-9150 SOC-CMTY SVC MGRS-2	25	01/31/24
POLICE STDS & TRAINING COUNCIL	13-1190 MISC BUS OPS SPECS-4	5	33-1012 SUPS OF POLICE-P2	6	01/31/24
CORRECTIONS DEPT	43-1010 SUPS OFC-ADMIN SUPP-3	19	11-9190 MISC MGRS-5	29	01/31/24
CORRECTIONS DEPT	43-3010 ACCOUNT COLLECTORS-4	16	13-1040 COMPLIANCE OFFICERS-3	20	01/31/24
CORRECTIONS DEPT	43-3010 ACCOUNT COLLECTORS-4	16	13-1040 COMPLIANCE OFFICERS-3	20	01/31/24
CORRECTIONS DEPT	43-3010 ACCOUNT COLLECTORS-4	16	13-1040 COMPLIANCE OFFICERS-3	20	01/31/24
ENERGY DEPT	13-1070 HUMAN RES WKRS-4	5	23-2010 PARALGLS-LGL ASSTS-4	4	03/13/24
HHS: COMMISSIONER'S OFFICE	LIBRARIAN II	21	29-1120 THERAPISTS-3	5	03/13/24
EDUCATION DEPT DEPT	43-6010 ADMIN ASSTS-3	3	13-1040 COMPLIANCE OFFICERS-6	7	03/13/24
HHS: COMMISSIONER'S OFFICE	43-6010 ADMIN ASSTS-2	2	21-1090 MISC SOC SVC SPECS-6	6	03/13/24
VETERANS HOME	43-4160 HUMAN RES ASSTS-3	3	13-1070 HUMAN RES WKRS-3	4	03/13/24
HHS: GLENCLIFF HOME	43-3030 ACCTNG-AUDIT CLERKS-2	2	13-2010 ACCTS-AUDITORS-2	3	03/13/24
LOTTERY COMMISSION	13-1190 MISC BUS OPS SPECS-4	5	43-1010 SUPS OFC-ADMIN SUPP-3	5	03/27/24
POLICE STDS & TRAINING COUNCIL	37-2010 BLDG CLEANING WKRS-1	2	33-1012 SUPS OF POLICE-P2	6	05/15/24
JUSTICE DEPT	43-6010 ADMIN ASSTS-4	4	23-2010 PARALGLS-LGL ASSTS-4	4	05/15/24
SAFETY DEPT	43-4190 MISC RECORDS CLERKS-2	3	13-1040 COMPLIANCE OFFICER-5	6	05/15/24
SAFETY DEPT	43-4190 MISC RECORDS CLERKS-2	3	13-1040 COMPLIANCE OFFICER-5	6	05/15/24
HHS: NH HOSPITAL	29-1120 THERAPISTS-7	10	11-9160 EMERGENCY MGMT DIRS-1	4	05/29/24
HHS: COMMISSIONER'S OFFICE	29-1290 MISC HLTHCRE PRACTS-4	6	11-9150 SOC-CMTY SVC MGRS-4	5	05/29/24
HHS: HUMAN SERVICES DIV	43-6010 ADMIN ASSTS-2	2	21-1020 SOCIAL WKRS-2	4	05/29/24
POLICE STDS & TRAINING COUNCIL	37-2010 BLDG CLEANING WKRS-2	2	33-1012 SUPS OF POLICE-P2	6	05/29/24
LIQUOR COMMISSION	13-1020 BUYERS-PURCH AGTS-5	7	11-3020 COMP-INFO SYS MGRS-6	7	06/12/24
LIQUOR COMMISSION	13-1020 BUYERS-PURCH AGTS-5	7	15-1230 COMPUTER SUPP SPECS-9	9	06/12/24
LIQUOR COMMISSION	41-1010 SUPS OF SALES WKRS-1	3	15-1230 COMPUTER SUPP SPECS-6	6	06/12/24
LIQUOR COMMISSION	41-1010 SUPS OF SALES WKRS-1	3	15-1230 COMPUTER SUPP SPECS-6	6	06/12/24
HHS: COMMISSIONER'S OFFICE	21-1090 MISC SOC SVC SPECS-7	7	11-9150 SOC-CMTY SVC MGRS-4	5	06/26/24
CORRECTIONS DEPT DEPT	21-1020 SOCIAL WKRS-5	6	13-1040 COMPLIANCE OFFICERS-6	7	06/26/24
ENVIRONMENTAL SERVICES DEPT	49-9070 GENERAL RPR WKRS-3	3	47-1010 SUPS CONSTRUCT WKRS-5	5	06/26/24
SAFETY DEPT	43-4190 MISC RECORDS CLERKS-2	3	23-1020 ADMIN LAW JUDGES-6	9	06/26/24

DEPARTMENT	FROM (TITLE)	LG/PB	TO (TITLE & SALARY GRADE)	LG/PB	G & C
CORRECTIONS DEPT DEPT	33-3010 CORR OFFICERS-C1	1	23-1010 LAWYERS-4	9	06/26/24
HHS: COMMISSIONER'S OFFICE	43-1010 SUPS OFC-ADMIN SUPP-2	4	13-1110 MANAGEMENT ANALYSTS-4	7	06/26/24
JUSTICE DEPT	43-3030 ACCTNG-AUDIT CLERKS-3	3	13-2010 ACCTS-AUDITORS-2	3	06/29/24

**NEW FULL-TIME PERMANENT AND FULL-TIME TEMPORARY POSITIONS
Including the 7D Fiscal Year 2024**

Agency	Classification Title*	Labor Grade	Estimated Cost (Step 1)
BANKING DEPT	FINANCIAL EXAMINER III	32	\$ 79,365.00
POLICE STDS & TRAINING	PROGRAM SPECIALIST III	23	\$ 53,722.50
POLICE STDS & TRAINING	Training Development Manager	24	\$ 56,043.00
HHS: COMMISSIONER'S OFFICE	LEGAL SECRETARY IV	15	\$ 38,922.00
CORRECTIONS DEPT	PROGRAM COORDINATOR HZD	26	\$ 61,093.50
CORRECTIONS DEPT	PROGRAM COORDINATOR HZD	26	\$ 61,093.50
CORRECTIONS DEPT	PROGRAM COORDINATOR HZD	26	\$ 61,093.50
EDUCATION DEPT	ADMINISTRATOR II	29	\$ 69,459.00
HHS: PUBLIC HEALTH DIV	LICENSING AND EVAL COORD	20	\$ 47,463.00
HHS: PUBLIC HEALTH DIV	LICENSING AND EVAL COORD	20	\$ 47,463.00
HHS: NH HOSPITAL	UTILIZATION REVIEW COORDINATOR	20	\$ 47,463.00
HHS: COMMISSIONER'S OFFICE	PROGRAM SPECIALIST II	21	\$ 49,530.00
HHS: COMMISSIONER'S OFFICE	PROGRAM SPECIALIST I	19	\$ 45,610.50
HHS: COMMISSIONER'S OFFICE	PROGRAM SPECIALIST II	21	\$ 49,530.00
HHS: COMMISSIONER'S OFFICE	PROGRAM SPECIALIST II	21	\$ 49,530.00
HHS: COMMISSIONER'S OFFICE	PROGRAM SPECIALIST II	21	\$ 49,530.00
HHS: BEHAVIORAL HEALTH DIV	ADMINISTRATOR I	27	\$ 63,823.50
HHS: HUMAN SERVICES DIV	PROGRAM SPECIALIST IV	25	\$ 58,539.00
HHS: HUMAN SERVICES DIV	PROGRAM SPECIALIST IV	25	\$ 58,539.00
HHS: HUMAN SERVICES DIV	PROGRAM SPECIALIST IV	25	\$ 58,539.00
HHS: MEDICAID & BUS POLICY	BUSINESS SYSTEMS ANALYST II	30	\$ 72,579.00
HHS: MEDICAID & BUS POLICY	BUSINESS SYSTEMS ANALYST II	30	\$ 72,579.00
HHS: PUBLIC HEALTH DIV	PLANNING ANALYST/DATA SYSTEM	24	\$ 56,043.00
HHS: BEHAVIORAL HEALTH DIV	BUSINESS SYSTEMS ANALYST II	30	\$ 72,579.00
HHS: BEHAVIORAL HEALTH DIV	ADMINISTRATOR II	29	\$ 69,459.00
HHS: NH HOSPITAL	FINANCIAL AGENT I	20	\$ 47,463.00
HHS: NH HOSPITAL	PROGRAM ASSISTANT II	15	\$ 38,922.00
HHS: COMMISSIONER'S OFFICE	PROGRAM SPECIALIST III	23	\$ 53,722.50
HHS: COMMISSIONER'S OFFICE	ADMINISTRATOR I	27	\$ 63,823.50
AGRICULT, MARKETS & FOOD	ADMINISTRATOR I	27	\$ 63,823.50
SAFETY DEPT	PLANNING ANALYST/DATA SYSTEM	24	\$ 56,043.00
SAFETY DEPT	PROGRAM SPECIALIST III	23	\$ 53,722.50
NATURAL & CULT RESOURCES	PROGRAM SPECIALIST II	21	\$ 49,530.00
TRANSPORTATION DEPT	BUSINESS SYSTEMS ANALYST I	28	\$ 66,573.00
TRANSPORTATION DEPT	BUSINESS SYSTEMS ANALYST I	28	\$ 66,573.00
NATURAL & CULT RESOURCES	HISTORIAN	24	\$ 56,043.00
INSURANCE DEPT	JUNIOR EXAMINER	23	\$ 53,722.50
INSURANCE DEPT	JUNIOR EXAMINER	23	\$ 53,722.50
JUSTICE DEPT	PARALEGAL II	19	\$ 45,610.50
JUSTICE DEPT	LEGAL ASSISTANT	19	\$ 45,610.50
JUSTICE DEPT	PROGRAM SPECIALIST I	19	\$ 45,610.50
JUSTICE DEPT	CRIMINAL JUSTICE PROGRAM SPEC	24	\$ 56,043.00

Agency	Classification Title*	Labor Grade	Estimated Cost (Step 1)
ADMINISTRATIVE SERVICES DEPT	ADMINISTRATOR II	29	\$ 69,459.00
EDUCATION DEPT	PROGRAM SPECIALIST I	19	\$ 45,610.50
HUMAN RIGHTS COMMISSION	ANTI-DISCRIMINATION INVEST I	23	\$ 53,722.50
HUMAN RIGHTS COMMISSION	ANTI-DISCRIMINATION INVEST I	23	\$ 53,722.50
HUMAN RIGHTS COMMISSION	ANTI-DISCRIMINATION INVEST I	23	\$ 53,722.50
HUMAN RIGHTS COMMISSION	ANTI-DISCRIMINATION INVEST I	23	\$ 53,722.50
HUMAN RIGHTS COMMISSION	PARALEGAL I	16	\$ 40,560.00
PROF LICENSURE & CERT OFFICE	BUSINESS SYSTEMS ANALYST I	28	\$ 66,573.00
PROF LICENSURE & CERT OFFICE	ATTORNEY IV	32	\$ 79,365.00
PROF LICENSURE & CERT OFFICE	ATTORNEY II	28	\$ 66,573.00
PROF LICENSURE & CERT OFFICE	SUPERVISOR II	21	\$ 49,530.00
LIQUOR COMMISSION	ACCOUNTANT II	18	\$ 43,875.00
HHS: NH HOSPITAL	SENIOR PSYCHIATRIC SOCIAL WKR DRC	26	\$ 61,093.50
LIQUOR COMMISSION	INTERNAL AUDITOR II	21	\$ 49,530.00
LIQUOR COMMISSION	BEVERAGE MARKETING SPECIALIST	27	\$ 63,823.50
LIQUOR COMMISSION	PROGRAM ASSISTANT II	15	\$ 38,922.00
LOTTERY COMMISSION	AGENCY AUDIT MANAGER	25	\$ 58,539.00
LOTTERY COMMISSION	FIELD AUDITOR	22	\$ 51,499.50
LOTTERY COMMISSION	LOTTERY FIELD SUPERVISOR	22	\$ 51,499.50
EDUCATION DEPT	TECHNICAL SUPPORT SPEC VI	32	\$ 79,365.00
HHS: NH HOSPITAL	BUSINESS SYSTEMS ANALYST II	30	\$ 72,579.00
SAFETY DEPT	ELEC TECH RADIOLOG INSTRUM II	20	\$ 47,463.00
INSURANCE DEPT	INSURANCE COMPANY EXAMINER III	32	\$ 79,365.00
TRANSPORTATION DEPT	CIVIL ENGINEER VI	32	\$ 79,365.00
PROF LICENSURE & CERT OFFICE	ADMINISTRATOR I	27	\$ 63,823.50
LOTTERY COMMISSION	FINANCE ASSOCIATE	27	\$ 63,823.50
HHS: PUBLIC HEALTH DIV	ADMINISTRATOR IV	33	\$ 83,070.00
HHS: BEHAVIORAL HEALTH DIV	ADMINISTRATOR III	31	\$ 75,757.50
HHS: DEVELOPMENTAL SVCS DIV	BUSINESS SYSTEMS ANALYST II	30	\$ 72,579.00
HHS: COMMISSIONER'S OFFICE	ADMINISTRATOR III	31	\$ 75,757.50
ADMINISTRATIVE SERVICES DEPT	HUMAN RESOURCES COORDINATOR II	23	\$ 53,722.50
ENVIRONMENTAL SERVICES DEPT	HUMAN RESOURCES TECHNICIAN	17	\$ 42,178.50
ADMINISTRATIVE SERVICES DEPT	MAILING SUPERVISOR I	15	\$ 38,922.00
PROF LICENSURE & CERT OFFICE	BUSINESS SYSTEMS ANALYST II	30	\$ 72,579.00
ENVIRONMENTAL SERVICES DEPT	PROGRAM ASSISTANT I	12	\$ 34,729.50
ENVIRONMENTAL SERVICES DEPT	ACCOUNTANT IV	23	\$ 53,722.50
ENVIRONMENTAL SERVICES DEPT	ACCOUNTANT II	18	\$ 43,875.00
ENVIRONMENTAL SERVICES DEPT	BUSINESS ADMINISTRATOR III	27	\$ 63,823.50
ENVIRONMENTAL SERVICES DEPT	ENVIRONMENTALIST IV	27	\$ 63,823.50
ENVIRONMENTAL SERVICES DEPT	ENVIRONMENTALIST III	23	\$ 53,722.50
EDUCATION DEPT	PROGRAM SPECIALIST IV	25	\$ 58,539.00
EDUCATION DEPT	ADMINISTRATOR IV	33	\$ 83,070.00

Agency	Classification Title*	Labor Grade	Estimated Cost (Step 1)
EDUCATION DEPT	EDUCATION CONSULTANT II	27	\$ 63,823.50
EDUCATION DEPT	TECHNICAL SUPPORT SPEC VI	32	\$ 79,365.00
EDUCATION DEPT	SYSTEMS DEVELOPMENT SPEC VI	30	\$ 72,579.00
BANKING DEPT	ADMINISTRATOR IV	33	\$ 83,070.00
SAFETY DEPT	PROGRAM ASSISTANT II	15	\$ 38,922.00
INFORMATION TECHNOLOGY	ADMINISTRATOR II	29	\$ 69,459.00
JUSTICE DEPT	HUMAN RESOURCES COORDINATOR II	23	\$ 53,722.50
SAFETY DEPT	PROGRAM ASSISTANT II	15	\$ 38,922.00
STATE DEPT	BUSINESS SYSTEMS ANALYST II	30	\$ 72,579.00
STATE DEPT	PROGRAM ASSISTANT III	17	\$ 42,178.50
NATURAL & CULT RESOURCES	LEGAL COORDINATOR	28	\$ 66,573.00
NATURAL & CULT RESOURCES	FINANCIAL ANALYST	28	\$ 66,573.00
ENVIRONMENTAL SERVICES DEPT	BUSINESS SYSTEMS ANALYST II	30	\$ 72,579.00
ENVIRONMENTAL SERVICES DEPT	BUSINESS ADMINISTRATOR II	24	\$ 56,043.00
ENVIRONMENTAL SERVICES DEPT	ENVIRONMENTALIST II	19	\$ 45,610.50
ENVIRONMENTAL SERVICES DEPT	ADMINISTRATOR II	29	\$ 69,459.00
ENVIRONMENTAL SERVICES DEPT	BUSINESS SYSTEMS ANALYST I	28	\$ 66,573.00
ENVIRONMENTAL SERVICES DEPT	PROGRAM SPECIALIST I	19	\$ 45,610.50
ENVIRONMENTAL SERVICES DEPT	PROGRAM ASSISTANT I	12	\$ 34,729.50
ENVIRONMENTAL SERVICES DEPT	PLANNING ANALYST/DATA SYSTEM	24	\$ 56,043.00
EDUCATION DEPT	EDUCATION CONSULTANT I	26	\$ 61,093.50
EDUCATION DEPT	EDUCATION CONSULTANT I	26	\$ 61,093.50
EDUCATION DEPT	EDUCATION CONSULTANT I	26	\$ 61,093.50
EDUCATION DEPT	EDUCATION CONSULTANT I	26	\$ 61,093.50
EDUCATION DEPT	EDUCATION CONSULTANT I	26	\$ 61,093.50
EDUCATION DEPT	PROGRAM SPECIALIST II	21	\$ 49,530.00
FISH AND GAME DEPT	SENIOR ACCOUNTING TECHNICIAN	14	\$ 37,498.50
HUMAN RIGHTS COMMISSION	SECRETARY II	9	\$ 31,063.50
LOTTERY COMMISSION	PROGRAM SPECIALIST II	21	\$ 49,530.00
LOTTERY COMMISSION	PROGRAM SPECIALIST I	19	\$ 45,610.50
OFFICE OF CHILD ADVOCATE	LEGAL SECRETARY I	8	\$ 29,854.50
OFFICE OF CHILD ADVOCATE	PUBLIC REL REP AND TRNG OFFICER	21	\$ 49,530.00
TRANSPORTATION DEPT	BUSINESS ADMINISTRATOR IV	29	\$ 69,459.00
ADMINISTRATIVE SERVICES DEPT	ADMINISTRATOR IV	33	\$ 83,070.00
SAFETY DEPT	PROGRAM SPECIALIST III	23	\$ 53,722.50
SAFETY DEPT	PROGRAM SPECIALIST III	23	\$ 53,722.50
LABOR DEPT	PROGRAM SPECIALIST IV	25	\$ 58,539.00
HHS: HAMPSTEAD HOSPITAL	BUSINESS ADMINISTRATOR I	21	\$ 49,530.00
HHS: HAMPSTEAD HOSPITAL	FINANCIAL AGENT II	24	\$ 56,043.00
HHS: HAMPSTEAD HOSPITAL	ACCOUNTANT II	18	\$ 43,875.00
HHS: HAMPSTEAD HOSPITAL	ADMINISTRATOR III	31	\$ 75,757.50
HHS: HAMPSTEAD HOSPITAL	ADMINISTRATOR III	31	\$ 75,757.50
HHS: HAMPSTEAD HOSPITAL	ADMINISTRATOR III	31	\$ 75,757.50
HHS: HAMPSTEAD HOSPITAL	ADMINISTRATOR III	31	\$ 75,757.50
HHS: HAMPSTEAD HOSPITAL	ASSISTANT ADMINISTRATOR	29	\$ 69,459.00

Agency	Classification Title*	Labor Grade	Estimated Cost (Step 1)
HHS: HAMPSTEAD HOSPITAL	BUSINESS ADMINISTRATOR III	27	\$ 63,823.50
HHS: HAMPSTEAD HOSPITAL	BUSINESS SYSTEMS ANALYST II	30	\$ 72,579.00
HHS: HAMPSTEAD HOSPITAL	FINANCIAL AGENT I	20	\$ 47,463.00
HHS: HAMPSTEAD HOSPITAL	FINANCIAL AGENT I	20	\$ 47,463.00
HHS: HAMPSTEAD HOSPITAL	INFORMATION TECHNOLOGY MGR V	34	\$ 86,814.00
HHS: HAMPSTEAD HOSPITAL	MEDICAL CODING TECHNICIAN	17	\$ 42,178.50
HHS: HAMPSTEAD HOSPITAL	MEDICAL RECORDS TECHNICIAN	13	\$ 35,997.00
HHS: HAMPSTEAD HOSPITAL	MEDICAL RECORDS TECHNICIAN	13	\$ 35,997.00
HHS: HAMPSTEAD HOSPITAL	PROGRAM SPECIALIST IV	25	\$ 58,539.00
HHS: HAMPSTEAD HOSPITAL	SENIOR PSYCHIATRIC SOCIAL WKR	26	\$ 61,093.50
HHS: HAMPSTEAD HOSPITAL	SENIOR PSYCHIATRIC SOCIAL WKR	26	\$ 61,093.50
HHS: HAMPSTEAD HOSPITAL	SYSTEMS DEVELOPMENT SPEC VI	30	\$ 72,579.00
EDUCATION DEPT	ADMINISTRATOR II	29	\$ 69,459.00
INFORMATION TECHNOLOGY	TECHNICAL SUPPORT SPEC IV	27	\$ 63,823.50
INFORMATION TECHNOLOGY	TECHNICAL SUPPORT SPEC VI	32	\$ 79,365.00
POLICE STDS & TRAINING	PROGRAM SPECIALIST III	23	\$ 53,722.50
TRANSPORTATION DEPT	PROGRAM SPECIALIST I	19	\$ 45,610.50
TRANSPORTATION DEPT	PROGRAM SPECIALIST I	19	\$ 45,610.50
TRANSPORTATION DEPT	CIVIL ENGINEER VI	32	\$ 79,365.00
TRANSPORTATION DEPT	CIVIL ENGINEER VI	32	\$ 79,365.00
HHS: PUBLIC HEALTH DIV	ADMINISTRATOR II	29	\$ 69,459.00
HHS: PUBLIC HEALTH DIV	PROGRAM PLANNER III	25	\$ 58,539.00
HHS: COMMISSIONER'S OFFICE	ADMINISTRATOR II	29	\$ 69,459.00
HHS: COMMISSIONER'S OFFICE	ADMINISTRATOR II	29	\$ 69,459.00
SAFETY DEPT	ASST. CHIEF EMER MGMT SPEC	23	\$ 53,722.50
SAFETY DEPT	PROGRAM ASSISTANT II	15	\$ 38,922.00
NATURAL & CULT RESOURCES DEPT	GRANTS PROGRAM COORDINATOR	23	\$ 53,722.50
TRANSPORTATION DEPT	PROGRAM SPECIALIST III	23	\$ 53,722.50
TRANSPORTATION DEPT	PROGRAM SPECIALIST III	23	\$ 53,722.50
TRANSPORTATION DEPT	PROGRAM SPECIALIST III	23	\$ 53,722.50
ADMINISTRATIVE SERVICES DEPT	PURCHASING AGENT	24	\$ 56,043.00
ADMINISTRATIVE SERVICES DEPT	ADMINISTRATOR III	31	\$ 75,757.50
SAFETY DEPT	PROGRAM PLANNER I	19	\$ 45,610.50
NATURAL & CULT RESOURCES	ADMINISTRATOR I	27	\$ 63,823.50
POLICE STDS & TRAINING	TRAINING DEVELOPMENT MANAGER	24	\$ 56,043.00
LIQUOR COMMISSION	ADMINISTRATOR III	31	\$ 75,757.50
LIQUOR COMMISSION	PROGRAM SPECIALIST II	21	\$ 49,530.00
HHS: PUBLIC HEALTH DIV	ADMINISTRATOR I	27	\$ 63,823.50
LOTTERY COMMISSION	INFORMATION TECHNOLOGY MGR IV	32	\$ 79,365.00
NATURAL & CULT RESOURCES	PROGRAM SPECIALIST III	23	\$ 53,722.50
EDUCATION DEPT	EDUCATION CONSULTANT II	27	\$ 63,823.50
EDUCATION DEPT	REHAB TECHNICIAN	12	\$ 34,729.50

Agency	Classification Title*	Labor Grade	Estimated Cost (Step 1)
EDUCATION DEPT	PROGRAM SPECIALIST I	19	\$ 45,610.50
ENVIRONMENTAL SERVICES DEPT	PROGRAM SPECIALIST IV	25	\$ 58,539.00
ENVIRONMENTAL SERVICES DEPT	PROGRAM SPECIALIST IV	25	\$ 58,539.00
ENVIRONMENTAL SERVICES DEPT	ENVIRONMENTALIST IV	27	\$ 63,823.50
STATE DEPT	SYSTEMS DEVELOPMENT SPEC IV	26	\$ 61,093.50
STATE DEPT	ADMINISTRATIVE SECRETARY	14	\$ 37,498.50
STATE DEPT	SUPERVISOR III	23	\$ 53,722.50
HHS: PUBLIC HEALTH DIV	PROGRAM PLANNER II	21	\$ 49,530.00
NATURAL & CULT RESOURCES	ENVIRONMENTALIST III	23	\$ 53,722.50
NATURAL & CULT RESOURCES	ENVIRONMENTALIST I	16	\$ 40,560.00
ADMINISTRATIVE SERVICES DEPT	PROGRAM ASSISTANT II	15	\$ 38,922.00
HHS: ELDERLY & ADULT SVCS DIV	PROGRAM SPECIALIST III	23	\$ 53,722.50
HHS: ELDERLY & ADULT SVCS DIV	PROGRAM SPECIALIST IV	25	\$ 58,539.00
MILITARY AFFRS & VET SVCS	PROGRAM SPECIALIST IV	25	\$ 58,539.00
NATURAL & CULT RESOURCES	INTERNAL AUDITOR II	21	\$ 49,530.00
NATURAL & CULT RESOURCES	ACCOUNTANT I	16	\$ 40,560.00
NATURAL & CULT RESOURCES	ACCOUNTANT I	16	\$ 40,560.00
NATURAL & CULT RESOURCES	PROGRAM SPECIALIST II	21	\$ 49,530.00
BUS & ECON AFFAIRS DEPT	ADMINISTRATOR II	29	\$ 69,459.00
BUS & ECON AFFAIRS DEPT	PRINCIPAL PLANNER	24	\$ 56,043.00
BUS & ECON AFFAIRS DEPT	PROGRAM SPECIALIST IV	25	\$ 58,539.00
HHS: PUBLIC HEALTH DIV	PROGRAM PLANNER II	21	\$ 49,530.00
BANKING DEPT	FINANCIAL EXAMINER III	32	\$ 79,365.00
BANKING DEPT	FINANCIAL EXAMINER I	21	\$ 49,530.00
BANKING DEPT	HEARINGS EXAMINER	31	\$ 75,757.50
EDUCATION DEPT	REHAB TECHNICIAN	12	\$ 34,729.50
HHS: PUBLIC HEALTH DIV	ADMINISTRATOR IV	33	\$ 83,070.00
HHS: COMMISSIONER'S OFFICE	INFORMATION TECHNOLOGY MGR IV	32	\$ 79,365.00
HHS: COMMISSIONER'S OFFICE	INFORMATION TECHNOLOGY MGR IV	32	\$ 79,365.00
ENVIRONMENTAL SERVICES DEPT	ENVIRONMENTALIST IV	27	\$ 63,823.50
HHS: PUBLIC HEALTH DIV	13-1040 COMPLIANCE OFFICERS-5	25	\$ 58,539.00
HHS: COMMISSIONER'S OFFICE	13-1040 COMPLIANCE OFFICERS-5	25	\$ 58,539.00
HHS: HUMAN SERVICES DIV	BUSINESS SYSTEMS ANALYST I	28	\$ 66,573.00
HHS: PUBLIC HEALTH DIV	BUSINESS SYSTEMS ANALYST I	28	\$ 66,573.00
HHS: PUBLIC HEALTH DIV	BUSINESS SYSTEMS ANALYST I	28	\$ 66,573.00
ENVIRONMENTAL SERVICES DEPT	ENVIRONMENTALIST III	23	\$ 53,722.50
EDUCATION DEPT	13-1040 COMPLIANCE OFFICERS-6	27	\$ 63,823.50
PROF LICENSURE & CERT OFFICE	15-1210 COMP-INFO ANALYSTS-3	28	\$ 66,573.00
PROF LICENSURE & CERT OFFICE	23-1010 LAWYERS-1	26	\$ 61,093.50
ADMINISTRATIVE SERVICES DEPT	PROGRAM SPECIALIST III	23	\$ 53,722.50
ENVIRONMENTAL SERVICES DEPT	19-2040 ENV SCIENTISTS-5	27	\$ 63,823.50
EDUCATION DEPT	ADMINISTRATOR II	29	\$ 69,459.00
BANKING DEPT	FINANCIAL EXAMINER III	32	\$ 79,365.00
BANKING DEPT	FINANCIAL EXAMINER I	21	\$ 49,530.00
BANKING DEPT	HEARINGS EXAMINER	31	\$ 75,757.50

Agency	Classification Title*	Labor Grade	Estimated Cost (Step 1)
ADMINISTRATIVE SERVICES DEPT	37-2010 BLDG CLEANING WKRS II	10	\$ 34,382.40
ADMINISTRATIVE SERVICES DEPT	37-2010 BLDG CLEANING WKRS II	10	\$ 34,382.40
ADMINISTRATIVE SERVICES DEPT	37-2010 BLDG CLEANING WKRS II	10	\$ 34,382.40
ADMINISTRATIVE SERVICES DEPT	37-1010 SUPS BLDG-GRNDS MAINT I	14	\$ 39,998.40
CORRECTIONS DEPT	CORREC COUNSELOR/CASE MGR	20	\$ 50,627.20
ADMINISTRATIVE SERVICES DEPT	MAINTENANCE ASSISTANT	10	\$ 34,382.40
ADMINISTRATIVE SERVICES DEPT	MAINTENANCE ASSISTANT	10	\$ 34,382.40
SAFETY DEPT	FIRE SERVICE INST/SUPV	23	\$ 57,304.00
SAFETY DEPT	FIRE SERVICE INST/SUPV	23	\$ 57,304.00
SAFETY DEPT	FIRE SERVICE INST/SUPV	23	\$ 57,304.00
HHS: HAMPSTEAD HOSPITAL	MAINTENANCE TECHNICIAN	21	\$ 52,832.00
NATURAL & CULT RESOURCES	FORESTER II	21	\$ 52,832.00
ADMINISTRATIVE SERVICES DEPT	MAINTENANCE TECHNICIAN	21	\$ 52,832.00
ADMINISTRATIVE SERVICES DEPT	MAINTENANCE MECHANIC III	14	\$ 39,998.40
NATURAL & CULT RESOURCES	ASST SKI PTL AND TRAIL MAINT CHF	14	\$ 39,998.40
NATURAL & CULT RESOURCES	PARK ATTENDANT III	13	\$ 38,396.80
NATURAL & CULT RESOURCES	PARK ATTENDANT III	13	\$ 38,396.80
ADMINISTRATIVE SERVICES DEPT	SURPLUS PROPERTY STKPR II	13	\$ 38,396.80
ADMINISTRATIVE SERVICES DEPT	SURPLUS PROPERTY STKPR II	13	\$ 38,396.80
NATURAL & CULT RESOURCES	COMMUNICATIONS TECHNICIAN I	21	\$ 52,832.00
SAFETY DEPT	LICENSING EXAMINER II	16	\$ 43,264.00
SAFETY DEPT	LICENSING EXAMINER II	16	\$ 43,264.00
HHS: COMMISSIONER'S OFFICE	MAINTENANCE MECHANIC II	12	\$ 37,044.80
HHS: COMMISSIONER'S OFFICE	MAINTENANCE MECHANIC II	12	\$ 37,044.80
SAFETY DEPT	LICENSING EXAMINER II	16	\$ 43,264.00
SAFETY DEPT	LICENSING EXAMINER II	16	\$ 43,264.00
NATURAL & CULT RESOURCES	FOREST RANGER II	21	\$ 62,150.40
HHS: NH HOSPITAL	NURSING COORDINATOR NRS DRC	27	\$ 80,017.60
HHS: NH HOSPITAL	REGISTERED NURSE III NRS DRC	23	\$ 67,412.80
HHS: NH HOSPITAL	REGISTERED NURSE III NRS DRC	23	\$ 67,412.80
LIQUOR COMMISSION	11-3020 COMP-INFO SYS MGRS-6	7	\$ 82,992.00
HHS: PUBLIC HEALTH DIV	11-9150 SOC-CMTY SVC MGRS-2	3	\$ 58,614.40
NATURAL & CULT RESOURCES	11-3010 ADMIN SVCS-FAC MGRS-3	4	\$ 63,897.60
HHS: HAMPSTEAD HOSPITAL	11-9150 SOC-CMTY SVC MGRS-3	4	\$ 63,897.60
HHS: HAMPSTEAD HOSPITAL	11-9150 SOC-CMTY SVC MGRS-3	4	\$ 63,897.60
HHS: HAMPSTEAD HOSPITAL	11-9150 SOC-CMTY SVC MGRS-4	5	\$ 69,617.60
HHS: HAMPSTEAD HOSPITAL	11-9150 SOC-CMTY SVC MGRS-3	4	\$ 63,897.60
HHS: HAMPSTEAD HOSPITAL	11-9150 SOC-CMTY SVC MGRS-3	4	\$ 63,897.60
HHS: HAMPSTEAD HOSPITAL	11-9150 SOC-CMTY SVC MGRS-5	6	\$ 75,899.20
HHS: HAMPSTEAD HOSPITAL	11-3010 ADMIN SVCS-FAC MGRS 5	7	\$ 82,992.00
HHS: HAMPSTEAD HOSPITAL	11-1020 GENERAL-OPS MGRS-7	8	\$ 86,860.80
HHS: HAMPSTEAD HOSPITAL	11-1020 GENERAL-OPS MGRS-7	6	\$ 75,899.20
HHS: HAMPSTEAD HOSPITAL	11-3130 TRNG AND DVLP MGRS-3	4	\$ 63,897.60
ENERGY DEPT	13-1190 MISC BUS OPS SPECS-4	5	\$ 51,792.00

Agency	Classification Title*	Labor Grade	Estimated Cost (Step 1)
ENERGY DEPT	13-1190 MISC BUS OPS SPECS-4	5	\$ 51,792.00
ENERGY DEPT	13-1190 MISC BUS OPS SPECS-4	5	\$ 51,792.00
BUS & ECON AFFAIRS DEPT	13-1190 MISC BUS OPS SPECS-5	6	\$ 58,614.40
ADVOCATE FOR SPECIAL	13-1110 MANAGEMENT ANALYSTS-3	6	\$ 58,614.40
ENERGY DEPT	13-1190 MISC BUS OPS SPECS-7	8	\$ 69,617.60
BUS & ECON AFFAIRS DEPT	13-1190 MISC BUS OPS SPECS-5	6	\$ 58,614.40
JUSTICE DEPT	13-1190 MISC BUS OPS SPECS-6	7	\$ 63,897.60
EDUCATION DEPT	13-1190 MISC BUS OPS SPECS-8	9	\$ 75,899.20
ADMINISTRATIVE SERVICES DEPT	13-1140 JOB ANALYSIS SPECS-4	8	\$ 69,617.60
HHS: BEHAVIORAL HEALTH DIV	13-2090 MISC FINAN SPECS-4	5	\$ 51,792.00
HHS: HAMPSTEAD HOSPITAL	13-1070 HUMAN RES WKRS-6	7	\$ 63,897.60
HHS: HAMPSTEAD HOSPITAL	13-2090 MISC FINAN SPECS-5	6	\$ 58,614.40
HHS: HAMPSTEAD HOSPITAL	13-1040 COMPLIANCE OFFICERS-5	6	\$ 58,614.40
HHS: HAMPSTEAD HOSPITAL	13-1070 HUMAN RES WKRS-4	5	\$ 51,792.00
HHS: HAMPSTEAD HOSPITAL	13-1020 BUYERS-PURCH AGTS-1	3	\$ 40,705.60
HHS: HAMPSTEAD HOSPITAL	13-1070 HUMAN RES WKRS-4	5	\$ 51,792.00
HHS: HAMPSTEAD HOSPITAL	13-1040 COMPLIANCE OFFICERS-5	6	\$ 58,614.40
HHS: HAMPSTEAD HOSPITAL	13-2010 ACCTS-AUDITORS-3	4	\$ 45,884.80
EMPLOYMENT SECURITY DEPT	13-1190 MISC BUS OPS SPECS-7	8	\$ 69,617.60
HHS: PUBLIC HEALTH DIV	15-1290 MISC COMPUTER OCC-7	9	\$ 75,899.20
LIQUOR COMMISSION	15-1230 COMPUTER SUPP SPECS-9	9	\$ 75,899.20
LIQUOR COMMISSION	15-1230 COMPUTER SUPP SPECS-6	6	\$ 58,614.40
LIQUOR COMMISSION	15-1230 COMPUTER SUPP SPECS-6	6	\$ 58,614.40
ADMINISTRATIVE SERVICES DEPT	15-2050 DATA SCIENTISTS-2	6	\$ 58,614.40
EDUCATION DEPT	15-1210 COMP-INFO ANALYSTS-4	8	\$ 69,617.60
EDUCATION DEPT	15-1230 COMPUTER SUPP SPECS-8	8	\$ 69,617.60
EDUCATION DEPT	15-1210 COMP-INFO ANALYSTS-4	8	\$ 69,617.60
HHS: HAMPSTEAD HOSPITAL	15-1250 DVLPRS AND PRGMRS-4	7	\$ 63,897.60
SAFETY DEPT	19-4090 MISC LFE-PHY-SOC SC-2	6	\$ 51,792.00
ENVIRONMENTAL SERVICES DEPT	19-2040 ENV SCIENTISTS-4	4	\$ 40,705.60
EDUCATION DEPT	21-1010 COUNSELORS-5	5	\$ 51,792.00
EDUCATION DEPT	21-1010 COUNSELORS-5	5	\$ 51,792.00
JUSTICE DEPT	21-1090 MISC SOC SVC SPECS-6	6	\$ 58,614.40
HHS: HUMAN SERVICES DIV	21-1090 MISC SOC SVC SPECS-6	6	\$ 58,614.40
HHS: HAMPSTEAD HOSPITAL	21-1010 COUNSELORS-6	6	\$ 58,614.40
HHS: HAMPSTEAD HOSPITAL	21-1010 COUNSELORS-6	6	\$ 58,614.40
HHS: HAMPSTEAD HOSPITAL	21-1090 MISC SOC SVC SPECS-6	6	\$ 58,614.40
HHS: HAMPSTEAD HOSPITAL	21-1010 COUNSELORS-6	6	\$ 58,614.40
HHS: HAMPSTEAD HOSPITAL	21-1010 COUNSELORS-6	6	\$ 58,614.40
HHS: HAMPSTEAD HOSPITAL	21-1010 COUNSELORS-6	6	\$ 58,614.40
HHS: HAMPSTEAD HOSPITAL	21-1090 MISC SOC SVC SPECS-6	6	\$ 58,614.40
HHS: HAMPSTEAD HOSPITAL	21-1010 COUNSELORS-4	4	\$ 45,884.80
HHS: HAMPSTEAD HOSPITAL	21-1010 COUNSELORS-4	4	\$ 45,884.80

Agency	Classification Title*	Labor Grade	
HHS: HAMPSTEAD HOSPITAL	29-1140 REGISTERED NURSES-2	8	\$74,443.20
HHS: HAMPSTEAD HOSPITAL	29-1140 REGISTERED NURSES-2	8	\$74,443.20
HHS: HAMPSTEAD HOSPITAL	29-1140 REGISTERED NURSES-2	8	\$74,443.20
HHS: HAMPSTEAD HOSPITAL	29-1140 REGISTERED NURSES-2	8	\$74,443.20
HHS: HAMPSTEAD HOSPITAL	29-1140 REGISTERED NURSES-2	8	\$74,443.20
HHS: HAMPSTEAD HOSPITAL	29-1140 REGISTERED NURSES-2	8	\$74,443.20
HHS: HAMPSTEAD HOSPITAL	29-1140 REGISTERED NURSES-2	8	\$74,443.20
HHS: HAMPSTEAD HOSPITAL	29-1140 REGISTERED NURSES-2	8	\$74,443.20
HHS: HAMPSTEAD HOSPITAL	29-1140 REGISTERED NURSES-2	8	\$74,443.20
HHS: HAMPSTEAD HOSPITAL	29-1140 REGISTERED NURSES-2	8	\$74,443.20
HHS: HAMPSTEAD HOSPITAL	29-1140 REGISTERED NURSES-3	9	\$87,630.40
HHS: HAMPSTEAD HOSPITAL	29-1140 REGISTERED NURSES-3	9	\$87,630.40
HHS: HAMPSTEAD HOSPITAL	29-1140 REGISTERED NURSES-3	9	\$87,630.40
HHS: HAMPSTEAD HOSPITAL	29-1120 THERAPISTS-2	3	\$45,884.80
HHS: HUMAN SERVICES DIV	43-3090 MISC FINAN CLERKS-1	3	\$36,316.80
NATURAL & CULT RESOURCES DEPT	43-6010 ADMIN ASSTS-4	4	\$40,705.60
HHS: HAMPSTEAD HOSPITAL	43-2010 SWITCHBOARD OPRS-2	2	\$32,489.60
HHS: HAMPSTEAD HOSPITAL	43-2010 SWITCHBOARD OPRS-2	2	\$32,489.60
HHS: HAMPSTEAD HOSPITAL	43-6010 ADMIN ASSTS-6	6	\$51,792.00
HHS: HAMPSTEAD HOSPITAL	43-6010 ADMIN ASSTS-6	6	\$51,792.00
NATURAL & CULT RESOURCES DEPT	43-6010 ADMIN ASSTS-5	5	\$45,884.80
HHS: HAMPSTEAD HOSPITAL	49-9070 GENERAL RPR WKRS-3	3	\$40,705.60
HHS: HAMPSTEAD HOSPITAL	49-9070 GENERAL RPR WKRS-3	3	\$40,705.60
HHS: HAMPSTEAD HOSPITAL	49-9070 GENERAL RPR WKRS-3	3	\$40,705.60
HHS: HAMPSTEAD HOSPITAL	49-9070 GENERAL RPR WKRS-3	3	\$40,705.60
JUSTICE DEPT	ASSISTANT ATTORNEY GENERAL	FF	\$80,938.00
JUSTICE DEPT	ASSISTANT ATTORNEY GENERAL	FF	\$80,938.00
JUSTICE DEPT	VICTIM/WITNESS SPECIALIST	DD	\$71,500.00
JUSTICE DEPT	CRIMINAL JUSTICE INVEST AG	BB	\$64,894.00
HHS: COMMISSIONER'S OFFICE	EXEC DIR PRSCRIP DRUG AFFD BD	GG	\$87,373.00
JUSTICE DEPT	ASSISTANT ATTORNEY GENERAL	FF	\$80,938.00
JUSTICE DEPT	ASSISTANT ATTORNEY GENERAL	FF	\$80,938.00
INFORMATION TECHNOLOGY DEPT	CHIEF POLICY OFFICER	JJ	\$106,049.00
JUSTICE DEPT	ASSISTANT ATTORNEY GENERAL	FF	\$80,938.00
JUSTICE DEPT	ASST DEPUTY MEDICAL EXAMINER	BB	\$64,894.00
JUSTICE DEPT	ASST DEPUTY MEDICAL EXAMINER	BB	\$64,894.00
JUSTICE DEPT	ASST DEPUTY MEDICAL EXAMINER	BB	\$64,894.00
JUSTICE DEPT	ASST DEPUTY MEDICAL EXAMINER	BB	\$64,894.00
JUSTICE DEPT	ASST DEPUTY MEDICAL EXAMINER	BB	\$64,894.00
JUSTICE DEPT	ASST DEPUTY MEDICAL EXAMINER	BB	\$64,894.00
JUSTICE DEPT	ASST DEPUTY MEDICAL EXAMINER	BB	\$64,894.00
JUSTICE DEPT	ASST DEPUTY MEDICAL EXAMINER	BB	\$64,894.00
JUSTICE DEPT	ASST DEPUTY MEDICAL EXAMINER	BB	\$64,894.00
JUSTICE DEPT	ASST DEPUTY MEDICAL EXAMINER	BB	\$64,894.00
JUSTICE DEPT	ASST DEPUTY MEDICAL EXAMINER	BB	\$64,894.00
SAFETY DEPT	CHIEF OF POLICY AND PLANNING	GG	\$87,373.00

**Positions Abolished
Fiscal Year 2024**

Agency	Classification Title*	Labor Grade	Estimated Cost** (Step 1)
ADMINISTRATIVE SERVICES DEPT	37-2010 BLDG CLEANING WKRS II	10	\$ 34,382.40
ADMINISTRATIVE SERVICES DEPT	37-2010 BLDG CLEANING WKRS II	10	\$ 34,382.40
ADMINISTRATIVE SERVICES DEPT	37-2010 BLDG CLEANING WKRS II	10	\$ 34,382.40
ADMINISTRATIVE SERVICES DEPT	37-2010 BLDG CLEANING WKRS II	10	\$ 34,382.40
ADMINISTRATIVE SERVICES DEPT	37-1010 SUPS BLDG-GRNDS MAINT I	14	\$ 39,998.40
ADMINISTRATIVE SERVICES DEPT	37-2010 BLDG CLEANING WKRS-2	10	\$ 34,382.40
ADMINISTRATIVE SERVICES DEPT	37-2010 BLDG CLEANING WKRS II	10	\$ 34,382.40
ADMINISTRATIVE SERVICES DEPT	43-6010 ADMIN ASSTS-4	4	\$ 38,161.50
ADMINISTRATIVE SERVICES DEPT	43-6010 ADMIN ASSTS-4	4	\$ 38,161.50
ADMINISTRATIVE SERVICES DEPT	43-5070 INVENTORY CLERKS-3	3	\$ 36,316.80
ADMINISTRATIVE SERVICES DEPT	43-5070 INVENTORY CLERKS-3	3	\$ 36,316.80
ADMINISTRATIVE SERVICES DEPT	43-5070 INVENTORY CLERKS-3	3	\$ 36,316.80
ADMINISTRATIVE SERVICES DEPT	43-5070 INVENTORY CLERKS-3	3	\$ 36,316.80
ADMINISTRATIVE SERVICES DEPT	11-1020 GENERAL-OPS MGRS-6	7	\$ 28,840.50
CORRECTIONS DEPT	PROGRAM COORDINATOR HZD	26	\$ 61,093.50
EDUCATION DEPT	ADMINISTRATOR II	29	\$ 69,459.00
EDUCATION DEPT	43-6010 ADMIN ASSTS-4	4	\$ 38,161.50
EDUCATION DEPT	13-1150 TRNG AND DVLP SPECS-5	5	\$ 65,266.50
EDUCATION DEPT	13-1190 MISC BUS OPS SPECS-4	5	\$ 48,555.00
EDUCATION DEPT	TECHNICAL SUPPORT SPEC VI	32	\$ 79,365.00
EDUCATION DEPT	11-9190 MISC MGRS-5	5	\$ 65,266.50
ENERGY DEPT	LEGAL SECRETARY IV	15	\$ 38,922.00
ENERGY DEPT	ADMINISTRATIVE SECRETARY	14	\$ 37,498.50
ENERGY DEPT	PROGRAM SPECIALIST II	21	\$ 49,530.00
ENERGY DEPT	DIR OF SAFETY AND SECURITY	HH	\$ 97,057.00
HHS: BEHAVIORAL HEALTH DIV	11-9150 SOC-CMTY SVC MGRS-4	29	\$ 69,459.00
HHS: BEHAVIORAL HEALTH DIV	11-9110 MED-HLTH SVCS MGRS-5	31	\$ 75,757.50
HHS: BEHAVIORAL HEALTH DIV	15-2030 OPS RSRCH ANALYSTS-5	30	\$ 72,579.00
HHS: COMMISSIONER'S OFFICE	HEALTH FAC CONSTRUCT COORD I	21	\$ 49,530.00
HHS: COMMISSIONER'S OFFICE	SUPERVISOR V	26	\$ 61,093.50
HHS: COMMISSIONER'S OFFICE	13-1070 HUMAN RES WKRS-6	27	\$ 63,823.50
HHS: COMMISSIONER'S OFFICE	11-1020 GENERAL-OPS MGRS-5	31	\$ 75,757.50
HHS: COMMISSIONER'S OFFICE	13-1190 MISC BUS OPS SPECS-4	21	\$ 49,530.00
HHS: COMMISSIONER'S OFFICE	43-6010 ADMIN ASSTS-3	12	\$ 34,729.50
HHS: COMMISSIONER'S OFFICE	13-1190 MISC BUS OPS SPECS-4	23	\$ 53,722.50
HHS: COMMISSIONER'S OFFICE	13-1150 TRNG AND DVLP SPECS-5	21	\$ 49,530.00
HHS: COMMISSIONER'S OFFICE	13-1150 TRNG AND DVLP SPECS-5	21	\$ 49,530.00
HHS: COMMISSIONER'S OFFICE	13-1190 MISC BUS OPS SPECS-3	19	\$ 45,610.50
HHS: COMMISSIONER'S OFFICE	13-1190 MISC BUS OPS SPECS-4	21	\$ 49,530.00
HHS: DEVELOPMENTAL SVCS DIV	13-1080 PROJECT MGMT SPECS-7	30	\$ 72,579.00

Agency	Classification Title*	Labor Grade	Estimated Cost** (Step 1)
HHS: HAMPSTEAD HOSPITAL	13-2090 MISC FINAN SPECS-4	21	\$ 49,530.00
HHS: HAMPSTEAD HOSPITAL	13-1040 COMPLIANCE OFFICERS-5	24	\$ 56,043.00
HHS: HAMPSTEAD HOSPITAL	13-2010 ACCTS-AUDITORS-3	18	\$ 43,875.00
HHS: HAMPSTEAD HOSPITAL	11-3030 FINANCIAL MGRS-3	31	\$ 75,757.50
HHS: HAMPSTEAD HOSPITAL	11-3030 FINANCIAL MGRS-3	31	\$ 75,757.50
HHS: HAMPSTEAD HOSPITAL	13-2090 MISC FINAN SPECS-8	31	\$ 75,757.50
HHS: HAMPSTEAD HOSPITAL	11-3010 ADMIN SVCS-FAC MGRS-5	31	\$ 75,757.50
HHS: HAMPSTEAD HOSPITAL	11-9150 SOC-CMTY SVC MGRS-4	29	\$ 69,459.00
HHS: HAMPSTEAD HOSPITAL	13-1110 MANAGEMENT ANALYSTS-4	27	\$ 63,823.50
HHS: HAMPSTEAD HOSPITAL	15-1210 COMP-INFO ANALYSTS-4	30	\$ 72,579.00
HHS: HAMPSTEAD HOSPITAL	43-4060 ELIG INTERVIEWERS-4	20	\$ 47,463.00
HHS: HAMPSTEAD HOSPITAL	43-4060 ELIG INTERVIEWERS-4	20	\$ 47,463.00
HHS: HAMPSTEAD HOSPITAL	11-3020 COMP-INFO SYS MGRS-6	34	\$ 86,814.00
HHS: HAMPSTEAD HOSPITAL	49-9070 GENERAL RPR WKRS-5	21	\$ 52,832.00
HHS: HAMPSTEAD HOSPITAL	43-3010 ACCOUNT COLLECTORS-4	17	\$ 42,178.50
HHS: HAMPSTEAD HOSPITAL	29-2070 MED RECORDS SPECS-1	13	\$ 35,997.00
HHS: HAMPSTEAD HOSPITAL	29-2070 MED RECORDS SPECS-1	13	\$ 35,997.00
HHS: HAMPSTEAD HOSPITAL	11-9110 MED-HLTH SVCS MGRS-2	25	\$ 58,539.00
HHS: HAMPSTEAD HOSPITAL	21-1020 SOCIAL WKRS-5	26	\$ 61,093.50
HHS: HAMPSTEAD HOSPITAL	21-1020 SOCIAL WKRS-5	26	\$ 61,093.50
HHS: HAMPSTEAD HOSPITAL	15-1250 DVLPRS AND PRGMRS-5	30	\$ 72,579.00
HHS: HUMAN SERVICES DIV	21-1090 MISC SOC SVC SPECS-6	25	\$ 58,539.00
HHS: HUMAN SERVICES DIV	21-1090 MISC SOC SVC SPECS-6	25	\$ 58,539.00
HHS: HUMAN SERVICES DIV	13-1110 MANAGEMENT ANALYSTS-3	25	\$ 58,539.00
HHS: MEDICAID & BUS POLICY OFC	13-1110 MANAGEMENT ANALYSTS-5	30	\$ 72,579.00
HHS: MEDICAID & BUS POLICY OFC	13-1110 MANAGEMENT ANALYSTS-5	30	\$ 72,579.00
HHS: NH HOSPITAL	REGISTERED NURSE III NRS	23	\$ 67,412.80
HHS: NH HOSPITAL	29-1140 REGISTERED NURSES-4	27	\$ 80,017.60
HHS: NH HOSPITAL	43-6010 ADMIN ASSTS-4	15	\$ 38,922.00
HHS: NH HOSPITAL	13-1040 COMPLIANCE OFFICERS-3	20	\$ 47,463.00
HHS: NH HOSPITAL	13-2010 ACCTS-AUDITORS-3	20	\$ 47,463.00
HHS: PUBLIC HEALTH DIV	PROGRAM PLANNER II	21	\$ 49,530.00
HHS: PUBLIC HEALTH DIV	13-1040 COMPLIANCE OFFICERS-3	20	\$ 47,463.00
HHS: PUBLIC HEALTH DIV	13-1040 COMPLIANCE OFFICERS-3	20	\$ 47,463.00
HHS: PUBLIC HEALTH DIV	15-2050 DATA SCIENTISTS-2	24	\$ 56,043.00
HHS: PUBLIC HEALTH DIV	11-1020 GENERAL-OPS MGRS-6	33	\$ 83,070.00
JUDICIAL COUNCIL	11-9190 MISC MGRS-7	7	\$ 77,805.00
JUSTICE DEPT	15-2050 DATA SCIENTISTS-2	6	\$ 54,951.00
LIQUOR COMMISSION	ADMINISTRATOR III	31	\$ 75,757.50
LIQUOR COMMISSION	PROGRAM SPECIALIST II	21	\$ 49,530.00
MILITARY AFFRS & VET SVCS DEPT	STATE FIRE FIGHTER III	20	\$ 45,136.00
MILITARY AFFRS & VET SVCS DEPT	STATE FIRE FIGHTER II	17	\$ 40,081.60
MILITARY AFFRS & VET SVCS DEPT	STATE FIRE FIGHTER II	17	\$ 40,081.60
MILITARY AFFRS & VET SVCS DEPT	STATE FIRE FIGHTER II	17	\$ 40,081.60
MILITARY AFFRS & VET SVCS DEPT	STATE FIRE FIGHTER II	17	\$ 40,081.60
MILITARY AFFRS & VET SVCS DEPT	STATE FIRE FIGHTER II	17	\$ 40,081.60
MILITARY AFFRS & VET SVCS DEPT	STATE FIRE FIGHTER II	17	\$ 40,081.60

Agency	Classification Title*	Labor Grade	Estimated Cost** (Step 1)
MILITARY AFFRS & VET SVCS DEPT	STATE FIRE FIGHTER TRAINEE	12	\$ 33,030.40
MILITARY AFFRS & VET SVCS DEPT	STATE FIRE FIGHTER I	15	\$ 37,003.20
MILITARY AFFRS & VET SVCS DEPT	STATE FIRE FIGHTER TRAINEE	12	\$ 33,030.40
MILITARY AFFRS & VET SVCS DEPT	STATE FIRE FIGHTER I	15	\$ 37,003.20
MILITARY AFFRS & VET SVCS DEPT	STATE FIRE FIGHTER III	20	\$ 45,136.00
MILITARY AFFRS & VET SVCS DEPT	STATE FIRE FIGHTER TRAINEE	12	\$ 33,030.40
MILITARY AFFRS & VET SVCS DEPT	STATE FIRE FIGHTER I	15	\$ 37,003.20
MILITARY AFFRS & VET SVCS DEPT	STATE FIRE FIGHTER TRAINEE	12	\$ 33,030.40
MILITARY AFFRS & VET SVCS DEPT	STATE FIRE FIGHTER I	15	\$ 37,003.20
MILITARY AFFRS & VET SVCS DEPT	STATE FIRE FIGHTER TRAINEE	12	\$ 33,030.40
MILITARY AFFRS & VET SVCS DEPT	STATE FIRE FIGHTER I	15	\$ 37,003.20
MILITARY AFFRS & VET SVCS DEPT	STATE FIRE FIGHTER I	15	\$ 37,003.20
MILITARY AFFRS & VET SVCS DEPT	STATE FIRE FIGHTER TRAINEE	12	\$ 33,030.40
MILITARY AFFRS & VET SVCS DEPT	STATE FIRE FIGHTER TRAINEE	12	\$ 33,030.40
MILITARY AFFRS & VET SVCS DEPT	STATE FIRE FIGHTER TRAINEE	12	\$ 33,030.40
MILITARY AFFRS & VET SVCS DEPT	STATE FIRE FIGHTER TRAINEE	12	\$ 33,030.40
MILITARY AFFRS & VET SVCS DEPT	STATE FIRE FIGHTER TRAINEE	12	\$ 33,030.40
MILITARY AFFRS & VET SVCS DEPT	STATE FIRE FIGHTER TRAINEE	12	\$ 33,030.40
MILITARY AFFRS & VET SVCS DEPT	STATE FIRE FIGHTER TRAINEE	12	\$ 33,030.40
MILITARY AFFRS & VET SVCS DEPT	STATE FIRE FIGHTER TRAINEE	12	\$ 33,030.40
MILITARY AFFRS & VET SVCS DEPT	STATE FIRE FIGHTER I	15	\$ 37,003.20
MILITARY AFFRS & VET SVCS DEPT	STATE FIRE FIGHTER TRAINEE	12	\$ 33,030.40
MILITARY AFFRS & VET SVCS DEPT	STATE FIRE FIGHTER TRAINEE	12	\$ 33,030.40
MILITARY AFFRS & VET SVCS DEPT	STATE FIRE FIGHTER TRAINEE	12	\$ 33,030.40
MILITARY AFFRS & VET SVCS DEPT	STATE FIRE FIGHTER I	15	\$ 37,003.20
MILITARY AFFRS & VET SVCS DEPT	STATE FIRE FIGHTER TRAINEE	12	\$ 33,030.40
MILITARY AFFRS & VET SVCS DEPT	STATE FIRE FIGHTER TRAINEE	12	\$ 33,030.40
MILITARY AFFRS & VET SVCS DEPT	STATE FIRE FIGHTER I	15	\$ 37,003.20
MILITARY AFFRS & VET SVCS DEPT	STATE FIRE FIGHTER I	15	\$ 37,003.20
NATURAL & CULT RESOURCES	HUMAN RESOURCES TECHNICIAN	17	\$ 42,178.50
NATURAL & CULT RESOURCES	HUMAN RESOURCES COORDINATOR I	21	\$ 49,530.00
NATURAL & CULT RESOURCES	HISTORIAN	24	\$ 56,043.00
NATURAL & CULT RESOURCES	HISTORIAN	24	\$ 56,043.00
NATURAL & CULT RESOURCES	ASST SKI PTL AND TRAIL MAINT CHF	14	\$ 39,998.40
NATURAL & CULT RESOURCES	SUPERVISOR III	23	\$ 57,304.00
NATURAL & CULT RESOURCES	PROGRAM SPECIALIST II	21	\$ 49,530.00
NATURAL & CULT RESOURCES	PARK ATTENDANT III	13	\$ 38,396.80
NATURAL & CULT RESOURCES	PARK ATTENDANT III	13	\$ 38,396.80
NATURAL & CULT RESOURCES	ENVIRONMENTALIST III	23	\$ 53,722.50
NATURAL & CULT RESOURCES	PROGRAM SPECIALIST II	21	\$ 49,530.00
NATURAL & CULT RESOURCES	COMMUNICATIONS TECHNICIAN I	21	\$ 52,832.00
NATURAL & CULT RESOURCES	ENVIRONMENTALIST I	16	\$ 40,560.00
NATURAL & CULT RESOURCES	ACCOUNTANT I	16	\$ 40,560.00
NATURAL & CULT RESOURCES	ACCOUNTANT I	16	\$ 40,560.00
NATURAL & CULT RESOURCES	INTERNAL AUDITOR II	21	\$ 49,530.00
NATURAL & CULT RESOURCES	SUPERVISOR III	23	\$ 57,304.00
NATURAL & CULT RESOURCES	PARK ATTENDANT III	13	\$ 38,396.80
NATURAL & CULT RESOURCES	PARK SUPERVISOR II	19	\$ 48,651.20

Agency	Classification Title*	Labor Grade	Estimated Cost** (Step 1)
NATURAL & CULT RESOURCES	PARK SUPERVISOR I	16	\$ 43,264.00
NATURAL & CULT RESOURCES	PARK SUPERVISOR II	19	\$ 48,651.20
PROF LICENSURE & CERT OFFICE	PROGRAM ASSISTANT II	15	\$ 38,922.00
PROF LICENSURE & CERT OFFICE	PROGRAM ASSISTANT II	15	\$ 38,922.00
PROF LICENSURE & CERT OFFICE	PROGRAM ASSISTANT II	15	\$ 38,922.00
PROF LICENSURE & CERT OFFICE	ATTORNEY IV	32	\$ 79,365.00
PROF LICENSURE & CERT OFFICE	ADMINISTRATOR I	27	\$ 63,823.50
PROF LICENSURE & CERT OFFICE	BUSINESS SYSTEMS ANALYST I	28	\$ 66,573.00
PROF LICENSURE & CERT OFFICE	BUSINESS SYSTEMS ANALYST II	30	\$ 72,579.00
PROF LICENSURE & CERT OFFICE	PROGRAM ASSISTANT II	15	\$ 38,922.00
PROF LICENSURE & CERT OFFICE	LICENSE CLERK	11	\$ 33,520.50
PROF LICENSURE & CERT OFFICE	PROGRAM ASSISTANT II	15	\$ 38,922.00
PROF LICENSURE & CERT OFFICE	PROGRAM ASSISTANT II	15	\$ 38,922.00
PROF LICENSURE & CERT OFFICE	SUPERVISOR II	21	\$ 49,530.00
PROF LICENSURE & CERT OFFICE	PROGRAM ASSISTANT II	15	\$ 38,922.00
PROF LICENSURE & CERT OFFICE	PROGRAM ASSISTANT II	15	\$ 38,922.00
PROF LICENSURE & CERT OFFICE	SUPERVISOR II	21	\$ 49,530.00
SAFETY DEPT	CRIMINALIST I	19	\$ 57,283.20
SAFETY DEPT	27-3030 PUB RELATIONS SPECS-3	23	\$ 53,722.50
SAFETY DEPT	PLANNING ANALYST/DATA SYSTEM	24	\$ 56,043.00
SAFETY DEPT	43-6010 ADMIN ASSTS-4	4	\$ 30,459.00
SAFETY DEPT	27-1020 DESIGNERS-1	2	\$ 43,017.00
SAFETY DEPT	LICENSING EXAMINER II	16	\$ 43,264.00
SAFETY DEPT	LICENSING EXAMINER II	16	\$ 43,264.00
SAFETY DEPT	13-1110 MANAGEMENT ANALYSTS-2	5	\$ 48,555.00
SAFETY DEPT	13-2010 ACCTS-AUDITORS-4	23	\$ 53,722.50
TRANSPORTATION DEPT	TOLL ATTENDANT II	11	\$ 35,755.20
TRANSPORTATION DEPT	BUSINESS SYSTEMS ANALYST I	28	\$ 66,573.00
TRANSPORTATION DEPT	BUSINESS SYSTEMS ANALYST I	28	\$ 66,573.00
TRANSPORTATION DEPT	TOLL ATTENDANT II	11	\$ 35,755.20
TRANSPORTATION DEPT	TOLL SHIFT SUPERVISOR	13	\$ 38,396.80
TRANSPORTATION DEPT	TOLL SHIFT SUPERVISOR	13	\$ 38,396.80
TRANSPORTATION DEPT	TOLL ATTENDANT I	9	\$ 33,134.40
TRANSPORTATION DEPT	MAIL CLERK II	9	\$ 31,063.50
TREASURY DEPT	TECHNICAL SUPPORT SPEC IV	27	\$ 63,823.50
VETERANS HOME	11-1020 GENERAL-OPS MGRS-6	7	\$ 82,992.00
Total	167 Positions		\$30,408,205.30 \$

* INCLUDES ONLY PERMANENT CLASSIFIED, FULL-TIME, AND TEMPORARY CLASSIFIED FULL-TIME POSITIONS EXPECTED TO LAST MORE THAN 6 MONTHS ESTABLISHED BETWEEN 7/1/2022 AND 6/30/2024.

BUREAU OF EMPLOYEE RELATIONS

The Bureau of Employee Relations provides professional support and assistance to the Governor and represents the State in the conduct of negotiations with union representatives of classified state employees. Negotiations cover all cost items and terms of employment, including wages, benefits, hours, and other conditions.

Additionally, the Bureau:

- Administers the collective bargaining agreements;
- Represents the State, in cooperation with the Attorney General, in all grievance actions before the Public Employee Labor Relations Board
- Investigates, prepares and represents the State in grievance, mediation, and settlement negotiations; and
- Provides technical advice and contract interpretations to all state agencies to ensure consistent policies and practices are followed in compliance with the State's collective bargaining agreements.

COLLECTIVE BARGAINING

As of June 30, 2024, the following 13 unions represent state employees:

State Employees' Association (SEA)

The State Employees' Association of New Hampshire Inc., SEIU Local 1984, is the exclusive bargaining representative of the majority of classified employees in the state system. In addition to the master-level contract, the SEA also has subunit agreements for employees in the below listed certified subunits. All employees in these subunits are covered by the master-level SEA contract, but have negotiated more specific terms under their own subunit agreements:

- Administrative Services Department
- Agriculture Department Banking Department
- Business and Economic Affairs Department
- Commission for Human Rights
- Corrections Department (*except Probation Parole Officers I-III, Corrections Officer, and Corrections Officer Corporals; Corrections Officer Sergeants, Corrections Officer Lieutenants, and Corrections Officer Captains*)
- Education Department Employment Security
- Environmental Services Department
- Fish and Game Department (*except all Conservation Officers*)
- Health and Human Services Department
- Information Technology Department
- Insurance Department
- Labor Department

- Liquor Commission (*except Liquor Investigators, Liquor Investigator Sergeants, and Liquor Investigator Lieutenants*)
- Lottery Commission
- Military Affairs and Veterans Services
- Natural and Cultural Resources Department
- Postsecondary Education Commission
- Professional Licensure & Certification, Office of
- Revenue Administration Department
- Safety Department (*except for State Police Troopers, State Police Sergeants, State Police Command Staff, Deputy Fire Marshals I & II, State Office Complex Lieutenant & Sergeant, Fire Investigators, and State Office Complex Patrol Officers*)
- Supervisory Unit Transportation Department
- Treasury Department
- Veterans Home

State Employees' Association – Corrections Supervisors

The State Employees' Association of New Hampshire Inc., SEIU Local 1984, State Corrections Supervisors, is the exclusive bargaining representative of Corrections Officer Sergeants, Corrections Officer Lieutenants, and Corrections Officer Captains at the Department of Corrections. The bargaining unit was certified by the Public Employee Labor Relations Board (PELRB) on November 10, 2020.

State Employees' Association – Department of Transportation

The State Employees' Association of New Hampshire, Inc., SEIU Local 1984, Department of Transportation, is the exclusive bargaining representative of all classified employees at the Department of Transportation. The bargaining unit was certified by the PELRB on September 30, 2016. Prior to commencement of negotiations for the 2023- 2025 collective bargaining agreement, this bargaining unit was administratively transitioned by the union from an SEA subunit to a master-level bargaining unit within the SEA. The bargaining unit executed its own master-level agreement on June 26, 2023, with an effective date of July 1, 2023.

New Hampshire Troopers Association (NHTA)

The sworn non-commissioned employees of the Division of State Police have been represented by the New Hampshire Troopers Association since 1990. This bargaining unit includes the State Police Troopers and State Police Sergeants.

New Hampshire State Police Command Staff – New Hampshire Troopers Association

The New Hampshire State Police Command Staff are affiliated with the New Hampshire Troopers Association (NHTA). This bargaining unit includes State Police Captains, State Police Lieutenants, and State Police Majors other than Executive Majors and Administrative Majors. The bargaining unit was certified by the PELRB on March 26, 2018.

New England Police Benevolent Association (NEPBA), Local 40, NH Fish & Game Conservation Officers

The New England Police Benevolent Association, Local 40; was certified by the PELRB on October 31, 2006, as the exclusive bargaining representative for Conservation Officers I & II employed by the Department of Fish & Game.

New England Police Benevolent Association (NEPBA), Local 45, NH Fish & Game Supervisory Officers

The New England Police Benevolent Association, Local 45, was certified by the PELRB on October 31, 2006, as the exclusive bargaining representative for the following employees of the Department of Fish & Game: Conservation Officer Colonels, Conservation Officer Majors, Conservation Officer Captains, Conservation Officer Lieutenants, Conservation Officer Administrative Lieutenants, and Conservation Officer Sergeants.

New England Police Benevolent Association (NEPBA), Local 260, IUPA, AFL-CIO

The New England Police Benevolent Association, Local 260, was certified by the PELRB on December 10, 2009, as the exclusive bargaining representative for Liquor Investigators I & II and Sergeants employed by the Division of Enforcement (aka Bureau of Enforcement and Licensing) at the New Hampshire Liquor Commission.

New England Police Benevolent Association (NEPBA), NH State Law Enforcement Officers' Union (NHSLEOU, aka Local 218)

The NEPBA, NH State Law Enforcement Officers' Union, was certified by the PELRB on January 21, 2020, as the exclusive bargaining representative for Fire Investigators and State Office Complex Patrol Officers employed by the Department Safety.

New England Police Benevolent Association (NEPBA), NH State Law Enforcement Supervisors Union (NHSLESU, aka Local 219)

The NEPBA, NH State Law Enforcement Officers' Union, was certified by the PELRB on January 29, 2020, as the exclusive bargaining representative for Lieutenants in the Division of Enforcement of the New Hampshire Liquor Commission, as well as Deputy Fire Marshal I & II, State Office Complex Lieutenants, and State Office Complex Sergeants employed by the Department of Safety.

New Hampshire Probation and Parole Officers Association (NHPPOA)

The New Hampshire Probation and Parole Officers Association was certified by the PELRB on December 13, 2019, as the exclusive bargaining representative of Probation and Parole Officers I & II employed by the Department of Corrections.

New Hampshire Probation and Parole Command Staff (NHPPCSA)

The New Hampshire Probation and Parole Command Staff Association was certified by the PELRB on December 13, 2019, as the exclusive bargaining representative of Probation and Parole Officers I & II employed by the Department of Corrections

Teamsters Local 633

Teamsters Local 633 was certified by the PELRB on October 4, 2012, as the exclusive bargaining representative of Corrections Officers and Corrections Officer Corporals employed by the Department of Corrections.

Internal Affairs Association of New Hampshire, Affiliated with Teamsters Local 633

The Internal Affairs Association of New Hampshire was certified by the PELRB on November 18, 2020, as the exclusive bargaining representative of Internal Affairs Investigators I, II & III, and Internal Affairs Administrative Secretaries employed by the Department of Corrections.

Employees by Union Representation*
Fiscal Year 2024

Union	# of Represented Employees
Internal Affairs Association of New Hampshire	17
New England Police Benevolent Association Local 40	28
New England Police Benevolent Association Local 45	16
New England Police Benevolent Association Local 260	15
New Hampshire State Law Enforcement Officers	8
New Hampshire State Law Enforcement Supervisors	9
New Hampshire Probation and Parole Officers I & II	65
New Hampshire Probation and Parole Officers III Command	11
New Hampshire Troopers Association	274
New Hampshire Troopers Association-Command Staff	21
The State Employees' Association of NH, SEIU Local 1984	7,595
New Hampshire Corrections Supervisors	86
Teamsters Local 633	227
New Hampshire Department of Transportation	1,231
Total	9,603

* Includes classified full-time permanent and full-time temporary employees, as well as part-time represented employees of the Liquor Commission. Part-time liquor retail store employees who work 26 weeks or more in one year and who average 10 hours per week are considered part of the bargaining unit.

* Confidential employees are excluded.

Report Generated 6/30/2024 by Employee Matrix Version V6.4

Positions by Union Representation*

Fiscal Year 2024

Union	# Positions
Internal Affairs Association of New Hampshire	17
New England Police Benevolent Association Local 40	32
New England Police Benevolent Association Local 45	16
New England Police Benevolent Association Local 260	18
New Hampshire State Law Enforcement Officers	14
New Hampshire State Law Enforcement Supervisors	10
New Hampshire Probation and Parole Officers I & II	65
New Hampshire Probation and Parole Officers III Command	11
New Hampshire Troopers Association	338
New Hampshire Troopers Association-Command Staff	25
The State Employees' Association of NH, SEIU Local 1984	7,533
New Hampshire Corrections Supervisors	94
Teamsters Local 633	397
New Hampshire Department of Transportation	1,621
Total	10,174
<p>*Includes classified full-time permanent and full-time temporary positions expected to last for more than 6 months as well as part-time represented positions of the Liquor Commission. *This report does not contain 1 position found in error.</p>	

Report Generated 6/30/2024 by Position Matrix V6.2

MASTER NEGOTIATIONS

Collective bargaining agreements between the State and the following unions representing state employees became effective upon execution of their respective agreements through June 30, 2025

- State Employees' Association (SEA)
- New Hampshire Corrections Supervisors (SEA)
- New Hampshire Department of Transportation (SEA)
- New England Police Benevolent Association (NEPBA Locals: 40, 45, and 260)
- New Hampshire State Law Enforcement Officers Union (NEPBA Local 218)
- New Hampshire State Law Enforcement Supervisors Union (NEPBA Local 219)
- New Hampshire Probation and Parole Officers Association
- New Hampshire Probation and Parole Command Staff Association
- NH Troopers Association
- NHTA – Command Staff
- Teamsters Local 633
- Internal Affairs Association of New Hampshire (affiliated with Teamsters Local 633)

All of the foregoing agreements contained a limited reopener article for purposes of positions classification. That article specified that the State was then in the process of migrating all classified positions from their current job titles to occupation-specific job titles that align with a nationally established standard known as the Standard Occupational Classification (SOC) System. That article further specified that, after migration, implementing some change associated with the classification changes would require further collective bargaining.

On June 13, 2023, the State sent a notice of intent to bargain to unions representing all bargaining units. After negotiations conducted primarily through September 2023, tentative agreements on the SOC classification changes were reached with all bargaining units other than NHPPOA, NHPPOCS, NHTA, and NHTACS. The State and the following bargaining units entered into amended collective bargaining agreements, incorporating the SOC classification provisions, effective November 3, 2023:

- State Employees' Association – New Hampshire Corrections Supervisors (SEA)
- New Hampshire Department of Transportation (SEA)
- New England Police Benevolent Association (NEPBA Locals: 40, 45, and 260)
- New Hampshire State Law Enforcement Officers Union (NEPBA Local 218)
- New Hampshire State Law Enforcement Supervisors Union (NEPBA Local 219)
- Teamsters Local 633
- Internal Affairs Association of New Hampshire (affiliated with Teamsters Local 633)

Subsequently, the State entered into an amended collective bargaining agreement, incorporating the SOC classification provisions, effective January 26, 2024.

Despite continued negotiations, the State and the NHPPOA, NHPPOCS, NHTA, and NHTACS, did not reach agreements regarding issues related to the SOC classification changes.

NEGOTIATED STATE BENEFITS

The Bureau of Employee Relations negotiates on behalf of the State of New Hampshire benefits for Executive Branch employees. Additionally, it is the responsibility of the Bureau to ensure that all of these benefits are implemented in compliance with the respective collective bargaining agreements.

These benefits include, but are not limited to:

- Wages
- Overtime and Compensatory Time
- Health Insurance
- Prescription Drug Plan
- Wellness & Health Promotion
- Dental Insurance
- Life Insurance
- Short Term Disability Income Protection
- Basic Work Week
- Schedules – Flexible or Alternative
- Meal Periods and Breaks
- Holidays
- Annual Leave
- Sick Leave
- Civil Leave
- Safety and Health Protection
- Travel Reimbursement

BUREAU OF EDUCATION AND TRAINING

The Division of Personnel's Bureau of Education and Training (BET) provides education, training, and resources that enhance the skills, knowledge, and abilities of government employees who serve the citizens of New Hampshire, as directed under RSA 21-I:42, XIV-XVII.

To fulfill this mission, the BET is committed to the following guiding principles:

- Deliver cost-effective quality training, using skilled and knowledgeable trainers, facilitators, teachers, and eLearning tools;
- Offer a variety of training opportunities designed for adult learners;
- Provide training resources and consulting services to state agencies; and
- Provide training specified by RSA 21-I:42.

The BET delivered the following courses and programs in FY 2024:

- Certified Public Manager (CPM)
- Supervisory Academy (SA) (Pre-requisite for CPM)
- Diversity Equity and Inclusion
- NH Works Equal Opportunity Training
- Lean Process Improvement – White Belt
- Lean Process Improvement – Yellow Belt
- Lean Process Improvement – Green Belt
- Lean Process Improvement – Black Belt
- Sexual Harassment Training
- State of NH – Park Manager University
- Respect and Civility in the Workplace Training In-person Workshop
- Respect and Civility in the Workplace Training Online
- DHHS - Involuntary Emergency Admission Training
- New In-person Respect and Civility in the Workplace Training
- State of New Hampshire Trainer Certification Program
- Statewide Computer Usage Policy Training
- Business Writing
- Email Etiquette
- NH FIRST Workforce Management Training
- Administrative Law Web Series
- Computer Skills and Professional Development Courses (Too many to list here.)
- OPLC & DOJ - Wynn E. Arnold & Elyse S. Alkalay - Administrative Law Web Series
- DOJ – Grants Training
- DOT – Work zone Safety Training
- DNCR- Supervisor & Manager Training
- BEA/ Equal Opportunity Development Request

The BET's revenues were \$423,130.07 for FY 24. Revenue increased by \$13,853.07 over FY 23. The total number of students enrolled also increased in FY 24 to 1,475 students. The increase in revenues and the number of students was primarily due to not many classes being cancelled and efforts to continue to improve course offerings.

The BET's ability to adapt and make available many of its training programs online was a significant accomplishment. Continuing to make educational and training opportunities available via this platform encouraged a great number of students to take advantage of the BET's offerings.

The BET plans to evaluate its pricing, and expected revenue and costs in FY 25-26, to ensure that pricing is appropriate and cost effective for customers/clients to ensure maximum participation in class enrollments while fully covering the BET's costs.

In an effort to maintain revenues in FY 24, despite an anticipated reduced demand for training from state agencies, the BET moved to online instruction which allowed it to continue serving NH public employees (inside and outside of state government) with greater flexibility for students.

New Hampshire Certified Public Manager Program

Since FY 1996, the BET has offered a Certified Public Manager (CPM) program for New Hampshire state, county, municipal, and school district employees as required by statute (RSA 21-I:42, XVII(a)(3)). The aim of the NH CPM program is to elevate the standard of practice in public management of state and local governments. The program uses a system of competency-based training to measure and develop participants' professional competencies in the field of public management.

- The Level I program (Supervisory Academy) is available to supervisors and individuals who plan to enter a supervisory role. The Level I program takes students nine weeks to complete with over 80 to 100 hours of core course work. Successful completion of the program earns participants the designation of Certified Public Supervisor (CPS).
- The Level II program is available to supervisors and managers who have successfully completed Legacy CPM Level I programs from 2010 to present or the Supervisory Academy. Level II requires an additional 160 hours of core course work as well as participation in a team project that requires 60 hours of time. Students who complete the program earn the Certified Public Manager® (CPM) designation. The CPM designation is a registered service mark of the National Certified Public Manager Consortium. The BET Certified Public Manager® program is nationally accredited.
- In Fiscal Year 2024, there were 151 graduates from Level I of the Supervisory Academy program and 28 graduates from Level II.

In FY24, the BET revised the structure of its CPM program in conjunction with offering an improved program for Supervisory Training. Under the new format, supervisors engage in a 9-week, 80-100-hour program (described more fully later in this section), which also serves as a prerequisite for entering a 12-month CPM program. This new structure shortens the overall timeframe for students to complete their CPM program and provides for enhanced training to supervisors. The new structure also offers students two options for attending, one that meets two times per week and an alternate option that meets once per week for twice the duration of time.

Professional Development Classes

In addition to the CPM program, the BET continues to offer a full suite of professional development courses and applied learning classes. In FY 24, the BET delivered **142** professional development classes to **1,281** state and **194** local and county employees. This was an increase over FY 23.

FY 2024 Professional Development Classes	Non-State Students	State Employee Students	Total # Students
Grand Total	194	1,281	1,475

E-Learning

In FY 24, the BET continued to successfully leverage the statewide online learning management system (LMS), aka Moodle. While BET is the best option to provide centralized online learning management resources for state employees, Moodle's availability as an online learning management system is at risk due to aging technology.

The BET continued to develop strategic partnerships with agencies throughout the state regarding online learning and provided for-fee training and technical services to several agencies (Business and Economic Affairs, Department of Transportation, Police Standards and Training Council, Department of Environmental Services, Department of Health and Human Services, Department of Justice, Office of Professional Licensure and Certification, Department of Natural and Cultural Resources, and the Department of Administrative Services.);

- Provided Moodle helpdesk ticket support and enhancements to reporting capabilities;
- Administered a new externally facing instance of Moodle to enable state employees and non-state individuals to access the BET trainings and other required trainings (e.g., Sexual Harassment, Computer Use Policy, and Respect Trainings, Certificate Programs and Professional Development Courses) without needing access to the State network;
- Completed a full round of revisions to all core curricula;
- Created an Equal Opportunity module that is available to all employees statewide; and
- Continued to provide monthly compliance reporting to participating agencies tracking their employees' completion of required compliance courses.

Significant Training Initiatives

During FY 2024, the BET successfully executed the following initiatives:

- Supervisory Academy (SA) (Pre-requisite for CPM)
- In-person Respect and Civility in the Workplace Workshop
- State of NH – Park Manager University
- Certified Public Manager (CPM)
- DHHS - Involuntary Emergency Admission Training

- DOT – Work zone Safety Training
- BEA - NH Equal Opportunity Training
- NH Lean Process Improvement (Update to Green Belt and Black Belt)

State of New Hampshire Supervisory Academy Updates

During FY 24, the BET updated the curriculum and expanded the availability of the NH Supervisory Academy (NHSA). NHSA is a 9-week training program designed for entry-level managers and supervisors to enhance their knowledge and skills for success in their new role. Through weekly 90-minute or 180-minute group online sessions and self-paced work via a Moodle classroom, participants cultivate the critical supervisory skills needed to maximize individual and team performance, manage conflict, balance workloads, maintain a civil and respectful work environment, develop individual staff, and make decisions. Students will learn material, participate in solo and group class activities, and reflect on the application of new skills in their real-life work environment. The NHSA counts as 12-months of supervisory experience for classified positions within the Executive Branch. Successful completion of the Supervisory Academy is a pre-requisite for the new 12-month CPM program.

Customized Training Support

In FY 24, the BET continues to offer customized training support via inter-agency service agreements. During FY 24, the BET signed service agreements with the Department of Health and Human Services, the Department of Business and Economic Affairs, the Department of Natural and Cultural Resources, the Department of Transportation, and the Department of Labor.

New Course Offerings to be piloted in FY 25

- Instructional Design Basics.
- Myers Briggs Type Indicator
- Emotional Intelligence Workshop
- Supervisor Boot Camp
- Managing in a Union Environment 6-part Training Series
- New Lean Black Belt Program