



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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February 9, 2022

The Honorable Karen Umberger, Chairman  
Fiscal Committee of the General Court  
State House  
Concord, New Hampshire 03301

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

## REQUESTED ACTIONS

1. Pursuant to RSA 14:30-a, VI, authorize the Department of Administrative Services (DAS) to accept and expend \$526,208 of American Rescue Plan (ARP) State and Local Recovery Funds (FRF), to add additional temporary staff to the Department of Administrative Services' Division of Personnel to provide recruitment support for positions of critical need across state government. Effective upon approval by the Fiscal Committee and the Governor and Executive Council through June 30, 2023. This is an allowable use of ARP FRF funds under Section 602 (c)(1)(A) to respond to the public health emergency or its negative economic impacts. 100% Federal Funds.

Funds are to be budgeted in state fiscal year (FY) 2022 and 2023 with the authority to adjust between state fiscal years through the Budget Office if needed and justified. Funds are to be budgeted in FY 2022 and FY 2023 in a new accounting unit 01-14-14-141010-XXXX0000<sup>1</sup> Department of Administrative Services, Statewide Recruitment Unit (SRU), as follows:

REVENUE CLASS	DESCRIPTION	FY 2022 REQUESTED	FY 2023 REQUESTED	TOTAL
000-400338	Federal Funds	\$133,205	\$393,003	\$526,208
	<b>TOTAL REVENUE</b>	<b>\$133,205</b>	<b>\$393,003</b>	<b>\$526,208</b>

<sup>1</sup> All direct program costs will be accounted for using activity 00FRF602PH1405A and all administrative and indirect costs will be accounted for using activity 00FRF602PH1405Z. Accounting classifications may be subject to technical changes at the discretion of the Department of Administrative Services' Division of Accounting Services.

REVENUE CLASS	DESCRIPTION	FY 2022 REQUESTED	FY 2023 REQUESTED	TOTAL
EXPENSE CLASS	DESCRIPTION	FY 2022 REQUESTED	FY 2023 REQUESTED	TOTAL
018-500106	Overtime	\$500	\$2,000	\$2,500
020-500200	Current Expenses	\$2,500	\$3,500	\$6,000
027-582703	Transfers to DOIT	\$2,500	\$7,500	\$10,000
029-500290	Transfers within Agency (Rent)	\$1,400	\$4,200	\$5,600
030-500301	Office Equipment – Furnish (New)	\$4,500	\$1	\$4,501
037-500173	Technology Hardware - New	\$4,665	\$1,200	\$5,865
038-500176	Technology Software – Online Service	\$3,667	\$9,500	\$13,167
039-500181	Telecommunication Hardware - New	\$465	\$1	\$466
039-500191	Telecommunications	\$450	\$1,800	\$2,250
040-500587	Indirect Costs	\$13,300	\$39,300	\$52,600
041-500801	Audit Fund Set Aside	\$1,330	\$3,930	\$5,260
042-500620	Post-Retirement Benefits	\$5,054	\$16,645	\$21,699
057-500534	Subscriptions - Online	\$400	\$1,200	\$1,600
059-500117	Temp Full Time	\$57,174	\$188,292	\$245,466
060-500601	Benefits	\$35,000	\$113,184	\$148,184
070-500704	In-State Travel	\$300	\$750	\$1,050
	<b>Total Expenditures</b>	<b>\$133,205</b>	<b>\$393,003</b>	<b>\$526,208</b>

2. Pursuant to RSA 124:15, and contingent upon approval of Requested Action #1, authorize the Department of Administrative Services (DAS) to establish three (3) temporary, full-time positions, to include a Human Resources Specialist (labor grade 27) and two Human Resource Coordinators (labor grade 24), to staff a new unit within DAS's Division of Personnel (DOP), called the Statewide Recruitment Unit (SRU), to provide statewide recruitment support to fill positions of critical need across state government. Effective upon approval by the Fiscal Committee and the Governor and Executive Council through June 30, 2023. 100% Federal Funds.

### EXPLANATION

Pursuant to U.S. Treasury 31 CFR Part 35, RIN 1501-AC77, the Coronavirus State Fiscal Recovery Fund established under the American Rescue Plan Act authorizes use of funding to address the public health emergency. Specifically, this request supports restoring state employment to pre-pandemic levels to maintain essential state services (pursuant to 31 CFR Part 35 (II, A, 2)).

Over the last two years, the number of vacant positions across Executive Branch agencies has increased dramatically, resulting in an average vacancy rate around 18%. As of December 1, 2021, 17 state agencies had vacancy rates higher than the state average of 18%. These agencies include all of the direct health care facilities (e.g., NH Veteran's Home, NH Hospital, Glenclyff Home), as well as essential service agencies, such as the Department of Corrections, Department of Education, and the Department of Health and Human

Services - Behavioral Health programs. Additionally, there were 267 Job Classification Titles with vacancy rates above the state average of 18%, representing 1,200 vacant positions. Many of these vacant positions represent missing essential workers, such as: correction officers, nurses and nursing assistants, highway and bridge maintainers, mental health workers, youth counselors, and fire marshalls.

Increasing competition in the labor market is adding to the challenge to recruit and retain good candidates. Existing human resource (HR) staff at DOP and state agencies must support a wide variety of HR functions, and, as a result, are frequently not able to provide the focused attention to recruitment necessary to successfully recruit new staff in the current employment market. Dedicated recruiters within the SRU will provide prompt attention and response to applicants as well as staff capacity to actively recruit potential candidates for open positions. The SRU staff will work closely with existing HR staff and agency managers to focus recruitment efforts on positions of critical need.

Funds are to be budgeted as follows:

**Class 18 – Overtime:** Covers overtime by SRU staff.

**Class 20 – Current Expenses:** Supplies, copier expenses, marketing/printed materials, and miscellaneous expenses for SRU staff.

**Class 27 – Transfers to DOIT:** DOIT support for SRU staff.

**Class 29 – Transfers within Agency:** Payment for rent of office space for SRU staff.

**Class 30 – Equipment – Furniture (New):** Desks and other office furniture for SRU staff.

**Class 37 – Equipment New/Replacement:** Budget for new computer equipment for new staff.

**Class 38 – Technology – Online Service:** Online recruiter subscription to Linked-In or similar recruitment service.

**Class 39 – Telecommunications:** Purchase of telephones and for DOIT telecom charges for SRU staff.

**Class 41 – Audit Set Aside:** Required for audit with use of Federal funds.

**Class 42 – Post-Retirement Benefits:** Reimbursement of general fund for post-retirement benefits on non-general funded position (at rate of 8.84%).

**Class 57 – Subscriptions – Online:** To provide SRU staff with access to online human resource recruitment and information services.

**Class 59 – Full-Time Temporary:** Funds for three (3) temporary, full-time positions, to include a Human Resources Specialist (labor grade 27) and two Human Resource Coordinators (labor grade 24).

**Class 60 – Benefits:** Benefits for employees funded above.

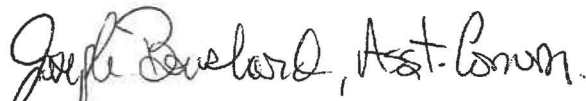
**Class 70 – In-State Travel:** In-state travel is included to permit SRU staff to meet in-person with staff and administrators at various state agencies.

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

- 1) **Personnel Involved:** Establishes three full-time, temporary positions under a new unit under the direction of the DAS' Division of Personnel.
- 2) **Nature, Need, and Duration:** These positions are needed to support statewide recruitment for positions of critical need. The positions are needed for the duration of the biennium, through June 30, 2023, to recruit new hires to restore and maintain essential staffing across state government.
- 3) **Relationship to Existing Agency Program:** The SRU will coordinate with existing HR staff within the Division of Personnel and at various state agencies to provide focused attention to recruitment efforts for positions of critical need. Existing HR staff must fulfill a wide variety of duties and are frequently not able to provide the focused attention to recruitment needed to successfully compete for candidates in the current labor market.
- 4) **Has a similar program been requested of the legislature and denied?** No
- 5) **Why wasn't funding included in the agency's budget request?** These funds were only recently awarded as part of the American Rescue Plan.
- 6) **Can portions of the grant funds be utilized?** No, these funds can only be used for the purpose of the grant award.
- 7) **Estimate the funds required to continue this position(s):** Funding is requested only for the duration of the grant and is not expected to be continued beyond that period.
- 8) **Geographic Area Served:** Statewide.
- 9) **Source of Funds:** U.S. Treasury Federal American Rescue Plan Act Funds.

In the event that Federal Funds are no longer available, General Funds will not be requested to support this program. The Department of Administrative Services requests approval of this request.

Respectfully submitted,

  
for Charles M. Arlinghaus  
Commissioner