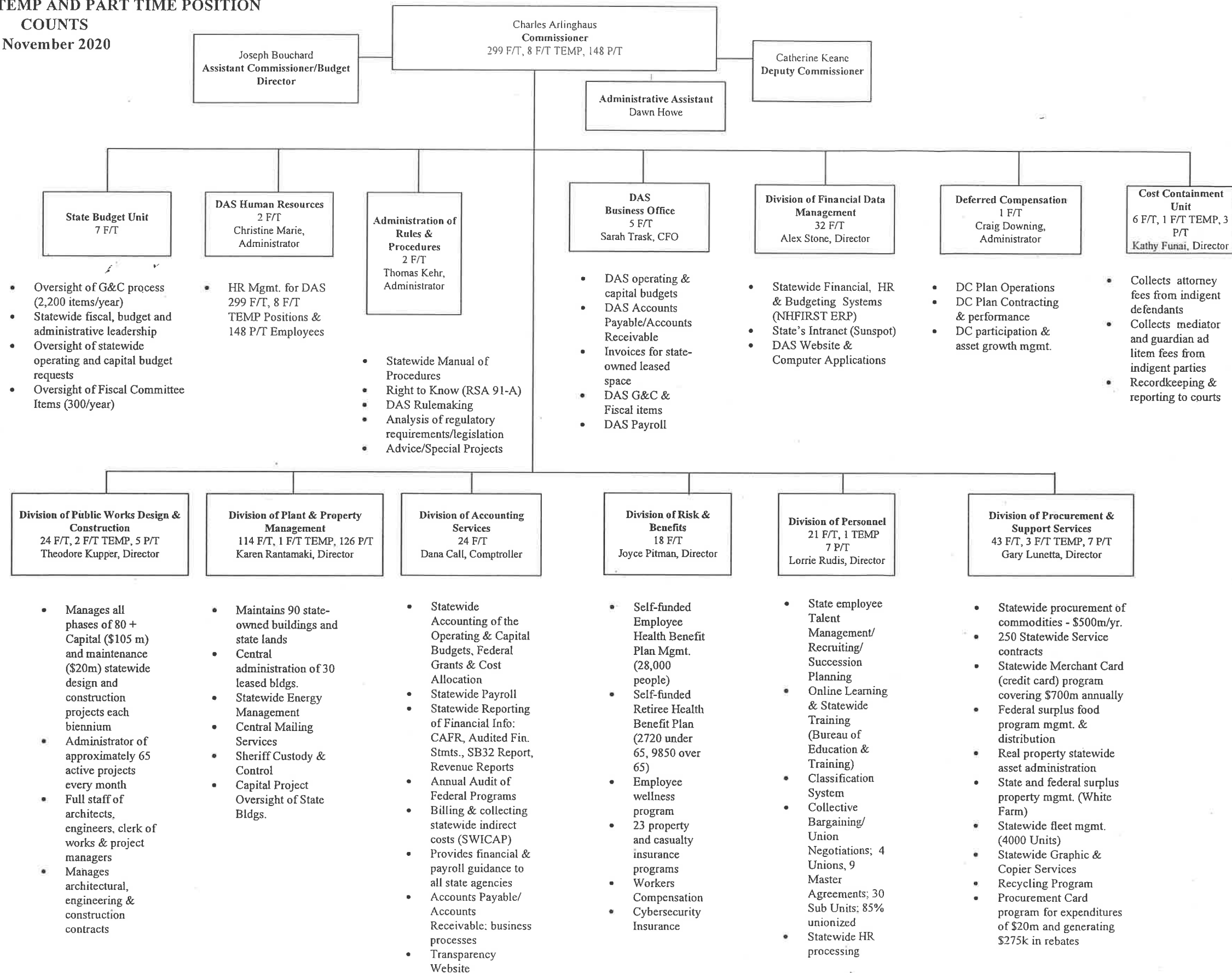


STATE OF NEW HAMPSHIRE
DEPARTMENT OF ADMINISTRATIVE SERVICES
FUNCTIONAL ORGANIZATION CHART WITH FULL
TIME, FULL TIME TEMP AND PART TIME POSITION
COUNTS
November 2020



Administrative Services

A Central Service Agency

- Public Works manages design and construction of \$160 million of projects. Currently 120 projects are active in some stage of development.
- Accounting Services manages the state's books including various accounting controls, produces the CAFR – the audited statement without which the state would cease to operate, pays more than 13,000 people every two weeks, processes 192,000 audited payments each year.
- Our Financial Data Management division manages NHFIRST, the enterprise system that is the structural backbone of government. Every process, system, every piece of the daily work of analysis of every agency is supported, managed, and backed up by FDM.
- We manage more than 4 million square feet of office space including the inside, outside, and underneath of 90 state-owned and more than 30 leased buildings.
- Statewide procurement allows anyone to bid on state business and uses competitive bidding and post-bid negotiation to save millions each year. There are more than 850 contracts covering more than \$500 million in annual spend.
- State Personnel Office supports recruitment, hiring, and training for every agency; negotiates contracts with seven employee unions; runs an education and training bureau.
- The State Budget Office builds the budget, manages the system, works with agency staff, reviews all fiscal committee items, and manages the Governor & Council process.
- We run a \$500 million/biennium health plan covering more than 37,000 retirees, workers, and family members.

Two Departments: Retiree Health and Everything Else

	FY2021	FY2022	FY2023
The Department	\$67,827,370	\$61,947,683	\$63,601,338
Retiree Health	\$79,681,400	\$63,466,600	\$68,936,900
Total	\$147,508,770	\$125,413,751	\$132,538,238

DAS: Why Should You Care?

- Every agency relies on the processes and approvals of Administrative Services to support their mission. What we do or can't do makes a difference to every agency, no matter how big or small.
- The state, its policymakers, and its auditors rely on us to implement and support policies and procedures to ensure the integrity of the budget, the systems, and the laws and rules of the state.
- From 2010-2017, DAS lost 41 of its full-time employees (13%) and more than a dozen part-time workers.
- Clear message from every commissioner to every governor: speed and flexibility.

Two Plans for your Radar

- Human Resources Support Unit (HRSU)
 - Centralize or decentralize – both
 - Improved service and compliance with fewer resources by combining disparate resources into a greater critical mass.
- The Cloud
 - Constant change in IT can be a tool instead of a hurdle if the state's enterprise system modernizes. Alternative: stagnation.

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ATTACHMENT A

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2			FY20	FY21	FY22				FY23			
3		FUNDING SOURCE	ACTUAL	ADJ AUTHORIZED	EFFICIENCY BUDGET	% Chg from FY21	ADDL NEEDS	TOTAL REQUEST	EFFICIENCY BUDGET	% Chg from FY21	ADDL NEEDS	TOTAL REQUEST
4	COMMISSIONERS OFFICE- COM140010	GF	\$ 3,167,557	\$ 3,846,744	\$ 3,285,550	-15%	\$ 513,154	\$ 3,798,704	\$ 3,516,201	-9%	\$ 551,983	\$ 4,068,184
5		Other Funds	\$ 208,614	\$ 299,013	\$ 329,265	10%	\$ -	\$ 329,265	\$ 333,956	12%	\$ -	\$ 333,956
6		Total Funds	\$ 3,376,171	\$ 4,145,757	\$ 3,614,815	-13%	\$ 513,154	\$ 4,127,969	\$ 3,850,157	-7%	\$ 551,983	\$ 4,402,140
7	Total Positions			35	29		5	34	29		5	34
8	Total Filled Positions			29								
9	Total Vacant Positions			6								
10												
11	DIVISION OF ACCOUNTING SVCS-	GF	\$ 2,478,523	\$ 2,672,459	\$ 2,544,503	-5%	\$ 249,894	\$ 2,794,397	\$ 2,684,392	0%	\$ 262,569	\$ 2,946,961
12	Total Positions			24	22		2	24	22		2	24
13	Total Filled Positions			22								
14	Total Vacant Positions			2								
15												
16	DIVISION OF PERSONNEL -PER141010	GF	\$ 2,041,766	\$ 2,498,618	\$ 2,051,162	-18%	\$ 469,670	\$ 2,520,832	\$ 2,167,749	-13%	\$ 479,533	\$ 2,647,282
17		Federal Funds	\$ -	\$ -	\$ 115,000	100%	\$ -	\$ 115,000	\$ 115,000	100%	\$ -	\$ 115,000
18		Other Funds	\$ 628,012	\$ 1,025,372	\$ 889,661	-13%	\$ -	\$ 889,661	\$ 941,559	-8%	\$ -	\$ 941,559
19		Total Funds	\$ 2,669,778	\$ 3,523,990	\$ 3,055,823	-13%	\$ 469,670	\$ 3,525,493	\$ 3,224,308	-9%	\$ 479,533	\$ 3,703,841
20	Total Positions			31	27		5	32	27		5	32
21	Total Filled Positions			22								
22	Total Vacant Positions			9								
23												
24	DIVISION OF PLANT & PROPERTY-	GF	\$ 5,037,025	\$ 6,203,717	\$ 5,165,539	-17%	\$ 1,120,087	\$ 6,285,626	\$ 5,108,478	-18%	\$ 1,119,898	\$ 6,228,376
25		Other Funds	\$ 29,230,763	\$ 32,090,789	\$ 27,591,867	-14%	\$ 4,858,443	\$ 32,450,310	\$ 28,145,937	-12%	\$ 4,818,095	\$ 32,964,032
26		Subtotal Funds	\$ 34,267,788	\$ 38,294,506	\$ 32,757,406	-14%	\$ 5,978,530	\$ 38,735,936	\$ 33,254,415	-13%	\$ 5,937,993	\$ 39,192,408
27												
28	BUILDING MAINTNENACE FUND - HWY FUND -BMF141515	HWY Funds	173,494	173,494	173,494	0%	-	173,494	173,494	0%	-	173,494
29		Total Funds	34,441,282	38,468,000	32,930,900	-14%	5,978,530	38,909,430	33,427,909	-13%	5,937,993	39,365,902
30	Total Positions			243	211		31	242	211		31	242
31	Total Filled Positions			203								
32	Total Vacant Positions			40								
33												
34	DIV PROCUREMENT & SUPPORT SVCS - PSS141710-	GF	\$ 2,096,243	\$ 2,112,699	\$ 1,911,020	-10%	\$ 238,402	\$ 2,149,422	\$ 2,014,891	-5%	\$ 254,053	\$ 2,268,944
35		Federal Funds	\$ 477,945	\$ 240,971	\$ 727,825	202%	\$ -	\$ 727,825	\$ 734,309	205%	\$ -	\$ 734,309
36		Other Funds	\$ 2,100,734	\$ 2,953,941	\$ 2,889,510	-2%	\$ -	\$ 2,889,510	\$ 3,009,538	2%	\$ -	\$ 3,009,538
37		Total Funds	\$ 4,674,922	\$ 5,307,611	\$ 5,528,355	4%	\$ 238,402	\$ 5,766,757	\$ 5,758,738	8%	\$ 254,053	\$ 6,012,791
38	Total Positions			54	49		4	53	49		4	53
39	Total Filled Positions			42								
40	Total Vacant Positions			12								
41												
42	DIVISION OF PUBLIC WORKS -DPW141910	GF	\$ 2,143,624	\$ 2,038,461	\$ 1,804,562	-11%	\$ 322,272	\$ 2,126,834	\$ 1,885,900	-7%	\$ 313,405	\$ 2,199,305
43		Other Funds	\$ 694,529	\$ 1,202,289	\$ 1,063,330	-12%	\$ 189,882	\$ 1,253,212	\$ 1,111,279	-8%	\$ 184,703	\$ 1,295,982
44		Total Funds	\$ 2,838,153	\$ 3,240,750	\$ 2,867,892	-12%	\$ 512,154	\$ 3,380,046	\$ 2,997,179	-8%	\$ 498,108	\$ 3,495,287
45	Total Positions			31	25		6	31	25		6	31
46	Total Filled Positions			25								
47	Total Vacant Positions			6								

ATTACHMENT A

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2			FY20	FY21	FY22			FY23				
3	FUNDING SOURCE	ACTUAL	ADJ AUTHORIZED	EFFICIENCY BUDGET	% Chg from FY21	ADDL NEEDS	TOTAL REQUEST	EFFICIENCY BUDGET	% Chg from FY21	ADDL NEEDS	TOTAL REQUEST	
48		FDMA142010	GF									
49		Other Funds	\$ 76,798	\$ 80,250	\$ 85,138	6%	\$ -	\$ 85,138	\$ 91,503	14%	\$ -	\$ 91,503
50		Total Funds	\$ 6,150,448	\$ 6,600,559	\$ 6,963,279	5%	\$ 383,539	\$ 7,346,818	\$ 6,851,407	4%	\$ 399,336	\$ 7,250,743
52	Total Positions			32	31		32	31		1	32	
53	Total Filled Positions			29								
54	Total Vacant Positions			3								
55												
56	DIVISION OF RISK AND BENEFITS- RBM143510	GF										
57	Other Funds	\$ 2,254,037	\$ 2,954,450	\$ 3,668,672	24%	\$ -	\$ 3,668,672	\$ 3,918,850	33%	\$ -	\$ 3,918,850	
58	Total Funds	\$ 2,952,132	\$ 3,868,244	\$ 4,441,584	15%	\$ -	\$ 4,441,584	\$ 4,807,248	24%	\$ -	\$ 4,807,248	
59	Total Positions			18	18		18	18			18	
60	Total Filled Positions			14								
61	Total Vacant Positions			4								
62												
63	DAS TOTALS NOT INCLUDING RETIREE HEALTH, COMMISSION ON AGING	GF										
64	Federal Funds	\$ 477,945	\$ 240,971	\$ 842,825	250%	\$ -	\$ 842,825	\$ 849,309	252%	\$ -	\$ 849,309	
65	Other Funds	\$ 35,193,487	\$ 40,606,104	\$ 36,517,443	-10%	\$ 5,048,325	\$ 41,565,768	\$ 37,552,622	-8%	\$ 5,002,798	\$ 42,555,420	
66	HWY FUNDS	\$ 173,494	\$ 173,494	\$ 173,494	0%	\$ -	\$ 173,494	\$ 173,494	0%	\$ -	\$ 173,494	
67	Total Funds	\$ 59,581,409	\$ 67,827,370	\$ 61,947,151	-9%	\$ 8,345,343	\$ 70,292,494	\$ 63,601,338	-6%	\$ 8,383,575	\$ 71,984,913	
68	Total Positions			468	412		466	412		54	466	
69	Total Filled Positions			386								
70	Total Vacant Positions			82	18%							
71												
72	RETIREE HEALTH - AU29030000	GF										
73	Other Funds	\$ 37,223,098	\$ 43,360,600	\$ 36,255,800	-16%	\$ -	\$ 36,255,800	\$ 38,772,800	-11%	\$ -	\$ 38,772,800	
74	Total Funds	\$ 67,967,501	\$ 79,681,400	\$ 63,466,600	-20%	\$ -	\$ 63,466,600	\$ 68,936,900	-28%	\$ -	\$ 68,936,900	
75												
76	TOTAL DAS INCLUDING RETIREE HEALTH (NOT INCL COMMISSION ON AGING)	GF										
77	Federal Funds	\$ 477,945	\$ 240,971	\$ 842,825	250%	\$ -	\$ 842,825	\$ 849,309	252%	\$ -	\$ 849,309	
78	Other Funds	\$ 72,416,585	\$ 83,966,704	\$ 72,773,243	-13%	\$ 5,048,325	\$ 77,821,568	\$ 76,325,422	-9%	\$ 5,002,798	\$ 81,328,220	
79	HWY FUNDS	\$ 173,494	\$ 173,494	\$ 173,494	0%	\$ -	\$ 173,494	\$ 173,494	0%	\$ -	\$ 173,494	
80	Total Funds	\$ 127,548,910	\$ 147,508,770	\$ 125,413,751	-15%	\$ 8,345,343	\$ 133,759,094	\$ 132,538,238	-10%	\$ 8,383,575	\$ 140,921,813	

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ATTACHMENT B

11/19/20

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	2021															
		ADJ AUTH	ADJ AUTH	ADJ AUTH	TOTAL FUNDS	% of Total Budget	GENERAL FUNDS BUDGET	OTHER FUNDS BUDGET	FEDERAL FUNDS BUDGET	TOTAL FUNDS BUDGET	% of Total Budget	GENERAL FUNDS BUDGET	OTHER FUNDS BUDGET	FEDERAL FUNDS BUDGET	TOTAL FUNDS BUDGET	% of Total Budget
CLASS AND DESCRIPTION																
57 000-Federal Funds	\$	240,971			0.2%		\$	842,825			0.7%				\$	849,309
58 001-Transfer from Other Agencies	\$	51,526,159			34.9%		\$	43,145,117			34.4%				\$	45,562,268
59 003-Revolving Funds	\$	2,024,232			1.4%		\$	2,194,518			1.7%				\$	2,245,871
60 004-Intra-Agency Transfers	\$	16,522			0.0%		\$	15,260			0.0%				\$	15,874
61 007-Agency Income	\$	293,792			0.2%		\$	292,381			0.2%				\$	303,049
62 008-Agency Income	\$	11,808,400			8.0%		\$	10,502,400			8.4%				\$	10,433,300
63 009-Agency Income	\$	18,471,093			12.5%		\$	16,797,081			13.4%				\$	17,938,554
64 005-State Share	\$	63,127,601			42.8%		\$	51,624,189			41.2%				\$	55,180,013
Total Funding (does not include Commission on Aging)	\$	147,508,770			100.0%		\$	125,413,751			100.0%				\$	132,538,238
																100.0%

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