## FY 2022 - FY 2023 Agency Phase Prioritized Needs

T 2022 Agency mase montated weeds															
Agency	Prioritized Need	Prioritized Need	Division	Accounting Unit(s)	BARS #	FY 22 - General	FY 22 - Federal	FY 22 - Highway	FY 22 - Other	FY 22 - Total	FY 23 - General	FY 23 - Federal	FY 23 - Highway	FY 23 - Other	FY 23 - Total
Ageney	Priority	Name				Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds

Human Rights Com	1 Admin Asst II-1394( Human Rights Com	10410000	1 \$ 68,317.00	\$ 68,317.00 \$ 73,159.00	\$ 73,159.0

Human Rights Co	om 2 New Info Rep	Human Rights Com	10410000	2\$	79,033.00	\$	79,033.00 \$	79,501.00	\$	79,501.00
Human Rights Co	om 3 PT Intake Coord	lina <sup>.</sup> Human Rights Com	14010000	3\$	35,892.00	\$	35,892.00 \$	38,337.00	\$	38,337.00
Human Rights Co		Human Rights Com	14010000	4 \$	2,605.00	\$	2,605.00 \$	2,601.00	\$	2,601.00
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al	"Other Funds" Type	Prioritized Need Description
		Assistant II position for the Commission. In order to meet the FY22 target, the funded Administrative Assistant II position needed to be unfunded. The Administrative Assistant coordinates and performs agency-wide administrative and office management functions for the Human Rights Commission which includes providing support for staff in day-to-day operations and updating/monitoring agency budget and personnel functions for the Executive Director. Coordinates and schedules meetings, hearings, trainings, and conference calls; prepares and organizes important reference documents, presentations, makes travel and conference arrangements as well as assists in workshop planning. Completes tasks by assigning duties to Interns (when available) and support staff, or by performing them as needed to maintain administrative law enforcement case management. Additional duties to include docketing of new charges and closure of cases in the federal information management system (IMS); corresponding with parties consistent with the Equal Employment Opportunity Commission (EEOC) - our federal program guidelines and established agency rules and procedures; producing case file copies requested by antries; and prepares invoices for copies and training conducted by the Executive Director, Assistant Director, and/or Commission staff. This individual is also the first point of contact for the number of the summarian in the Commission of the summariant in the Commission of the summariant in the Commission of the summariant of the commission of the summariant of the commission of the summariant of the commission of the program guidelines and the internet the Commission of the formation of the summariant
3.00		the public delivering guidance on the Commission's Add 1 new Informational Representative position to provide for the proper fulfillment of RSA 354-A.Currently, the Commission is only providing a very small fraction of the statutorily required outreach, education, and training specified in RSA 354-A. With the increased volume of cases which reside with the Commission, it is important that mitigation efforts increase as well. By creating and providing a variety of paid trainings, free workshops, and information sessions for citizens, businesses, and untapped communities across the state, the Commission is hopeful the much needed outreach will make a significant difference. Presently, Commission staff that are directly responsible for case management are pulled away from those duties to provide requested trainings. There is no large scale outreach taking place at present due to the staffing constraints. If an Informational Rep II position is added to the current Commission staff, it will provide the Commission with the resources to work on the non- enforcement part of the statute and to accomplish its
00		mission which is "to help to end discrimination". Moved the funded Part-time position to Prioritized Needs in order to meet budget target. The associated costs include salary and benefits. The Part-time Paralegal II position provides for appropriate allocation of staffing resources to complete case work as efficiently as possible for all parties involved
2.00 00		for all parties involved. Fund the shared cost of DoIT's Prioritized Needs.
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