NA 2015 Executive Director’s Office
Provides executive management for the department; directs the overall strategy and operations of the department.  
Director’s Office  
State Code Subsection RSA 6-19.6  
To administer and supervise the department and direct the programs, activities, and organizations listed at left.  
Divisions within the department are successful in operating their programs and activities in an effective and efficient manner and in compliance with applicable laws and regulations.  
FOA - Administration and Finance Division  
$325,600  
To assist the department with the activities listed at left.  
Director’s Office  
State Code Subsection RSA 6-19.6  
From FY 2014, the administrative assistant position was vacant and administrative assistant duties were performed by the executive assistant.  
NA 2015 Deputy Director Operations
Provides executive management for the department; directs the overall strategy and operations of the department.  
Director’s Office  
State Code Subsection RSA 6-19.6  
To administer and supervise the department and direct the programs, activities, and organizations listed at left.  
Divisions within the department are successful in operating their programs and activities in an effective and efficient manner and in compliance with applicable laws and regulations.  
FOA - Administration and Finance Division  
$317,400  
To assist the department with the activities listed at left.  
Director’s Office  
State Code Subsection RSA 6-19.6  
From FY 2014, the administrative assistant position was vacant and administrative assistant duties were performed by the executive assistant.  
NA 2015 Deputy Director Operations
Provides executive management for the department; directs the overall strategy and operations of the department.  
Director’s Office  
State Code Subsection RSA 6-19.6  
To administer and supervise the department and direct the programs, activities, and organizations listed at left.  
Divisions within the department are successful in operating their programs and activities in an effective and efficient manner and in compliance with applicable laws and regulations.  
FOA - Administration and Finance Division  
$233,700  
To assist the department with the activities listed at left.  
Director’s Office  
State Code Subsection RSA 6-19.6  
From FY 2014, the administrative assistant position was vacant and administrative assistant duties were performed by the executive assistant.  
NA 2205 Communications
The DWS Communications division ensures the communications needs of the department, including coordinating and managing communications, marshaling public relations, and providing direct support to all external communications.  
Director’s Office  
State Code Subsection RSA 6-19.6  
To support each field with their strategic communications needs and to coordinate public relations and community partners are aware of the events and activities, efficiently and effectively.  
Divisions within the department are successful in operating their programs and activities in an effective and efficient manner and in compliance with applicable laws and regulations.  
FOA - Administration and Finance Division  
$768,547  
To assist the department with the activities listed at left.  
Director’s Office  
State Code Subsection RSA 6-19.6  
NA 2516 Human Resources
Human Resources provides support to the department by performing functions such as maintaining employee orientations, grievances, and other personnel administration.  
Department of Human Resources (DHRM) Staff  
State Code Section 67-19.1  
To assist the department with the activities listed at left.  
Director’s Office  
State Code Subsection RSA 6-19.6  
From FY 2014, the administrative assistant position was vacant and administrative assistant duties were performed by the executive assistant.  
NA 2110 Administrative Support Division
The Administrative Support Division supports the department by performing functions such as budgeting, fiscal grants management, contracts management, oversight, and information security.  
Director’s Office  
State Code Subsection RSA 6-19.6  
To assist the department with the activities listed at left.  
Director’s Office  
State Code Subsection RSA 6-19.6  
From FY 2014, the administrative assistant position was vacant and administrative assistant duties were performed by the executive assistant.  
NA 2115 Labor Health Facility bills
Building operation, maintenance, security, parking, and mass transit services.  
Director’s Office  
State Code Subsection RSA 6-19.6  
To account for the operation and maintenance expenses of the State Office of Rehabilitation (SOR) Administration Facility (formerly known as the Cobre North Building).  
The DWS Division of Facilities Management and Construction Management (DFCM) ensures the maintenance and facility building in collaboration with SOR to ensure that the DWS Division of Construction Management and Facility Building in collaboration with SOR, to ensure that the DWS Division of Construction Management and Facility Building  
State Code Subsection RSA 6-19.6  
To assist the department with the activities listed at left.  
Director’s Office  
State Code Subsection RSA 6-19.6  
From FY 2014, the administrative assistant position was vacant and administrative assistant duties were performed by the executive assistant.  
NA 2115 Labor Health Facility bills
Building operation, maintenance, security, parking, and mass transit services.  
Director’s Office  
State Code Subsection RSA 6-19.6  
To account for the operation and maintenance expenses of the State Office of Rehabilitation (SOR) Administration Facility (formerly known as the Cobre North Building).  
The DWS Division of Facilities Management and Construction Management (DFCM) ensures the maintenance and facility building in collaboration with SOR to ensure that the DWS Division of Construction Management and Facility Building in collaboration with SOR, to ensure that the DWS Division of Construction Management and Facility Building  
State Code Subsection RSA 6-19.6  
To assist the department with the activities listed at left.  
Director’s Office  
State Code Subsection RSA 6-19.6  
From FY 2014, the administrative assistant position was vacant and administrative assistant duties were performed by the executive assistant.  
NA 2205 Communications
The DWS Communications division ensures the communications needs of the department, including coordinating and managing communications, marshaling public relations, and providing direct support to all external communications.  
Director’s Office  
State Code Subsection RSA 6-19.6  
To support each field with their strategic communications needs and to coordinate public relations and community partners are aware of the events and activities, efficiently and effectively.  
Divisions within the department are successful in operating their programs and activities in an effective and efficient manner and in compliance with applicable laws and regulations.  
FOA - Administration and Finance Division  
$648,758  
To assist the department with the activities listed at left.  
Director’s Office  
State Code Subsection RSA 6-19.6  
From FY 2014, the administrative assistant position was vacant and administrative assistant duties were performed by the executive assistant.  
NA 2205 Communications
The DWS Communications division ensures the communications needs of the department, including coordinating and managing communications, marshaling public relations, and providing direct support to all external communications.  
Director’s Office  
State Code Subsection RSA 6-19.6  
To support each field with their strategic communications needs and to coordinate public relations and community partners are aware of the events and activities, efficiently and effectively.  
Divisions within the department are successful in operating their programs and activities in an effective and efficient manner and in compliance with applicable laws and regulations.  
FOA - Administration and Finance Division  
$687,822  
To assist the department with the activities listed at left.  
Director’s Office  
State Code Subsection RSA 6-19.6  
From FY 2014, the administrative assistant position was vacant and administrative assistant duties were performed by the executive assistant.  
NA 2516 Human Resources
Human Resources provides support to the department by performing functions such as maintaining employee orientations, grievances, and other personnel administration.  
Department of Human Resources (DHRM) Staff  
State Code Section 67-19.1  
To assist the department with the activities listed at left.  
Director’s Office  
State Code Subsection RSA 6-19.6  
From FY 2014, the administrative assistant position was vacant and administrative assistant duties were performed by the executive assistant.  
NA 2110 Administrative Support Division
The Administrative Support Division supports the department by performing functions such as budgeting, fiscal grants management, contracts management, oversight, and information security.  
Director’s Office  
State Code Subsection RSA 6-19.6  
To assist the department with the activities listed at left.  
Director’s Office  
State Code Subsection RSA 6-19.6  
From FY 2014, the administrative assistant position was vacant and administrative assistant duties were performed by the executive assistant.  
NA 2115 Labor Health Facility bills
Building operation, maintenance, security, parking, and mass transit services.  
Director’s Office  
State Code Subsection RSA 6-19.6  
To account for the operation and maintenance expenses of the State Office of Rehabilitation (SOR) Administration Facility (formerly known as the Cobre North Building).  
The DWS Division of Facilities Management and Construction Management (DFCM) ensures the maintenance and facility building in collaboration with SOR to ensure that the DWS Division of Construction Management and Facility Building in collaboration with SOR, to ensure that the DWS Division of Construction Management and Facility Building  
State Code Subsection RSA 6-19.6  
To assist the department with the activities listed at left.  
Director’s Office  
State Code Subsection RSA 6-19.6  
From FY 2014, the administrative assistant position was vacant and administrative assistant duties were performed by the executive assistant.  

The internal audit division performs financial, operational, and compliance audits for the department to improve efficiency, manage risks, and provide internal control. The audit team includes a director, two senior auditors, and one auditor. To provide support, the audit director popped up in the file for 40 hours per week during FY2018.

The core audit function covers the entirety of the department, particularly the division in charge of unemployment. The audit team has the expertise to identify weaknesses and recommend improvements. The audit director is responsible for maintaining the department’s audit program and ensuring that audits are performed timely. The increase in expenditures from FY2014 to FY2018 is primarily due to the increase in the size of the audit program from 15 to 23 employees after the adaptive director was hired in January 2014.

The increase in expenditures from FY2015 to FY2016 is primarily due to the following: The internal audit director position was vacant for more than two months during FY2015. The new internal audit director hired in January 2015 typically worked 40 hours per week. Turner in the Internal audit position occurred again during FY2016. The new internal audit director hired in January 2015 typically worked 40 hours per week. Turner in the internal audit position occurred again during FY2016.
<table>
<thead>
<tr>
<th>Year</th>
<th>Unit</th>
<th>Unit Description</th>
<th>Unemployment Insurance (UI)</th>
<th>Mandate Status</th>
<th>Mandate Citation</th>
<th>Why was the program created?</th>
<th>How do you know if you are being misclassified?</th>
<th>What other entities (government, private, nonprofit, etc.) participate or perform similar functions?</th>
<th>Actual Expenditures</th>
<th>Forecast/Budgeted</th>
<th>FY 14 to FY 16 % Change</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2014</td>
<td>$560,400</td>
<td>$1,284,665</td>
<td>$1,441,405</td>
<td>UI Compensation</td>
<td>How do you know if you are being misclassified?</td>
<td></td>
<td></td>
<td></td>
<td>$0</td>
<td>$229,433</td>
<td>$1,298,012</td>
<td>$1,498,428</td>
</tr>
<tr>
<td>FY 2015</td>
<td>$500,246</td>
<td>$1,455,200</td>
<td>$182,515</td>
<td>UI Compensation</td>
<td>How do you know if you are being misclassified?</td>
<td></td>
<td></td>
<td></td>
<td>$238,963,645</td>
<td>$489,987</td>
<td>$1,299,813</td>
<td>$1,283,400</td>
</tr>
<tr>
<td>FY 2016</td>
<td>$489,675</td>
<td>$1,282,983</td>
<td>$500,575</td>
<td>UI Compensation</td>
<td>How do you know if you are being misclassified?</td>
<td></td>
<td></td>
<td></td>
<td>$787,318</td>
<td>$238,963</td>
<td>$489,987</td>
<td>$1,283,400</td>
</tr>
<tr>
<td>FY 2017</td>
<td>$422,475</td>
<td>$345,482</td>
<td>$367,464</td>
<td>UI Compensation</td>
<td>How do you know if you are being misclassified?</td>
<td></td>
<td></td>
<td></td>
<td>$618,908</td>
<td>$350,506</td>
<td>$350,506</td>
<td>$350,506</td>
</tr>
<tr>
<td>FY 2018</td>
<td>$489,675</td>
<td>$1,282,983</td>
<td>$500,575</td>
<td>UI Compensation</td>
<td>How do you know if you are being misclassified?</td>
<td></td>
<td></td>
<td></td>
<td>$601,098</td>
<td>$360,617</td>
<td>$360,617</td>
<td>$360,617</td>
</tr>
<tr>
<td>FY 2019</td>
<td>$309,994</td>
<td>$309,994</td>
<td>$309,994</td>
<td>UI Compensation</td>
<td>How do you know if you are being misclassified?</td>
<td></td>
<td></td>
<td></td>
<td>$175,354</td>
<td>$181,200,974</td>
<td>$181,200,974</td>
<td>$175,354</td>
</tr>
</tbody>
</table>