



**STATE OF NEW HAMPSHIRE**  
**OFFICE OF THE GOVERNOR**

**CHRISTOPHER T. SUNUNU**  
Governor

May 12, 2020

Shawn Jasper  
Commissioner  
25 Capitol St.  
Concord, N.H. 03302

Dear Commissioner Jasper,

Pursuant to my authority under Executive Order 2020-04, as extended by Executive Orders 2020-05 and 2020-08, and Emergency Order #37 I have approved your written request, in attachment, to take the following actions related to Executive Branch hiring:

1. Hiring of an Administrative Assistant II, position number 10289 with a current allocation of 100% general fund.

The Department of Administrative Services is authorized to take the actions necessary to effectuate this authorization.

Sincerely,

A handwritten signature in blue ink that reads "Chith T. Sununu".

Christopher T. Sununu  
Governor

CC Charles Arlinghaus, Commissioner, Department of Administrative Services

**New Hampshire**  
 Department of Agriculture,  
 Markets & Food

Shawn N. Jasper, Commissioner

**POSITION WAIVER**

Date May 7, 2020

His Excellency, Governor Christopher T. Sununu  
 State House  
 Concord, NH 03301

Dear Governor Christopher T. Sununu:

**REQUESTED ACTION**

Approval is requested for a waiver of Emergency Order # 37 in order to fill the following position within the:

<b>Agency:</b>	Agricuilt, Markets & Food Dept	
<b>Reason Code:</b>	Full Time Position	
<b>Position #:</b>	10289	
<b>Position Title:</b>	Administrative Assistant II	
<b>Anticipated Hire Date (MM/DD/YY):</b>	May 22, 2020	
<b>Labor Grade:</b>	19	
<b>Step:</b>	3	
<b>Date of Vacancy (MM/DD/YY):</b>	May 20, 2020	
<b>Vacancy Rate (%)</b>	9%	
<b>Appropriation:</b>	Agency	018 Agricuilt, Markets & Food Dept
	Department	Office of the Commissioner
	Bureau	Office of the Commissioner
	Accounting Unit (XXXX)	2500
	Class	010 Personal Services Perm Clas
	Expense Account (500XXX):	500100 Regular Officers And Employees
<b>Total Annual Salary:</b>	\$	43,114
<b>Total Annual Benefits:</b>	\$	18,103
<b>Total Cost</b>	\$	61,217
<b>Estimated # of Pay Periods in FY:</b>		1

Funding	% of Funding (ex: 5 = 5%)	Total Cost Based on Estimated Pay Periods Left in FY
0010 General Fund	100%	2,355
		-
		-
		-
		-
		-
<b>Total</b>	<b>100%</b>	<b>2,355</b>

**EXPLANATION**

This position prepares division budget requests, oversees budget preparation and filing, and manages budget control functions. Additionally, this position conducts fiscal year-end closing, prepares Fiscal Committee and Governor and Executive Council items for submission, reviews all contracts for completeness and accuracy as well as ensures grant funding. This position also serves as the agency DoIT POC, supervises HR and accounting (vacant) personnel and serves as backup when positions are vacant. This position serves as direct support for the Commissioner in scheduling, correspondence preparation, and responds to inquiries from the public. Finally, this position process mail, facilitates all office equipment maintenance and places office supply orders.

**1. What services or constituency group will be affected if this position is not filled?**

This position is the only position handling budget functions, management of the Office of the Commissioner, fiscal-year items, G&C paperwork, and contract responsibilities. Having his position vacant removes the department POC for many essential department functions such as supervision, supply ordering, DoIT troubleshooting, and maintenance as well as the POC for public inquiries for the Office of the Commissioner.

**2. Are the services/duties performed by this position required by law, rule, court order or some other mandate? If yes, explain.**

No.

**3. Did the position become vacant because of a promotion or personnel action within the organization, or did the incumbent move to another state position? Define**

Incumbent accepted a position outside of the State of NH.

**4. Can other personnel within the department cover the duties of this position? Explain in detail**

No, the other personnel within the department are unable to fulfill the vast number of duties this position is responsible for. This position is also currently covering the duties of the vacant Accountant I position.

**5. Can the duties be completed by a part-time position? Explain in detail**

No, a fulltime employee is required to fulfill the duties of this position.

**6. If this position has been vacant for a period of time, explain how the work previously done by this position has been allocated to, or covered by others during this vacancy period.**

This position is not yet vacant. Will become vacant May 20, 2020.

**7. Has this position been reclassified or established with the passage of the FY '20-21 budget or after?**

No.

**8. Do you anticipate filling this position with an internal candidate? Explain**

We do not anticipate filling this position with an internal candidate.

**9. If you are hiring at a step beyond 1, please provide justification.**

While we hope to hire at a step 1, having approval up to a step 3 will provide more incentive for someone to fill the position from within the state system, which holds high responsibility.

List of currently pending submitted waivers with the priority ranking (#1 = top ranking):

Position # 10289: Administrative Assistant II (#1)  
Position # 10287-Accountant I (#2)

List of waivers previously granted:

N/A

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Shawn Jensen".

Commissioner  
Department of Agriculture, Markets, and Food