



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

**CHRISTOPHER T. SUNUNU**  
Governor

May 26, 2020

Taylor Caswell  
Commissioner  
100 North Main Street, Suite 100  
Concord, N.H. 03301

Dear Commissioner Caswell,

Pursuant to my authority under Executive Order 2020-04, as extended by Executive Orders 2020-05, 2020-08 and 2020-09; and Emergency Order #37 I have approved your written request, in attachment, to take the following actions related to Executive Branch hiring:

1. Posting and hiring of an Administrator III Finance and Operations Director (Position # 11495) with the current allocation of funds being 100% General Funds.

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 "Christopher T. Sununu".

Christopher T. Sununu  
Governor

CC Charles Arlinghaus, Commissioner, Department of Administrative Services



**POSITION WAIVER**

May 13, 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>	Bus & Econ Affairs Dept	
<b>Reason Code:</b>	Full Time Position	
<b>Position #:</b>	11495	
<b>Position Title:</b>	Administrator III - Finance and Operations Director	
<b>Anticipated Hire Date (MM/DD/YY):</b>	July 3, 2020	
<b>Labor Grade:</b>	31	
<b>Step:</b>	1	
<b>Date of Vacancy (MM/DD/YY):</b>	June 19, 2020	
<b>Vacancy Rate (%)</b>	0% - Position will be vacant in June	
<b>Appropriation:</b>	Agency	022 Bus & Econ Affairs Dept
	Department	022
	Bureau	2200 Office Of The Commissioner
	Accounting Unit (XXXX)	2007 BEA- Office of the Commissioner
	Class	010 Personal Services Perm Clas
	Expense Account (500XXX):	500100 Regular Officers And Employees
<b>Total Annual Salary:</b>	\$	65,949
<b>Total Annual Benefits:</b>	\$	31,016
<b>Total Cost</b>	\$	96,965
<b>Estimated # of Pay Periods in FY:</b>		24

	<b>% of Funding</b>	<b>Total Cost Based</b>
		89,506
0010 General Fund	100%	
009 AGENCY INCOME		-
		-
		-
		-
		-
<b>Total</b>	<b>100%</b>	<b>89,506</b>

**EXPLANATION**

This position administers the objectives of the Department of Business and Economic Affairs (BEA) through oversight of agency business, fiscal and administrative operations, to include budget development, human resources activities, legislation and rulemaking. Plans long-term policies and strategies, interprets data to draw conclusions, and ensures compliance with rules and regulations.

Standard Questions:

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

This position oversees finance and operations for BEA, leads the biennial budget process, conducts the final review of all contracts, special use permits, agreements, leases, etc prior to submission to the Commissioner, Attorney General's Office, DAS, Governor and Council or other authority, analyzes and intergrates data to support/defend department strategies, policies and program, manages all audit requests, administers agency rulemaking, oversees and manages department-wide human resources and payroll functions, and directs and supervise business office personnel.

**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**

This position will become vacant in June as the incumbent has accepted a postion outside of State Government.

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

No. The department only has an Accountant II position and a Human Resources Coordinator I position in the Business Office. The HR Coordinator position will be vacant as of June 4, 2020. There are no other positions in the department that could cover the financial and operational requirements of the office.

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

No, a full-time position is required to support all of these critical functions.

**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 has just become vacant.

**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**

Pending a strong pool of applicants, BEA anticipates filling the postion internally

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

BEA expects to hire at Step 1

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

1. Position # 11495 – Administrator III - Finance and Operations Director
2. Position # \*\*\*\*\* - OWO

List of waivers previously granted:

Respectfully submitted,



Taylor Caswell, Commissioner  
Business & Economic Affairs