



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

CHRISTOPHER T. SUNUNU
Governor

May 28, 2020

Lori Shibinette
Commissioner
129 Pleasant Street
Concord, N.H. 03301

Dear Commissioner Shibinette,

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 a Business Administrator III (Position # 12306) with the current allocation being 72% General Funds and 28% Federal 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 22, 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:

Agency:	HHS: Commissioner'S Office	
Reason Code:	Full Time Position	
Position #:	12306	
Position Title:	Administrator III	
Anticipated Hire Date (MM/DD/YY):	June 19, 2020	
Labor Grade:	31	
Step:	5	
Date of Vacancy (MM/DD/YY):	March 26, 2020	
Vacancy Rate (%)	18%	
Appropriation:	Agency	095 HHS: Commissioner'S Office
	Department	095 HHS: Commissioner'S Office
	Bureau	9500 Office Of The Commissioner
	Accounting Unit (XXXX)	5676 Office Of Business Operations
	Class	010 Personal Services Perm Clas
	Expense Account (500XXX):	500100 Regular Officers And Employees
Total Annual Salary:	\$	65,949
Total Annual Benefits:	\$	32,049
Total Cost	\$	97,998
Estimated # of Pay Periods in FY:		25

Funding	% of Funding (ex: 5 = 5%)	Total Cost Based on Estimated Pay Periods Left in FY
000 FEDERAL FUNDS	28%	26,384
0010 General Fund	72%	67,845
		-
		-
		-
		-
Total	100%	94,229

EXPLANATION

(16) This position is the Financial Manager for the Division of Children, Youth and Families (DCYF) , which also includes the Sununu Youth Services Center (SYSC). It is responsible for 34 accounting units as well as ensuring the financial management supporting 800+ positions. This position also responsible for supervising the 31 positions beneath it. Functions of these positions include financial eligibility for youth requiring services that are involved with DCYF, provider relations for foster parents and group homes, adequate resources for youth placed at SYSC as well as the payment for documents required by CPSWs (birth certificates, etc.)

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

Children and their families served by DCYF, providers of services for DCYF will be affected by not filing this position. In addition to these constituency groups there is risk with DCYF not being financial ready for the switch from IV-E (Foster Care) to Families First which is a mandated change at the federal level.

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

The services that are provided to youth and families involved with DCYF are mandated.

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

The position became vacant when the encumbant took another Admin III position within DHHS, just prior to the hiring freeze.

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

No. Of three Admin IIIs in the are, there are currently 2 vacant. The workload of the Admin IIIs is so high because they are the subject matter experts of their Division. Additionally, this position needs to become an expert in Families First Funding, a transition from IV-E, which must happen in the next year.

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

No, the knowledge necessary for this position and the volume of work cannot be done by a part time 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.

While this position has been vacant the supervisor has been working 126 hours per pay period. That is not sustainable.

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

That would be ideal but it is difficult to know if anyone internally is interested.

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

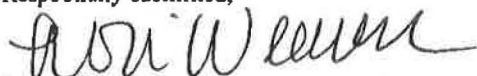
If in fact someone within State Gov't does apply it is likely that they would come into the position at a step higher than 1. If the position were to be filled externally it is likey that the salary would need to be higher than step 1.

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

12306-Admin III, 8T2970-BAII, 43172-BAIII

List of waivers previously granted:

Respectfully submitted,



Lori A. Weaver

Deputy Commissioner