



**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 Program Specialist III (Position # 14781) with the current allocation being 75% General Funds and 25% 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: Developmental Svcs Div	
Reason Code:	Full Time Position	
Position #:	14781	
Position Title:	Program Specialist III	
Anticipated Hire Date (MM/DD/YY):	July 3, 2020	
Labor Grade:	23	
Step:	I	
Date of Vacancy (MM/DD/YY):	February 28, 2020	
Vacancy Rate (%)	33%	
Appropriation:	Agency	093 HHS: Developmental Svcs Div
	Department	093 HHS: Developmental Svcs Div
	Bureau	9300 Div Of Developmental Svcs
	Accounting Unit (XXXX)	5191 Special Medical Services
	Class	010 Personal Services Perm Clas
	Expense Account (500XXX):	500100 Regular Officers And Employees
Total Annual Salary:	\$	46,761
Total Annual Benefits:	\$	28,292
Total Cost	\$	75,053
Estimated # of Pay Periods in FY:		24

Funding	% of Funding (ex: 5 = 5%)	Total Cost Based on Estimated Pay Periods Left in FY
000 FEDERAL FUNDS	25%	17,320
0010 General Fund	75%	51,960
		-
		-
		-
		-
Total	100%	69,280

EXPLANATION

This position is critical to the daily operations and work flow for the Bureau for Family Centered Services. The Program Specialist III (PSIII) provides coordination of the Watch Me Grow Developmental Screening System, is the website liaison, and the coordinator of activities related to the federal Title V Needs Assessment and Block Grant. The PSIII is also the Bureau's representative on the Bureau of Children's Behavioral Health Systems of Care, Family Support NH, and the Preschool Development Grant workgroups. There is no capacity among existing staff to assume any of these responsibilities.

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

Access to developmental screening, referral, and education for families with children 0-6 years will be reduced and lack coordination. Developmental Screening results are frequently used to initiate referrals to family centered early supports and services (Part C). Without this position, there is an increase in inefficient and duplicative activities and decreases in families' ability to obtain early intervention services for their children. Furthermore, without early intervention, children with developmental delays enter school unprepared to learn and thrive.

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

The Individuals with Disabilities Education Act (IDEA) Statue Chapter 33 (Part C) INFANTS AND TODDLERS WITH DISABILITIES Section 1432 (4) (E) (ix) definition of early intervention services includes early identification, screening, and assessment services. Periodic developmental and behavioral health screenings are required for all children enrolled in Medicaid, through the Early and Periodic Screening, Diagnostic, and Treatment (EPSDT) benefit, and they are also covered for children enrolled in the Children's Health Insurance Program (CHIP). Early and Periodic Screening, Diagnostic and Treatment services, or EPSDT. EPSDT provides a comprehensive array of prevention, diagnostic, and treatment services for low-income infants, children and adolescents under age 21, as specified in Section 1905(r) of the Social Security Act (the Act).

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 incumbent moved to another state position in the Department of Education.

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

No. This position requires an individual with expertise in the area of early childhood development and systems. The expectations are of a 37.5 hour per week employee. No other staff has the capacity to assume these activities and responsibilities.

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

No. This position requires a 37.5 hour per week employee. No other staff has the capacity to assume these activities and responsibilities.

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.

A small amount of this work is being done by the Administrator, Part C Coordinator, and a Program Specialist I earning comp time. Most of the work is being left undone.

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

yes. Prior to the freeze, we interviewed an internal candidate and planned to offer her the position.

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

n/a

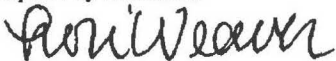
List of currently pending submitted waivers with the priority ranking (#1 = top ranking):

n/a

List of waivers previously granted:

n/a

Respectfully submitted,



Lori A. Weaver
Deputy Commissioner