



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 IV (Position # 16409) with the current allocation being 56% Federal Funds and 44% 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 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: Human Services	
Reason Code:	Full Time Temporary Position	
Position #:	16409	
Position Title:	Program Specialist IV	
Anticipated Hire Date (MM/DD/YY):	July 1, 2020 through June 30, 2022	
Labor Grade:	25	
Step:	1	
Date of Vacancy (MM/DD/YY):	September 30, 2016	
Vacancy Rate (%)		
Appropriation:	Agency	042 HHS: Human Services
	Department	042 HHS: Human Services
	Bureau	4510 Client Services
	Accounting Unit (XXXX)	7993 Client Svcs - Dfa Field Svcs
	Class	010 Personal Services Perm Class
	Expense Account (500XXX):	500100 Regular Officers And Employees
Total Annual Salary:	\$	50,954
Total Annual Benefits:	\$	29,113
Total Cost	\$	80,067
Estimated # of Pay Periods in FY:		26

Funding	% of Funding (ex: 5 = 5%)	Total Cost Based on Estimated Pay Periods Left in FY
0010 General Fund	44%	35,229
000 FEDERAL FUNDS	56%	44,837
		-
		-
		-
		-
Total	100%	80,067

EXPLANATION

The Contractor shall provide the organization, support and evaluation of the Comprehensive Family Support Services (CFSS) Programs and Family Resource Centers. This position is critical in the State's efforts to reduce child maltreatment and strengthen family and child well being.

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

This is a critical position towards NH's effort for supporting and strengthening families in an effort to reduce child maltreatment. This position was critical pre-COVID and is more essential during and post- state of emergency. This position supports the Comprehensive Family Support Programs, the Family Resource Centers, and the Facilitating Organization, NH Children's Trust. All of these programs are critical to the Early Childhood Care and Education System. This position works collaboratively with the state and regional stakeholders to support a systematic approach to promote and extend the scope of programs, services, and supports offered in communities with a focus on increasing strength of and family well-being in an effort to reduce child maltreatment and improve outcomes for children and families.

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?

This is a new position. The functions are currently being filled by a contractor, but that contractor does not meet the DOL/IRS contractor position and DOP denied DHHS amending the contract. If we do not fill this position and are unable to amend the contract, there will be a significant gap to supporting families.

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

No, this is a specialized position within DEHS, in a presentation capacity to serve families and children in an effort to prevent and reduce child maltreatment. There are no other positions with this in their scope of thier SJD and it is a full time position.

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

No, this is a full-time position. There are 11 CFSS contracts, 10 FRC's, and the Facilitating Organization to manage. In addition, this position crosses DHHS and DOE to coordinate and strengthen services.

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.

N/A is currently a contract.

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

This position is new this FY, knowing that the duties should not be delegated to a contractor. The dollars affiliated with the contract were moved to fund this position.

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

If there is a qualified internal candidate that can meet the requirements of the SJD.

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

N/A

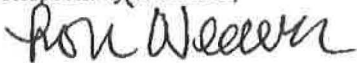
List of currently pending submitted waivers with the priority ranking (#1 = top ranking):

N/A

List of waivers previously granted:

N/A

Respectfully submitted,



Lori A. Weaver
Deputy Commissioner