



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

CHRISTOPHER T. SUNUNU  
Governor

May 18, 2020

Victoria Sheehan  
Commissioner  
7 Hazen Dr.  
Concord, N.H. 03302

Dear Commissioner Sheehan,

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 a Lift Bridge Worker III (Position# TMPPTI728) with the current cost allocations being 68% Highway Funds and 32% Private Local 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 "Chris T. Sununu".

Christopher T. Sununu  
Governor

CC Charles Arlinghaus, Commissioner, Department of Administrative Services



**POSITION WAIVER**

Date May 11, 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>	Transportation Dept		(2)	
<b>Reason Code:</b>	Part Time Position		(3)	
<b>Position #:</b>	TMPPT1728		(4)	
<b>Position Title:</b>	Lift Bridge Worker III		(5)	
<b>Anticipated Hire Date (MM/DD/YY):</b>	June 5, 2020		(6)	
<b>Labor Grade:</b>	14		(7)	
<b>Step:</b>	2		(8)	
<b>Date of Vacancy (MM/DD/YY):</b>	October 13, 2019		(9)	
<b>Vacancy Rate (%)</b>	29%		(10)	
<b>Appropriation:</b>	Agency	096	Transportation Dept	(11)
	Department	096	Transportation Dept	
	Bureau	9605	Ops Division Highway	
	Accounting Unit (XXXX)	5034	Lift Bridge Operations	
	Class	010	Personal Services Perm Clas	
	Expense Account (500XXX):	500109	Part Time Salaries	
<b>Total Annual Salary:</b>	\$		34,798	(12)
<b>Total Annual Benefits:</b>	\$		2,662	(13)
<b>Total Cost</b>	\$		37,460	
<b>Estimated # of Pay Periods in FY:</b>			13	(14)

Funding	% of Funding (ex: 5 = 5%)	Total Cost Based on Estimated Pay Periods Left in FY	
005 PRIVATE LOCAL FUNDS	32%	5,994	(15)
0015 Highway Fund	68%	12,736	
		-	
		-	
		-	
		-	
<b>Total</b>	<b>100%</b>	<b>18,730</b>	

**EXPLANATION**

(16)

Standard Questions: (17)

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

This position is one of a few that operate the Lift Bridge in Hampton. Not rehiring this position could affect the marine community that utilizes Hampton Harbor including fishing boats, sight seeing boats, and charter boats.

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

The Department is required to man and operate this bridge in accordance with 33 CFR Part 117 -Drawbridge Operation Regulations. Between April 1 and October 31, we are required to man the bridge 3 hours each side of high tide during daylight hours and lift with 3 hours notice outside those hours.

**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 is generally a seasonal position. The position was put in inactive status in the fall as the incumbent employee would not be available to fill the minimal hours between November and March. In the past, the position has been reactivated in the Spring when the requirements for scheduled hours were restarted in April.

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

The Department utilizes several Part-Time employees (mostly retired) to fill the shifts year round. To remain under the maximum hours allowed for part-time employees, a number of positions are required. This position supplements that number to maintain part-time status. If enough part-time employees are unavailable, other higher paid more skilled full-time employees must be reassigned from Bridge Maintenance or other lift bridges, often at overtime rates.

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

The position is part-time and the Department utilizes several Part-Time employees (mostly retired) to fill the shifts year round. To remain under the maximum hours allowed for part-time employees, a number of positions are required. This position supplements that number to maintain part-time status for all the positions.

**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.**

The position was deactivated in the fall. Between November and March, we are only required to lift with 3 hours notice. There are very few lifts during the winter, so the work can be accomplished by fewer employees.

**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**

No, this is a part-time position. The intent is to reactivate the employee that previously held the position.

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

The previous part-time employee had been working long enough that he was at Step 2 when deactivated for the winter.

List of currently pending submitted waivers with the priority ranking (#1 = top ranking): (18)

See attached.

List of waivers previously granted: (19)

None

(20) & (21)

Respectfully submitted,

  
Commissioner

(22)



