



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

CHRISTOPHER T. SUNUNU
Governor

May 28, 2020

Glenn Normandeau
Executive Director
11 Hazen Drive
Concord, N.H. 03302

Dear Director Normandeau,

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. Hiring of a Biological Aide (Position # SNL 2628) with the current allocation being 45% Fish and Game Funds, 41% Federal Funds and 14% Agency Income.

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

NEW HAMPSHIRE FISH AND GAME DEPARTMENT

May 14, 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:	Fish And Game Dept	
Reason Code:	Full Time Temporary Position	
Position #:	SNL2628	
Position Title:	Biological Aide	
Anticipated Hire Date (MM/DD/YY):	May 22, 2020	
Labor Grade:	13	
Step:	2	
Date of Vacancy (MM/DD/YY):	April 24, 2020	
Vacancy Rate (%)	75% (for seasonal staff)	
Appropriation:	Agency	075 Fish And Game Dept
	Department	075 Fish And Game Dept
	Bureau	7530 Marine Resources Program
	Accounting Unit (XXXX)	2288 Marine Fisheries Management
	Class	050 Personal Service Temp Appoi
	Expense Account (500XXX):	500109 Part Time Salaries
Total Annual Salary:	\$	10,038
Total Annual Benefits:	\$	768
Total Cost	\$	10,806
Estimated # of Pay Periods in FY:		1

Funding	% of Funding (ex: 5 = 5%)	Total Cost Based on Estimated Pay Periods Left in FY
0020 Fish & Game Fund	45%	187
000 FEDERAL FUNDS	41%	170
009 AGENCY INCOME	14%	58
		-
		-
		-
Total	100%	416

EXPLANATION

Seasonal Biological Aides are needed to conduct marine recreational fishing surveys and supporting seasonal field work for federal projects that F&G Marine Division is obligated to conduct.

Standard Questions:

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

This position is needed to maintain project deadlines that increase on a seasonal basis. Federal aid projects and associated MOA work will not be fulfilled without this seasonal position. Without data collection efforts during seasonal periods this will affect stock assessments, fishery management decisions, and ultimately affecting the recreational and commercial fisheries in NH.

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

This position is needed to fulfil MOA's and federal/state funded obligated projects.

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 is seasonally based. The project field work increases exponentially from spring through late fall that requires part-time help to achieve obligations of state/federal projects.

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

The Division is a small division and efficiently staffed, therefore other staff have full time field work and project related responsibilities and need supporting seasonal staff to assure of project obligations.

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

The requested waiver is for a seasonal 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.

This position addresses seasonal work that is obligated and needs to be conducted as soon as possible based on project timelines.

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, an internal candidate is anticipated to fill this position.

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

The applicant is internal and has been in a seasonal part-time (29.5 hours) temporary position for a couple of years and currently at a Step 2.

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

List of waivers previously granted:

Respectfully submitted,



Executive Director