



**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 Program Specialist IV – Landowner Relations (Position # TMPPT 5400) with the current allocation being 73% Federal Funds and 27% 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**

**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:

<b>Agency:</b>	Fish And Game Dept	
<b>Reason Code:</b>	Part Time Position	
<b>Position #:</b>	TMPPT 5400	
<b>Position Title:</b>	Program Specialist IV-Landowner Relations	
<b>Anticipated Hire Date (MM/DD/YY):</b>	June 5, 2020	
<b>Labor Grade:</b>	25	
<b>Step:</b>	1	
<b>Date of Vacancy (MM/DD/YY):</b>	September 27, 2019	
<b>Vacancy Rate (%)</b>	100%	
<b>Appropriation:</b>	Agency	075 Fish And Game Dept
	Department	075 Fish And Game Dept
	Bureau	7500 Fish And Game Commission
	Accounting Unit (XXXX)	2128 Landowner Relations Program
	Class	050 Personal Service Temp Appoi
	Expense Account (500XXX):	500109 Part Time Salaries
<b>Total Annual Salary:</b>	\$	38,000
<b>Total Annual Benefits:</b>	\$	2,906
<b>Total Cost</b>	\$	40,906
<b>Estimated # of Pay Periods in FY:</b>		26

<b>Funding</b>	<b>% of Funding (ex: 5 = 5%)</b>	<b>Total Cost Based on Estimated Pay Periods Left in FY</b>
000 FEDERAL FUNDS	73%	29,861
005 PRIVATE LOCAL FUNDS	27%	11,045
		-
		-
		-
<b>Total</b>	<b>100%</b>	<b>40,906</b>

**EXPLANATION**

This position is unique in that it is the only one of its kind in the Department therefore is critical as there is no other staff to fulfill the obligations of this position.

Standard Questions:

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

This position has two responsibilities: 1) Implement our landowner relations program which offers signage and advice to private landowners that open their land to hunters. Currently about 450,000 acres are in the program and virtually no one is getting service. 2) Acts as the liason bewteen the Agency and our official non profit partner, The New Hampshire Wildlife Heritage Foundation, administrating grant applications and grant funding between the Foundation and the Deaprtment. This activity is still seeing some service by the former incumbent.

**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? Define**

Yes, this is a part time position and the incumbent moved to another full time position within the department.

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

We do not have the band width to cover this with current staff. The former incumbent is doing her best to do her actual job as well as keeping some track of the Foundation grant process, this is not sustainable.

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

This is a part time position, though year round not seasonal like most of our others.

**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 individual who previously held this position has continued to provide some of the administrative tasks associated with the position but other very important field activities have not been done at all during this vacancy.

**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. It has already been posted internally and there were no takers. It has been posted externally and we made an offer to an applicant but she declined the offer. I believe with the current reduced opportunities out in the market we may have better luck finding a suitable applicant now.

**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):

Please see cover letter

List of waivers previously granted:

Respectfully submitted,



Executive Director