



STATE OF NEW HAMPSHIRE
OFFICE OF THE GOVERNOR

CHRISTOPHER T. SUNUNU
Governor

May 26, 2020

Jennifer Sargent
Chair, NH Adult Parole Board
281 N State St
Concord, N.H. 03302

Dear Chairwomen Sargent,

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 an Executive Assistant (Position # 9U112) with the current allocation of funds being 100% 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 "Clitch T. Sununu".

Christopher T. Sununu
Governor

CC Charles Arlinghaus, Commissioner, Department of Administrative Services

POSITION WAIVER

FORM TEMPLATE

Date (1)

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:	New Hampshire Adult Parole Board	(2)
Reason Code:	Temp to do work of employee out on extended FMLA/wrks comp	(3)
Position #:	9U112	(4)
Position Title:	Executive Assistant to the Parole Board	(5)
Anticipated Hire Date (MM/DD/YY):	June 5, 2020	(6)
Labor Grade:	CC	(7)
Step:	4	(8)
Date of Vacancy (MM/DD/YY):	March 27, 2020	(9)
Vacancy Rate (%)	100%	(10)
Appropriation:	Agency #N/A Department #N/A Bureau #N/A Accounting Unit (XXXX) #N/A Class #N/A Expense Account (500XXX): #N/A	(11)
Total Annual Salary:	\$74,691 (approved in budget)	(12)
Total Annual Benefits:	\$46,281 (approved in budget)	(13)
Total Cost	\$120,972	(14)
Estimated # of Pay Periods in FY:	26	(14)

Funding	% of Funding (ex: 5 = 5%)	Total Cost Based on Estimated Pay Periods Left in FY	(15)
temp to begin June 5, first pay day of new FY	100%	\$120,972	-
\$120,972 (already in budget and approved - no new funding needed)			-
			-
			-
			-
			-
Total	0%		-

EXPLANATION

(16)

This position is completely funded in the budget

Standard Questions: (17)

1. What services or constituency group will be affected if this position is not filled?
The New Hampshire Adult Parole Board - entire office and all members of Board.

2. Are the services/duties performed by this position required by law, rule, court order or some other mandate? If yes, explain. Yes - 651-A:5 -- The Adult Parole Board appointed the absent employee to do all of its administrative work. The Executive Assistant is akin to the Director of the office and handles every issue in the office, delegating tasks to every other employee. She is the lead supervisor.

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 employee left on FMLA and has further instituted a worker's compensation action.

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

No - this position requires specialized knowledge and experience, as well as the ability to be a liaison between all other Departments, to include meeting and creating policies with the DOC Commissioner, Assistant Commissioner, the DoIT and the Director of Field Services.

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

No. It is a full-time job.

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 Chairman of the Parole Board, Jennifer Sargent, has stepped in to fill the role. She is the only person with the expertise to do the job. She is currently unpaid for over 40 hours of work per week in this role.

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

It is a well-established position, budgeted for and funded in the next FY

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

Yes - as the Chairman is integral to the Board's function and policy making and general day-to-day operation. The Chairman is best suited to take over this position.

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

The current Chairman has extensive management, legal, and administrative experience. She has more experience doing much of the work of the Executive Assistant than the Executive Assistant does. The Chairman should come into the temp position at the same pay in the position as the absent Executive Assistant. She brings even more capabilities to the position, such as habeas corpus and subpoena experience.

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

#1

List of waivers previously granted: (19)

0

(20) & (21)

Respectfully submitted,

Commissioner

(22)