New Hampshire Employment Security
www.nhes.nh.gov
"We're working to keep New Hampshire working"

HUMAN RESOURCES OFFICE
45 South Fruit Street
Concord, NH 03301-4857

George N. Copadis, Commissioner
Richard J. Lavers, Deputy Commissioner

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March 3, 2023

His Excellency, Governor Christopher T. Sununu
And the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

Pursuant to RSA 21-I:54, authorize the Department of Employment Security to continue one full-time temporary *Paralegal I*, Position 8T3064 salary grade 16, effective upon Governor and Council approval or April 27, 2023, whichever is later, through April 26, 2024. 100% Federal Funds.

Funding is available in the following accounts for Fiscal Year 2023 and is anticipated to be available in Fiscal Year 2024, upon the availability and continued appropriation of funds in the future operating budget.

		FY 2023	FY 2024
02-27-27-270010-80400000-050-500109	Part Time Salaries	$6,393	$29,880
02-27-27-270010-80400000-060-500601	Benefits	$5,055	$23,627

EXPLANATION

The Paralegal I position 8T3064 currently ends on April 26, 2023. This position is assigned to the Legal Unit and is essential for the effective and efficient operation of New Hampshire Employment Security. The Paralegal position is responsible for providing support to the Legal and Collections Unit to ensure effective operations. This position is essential in order to maintain the Department's compliance with state and federal requirements and to ensure the integrity of the Unemployment Insurance Trust Fund.

Respectfully submitted,

George N. Copadis
Commissioner

cc: NHES Human Resources