



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF LONG TERM SUPPORTS AND SERVICES

Lori A. Weaver
Interim Commissioner

Melissa A. Hardy
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April 12, 2023

His Excellency, Governor Christopher T. Sununu
 and the Honorable Council
 State House
 Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to New Hampshire RSA 21-I:54, authorize the Department of Health and Human Services, Division of Long Term Supports and Services, Bureau of Developmental Services to **retroactively** continue one full-time temporary Business Systems Analyst II, Position 8T3056, Salary Grade 30 effective retroactive to March 17, 2023, upon Governor and Executive Council approval through March 17, 2024. 55.12% General Funds, 44.88% Federal Funds.

Funding is available in account Program Support as follows:

		<u>FY 2023</u>	<u>FY2024</u>
05-95-93-930010-5947-059-500117	Temp Full Time	\$17,414	\$47,267
05-95-93-930010-5947-060-500601	Benefits	\$ 9,467	\$25,768
	Totals	\$26,881	\$73,035

EXPLANATION

This request is **retroactive** because of a change of financial management staffing of the bureau between the time when the positions were created and when they expired. This staffing shift allowed for the expiration date of the positions to be overlooked. Through the budget process, the Department has requested that this position be made permanent, and steps have been taken to ensure that this does not happen again.

The Business Systems Analyst II, Position #8T3056, ended on March 17, 2023. This position is assigned to the Bureau of Developmental Services. The Business Systems Analyst II was created to provide project management to the Developmental Services System transformation work. This position is the DHHS representative providing project oversight and management. As such, this position has created tracking documents; works on dashboards and outcome metrics for the four primary workgroups and sub-committees as determined by the executive project team; and provides coordination and documentation of all meetings to enhance transparency with stakeholders.

Respectfully Submitted,

Lori A. Weaver
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