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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF THE COMMISSIONER

Lori A. Weaver  
Commissioner

Morissa S. Henn  
Deputy Commissioner

129 PLEASANT STREET, CONCORD, NH 03301-3857  
603-271-9200 1-800-852-3345 Ext. 9200  
Fax: 603-271-4912 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

March 13, 2024

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

**REQUESTED ACTION**

Pursuant to RSA 21-I:54, authorize the Department of Health and Human Services, Office of the Commissioner, to extend one full-time temporary 43-6010 ADMIN ASSTS-4 (Legal Secretary IV), position 8T3177, Pay Band 4, effective June 29, 2024, upon Governor and Council approval, through June 28, 2025. 39.7% Federal Funds, 60.3% General Funds.

Funds are available in the Operations Support Administration account as follows:

	<b><u>SFY25</u></b>
05-095-95-952010-56830000-050-500109 Salary Full Time Temp Employees	\$49,526
05-095-95-952010-56830000-060-500601 Benefits	<u>\$29,530</u>
<b>Total:</b>	<b>\$79,056</b>

**EXPLANATION**

This position is currently filled and we are requesting to extend the position. The Legal Secretary IV, position 8T3177 is scheduled to end June 28, 2024. It is assigned to the Office of the Commissioner, Legal and Regulatory Services, Administrative Appeals Unit. The purpose of this position includes processing all appeals, maintaining and processing all electronic and first-class mail, scheduling hearings, maintaining the calendar for all hearing officers, docketing all cases, as well as handling all phone calls for the unit.

Respectfully Submitted,

FOR

Lori A. Weaver  
Commissioner