

**ATTORNEY GENERAL  
DEPARTMENT OF JUSTICE**

1 GRANITE PLACE SOUTH  
CONCORD, NEW HAMPSHIRE 03301

JOHN M. FORMELLA  
ATTORNEY GENERAL



JAMES T. BOFFETTI  
DEPUTY ATTORNEY GENERAL

186

May 25, 2024

The Honorable Ken Weyler, Chairman  
Fiscal Committee of the General Court  
State House  
Concord, New Hampshire 03301

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

**REQUESTED ACTION**

1. Pursuant to RSA 124:15 and contingent upon approval of Requested Action #2, authorize the Department of Justice, to establish one (1) temporary full-time Investigative Paralegal (SOC 23-2010, Level 5, Band 5) position 9T3355, within budget class 059 (Full-Time Temporary) for the purpose of assisting the Traffic Safety Resource Prosecutor effective upon approvals of the Fiscal Committee of the General Court and Governor and Executive Council through June 30, 2025. 100% Interagency Transfers out of Federal Funds.
2. Authorize the New Hampshire Department of Justice to accept and expend federal funds in the amount of \$100,000 from the State of New Hampshire, Department of Safety for the purpose of hiring an Investigative Paralegal to assist the Traffic Safety Resource Prosecutor effective upon approval of the Governor and Executive Council through June 30, 2025. 100% Interagency Transfers out of Federal Funds

Funds are to be budgeted in account #02-20-20-201510-50650000, Department of Justice, Grants Administration, entitled Traffic Safety Resource Prose, as follows:

<b>Class/ Expense</b>	<b>Class Title</b>	<b>Current SFY 2024 Adjusted Authorized</b>	<b>Requested Action</b>	<b>Revised SFY 2024 Adjusted Authorized</b>
013-500132	Personal Services Unclassified	\$89,362	\$0	\$89,362

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May 25, 2024  
 Page 2 of 3

017-500147	Full Time Employee Special Pay	\$7,800	\$0	\$7,800
020-500200	Current Expense	\$1,500	\$0	\$1,500
022-500255	Rents-Leases Other Than State	\$400	\$0	\$400
027-582703	Tranfers to DoIT	\$5,693	\$0	\$5,693
028-582814	Transfers to General Services	\$6,649	\$0	\$6,649
039-500179	Telecommunications	\$1,100	\$0	\$1,100
040-500800	Indirect Costs	\$2,773	\$0	\$2,773
042-500620	Additional Fringe Benefits	\$6,480	\$0	\$6,480
059-500117	Salary-Temporary Employees	\$0	\$65,000	\$65,000
060-500601	Benefits	\$53,701	\$35,000	\$88,701
070-500704	In-State Travel Reimbursement	\$1,900	\$0	\$1,900
080-500710	Out-of-State Travel Reimbursement	\$2,100	\$0	\$2,100
089-501543	DAS Maintenance Fund	\$226	\$0	\$226
	<b>Total:</b>	<b>\$179,684</b>	<b>\$100,000</b>	<b>\$279,684</b>
000-400338-16	Federal Funds	\$1,610	\$0	\$1,610
00D-488523-69	Interagency Transfers out of Federal Funds	\$178,074	\$100,000	\$278,074
	<b>Total:</b>	<b>\$179,684</b>	<b>\$100,000</b>	<b>\$279,684</b>

### EXPLANATION

The Department of Safety (DOS) transfers funds to the Department of Justice (DOJ) for a Traffic Safety Resource Prosecutor. This position focuses on prosecutions of traffic related litigation cases and is included in the DOJ biennium budget. The requested authorization to accept and expend funds for an Investigative Paralegal position will allow the Traffic Safety Resource Prosecutor position to receive assistance with trial preparation, witness depositions, and research related to traffic safety issues. In addition, the Investigative Paralegal position will be responsible for receiving, collecting, entering, analyzing, and reporting on Driving Under the Influence (DUI) related data. This data will be used to assist law enforcement in their on-going efforts to reduce the number of DUI incidents.

The Interagency from Federal Fund award for this item is budgeted to support activities as follows:

The funds in class 059, Full Time Temporary, will be used to hire a temporary classified Investigative Paralegal.

The funds in class 060, Benefits, will be used to pay benefits for the temporary classified Investigative Paralegal.



State of New Hampshire Department of Safety

Robert L. Quinn, Commissioner
Eddie Edwards, Assistant Commissioner
Steven R. Lavoie, Assistant Commissioner
Office of Highway Safety
John A. Clegg, Program Manager



FFY24 HSP Amendment -8

Date: 1/17/2024

DESCRIPTION OF CHANGE:

The NHOHS would like to request approval from NHTSA to allow funds to be used to support a position through the NH Department of Justice (DOJ) that would assist the Traffic Safety Resource Prosecutor (TSRP) position (currently vacant). This new position once created by the DOJ (possibly a program assistant, etc.) would assist the TSRP to include receiving, collecting, entering, analyzing, and reporting on DUI related data (DUI reductions, etc.) to help understand what may be creating the issue of increased DUI reductions that requires reporting, etc. This position would also assist the TSRP in coordinating and scheduling events, meetings, trainings, etc., as well as assist in filling out, maintaining, and organizing important NH OHS documents (applications, reimbursements, final reports, etc.). This position will also assist the TSRP with daily administrative functions to include answering telephone calls, emails, etc. There are no additional funds being requested within this amendment as a TSRP position is still vacant and no FFY 2024 TSRP funds have been expended at this time. There is adequate funds to support this assistant position in FFY 2024.

Table with 5 columns: PSP & TASK, Planned Activity, Amount Budgeted for Project, Increase or Decrease of Amount, AGA Amount After Change. Row 1: 24-07-05, TSRP, \$171,468.95, N/A, N/A

OHS -Program Specialist 1: JULIA M. WAYLAND

Handwritten signature of Julia M. Wayland

OHS -Program Manager: JOHN A CLEGG

Handwritten signature of John A. Clegg

REGIONAL ADMINISTRATOR APPROVAL:
DATE APPROVED:

ARTHUR WILLIAM KINSMAN

Digitally signed by ARTHUR WILLIAM KINSMAN
Date: 2024.01.17 17:52:55 -05'00'

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May 25, 2024  
Page 3 of 3

The following information is provided in accordance with the comptroller's instructional memorandum dated September 21, 1981:

1. *List of personnel involved.* One (1) full time-temporary position entitled 23-2010 Legal Occupations, Paragls-Lgl-Assts, Level 5, Band 5, Position #9T3355, with a working title of Investigative Paralegal.
2. *Nature, Need and Duration.* This position will assist the Traffic Safety Resource Prosecutor within the Department of Justice. The position will be in place through June 30, 2025.
3. *Relationship to existing agency programs.* This position is a new position for the Department of Justice with a focus on traffic safety.
4. *Has a similar program been requested of the legislature and denied?* No.
5. *Why wasn't funding included in the agency's budget request?* This item was not budgeted because the funds were not released until January 17, 2024.
6. *Can portions of the grant funds be utilized?* These funds received by the Department of Safety have a specific purpose of traffic safety.
7. *Estimate the funds required to continue this position?* It will cost approximately \$100,000 to continue this position through June 30, 2025.

In the event that interagency transfers from federal funds are no longer available, general funds will not be requested to support this program.

Please let me know if you have any questions concerning this request. Thank you for your consideration of this request.

Respectfully submitted,



John M. Formella  
Attorney General

#4520476



**State Of New Hampshire**  
**DIVISION OF PERSONNEL**  
Department of Administrative Services  
54 Regional Drive, Suite 5  
Concord, New Hampshire 03301

**CHARLES M. ARLINGHAUS**  
Commissioner  
(603) 271-3201

**LORRIE A. RUDIS**  
Director of Personnel  
(603) 271-3261

May 28, 2024

Kathleen Carr  
Director of Administration  
New Hampshire Department of Justice  
1 Granite Place South  
Concord NH 03301

**Regarding: Request to establish a full-time temporary 23-2010 Paralegals and Legal Assistants-5, Pay Schedule SOC 23, Pay Band 5 – position #9T3355**

Dear Ms. Carr,

The Division of Personnel approves the Department of Justice's request received on 5/20/2024 to establish position #9T3355 as a full-time, temporary position classified as 23-2010 Paralegals and Legal Assistants-5, pending funding approval.

This position will serve as an Investigative Paralegal in the Division of Public Protection of the Criminal Bureau to perform duties focusing on impaired driving, vehicular homicides, and other legal issues regarding transportation. The position will be established with subgranted funds from the New Hampshire Department of Safety.

The Investigative Paralegal will perform paraprofessional law-related duties in support of attorneys and investigators related to the Traffic Safety Resource Program (TSRP) and traffic safety litigation. This role will assist in the review and analysis of investigations and prosecutions resulting from Driving While Intoxicated and Drugged Driver cases, initiate, conduct and monitor investigations, and review and analyze technical information and legal documents to obtain and verify data for work strategies and dispositions. It will interpret State statutes, rules, and regulations, respond to Right-To-Know requests, compile data and statistics, conduct research, and assist with trial preparation. Further, this position will participate in witness interviews, attend and testify in court and subpoena hearings, and proofread court filings prior to submitting to state and federal courts.

The proposed duties are like those of other positions within the same occupational group and level currently operating throughout the state, and parallel the Broad Group Specification appropriately. The position is also appropriate within the agency's proposed organizational structure.

Your agency will be responsible for bringing the request for funding before the Fiscal Committee. You may use this letter as confirmation of our decision. Once you have obtained Fiscal Committee approval, please notify the Division of Personnel Operations Section at [CentralHRProcessing@nh.gov](mailto:CentralHRProcessing@nh.gov).

Sincerely,

**Marianne Rechy**  
Classification & Compensation Administrator

Cc: Lorrie Rudis, Director of Personnel