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Lori A. Weaver
Commissioner

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

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November 25, 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 23-2010 PARALGLS-LGL ASSTS-4 (Legal Assistant), position 8T3199, SOC23 wage schedule, Pay Band 4, effective February 20, 2025, upon Governor and Council approval, through February 20, 2026. 54.38% Federal Funds, 45.62% General Funds.

Funds are available in the General Counsel account as follows:

	<u>SFY25</u>	<u>SFY26</u>
05-095-95-952010-56800000-050-500109 Salary Full Time Temp Employees	\$ 13,500	\$ 30,375
05-095-95-952010-56800000-060-500601 Benefits	<u>\$ 9,320</u>	<u>\$ 20,971</u>
Total:	\$ 22,820	\$ 51,346

EXPLANATION

This position is currently vacant, and this request is to extend the position. The Legal Assistant, position 8T3199 is scheduled to end February 20, 2025. This position is included in the FY26/27 budget and this extension will cover the gap between the current end date and implementation of the new budget. It is assigned to the Office of the Commissioner, Legal and Regulatory Services, General Counsel-Division of Children, Youth and Families. The purpose of the position is to remove the burden of processing records requests through legal from the DCYF attorneys and legal support staff. There is a need for a records request unit due to the high number of requests that our offices process each week.

Respectfully Submitted,

Lori A. Weaver

for:

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