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State of New Hampshire  
DEPARTMENT OF NATURAL & CULTURAL RESOURCES  
OFFICE OF THE COMMISSIONER

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April 22, 2025

Her Excellency, Governor Kelly A. Ayotte  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Pursuant to RSA 21-I:54, authorize the Department of Natural and Cultural Resources (Department) to continue one full-time temporary 43-4050 CUSTOMER SVC REPS-3, Position #8T3175, SOC 43, Pay Band 4, effective upon Governor and Council approval for the period June 9, 2025, through June 9, 2026. 100% Other Funds, Parks Operations.

Funding is available in account, Service Parks, as follows:

	<u>FY2025</u>	<u>FY2026</u>
03-035-035-351510-37200000-050-500109 – Personal Svc - Temp Appoint	\$3,810	\$45,720
03-035-035-351510-37200000-060-500601 – Benefits	\$2,248	\$26,978
<b>Total</b>	<b>\$6,058</b>	<b>\$72,698</b>

**EXPLANATION**

This Customer Service Representative, position 8T3175, currently ends June 9, 2025. This position performs diverse duties supporting statewide park operations management staff with the agency's campground reservation program, point of sale system, season pass program and online store fulfillment. This includes but is not limited assisting groups and individuals/families with making reservations within the parks, answering general questions regarding park operations, purchasing gift cards and season passes and assisting with customer concerns. Granting approval of this position extension will allow the Department to continue to provide critical customer service support to both parks operations management and to the many people who are planning to visit our State Parks. For this reason, we seek to continue employment of the position.

Respectfully submitted,

Sarah L. Stewart  
Commissioner