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

Lori A. Weaver
Commissioner

Morissa Henn
Deputy Commissioner

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August 28, 2025

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

REQUESTED ACTION

Pursuant to RSA 21-I:54, authorize the Department of Health and Human Services, Office of the Commissioner, to **Retroactively** extend one full-time temporary 23-2010 PARALGLS-LGL ASSTS-5 (Legal Assistant Supervisor), position 8T3359, SOC23 wage schedule, Pay Band 5, effective retroactive to July 27, 2025, upon Governor and Council approval, through July 26, 2026. 38.72% Federal Funds, 0.01% Other Funds, 61.27% General Funds.

Funds are available in the General Counsel-DCYF account as follows:

	<u>SFY26</u>	<u>SFY27</u>
05-095-95-952010-56800000-050-500109 Salary Full Time Temp Employees	\$55,412	\$4,700
05-095-95-952010-56800000-060-500601 Benefits	<u>\$31,168</u>	<u>\$2,614</u>
Total:	\$86,580	\$7,314

EXPLANATION

This request is **retroactive** due to misinterpretation of the original renewal date. Steps have been taken to ensure this error doesn't reoccur. The Department requests to extend the filled Legal Assistant Supervisor position (8T3359), which was scheduled to end July 26, 2025. It is assigned to the Office of the Commissioner, Legal and Regulatory Services, Division for Children, Youth, and Families (DCYF). The purpose of this position includes direct supervision of legal support staff, including technical direction, guidance, coordinating and implementing work assignments, training needs, and evaluations in consultation with the Lead Legal Support Supervisor, as well as providing and coordinating legal support activities for the DCYF attorneys.

Respectfully Submitted,

for:

Lori A. Weaver
Commissioner