



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

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DEC 03 2025

Lori A. Weaver
Commissioner

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Deputy Commissioner

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November 12, 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 extend one full-time temporary 15-1230 COMPUTER SUPP SPECS-5 (Technical Support Specialist II), position 8T3377, SOC15 wage schedule, Pay Band 5, effective December 28, 2025, upon Governor and Council approval, through December 27, 2026. 30.94% Federal Funds, 1.06% Other Funds, 68% General Funds.

Funds are available in the Management Support account as follows:

	<u>SFY26</u>	<u>SFY27</u>
05-095-95-953010-56850000-050-500109 Salary Full Time Temp Employees	\$27,018	\$32,897
05-095-95-953010-56850000-060-500601 Benefits	<u>\$16,895</u>	<u>\$20,834</u>
Total:	\$43,913	\$53,731

EXPLANATION

The Department requests to extend the Technical Support Specialist II position (8T3377), which is scheduled to end December 27, 2025. It is assigned to the Office of the Commissioner, Office of Administration, Management Support and is currently vacant. This position provides dedicated management and oversight of all Department cellular devices, including ordering, distribution, upgrades, billing, and terminations, for approximately 1,100 active devices (iPhones, MiFi units, and basic cell phones). This role ensures accurate and efficient administration of mobile assets, strengthens accountability through proactive monitoring and timely adjustments, and supports the Department's fiscal responsibility goals by optimizing device management and reducing unused services. Currently this duty is managed by an Administrator II who has other day-to-day duties to manage along with other special projects and is not able to fully monitor the usage and distribution on a daily basis.

Respectfully Submitted,

Morissa Henn for:

Lori A. Weaver
Commissioner