



49 JRC  
State of New Hampshire

Banking Department

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November 29, 2017

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

REQUESTED ACTION

Pursuant to RSA 94:6, the Commissioner of the Banking Department respectfully requests to place Ms. Chiara Dolcino at Step 6 for the position of General Counsel, unclassified salary grade FF, earning \$92,649.44 annually, effective upon Governor and Council approval. Funding is 100% other funds.

EXPLANATION

Pursuant to RSA 94:6, the Banking Department respectfully requests the Governor and Council approve an entrance salary higher than the minimum salary within the established range for position #9U9949, General Counsel, within the Legal Division, for Ms. Chiara Dolcino, Esq.

Having practiced law for over 28 years, Ms. Dolcino is an experienced attorney. In her current position as General Counsel at the Insurance Department, Ms. Dolcino has practical knowledge of working in state government and is best equipped to provide legal advice and counsel to the Banking Department. She has a wealth of experience developing, drafting and implementing agency policies, supervising investigations and enforcement actions, and coordinating agency legal activities, both internal and external. Further, Ms. Dolcino has experience working with other branches of government to assist in accomplishing agency objectives.

Additionally, in her position at the Insurance Department, Ms. Dolcino is currently at the unclassified salary FF, step 6. The request will place Ms. Dolcino in a lateral position at the Banking Department as General Counsel unclassified salary FF, step 6.

Please see the attached job description for the position of General Counsel and Ms. Dolcino's resume for additional details. As always, please do not hesitate to let me know if you have any questions or concerns.

Sincerely,

Gerald H. Little  
Bank Commissioner

**Chiara Dolcino**

[REDACTED]

[REDACTED]

[REDACTED]

**Work Experience**

**New Hampshire Insurance Department, Concord, NH**

General Counsel: September 2008 to the Present

Legal Counsel: January 2006 to September 2008

*Manage Department's Legal Division, supervising a staff of 12; Provide legal advice and counsel to Department leadership on policy and department governance matters; Engage with members of the legislature, the Attorney General's office and other state agencies to promote the mission of the Department; analyze and develop insurance policy to benefit the public*

**Centennial Senior Center, Concord, NH**

LEARN Program Director: November 2004 to December 2005

*Created and delivered a legal education program for seniors to prevent exploitation and encourage financial and legal planning; developed programs to assist seniors enrolling in Medicare Part D*

**Arsenault & Dolcino, Concord, NH**

Partner: October 1995 to September 2001

*Established an elder law practice with a focus on personal service to seniors, including home visits and educational programming*

**Law Office of Michael L. Ross, Ellsworth, Maine**

Associate: October 1992 to July 1994

Legal Research: August 1987 to July 1990

*Engaged in all aspects of legal practice in a rural, 3-attorney, general law practice including representation in business and real estate transactions, estate planning, family law and litigation*

**New Hampshire Legal Assistance, Concord, NH**

Staff Attorney: August 1989 to March 1992

Law Clerk: Summer of 1987 & 1988

*Advocated for low income clients and seniors in cases concerning state and federal Medicaid, Social Security, disability, unemployment and other benefit programs, as well as in landlord-tenant actions, and collection cases*

**Education**

UNH Law (formerly Franklin Pierce Law Center)  
Juris Doctorate; Co-Founder Public Interest Coalition

**May 1989**

College of the Atlantic, Bar Harbor, Maine  
Bachelor of Arts in Human Ecology

**May 1986**

**Other Experience**

UNH Certificate in Leadership & Management; City of Concord Planning Board; City of Concord, Parks and Recreation Advisory Committee; Concord Hospital Ethics Committee, Community Member

## JOB DESCRIPTION

**Position Title:** General Counsel **Date Established:** 11/16/17

**Position Number:** 9U9949 **Date of Last Revision:** 11/29/17

**SCOPE OF WORK:** Analyze and interpret state and federal banking and consumer finance laws, rules and regulations; coordinate and oversee department legal activities to include the development of laws and rules for regulated entities and the development, issuance and prosecution of enforcement actions; issue public and internal department legal opinions, recommend and draft department policies, provide advice to department personnel on legal interpretations, and oversee the timely processing of consumer complaints and administrative actions; assign work and supervise subordinate legal personnel to ensure efficient and timely response to all legal matters.

### ACCOUNTABILITIES:

Serves as primary legal counsel to the Commissioner. Advises Commissioner and other senior department staff on current state and federal issues pertaining to licensed and chartered entities.

Assists in developing, drafting, and implementing department policies and advises the Commissioner on matters pertaining to the collective bargaining and labor relations.

Reviews and supervises investigations and enforcement actions of the department, including reviewing and approving department orders, initiating actions against entities engaged in activities regulated by the department. Advises senior staff regarding the department's adjudicative hearing process.

Serves as a legislative representative for the department. Tracks department legislation and monitors other legislation as deemed necessary. Reviews testimony for hearings. Testifies at legislative hearings. Facilitates and leads workgroups to draft legislation and administrative rules.

Coordinates departmental legal activities, both external and internal. Assigns responsibilities to legal division attorneys, paralegals, investigators and administrative support staff within the department, and coordinates activities and schedules. Reviews work product prior to release.

Provides on-the-job training and guidance for attorneys and other legal staff.

Oversees the administrative rulemaking process for the department. Coordinates rule drafting with stakeholders.

Speaks at stakeholder events, and instructs stakeholders in state law.

Interacts with members of the press concerning legal issues.

Oversees and coordinates activities with the AG's office as it pertains to department legal matters.

### MINIMUM QUALIFICATIONS:

**Education:** J.D. from an American Bar Association recognized law school.

**Experience:** Six years' experience in the active practice of law.

**License/Certification:** Valid driver's license and/or access to transportation for statewide travel.

**SPECIAL QUALIFICATIONS:** Must be an active member of the New Hampshire Bar Association and in Good Standing.

**PREFERRED WORK TRAITS:** Knowledge of state statutes and regulations pertaining to adjudicative proceedings. Knowledge of and skill in courtroom rules and procedures. Skill in accurate legal research techniques. Knowledge of legislative process. Skill in legal report writing. Skill in public speaking. Skill in instructing others. Skill in organizing. Ability to conduct complex hearings for the agency. Ability to prosecute complex cases for the agency. Ability to instruct, direct and evaluate subordinate employees. Ability to testify in court and before legislative bodies. Ability to make decisions. Ability to prepare, draft and present legal and other documents, including orders, rulings of fact and law, regulations and legislation. Ability to speak and write effectively. Ability to establish and maintain effective working relationships with legal professionals, officials and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the appointing authority.

**DISCLAIMER STATEMENT:** This supplemental job description is descriptive of general duties and is not intended to list every specific function of this class title.

**SIGNATURES:**

**The above is an accurate reflection of the duties of my position.**

\_\_\_\_\_  
**Employee's Name and Signature**

\_\_\_\_\_  
**Date Reviewed**

\_\_\_\_\_  
**Supervisor's Name and Title**

\_\_\_\_\_  
Position #9U133

**The above job description accurately measures this employee's job duties.**

\_\_\_\_\_  
**Supervisors Signature**

\_\_\_\_\_  
**Date Reviewed**