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STATE OF NEW HAMPSHIRE
DEPARTMENT of NATURAL and CULTURAL RESOURCES
OFFICE OF THE COMMISSIONER

172 Pembroke Road Concord, New Hampshire 03301
Phone: 271-2411 Fax: 271-2629

October 11, 2017

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

REQUESTED ACTION

Pursuant to the provisions of RSA 21-I:54, the Department of Natural and Cultural Resources respectfully requests approval to extend the following position in a temporary full time status upon Governor and Executive Council approval for the period of November 1, 2017 through October 31, 2018. The estimated fiscal impact to extend this position for this period is \$54,963. The position is funded based on allocation of support by divisions within the agency. **20% General Fund, 80% Other Funds**

| Position # | Classification | Labor Grade | Supervisor | Expiration Date |
|------------|---------------------|-------------|------------|------------------|
| 8T2896 | Program Assistant I | 12 | C. Sittig | November 1, 2017 |

Funding is available as follows:

| | <u>FY 2018</u> | <u>FY 2019</u> |
|--|-----------------|-----------------|
| 03-35-35-350010-34000000 DNCR Admin | | |
| 050-500109 Part Time Salaries | \$4,626 | \$1,789 |
| 03-35-35-351510-37200000 Service Parks Ops | | |
| 050-500109 Part Time Salaries | \$18,502 | \$7,157 |
| 03-35-35-350010-34000000 DNCR Admin | | |
| 060-500602 Health Insurance Benefit | \$3,341 | \$1,237 |
| 03-35-35-351510-37200000 Service Parks Ops | | |
| 060-500602 Health Insurance Benefit | \$13,362 | \$4,949 |
| Total: | \$39,831 | \$15,132 |

EXPLANATION

This position is essential for the effective and efficient operations of the payroll function for the Department of Natural and Cultural Resources. Currently, the department employs one full time permanent payroll officer position to manage and process the payroll needs for over 200 full time permanent and full time temporary employees, as well as over 1,000 seasonal employees representing a payroll salary and benefit budget of nearly \$25 million. Granting approval of this position extension will allow the department to continue to provide the needed direct support to the Payroll Officer and overall payroll processing and management.

The Department submitted a request for the FY 2018-2019 Biennium Operating Budget to convert this position to a class 10 full-time permanent position but was not approved.

Respectfully submitted, (RM)


Jeffrey J. Rose, Commissioner

State of New Hampshire
INTER-DEPARTMENT COMMUNICATION

To: Sara Willingham,
Director of Personnel

Date: October 11, 2017

From: Linda McFarland
Human Resource Administrator

Re: Request to Extend Temporary Position

Pursuant to the provisions of RSA 21-I:54, the Department of Natural and Cultural Resources respectfully requests approval to extend the following position for one year.

| Position # | Classification | Labor Grade | Supervisor | Expiration Date |
|------------|---------------------|-------------|------------|------------------|
| 8T2896 | Program Assistant I | 12 | C. Sittig | November 1, 2017 |

Funding is 20% General Fund, 80% Other Funds, available as follows:

| | <u>FY 2018</u> | <u>FY 2019</u> |
|---|-----------------|-----------------|
| 03-35-35-350010-34000000 DNCR Admin 050-500109 Part Time Salaries | \$4,626 | \$1,789 |
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| 03-35-35-351510-37200000 Service Parks Ops 060-500602 Health Insurance Benefit | \$13,362 | \$4,949 |
| Total: | \$39,831 | \$15,132 |

This position is essential for the effective and efficient operations of payroll and human resource functions for the Department of Natural and Cultural Resources (Department). The position provides direct support to the HR Administrator and Payroll Officer in their efforts to manage payroll and other associated tasks for over 200 full time permanent and full time temporary employees, as well as, over 1,000 seasonal employees.

Without sufficient resources in the Human Resource/Payroll Bureau, the agency would be at risk of not being able to properly pay our employees and be at risk of being out of compliance with the Fair Labor Standards Act.. The Department submitted a request for the FY 2018-2019 Biennium Operating Budget to convert this position to a class 10 full-time permanent position but was not approved

I look forward to a favorable response.

Marino, Christopher

From: McFarland, Linda
Sent: Wednesday, October 11, 2017 3:06 PM
To: Marino, Christopher
Subject: FW: Request to extend temporary position
Attachments: Position Extension RSA 21-I 54 (8T2896) DOP FY18.doc

Importance: High

Chris
Here's the approval from Sara Willingham
Linda

From: Willingham, Sara J.
Sent: Wednesday, October 11, 2017 2:09 PM
To: McFarland, Linda
Cc: Jerry, Carol B; Acevedo, Heidi
Subject: RE: Request to extend temporary position

I will approve the processing of this request to extend temporary full time position #8T2896 for the period of one year, contingent upon authorization by the Governor and Executive Council.

*Sara J. Willingham, Director of Personnel
NH Division of Personnel
28 School Street
Concord, NH 03301
(603) 271-3359 FAX (603) 271-1422
sara.willingham@nh.gov*

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From: McFarland, Linda
Sent: Wednesday, October 11, 2017 12:35 PM
To: Willingham, Sara J.
Cc: Jerry, Carol B
Subject: Request to extend temporary position
Importance: High

Please see the attached request to extend the Human Resource/Payroll Bureau position below in a temporary status for the period of one year. WE need your approval to move forward with a G&C approval.

| Position # | Classification | Labor Grade | Supervisor | Expiration Date |
|------------|---------------------|-------------|------------|------------------|
| 8T2896 | Program Assistant I | 12 | C. Sittig | November 1, 2017 |

Thank you for your time and consideration of this request

Linda A. McFarland
Human Resource Administrator
Dept. of Natural and Cultural Resources
172 Pembroke Road
Concord, NH 03301
Tel: 271-0999
Fax: 271-2488
Email: Linda.McFarland@dred.nh.gov.

PLEASE NOTE NEW AGENCY NAME. Formerly DEPT. of RESOURCES & ECONOMIC DEVELOPMENT

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