



The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES



Robert R. Scott, Commissioner

February 14, 2018

The Honorable Neal M. Kurk, Chairman
 Fiscal Committee of the General Court
 State House
 Concord, New Hampshire 03301

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

REQUESTED ACTION

Pursuant to the provisions of RSA 124:15,I. authorize the N.H. Department of Environmental Services (NHDES) to extend one (1) full-time, temporary position to December 31, 2018 from March 31, 2018, effective upon Fiscal Committee and Governor and Council approval. The position was approved by the Division of Personnel on July 8, 2016. The position was subsequently established by Fiscal Committee item# FIS 16-141, on October 14, 2016 and extended to March 31, 2018 by Fiscal Committee item# FIS 17-153, on September 29, 2017.

Classification	Environmentalist III
Position #	TEMPFT1027
Labor Grade	23
Salary Range:	\$45,376 - \$61,308

EXPLANATION

The funding for the position is currently available through December 31, 2018, through National Oceanic and Atmospheric Administration (NOAA) funding awarded to NHDES. Due to the short history of funding, the unique funding scenario, and the lack of certainty of future funding, the decision was made to not place the position in the 2018-2019 biennial budget.

The position subject to this request will be funded until December 31, 2018. The primary responsibility of the new position is to administer and implement hazards and resilience outcomes to benefit coastal New Hampshire. This requires a level of technical knowledge and skill that is consistent with the position classifications. The position is needed to provide NHDES with specific and dedicated expertise to implement the complex and comprehensive recommendations of the Coastal Risks and Hazards Commission recommendations and investigate tidal crossings. Although current NHDES personnel capably perform coastal resilience work in existing programs using existing funding, their workload is too great to absorb all the tasks required to fulfill the deliverables of the Federal funding.

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court

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and the Honorable Council

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In the event that Federal funds become no longer available, General funds will not be requested to support this program.

We respectfully request your approval.



Robert R. Scott, Commissioner



The State of New Hampshire
Department of Environmental Services

Robert R. Scott, Commissioner



Mike

July 10, 2017

The Honorable Neal M. Kurk, Chairman
 Fiscal Committee of the General Court
 State House
 Concord, NH 03301

APPROVED
 FISCAL COMMITTEE

DATE 9/29/2017

ITEM # FIS 17-153

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

APPROVED G & C

DATE 10/11/17

ITEM # 27

REQUESTED ACTIONS

1. Pursuant to the provisions of RSA 124:15,I. authorize the NHDES to **RETROACTIVELY** extend one (1) full-time, temporary position to March 31, 2018 from June 30, 2017, effective upon Fiscal Committee and Governor and Council approval. The position was approved by the Division of Personnel on July 8, 2016. The position was subsequently established by Fiscal Committee item# FIS 16-141, on October 14, 2016.

Classification	Environmentalist III
Position #	TEMPFT1027
Labor Grade	23
Salary Range:	\$45,376 - \$61,308

2. Pursuant to RSA 14:30-a VI, authorize NHDES to **RETROACTIVELY** accept and expend \$245,224 in Federal Funds from the National Oceanic and Atmospheric Administration (NOAA) to implement coastal hazards and resilience projects to March 31, 2018 from June 30, 2017, effective upon Fiscal Committee and Governor and Council approval. The original request was approved by Fiscal Committee, item# FIS 16-141, on October 14, 2016 and Governor & Council, item # 60, on October 26, 2016. 100% Federal funds.

Funding to be appropriated as follows:

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court

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and the Honorable Council
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Coastal Resilience
03-44-44-442010-12090000
FY 2018

Class	Budget Category	Current Budget	Requested Action	Revised Budget
Income				
000-403260	Federal Funds	(\$0)	(\$245,224)	(\$245,224)
Expenditures				
040-500800	Indirect Costs	\$0	\$5,290	\$5,290
041-500801	Audit Fund Set Aside	\$0	\$251	\$251
042-500620	Additional Fringe Benefits	\$0	\$4,563	\$4,563
050-500109	Personnel Part-Time Temp	\$0	\$1,884	\$1,884
059-500117	Salary Temporary Employees	\$0	\$47,384	\$47,384
060-500601	Benefits	\$0	\$19,447	\$19,447
102-500731	Contracts for Program Services	\$0	\$166,405	\$166,405
	TOTAL	\$0	\$245,224	\$245,224

SB 452 Audit

EXPLANATION

The funding for the program is currently available through March 31, 2018, through a NOAA Grant that was awarded to NHDES. Due to the short history of funding, the unique funding scenario, and the lack of certainty of future funding, the decision was made to not place the program in the 2018-2019 biennium budget. This request is retroactive because of the inability to obligate funding beyond the biennium budget, necessitating that this item come before the Fiscal and Governor and Council for further authorization after the start of the FY18/19 biennium on July 1, 2017.

On an annual basis, the New Hampshire Coastal Program (NHCP), part of NHDES, can apply for competitive funding through NOAA to implement projects to improve coastal management. NHCP submitted two proposals in 2015 and both were awarded funding. The first project seeks to implement priority recommendations of the New Hampshire Coastal Risk and Hazards Commission (CRHC) at the state and local levels. This project will capitalize on the momentum of the CRHC that released its final report and recommendations this past Fall. The second project will assist the Town of Exeter in updating key policies and engaging the public by illustrating the benefits of climate adaptation.

The CRHC project will support coastal communities in becoming more resilient through the following actions: 1) strategically design outreach to state agencies and municipalities about the CRHC recommendations; 2) supply expert technical assistance to implement municipal projects; and, 3) a coordinate efforts to ensure that state agencies identify their vulnerable assets and necessary policy changes to improve preparedness. The Town of

The Honorable Neal M. Kurk, Chairman
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Exeter project's goals can be grouped into three categories: 1) municipal capacity-building to adapt to hazards such as increased flooding; 2) public outreach and communication that takes the needs of the residents into consideration; and, 3) the advancement of green infrastructure, low-impact development, and other effective means of adaptation.

The requested position is the primary NHDES staff person implementing the two projects. This includes leading a state agency workgroup to implement CRHC recommendations, assisting agencies to conduct audits and inventories of vulnerable state assets, and overseeing contracts.

This item requests authorization for the FY2018 portion of the grant award.

The following is intended to address the seven questions required by the Fiscal Committee with respect to the acceptance of federal and other funds in which new positions are established or extended:

- 1) *List All Personnel by Classification, Labor Grade, and Salary:* One (1) full-time, temporary position (Environmentalist III, LG 23, (\$45,376-\$61,308) as noted in the table on page one.
- 2) *Explain the Nature, Need, and Duration of the Program:* The position subject to this request will be funded until March 31, 2018. The primary responsibility of the new position is to administer and implement hazards and resilience outcomes to benefit coastal New Hampshire. This requires a level of technical knowledge and skill that is consistent with the position classifications.
- 3) *What is the Relationship to Existing Programs?* The position is needed to provide NHDES with specific and dedicated expertise to implement the complex and comprehensive recommendations of the CRHC. Although current NHDES personnel capably perform coastal resilience work in existing programs using existing funding, their workload is too great to absorb all the tasks required to fulfill the deliverables of the Federal grant.
- 4) *Has a Substantially Similar Program been Requested of the Legislature and Denied?* No.
- 5) *Why was this Program and Its Funding Not Included in the Operating Budget?* At the time that the State Operating Budget was being prepared, the CRHC was still developing its recommendations and, as such, any associated implementation needs were not apparent.
- 6) *Can any Portion of the Funds Be Utilized if Either, None, or Only Part of the Positions are Authorized?* No. NOAA approved the grant including the position as part of the funding award.
- 7) *What is the Estimate of the Amount of Funding Required to Continue the Positions in Future Years?*
The position created with the grant funds will not be converted to permanent when the grant funds are expended. FY2018 costs will be covered with grant funds as the grant expires March 31, 2018.

Funds in Class Expenditures itemized by Class included in this request are budgeted and described as follows:

Class 040, 041, 042, 060 *Indirect Costs, Audit Set Aside, Additional Fringe, and Benefits*— Funding in each of these classes is based on a percentage of personnel costs.

Class 50 *Part-Time Employees Salaries*— The funds in class 50 will be used for an existing staff position. These

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
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funds will be used to supplant funding of the following budgeted position.

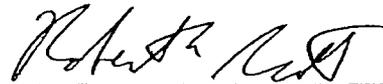
Position #	Title	Account (03-44-44)	Funding Mix	Amount
42725	Environmental Program Manager	443010-9103	100% Federal	\$176

Class 59 *Temporary Employees Salaries* – The funds in class 59 will be used to fund the position described in the Requested Action.

Class 102 *Contracts for Program Services* – This is for contract work and for technical assistance to implement the projects.

In the event that Federal funds become no longer available, General funds will not be requested to support this program.

We respectfully request your approval.



Robert R. Scott, Commissioner

**COASTAL RESILIENCE
FISCAL SITUATION FY 2018
03-44-44-442010-12090000**

Total Federal Award	\$321,195
Less Expenditures thru 6/30/17	\$75,971
Remaining Authorization to Budget	\$245,224
Less Current FY18 Budget Authorization	\$0
Total Available for Budgeting	\$245,224
REQUESTED ACTION	\$245,224
Available to Budget at a later date	\$0

<u>Grant Award Number</u>	<u>Award Amount</u>	<u>Expenses to 6/30/17</u>	<u>Balance</u>
NA16NOS4190156	\$249,994	\$72,338	\$177,656
NA16NOS4190157	\$71,201	\$3,633	\$67,568
TOTAL	\$321,195	\$75,971	\$245,224



The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES

Steve Couture



Thomas S. Burack, Commissioner

September 19, 2016

The Honorable Neal M. Kurk, Chairman
 Fiscal Committee of the General Court
 State House
 Concord, NH 03301

APPROVED G & C
 DATE 10/26/16
 ITEM # 60

Her Excellency, Governor Margaret Wood Hassan
 and the Honorable Council
 State House
 Concord, New Hampshire 03301

APPROVED
 FISCAL COMMITTEE
 DATE 10/14/16

REQUESTED ACTIONS ITEM # FIS 16-191

- Pursuant to RSA 14:30-a VI, authorize the New Hampshire Department of Environmental Services (NHDES) to accept and expend \$246,177 in Federal Funds from the National Oceanic and Atmospheric Administration (NOAA) implement coastal hazards and resilience projects, effective upon Fiscal Committee and Governor and Council approval through June 30, 2017. 100% Federal funds. Funding to be appropriated as follows:

Coastal Resilience
 03-44-44-442010-12090000

Class	Title	Current Budget	Requested Action	Revised Budget
	Revenue			
000-90000	Federal Funds	\$0	(\$246,177)	(\$246,177)
	Expenditures			
40-500800	Indirect Costs	\$0	\$3,288	\$3,288
41-500801	Audit Set Aside	\$0	\$246	\$246
42-500620	Additional Fringe Benefits	\$0	\$3,373	\$3,373
50-500109	Part Time Employees	\$0	\$3,439	\$3,439
59-500117	Temporary Employees	\$0	\$31,415	\$31,415
60-500601	Benefits	\$0	\$9,425	\$9,425
102-500731	Contracts for Program	\$0	\$194,991	\$194,991
	Total:	\$0	\$246,177	\$246,177

- Pursuant to the provisions of RSA 124:15,1, authorize the NHDES to establish one (1) full-time, temporary position effective upon Fiscal Committee approval through June 30, 2017. The position was approved by the Division of Personnel on July 8, 2016. A copy of the approval documentation is attached.

DES Web site: www.des.nh.gov

P.O. Box 95, 29 Hazen Drive, Concord, New Hampshire 03302-0095

Telephone: (603) 271-2457 • Fax: (603) 271-7894 • TDD Access: Relay NH 1-800-735-2964

Classification	Environmentalist III
Position #	TEMPFT1027
Labor Grade	23
Salary Range:	\$44,480 - \$60,099

EXPLANATION

On an annual basis, the New Hampshire Coastal Program (NHCP), part of NHDES, can apply for competitive funding through NOAA to implement projects to improve coastal management. NHCP submitted two proposals in 2015 and both were awarded funding. The first project seeks to implement priority recommendations of the New Hampshire Coastal Risk and Hazards Commission (CRHC) at the state and local levels. This project will capitalize on the momentum of the CRHC as it releases its final report and recommendations this fall prior to its sunset in December 2016. The second project will assist the Town of Exeter in updating key policies and engaging the public by illustrating the benefits of climate adaptation.

The CRHC project will support coastal communities in becoming more resilient through the following actions: 1) strategically designed outreach to state agencies and municipalities about the CRHC recommendations; 2) supply expert technical assistance to implement municipal projects; and, 3) a coordinated effort to ensure that state agencies identify their vulnerable assets and necessary policy changes to improve preparedness. The Town of Exeter project's goals can be grouped into three categories: 1) municipal capacity-building to adapt to hazards such as increased flooding; 2) public outreach and communication that takes the needs of the residents into consideration; and, 3) the advancement of green infrastructure, low-impact development, and other effective means of adaptation.

The requested position will be the primary NHDES staff person implementing the two projects. This includes leading a state agency workgroup to implement CRHC recommendations, assisting agencies to conduct audits and inventories of vulnerable state assets, and overseeing contracts.

This item requests authorization for the FY2017 portion of the grant award. Any remaining grant award funds will be re-budgeted for FY 2018.

The following is intended to address the seven questions required by the Fiscal Committee with respect to the acceptance of federal and other funds in which new positions are established or extended:

- 1) *List All Personnel by Classification, Labor Grade, and Salary:* See table above. One (1) full-time, temporary position (Environmentalist III, LG 23, \$44,480-\$60,099).
- 2) *Explain the Nature, Need, and Duration of the Program:* The position subject to this request will be funded until June 30, 2017. The primary responsibility of the new position is to administer and implement hazards and resilience outcomes to benefit coastal New Hampshire. This requires a level of technical knowledge and skill that is consistent with the position classifications.
- 3) *What is the Relationship to Existing Programs?* The new position is needed to provide NHDES with specific and dedicated expertise to implement the complex and comprehensive recommendations of the CRHC. Although current NHDES personnel capably perform coastal resilience work in existing programs using existing funding, their workload is too great to absorb all the tasks required to fulfill the

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Fiscal Committee of the General Court
and
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and the Honorable Council
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deliverables of the Federal grant.

- 4) *Has a Substantially Similar Program been Requested of the Legislature and Denied?* No.
- 5) *Why was this Program and Its Funding Not Included in the Operating Budget?* At the time that the State Operating Budget was being prepared, the CRHC was still developing its recommendations and, as such, any associated implementation needs were not apparent.
- 6) *Can any Portion of the Funds Be Utilized if Either, None, or Only Part of the Positions are Authorized?* No. NOAA approved the grant including the position as part of the funding award.
- 7) *What is the Estimate of the Amount of Funding Required to Continue the Positions in Future Years?*
The position created with the grant funds will not be converted to permanent when the grant funds are expended. FY18 costs will be covered with grant funds as the grant expires March 30, 2018.

Funds in Class Expenditures itemized by Class included in this request are budgeted and described as follows:

Class 040, 041, 042, 060 *Indirect Costs, Audit Set Aside, Additional Fringe, and Benefits*— Funding in each of these classes is based on a percentage of personnel costs.

Class 50 *Part-Time Employees Salaries*— The funds in class 50 will be used for an existing staff position. These funds will be used to supplant funding of the following budgeted position.

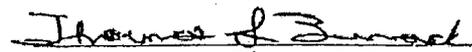
Position #	Title	Account (03-44-44)	Funding Mix	Amount
42725	Environmental Program Manager	443010-9103	100% Federal	\$3,439

Class 59 *Temporary Employees Salaries* — The funds in class 59 will be used to fund the position described in the Requested Action.

Class 102 *Contracts for Program Services* — This is for contract work and for technical assistance to implement the projects.

In the event that Federal funds become no longer available, General funds will not be requested to support this program.

We respectfully request your approval.


Thomas S. Burack
Commissioner

**COASTAL RESILIENCE
FISCAL SITUATION FY17
03-44-44-442010-12090000**

Total Federal	\$321,195
Less Expenditures thru 6/30/16	\$0
Remaining Authorization to Budget	\$321,195
Less Current FY17 Budget Authorization	\$0
Total Available for Budgeting	\$321,195
REQUESTED ACTION	\$246,177
Available to Budget at a later date	\$75,018

<u>Grant Award Number</u>	<u>Award Amount</u>	<u>Expenses to 6/30/16</u>	<u>Balance</u>
NA16NOS4190156	\$249,994	\$0	\$249,994
NA16NOS4190157	\$71,201	\$0	\$71,201
TOTAL	\$321,195	\$0	\$321,195



U.S. DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
Office for Coastal Management
Silver Spring Metro Center, Building 4
1305 East-West Highway
Silver Spring, Maryland 20910

Steven Couture
New Hampshire Coastal Program
Pease District Office
222 International Drive, Suite 175
Portsmouth, NH 03801

JUN - 6 2016

Dear Steve,

I am writing in response to the New Hampshire Coastal Program's request for information regarding the status of the program's application to the FY2016 CZM Projects of Special Merit Competition. It is my understanding that the New Hampshire Coastal Program is requesting this information in order to facilitate the hiring process of staff who will be needed in order to complete this project.

The New Hampshire project application "New Hampshire Setting SAIL: Acting on the Coastal Risks & Hazards Commission Science, Assessment, Implementation, and Legislation Recommendations" has been recommended for full funding in the amount of \$249,994.75. The New Hampshire project application "Incentivizing Resiliency through Implementation Plans in Seacoast New Hampshire's Fastest Growing Communities" has been recommended for partial funding in the amount of \$71,200.25.

All FY2016 Projects of Special Merit Projects are scheduled to begin on October 1, 2016. Please note that federal funding is not officially committed to the award until the award offer is sent via grants online email notification from the NOAA grants officer, and the award offer is accepted with the Grants Online system by the State's Authorized Representative.

If you have any questions, please feel free to contact me at Joelle.Gore@noaa.gov, or at 301-713-3155 ext. 177.

Sincerely,

Joelle Gore

Chief, Stewardship Division

FORM CD-450 (REV 12/14)		<input type="checkbox"/> GRANT <input checked="" type="checkbox"/> COOPERATIVE AGREEMENT	
U. S. DEPARTMENT OF COMMERCE		FEDERAL AWARD ID NUMBER	
FINANCIAL ASSISTANCE AWARD		NA16NOS4190157	
RECIPIENT NAME ENVIRONMENTAL SERVICES, NEW HAMPSHIRE DEPARTMENT OF		PERIOD OF PERFORMANCE 10/01/2016-03/31/2018	
STREET ADDRESS 29 HAZEN DR		FEDERAL SHARE OF COST \$71,201.00	
CITY, STATE, ZIP CODE CONCORD NH 03301-6510		RECIPIENT SHARE OF COST \$0.00	
AUTHORITY 16 U.S.C. 1456b		TOTAL ESTIMATED COST \$71,201.00	
CFDA NO. AND NAME 11.419 , Coastal Zone Management Administration Awards			
PROJECT TITLE NHCZM PSM FY16 - Incentivizing Resiliency through Implementation Plans in Seacoast New Hampshire's Fastest Growing Communities			
<p>This Award Document (Form CD-450) signed by the Grants Officer constitutes an obligation of Federal funding. By signing this Form CD-450, the Recipient agrees to comply with the Award provisions checked below and attached. Upon acceptance by the Recipient, the Form CD-450 must be signed by an authorized representative of the Recipient and returned to the Grants Officer. If not signed and returned without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally withdraw this Award offer and de-obligate the funds.</p> <p><input checked="" type="checkbox"/> DEPARTMENT OF COMMERCE FINANCIAL ASSISTANCE STANDARD TERMS AND CONDITIONS (DECEMBER 2014)</p> <p><input type="checkbox"/> R & D AWARD</p> <p><input type="checkbox"/> FEDERAL-WIDE RESEARCH TERMS AND CONDITIONS, AS ADOPTED BY THE DEPT. OF COMMERCE</p> <p><input checked="" type="checkbox"/> BUREAU-SPECIFIC ADMINISTRATIVE STANDARD AWARD CONDITIONS</p> <p><input checked="" type="checkbox"/> SPECIAL AWARD CONDITIONS</p> <p><input checked="" type="checkbox"/> LINE ITEM BUDGET</p> <p><input checked="" type="checkbox"/> 2 CFR PART 200, UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS, AS ADOPTED PURSUANT TO 2 CFR § 1327.101</p> <p><input type="checkbox"/> 48 CFR PART 31, CONTRACT COST PRINCIPLES AND PROCEDURES</p> <p><input type="checkbox"/> MULTI-YEAR AWARD (PLEASE SEE THE MULTI-YEAR SPECIAL AWARD CONDITION.)</p> <p><input checked="" type="checkbox"/> DEPARTMENT OF COMMERCE PRE-AWARD NOTIFICATION REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS (REF:79 FR 78390 DECEMBER 30, 2014)</p> <p><input checked="" type="checkbox"/> OTHER(S):</p> <p>This award is being made under competitive Federal Funding Opportunity Number NOAA-NOS-OCM-2016-2004595 posted at Grants.gov on 10/13/2015.</p>			
SIGNATURE OF DEPARTMENT OF COMMERCE GRANTS OFFICER		DATE	
Alan Conway Grants Officer		07/07/2016	
PRINTED NAME, PRINTED TITLE AND SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL		DATE	
Susan Carlson		07/12/2016	

SUPPLEMENTAL JOB DESCRIPTION

Classification: (FT TEMP) Environmentalist III

Function Code: 4096-442

Position Title: Coastal Resilience Specialist

Date Established: 07/08/16

Position Number: TMPFT1027

Date of Amendment: _____

SCOPE OF WORK: To provide technical assistance to state, regional, municipal and local organizations implementing climate resilience measures, gather and interpret environmental data relating to climate change and to report on findings and make recommendations for climate resiliency in the coastal area

ACCOUNTABILITIES:

- Communicates the department's coastal climate resilience priorities and activities at the national, regional, state and local level
- Provides technical assistance, outreach and meeting facilitation to federal and state agencies, municipalities, stakeholder organizations and individuals regarding coastal resiliency issues.
- Works with state agencies, municipalities and stakeholder organizations to identify and implement administrative rule, policy and program changes to improve climate resiliency and environmental management
- Interprets and synthesizes environmental data using relational databases, models, GIS and statistical analysis to determine validity of data and relationship to climate resiliency measures and ecosystem services.
- Analyzes the ecological, biological, social, economic and historic environment of the area and evaluates the short-term and long-term benefits and losses resulting from proposed policies, activities and other changes; prepares appropriate reports and documentation.
- Works with project proponents to document the progress of climate adaptation projects toward the objective of climate resiliency improvement.
- Prepares and administers financial assistance agreements between the state and grantees.
- Develops grant proposals to support climate resiliency implementation activities. Implements activities in support of coastal program's hazards, secondary and cumulative impacts, and wetlands enhancement areas.
- Performs analysis of coastal resilience efforts to improve project implementation per CZMA Section 312 performance metrics.
- Continuously seeks to improve practices to add quality and value in support of the Department's mission while identifying and eliminating unnecessary and redundant actions.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in biology, chemistry, environmental sciences, environmental engineering, forestry, natural resources, water resources management or in a field closely related to environmental protection. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Four years' experience as an environmental engineer or environmentalist in a professional environmental field related to water quality, environmental science, hydrology, geology, or biology.

License/Certification: Eligibility for a NH driver's license.

SPECIAL QUALIFICATIONS: Familiarity with tools for analysis of environmental data including GIS, relational databases, and computer models. Familiarity with social science methods and economic analysis. Excellent communications skills including written and oral communications. Experience giving presentations.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

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

Employee's Signature

Date Reviewed

Supervisor: Environmental III, Position # 16669

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

Supervisor's Signature

Date Reviewed

Jennifer J. Elberfeld
JD

7/8/16

Division of Personnel

Date Approved