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

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September 6, 2019

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 (Department) respectfully requests **RETROACTIVE** approval to extend the following position in a temporary full time status upon Governor and Executive Council approval for the period of July 1, 2019 through June 30, 2020. The estimated fiscal impact to extend this position for this period is \$59,713. 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	Payroll Officer II	16	C. Sittig	June 30, 2019

Funds to support this request are anticipated to be available in the following account in FY 2020 upon the availability and continued appropriation of funds in the future operating budget.

	<u>FY 2020</u>
03-35-35-350010-34000000 Administration Class 050 - Part Time Salaries	\$7,059
03-35-35-351510-37200000 Service Parks Ops Class 050 - Part Time Salaries	\$28,236
03-35-35-350010-34000000 Administration Class 060 - Health Insurance Benefit	\$4,884
03-35-35-351510-37200000 Service Parks Ops Class 060 - Health Insurance Benefit	<u>\$19,534</u>
<b>Total:</b>	<b>\$59,713</b>

**EXPLANATION**

This position is essential for the effective and efficient operations of the payroll function for the Department. 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 approximately \$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. For these reasons, we seek to continue employment of the position.

The Department submitted a request for the FY 2020-2021 Biennium Operating Budget to convert this position to a full time permanent classified position and received approval. However, with the passage of a continuing resolution budget, the position must remain in a full time temporary capacity at this time. In our recent review of needed yearly date extension requests, this position was not included for review due to the planning for conversion. For this reason, we are seeking retroactive approval.

Respectfully submitted,



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Sarah L. Stewart  
Commissioner