



NEW HAMPSHIRE  
COUNCIL ON  
DEVELOPMENTAL DISABILITIES

**POSITION WAIVER**

August 12, 2020

His Excellency, Governor Christopher T. Sununu  
State House  
Concord, NH 03301

Dear Governor Christopher T. Sununu:

**REQUESTED ACTION**

Approval is requested for a waiver of Emergency Order # 37 in order to fill the following position within the:

<b>Agency:</b>	Development Disabilities Cncl		
<b>Reason Code:</b>	Part Time Position		
<b>Position #:</b>	TMPPT2805		
<b>Position Title:</b>	Clerk Interviewer		
<b>Anticipated Hire Date (MM/DD/YY):</b>	September 11, 2020		
<b>Labor Grade:</b>	9		
<b>Step:</b>	1		
<b>Date of Vacancy (MM/DD/YY):</b>	September 10, 2014		
<b>Vacancy Rate (%)</b>			
<b>Appropriation:</b>	Agency	097	Development Disabilities Cncl
	Department	097	Development Disabilities Cncl
	Bureau		#N/A
	Accounting Unit (XXXX)		#N/A
	Class		#N/A
	Expense Account (500XXX):		#N/A
<b>Total Annual Salary:</b>	\$		7,207
<b>Total Annual Benefits:</b>	\$		-
<b>Total Cost</b>	\$		7,207
<b>Estimated # of Pay Periods in FY:</b>			26

Funding	% of Funding (ex: 5 = 5%)	Total Cost Based on Estimated Pay Periods Left In FY
000 FEDERAL FUNDS	100%	8,517.60
<b>Total</b>	<b>100%</b>	<b>8,518</b>

**EXPLANATION**

This part-time position supports the NH Council on Developmental Disabilities (Council) Staff, including clerical support in retrieving compiling, reporting on, and providing informational according to the established agency procedures.

Standard Questions:

**1. What services or constituency group will be affected if this position is not filled?**

The services affected if this position is not filled includes the day-to-day functioning of the organization and consistency in communication and projects that impact the other Developmental Disabilities Council staff, council members, and the public, as well as the work conducted through collaborations with other State agencies and community partners. This person provides necessary administrative support to the Council on Developmental Disabilities. This includes interviewing the public consumer to obtain needed information and to make referrals to proper assistant for type of service needed, Informing applicants and callers of the services rendered by the agency, prepares applications/grants for processing, performs a variety of routine clerical duties including opening and distributing mail, photocopying, answering and routing telephone calls, or typing reports, memos and related records.

**2. Are the services/duties performed by this position required by law, rule, court order or some other mandate? If yes, explain.**

Yes, please see attached letter from the Council's Executive Director. This letter explains the Council's federal mandate under the DD act.

**3. Did the position become vacant because of a promotion or personnel action within the organization, or did the incumbent move to another state position? Define**

No

**4. Can other personnel within the department cover the duties of this position? Explain in detail**

No, the Developmental Disabilities Council's existing staffing patterns and priorities prevent the capacity to meet the additional requirement of this position.

**5. Can the duties be completed by a part-time position? Explain in detail**

Yes, the position is a part-time position.

**6. If this position has been vacant for a period of time, explain how the work previously done by this position has been allocated to, or covered by others during this vacancy period.**

This position has been vacant since September 2014. Currently, the Council does not have the internal means to continue to allocate the resources to do this work.

**7. Has this position been reclassified or established with the passage of the FY '20-21 budget or after?**

No

**8. Do you anticipate filling this position with an internal candidate? Explain**

No, we do not anticipate filling with an internal candidate.

**9. If you are hiring at a step beyond 1, please provide justification.**

Not applicable, we are hiring the individual at step 1.

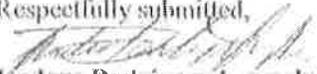
List of currently pending submitted waivers with the priority ranking (#) = top ranking):

Not applicable

List of waivers previously granted:

1) Clerk II - TMPPT2313

Respectfully submitted,

  
Isadora Rodríguez-Legendre

Executive Director



**STATE OF NEW HAMPSHIRE  
OFFICE OF THE GOVERNOR**

**CHRISTOPHER T. SUNUNU**  
Governor

August 14, 2020

Isadora Rodriguez-Legendre  
Executive Director  
2 1/2 Beacon St UNIT 10,  
Concord, NH 03301

Dear Director Rodriguez-Legendre,

Pursuant to my authority under Executive Order 2020-04, as extended by Executive Orders 2020-05, 2020-08, 2020-09, 2020-14, 2020-15 and 2020-16 and Emergency Order #37 I have approved your written request, in attachment, to take the following actions related to Executive Branch hiring:

1. Hiring of a Clerk II (Position # TMPPT2805) supporting the department's clerical needs with the current allocation being 100% Federal Funds.

The Department of Administrative Services is authorized to take the actions necessary to effectuate this authorization.

Sincerely,

A handwritten signature in cursive script that reads "Christopher T. Sununu".

Christopher T. Sununu  
Governor

CC Charles Arlinghaus, Commissioner, Department of Administrative Services

## **Rakoski, Ronnieann**

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**From:** Melanson, Jonathan  
**Sent:** Tuesday, August 25, 2020 9:07 AM  
**To:** Rakoski, Ronnieann  
**Cc:** Bouchard, Joseph B.; Blouin, Teri A; Rudis, Lorrie  
**Subject:** RE: Approved waiver

Good morning,

Please note that the position title should read Clerk Interviewer, the position is correct and remains the same,

All the best,  
Jonathan

**From:** Melanson, Jonathan  
**Sent:** Friday, August 21, 2020 11:27 AM  
**To:** Rakoski, Ronnieann <Ronnieann.Rakoski@ddc.nh.gov>  
**Cc:** Bouchard, Joseph B. <Joseph.B.Bouchard@das.nh.gov>; Blouin, Teri A <Teresa.A.Blouin@das.nh.gov>  
**Subject:** Approved waiver

Good morning,

Please find attached the requested waiver.

All the best,  
Jonathan

Jonathan A. Melanson  
Director of Appointments  
& Liaison to the Executive Council  
Office of Governor Christopher T. Sununu  
NH State House  
107 N. Main Street  
Concord, NH 03301  
Phone - (603) 271-2121