

# #22529 - LEGAL COORDINATOR - External

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## LEGAL COORDINATOR-LEGISLATIVE LIAISON(Job Id 22529)

**Location:** US:NH:CONCORD

**Category:** PROFESSIONAL &  
MANAGERIAL

**Employment Type:**

**Post Date:** 11/19/2021

**Close Date:** 12/06/2021

**Salary:** 58,636.500-69,771.000  
USD

### Description

State of New Hampshire Job Posting

NH Fish and Game Department

Director's Division

11 Hazen Drive, Concord, NH 03301

Legislative Liaison

Legal Coordinator

Labor Grade 28

Position # 13857

**\*See total compensation information at the bottom of announcement.**

The State of New Hampshire, NH Fish and Game Department has a full time vacancy for Legal Coordinator (Legislative Liaison).

**Summary:** Coordinate and oversee legislative rule making for the Department. Analyze and interpret state laws, rules and regulations which impact the Department. Advise

staff and the Commission on legislative activity. Track bills through the legislative process and represent the Department at Legislative hearings. Assist the Executive Director in conducting pre-hearings, hearings, and investigations concerning the rights of the public as it pertains to the Department.

**Responsibilities:**

Monitors legislation and recommends specific bills for tracking, prepares testimony for legislative hearings, monitors all legislation including bills which might have an impact on the Department. Performs research on legislative issues, develops the Departments legislative response in coordination with Executive Director, and prepares speaking points for testimony.

Administers the rulemaking process for the Department to ensure that the regulations have been promulgated in compliance with requirements of the Administrative Procedures Act, and are in accordance with the Department's statutory authority and consistent with Department policy and administrative practice.

Informs and answers questions of the Commission regarding the rulemaking process, legislative changes, new proposals and drafting of rules, as well as researching and informing of similar legislation, proposals or like information from other states.

Drafts new and revises existing departmental rules to ensure proposed rules are within the scope of the Departments authority and process them through the formal rulemaking process. Drafts legislation and amendments to state statues and coordinates with respective Divisions pertaining to such modifications and or rulemaking.

Coordinates the administrative rulemaking process for the department to ensure regulations comply with the requirements and time table for the Administrative Procedures Act. Reviews, approves and supervises adoption of all proposed programmatic rules to ensure that the rules will be valid and enforceable.

Researches, analyzes, and interprets state and federal statutes and rules to guide decisions of Department staff when formulating, changing or modifying new or existing rules or legislation.

Assist the Executive Director in conducting pre-hearings, hearings and investigations concerning the rights of the public as determined by the legislative and legal intent of the Department.

Responsible for the interpretation of State and Federal Statutes and Regulations and appears before legislative and other committees for the purpose of presenting written and oral testimony on bills in support of the Department's mission, goals and objectives.

**MINIMUM QUALIFICATIONS:** PLEASE SUBMIT CERTIFIED TRANSCRIPTS WITH APPLICATION

**Education:** Juris Doctorate degree from a recognized college or university.

**Experience:** Five years' experience in a legal practice, legal or legislative research, or hearings administration. Each additional year of approved work experience may be substituted for one year of required formal education at the graduate level only.

**License/Certification:** Must possess a valid driver's license. Motor Vehicle Record (MVR) must meet the minimum standards as established by the agency.

**PREFERRED QUALIFICATIONS:** Knowledge of rulemaking and the legislative process. Public speaking, as well as the ability to establish and maintain effective working relationships with state agency heads and legislators.

**DISCLAIMER STATEMENT:** The supplemental job description lists the essential functions of the position 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 the classification.

For further information please contact Kim Crowley, Human Resources Coordinator, [Jobs@wildlife.nh.gov](mailto:Jobs@wildlife.nh.gov) or (603)271-5824.

#### **\*TOTAL COMPENSATION INFORMATION**

The State of NH total compensation package features an outstanding set of employee benefits, including:

##### **HMO or POS Medical and Prescription Drug Benefits:**

The actual value of State-paid health benefits is based on the employee's union status, and employee per pay period health benefit contributions will vary depending on the type of plan selected.

See this link for details on State-paid health benefits: <https://das.nh.gov/hr/benefits.html>

**Value of State's share of Employee's Retirement:** 14.53% of pay

##### **Other Benefits:**

- o Dental Plan at minimal cost for employees and their families (\$500-\$1800 value)
- o Flexible Spending healthcare and childcare reimbursement accounts
- o State defined benefit retirement plan and Deferred Compensation 457(b) plan
- o Work/life balance flexible schedules, paid holidays and generous leave plan

- o \$50,000 state-paid life insurance plus additional low cost group life insurance
- o Incentive-based Wellness Program (ability to earn up to \$500)

**Total Compensation Statement Worksheet:**

[https://das.nh.gov/documents/hr/jobSearch/FINAL\\_TOTAL\\_COMP\\_STATEMENT\\_ISSUE.xlsx](https://das.nh.gov/documents/hr/jobSearch/FINAL_TOTAL_COMP_STATEMENT_ISSUE.xlsx)

**Want the specifics?** Explore the Benefits of State Employment on our website:

<https://das.nh.gov/hr/documents/BenefitBrochure.pdf>

<https://das.nh.gov/hr/index.aspx>

EOE

TDD Access: Relay NH 1-800-735-2964