

Hiring Freeze Exception Report to OFM

Agency: Recreation and Conservation Office
Program: All Agency
Agency Director Signature:

Date Approved	Position Title	SAP Position Number (8 digits)	Annual Salary	Fund Source	Rationale for Approving Exemption
3/7/2025	Cultural Resources Manager	70067301	\$100,500	Bonds, federal and dedicated accounts. No General Fund money	This supervisory position leads the agency's efforts to conduct the mandated requirements of EO 21-02 and federal Section 106 for each project RCO funds. These assessments, working with Tribes and DAHP, must be completed prior to sponsors beginning work. RCO funds about 500 projects per year (on average) and currently has 1250 active projects. The current employee in this position has taken a role with the Dept of Fish and Wildlife.
3/7/2025	Administrative Services Manager	71081602	\$100,000	Bonds, federal and dedicated accounts. No General Fund money	This position is responsible for HR services, facilities, staff training and other office related functions. The agency cannot function without someone tasking care of staff and conducting these duties. The current employee is retiring from state service causing us to recruit in early March.
3/27/2025	Administrative Assistant 3	71036649	\$54,000	Bonds, federal and dedicated accounts. No General Fund money	This position provides critical administrative support for the agency's recreation and conservation section (a group of 17 staff). Duties include scheduling meetings, routing documents, ensuring project files are complete, drafting letters, etc. This team currently has 520 active projects, 225 waiting for potential funding and is processing 180 applications. The current employee is leaving RCO in mid-May as her husband took a new job in North Carolina.
Megan Duffy 4/21/25 Director					