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New Hampshire Liquor Commission

50 Storrs Street, P.O. Box 503
Concord, N.H. 03302-0503
(603) 230-7026

Joseph W. Mollica
Chairman

Michael R. Milligan
Commissioner



Margaret Wood Hassan
Governor

May 9, 2013

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

REQUESTED ACTION

Pursuant to the State of NH provisions of RSA 21 I:54 authorize New Hampshire Liquor Commission to continue one Retail Store Manager I, position #8T2857, salary grade 14. This position ends on 07/01/2013. We respectfully request approval to extend this position in a temporary status until 06/30/2014. The estimated cost of \$52,719.77 for this position will be funded through account #02-77-77-771512-1030-050 Liquor Commission, Store Operations part-time salaries 100% Liquor Funds.

EXPLANATION

This position is assigned to the Marketing, Merchandising, and Warehousing Division. The Retail Store Manager I assists the manager with the day-to-day operations of the store. This includes ordering product, assisting customers, and supervising employees. The Retail Store Manager I will also run the store in the absence of the manager. The position is located in the newly relocated and much larger Portsmouth location. This position is essential in ensuring that all employees are educated on prohibited sales, cash control policies, merchandising, and the Store Operations policies and procedures.

Your favorable action on this request would be appreciated.

Respectfully Submitted,
New Hampshire State Liquor Commission

Joseph W. Mollica, Chairman

Michael R. Milligan, Commissioner

cc: Doreen Wittenberg, DAS Business Supervisor



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April 22, 2013

Karen D. Hutchins, Director
Division of Personnel
25 Capital Street
Concord, NH 03301

*Approved
KPA
4-29-13*

Re: Request to Extend Position

Dear Ms. Hutchins:

In accordance with RSA 21-I:54, the Liquor Commission respectfully requests the Division of Personnel's approval to extend the Retail Store Manager I position #8T2857, salary grade 14 from 07/01/2013 through 06/30/2014.

This position is assigned to the Marketing, Merchandising, and Warehousing Division. The Retail Store Manager I is responsible for assisting the Store Manager in running the store. This includes supervising, scheduling, and educating the employees on the prohibited sales, cash control policies, merchandising, and Store Operations policies and procedures. This Retail Store Manager I position is assigned to the newly relocated and much larger Portsmouth store.

This position is 100% Liquor Funds

FUNDING

077-012-1030-050

Thank you in advance for your consideration in this matter. If you have questions or concerns do let me know.

Sincerely,

Kelly Mathews

Kelly M. Mathews
Human Resources Administrator II
New Hampshire State Liquor Commission

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