



GEORGE N. COPADIS, COMMISSIONER

April 24, 2014

Her Excellency, Governor Margaret Wood Hassan
 and the Honorable Council
 State House
 Concord, NH 03301

*Retroactive
 100% Federal*

REQUESTED ACTION

Authorize New Hampshire Employment Security (NHES), pursuant to the provisions of RSA 21.I:54 to retroactively continue two positions which ended in April 2014.

Position #	Effective Dates	LG	Title	Unit	Supervisor
9T2599	4/21/-14 - 4/21/15	21	Program Specialist II	UCB	Robert Karstedt
9T2647	4/22/14 - 4/22/15	19	Program Technician	BAU	Renee Carboni

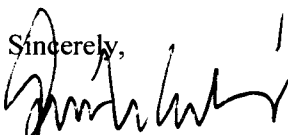
The estimated cost is \$16,324.95 for these positions for the remainder of the fiscal year and will be funded through existing federal funds through account #010-027-8040-059.

EXPLANATION

These positions are essential for the effective and efficient operations of New Hampshire Employment Security and to ensure that the mission of NHES is met: to pay eligible claimants benefits due in a timely manner. There are Federal measures for First Payment Timeliness and Non-Monetary Determination Timeliness that, if not met, can impact the funding of the agency.

I regret that this request for position extensions is in retroactive status. The internal deadline for submission was missed due to the preparations involved in the recent relocation of the Administrative Building, which included the Human Resources office responsible for preparing the request.

Your approval to continue these positions is appreciated.

Sincerely,

 George N. Copadis
 Commissioner

STATE OF NEW HAMPSHIRE
Inter-Department Communication

To: Sara Willingham, Director

Date: April 22, 2014

From: Kristin Peterson
Human Resources Coordinator

Office: NH Employment Security

Subject: Request to Extend Positions

Pursuant to the provisions of RSA 21.I:54, I am requesting to extend the following positions:

Position #	Effective Dates	LG	Title	Unit	Supervisor
9T2599	4/21/14 - 4/21/15	21	Program Specialist II	UCB	Robert Karstedt
9T2647	4/22/14 - 4/22/15	19	Program Technician	BAU	Renee Carboni
9T2650	5/21/14 - 5/21/15	21	Program Specialist II	UCB	Marcie Nolet
9T2606	6/10/14 - 6/10/15	18	Accountant II	FISCAL	Doris Beaulieu
9T2611	6/13/14 - 6/13/15	20	Certifying Officer III	BAU	Margaret Garrison
9T2601	8/31/14 - 8/31/15	12	Stock Control Supervisor	Admin.Scvs	Bruce Drew

Position # 9T2599, 9T2650, Program Specialist II

The Program Specialist II positions on the NHUIS (New Hampshire Unemployment Insurance System) Business Team of the Unemployment Compensation Bureau are essential for the effective and efficient operation of New Hampshire Employment Security and to ensure that the Mission of New Hampshire Employment Security is met – to pay eligible claimants benefits due in a timely and accurate manner. The workload has continued to increase since this system was implemented and a thorough review of responsibilities, resources and expectations has resulted in the determination that the Program Specialist II positions are a necessity to ensure success.

Position # 9T2647, Program Technician

The Benefits Section of NHES is responsible for processing all benefit claims, making both monetary and non-monetary eligibility determinations, and ensuring that eligible claimants are paid in a timely manner, utilizing a comprehensive and complex computer system. This Program Technician position is necessary to ensure adequate support for staff, claimants and employers in the interpretation and implementation of business processes, law, rule and policy. Responsibilities would include identification, classification and resolution of claim challenges, training issues and concerns. The individual would provide technical and professional support to all UI staff, whether located in the Local Offices or elsewhere in the Department, and work directly for the lead in our Training Unit. There is an existing Program Technician position in the Benefits Section and this second position would allow equitable distribution of the workload and additional focus on quality and training.

Position # 9T2606, Accountant II

It is important that NHES extend the Accountant II position in the Fiscal Unit in order to continue to satisfy an earlier audit finding. This position plays a critical role in assisting with the severe backlog of work resulting from NHUIS (New Hampshire Unemployment Insurance System) reporting challenges as well as a general increase in the workload and responsibilities of the Fiscal Unit to include researching system reporting issues. With the deployment of a new benefit system and the expansion and addition of federal programs and requirements, it is necessary to maintain our current level of staffing in the unit.

Peterson, Kristin

From: Willingham, Sara J.
Sent: Tuesday, April 22, 2014 12:43 PM
To: Caldwell, Penny
Cc: Peterson, Kristin
Subject: RE: Urgent Position Extension Request
Attachments: NHES Extensions _ April - August 2014.doc

Your request to extend the positions listed on the attached document is approved for processing through the Governor and Council.

From: Caldwell, Penny
Sent: Tuesday, April 22, 2014 10:04 AM
To: Willingham, Sara J.
Cc: Peterson, Kristin
Subject: Urgent Position Extension Request
Importance: High

Hi Sara,

In our efforts to prepare for the move we lost track of these position extensions. Two of them were due to be approved by today and the other four we are still timely on. I apologize for asking you to make this an urgent review due to our error.

We anxiously await your response so we may get the G&C request ready. Thank you for your understanding and consideration with this request.

Sincerely,

Penny Caldwell
HR Administrator II

4/24/2014

Position # 9T261, Certifying Officer III

An Adjudicator (Certifying Officer III) is the Commissioner's representative and is responsible for making determinations of eligibility regarding unemployment compensation benefits. The adjudicators are responsible for reviewing thousands of eligibility issues weekly to allow or deny generation of payments. There are Federal measures for First Payment Timeliness and Non-monetary Determination Timeliness that, if not met, can impact the funding of this agency. This position is essential for the effective and efficient operation of New Hampshire Employment Security and to ensure that the Mission of the agency is met: to pay eligible claimant benefits due in a timely manner.

Position # 9T2601, Stock Control Supervisor

This position is currently the only full time person working in the warehouse area of NH Employment Security. The primary duties entail supporting all warehouse requests as required to support all agency buildings throughout the state with supplies. This position receives supplies into the warehouse area and provides the Supervisor with receipt and issue transactions as well as re-ordering recommendations. Other duties also include participating in and backing up the mailroom operations and delivery operations.

These positions are 100% federally funded.

FUNDING

010-027-8040-059