

**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
Deputy Commissioner

Margaret Wood Hassan
Governor

February 4, 2015

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 Warehouseman, position #8T2875, salary grade 10. This position ends on 03/25/2015. We respectfully request approval to extend this position in a temporary status until 03/25/2016. The estimated cost of \$48,483 for this position will be funded through account #02-77-77-771012-1030-050 Liquor Commission, Marketing, Merchandising, and Warehousing Division part-time salaries 100% Liquor Funds.

EXPLANATION

This position is assigned to the Marketing, Merchandising, and Warehousing Division. The Warehouseman position is responsible for receiving freight daily into the store receiving area, organizing product in the store stock area, and restocking the sales floor as needed. This includes setting displays per management direction and filling displays. Currently this store has six full time positions including this one and is responsible for sales of 32.5 million a year. Adding a Warehouseman to the store has allowed the five other full time positions to focus on the store presentation and customer service aspects of running the store.

Your favorable action on this request would be appreciated.

Respectfully Submitted,
New Hampshire State Liquor Commission

A handwritten signature in cursive script, appearing to read 'J. Mollica'.

Joseph W. Mollica, Chairman

cc: Doreen Wittenberg, DAS Business Supervisor



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January 31, 2015

Sara Willingham, Director
Division of Personnel
28 School Street
Concord, NH 03301

Re: Request to Extend Position

Dear Ms. Willingham:

In accordance with RSA 21-I:54, the Liquor Commission respectfully requests the Division of Personnel's approval to extend the Warehouseman position #8T2875, salary grade 10 from 03/26/2015 through 03/25/2016.

This position is assigned to the Marketing, Merchandising, and Warehousing Division. The Warehouseman position is responsible for receiving freight daily into the store receiving area, organizing product in the store stock area, and restocking the sales floor as needed. This includes setting displays per management direction and filling displays. Currently this store has six full time positions including this one and is responsible for sales of 32.5 million a year. Adding a Warehouseman to the store has allowed the five other full time positions to focus on the store presentation and customer service aspects of running the 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 M. Mathews

Handwritten initials "NLJ" inside a circle, likely representing the New Hampshire Liquor Commission.

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

Nancy L. Valpey

From: Elberfeld, Jennifer <Jennifer.Elberfeld@NH.Gov>
Sent: Monday, February 02, 2015 4:23 PM
To: Nancy L. Valpey
Subject: RE: Request to extend Warehouseman 8T2875
Attachments: Warehouseman 8T2875.pdf

The Division of Personnel approves of the attached request to extend this temporary full-time position for one (1) year.

Jennifer Elberfeld
Classification & Compensation Administrator
NH Division of Personnel
28 School St.
(603) 271-1430
jennifer.elberfeld@nh.gov

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From: Nancy L. Valpey [<mailto:Nancy.Valpey@liquor.state.nh.us>]
Sent: Monday, February 02, 2015 11:01 AM
To: Willingham, Sara J.
Subject: Request to extend Warehouseman 8T2875

Good Morning Sara,

The NH Liquor Commission is respectfully requesting your approval to extend the Warehouseman position 8T2875 for another year. I have attached the letter from the Commission to this e-mail for your consideration.

Thank you,

Nancy

Nancy Valpey
Human Resources Coordinator
NH State Liquor Commission
50 Storr's Street
PO Box 503
Concord, NH 03302-0503
PH: (603) 230-7004
Fax: (603) 271-3752
Email: nvalpey@liquor.state.nh.us