



ADMINISTRATIVE OFFICE
45 SOUTH FRUIT STREET
CONCORD, NH 03301-4857



GEORGE N. COPADIS, COMMISSIONER
RICHARD J. LAVERS, DEPUTY COMMISSIONER

August 21, 2017

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord NH 03301

REQUESTED ACTION

Pursuant to the provisions of RSA 21-I:54, the Department of Employment Security is requesting to extend the following position in a temporary status for one year. The estimated fiscal impact to SFY 2018 - 2019 to extend this position is \$48,160.73. This position will be funded through existing federal funds, account #010-027-8040-059.

Position #	Classification	Labor Grade	Supervisor	Expiration Date
9T2740	Field Agent	22	C. Lianos	9/23/2017

EXPLANATION

This position is essential for the effective and efficient operation 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.

Sincerely,

George N. Copadis
Commissioner

STATE OF NEW HAMPSHIRE
Inter-Department Communication

To: Sara Willingham, Director

Date: August 15, 2017

From: Kristin Peterson
Human Resources Coordinator

Office: NH Employment Security

Subject: Request to Extend Temporary Position

Pursuant to the provisions of RSA 21-I:54, the Department of Employment Security is requesting to extend the following position for one year:

Position #	Classification	Labor Grade	Supervisor	Expiration Date
9T2740	Field Agent	22	C. Lianos	9/23/2017

Positions #9T2740, Field Auditor

Field agents are responsible for clearing blocked claims, performing employer audits, and collection activities for unpaid unemployment taxes.

The 2016 statistics for this position are as follows:

- 67 audits were performed resulting in the identification of 118 misclassified workers.
- 52 investigations were completed based on blocked claims resulting in 145 misclassified workers being identified and six employers being identified that were not registered in New Hampshire and should have been.
- An average of 135 delinquent accounts was maintained and at least two separate collection contacts were made on each one per quarter.
- There were 118 employers assisted with their tax and wage reports, 41 with their termination memos and 35 with additional debt demand requests.

Misclassified workers are a current Federal focus and some are identified during blocked claim and audit activity. In addition to random audits, NHES receives and uses reports from the IRS to assist in the identification of companies to audit for potentially misclassified workers. Without sufficient field audit staff, State and Federal revenue from unemployment taxes is left unrecognized and uncollected.

This position is 100% federally funded.

FUNDING

010-027-8040-059

Peterson, Kristin

From: Acevedo, Heidi
Sent: Wednesday, August 16, 2017 10:51 AM
To: Peterson, Kristin
Cc: Jerry, Carol B; Willingham, Sara J.
Subject: RE: Temporary Position Extension: 9T2740 Field Agent

Hello, Kristin.

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

Position #	Classification	Labor Grade	Supervisor	Expiration Date
9T2740	Field Agent	22	C. Lianos	9/23/2017

Once you have received G & C approval, please take the following action to extend this position:

In NH FIRST Rich Client, for each Position number, please submit a "Request Position Update" Work Unit, Reason Code EXTPOS_END, and attach the following documents:

- A completed electronic PPF (Found at this link on Sunspot) <http://admin.state.nh.us/hr/forms.html>
- Confirmation of Fiscal and/or G&C approval
- Confirmation of DOP approval (a copy of this email with attachment)

IMPORTANT: Please add the extended end date to the "Position End Date" field in the Work Unit. The end date may not exceed one (1) year from the previous end date.

As a reminder, follow-up transactions will need to be done in order to adjust the employee record, if the position(s) are filled.

Thank you.

Heidi Acevedo

Classification Office Supervisor

Division of Personnel

28 School Street

Concord NH, 03301

Phone: 603-271-3265

Fax:603-271-1422

Email: heidi.acevedo@nh.gov

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From: Willingham, Sara J.
Sent: Tuesday, August 15, 2017 12:26 PM

To: Acevedo, Heidi
Cc: Jerry, Carol B
Subject: FW: Temporary Position Extension: 9T2740 Field Agent

Please review and process as appropriate.

From: Peterson, Kristin
Sent: Tuesday, August 15, 2017 11:25 AM
To: Willingham, Sara J.
Subject: Temporary Position Extension: 9T2740 Field Agent

Dear Director Willingham:

Attached please find a request to extend the position below, in a temporary status, for the period of one year.

Position #	Classification	Labor Grade	Supervisor	Expiration Date
9T2740	Field Agent	22	C. Lianos	9/23/2017

Thank you for your time and consideration of this request.

Sincerely,
Kristin Peterson

Kristin Peterson
HR Coordinator
NH Employment Security
45 South Fruit Street
Concord, New Hampshire 03301
(603) 228-4059