



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

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KDA

Margaret Wood Hassan
Governor

February 28, 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 1:54 authorize New Hampshire Liquor Commission to continue one Human Resources Technician, position #8T108, salary grade 17. 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 \$57,519.38 for this position will be funded through account #02-77-77-771012-1026-050 Liquor Commission, Human Resources part-time salaries 100% Liquor Funds.

EXPLANATION

This position is assigned to the Administration Division. The Human Resources Technician is responsible for the recruitment of employees for 77 Liquor Stores, Headquarters, Enforcement, Maintenance, and the Warehouse. Most of these departments are primarily staffed by part-time employees with an increased need for employees during the holiday seasons. Although we have a portion of our part time labor pool with Commission longevity the majority of our part time labor pool is constantly changing. This position is essential in ensuring that all applications are processed in accordance with the Division of Personnel, NH Labor Laws, and EOC regulations.

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

Nancy L. Valpey

From: Hutchins, Karen D [Karen.Hutchins@nh.gov]
Sent: Thursday, February 14, 2013 2:48 PM
To: Nancy L. Valpey
Cc: Kelly M. Mathews; Brobst, Heidi S
Subject: FW: Human Resources Technician 8T108
Attachments: Human Resources Technician (addendum).pdf

This request is approved.

Karen Hutchins

Karen D. Hutchins

*Director of Personnel
25 Capitol Street
Concord, NH 03301
Phone - (603) 271-3261
Fax - (603) 271-1422*

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From: Nancy L. Valpey [mailto:nvalpey@liquor.state.nh.us]
Sent: Wednesday, February 06, 2013 1:13 PM
To: Hutchins, Karen D
Cc: Kelly M. Mathews
Subject: Human Resources Technician 8T108

Good Afternoon Karen,

Kelly requested that I send over this additional information to support our request to extend the full-time Human Resources Technician position #8T108 from July 1, 2013 to June 30, 2014.

Thank you,

Nancy

Nancy Valpey

Human Resources Coordinator
NH State Liquor Commission
50 Storrs Street
PO Box 503
Concord, NH 03302-0503
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2/28/2013



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50 Storrs Street, P.O. Box 503
Concord, N.H. 03302-0503
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Joseph W. Mollica
Chairman

Michael R. Milligan
Commissioner

February 4, 2013

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

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 Human Resources Technician position #8T108, salary grade 17 from 7/1/2013 through 6/30/2014.

This position is assigned to the Administration Division. The Human Resources Technician is responsible for the recruitment of employees for 77 Liquor Stores, Headquarters, Enforcement, Maintenance, and the Warehouse. Most of these departments are primarily staffed by part-time employees with an increased need for employees during the holiday seasons. Although we have a portion of our part time labor pool with Commission longevity the majority of our part time labor pool is constantly changing. This position is essential in ensuring that all applications are processed in accordance with the Division of Personnel, NH Labor Laws, and EOC regulations.

This position is 100% Liquor Funds

FUNDING

077-012-1026-050

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

Sincerely,

A handwritten signature in cursive script that reads "Kelly Mathews".

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



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

February 5, 2013

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

Re: Request to Extend Position

Dear Ms. Hutchins:

This information is being provided as an addendum to the initial request sent on February 4, 2013. In accordance with RSA 21-I:54, the Liquor Commission respectfully requests the Division of Personnel's approval to extend the Human Resources Technician position #8T108, salary grade 17 from 7/1/2013 through 6/30/2014.

This position was approved in November of 2012 as a full-time Human Resource Technician. The Liquor Commission is a 560 million dollar agency with revenue driven from our 77 Liquor Stores, Headquarters, Enforcement, and Licensing. The largest source of income is generated by the retail stores. One thousand sixty-one (1,061) of our eleven hundred and eighty (1,180) current employees work in these stores. Part-time employees make up the vast majority of the store employees. Because of the seasonal nature of our business the part-time employee numbers will grow as we move into the busy summer season and will increase by greater numbers as we enter the winter holiday months. Recruitment for these positions virtually never stops. In 2012 we received 1,776 applicants and filled 377 part-time store positions. This is in addition to the 120 full-time and part-time internal job postings that were filled in 2012 after reviewing 747 applications. To fill positions in our Enforcement Division an open recruitment advertisement was run through 2012. This generated an additional 135 applications. All two thousand six hundred and fifty-eight (2,658) applicants receive written notification from the Human Resources Department with the status of the application received.

Employee growth is essential in order to meet the Liquor Commission's future staffing needs. This growth starts with evaluating each employees work performance and guiding the employee to strive for efficiencies, knowledge, and future potential. The Liquor Commission implemented an evaluation program for all employees full-time and part-time to ensure all employees are given the feedback necessary to succeed. Managers are required to evaluate all employees in the labor pool at least once a year. Newly promoted employees receive multiple evaluations in order to help them adjust to their new role. In addition to recruitment, this Human Resources Technician position is responsible for tracking and ensuring that over 1,000 evaluations are completed each year.

The Human Resources Department is anticipating the time saving benefits of the new HR system. All members of the HR team attended the demonstration of the system and have been given the instructional book to use when the system goes live. As this has not been in use at this time it is not possible to anticipate how this will change the processes or time required for recruitment, certification, and employee notification.

Employees will appreciate that job opportunities for any state agency will be available to all state employees with the new HR system. This exciting change has allowed us to anticipate an increase in the number of applications we will receive for each job opportunity posted in the new HR system from the Liquor Commission. It is critical that sufficient staff is in the Human Resources department to provide adequate time to give each application the attention deserved while processing, certifying, and notifying the candidates of the application status.

Including this 8Temp full-time position, the Liquor Commission Human Resource and Payroll Departments consist of five (5) full-time employees, two (2) part-time employees, and one (1) Administrator. Two of these full-time employees have given verbal notice that they are retiring in 2013. The first retirement will take place on April 1, 2013 followed by the second on July 1, 2013. I assure you that the Liquor Commission will evaluate the need for these positions as they do with any vacant position as each position becomes vacant. By the time the second employee retires we will have used the new HR system for a few months and will start seeing how the system can save time in recruitment, employee status changes, payroll, and all other aspects of the HR and Payroll Departments.

Extending this position until June 30, 2014 provides the Liquor Commission with time that is essential to continue following the Division of Personnel, EOC, NH Labor Laws, and the Collective Bargaining Agreements in our Human Resources practices.

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

Sincerely,



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