



New Hampshire Liquor Commission

50 Storrs Street, P.O. Box 503
Concord, N.H. 03302-0503
(603) 230-7015

JW *DM*
59

Joseph W. Mollica
Chairman

Michael R. Milligan
Deputy Commissioner

Margaret Wood Hassan
Governor

May 6, 2016

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

REQUESTED ACTION

Authorize the New Hampshire Liquor Commission, pursuant to the provisions of RSA 21-I:54 to extend four temporary full-time positions (8T2831, 8T2851, 8T2857, and 8T2866) for one year to continue providing assistance to the Liquor Commission retail customers, citizens of the State of New Hampshire, and commission employees upon Governor and council approval for the period from July 1, 2016 to June 30, 2017. **100% Liquor Funds**

Funds are anticipated to be available in SFY 2017 operating budget as follows:

Financial Management Division:

02-77-77-771012-10260000 Human Resources	<u>SFY 17</u>
050-500109 Personal Services Temp	\$ 41,241
060-500601 Benefits	<u>\$ 22,978</u>
	\$ 64,219

Marketing, Merchandising, and Warehousing Division:

02-77-77-771512-10240000 Marketing	<u>SFY 17</u>
050-500109 Personal Services Temp	\$ 28,199
060-500601 Benefits	<u>\$ 20,349</u>
	\$ 48,548

02-77-77-771512-10300000 Store Operations	<u>SFY 17</u>
050-500109 Personal Services Temp	\$ 72,891
060-500601 Benefits	<u>\$ 44,022</u>
	\$116,913

EXPLANATION

The Human Resource Technician position is assigned to the Administration Division. This position is responsible for recruitment of employees for 79 Liquor Stores, Headquarters, Enforcement, Maintenance, and the Warehouse. Most of these departments are staffed by part-time employees with an increased need for employees during the holiday seasons. Although we have a portion of our part labor pool with Commission longevity, the

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May 6, 2016

Page 2 of 2

majority of our part time labor pool is constantly changing. This position ensures that all applications are processed in accordance with the Division of Personnel, NH Labor Laws, and EOC regulations.

The retail positions and the Secretary II position are assigned to the Marketing, Merchandising, and Warehousing Division. The Retail Store Manager I positions are located in Stores #2, West Chesterfield and Store #6, in Portsmouth. The Retail Store Manager I employees are responsible for assisting the store manager in running their store. This includes supervising, scheduling, and educating the employees on the prohibited sales, cash control policies, merchandising, and the Store Operations policies and procedures. The Secretary II position is located in our Headquarters location. This position is responsible for assisting guests who visit our main office and for answering the main phone lines, assigning visitor identifications, and routine secretarial work for this division.

Your favorable action on this request would be appreciated.

Respectfully Submitted,



Joseph W. Mollica, Chairman

**NH Liquor Commission
Retail Store Manager I
Financial Information**

Position Number	Personal Services Temp	SFY 17	Total
	050-500109		
8T2831		\$35,174.00	\$35,174.00
8T2857		\$37,717.00	\$37,717.00
Total		\$72,891.00	\$72,891.00

Position Number	Benefits	SFY 17	Total
	060-500601		
8T2831		\$21,755.00	\$21,755.00
8T2857		\$22,267.00	\$22,267.00
Total		\$44,022.00	\$44,022.00

Fiscal Year 2017 includes July 1, 2016 to June 30, 2017

These totals are reflected on the 02-77-77-771512-10300000 Store Operations budget line



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Deputy Commissioner

Margaret Wood Hassan
Governor

April 13, 2016

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 Retail Store Manager I position #8T2857, salary grade 14 from 07/01/16 through 06/30/17.

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 Portsmouth Store #6.

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,

A handwritten signature in black ink, appearing to read 'Nancy Valpey'.

Nancy Valpey
Human Resources Administrator
New Hampshire State Liquor Commission



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April 13, 2016

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 Human Resources Technician position #8T2851, salary grade 17 from 07/01/16 through 06/30/17.

This position is assigned to the Administration Division. The Human Resources Technician is responsible for the recruitment of employees for 79 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 questions or concerns do let me know.

Sincerely,

A handwritten signature in black ink, appearing to read 'Nancy Valpey'.

Nancy Valpey
Human Resources Administrator
New Hampshire State Liquor Commission



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Margaret Wood Hassan
Governor

April 13, 2016

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 Retail Store Manager I position #8T2831, salary grade 14 from 07/01/16 through 06/30/17.

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 West Chesterfield Store #2.

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,

A handwritten signature in black ink, appearing to read 'Nancy Valpey'.

Nancy Valpey
Human Resources Administrator
New Hampshire State Liquor Commission

Nancy L. Valpey

From: Willingham, Sara J. <Sara.Willingham@NH.Gov>
Sent: Thursday, May 05, 2016 8:05 AM
To: Nancy L. Valpey
Cc: Kelly M. Mathews; Mottola, Joanne; Elberfeld, Jennifer
Subject: RE: Extension of 8T2831, 8T2857, 8T2851
Attachments: 8T2831.pdf; 8T2857.pdf; 8T2851.pdf

Your request to extend the three attached FT temporary positions is approved, provided that you obtain any necessary authorization from the Governor and Executive Council.

Sara J. Willingham, Director of Personnel
NH Division of Personnel
28 School Street
Concord, NH 03301
(603) 271-3359 FAX (603) 271-1422
sara.willingham@nh.gov

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From: Nancy L. Valpey [<mailto:Nancy.Valpey@liquor.state.nh.us>]
Sent: Thursday, May 05, 2016 7:59 AM
To: Willingham, Sara J.
Cc: Kelly M. Mathews
Subject: Extension of 8T2831, 8T2857, 8T2851

Good Morning Ms. Willingham,

The Liquor Commission requests your approval to extend three full-time temporary positions for an additional year. The positions are:

Human Resources Technician	8T2851
Retail Store Manager I	8T2831
Retail Store Manager I	8T2857

The request letters are attached to this email. If you need any additional information to assist in making this decision please let me know.

Thank you for your consideration,

Nancy

Nancy Valpey

Human Resources Administrator
NH State Liquor Commission
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April 13, 2016

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 Secretary II position #8T2866, salary grade 9 from 07/01/16 through 06/30/17.

This position is assigned to the Marketing, Merchandising, and Warehousing Division. The Secretary II is responsible for assisting guests who visit our main office. This includes answering the main phone line, assigning visitor identifications, and routine secretarial work for this division.

This position is 100% Liquor Funds

FUNDING

077-012-1024-050

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

Sincerely,

A handwritten signature in black ink, appearing to read "Nancy Valpey".

Nancy Valpey
Human Resources Administrator
New Hampshire State Liquor Commission

Nancy L. Valpey

From: Willingham, Sara J. <Sara.Willingham@NH.Gov>
Sent: Wednesday, April 27, 2016 8:33 AM
To: Nancy L. Valpey
Cc: Kelly M. Mathews; Shoemaker, Joseph
Subject: RE: Request for Extension of (4) Full Time Temporary Positions
Attachments: G&C Letters -Secretary II, RSC I, HR Tech.pdf

I will approve the extension of this temporary Secretary II position through 6/30/17, as requested in the attached document.

From: Nancy L. Valpey [<mailto:Nancy.Valpey@liquor.state.nh.us>]
Sent: Wednesday, April 27, 2016 8:24 AM
To: Willingham, Sara J.
Cc: Kelly M. Mathews
Subject: FW: Request for Extension of (4) Full Time Temporary Positions

Good Morning Ms. Willingham,

I am hoping that you would not mind taking a look at this request in Mr. Shoemaker's absence.

Thank you,

Nancy

Nancy Valpey

Human Resources Administrator

NH State Liquor Commission

50 Storrs Street

PO Box 503

Concord, NH 03302-0503

PH: (603) 230-7004

Fax: (603) 271-3752

Email: nancy.valpey@liquor.state.nh.us

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From: Nancy L. Valpey
Sent: Wednesday, April 13, 2016 10:34 AM
To: Joseph.Shoemaker@nh.gov
Cc: Kelly M. Mathews
Subject: Request for Extension of (4) Full Time Temporary Positions