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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 Retail Store Supervisor, position #8T2879, salary grade 26. This position ends on 03/24/2015. We respectfully request approval to extend this position in a temporary status until 03/24/2016. The estimated cost of \$80,770 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 Regional Store Supervisor position is responsible for maintaining store operations for approximately 12 Retail locations with the objective of increasing state revenue and enhancing profitability. The Regional Store Supervisor inspires, develops, leads, and educates the store employees on all aspects of the retail environment including marketing for increased sales, customer satisfaction, and in following the state guidelines for wine and spirit sales.

Your favorable action on this request would be appreciated.

Respectfully Submitted,
New Hampshire State Liquor Commission

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 Regional Store Supervisor position #8T2879, salary grade 26 from 03/25/2015 through 03/24/2016.

This position is assigned to the Marketing, Merchandising, and Warehousing Division. The Regional Store Supervisor position is responsible for maintaining store operations for approximately 12 Retail locations with the objective of increasing state revenue and enhancing profitability. The Regional Store Supervisor inspires, develops, leads, and educates the store employees on all aspects of the retail environment including marketing for increased sales, customer satisfaction, and in following the state guidelines for wine and spirit sales.

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 'N20' inside a circle, likely a reference or tracking mark.

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 4:19 PM
To: Nancy L. Valpey
Subject: RE: Request to extend Retail Store Supervisor 8T2879
Attachments: Regional Store Supervisor 8T2879.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 11:05 AM
To: Willingham, Sara J.
Subject: Request to extend Retail Store Supervisor 8T2879

Good Morning Sara,

The NH Liquor Commission is respectfully requesting your approval to extend the Regional Store Supervisor position 8T2879 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 Storrs Street
PO Box 503
Concord, NH 03302-0503
PH: (603) 230-7004
Fax: (603) 271-3752