



"We're working to keep New Hampshire working"

ADMINISTRATIVE OFFICE

45 SOUTH FRUIT STREET
CONCORD, NH 03301-4857



GEORGE N. COPADIS, COMMISSIONER

RICHARD J. LAVERS, DEPUTY COMMISSIONER

November 7, 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 **\$48,236.48**. This position will be funded through existing federal funds, account #010-027-8040-059.

Position	Title	LG	Section	Exp Date
9T2673	Program Specialist II	21	Asst to Commissioner	12/16/2017

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: November 2, 2017

From: Kristin Peterson
Human Resources Coordinator

Office: NH Employment Security

Subject: Request to Extend Temporary Positions

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	Title	LG	Section	Exp Date
9T2673	Program Specialist II	21	Asst to Commissioner	12/16/2017

Position# 9T2673, Program Specialist II, Integrity Task Coordinator

This temporary position was established with Federal grant funds awarded to the State of new Hampshire to assist with improving and enhancing the Department's Unemployment Insurance Program fraud prevention, detection and recovery efforts.

The Program Specialist II (Integrity Task Force Coordinator) position is responsible for providing the programmatic support and technical assistance required to further the goals and objectives of NH Employment Security's UI Integrity Cross-Functional Task Force and UI Integrity Strategic Plan targeting the prevention, detection and reduction of improper Unemployment Insurance (UI) payments.

This position has been instrumental in assisting the NHES UI Integrity Section with meeting its fraud prevention and detection activities as well as continuous program improvement and reporting requirements in accordance with all state and federal laws, regulations and program guidelines.

The Integrity Task Force Coordinator's specific accountabilities include but are not limited to coordinating the activities of the NHES Cross-Functional UI Integrity Task Force, researching and analyzing performance data, tracking and maintaining metrics, preparing regular progress reports to submit to the US Department of Labor (USDOL), make recommendations for business and technical process improvements to the Assistant to the Commissioner and the UI Integrity Task Force and providing technical and administrative support to the UI Integrity Section (e.g., Quality Control Unit, Benefit Payment Control Unit) and other sections within the Department to test and implement system changes, resolve issues and address questions to facilitate the timely implementation of program changes.

This position is 100% federally funded.

FUNDING

010-027-8040-059

Peterson, Kristin

From: Elberfeld, Jennifer
Sent: Friday, November 03, 2017 11:33 AM
To: Peterson, Kristin
Cc: Acevedo, Heidi; Schmitt, Katherine; Lydick, Joanne (Mottola)
Subject: RE: Temporary Position Extension Request: 9T2673
Attachments: 9T2673 NHES Extension Request.doc

Hello, Kristin.

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

Position	Title	LG	Section	Exp Date
9T2673	Program Specialist II	21	Asst to Commissioner	12/16/2017

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

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.

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

Confidentiality Notice: This e-mail message and any attachments may contain confidential and proprietary information. If you are not the intended recipient, please be informed that you have received this message in error. Please notify the sender immediately via the contact information listed above, and delete the message and all attachments from your files. Thank you for your cooperation.

From: Peterson, Kristin
Sent: Thursday, November 02, 2017 11:23 AM

To: Willingham, Sara J.; Elberfeld, Jennifer
Subject: Temporary Position Extension Request: 9T2673

Dear Director Willingham:

Attached please find a request for the extension of temporary position #9T2673 for the time period of one year.

Thank you for your time and consideration of this request.

To: Sara Willingham, Director
Date: November 2, 2017
From: Kristin Peterson
Human Resources Coordinator
Office: NH Employment Security
Subject: Request to Extend Temporary Positions

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	Title	LG	Section	Exp Date
9T2673	Program Specialist II	21	Asst to Commissioner	12/16/2017

Sincerely,
Kristin Peterson

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