



**New Hampshire  
Employment  
Security**

www.nhes.nh.gov

"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

June 7, 2016

Her Excellency, Governor Margaret Wood Hassan  
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 positions in a temporary status for one year. The estimated fiscal impact to SFY 2017 - 2018 to extend these positions is \$218,569.20. These positions will be funded through existing federal funds, account #010-027-8040-059.

Position #	Classification	Labor Grade	Expiration Date
9T2738	Interviewer I	16	07/31/16
9T2601	Mail Clerk III	13	08/31/16
9T2621	Program Specialist II	21	09/06/16
9T2740	Field Auditor	22	09/23/16
9T2741	Field Auditor	22	09/18/16

EXPLANATION

These positions are 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

**Peterson, Kristin**

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**From:** Elberfeld, Jennifer  
**Sent:** Thursday, June 02, 2016 4:02 PM  
**To:** Peterson, Kristin; Willingham, Sara J.  
**Cc:** Mottola, Joanne  
**Subject:** RE: NHES: Request to Extend Temporary Positions  
**Attachments:** NHES Extension \_ July 2016 - Sept 2016.doc

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

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

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Position #	Classification	Labor Grade	Supervisor	Expiration Date
9T2738	Interviewer I	16	D. Skinner	07/31/16
9T2601	Mail Clerk III	13	B. Drew	08/31/16
9T2621	Program Specialist II	21	R. Karstedt	09/06/16
9T2740	Field Auditor	22	C. Lianos	09/23/16
9T2741	Field Auditor	22	C. Lianos	09/18/16

Once you have received G & C (and Fiscal Committee approval for acceptance of federal funds, if required per RSA 124:15), 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

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

Thank you.

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

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**STATE OF NEW HAMPSHIRE**  
**Inter-Department Communication**

**To:** Sara Willingham, Director

**Date:** June 2, 2016

**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 positions for one year:

<b>Position #</b>	<b>Classification</b>	<b>Labor Grade</b>	<b>Supervisor</b>	<b>Expiration Date</b>
9T2738	Interviewer I	16	D. Skinner	07/31/16
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***Interviewer I – Navigator, #9T2738***

The Office of Workforce Opportunity received a Sector Partnership National Emergency Grant (SP-NEG) for a 12 month life. The grant included the hiring of one Program Navigator by New Hampshire Employment Security.

The SP-NEG focuses on customers who are profiled to potentially be long-term unemployed and customers who are long-term unemployed, 27 weeks or more. The Program Navigator identifies customers that meet these criteria and conducts outreach to recruit them for participation in the program. The Navigator has access to the state UI system to assist in identifying those who are ready to exhaust their unemployment benefits and assist in the recruitment of grant participants, and conduct eligibility screening. The Navigator also has access to the state Labor Exchange System (JMS) to provide referrals to services needed and support in job placement. The position delivers the Return to Work program as a precursor to the On-the-Job-Training program and assists in the coordination of services offered through other programs and partners to ensure success with returning to sustainable employment.

***Mail Clerk III, #9T2601***

The mail room performs additional duties in support of imaging operations brought to the Administration Building as a result of the Tobey Building merge. The impact of the current and added duties will continue to be handled by the current staff members, including this position. The additional duties include but are not limited to sorting and batching incoming mail specific to the imaging program, identifying documents with issues and correcting them or sending them to appropriate individuals, distributing batches to appropriate areas, etc. Other duties include sorting and processing all administrative facility incoming and outgoing mail, processing change of address notifications, delivering/picking up mail at the local post office and Manchester, supporting local offices, and processing mail on automated mailing equipment.

***Position #9T2621 Program Specialist II***

9T2621 is essential to the business team responsible for working with the vendor that supports and makes changes to the benefit payment system (NHUIS). There are currently over 500 active defects, enhancements and support items outstanding that this team is responsible for testing before any item can be moved into production. Separate funding from Supplemental Budget Requests (SBR) require substantive changes to be implemented no later than September 2016 & September 2017 or Federal funding must be returned. Without these positions, the success and timeliness of these changes cannot be guaranteed. Additional relatively large changes to the system are queued up directly after the current items are implemented. These changes are based upon a 2016 Annual Project Plan that extends into 2017. A 2017 Annual Project Plan is in process of being developed.

***Positions #9T2740, 9T2741, Field Auditor***

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

1) The reduction from twelve (12) to seven (7) Field Agents in January 2012 due to budget constraints had a negative impact on the performance of the Unit and the number of audits that could be done, thus the total wages audited and misclassified workers identified. Since this reduction in force, NH has been unable to consistently pass the Federal Effective Audit Measure.

2) Misclassified workers is 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.

Additional staff is needed to meet the outlined demands and better manage the workload throughout the State. NH Employment Security has been awarded \$210,744 in supplemental monies to fund these two (2) positions through 9/30/2017.

These positions are 100% federally funded.

**FUNDING**

**010-027-8040-059**