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REC'D 11/5 AM 10:02 DA

New Hampshire Liquor Commission



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

Joseph W. Mollica
Chairman

Michael R. Milligan
Deputy Commissioner

Margaret Wood Hassan
Governor

December 7, 2015

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

Retractive

REQUESTED ACTION

Authorize the New Hampshire Liquor Commission, pursuant to the provisions of RSA 21-I:54 to **retroactively** extend the temporary full-time position of Liquor Investigator I, (#8T2887). This request is to extend this position for one year from December 17, 2015 to December 16, 2016 to continue support of the Loss Prevention Program. **100% Liquor Funds**

Funding is available in the New Hampshire Liquor Commission, Marketing, Merchandising, and Warehousing Division budget for SFY 16 as follows:

02-77-77-771512-10300000 Store Operations	<u>SFY 16</u>
050-500109 Personal Services Temp	\$59,218
060-500601 Benefits	<u>\$34,817</u>
	\$94,035

EXPLANATION

This position is assigned to the Marketing, Merchandising, and Warehousing Division. The Liquor Investigator I, Loss Prevention Officer position is assigned the duties of protecting the NHLC assets and improving profits by developing and implementing security and safety programs for all NHLC Store staff and customers. This position is a law enforcement position to allow for criminal and administrative investigations in matters of loss management, risk management, and prohibited sales.

As a result of staffing shortages and program deadlines this request is being submitted as a **retroactive** request.

Your favorable action on this request would be appreciated.

Respectfully Submitted,

Joseph W. Mollica, Chairman



New Hampshire Liquor Commission

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

Joseph W. Mollica
Chairman

Michael R. Milligan
Deputy Commissioner

Margaret Wood Hassan
Governor

December 1, 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 Liquor Investigator I, Loss Prevention Officer position #8T2887, salary grade 18 from 12/17/2015 through 12/16/2016.

This position is assigned to the Marketing, Merchandising, and Warehousing Division. The Liquor Investigator I, Loss Prevention Officer position is assigned the duties of protecting the NHLC assets and improving profits by developing and implementing security and safety programs for all NHLC Store staff and customers. This position is a law enforcement position to allow for criminal and administrative investigations in matters of loss management, risk management, and prohibited 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,

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: Elberfeld, Jennifer <Jennifer.Elberfeld@NH.Gov>
Sent: Wednesday, December 02, 2015 3:55 PM
To: Nancy L. Valpey
Cc: Kelly M. Mathews; Willingham, Sara J.; Mottola, Joanne
Subject: Request to extend the Information Technology Manager and the Liquor Investigator I positions
Attachments: Information Technology Manager & Liquor Inv I.PDF

Dear Ms. Valpey:

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

- Information Technology Manager IV, position # 8T2882
 - Retroactively extend from November 7, 2015 to November 5, 2016
- Liquor Investigator I, Loss Prevention Officer #8T2887
 - Extend from December 17, 2015 to December 16, 2016

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

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From: Nancy L. Valpey [<mailto:Nancy.Valpey@liquor.state.nh.us>]
Sent: Tuesday, December 01, 2015 3:24 PM

To: Willingham, Sara J.

Cc: Kelly M. Mathews

Subject: Request to extend the Information Technology Manager and the Liquor Investigator I positions

Good Afternoon Ms. Willingham,

This email is to request your approval to extend the following two filled positions for an additional year.

Information Technology Manager IV, position # 8T2882

Retroactively extend from November 7, 2015 to November 5, 2016

Liquor Investigator I, Loss Prevention Officer #8T2887

Extend from December 17, 2015 to December 16, 2016

If you would like any additional information related to either of these positions please let me know.

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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