

37 *JW Mollica*



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

Christopher T. Sununu
Governor

April 25, 2017

His Excellency Governor Christopher T. Sununu
and the Honorable 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 the temporary full-time position of Administrator II, (8T2918). This request is to extend this position for one year from June 6, 2017 to June 5, 2018 to continue providing leadership to the Liquor Commission employees. **100% Liquor Funds**

Funding is available for SFY 17 and anticipated to be available for SFY 18 in the New Hampshire Liquor Commission, Marketing, Merchandising, and Warehousing Division budget as follows:

	<u>SFY 17</u>	<u>SFY 18</u>	<u>Total</u>
02-77-77-771512-10300000 Store Operations	\$ 1,610	\$ 70,940	\$ 72,550
059-500109 Temp Full Time	\$ 493	\$ 28,793	\$ 29,286
060-500601 Benefits	\$ 2,103	\$ 99,733	\$ 101,836

EXPLANATION

This position is assigned to the Marketing, Merchandising, and Warehousing Division. The Administrator II is responsible for providing leadership to our stores in areas of cash handling, financial auditing, and providing exceptional customer service. The Administrator II creates and implements opportunities for education and training in these areas to enhance customer service and increase net profits.

Your favorable action on this request would be appreciated.

Respectfully Submitted,

Joseph W. Mollica, Chairman

Nancy L. Valpey

From: Acevedo, Heidi <Heidi.Acevedo@nh.gov>
Sent: Monday, April 24, 2017 11:28 AM
To: Nancy L. Valpey
Cc: Jerry, Carol B; Willingham, Sara J.
Subject: RE: Request to extend Paralegal II and Administrator II

Hello Nancy,

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

8T2919 Paralegal II	SG 19
8T2918 Administrator II	SG 29

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.

Thank you.

Heidi Acevedo

Classification Office Supervisor

Division of Personnel

28 School Street

Concord NH, 03301

Phone: 603-271-3265

Fax: 603-271-1422

Email: heidi.acevedo@nh.gov

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From: Willingham, Sara J.
Sent: Monday, April 24, 2017 10:29 AM
To: Acevedo, Heidi
Cc: Jerry, Carol B
Subject: FW: Request to extend Paralegal II and Administrator II