

46 mac

APR 22 11:5 AM 7:01 DAS

# 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

April 16, 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 Manager I, position #8T2831, salary grade 14. This position ends on 6/30/2015. We respectfully request approval to extend this position in a temporary status until 6/30/2016. The estimated cost of \$63,873 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 Retail Store Manager I position is necessary to secure State of New Hampshire assets. This West Chesterfield Store is open seven days a week with four full time employees, including this employee. Providing this additional position has allowed for essential employee security and the security of state funds and products. The position provides staffing coverage needed for this location and for assisting the store manager with all aspects of running a retail establishment. Opening and closing the store in addition to ensuring all employees are educated on customer service, maximizing profits, and ensuring sales are within Commission and State of NH policies and laws are key elements of this position.

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



## 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

April 15, 2015

Sara Willingham, Director  
Division of Personnel  
25 Capital 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 Retail Store Manager I position #8T2831, salary grade 14 from 06/30/2015 through 06/30/2016.

This position is assigned to the Marketing, Merchandising, and Warehousing Division. The Retail Store Manager I is responsible for assisting the Store Manager in running the store. This includes supervising, scheduling, and educating the employees on the prohibited sales, cash control policies, merchandising, and Store Operations policies and procedures. This Retail Store Manager I position for the West Chesterfield store was created when the store moved to a much larger space.

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* (es)

Kelly M. Mathews  
Human Resources Administrator II  
New Hampshire State Liquor Commission

## Nancy L. Valpey

---

**From:** Elberfeld, Jennifer <Jennifer.Elberfeld@NH.Gov>  
**Sent:** Thursday, April 16, 2015 12:03 PM  
**To:** Nancy L. Valpey  
**Cc:** Kelly M. Mathews  
**Subject:** RE: Request to extend position #8T2831 - Retail Store Manager I  
**Attachments:** 8T2831 - RSMI.PDF

The Division of Personnel approves of the attached request to extend temporary full-time position 8T2831 for one (1) year.

### FURTHER INSTRUCTIONS:

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:

- This email.
- 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)*

*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:** Nancy L. Valpey [<mailto:Nancy.Valpey@liquor.state.nh.us>]  
**Sent:** Wednesday, April 15, 2015 11:41 AM  
**To:** Willingham, Sara J.  
**Cc:** Kelly M. Mathews  
**Subject:** Request to extend position #8T2831 - Retail Store Manager I

Good Morning Sara,

The Liquor Commission respectfully requests your approve to extend the end date of position #8T2831. This is a filled position located in our West Chesterfield store. Attached you will find the letter from the commission requesting this extension.

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

Email: [nvalpey@liquor.state.nh.us](mailto:nvalpey@liquor.state.nh.us)

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the message