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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

February 24, 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 Human Resources Technician, (8T2872). This request is to extend this position for one year from March 26, 2017 to March 25, 2018 to continue providing recruitment assistance to the Liquor Commission. **100% Liquor Funds**

Funding is available in the New Hampshire Liquor Commission, Administration Division budget for SFY 17 as follows:

	<u>SFY 17</u>	<u>SFY 18</u>	<u>Total</u>
02-77-77-771012-10260000 Human Resources			
050-500109 Personal Services Temp	\$ 6,851	\$ 29,885	\$ 36,736
060-500601 Benefits	\$ 4,200	\$ 17,868	\$ 22,068
	\$ 11,051	\$ 47,753	\$ 58,804

EXPLANATION

This position is assigned to the Administration Division. The Human Resources Technician is responsible for the recruitment of employees for 80 Liquor Stores, Headquarters, Enforcement, Maintenance, and the Warehouse. These departments are primarily staffed by part-time employees with an increased need for employees during the holiday seasons. Although we have a portion of our part time labor pool with Commission longevity the majority of our part time labor pool is constantly changing. This filled position is essential in recruitment and ensuring that all applications are processed in accordance with the Division of Personnel, NH Labor Laws, and EOC regulations.

Your favorable action on this request would be appreciated.

Respectfully Submitted,

Joseph W. Mollica, Chairman

Nancy L. Valpey

From: Elberfeld, Jennifer <Jennifer.Elberfeld@NH.Gov>
Sent: Friday, February 10, 2017 8:53 AM
To: Nancy L. Valpey
Cc: Kelly M. Mathews; Jerry, Carol B; Willingham, Sara J.
Subject: RE: Request to Extend Position 8T2872
Attachments: Cover Letter -G&C - 8T2872 HR Technician (2017).docx

Hello, Nancy.

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

Position #8T2872	Human Resources Technician
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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.

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: Thursday, February 09, 2017 1:50 PM
To: Willingham, Sara J.
Cc: Kelly M. Mathews
Subject: Request to Extend Position 8T2872

Good Afternoon Ms. Willingham,