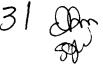
## **New Hampshire Liquor Commission**





Christopher T. Sununu Governor 50 Storrs Street, P.O. Box 503 Concord, N.H. 03302-0503 (603) 230-7015 Joseph W. Mollica Chairman

Michael R. Milligan Deputy Commissioner

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:

02-77-77-771012-10260000 Human Resources	<u>SFY 17</u>	<u>SFY 18</u>	<u>Total</u>
050-500109 Personal Services Temp	\$ 6,851	\$ 29,885	\$ 36,736
060-500601 Benefits	<u>\$ 4,200</u>	<u>\$ 17,868</u>	\$ 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 Sybmitted,

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) <a href="http://admin.state.nh.us/hr/forms.html">http://admin.state.nh.us/hr/forms.html</a>
- 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 "<u>Position End Date</u>" 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

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: 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,