



**New Hampshire  
Employment  
Security**

[www.nhes.nh.gov](http://www.nhes.nh.gov)

*"We're working to keep New Hampshire working"*

ADMINISTRATIVE OFFICE

45 SOUTH FRUIT STREET  
CONCORD, NH 03301-4857



GEORGE N. COPADIS, COMMISSIONER

RICHARD J. LAVERS, DEPUTY COMMISSIONER

July 15, 2016

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
State House  
Concord NH 03301

REQUESTED ACTION

Pursuant to the provisions of RSA 21-I:54, the Department of Employment Security is requesting to extend the following position in a temporary status for one year. The estimated fiscal impact to SFY 2017-2018 to extend this position is **\$35,380.73**. This position will be funded through existing federal funds, account #010-027-8040-059.

Position #	Classification	Labor Grade	Supervisor	Expiration Date
9T2794	Certifying Officer I	16	C. Cooper	08/21/2016

EXPLANATION

This position is essential for the effective and efficient operation of New Hampshire Employment Security and to ensure that the mission of NHES is met: to pay eligible claimants benefits due in a timely manner. There are Federal measures for First Payment Timeliness and Non-monetary Determination Timeliness that, if not met, can impact the funding of the agency.

Sincerely,

George N. Copadis  
Commissioner

STATE OF NEW HAMPSHIRE  
Inter-Department Communication

**To:** Sara Willingham, Director

**Date:** July 15, 2016

**From:** Kristin Peterson  
Human Resources Coordinator

**Office:** NH Employment Security

**Subject:** Request to Extend Temporary Positions

Pursuant to the provisions of RSA 21-I:54, the Department of Employment Security is requesting to extend the following position in a temporary status for one year.

Position #	Classification	Labor Grade	Supervisor	Expiration Date
9T2794	Certifying Officer I	16	C. Cooper	08/21/2016

***Certifying Officer I – #9T2794***

*The Department received US Department of Labor FY 2014 Supplemental budget funds to enable New Hampshire to hire additional merit staff to handle the increased workload volume expected from implementing a more proactive approach to managing State and National New Hire cross-match hits. This new approach is redirecting claimants identified as potentially fraudulent to the Benefit Payment Control Unit to speak with a department representative as soon as they file a continued claim and is presenting fact finding forms immediately. This immediate approach is reducing the average duration of an identified overpayment or preventing the overpayment. The funds awarded have allowed NHES to add one (1) additional Certifying Officer I to better manage the increase in workload volume.*

*The specific duties the Certifying Officer I is responsible for include: taking calls from claimants filing their weekly claims who are flagged as having returned to work to conduct necessary fact-finding, reviewing the new hire cross-match "hits" assigned to his/her grid and contacting claimants and employers to conduct fact-finding and obtain appropriate documentation, handle basic claims taking functions and adjudicate earnings issues and make determinations on non-fraud issues or overpayments. This position works closely with the Benefit Payment Control Unit's Fraud Investigators to resolve non-fraud issues and answer questions for claimants, employers and agency staff*

This position is 100% federally funded.

**FUNDING**

**010-027-8040-059**

**Peterson, Kristin**

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**From:** Willingham, Sara J.  
**Sent:** Friday, July 15, 2016 3:24 PM  
**To:** Peterson, Kristin  
**Cc:** Elberfeld, Jennifer  
**Subject:** RE: NHES: Temporary Position Extension Request  
**Attachments:** NHES Extension\_9T2794.doc

Approved.

**From:** Peterson, Kristin  
**Sent:** Friday, July 15, 2016 1:36 PM  
**To:** Willingham, Sara J.; Elberfeld, Jennifer  
**Subject:** NHES: Temporary Position Extension Request

Good Afternoon,

Attached please find a request to extend (1) one temporary position for a period of one year as listed below:

<b>Position #</b>	<b>Classification</b>	<b>Labor Grade</b>	<b>Supervisor</b>	<b>Expiration Date</b>
9T2794	Certifying Officer I	16	C. Cooper	08/21/2016

Thank you for your consideration of this request.

Sincerely,

*Kristin Peterson*  
HR Coordinator  
NH Employment Security  
45 South Fruit Street  
Concord, New Hampshire 03301  
(603) 228-4059