



# New Hampshire Liquor Commission

50 Storrs Street, P.O. Box 503  
Concord, N.H. 03302-0503  
(603) 230-7015

69 *Jm*  
*sgw*  
Joseph W. Mollica  
Chairman

Michael R. Milligan  
Deputy Commissioner

Margaret Wood Hassan  
Governor

January 27, 2016

Her Excellency Governor Margaret Wood Hassan  
and the Honorable Executive 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, 2016 to March 25, 2017 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 16 as follows:

	<u>SFY 16</u>	<u>SFY 17</u>	<u>Total</u>
02-77-77-771012-10260000 Human Resources			
050-500109 Personal Services Temp	\$ 9,313	\$ 28,727	\$ 38,040
060-500601 Benefits	\$ 4,866	\$ 16,747	\$ 21,613
	\$ 14,179	\$ 45,474	\$ 59,653

## EXPLANATION

This position is assigned to the Administration Division. The Human Resources Technician is responsible for the recruitment of employees for 79 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 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



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January 14, 2016

Sara Willingham, Director  
Division of Personnel  
28 School 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 Human Resources Technician position #8T2872, salary grade 17 from 3/26/2016 through 3/25/2017.

This position is assigned to the Administration Division. The Human Resources Technician is responsible for the recruitment of employees for 79 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 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.

This position is 100% Liquor Funds

### **FUNDING**

077-012-1026-050

Thank you in advance for your consideration in this matter. If you have questions or concerns do let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "Nancy Valpey".

Nancy Valpey  
Human Resources Administrator  
New Hampshire State Liquor Commission

## Nancy L. Valpey

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**From:** Elberfeld, Jennifer <Jennifer.Elberfeld@NH.Gov>  
**Sent:** Friday, January 15, 2016 9:20 AM  
**To:** Nancy L. Valpey  
**Cc:** Kelly M. Mathews; Mottola, Joanne  
**Subject:** RE: Request to extend positions for another year - updated request  
**Attachments:** Regional Store Supervisor 8T2879.pdf; Regional Store Supervisor 8T2878.pdf; Regional Store Supervisor 8T2877.pdf; Regional Store Supervisor 8T2876.pdf; Warehouseman 8T2875.pdf; Warehouseman 8T2874.pdf; Warehouseman 8T2873.pdf; Human Resources Technician 8T2872.pdf; Retail Store Clerk II 8T2871.pdf

Dear Ms. Valpey:

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

8T2871 Retail Store Clerk II  
8T2872 Human Resources Technician  
8T2873 Warehouseman  
8T2874 Warehouseman  
8T2875 Warehouseman  
8T2876 Regional Store Supervisor  
8T2877 Regional Store Supervisor  
8T2878 Regional Store Supervisor  
8T2879 Regional Store Supervisor

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

**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.*