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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

March 19, 2014

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 1:54 authorize New Hampshire Liquor Commission to continue one Human Resources Technician, position #8T2851, salary grade 17. This position ends on 07/01/2014. We respectfully request approval to extend this position in a temporary status until 06/30/2015. The estimated cost of \$57,315.00 for this position will be funded through account #02-77-77-771012-1026-050 Liquor Commission, Administration Division part-time salaries 100% Liquor Funds.

EXPLANATION

This position is assigned to the Administration Division. The Human Resources Technician is responsible for the recruitment of employees for 77 Liquor Stores, Headquarters, Enforcement, Maintenance, and the Warehouse. Most of 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 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,
New Hampshire State Liquor Commission

Joseph W. Mollica, Chairman

cc: Doreen Wittenberg, DAS Business Supervisor



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February 24, 2014

Sara Willingham, Acting Director
Division of Personnel
25 Capital Street
Concord, NH 03301

*approved
S. Willingham
2/27/14*

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 #8T2851, salary grade 17 from 7/1/2014 through 6/30/2015.

This position is assigned to the Administration Division. The Human Resources Technician is responsible for the recruitment of employees for 77 Liquor Stores, Headquarters, Enforcement, Maintenance, and the Warehouse. Most of 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 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 further questions or concerns do let me know.

Sincerely,

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