



**New Hampshire Liquor Commission** FEB 25 4:10 DAS

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

February 25, 2015

Her Excellency Governor Margaret Wood Hassan  
and the Honorable Executive Council  
State House  
Concord, New Hampshire 03301

*100% liquor funds*

**REQUESTED ACTION**

Pursuant to the State of NH provisions of RSA 21 I:54 authorize New Hampshire Liquor Commission to continue one Human Resources Technician, position #8T2872, salary grade 17. This position ends on 03/25/2015. We respectfully request approval to extend this position in a temporary status until 03/25/2016. The estimated cost of \$57,283 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 NHLC employs between 700 and 1,000 part time employees and over 300 full time employees. The duties of this position include recruitment, hiring, and orientation for applicants and existing employees. Reference checks, criminal background checks, federal and state forms necessary to document employment are completed by the Human Resources Technician. Each of these tasks are completed to ensure that the Division of Personnel policies in posting vacancies, coordinating testing, interviews, track applicants, and corresponding to internal and external applicants are followed.

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



## New Hampshire Liquor Commission

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January 31, 2015

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 #812872, salary grade 17 from 03/26/2015 through 03/25/2016.

This position is assigned to the Administration Division. The NHLC employs between 700 and 1,000 part time employees and over 300 full time employees. The duties of this position include recruitment, hiring, and orientation for applicants and existing employees. Reference checks, criminal background checks, federal and state forms necessary to document employment are completed by the Human Resources Technician. Each of these tasks are completed to ensure that the Division of Personnel policies in posting vacancies, coordinating testing, interviews, track applicants, and corresponding to internal and external applicants are followed.

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,

*Kelly M. Mathews* (es)

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

**Nancy L. Valpey**

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**From:** Elberfeld, Jennifer <Jennifer.Elberfeld@NH.Gov>  
**Sent:** Monday, February 02, 2015 4:14 PM  
**To:** Nancy L. Valpey  
**Subject:** RE: Request to extend Human Resources Technician 8T2872  
**Attachments:** HR Technician 8T2872.pdf

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

*Jennifer Elberfeld*  
*Classification & Compensation Administrator*  
*NH Division of Personnel*  
*28 School St.*  
*(603) 271-1430*  
*[jennifer.elberfeld@nh.gov](mailto:jennifer.elberfeld@nh.gov)*

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**From:** Nancy L. Valpey [<mailto:Nancy.Valpey@liquor.state.nh.us>]  
**Sent:** Monday, February 02, 2015 11:08 AM  
**To:** Willingham, Sara J.  
**Subject:** Request to extend Human Resources Technician 8T2872

Good Morning Sara,

The NH Liquor Commission is respectfully requesting your approval to extend the Human Resources Technician position 8T2872 for another year. I have attached the letter from the Commission to this e-mail for your consideration.

Thank you,

Nancy

*Nancy Valpey*  
Human Resources Coordinator  
NH State Liquor Commission  
50 Storrs Street  
PO Box 503  
Concord, NH 03302-0503  
PH: (603) 230-7004  
Fax: (603) 271-3752