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[Handwritten initials]

New Hampshire Liquor Commission



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

Joseph W. Mollica
Chairman

Michael R. Milligan
Deputy Commissioner

Christopher T. Sununu
Governor

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 Warehouseman, (8T2873). This request is to extend this position for one year from March 26, 2017 to March 25, 2018 to continue providing customer service to the Liquor Commission customers visiting the Portsmouth Traffic Circle retail location.. **100% Liquor Funds**

Funding is available in the New Hampshire Liquor Commission, Marketing, Merchandising, and Warehousing Division budget for SFY 17 as follows:

	<u>SFY 17</u>	<u>SFY 18</u>	<u>Total</u>
02-77-77-771512-10300000 Store Operations			
050-500109 Personal Services Temp	\$ 6,256	\$ 26,823	\$ 33,079
060-500601 Benefits	<u>\$ 4,081</u>	<u>\$ 17,251</u>	<u>\$ 21,332</u>
	\$ 10,337	\$ 44,074	\$ 54,411

EXPLANATION

This position is assigned to the Marketing, Merchandising, and Warehousing Division. This is a filled position and the Warehouseman in this position is responsible for receiving freight daily into the store receiving area, organizing product in the store stock area, and restocking the sales floor as needed. This includes setting displays per management direction and filling displays. Currently this store has six full time positions including this one and is responsible for sales of 24 million a year. Maintaining a Warehouseman at this store allows the five other full time positions to focus on the store presentation and customer service aspects of running the store.

Your favorable action on this request would be appreciated.

Respectfully Submitted,

Joseph W. Mollica, Chairman

Nancy L. Valpey

From: Elberfeld, Jennifer <Jennifer.Elberfeld@NH.Gov>
Sent: Friday, February 10, 2017 9:05 AM
To: Nancy L. Valpey
Cc: Kelly M. Mathews; Jerry, Carol B; Willingham, Sara J.
Subject: RE: Request to Extend Warehouseman position 8T2873
Attachments: Request to Extend Position 8T2873.pdf

Hello, Nancy.

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

Position #8T2873	Warehouseman
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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) <http://admin.state.nh.us/hr/forms.html>
- 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 "Position End 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

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From: Nancy L. Valpey [<mailto:Nancy.Valpey@liquor.state.nh.us>]
Sent: Thursday, February 09, 2017 3:19 PM
To: Willingham, Sara J.
Cc: Kelly M. Mathews
Subject: Request to Extend Warehouseman position 8T2873

Good Afternoon Ms. Willingham,