



New Hampshire Liquor Commission

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

WJ
JW
SM
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 three temporary full-time Retail Store Warehouseman positions (8T2873, 8T2874, 8T2875) for one year from March 26, 2016 to March 25, 2017 to continue providing assistance to the Liquor Commission retail stores and employees. **100% Liquor Funds**

Funding is available in the New Hampshire Liquor Commission, Marketing, Merchandising, and Warehousing Division budget for SFY 16 and SFY 17 as follows:

	<u>SFY 16</u>	<u>SFY 17</u>	<u>Total</u>
02-77-77-771512-10300000 Store Operations			
050-500109 Personal Services Temp	\$ 23,114	\$ 68,791	\$ 91,905
060-500601 Benefits	<u>\$ 16,135</u>	<u>\$ 46,847</u>	<u>\$ 62,982</u>
	\$ 39,249	\$ 115,638	\$ 154,887

EXPLANATION

These positions are assigned to the Marketing, Merchandising, and Warehousing Division and are located in Store #38, #73, & #76. The Retail Store Warehouseman positions are 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 each of these three stores has six full time positions including this one and each store is responsible for sales between of 24 and 33 million a year. Adding a Warehouseman to these stores has allowed 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

**NH Liquor Commission
Warehouseman
Financial Information**

Position Number	Personal Services Temp 050-500109	SFY 16	SFY 17	Total
8T2873		\$7,958.00	\$22,799.00	\$30,757.00
8T2874		\$7,495.00	\$23,138.00	\$30,633.00
8T2875		\$7,661.00	\$22,854.00	\$30,515.00
Total		\$23,114.00	\$68,791.00	\$91,905.00

Position Number	Benefits 060-500601	SFY 16	SFY 17	Total
8T2873		\$5,522.00	\$15,508.00	\$21,030.00
8T2874		\$5,150.00	\$15,575.00	\$20,725.00
8T2875		\$5,463.00	\$15,764.00	\$21,227.00
Total		\$16,135.00	\$46,847.00	\$62,982.00

*Fiscal Year 2016 includes March 26, 2016 to June 30, 2016
Fiscal Year 2017 includes July 1, 2016 to March 25, 2017*



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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 Warehouseman position #8T2873, salary grade 10 from 3/26/2016 through 3/25/2017.

This position is assigned to the Marketing, Merchandising, and Warehousing Division at the Portsmouth Traffic Circle store. The Warehouseman 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. Adding a Warehouseman to the store has allowed the five other full time positions to focus on the store presentation and customer service aspects of running the store.

This position is 100% Liquor Funds

FUNDING

077-012-1030-050

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



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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 Warehouseman position #8T2874, salary grade 10 from 3/26/2016 through 3/25/2017.

This position is assigned to the Marketing, Merchandising, and Warehousing Division at the Hampton I-95 South store. The Warehouseman 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 29 million a year. Adding a Warehouseman to the store has allowed the five other full time positions to focus on the store presentation and customer service aspects of running the store.

This position is 100% Liquor Funds

FUNDING

077-012-1030-050

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

Sincerely,


Nancy Valpey
Human Resources Administrator
New Hampshire State Liquor Commission



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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 Warehouseman position #8T2875, salary grade 10 from 3/26/2016 through 3/25/2017.

This position is assigned to the Marketing, Merchandising, and Warehousing Division at the Hampton I-95 North store. The Warehouseman 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 33 million a year. Adding a Warehouseman to the store has allowed the five other full time positions to focus on the store presentation and customer service aspects of running the store.

This position is 100% Liquor Funds

FUNDING

077-012-1030-050

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

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

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From: Nancy L. Valpey [<mailto:Nancy.Valpey@liquor.state.nh.us>]
Sent: Thursday, January 14, 2016 11:15 AM
To: Willingham, Sara J.
Cc: Kelly M. Mathews
Subject: RE: Request to extend positions for another year - updated request

Good Morning Ms. Willingham,

The Liquor Commission respectfully requests your approval to extend the following nine positions for an additional year. The position extension requests are attached to this email. Funding is available through Liquor Commission Funds for the positions.

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

If you have any questions or concerns with this please let me know.

Thank you for your consideration,

Nancy

Nancy Valpey

Human Resources Administrator
NH State Liquor Commission
50 Storrs Street
PO Box 503
Concord, NH 03302-0503
PH: (603) 230-7004
Fax: (603) 271-3752
Email: nancy.valpey@liquor.state.nh.us

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