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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 three temporary full-time positions of Regional Store Supervisor, (8T2877, 8T2878, 8T2879). This request is to extend these positions for one year from March 25, 2017 to March 24, 2018 to continue providing leadership to the Liquor Commission retail employees. **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	\$ 34,656	\$ 152,073	\$ 186,729
050-500109 Personal Services Temp	\$ 15,446	\$ 66,181	\$ 81,627
060-500601 Benefits	\$ 50,102	\$ 218,254	\$ 268,356

EXPLANATION

These positions are assigned to the Marketing, Merchandising, and Warehousing Division. Each Regional Store Supervisor position is responsible for maintaining store operations for approximately 10 Retail locations with the objective of increasing state revenue and enhancing profitability. These are filled positions and the employees in these positions are responsible to inspire, develop, lead, and educate the store employees on all aspects of the retail environment including marketing for increased sales, customer satisfaction, and in following the state guidelines for wine and spirit sales.

Your favorable action on this request would be appreciated.

Respectfully Submitted,

Joseph W. Mollica, Chairman

**NH Liquor Commission
Regional Store Supervisor
Financial Information**

Position Number	Personal Services Temp	SFY 17	Total
	050-500109		
8T2877		\$12,036.00	\$12,036.00
8T2878		\$10,584.00	\$10,584.00
8T2879		\$12,036.00	\$12,036.00
Total		\$34,656.00	\$34,656.00

Position Number	Benefits	SFY 17	Total
	060-500601		
8T2877		\$5,246.00	\$5,246.00
8T2878		\$4,954.00	\$4,954.00
8T2879		\$5,246.00	\$5,246.00
Total		\$15,446.00	\$15,446.00

Position Number	Personal Services Temp	SFY 18	Total
	050-500109		
8T2877		\$52,819.00	\$52,819.00
8T2878		\$46,435.00	\$46,435.00
8T2879		\$52,819.00	\$52,819.00
Total		\$152,073.00	\$152,073.00

Position Number	Benefits	SFY 18	Total
	060-500601		
8T2877		\$22,489.00	\$22,489.00
8T2878		\$21,203.00	\$21,203.00
8T2879		\$22,489.00	\$22,489.00
Total		\$66,181.00	\$66,181.00

These totals are reflected on the 02-77-77-771512-10300000 Store Operations budget line

Nancy L. Valpey

From: Elberfeld, Jennifer <Jennifer.Elberfeld@NH.Gov>
Sent: Friday, February 10, 2017 9:02 AM
To: Nancy L. Valpey
Cc: Kelly M. Mathews; Jerry, Carol B; Willingham, Sara J.
Subject: RE: Request to Extend - Regional Store Supervisor
Attachments: Regional Store Supervisor.pdf

Hello, Nancy.

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

Position #8T2877	Regional Store Supervisor
Position #8T2878	Regional Store Supervisor
Position #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
- 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 3:18 PM
To: Willingham, Sara J.
Cc: Kelly M. Mathews
Subject: Request to Extend - Regional Store Supervisor