



GEORGE N. COPADIS, COMMISSIONER
 RICHARD J. LAVERS, DEPUTY COMMISSIONER

August 6, 2014

Her Excellency, Governor Margaret Wood Hassan
 and the Honorable Council
 State House
 Concord, NH 03301

100% Federal

REQUESTED ACTION

Authorize New Hampshire Employment Security (NHES), pursuant to the provisions of RSA 21.I:54 to continue three filled positions as described in the table below:

Position #	Employee	LG	Title	Unit	Supervisor	Effective
9T2573	Grant Sidney	21	Program Specialist II	UCB	Robert Karstedt	9/3/2014
9T2621	Frank Thibeault	21	Program Specialist II	UCB	Robert Karstedt	9/7/2014
9T2646	Marcie Nolet	25	Program Specialist IV	UCB	Robert Karstedt	11/20/2014

We are requesting approval to extend these positions in a temporary status for one year. The estimated fiscal impact to extend this position is \$151,697.78. These positions will be funded through existing federal funds from account # 010-027-8040-059.

EXPLANATION

These positions assist the NHUIS Business Team of the Unemployment Compensation Bureau within Employment Security in working with the vendor that supports and makes changes to the benefit payment system (NHUIS). Without them, the success and timeliness of this system cannot be guaranteed. This is essential for the effective and efficient operation of New Hampshire Employment Security and to ensure that the mission of NHES is met: to pay eligible claimants benefits due in a timely manner.

Your approval to continue these positions is appreciated.

Sincerely,

 George N. Copadis
 Commissioner

STATE OF NEW HAMPSHIRE
Inter-Department Communication

To: Sara Willingham, Director

Date: August 1, 2014

From: Kristin Peterson
Human Resources Coordinator

Office: NH Employment Security

Subject: Request to Extend Temporary Positions

Pursuant to the provisions of RSA 21:1:54, I am requesting to extend the following positions for one year:

Position #	Employee	LG	Title	Unit	Supervisor	Effective
9T2573	Grant Sidney	21	Program Specialist II	UCB	Robert Karstedt	9/3/2014
9T2621	Frank Thibeault	21	Program Specialist II	UCB	Robert Karstedt	9/7/2014
9T2646	Marcie Nolet	25	Program Specialist IV	UCB	Robert Karstedt	11/20/2014

Position # 9T2573, #9T2621 Program Specialist II

These positions are essential to the business team responsible for working with the vendor that supports and makes changes to the benefit payment system (NHUIS). There are currently over 600 defects, enhancements and support items outstanding that this team is responsible for testing before any item can be moved into production. In addition, several significant changes to the functionality of the system are in process, which these individuals will be involved in the requirements for and testing of. The SBR changes must be implemented no later than September 2014 & September 2015 or Federal funding must be returned. Without these positions, the success and timeliness of these changes cannot be guaranteed. Additional relatively large changes to the system are queued up directly after the current items are implemented. These changes are based upon a 2014 Annual Project Plan that extends into 2015. A 2015 Annual Project Plan is in process of being developed.

Thank you for your consideration of this request.

Position #9T2646, Program Specialist IV

9T2646 is essential to the business team responsible for working with the vendor that supports and makes changes to the benefit payment system (NHUIS). There are currently over 600 defects, enhancements and support items outstanding that this team is responsible for testing before any item can be moved into production. In addition to supervising one staff member, several significant changes to the functionality of the system are in process, which these individuals will be involved in the requirements for and testing of. The SBR changes must be implemented no later than September 2014 & September 2015 or Federal funding must be returned. Without these positions, the success and timeliness of these changes can not be guaranteed. Additional relatively large changes to the system are queued up directly after the current items are implemented. These changes are based upon a 2014 Annual Project Plan that extends into 2015. A 2015 Annual Project Plan is in process of being developed.

These positions are 100% federally funded.

FUNDING

010-027-8040-059

Peterson, Kristin

From: Elberfeld, Jennifer
Sent: Wednesday, August 06, 2014 8:35 AM
To: Peterson, Kristin
Cc: France, Kimberly; Willingham, Sara J.; Mottola, Joanne; Lachance, Sandra
Subject: RE: Request to Extend Temporary Positions
Attachments: NHES Extensions _ Sept 2014.doc; How to extend a position's end date.docx

Hi, Kristin. I have reviewed and approve of this request in Sara's absence. Please follow the directions on the attached sheet to extend the positions – step 1 is already accomplished.

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

* Effective July 1, 2013 the Division of Personnel's address has changed to:

Division of Personnel
28 School Street
Concord, NH 03301

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From: Willingham, Sara J.
Sent: Friday, August 01, 2014 4:03 PM
To: Elberfeld, Jennifer
Cc: France, Kimberly; Peterson, Kristin
Subject: FW: Request to Extend Temporary Positions

Jennifer – I am forwarding this request to you for your review.

From: Peterson, Kristin
Sent: Friday, August 01, 2014 3:24 PM
To: Willingham, Sara J.
Cc: France, Kimberly
Subject: Request to Extend Temporary Positions

Good Afternoon,

Attached please find a request to extend three temporary positions within Employment Security for the period of one year.

Your consideration is greatly appreciated!

Thank You,
Kristin Peterson

Kristin Peterson
HR Coordinator
NH Employment Security
(603) 228-4059