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New Hampshire Liquor Commission

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

April 16, 2015

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

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 #8T2851, salary grade 17. This position ends on 06/30/2015. We respectfully request approval to extend this position in a temporary status until 06/30/2016. The estimated cost of \$60,796 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 Human Resources Technician is responsible for the recruitment of employees for 78 Liquor Stores, Headquarters, Enforcement, Maintenance, and the Warehouse. Most of these departments are primarily staffed by part-time employees with an increased need for employees during the holiday seasons. Although we have a portion of our part time labor pool with Commission longevity the majority of our part time labor pool is constantly changing. This position is essential in ensuring that all applications are processed in accordance with the Division of Personnel, NH Labor Laws, and EOC regulations.

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



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April 15, 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 #8T2851, salary grade 17 from 06/30/2015 through 06/30/2016.

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

From: Elberfeld, Jennifer <Jennifer.Elberfeld@NH.Gov>
Sent: Thursday, April 16, 2015 12:04 PM
To: Nancy L. Valpey
Cc: Kelly M. Mathews
Subject: RE: Request to Extend Position #8T2851
Attachments: 8T2851 - HR Technician.pdf

The Division of Personnel approves of the attached request to extend temporary full-time position 8T2851 for one (1) year.

FURTHER INSTRUCTIONS:

Once you have received G & C (and Fiscal Committee approval for acceptance of federal funds, if required per RSA 124:15), 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:

- This email.
- 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: Wednesday, April 15, 2015 11:44 AM
To: Willingham, Sara J.
Cc: Kelly M. Mathews
Subject: Request to Extend Position #8T2851

Good Morning Sara,

The Liquor Commission respectfully requests your approve to extend the end date of position #8T2851. This is a filled position located in our Concord office. Attached you will find the letter from the commission requesting this extension.

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) 271-3732

Email: nvalpey@liquor.state.nh.us

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