



New Hampshire Liquor Commission

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

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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 the temporary full-time position of Retail Store Clerk II, (8T2871). This request is to extend this position for one year from March 27, 2016 to March 26, 2017 to continue providing customer service to the Liquor Commission customers visiting the Coliseum Avenue, Nashua retail location. **100% Liquor Funds**

Funding is available in the New Hampshire Liquor Commission, Marketing, Merchandising, and Warehousing Division budget for SFY 16 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	\$ 8,047	\$ 24,973	\$ 33,020
060-500601 Benefits	\$ 5,258	\$ 15,937	\$ 21,195
	\$ 13,305	\$ 40,910	\$ 54,215

EXPLANATION

This position is assigned to the Marketing, Merchandising, and Warehousing Division. The Retail Store Clerk II position is necessary to secure State of New Hampshire assets at the Coliseum Avenue, Nashua retail location. This store is open seven days a week with five full-time positions including this one. Providing this additional position has allowed for essential staffing coverage, employee security, and the security of state funds and products. This position assists the manager in ensuring all part time employees are educated on customer service, maximizing profits, and ensuring sales are within Commission and State of NH policies and laws.

Your favorable action on this request would be appreciated.

Respectfully Submitted,

Joseph W. Mollica, Chairman



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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 Retail Store Clerk II position #8T2871, salary grade 12 from 3/27/2016 through 3/26/2017.

This position is assigned to the Marketing, Merchandising, and Warehousing Division. The Retail Store Clerk II position is necessary to secure State of New Hampshire assets at the Coliseum Avenue, Nashua retail location. This store is open seven days a week with five full-time positions including this one. Providing this additional position has allowed for essential staffing coverage, employee security, and the security of state funds and products. This position assists the manager in ensuring all part time employees are educated on customer service, maximizing profits, and ensuring sales are within Commission and State of NH policies and laws.

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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