

36. Jm

# 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

April 25, 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 the temporary full-time position of Paralegal II, (8T2919). This request is to extend this position for one year from June 13, 2017 to June 12, 2018 to continue providing paralegal assistance to the Liquor Commission. **100% Liquor Funds**

Funding is anticipated to be available in the New Hampshire Liquor Commission, Administration Division budget for SFY 18 as follows:

02-77-77-771512-10230000 Finance	<u>SFY 18</u>
<b>059-500117 Temp Full Time</b>	\$ 38,635
060-500601 Benefits	<u>\$ 22,452</u>
	\$ 61,087

## EXPLANATION

This position is assigned to the Administration Division. The Paralegal II is responsible for providing assistance to the Commission's Attorney including reviewing rules, analyzing statutes, rules, and regulations, and conducting legislative histories, to research information for use in legal matters. The Paralegal II position is also the lead point person for drafting and amending rules across all divisions of the Commission and coordinating right to know requests.

Your favorable action on this request would be appreciated.

Respectfully Submitted,

Joseph W. Mollica, Chairman

## Nancy L. Valpey

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**From:** Acevedo, Heidi <Heidi.Acevedo@nh.gov>  
**Sent:** Monday, April 24, 2017 11:28 AM  
**To:** Nancy L. Valpey  
**Cc:** Jerry, Carol B; Willingham, Sara J.  
**Subject:** RE: Request to extend Paralegal II and Administrator II

Hello Nancy,

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

8T2919 Paralegal II	SG 19
8T2918 Administrator II	SG 29

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.

*Heidi Acevedo*

**Classification Office Supervisor**

*Division of Personnel*

*28 School Street*

*Concord NH, 03301*

**Phone: 603-271-3265**

Fax: 603-271-1422

Email: [heidi.acevedo@nh.gov](mailto:heidi.acevedo@nh.gov)

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**From:** Willingham, Sara J.  
**Sent:** Monday, April 24, 2017 10:29 AM  
**To:** Acevedo, Heidi  
**Cc:** Jerry, Carol B  
**Subject:** FW: Request to extend Paralegal II and Administrator II