

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

December 15, 2014

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 Attorney IV, position #8T2867, salary grade 32. This position ends on 1/18/15. We respectfully request approval to extend this position in a temporary status until 1/17/16. The estimated cost of \$105,605 for this position will be funded through account #02-77-77-771012-1023-050 Liquor Commission, Administration Division part-time salaries 100% Liquor Funds.

EXPLANATION

This position is assigned to the Administration Division. The Attorney IV position is responsible for the supervision, integration, coordination, and evaluation of all legal and legislative objectives for the commission. This includes providing legal research on rules, policies, and issues. The Attorney IV represents the agency as needed for hearings and is an advisor to the senior management staff.

Your favorable action on this request would be appreciated.

Respectfully Submitted,
New Hampshire State Liquor Commission

A handwritten signature in black ink, appearing to read 'J. Mollica', written over a horizontal line.

Joseph W. Mollica, Chairman

cc: Doreen Wittenberg, DAS Business Supervisor

Nancy L. Valpey

From: Willingham, Sara J. <Sara.Willingham@NH.Gov>
Sent: Thursday, December 11, 2014 2:44 PM
To: Nancy L. Valpey
Cc: Kelly M. Mathews
Subject: RE: Extension of Positions
Attachments: Extension of position - Div Personnel portion 8T2867 - Attorney IV.DOC; Extension of position - Div Personnel portion 8T2868.doc

I will approve the processing of the requests for extension for FT temporary positions #8T2867 and #8T2868.

From: Nancy L. Valpey [<mailto:Nancy.Valpey@liquor.state.nh.us>]
Sent: Thursday, December 11, 2014 2:30 PM
To: Willingham, Sara J.
Cc: Kelly M. Mathews
Subject: Extension of Positions

Good Afternoon Sara,

These requests need to go to G&C for approval to extend them for another year. Would you please review these requests and send me your approval (if you approve them) so I can attach this to my G&C request?

The positions being requested for extension are:

Attorney IV	8T2867
Retail Store Manager III	8T2868

Thank you,

Nancy

Nancy Valpey

Human Resources Coordinator

NH State Liquor Commission

50 Storrs Street

PO Box 503

Concord, NH 03302-0503

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December 11, 2014

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 Attorney IV position #8T2867, salary grade 32 from 1/18/15 through 1/17/16.

This position is assigned to the Administrative Division. The Attorney IV position is responsible for the supervision, integration, coordination, and evaluation of all legal and legislative objectives for the commission. This includes providing legal research on rules, policies, and issues. The Attorney IV will represent the agency as needed for hearings and will be an advisor to the senior management staff. Responsibilities of this position are to supervise, integrate, coordinate, and evaluate all legal and legislative objectives and actions for the NH Liquor Commission.

This position is 100% Liquor Funds

FUNDING

077-012-1023-050

Thank you in advance for your consideration in this matter. If you have questions or concerns do let me know.

Sincerely,

Kelly M. Mathews

Handwritten initials "KMW" inside a hand-drawn circle.

Kelly M. Mathews
Human Resources Administrator II
New Hampshire State Liquor Commission