



**New Hampshire  
Employment  
Security**

[www.nhes.nh.gov](http://www.nhes.nh.gov)

*"We're working to keep New Hampshire working"*

ADMINISTRATIVE OFFICE

45 SOUTH FRUIT STREET  
CONCORD, NH 03301-4857



GEORGE N. COPADIS, COMMISSIONER

RICHARD J. LAVERS, DEPUTY COMMISSIONER

March 10, 2017

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord NH 03301

REQUESTED ACTION

Pursuant to the provisions of RSA 21-I:54, the Department of Employment Security is requesting to extend the following positions in a temporary status for one year. The estimated fiscal impact to SFY 2017 - 2018 to extend these positions is \$182,970.60. These positions will be funded through existing federal funds, account #010-027-8040-059.

POSITION #	TITLE	LG	SECTION	EXP DATE
9T2647	Programs Technician	19	UCB	4/22/2017
9T2724	Program Specialist II	21	WASP	5/30/2017
9T2606	Accountant II	18	FISCAL	6/10/2017
9T2651	Program Specialist II	21	LEGAL	6/14/2017

EXPLANATION

These positions are 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. There are Federal measures for First Payment Timeliness and Non-monetary Determination Timeliness that, if not met, can impact the funding of the agency.

Sincerely,

George N. Copadis  
Commissioner

STATE OF NEW HAMPSHIRE  
Inter-Department Communication

**To:** Sara Willingham, Director

**Date:** March 9, 2017

**From:** Kristin Peterson  
Human Resources Coordinator

**Office:** NH Employment Security

**Subject:** Request to Extend Temporary Positions

Pursuant to the provisions of RSA 21-I:54, the Department of Employment Security is requesting to extend the following positions for one year:

POSITION #	TITLE	LG	SECTION	EXP DATE
9T2647	Programs Technician	19	UCB	4/22/2017
9T2724	Program Specialist II	21	WASP	5/30/2017
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**Position#9T2647, Programs Technician, Unemployment Compensation Unit**

The Benefits Section of NHES is responsible for processing all benefit claims, making both monetary and non-monetary eligibility determinations, and ensuring that eligible claimants are paid in a timely manner, utilizing a comprehensive and complex computer system. This Programs Technician position is necessary to ensure adequate support for staff, claimants and employers in the interpretation and implementation of business process, law, rule, and policy. Responsibilities include: identification, classification and resolution of claim challenges, errors, training issues and concerns. The position provides technical and professional support to all UI staff, whether located in the Local Offices or elsewhere in the Department, and works directly for the lead in our Training Unit.

**Position # 9T2724, Program Specialist II, Wages & Special Programs**

This is a temporary position originally funded with Federal grant funds awarded to the State of New Hampshire to manage, coordinate and perform responsibilities associated with administration of Combined Wage Claim (CWC), Trade Readjustment Assistance (TRA), Disaster Unemployment Assistance (DUA) and other specialized Unemployment Insurance programs for Wages and Special Programs. This position is essential to the Wages & Special Programs Unit in order to meet Federal requirements to process and pay these types of claims timely and accurately.

**Position #9T2606, Accountant II, Fiscal Unit**

It is important that NHES extend the Accountant II position in the Fiscal Unit in order to continue to satisfy an earlier audit finding. This position plays a critical role in assisting with NHUIS (New Hampshire Unemployment Insurance System) reporting requirements. It is necessary to maintain our current level of staffing in the Fiscal Unit due to the expansion and addition of federal programs and audit requirements. Additionally, this position will play a key role in the necessary knowledge transfer over the next year in order to accommodate the impending retirement of a long-time employee in the Fiscal Unit.

**Position #9T2651, Program Specialist II, Legal Section, Collections Unit**

This is a temporary position created as a result of a department reorganization whereby a centralized collection unit was created within the Department's Legal Section. This section now includes five (5) Recovery Program Specialist IIs, as well as a Recovery Program Specialist III to function as a mid-level supervisor directly reporting to Department Counsel. The Department is seeking to extend this position in order to continue to assist with the recovery of overpaid unemployment benefits and delinquent unemployment taxes.

These positions are 100% federally funded.

**FUNDING**

**010-027-8040-059**

**Peterson, Kristin**

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**From:** Elberfeld, Jennifer  
**Sent:** Thursday, March 09, 2017 4:36 PM  
**To:** Peterson, Kristin  
**Cc:** Acevedo, Heidi; Schmitt, Katherine; Lydick, Joanne (Mottola)  
**Subject:** FW: NHES: Temporary Position Extension Request  
**Attachments:** NHES Extension \_ Apr 2017 - Jun 2017.doc

Hello, Kristin.

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

<b>POSITION #</b>	<b>TITLE</b>	<b>LG</b>	<b>SECTION</b>	<b>EXP DATE</b>
9T2647	Programs Technician	19	UCB	4/22/2017
9T2724	Program Specialist II	21	WASP	5/30/2017
9T2606	Accountant II	18	FISCAL	6/10/2017
9T2651	Program Specialist II	21	LEGAL	6/14/2017

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.

As a reminder, follow-up transactions will need to be done in order to adjust the employee record, if the position(s) are filled.

Thank you.

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

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