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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

March 19, 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 Secretary II, position #8T2866, salary grade 9. This position ends on 07/01/2014. We respectfully request approval to extend this position in a temporary status until 06/30/2015. The estimated cost of \$37,942.00 for this position will be funded through account #02-77-77-771512-1024-050 Liquor Commission, Marketing Division part-time salaries 100% Liquor Funds.

### EXPLANATION

This position is assigned to the Marketing, Merchandising, and Warehousing Division. The Secretary II is responsible for assisting guests who visit our main office. This includes answering the main phone line, assigning visitor identifications, and routine secretarial work for this division. 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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March 19, 2014

Sara Willingham, Acting Director  
Division of Personnel  
25 Capital 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 Secretary II position #8T2866, salary grade 9 from 07/01/2014 through 06/30/2015.

This position is assigned to the Marketing, Merchandising, and Warehousing Division. The Secretary II is responsible for assisting guests who visit our main office. This includes answering the main phone line, assigning visitor identifications, and routine secretarial work for this division.

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,

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

## **Nancy L. Valpey**

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**From:** Willingham, Sara J. <Sara.Willingham@NH.Gov>  
**Sent:** Wednesday, March 19, 2014 4:15 PM  
**To:** Nancy L. Valpey  
**Cc:** Kelly M. Mathews; Elberfeld, Jennifer; Brobst, Heidi S  
**Subject:** RE: Request to extend a full-time 8T position - Secretary II  
**Attachments:** Extension of Position - Secretary II 8T2866.pdf

I will approve your request to extend position 8T2866 for an additional year. I have copied our Classification Section so they can assist you with processing this through NH FIRST.

Thanks, Sara

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**From:** Nancy L. Valpey [<mailto:Nancy.Valpey@liquor.state.nh.us>]  
**Sent:** Wednesday, March 19, 2014 11:37 AM  
**To:** Willingham, Sara J.  
**Cc:** Kelly M. Mathews  
**Subject:** Request to extend a full-time 8T position - Secretary II

Good Morning Sara,

The Liquor Commission requests your approval to extend the 8T2866 position of Secretary II for an additional year. The request is attached.

If you need any additional information to assist in making this decision please let me know.

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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