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FEB06'15 PM 4:24 DAS

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

February 4, 2015

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 Retail Store Clerk II, position #8T2871, salary grade 12. This position ends on 03/25/2015. We respectfully request approval to extend this position in a temporary status until 03/25/2016. The estimated cost of \$59,724 for this position will be funded through account #02-77-77-771012-1030-050 Liquor Commission, Marketing, Merchandising, and Warehousing Division part-time salaries 100% Liquor Funds.

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. The store this position is assigned to is open seven days a week for a total of 94 hours with five full-time positions (including this one). Providing this additional full-time person in the store is essential for the employee's security and the security of state funds and products. This Nashua store is responsible for 19 million a year in sales. Working for the store manager the Retail Store Clerk II is accountable for opening and closing the store, adhering to the prohibited sales laws, educating the part-time staff, and abiding by the commission policies and procedures.

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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January 31, 2015

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 03/26/2015 through 03/25/2016.

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. The store this position is assigned to is open seven days a week for a total of 94 hours with five full-time positions (including this one). Providing this additional full-time person in the store is essential for the employee's security and the security of state funds and products. This Nashua store is responsible for 19 million a year in sales. Working for the store manager the Retail Store Clerk II is accountable for opening and closing the store, adhering to the prohibited sales laws, educating the part-time staff, and abiding by the commission policies and procedures.

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

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

Handwritten initials 'NLU' in a circular stamp.

Nancy L. Valpey

From: Elberfeld, Jennifer <Jennifer.Elberfeld@NH.Gov>
Sent: Monday, February 02, 2015 4:20 PM
To: Nancy L. Valpey
Subject: RE: Request to extend Retail Store Clerk II 8T2871
Attachments: Retail Store Clerk II 8T2871.pdf

The Division of Personnel approves of the attached request to extend this temporary full-time position for one (1) year.

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

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From: Nancy L. Valpey [<mailto:Nancy.Valpey@liquor.state.nh.us>]
Sent: Monday, February 02, 2015 11:04 AM
To: Willingham, Sara J.
Subject: Request to extend Retail Store Clerk II 8T2871

Good Morning Sara,

The NH Liquor Commission is respectfully requesting your approval to extend the Retail Store Clerk II position 8T2871 for another year. I have attached the letter from the Commission to this e-mail for your consideration.

Thank you,

Nancy

Nancy Valpey
Human Resources Coordinator
NH State Liquor Commission
50 Storrs Street
PO Box 503
Concord, NH 03302-0503
PH: (603) 230-7004
Fax: (603) 271-3752