



GEORGE N. COPADIS, COMMISSIONER

October 26, 2012

His Excellency, Governor John H. Lynch
and the Honorable Council
State House
Concord NH 03301

100% Federal

REQUESTED ACTION

Authorize New Hampshire Employment Security (NHES), pursuant to the provisions of RSA 21.I:54 to continue the following positions for one year: extend (1) one class 59, salary grade 20, full time **Certifying Officer III** position: 9T167 [assigned to the Benefit Adjudication Unit, Conway and reporting to Michael Burke, Supervisor BAU] for one year beginning **12/17/2012 through 12/17/2013**, (1) one class 59, salary grade 12, full time **Claims and Hearing Clerk II** position: 9T169 [assigned to Appeals, reporting to Tracy Rousseau] for one year beginning **12/17/2012 through 12/17/2013**, and (1) class 59, salary grade 28, full time **Financial Analyst** position: 9T221 [assigned to the Commissioner's Office, reporting to George Copadis, Commissioner] for one year beginning **12/13/2012 through 12/13/2013**.

We are requesting approval to extend these positions in a temporary status for one year. The estimated fiscal impact to SFY 2012 to extend these positions is **\$68,669.25**. These positions will be funded through existing federal funds, account #010-027-8040-059.

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

Approved
AD Aut
10-23-12

STATE OF NEW HAMPSHIRE
Inter-Department Communication

To: Karen Hutchins, Director

Date: October 22, 2012

From: Lisa Riccio *Lisa Riccio*
Human Resources Administrator II

Office: NH Employment Security

Subject: Request to Extend Positions

Per Personnel Memorandum 91-32, I am requesting to extend (1) one class 59, salary grade 20, full time Certifying Officer III position: 9T167 [assigned to the Conway Benefit Adjudication Unit, reporting to Michael Burke] for one year beginning 12/17/2012 through 12/17/2013, (1) one class 59, salary grade 12, full time Claims and Hearing Clerk II position: 9T169 [assigned to Appcals, reporting to Tracy Rousseau, Supervisor I] for one year beginning 12/17/2012 through 12/17/2013, and (1) class 59, salary grade 28, full time Financial Analyst position: 9T221 [assigned to Commissioner's Office, reporting to George Copadis, Commissioner] for one year beginning 12/13/2012 through 12/13/2013.

Position # 9T167, Certifying Officer III

An Adjudicator (Certifying Officer III) is the Commissioner's representative and is responsible for making determinations of eligibility regarding unemployment compensation benefits. The adjudicators are responsible for reviewing thousands of eligibility issues weekly to allow or deny generation of payments. There are Federal measures for First Payment Timeliness and Non-monetary Determination Timeliness that, if not met, can impact the funding of this agency. This position is essential for the effective and efficient operation of New Hampshire Employment Security and to ensure that the Mission of the agency is met: to pay eligible claimant benefits due in a timely manner.

Position # 9T169, Claims & Hearing Clerk II

The Claims and Hearing Clerk II position which NH Employment Security requests an extension is necessary to provide the organizational support to the current structure of the Appeals Department. The Federal Standards for appeal hearings is that 60% are conducted within 30 days of the appeal being filed. This position is necessary to continue to ensure these hearings are conducted within this mandatory time frame. The volume of Appeals filed has remained steady with no significant change expected for the upcoming year. We anticipate this position becoming permanent through the 7D process in January 2013.

Position # 9T221, Financial Analyst

Our Agency has received approval to acquire the Toby School and renovate to consolidate the Administration Building, West Street building, Manchester Benefit Adjudication Unit and 300 Hanover Street. As a result, we are requesting a one year extension for the Financial Analyst to forecast, plan, budget, and oversee the sale of existing properties and the renovation of the Toby School. Additionally, this individual will assist us with our Supplemental Budget Requests as we frequently apply for and receive Federal monies for programs across our three bureaus.

These positions are 100% federally funded.

FUNDING
010-027-8030-059

Respectfully,

Lisa M. Riccio
Human Resources Administrator II

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