

State of New Hampshire Job Posting
NH Liquor Commission
Human Resource Department
PO Box 503, Concord, NH 03302
Human Resources Technician
Labor Grade: 17
Position # 14244
\$34,924.50 - \$40,989.00

**Preferred candidate must be able to demonstrate in writing
FMLA and W/C experience**

Summary:

This position will coordinate with the Human Resources Administrator in providing technical assistance in processing human resources information and personnel policies for the Liquor Commission.

Responsibilities:

Complies with Commission, State, and Federal rules and regulations, including, but not limited to health and safety policies, Sexual Harassment Policy, Personnel Rules, ADA, EOE and Collective Bargaining agreement.

Coordinates and oversees the distribution, completion, and return of employee evaluations. Ensures that all agency personnel have their work performance evaluated at least once a year.

Assists employees on promotional and transfer possibilities, training courses and assorted policy procedures, as well as maintains active recruitment program in liaison with the Division of Personnel and within the Liquor Commission, as well as Performs certification of all classification titles within the liquor commission up to and including SG33.

Perform and review background checks on all new part time employees and full time employees who are promoted or transfer.

Assists applicants with regards to recruitment, including certifying them for hire and promotions. Insures On-Boarding of new employees.

Maintains current supplemental job descriptions for full time and part time employees, create and maintain Liquor Commission organizational charts for all state retail liquor stores, HQ and Enforcement.

Designs and creates spread sheets for tracking and maintaining position numbers for the state liquor stores and the liquor commission. Design and create spreadsheets for tracking evaluations, interview scores, and training.

Maintains personnel records and completes required procedures for

processing new and terminated employees.

Coordinates and supports fundraisers such as Lee Denim Days and the State Employees Charitable Campaign for all Commission employees and wellness programs as the Wellness Coordinator.

In accordance with Federal, State, and Commission guidelines; processes, monitors, and coordinates required FMLA and Workers Compensation notification letters and forms. Determines return to work, alternative temporary work assignments, or light duty responsibilities. Maintains files and tracks data for compliance of programs and historical reporting.

Acts as liaison between employees and insurance carriers to promote timely and accurate insurance processing. Plans and drafts benefit related informational releases for Liquor Commission employees to keep employees updated and informed regarding their benefits.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study preferably in personnel management, business administration, education, or one of the social sciences. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: One year of experience in a personnel office performing personnel work preferably at a supervisory level. Each additional year of approved work experience may be substituted for one year of required formal education.

LICENSE/CERTIFICATION: Valid New Hampshire Drivers License.

SPECIAL REQUIREMENTS: Ability to work with and maintain confidential information required. Experience with Microsoft Office (PowerPoint, Excel, and Word) required.

In addition, applicants will be subject to a reference and criminal background check.

For further information please contact:

Cathy Thornton hr@liquor.state.nh.us 603-230-7052

EOE

TDD Access: Relay NH 1-800-735-2964

Cathy Thornton

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