



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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Charles M. Arlinghaus  
 Commissioner

Catherine A. Keane  
 Deputy Commissioner

Sheri L. Rockburn  
 Assistant Commissioner

August 7, 2025

Her Excellency, Governor Kelly A. Ayotte  
 and the Honorable Council  
 State House  
 Concord, New Hampshire 03301

## REQUESTED ACTION

Pursuant to RSA 21-I:56 I, Reclassification of Positions, the Division of Personnel, Department of Administrative Services requests approval of the attached position reclassification requests **retroactively** effective February 21, 2025, following approval by the Governor and Executive Council. These five positions are being reclassified as a group because they are part of a specific project within the Office of Professional Licensure and Certification's (OPLC) Bureau of Investigations. The agency has certified that sufficient funds are available to support the reclassifications.

## EXPLANATION

RSA 21-I:56 I, states that any request for reclassification of a position to a different class series as provided in RSA 21-I:54 shall require the approval of the Governor and Council. This request is **retroactive** due to an administrative review and revision of the form and procedures for submission to Governor and Council, and because for filled positions with a current incumbent, Personnel Rule 303.04 Response of Director, mandates that the effective date of the change in position allocation or classification shall be the first day of the pay period immediately following the written response made by the Director of Personnel. For this group of requests, Governor and Executive Council action is requested retroactive to the date specified above because all of the positions are currently filled and the above rule applies.

Attached please find a Request for Position Reclassification documenting the decisions for these positions reached by the Classification Section of the Division of Personnel that require approval of the Governor and Council. The request to reclassify these positions to a more suitable classification title is predicated on the changes to and expansion of duties to be performed by these positions as OPLC seeks to direct additional staff resources toward investigation of claims of fraud and abuse.

A thorough analysis of the proposed change specific to each position, both within their respective agency, as well as within the state classification system, has been completed by the Division of Personnel

classification staff. RSA 21-I:42 II, provides the responsibility to the Division of Personnel to prepare, maintain and periodically revise a position classification plan for all positions in the classified service, based upon similarity of duties performed and responsibilities assumed, so that the same qualifications may reasonably be required for, and the same schedule of pay may equitably be applied to, all positions in the same classification. In addition, RSA 21-I:42 III, states that the Division of Personnel shall be responsible for allocating the position of every employee in the classified service to one of the classifications in the classification plan.

Approval is respectfully requested to proceed with the reclassification process.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Charlie M. Arlinghaus".

Charlie M. Arlinghaus  
Commissioner

**Department of Administrative Services – Division of Personnel**

**Request for Position Reclassification**

**Per RSA 21-I:56**

**Agency Name:** Office of Professional Licensure and Certification

Position Number	44785							
Vacant or Filled	Filled							
	<b>Current Status</b>				<b>Reclassification Request</b>			
Position Working Title	Investigative Paralegal				Investigator			
SOC Broad Group	23-2010 Paralegals and Legal Assistants				13-1040 Compliance Officers			
Level and Pay Band	Level	5	Pay Band	5	Level	5	Pay Band	6
Pay Hourly	\$32.73				\$34.14			

Position Number	44786							
Vacant or Filled	Filled							
	<b>Current Status</b>				<b>Reclassification Request</b>			
Position Working Title	Investigative Paralegal				Investigator			
SOC Broad Group	23-2010 Paralegals and Legal Assistants				13-1040 Compliance Officers			
Level and Pay Band	Level	5	Pay Band	5	Level	5	Pay Band	6
Pay Hourly	\$31.33				\$32.73			

Position Number	8T3145							
Vacant or Filled	Filled							
	<b>Current Status</b>				<b>Reclassification Request</b>			
Position Working Title	Investigative Paralegal				Investigator			
SOC Broad Group	23-2010 Paralegals and Legal Assistants				13-1040 Compliance Officers			
Level and Pay Band	Level	5	Pay Band	5	Level	5	Pay Band	6
Pay Hourly	\$38.85				\$40.70			

Position Number	8T3146							
Vacant or Filled	Filled							
	<b>Current Status</b>				<b>Reclassification Request</b>			
Position Working Title	Investigative Paralegal				Investigator			
SOC Broad Group	23-2010 Paralegals and Legal Assistants				13-1040 Compliance Officers			
Level and Pay Band	Level	5	Pay Band	5	Level	5	Pay Band	6
Pay Hourly	\$28.74				\$30.02			

Position Number	8T3147							
Vacant or Filled	Filled							
	<b>Current Status</b>				<b>Reclassification Request</b>			
Position Working Title	Investigative Paralegal				Investigator			
SOC Broad Group	23-2010 Paralegals and Legal Assistants				13-1040 Compliance Officers			
Level and Pay Band	Level	5	Pay Band	5	Level	5	Pay Band	6
Pay Hourly	\$30.02				\$31.33			

**Agency Justification for Request:** (completed by agency - Please describe the nature of the current and proposed changes to the duties of the position and the impact if the request is not approved)

The OPLC requests approval to reclassify these existing positions currently functioning in an office-based support capacity from a paralegal/legal assistant to a compliance officer, with an expanded scope of duties and independent action to include conducting independent investigations into allegations of misconduct by licensees, registrants, and certificate holders. The reclassified position will collaborate directly with local, state, and federal law enforcement agencies on investigations and concurrent criminal matters that may include Medicare/Medicaid fraud, licensure fraud, interstate wire fraud, theft, misappropriation of funds, and suspected drug tampering.

If this reclassification request is not approved, the breadth of our agency's investigative team will remain limited, restricting our ability to investigate allegations of fraud and other illegal actions in a timely manner.

**Agency Financial Certification:**

*By signing this section, the agency certifies that funding for the reclassification, as compared to budget, is sufficient and if federal or other funding is not available, additional general funds will not be requested.*

**Source of Funds:** 100% Agency Funds +

**Name and Title:** Deanna E. Jurius, Executive Director +

**Signature:** 