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**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 May 30, 2025, following approval by the Governor and Executive Council. These four positions are being reclassified as a group because they are part of a specific project within the Department of Safety. 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 one of the positions is currently filled and the above rule applies.

Attached please find a Request for Position Reclassification documenting decisions for each position reached by the Classification Section of the Division of Personnel that require approval of the Governor and Council. These reclassification requests stem from a project completed with the Department of Safety to centralize financial and procurement operations to their Division of Administration to improve monitoring of financial performance and trends, management of procurement solicitation and contract development, and consistency of financial policies and procedures. These position changes are needed to implement this project.

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 "C. Arlinghaus".

Charlie M. Arlinghaus  
Commissioner

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

**Request for Position Reclassification**

**Per RSA 21-I:56**

**Agency Name:** Department of Safety

Position Number	41914							
Vacant or Filled	Filled							
	<b>Current Status</b>				<b>Reclassification Request</b>			
Position Working Title	Program Specialist				Procurement Unit Supervisor			
SOC Broad Group	43-3060 Procurement Clerks				13-1020 Buyers and Purchasing Agents			
Level and Pay Band	Level	4	Pay Band	6	Level	4	Pay Band	6
Pay Hourly	\$27.55				\$28.74			

Position Number	10534							
Vacant or Filled	Vacant							
	<b>Current Status</b>				<b>Reclassification Request</b>			
Position Working Title	Mail Clerk				Division Finance Specialist			
SOC Broad Group	43-9050 Mail Clerks and Mail Machine Operators, Except Postal Service				13-2010 Accountants and Auditors			
Level and Pay Band	Level	2	Pay Band	2	Level	7	Pay Band	8
Pay Hourly	\$15.93 - \$23.39				\$34.14 - \$53.46			

Position Number	10536							
Vacant or Filled	Vacant							
	<b>Current Status</b>				<b>Reclassification Request</b>			
Position Working Title	Data Control Clerk				Division Finance Specialist			
SOC Broad Group	43-4190 Miscellaneous Information and Record Clerks				13-2010 Accountants and Auditors			
Level and Pay Band	Level	2	Pay Band	3	Level	7	Pay Band	8
Pay Hourly	\$17.81 - \$26.41				\$34.14 - \$53.46			

Position Number	41183							
Vacant or Filled	Vacant							
	<b>Current Status</b>				<b>Reclassification Request</b>			
Position Working Title	Program Assistant				Division Finance Specialist			
SOC Broad Group	43-6010 Secretaries and Administrative Assistants				13-2010 Accountants and Auditors			
Level and Pay Band	Level	3	Pay Band	3	Level	7	Pay Band	8
Pay Hourly	\$17.81 - \$26.41				\$34.14 - \$53.46			

**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 positions #41183, #10536, and #10534 were all previously vacant for extended periods of time and are being reclassified to support financial operations. These positions will be responsible for analyzing and reporting on financial performance of their assigned Divisions. In addition, they will advise Division leadership on the development of biennial budgets, provide solutions to budget inquires and offer assistance and recommendations on procurement solicitations and contract development. Position #41914 will manage the Procurement Unit including oversight of vendor contracts, Governor and Council items, and Fiscal Committee items.

In response to the Governor's initiative on efficiencies the Department of Safety launched an internal initiative to centralize the financial and procurement operations currently maintained within each division to the Division of Administration. Centralizing financial operations offers numerous benefits, including improved efficiency by streamlining processes and eliminating redundancies, leading to significant cost savings. It enhances financial control and compliance by ensuring consistent policies, stronger internal controls, and reduced risk. With centralization we can achieve greater data accuracy, enabling more reliable financial reporting and better decision-making. Standardized policies and procedures ensure consistency in accounting, procurement, and expense management across the department. Additionally, centralization supports scalability and growth, making it easier to integrate new initiatives and respond to demands. Leveraging technology becomes more effective as we currently have several stand-alone systems. This approach also strengthens risk management by identifying and mitigating financial risks more efficiently. Ultimately, a centralized financial structure empowers leadership with comprehensive data, enhancing strategic decision making.

If this request is not approved the centralization of these processes would no longer be feasible and the duties would return to the divisions ultimately reducing our agencies ability to provide singular oversight to financial matters and would create redundancies and inconsistent processes involving expense management. For position #41914 if the request is not approved the establishment of the Procurement Unit will result in duties being allocated to the Bureau Chief position to manage.

**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.*

41914: 48% Other; 52% State

10534: 48% Other; 52% State

**Source of Funds:** 10536: 100% Other

41183: 100% Other

Name and Title: *Robert L. Quinn, Commissioner*

Signature: 