



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 on the date noted in the table below following approval by the Governor and Executive Council. Each respective agency has certified that sufficient funds are available to support each position reclassification.

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 these requests, where this rule applies, Governor and Executive Council action is requested retroactive to the date specified for each position as noted in the table below.

Position #	Agency	Effective Date
10060	Dept of Military Affairs and Veteran Services	5/16/2025
41530	Dept of Corrections	5/30/2025
19855	Dept of Fish and Game	5/30/2025
44717	Dept of Health and Human Services	2/7/2025
44547	Dept of Health and Human Services	6/13/2025
11528	Dept of Natural and Cultural Resources	3/7/2025
11522	Dept of Natural and Cultural Resources	3/7/2025

Attached please find applicable Requests for Position Reclassification documenting decisions reached by the Classification Section of the Division of Personnel that require approval of the Governor and Council.

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 "Ch 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 Military Affairs and Veterans Services

Position Number	10060							
Vacant or Filled	Filled							
	Current Status				Reclassification Request			
Position Working Title	Human Resources Coordinator				Administrator of Human Resources			
SOC Broad Group	13-1070 Human Resources Workers				11-3120 Human Resources Manager			
Level and Pay Band	Level	4	Pay Band	5	Level	3	Pay Band	4
Pay Hourly	\$38.85				\$40.70			

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 Department requests to reclassify this position to enable it to assume new responsibilities as Administrator of Human Resources, reporting to the Adjutant General. A recent assessment and reorganization of Department operations identified a business need for this role to oversee the department's human resources unit. The current job title restricts this position from growing into this needed role and performing these added, critical duties.

Oversight of the human resources unit was previously provided by the Administrator of Business Operations, who also oversaw contracts and procurement. The assessment of operations determined that it would be better to split these responsibilities between two staff to ensure proper oversight and compliance in all areas. Specifically, the Department requires an Administrator of Human Resources to administer, monitor, and evaluate all human resources functions for the agency including recruitment and retention, compensation, benefits administration, performance management, and organizational development, while applying best practices in personnel management. This position will advise leadership, federal program managers, and employees to ensure compliance with laws, rules, policies, procedures, and collective bargaining agreements.

If this reclassification request is not approved, there is no other position available to assume oversight of the Human Resources unit, and the Department risks significant delay and errors in proper application of human resource policies and procedures, and well as increased liability associated with non-compliance with applicable rules and requirements.

Justification, continued

The Department explored the possibility of outsourcing the Administrator of Human Resources duties to the Division of Personnel but determined that the cost of doing so would significantly exceed the cost of reclassifying an existing position and reduce the immediate availability of staff to address human resource priorities, activities, and services for leadership and staff.

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% General Fund

Name and Title: MG David J. Mikolaities, The Adjutant General

Signature: MIKOLAITIES.DAV
ID.JAMES.10057270
29

Digitally signed by
MIKOLAITIES.DAVID.JAMES.
1005727029
Date: 2025.07.30 16:02:32 -0400

Department of Administrative Services – Division of Personnel

Request for Position Reclassification

Per RSA 21-I:56

Agency Name: Department of Corrections

Position Number	41530							
Vacant or Filled	Filled							
	Current Status				Reclassification Request			
Position Working Title	Warehouse Manager III				Warehouse Superintendent			
SOC Broad Group	53-1040 First-Line Supervisors of Transportation and Material Moving Workers				11-3070 Transportation, Storage, and Distribution Managers			
Level and Pay Band	Level	3	Pay Band	5	Level	2	Pay Band	2
Pay Hourly	\$34.14				\$35.62			

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)

Due to the PAB Ruling of this employee's reclassification request, we are obligated to reclassify this position into the proposed - Warehouse Superintendent (11-3070 Transportation, Storage, and Distribution Managers).

Agency Financial Certification:

By signing this section, the agency certifies that funding for the reclassification, as compared to budget, is sufficient, though the agency may request funds from the salary adjustment fund, if needed.

Source of Funds: 100% General Funds

Name and Title: JOHN V. SCIAPPA (I) COMM.

Signature: 

Department of Administrative Services – Division of Personnel

Request for Position Reclassification

Per RSA 21-I:56

Agency Name: Department of Fish & Game

Position Number	19855							
Vacant or Filled	Filled							
	Current Status				Reclassification Request			
Position Working Title	Engineering Technician				Director of Facilities and Lands			
SOC Broad Group	17-3020 Engineering Technologists and Technicians, except Drafters				11-1020 General and Operations Managers			
Level and Pay Band	Level	6	Pay Band	6	Level	4	Pay Band	5
Pay Hourly	\$31.33				\$34.14			

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 New Hampshire Fish and Game Department respectfully requests the reclassification of Position #19855 to 11-1020 General and Operations Managers-4. This change is necessary to align the position’s responsibilities with the strategic and operational needs of the Division of Facilities and Lands.

The reclassified role will be responsible for developing, administering, and implementing both short- and long-term strategic visions, goals, and objectives for the division. Working in close partnership with the Director, the incumbent will oversee daily operations and long-range organizational policies and programs. Key responsibilities include:

- Preparing and monitoring operational budgets
- Managing the Request for Proposal (RFP) process

Developing and overseeing processes for planning, designing, constructing, and improving public works projects across:

- 140 boat ramps
- 130 dams
- 160 department buildings

This position is supervisory in nature and is critical to the department’s infrastructure management and strategic planning efforts.

The current Division Chief position has remained vacant since November 2022, primarily due to the engineering qualifications required. Over time, the department has adapted by outsourcing engineering functions, making the engineering component of the role obsolete. As such, we propose to re-purpose the Division Chief position to meet other pressing needs within the agency. ■

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: Fish and Game Funds /Restricted Funds

Name and Title: Stephanie Simek Executive Director

Signature:

A handwritten signature in black ink, appearing to read "Stephanie Simek". The signature is written in a cursive style with a large initial "S".

Department of Administrative Services – Division of Personnel

Request for Position Reclassification

Per RSA 21-I:56

Agency Name: Department of Health and Human Services

Position Number	44547							
Vacant or Filled	Filled							
	Current Status				Reclassification Request			
Position Working Title	Prescription Drug Monitoring Program Manager				Prescription Drug Monitoring Section Administrator			
SOC Broad Group	21-1090 Miscellaneous Community and Social Service Specialists				11-9110 Medical and Health Services Managers			
Level and Pay Band	Level	7	Pay Band	7	Level	5	Pay Band	6
Pay Hourly	\$44.52				\$46.63			

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 Department of Health and Human Services, Division of Public Health requests the reclassification of a filled position, currently tasked with establishing, maintaining and managing, and improving a viable prescription drug program by contracting with a third party vendor. The position's duties have expanded to include management of three additional programs related to public safety. These include: the Overdose to Action Program, National Violent Death Registry, and Poison Control Center. The reclassified position will be responsible for developing, authorizing and monitoring federal and statewide policies, goals and objectives for these diverse programs, including implementing quality improvement activities. The position will review and recommend grant opportunities, oversee the design and implementation of program budgets and fiscal operations to ensure proper allocation of section resources. It oversees data security, privacy, analysis and develops publicly available reports. The position will be responsible for aligning programs with cross departmental initiatives related to opioid overdoses such as Mission Zero and the State Opioid Response, providing critical information to support the Overdose Fatality Review Commission.

If this position is not reclassified, there will be a lack of strategic leadership across programs that directly impact opioid overdose prevention, violent death surveillance, poison control and prescription drug diversion, all areas with public safety implications. We also risk insufficient fiscal oversight, performance monitoring and data security management to ensure compliance with state and federal requirements.

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% Federal

Name and Title: Patricia Tilley, Associate Commissioner

Signature:

Patricia Tilley

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Tilley
Date: 2025.08.01 16:25:55
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Department of Administrative Services – Division of Personnel

Request for Position Reclassification

Per RSA 21-I:56

Agency Name: Health and Human Services

Position Number	44717							
Vacant or Filled	Filled							
	Current Status				Reclassification Request			
Position Working Title	Program Planner				Medical Services Assistant			
SOC Broad Group	21-1090 Miscellaneous Community and Social Service Specialists				43-6010 Secretaries and Administrative Assistants			
Level and Pay Band	Level	5	Pay Band	5	Level	5	Pay Band	5
Pay Hourly	\$34.14				\$34.14			

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)

New Hampshire Hospital requests the reclassification of an existing filled position, most recently performing duties of a case manager for the Philbrook Adult Transitional Housing (PATH) program. With the Hospital's divestment from the PATH program, the duties of the position have shifted from case management to performing special administrative duties for Medical Services, including management of Release of Information (ROI) forms for the Hospital's medical team, preparing and monitoring tracing activities for issues identified during Joint Commission review for environmental and safety assessments, organizing and maintaining medical team and Infection Prevention-related files and documents, and completing Infection Control Audits as required.

This position reclassification request allows NHH to redirect this position to take on other essential functions following the closure of the PATH program and assigns the position a more suitable classification job title, and associated range of pay, that aligns with the revised duties and responsibilities.

If the reclassification of the position is not approved, the existing employee will be terminated or transferred and the important functions assumed by this position will be delayed, forgone, or assigned to other staff pushing aside other important work. Without the reassignment of this position the hospital will continue to struggle to meet the requirements for infection control and auditing and experience increased delays in processing of ROI forms.

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: 0% Fed; 31% Gen; 69% Other

Name and Title: Ellen M. Lapointe, CEO NHH

Signature: Ellen.M.Lapointe
e@dhhs.nh.gov

Digitally signed by
Ellen M Lapointe@dhhs.nh.gov
Date: 2025.08.01 08:33:04 -0400

Department of Administrative Services – Division of Personnel

Request for Position Reclassification

Per RSA 21-I:56

Agency Name: Department of Natural and Cultural Resources

Position Number	11522							
Vacant or Filled	Filled							
	Current Status				Reclassification Request			
Position Working Title	Maintenance Technician				Master Plumber			
SOC Broad Group	49-9070 Maintenance and Repair Workers, General				47-2150 Pipelayers, Plumbers, Pipefitters, and Steamfitters			
Level and Pay Band	Level	5	Pay Band	5	Level	6	Pay Band	8
Pay Hourly	\$32.73				\$34.14			

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 Department of Natural and Cultural Resources (DNCR) requests consideration to reclassify position #11522 referenced above. This proposed reclassification will align our master plumber position with the Division of Personnels new SOC alignment for licensed master plumbers. This position is our only master plumber position, used throughout the state to assist in the maintenance and new builds of our park infrastructure. This position takes the lead on all related plumbing projects within our park system. This position is our point person related to all project details, including reading and amending blueprints, physical on-site work, supervision and direction, contractor oversight as well as the principal contact for state inspections of related work.

Failure to approve this reclassification would negatively impact DNCR's ability to provide the oversight needed on projects, inspections and could delay repairs as well as emergency calls for assistance within our park infrastructure. In addition if this reclassification is not approved it will put DNCR at a disadvantage in recruitment and retention of our skilled tradespersons with other state agencies.

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% Other, Parks and Recreation, #37200000

Name and Title: Sarah L. Stewart, Commissioner

Signature: Sarah L.
Stewart

Digitally signed by Sarah L. Stewart
DN: CN = Sarah L. Stewart email = sarah.l.stewart@dncr.nh.gov C = US O = SoNH
Department of Natural and Cultural
Resources OU = Office of the Commissioner
Date: 2025.07.29 13:07:48 -0400

Department of Administrative Services – Division of Personnel

Request for Position Reclassification

Per RSA 21-I:56

Agency Name: Department of Natural and Cultural Resources

Position Number	11528							
Vacant or Filled	Filled							
	Current Status				Reclassification Request			
Position Working Title	Maintenance Technician				Master Electrician			
SOC Broad Group	49-9070 Maintenance and Repair Workers, General				47-2110 Electricians			
Level and Pay Band	Level	5	Pay Band	5	Level	6	Pay Band	8
Pay Hourly	\$32.73				\$34.14			

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 Department of Natural and Cultural Resources (DNCR) requests consideration to reclassify position #11528 referenced above. This proposed reclassification will align our master electrician position with the Division of Personnels new SOC alignment for licensed master electricians. This position is our only master electrician position, used throughout the state to assist in the maintenance and new builds of our park infrastructure. This position takes the lead on all related electrical projects within our park system. This position is our point person related to all project details, including reading and amending blueprints, physical on-site work, supervision and direction, contractor oversight as well as the principal contact for state inspections of related work.

Failure to approve this reclassification would negatively impact DNCR's ability to provide the oversight needed on projects, inspections and could delay repairs as well as emergency calls for assistance within our park infrastructure. In addition if this reclassification is not approved it will put DNCR at a disadvantage in recruitment and retention of our skilled tradespersons with other state agencies.

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% Other, PArks and Recreation #37200000

Name and Title: Sarah L. Stewart, Commissioner

Signature: Sarah L.
Stewart

Digitally signed by: Sarah L. Stewart
DN: CN = Sarah L. Stewart email = sarah.l.stewart@dnr.nh.gov C = US O = SoNH
Department of Natural and Cultural
Resources OU = Office of the Commissioner
Date: 2025.07.29 13:08:42 -0400