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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 effective the first day of the next pay period 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 Attached please find applicable Requests for 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,

Charlie M. Arlinghaus  
Commissioner

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

**Request for Position Reclassification**

**Per RSA 21-I:56**

**Agency Name:** Department of Administrative Services

Position Number	44016							
Vacant or Filled	Vacant							
	<b>Current Status</b>				<b>Reclassification Request</b>			
Position Working Title	Energy Project Manager				Energy Project Manager			
SOC Broad Group	11-9040 Architectural and Engineering Managers				13-1080 Logisticians and Project Management Specialists			
Level and Pay Band	Level	2	Pay Band	3	Level	5	Pay Band	6
Pay Hourly	\$28.74 - \$44.52				\$28.74 - \$44.52			

**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)

This position was presented for reallocation as part of the engineering occupational review. However, upon closer evaluation, the job duties more closely align with a Project Management position within SOC 13. The position does not require extensive engineering work, nor does the occupant possess extensive engineering education and experience.

The duties of this position will remain the same, but this requests aligns the position to a more appropriate job classification. Should this reclassification be denied, it would negatively impact future recruitment efforts by unnecessarily restricting the candidate pool. Additionally, leaving the position in it's current classification hinders the state-wide effort led by the Division of Personnel to correct/update positions in alignment with the Standard Occupational Classification (SOC).

**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:** 40% Federal Funds, 60% General Funds

Name and Title: Charles Arlinghaus, Commissioner

Signature: 

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

**Request for Position Reclassification**

**Per RSA 21-I:56**

**Agency Name:** Department of Education

Position Number	13119							
Vacant or Filled	Vacant							
	<b>Current Status</b>				<b>Reclassification Request</b>			
Position Working Title	Secretary				AP & Contracts Administrator			
SOC Broad Group	43-6010 Secretaries and Administrative Assistants				13-2090 Miscellaneous Financial Specialists			
Level and Pay Band	Level	2	Pay Band	2	Level	6	Pay Band	7
Pay Hourly	\$15.93 - \$23.39				\$31.33 - \$48.83			

**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 expanded roles of the VR Finance and Data Unit, which recently added a VR accountant, and an increase in contractual documents, the reclassification of this position is needed to add capacity to the unit. This classification request is of a current vacant secretary position into an Accounts Payable (AP) + Contracts Administrator position. The intent of the role is to oversee the bureau’s contract administration, policy and procedure development, and accounts payable (AP) functions ensuring accurate fiscal processing, compliance with state and federal regulations, and effective support of programmatic goals, and supervising both the VR Accountant and Contracts Specialist. This position will play a key role in ensuring timely and accurate execution of vendor contracts, maintaining compliance with fiscal policies, and assisting with the overall financial operations of the program and it's \$22.8 million of state, federal and other appropriations.

If this position reclassification were not to be approved, the impact would be within the finance and contracts unit of the program. The lack of additional oversight and capacity of work output could jeopardize the program. The position would have additional oversight of the details of federal and state invoicing requirements that would aid in avoiding another financial audit finding within VR, as well as assisting in the output of contracts and leases done within the division. Additional capacity is needed to abide by federal guidelines and requirements of the VR grant that is ever changing.

**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:** Federal

**Name and Title:** Frank Edelblut, Commissioner

**Signature:** Frank Edelblut  
Digitally signed by Frank Edelblut  
Date: 2025.07.24 09:57:43  
-04'00'

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

**Request for Position Reclassification**

**Per RSA 21-I:56**

**Agency Name:** Department of Health and Human Service

Position Number	16477							
Vacant or Filled	Vacant							
	<b>Current Status</b>				<b>Reclassification Request</b>			
Position Working Title	Licensed Nursing Assistant				Buyer			
SOC Broad Group	31-1130 Nursing Assistants, Orderlies, and Psychiatric Aides				13-1020 Buyers and Purchasing Agents			
Level and Pay Band	Level	3	Pay Band	4	Level	1	Pay Band	3
Pay Hourly	\$23.16 - \$34.32				\$19.96 - \$30.02			

**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 approval to reclassify an existing vacant position currently tasked with the duties of Licensed Nursing Assistant to act as a Buyer representing NH Hospital to assess materials and medical supply needs, obtain bids and price quotations for items and materials, and oversee the control of medical equipment and supplies. This position would also act as a primary contact person between NH Hospital and the State Bureau of Purchase and Property to ensure compliance with state contracts, purchasing guidelines and status of orders.

The position of Buyer would add additional strength to our current two-person purchasing team. The current buying team is often inundated with purchasing directives, including detailed purchase requests from patients and social workers, frequent returns or exchanges of said items, research on pricing of hospital items and equipment, arrangement of services, obtaining quotes, preparing detailed on-line paperwork and many other duties associated with the purchasing rules set forth by Purchase and Property. The volume of these duties frequently requires overtime in order to complete them in a timely manner. Also, due to this position being specialized in its nature, it is difficult to have competently trained back-up available when it is needed.

**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; 72% Gen; 28% 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 08:34:56 -04'00'

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

**Request for Position Reclassification**

**Per RSA 21-I:56**

**Agency Name:** Department of Health & Human Services

Position Number	42955							
Vacant or Filled	Vacant							
	<b>Current Status</b>				<b>Reclassification Request</b>			
Position Working Title	Systems Development Specialist				Logistics Specialist			
SOC Broad Group	15-1250 Software and Web Developers, Programmers, and Testers				13-1080 Logisticians and Project Management Specialist			
Level and Pay Band	Level	4	Pay Band	7	Level	3	Pay Band	4
Pay Hourly	\$31.33 - \$48.83				\$22.50 - \$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 Health and Human Services, Division of Public Health Services, requests the reclassification of a vacant position currently tasked with program design and analysis duties for public health computer applications to perform a new role of Logistics Specialist within the Bureau of Emergency Preparation, Response and Recovery (EPRR). The Logistics Specialist is responsible for preparing, deploying and maintaining the Department's emergency supply caches, ensuring accurate tracking of supplies, equipment and resources, and maintaining detailed records of logistics activities, inventory and resource distribution, including preparation of reports for compliance purposes.

If this reclassification is not approved, the Department's ability to distribute life-saving medical and disaster sheltering supplies to New Hampshire's healthcare system and municipalities is limited. These delays risk the safety and health of New Hampshire's population and risk creating long term health and financial burdens for them.

**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 Funds Public Health Infrastructure Grant

**Name and Title:** Patricia Tilley, Associate Commissioner

**Signature:** Patricia Tilley  
Digitally signed by Patricia  
Tilley  
Date: 2025.08.01 16:25:17  
-04'00'

**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	44738							
Vacant or Filled	Vacant							
	<b>Current Status</b>				<b>Reclassification Request</b>			
Position Working Title	Laundry Worker				Purchasing Manager			
SOC Broad Group	51-6010 Laundry and Dry-Cleaning Workers				13-1020 Buyers and Purchasing Agents			
Level and Pay Band	Level	1	Pay Band	1	Level	2	Pay Band	4
Pay Hourly	\$14.40 - \$20.80				\$22.50 - \$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 to reclassify an existing vacant position, currently tasked with varied laundry duties within the Hospital, to act as a Purchasing Manager. The Purchasing Manager will oversee procurement functions and staff in the Purchasing and Procurement Unit, ensuring that needs are met within an established budget and in accordance with prescribed accreditation requirements. This position will review, write, and implement process standards, policies and procedures for materials procurement, ordering, receiving, stocking and issuing of product, and prepare summary reports for New Hampshire Hospital Administration.

Over the last several years Materials Management has seen major business growth. Purchasing demands are at its highest level within the organization and are expected to increase when the Forensic Stabilization Unit is brought on-line. The oversight of procurement functions and staff currently are split between multiple positions, creating risks for compliance with existing codes and accreditation requirements. The position of Purchasing Manager would oversee our current two-person purchasing team as the immediate supervisor, and would implement and apply directives from the department director and manager. Some examples of these directives are:

- Direct oversight in establishing and maintaining a value analysis program for NHH.
- Direct oversight with product evaluations for cost, quality, value, and necessity.
- Track large purchases of consumable products, equipment, and other capital expenditures.
- Reviewing unit / department procedures and policies to assist end users to choose the right products that will fit their strategic goals and needs.
- Provide support for the purchasing team and assume purchasing duties if needed.

Justification, continued

Having a Purchasing Manager to oversee these functions would benefit hospital cost savings by addressing such things as: reducing re-buying of products or equipment due to the unsuitability and panic buying, conducting cost and value studies for consumable use, and organizing peer participation and recommendations in the selection of products.

The purchasing team currently is managed by the MMP department manager, who also oversees two warehouse storage areas, as well as the logistics section of the department, which includes receiving, courier operations, distribution staff, copy center, inventory control and asset management. Although general buying activities are stable, the department manager has limited capacity to expand into the organizing and cost-saving activities mentioned above.

**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; 72% Gen; 28% Other

**Name and Title:** Ellen M. Lapointe, CEO NHH

**Signature:** Ellen.M.Lapointe@dhhs.nh.gov  
Digitally signed by  
Ellen.M.Lapointe@dhhs.nh.gov  
Date: 2025.08.01 08:33:57 -04'00'

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

**Request for Position Reclassification**

**Per RSA 21-I:56**

**Agency Name:** Department of Transportation

Position Number	20008							
Vacant or Filled	Vacant							
	<b>Current Status</b>				<b>Reclassification Request</b>			
Position Working Title	Engineering Technician				Project Funding Specialist			
SOC Broad Group	17-3020 Engineering Technologists and Technicians, except Drafters				13-1190 Miscellaneous Business Operations Specialists			
Level and Pay Band	Level	4	Pay Band	4	Level	4	Pay Band	5
Pay Hourly	\$19.96 - 30.02				\$25.40 - \$38.85			

**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 Department of Transportation is reclassifying this vacant position to 13-1190 Miscellaneous Business Operations Specialists, in the Community Assistance Unit to serve as a Project Funding Specialist. This position will be dedicated to the Bureau of Planning and Community Assistance, focusing on the administration, analysis, and implementation of Local Public Agency (LPA) and other sub-recipient grant programs.

The role will develop and review LPA and other sub-recipient project agreement language for accuracy, review project data and cost estimates with project managers, and monitor, track, and respond to inquiries and requests related to compliance and financial performance reports. The position will make recommendations for changes to project scope, schedule, or budget, compile and prepare reports, and input, analyze, interpret, and process coding and financial data for project performance and compliance.

If this change is not made DOT will not be able to complete sub-recipient agreements in a timely fashion therefore delaying municipal and state infrastructure projects and losing federal funding for planned work. DOT may have financial liability for projects if this subject matter expert position is not created. This position will be responsible for maintaining communication with Local Public Agencies (LPA) for completing federal and local funding regulations. Non-compliance could lead to loss of funding or increased penalties. If this request is not approved, DOT will need to scale back on the number of community assistance grants issued, restricting the ability of local municipalities and other sub-recipient entities to address critical infrastructure needs.

**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:** 80% General Funded, 17% Federal Funded, and 3% Other Funded.

Name and Title: Commissioner William Cass

Signature: 

Department of Administrative Services – Division of Personnel

Request for Position Reclassification

Per RSA 21-I:56

Agency Name: Department of Transportation

Position Number	21304							
Vacant or Filled	Vacant							
	<b>Current Status</b>				<b>Reclassification Request</b>			
Position Working Title	Civil Engineer				Geotechnical Section Chief			
SOC Broad Group	17-2050 Civil Engineers				11-9120 Natural Sciences Managers			
Level and Pay Band	Level	6	Pay Band	10	Level	4	Pay Band	6
Pay Hourly	\$37.22 - \$58.28				\$37.22 - \$58.28			

**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 Department of Transportation is reclassifying this vacant position to 11-9120 Natural Sciences Managers-4. This position is in the Geotechnical Section of the Division of Project Development and will serve as the Geotechnical Section Chief, overseeing professional, technical, and field personnel dedicated to statewide engineering projects.

This position will manage all phases of in-house geotechnical engineering, geological research, and subsurface exploration activities and projects. It will ensure compliance with engineering standards and safety protocols, and assist design engineers and environmental scientists in assessing the feasibility and safety of construction designs. This role will also prepare and administer contracts, ensure the successful integration of geoscientific data into project planning and construction, prepare budget requests, and perform personnel management duties.

This change has been requested to increase recruitment options. The position has been advertised as a civil engineer for over a year with no candidates to fill the position. The new classification will allow for a wider range of candidates who have the knowledge, skills, and abilities to successfully complete the duties. The continued lack of leadership in this position has led to decreased geotechnical project completion, increase contract costs, and delays to infrastructure projects.

**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:** 50% Highway funds, 38% Federal funds, and 12% Other funds

Name and Title: Commissioner William Cass

Signature: 