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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

September 8, 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
16903	Corrections	5/30/2025
44613	Health and Human Services	4/18/2025

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 "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:	Corrections Dept	
Position Number:	16903	
	Filled	
	Current Status	Reclassification Request
Position Working Title:	Warehouse Manager	Warehouse Manager
SOC Broad Group:	53-1040 First-Line Supervisors of Transportation and Material Moving Workers	43-5070 Shipping, Receiving, and Inventory Clerks
	Level <input type="text" value="2"/> Pay Band <input type="text" value="4"/>	Level <input type="text" value="4"/> Pay Band <input type="text" value="4"/>
Pay (hourly):	\$30.02	\$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)

Due to a PAB ruling for a different position, the NH Division of Personnel (DOP) has identified that this position was originally mapped to the wrong classification (same with the one that was just reclassified) when the State of New Hampshire (SONH) introduced the SOC Classification system. Due to this determination, the NH Department of Corrections (DOC) came to the agreement with DOP to change this classification from 53-1040 First-Line Supervisors of Transportation and Material Moving Workers to 43-5070 Shipping, Receiving, and Inventory Clerks as this position aligns more with the new classification. We believe this classification matches the job accountabilities as this position works in a warehouse environment, and not a transportation environment.

This change in classification will align all the like positions within the DOC to the same classification job title that perform similar functions making it unison amongst the Department.

If this reclassification isn't approved, it will make the Unit off center and not aligned as the other like positions within the Unit are classified into the proposed broad group classification.

There is also no financial impact with this change due to the job accountabilities not changing, we are just realigning the classification to make it in unison with the Unit.

Justification, continued (if 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.

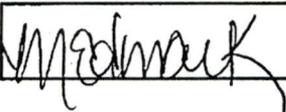
Source of Funds:

100% General Funds

Name and Title:

Michelle Edmark - Acting Assistant Commissioner

Signature:



8/27/25

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	44613							
Vacant or Filled	Filled							
	Current Status				Reclassification Request			
Position Working Title	Transportation Coordinator				Operations and Compliance Administrator			
SOC Broad Group	21-1090 Miscellaneous Community and Social Service Specialists				11-9150 Social and Community Service Managers			
Level and Pay Band	Level	6	Pay Band	6	Level	5	Pay Band	6
Pay Hourly	\$37.22				\$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 Department of Health and Human Services, Division of Economic Stability (BES) requests the reclassification of an existing filled position to reflect the expanded role of the position and current employee. The position's current Supplemental Job Description (SJD) focuses on providing consultations for the agency's various transportation programs and initiatives with an emphasis on identifying and overcoming transportation barriers. Prior responsibilities include collaboration with other state and local agencies to maximize transportation opportunities and to maintain knowledge of national, state and local transportation programs. As revised, the position is responsible for contract management, federal and state compliance, reporting requirements, audits, program performance, and data analytics for all the federally funded programs managed by the Bureau of Employment Supports (BES).

If this reclassification request is not approved, the classification of the position, and corresponding range of compensation, will be misaligned with the revised job duties of the position. By adopting the proposed SJD and modifying the classification job title we can ensure a clear understanding of work expectations and provide equitable compensation for the expanded role of the position, improving retention of current staff and future recruitment efforts.

The proposed SJD expands the scope of duties to include tasks essential to the success of the entire bureau. By formally including oversight of all contract management, audits, and compliance, the modified duties of the position help ensure operational continuity and establishes a centralized framework for regulatory adherence across the bureau. This strategic alignment will strengthen compliance oversight, mitigate risks, and deliver measurable benefits to the programs as a whole.

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: 41.50% GF and 58.50% FF

Name and Title: Christine Santaniello, Associate Commissioner

Signature: Christine Santaniello
Digitally signed by Christine Santaniello
Date: 2025.08.13 08:11:02 -04'00'