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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 July 11, 2025, following approval by the Governor and Executive Council. These three 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 (DOP) that require approval of the Governor and Council. These reclassification requests stem from a project completed with the Department of Safety (DOS) 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. DOP and DOS identified the need for the requested position

classification changes in the course of reviewing the roles and responsibilities of each position within the Division as well as those performing similar duties in other Divisions as part of 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 "Charlie M. Arlinghaus".

Charlie M. Arlinghaus  
Commissioner

**Department of Administrative Services – Division of  
Personnel Request for Position Reclassification - Addendum**

**Per RSA 21-I:56**

<b>Agency Name:</b>	Safety Dept	
<b>Position Number:</b>	10542	
	Filled	
	<b>Current Status</b>	<b>Reclassification Request</b>
<b>Position Working Title:</b>	Supervisor	Administrative Operations Manager
<b>SOC Broad Group:</b>	13-2090 Miscellaneous Financial Specialists	43-1010 First-Line Supervisors of Office and Administrative Support Workers
	Level <input type="text" value="4"/> Pay Band <input type="text" value="5"/>	Level <input type="text" value="4"/> Pay Band <input type="text" value="6"/>
	\$37.22	\$37.22

<b>Position Number:</b>	10417	
	Filled	
	<b>Current Status</b>	<b>Reclassification Request</b>
<b>Position Working Title:</b>	Procurement Technician	Procurement Technician
<b>SOC Broad Group:</b>	43-3060 Procurement Clerks	13-1020 Buyers and Purchasing Agents
	Level <input type="text" value="3"/> Pay Band <input type="text" value="5"/>	Level <input type="text" value="2"/> Pay Band <input type="text" value="4"/>
	\$27.55	\$27.55

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

**Request for Position Reclassification**

**Per RSA 21-I:56**

<b>Agency Name:</b>	Safety Dept	
<b>Position Number:</b>	18065	
	Filled	
	<b>Current Status</b>	<b>Reclassification Request</b>
<b>Position Working Title:</b>	Administrator	Business and Project Administration Bureau Manager
<b>SOC Broad Group:</b>	13-2010 Accountants and Auditors	11-3030 Financial Managers
	Level <input type="text" value="8"/> Pay Band <input type="text" value="9"/>	Level <input type="text" value="3"/> Pay Band <input type="text" value="6"/>
<b>Pay (hourly):</b>	\$55.88	\$55.88

**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 duties of position #18065 were impacted during the implementation of the Division of Administration's new Financial Management and Planning Bureau (FMPB). Position #10489 previously supervised this position (#18065) however it was reallocated to the new bureau. This position is assuming primary oversight of the responsibilities assigned to the Division of State Police's Business and Project Administration Unit such as management of Division contracts, grant agreements ,RFP/RFB/RFI, MOUs, fleet and facilities management and developing key performance indicators. These duties are in addition to the current tasks pertaining to the fiscal operations of the Division including monitoring budget items such as position funding and overtime expenses, accounting of the Detail Desk , and oversight of the procurement of specialized law enforcement equipment. While working with the Classifications Unit on the FMPB project, the proposed Supplemental Job Description was reviewed and it was determined the position would be more appropriately classified under the 11-3030 Financial Managers broad group rather than its current title of 13-2010 Accountants and Auditors. This change in title does not affect compensation. Should this request be denied these additionally absorbed duties would fall outside the scope of expected duties for the current broad group of the position and would need to be reallocated to the Lt. Colonel's position which would result in an increase in work load that could impact the timeliness of decision making regarding operational needs.

**Justification, continued (if needed)**

Position #10542 was also impacted based on the changes implemented during the establishment of the Division of Administration's Financial Management and Planning Bureau (FMPB). With many of the former duties of this position being reallocated to the new bureau, the Division of Fire Safety assessed their business needs and were able to restructure this position to serve as an Administrative Operations Manager. This restructure allowed for centralizing the management of training administrative support staff and ensuring oversight of operational processes throughout the Division. This position will also be responsible for the assisting in the management of accreditation compliance for the Division and collaborating with the FMPB on division specific items. Should this request be denied the Division would need to again reevaluate the duties of this position, as the original duties of this position have been reallocated to the FMPB. Additionally, the newly established efficiencies being implemented by the Division would be reversed, causing a loss in opportunity to streamline processes, implement the facilitation of cross-training to administrative staff and ensure consistent office operations.

Position #10417 is responsible for performing purchasing/procurement functions for the Department of Safety. With the implementation of the FMPB, which included expanding the duties of the Procurement Unit to centralize procurement processes, the duties of position #10417 were reviewed during the analysis process. Though the duties of the position have only been slightly altered by this restructuring, the Classifications Unit determined that the title 13-1020 Buyers and Purchasing Agents was more appropriate for the duties of the position and in relation to the Procurement Unit as a whole. Should this request be denied the position would continue to function in its current capacity as the "general tasks" outlined on the current broad group still encapsulate the core functions of the position as the two broad groups are similar in functionality.

**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:

18065 - 34% General Fund/ 41% Highway Fund and 25% Turnpike  
10542 - 100% Other  
10417 - 52% St / 48% Other

Name and Title:

Robert L. Quinn Commissioner

Signature:

