



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

25 Capitol Street – Room 100
Concord, New Hampshire 03301
(603) 271-3201 | Office@das.nh.gov

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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 25, 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 Environmental Services. 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 two of the positions are 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 by the Division of Personnel (DOP) that revised the recommended job titles and classification of Master, Journeyman, and Apprentice electricians within the new SOC-Based Classification System. These requests align electrician positions within the Department of Environmental Services with the updated job titles and classification recommended by DOP.

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 - Addendum**

Per RSA 21-I:56

Agency Name:	Environmental Services	
Position Number:	18141	
	Filled	
	Current Status	Reclassification Request
Position Working Title:	Electronic Technician	Electrician
SOC Broad Group:	49-2090 Miscellaneous Electrical and Electronic Equipment Mechanics, Installers, and Repairers	47-2110 Electricians
	Level <input type="text" value="2"/> Pay Band <input type="text" value="4"/>	Level <input type="text" value="5"/> Pay Band <input type="text" value="7"/>
	\$34.14	\$35.62

Position Number:	18760	
	Vacant	
	Current Status	Reclassification Request
Position Working Title:	Electronic Technician	Apprentice Electrician
SOC Broad Group:	49-2090 Miscellaneous Electrical and Electronic Equipment Mechanics, Installers, and Repairers	47-2110 Electricians
	Level <input type="text" value="2"/> Pay Band <input type="text" value="4"/>	Level <input type="text" value="3"/> Pay Band <input type="text" value="5"/>
	\$22.50 - \$34.14	\$22.50 - \$34.14

Department of Administrative Services – Division of Personnel

Request for Position Reclassification

Per RSA 21-I:56

Agency Name:	Environmental Services	
Position Number:	19499	
	Filled	
	Current Status	Reclassification Request
Position Working Title:	Electronic Section Supervisor	Master Electrician
SOC Broad Group:	49-2090 Miscellaneous Electrical and Electronic Equipment Mechanics, Installers, and Repairers	47-2110 Electricians
	Level <input type="text" value="3"/> Pay Band <input type="text" value="5"/>	Level <input type="text" value="6"/> Pay Band <input type="text" value="8"/>
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 Environmental Services (NHDES) requests consideration to reclassify three positions that provide professional electrician functions for critical infrastructure managed by our department consistent with the recommended SOC-based classification job titles corresponding to their applicable role.

This proposed reclassification for Position #19499 will align the classification of our master electrician position with the Division of Personnel's newly established SOC job title for licensed master electricians. This position is the only master electrician position at NHDES, performing and providing supervisory oversight for the skilled installation, preventative inspections and maintenance, and repair and modification of electrical systems and equipment in a wide variety of settings at the level of a master level electrician. In addition, this position serves the point person for all electrical projects and inspections and provides oversight of state contractors.

Positions# 18141 and 18760 are being aligned with the newly established Journeyman Electrician and Electrician-Apprentice classifications, respectively, performing progressively more complex electrical work dependent upon qualifications (as apprentice or licensed electrician) and operational needs.

The Apprentice-level Electrician position (#18760) assists department electricians in diagnosing, repairing, installing, testing and maintaining high- and low-voltage electrical equipment and hard-wired and wireless telecommunication systems working under the oversight and direction of the Master Electrician or Journeyman-level Electrician.

Position #18141 is operating at the Journeyman-Electrician level, working as a licensed electrician to install, troubleshoot, design, modify, alter, repair, and estimate project costs for high- and medium-voltage electrical apparatus controls and equipment for light, heat, power.

Justification, continued (if needed)

Both levels perform essential duties requiring electrical expertise including the installation, maintenance, inspections, record-keeping, troubleshooting, and programming of multiple systems supporting operations, including the Supervisory Control and Data Acquisition System (SCADA), Programmable Logic Controller (PLC), and Human Machine Interface(HMs).

These three positions provide electrical services to the Winnepesaukee River Basin Program (WRBP) wastewater treatment facility, a State-owned and operated sewer system serving portions of the NH Lakes Region, as well as for NHDES' Dam Bureau's state-owned dams and for NHDES' Air Resources Division's air quality monitoring stations.

Failure to approve these reclassifications will negatively impact NHDES' ability to retain and recruit staff with the essential electrical skills, experience, and licenses needed to oversee electrical projects and provide timely inspections and repairs to ensure consistent operation of vital infrastructure managed by NHDES.

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 Funds

Name and Title: Adam Crepeau, NHDES Assistant Commissioner

Signature: Adam Crepeau
Digitally signed by Adam Crepeau
Date: 2025.08.28 16:04:37 -04'00'