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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
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Concord, New Hampshire 03301
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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 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:	Administrative Services	
Position Number:	42531	
	Vacant	
	Current Status	Reclassification Request
Position Working Title:	State Energy Manager	Physical Plant Administrator
SOC Broad Group:	13-1190 Miscellaneous Business Operations Specialists	11-3010 Administrative Services and Facilities Managers
	Level <input type="text" value="7"/> Pay Band <input type="text" value="8"/>	Level <input type="text" value="4"/> Pay Band <input type="text" value="5"/>
Pay (hourly):	\$34.14 - \$53.46	\$34.14 - \$53.46

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 Administrative Services requests approval to reclassify and re-purpose this position as a section superintendent in the Central Facilities Bureau (CFB), under the Division of Plant and Property. Responsibilities for managing state properties within the Division of Plant & Property are divided across three sections or zones, each with a superintendent overseeing maintenance and grounds teams, contractors and vendors. Currently, two of the three superintendents are classified as 11-3010 Administrative Services & Facility Managers-4 (Physical Plant Administrators). The third superintendent role is now assigned to a vacant, unclassified position (9U709) with a higher range of pay. The duties of the classified Physical Plant Administrators and the unclassified superintendent are the same.

The intent of this reclassification is to provide equity across the supervisory structure of the Central Facilities Bureau by having all three superintendent roles classified and compensated at the same level. This change also is an important step in merging the General Services Bureau and the Bureau of Facilities & Asset management, which was transferred from the Department to Health and Human Services to the Department of Administrative Services, Division of Plant and Property, several years ago.

Additionally, approval of this position reclassification request enables the Department to transfer the responsibilities of State Energy Manager to the unclassified position (9U709). The State Energy Manager works across all state agencies to implement policy and physical plant changes to reduce energy consumption and costs, making this role better suited for an unclassified position.

Justification, continued (if needed)

If this position reclassification request is not approved, the Division of Plant and Property will not be able to modify the supervisory structure of the CFB, perpetuating tensions and inequity among the upper-level management positions within the Division of Plant and Property and undermining efforts to improve operational

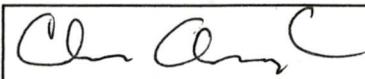
Agency Financial Certification:

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: Charles Arlinghaus, Commissioner

Signature:



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	12249							
Vacant or Filled	Vacant							
	Current Status				Reclassification Request			
Position Working Title	Clerk				Program Enrollment Specialist			
SOC Broad Group	43-3030 Bookkeeping, Accounting, and Auditing Clerks				13-1190 Miscellaneous Business Operations Specialists			
Level and Pay Band	Level	3	Pay Band	3	Level	4	Pay Band	5
Pay Hourly	\$17.81 - \$26.41				\$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 Department of Health and Human Services requests approval to reclassify an existing vacant position currently tasked with performing a variety of clerical and administrative functions to act as a Program Enrollment Specialist within the Bureau of Program Integrity in the Division of Program Quality and Integrity. This position would be one of four Program Enrollment Specialists that analyze and review data to enroll or renew New Hampshire Medicaid providers and oversee Managed Care Organization (MCO) compliance with Medicaid provider requirements and regulations. The new duties include researching and making determinations on moderate and high-risk provider applications, conducting on-site provider visits as required by federal regulations, and representing DHHS in appeals of provider enrollment denials or program integrity reviews.

The Provider Enrollment unit processes over 300 provider applications, over 5,000 provider revalidation/renewals, and over 100 provider account maintenance requests each year. Each of the three existing Program Enrollment Specialist positions process approximately 1,200 cases per year. There is currently an eight (8) month backlog of enrollment applications. Without sufficient staff to enroll or validate providers in a timely fashion, providers face delays in payment and medicaid members face service delays.

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: FF 50.30% GF 49.70%

Name and Title: Ann Landry, Associate Commissioner

Signature: Ann Landry
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Date: 2025.08.08 14:31:05
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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:	30920	
	Vacant	
	Current Status	Reclassification Request
Position Working Title:	Licensed Nursing Assistant	Maintenance Generalist
SOC Broad Group:	31-1130 Nursing Assistants, Orderlies, and Psychiatric Aides	49-9070 Maintenance and Repair Workers, General
	Level <input type="text" value="3"/> Pay Band <input type="text" value="4"/>	Level <input type="text" value="3"/> Pay Band <input type="text" value="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 Maintenance Generalist to manage and coordinate operations for repairs and maintenance of buildings, grounds, mechanical systems and equipment to ensure peak efficiencies and maintain a safe environment for patients, staff, and visitors.

Given the unique demands of our facility and the population we serve, the hospital experiences consistent wear and damage to the physical plant. An additional Maintenance Generalist with carpentry expertise will significantly enhance our ability to respond promptly to repair needs, minimizing disruptions in patient care and hospital operations.

Moreover, NHH faces ongoing demands for structural modifications tied to key strategic initiatives, including:

- Mission Zero
- The High Security Unit
- The Lobby Hardening Project, aimed at improving safety and security for all occupants

Failure to fill this role will result in increased reliance on overtime for current maintenance staff and/or outsourcing to external contractors, both of which will accelerate the depletion of limited financial resources. This could force the hospital to defer or delay essential projects, directly impacting patient care, safety, and regulatory compliance.

Reclassifying this position is a cost-effective, strategic solution to ensure NHH remains responsive to current demands while proactively addressing future physical plant needs.

Justification, continued (if needed)

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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: 2025.09.04 12:46:02 -04'00'

Department of Administrative Services – Division of Personnel

Request for Position Reclassification

Per RSA 21-I:56

Agency Name:	Police Standards and Training Council			
Position Number:	14557		Vacant	
	Current Status		Reclassification Request	
Position Working Title:	Program Assistant		Bureau of Standards Paralegal	
SOC Broad Group:	43-6010 Secretaries and Administrative Assistants		23-2010 Paralegals and Legal Assistants	
	Level	4	Pay Band	4
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 Bureau of Standards at NH PST oversees our regulatory responsibilities for all 4000+/- certified officers in the state of NH. Those regulatory responsibilities include certification and training requirements, overseeing all investigations of allegations of police misconduct and conducting hearings on these matters in front of the PST Council. Further, we have been informed by NH DOJ that there is a planned transition from maintaining the EES and instead relying on the PST sustained misconduct list to address Brady issues. Presently we need assistance with processing allegations, investigations, 91A requests, and preparing legal documentation needed for the CRC and PST Council. Due to the volume and scope of these needs, and the compressed time frames they are needed to comply with rules and laws, the Standards Bureau is having a hard time keeping up with the added workload.

This position is needed to augment the efficiencies of the Standards Bureau

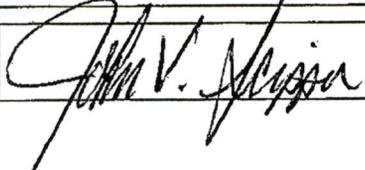
Justification, continued (if needed)

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: General Funds

Name and Title: JOHN V. SCIPPA DIRECTOR NH PST

Signature: 

Department of Administrative Services – Division of Personnel

Request for Position Reclassification

Per RSA 21-I:56

Agency Name:	State and Public Labor Relations			
Position Number:	13799		Vacant	
Position Working Title:	Current Status Secretary Typist		Reclassification Request Legal Secretary	
	43-6010 Secretaries and Administrative Assistants		23-2010 Paralegals and Legal Assistants	
SOC Broad Group:	Level <input type="text" value="1"/> Pay Band <input type="text" value="1"/>	Level <input type="text" value="3"/> Pay Band <input type="text" value="3"/>		
Pay (hourly):	\$14.40 - \$20.80		\$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)

The legislature created a new Office of State and Public Sector Labor Relations (Office) per Ch. 141 HB-FN-A-Local-Final Version, 2025 Session, Ch. 273-E (eff. July 1, 2025).

This Office expands the responsibility of the Public Employee Labor Relations Board (PELRB)(which covers over 600 bargaining units and collective bargaining agreements at the State, County, City, Municipal, and School District level across the state) to include administration of the Personnel Appeals Board (PAB)(which hears appeals filed by classified state employees alleging violations of the state personnel rules, Per 100 et. seq.) and the Right To Know Ombudsman's Office (RKO) (which provides an alternative to the superior court for the filing of complaints alleging governmental non-compliance with the state's Access to Governmental Records and Meetings law, RSA 91-A).

This reorganization represents a significant increase in the PELRB's case/docket administrative responsibilities. The PELRB's 3 FT employees cannot assume, manage, and fulfill these additional responsibilities without a second Legal Secretary position (with skills, knowledge, and experience like that of a paralegal) as the demands and requirements of such work exceed the performance capabilities and expectations of a secretary/typist.

Justification, continued (if needed)

It is expected that the new Legal Secretary will have primary responsibility for supporting the PAB and RKO dockets in the same way as the existing PELRB Legal Secretary supports the existing PELRB docket. The new Legal Secretary will also assist and provide coverage as needed in support of the PELRB's docket.

The PELRB shared the need for this reclassification with the House Finance Committee at the time the committee proposed the reorganization that resulted in the new Office. Both the House Finance and Senate Finance committees included funding in the PELRB's budget sufficient to support the requested reclassification (at the requested pay band and step/level), and these funds are included in HB 1.

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: Douglas L. Ingersoll, Esq., PELRB Executive Director/Counsel

Signature: Douglas.L.Ingersoll@pelrb.nh.gov
Digitally signed by Douglas.L.Ingersoll@pelrb.nh.gov
Date: 2025.09.05 13:31:38 -04'00'