



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 29, 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:	Justice Dept	
Position Number:	10324	
	Vacant	
	Current Status	Reclassification Request
Position Working Title:	Legal Secretary	Deputy Director of Administration
SOC Broad Group:	23-2010 Paralegals and Legal Assistants	11-3030 Financial Managers
	Level <input type="text" value="2"/> Pay Band <input type="text" value="2"/>	Level <input type="text" value="4"/> Pay Band <input type="text" value="7"/>
Pay (hourly):	\$17.81 - \$26.41	\$40.70 - \$63.11

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 Justice (DOJ) requests approval to reclassify a vacant position (#10324), located in the Civil Bureau's Federal Litigation Unit. This reclassification will provide an additional agency-wide resource to oversee financial and program operations.

Over the past five years, the Department has experienced a 30% increase in staff and added six new programs. As a result, the Director of Administration and the Department want to add a Deputy Director of Administration to provide additional oversight of financial operations and compliance for DOJ programs, grants, and special initiatives. Position 10324 is currently vacant and was intended to prepare legal documents and maintain filing in support of attorney's within the Civil Bureau. We propose to repurpose this position to serve as the Deputy Director of Administration with Department-wide responsibility, in the 11-3030 Financial Managers-Level 4 classification.

In the role of Deputy Director of Administration, this position will oversee staff and operations within the Grants Management Bureau, with oversight authority for over \$50 million in Federal grant programs. The Deputy position also will develop and implement strategic financial goals and priorities for the department, oversee the development and implementation of training programs and operational manuals, and ensure compliance with state and federal requirements. The Deputy will also have oversight over Youth Development Center claims operations and staff.

Justification, continued (if needed)

It is the goal of the Department to be good stewards in providing an additional staff resource to ensure proper financial and regulatory oversight and to backup the Director of Administration. If this request is not approved, there will be increased risk of errors and state liability in the administration of DOJ programs.

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: John M. Formella

Signature: 