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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 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 upon 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 Military Affairs and Veteran Services (DMAVS). The agency has certified that sufficient funds are available to support the reclassifications.

## EXPLANATION

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 with DMAVS to restructure the organization to better meet current needs. These position changes are needed to fully implement 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,

Charles M. Arlinghaus  
Commissioner

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

**Request for Position Reclassification**

**Per RSA 21-I:56**

<b>Agency Name:</b>	Military Affairs and Veteran Services	
<b>Position Number:</b>	19368	
	Vacant	
	<b>Current Status</b>	<b>Reclassification Request</b>
<b>Position Working Title:</b>	State Fire Fighter	Construction and Facilities Manager
<b>SOC Broad Group:</b>	33-2020 Fire Inspectors-L	11-1020 General and Operations Managers
	Level <input type="text" value="1"/> Pay Band <input type="text" value="5"/>	Level <input type="text" value="4"/> Pay Band <input type="text" value="5"/>
<b>Pay (hourly):</b>	\$22.50 - \$34.14	\$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 Military Affairs and Veterans Services requests to reclassify three positions within the department to repurpose them to address other pressing needs within the agency.

A recent assessment and reorganization of Department operations identified a business need for the role of a Construction and Facilities Manager to be assigned to both the NH Air National Guard (NHANG) Civil Engineering Office and the NH Army National Guard (NHARNG) Construction and Facility Management Office (CFMO). It was also identified that there was a business need for the role of Plans and Program Supervisor in the NHARNG CFMO.

Oversight of the department employees and functions within the NHANG Civil Engineering Office and the NHARNG CFMO have been historically and currently provided by the Federal Program Managers. The assessment of operations determined that it would be more appropriate for state positions to perform these administrative functions in lieu of federal personnel.

We request to repurpose and reclassify two State Fire Fighter positions, positions 19368 and 19369, to the role of Construction and Facilities Manager. If reclassified, these positions will administer, direct, and control activities within their respective areas, including oversight of financial services, budgetary planning and analysis, personnel, data management, procurement management, contract management and execution, real property acquisition and management, environmental compliance, and facilities operation and maintenance in support of the NHARNG and NHANG missions.

**Justification, continued (if needed)**

We request to reclassify the Planning Specialist position, position 42523, to serve as a Plans and Programs Supervisor to manage and oversee the CFMO Plans and Programs section. If reclassified, the responsibilities of this position will include supervision of technical/professional staff and oversight of the State's execution of the Cooperative Agreement 1001 related to the Plans and Programs Section for the Department of Military Affairs & Veterans Services (DMAVS) and the NH Army National Guard (NHARNG). Additionally, this position will develop comprehensive plans and programs for use of land and physical facilities and be responsible for the development, coordination and maintenance of a statewide Comprehensive Real Property Development Plan, Infrastructure Requirements Program, and Capital Investment Program. This structure is consistent with other sections with the CFMO and has proven to be highly efficient.

If these reclassifications are not approved, the state employees in these sections will continue to report to a Federal supervisor, which has the potential to create a conflict of interest between the Federal government's oversight of the program and the State of New Hampshire's role in execution. Having a state position in the management and oversight role provides greater control over program execution by the State of New Hampshire and the DMAVS Commissioner.

DMAVS will not fill these positions until sufficient Federal funds are allocated through the Federal budgeting process.

**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: Position #19368: 75% Federal Funds and 25% General Funds  
Position #19369 and #42532: 100% Federal Funds

Name and Title: MG David J. Mikolaities, The Adjutant General

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Department of Administrative Services – Division of Personnel

Request for Position Reclassification – Addendum

Per RSA 21-I:56

Agency Name:

Position Number:

Current Status

Reclassification Request

Position Working Title:

SOC Broad Group:

Level  Pay Band

Level  Pay Band

Pay (hourly):

Position Number:

Current Status

Reclassification Request

Position Working Title:

SOC Broad Group:

Level  Pay Band

Level  Pay Band

Pay (hourly):