



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
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DEC 03 2025

Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

November 3, 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. 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,

Charles M. Arlinghaus
Commissioner

Agency Name: Environmental Services

Position Number: 43499

Status: Vacant Filled

	Current Classification				Reclassification Request			
Position Working Title:	Water Efficiency and Use Specialist				Drinking Water and Groundwater Bureau Deputy Administrator			
SOC Broad Group:	19-2040 Environmental Scientists and Geoscientists				11-1020 General and Operations Managers			
	Level:	3	Pay Band:	6	Level:	6	Pay Band:	7
Pay (hourly):	\$25.40 - \$38.85				\$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 Environmental Services' Water Division Director requests approval to reclassify a vacant Environmentalist (19-2040) position to function as a Deputy Administrator under the Drinking Water and Ground Water's (DWGW) Bureau Administrator, classified as a General and Operations Manager (11-1020). The Environmentalist position previously served as our Water Efficiency and Use Specialist. A combination of automation, increased efficiency, and revision of rules has allowed for the essential responsibilities of this position to be absorbed by other staff members within the DWGW Bureau.

The significantly expanded scope and impact of the DWGW Bureau requires an additional senior level management resource to more efficiently and effectively address administrative, budgetary, technical, and legal responsibilities. The DWGW Bureau is composed of 80 full- and part-time positions, with an annual budget of \$100M. DWGW programs have tremendous statewide impact, and require complex workplans, budget oversight, and administration.

The Deputy Administrator will assume primary responsibility for reviewing complex state and federal loan and grant requirements, balancing competing needs for funding assistance from hundreds of water systems across the state, coordinating and prioritizing the most appropriate use of different funding sources, and providing oversight to ensure consistent implementation of financial assistance programs to municipalities and public water system statewide. This new role also will focus on physical and cyber security as well as public water system sustainability and resiliency.

Justification, continued (if needed)

The delegation of responsibilities to a Deputy Administrator will enable the DWGW Administrator to more effectively address strategic planning and other bureau priorities, including coordination with Department of Justice regarding ongoing litigation involving hundreds of millions of dollars in damages associated with contaminated drinking water.

The increased magnitude of emerging environmental issues, along with evolving water quality standards, guidelines, and regulatory mandates, as well as the demands of proper management and oversight of the Bureau requires a significant amount of focused attention. If this reclassification is not authorized, the DWGW Administrator will have to attempt to continue to divide their attention across all the above noted tasks, placing the Department and the State at greater risk of liability, noncompliance, and sub-optimal performance.

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% Drinking Water Management Fees

Name and Title: Assistant Commissioner

10/30/2025

Signature:  Adam J. Crepeau

Signed by: Adam.J.Crepeau@des.nh.gov

Agency Name: **Information Technology**

Position Number: 19493

Status: Vacant Filled

	Current Classification				Reclassification Request			
Position Working Title:	Manager of Database Administration				Database Administrator			
SOC Broad Group:	11-3020 Computer and Information Systems Managers				15-1240 Database and Network Administrators and Architects			
	Level:	6	Pay Band:	7	Level:	4	Pay Band:	9
Pay (hourly):	\$40.70 - \$63.11				\$37.22 - \$58.28			

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)

We are requesting the reclassification of the currently vacant ITM Manager position (11-3020 COMP-INFO SYS MGRS-6) to a full-time Systems Database Administrator (DBA) role (15-1240 DB-NTWRK-ADMINS) to more effectively support the operational and strategic needs of DoIT and our Agency customers. This position will no longer be a manager.

This reclass better aligns DBA responsibilities with application development and support functions, enhancing collaboration, governance, and operational efficiency. By reclassing, we aim to:

- Improve coordination between DBAs, developers, and system analysts.
- Streamline the DBA hierarchy to reduce management layers and improve agility.
- Enhance resource utilization by enabling DBAs to work more flexibly across multiple agencies.
- Strengthen governance and oversight of database-related activities within the application lifecycle.

This reclassification supports a more modern, application-centric approach to database management and ensures that the DBA function is positioned to meet evolving business and technical needs across the enterprise.

If this position is not approved, there will no longer be a cost saving to the agency and the inequity of the position will impact other Database Administrators in a negative way.

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: 24.88% Federal / 19.46% General / 55.66% Other

Name and Title: Kenneth Dunn, Deputy Commissioner

Signature: 

Agency Name: Revenue Administration

Position Number: 14491

Status: Vacant Filled

	Current Classification				Reclassification Request			
Position Working Title:	Human Resources Coordinator				Human Resources Manager			
SOC Broad Group:	13-1070 Human Resources Workers				11-3120 Human Resources Managers			
	Level:	4	Pay Band:	5	Level:	3	Pay Band:	4
Pay (hourly):	\$25.40 – \$38.85				\$31.33 – \$48.83			

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)

This position serves as the sole Human Resources (HR) professional within the agency and plays a critical role in supporting the Commissioners and Division Directors across the full spectrum of HR functions. Responsibilities include, but are not limited to, recruitment and hiring, onboarding, benefits administration, employee relations, training and development, and performance management.

In addition to these core duties, the position has evolved to encompass advanced and strategic HR responsibilities that were previously managed by the Assistant Commissioner. This shift reflects the department's recognition of the growing importance of a dedicated HR function capable of aligning workforce planning and organizational development with the agency's broader mission and goals.

If this reclassification request is not approved, then the agency will not benefit from the efficiencies that will be gained from the advanced strategic HR planning and development. This could result in more siloed divisions and missed opportunities for advancement of the agency's mission and statutory responsibilities.

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:

100% General Funds

Name and Title:

Lindsey M. Stepp, Commissioner

10/30/2025

Signature:

X Lindsey M. Stepp

Signed by: Lindsey.M.Stepp@dra.nh.gov