



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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DEC 17 2025

Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

November 17, 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 on the date noted in the table below 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. This request is **retroactive** 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 these requests, where this rule applies, Governor and Executive Council action is requested retroactive to the date specified for each position as noted in the table below.

Position #	Agency	Effective Date
44820	Office of the Child Advocate	11/14/2025

Attached please find applicable Requests for Position 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: Child Advocate, Office of

Position Number: 44820

Status: Vacant Filled

	Current Classification				Reclassification Request			
Position Working Title:	Legal Aid				Intake & Support Specialist			
SOC Broad Group:	23-2010 PARALEGALS AND LEGAL ASSISTANTS				21-1090 MISCELLANEOUS SOCIAL SERVICE SPECIALIST			
	Level:	3	Pay Band:	3	Level:	5	Pay Band:	5
Pay (hourly):	\$24.34				\$25.40			

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 staffing at the Office of the Child Advocate was significantly reduced in the FY26/27 biennium budget. Four positions were abolished, reducing the office from 9 FTEs to 5 FTEs responsible for the same statutory mandates. Given the changes to agency staffing with no adjustments made to the statutory obligations of the office, the tasks of the four abolished positions must be reassigned to the remaining five staff members.

For some, I was able to reassign duties that closely align with their current SJD and assigned tasks. However, for this specific position, there has been a significant increase in workload and expectations that do not align with the original supplemental job description (SJD). Most importantly, this position is assigned a very high caseload. This caseload includes direct intakes from the public, which may involve cases in the early stages of information gathering before being assigned to Assistant Child Advocates, cases requiring alternative referrals or coaching about the State's child-serving systems, and/or overflow cases when the Assistant Child Advocates are at maximum capacity and cannot reasonably manage new assignments.

Justification, continued (if needed)

The caseload also includes Critical Incident Reports (CIRs), which encompass missing children, serious injuries or fatalities to children, incidents involving DCYF that are in the media, and sometimes include restraint and/or seclusion of children placed in residential facilities. Additionally, it involves Special Investigation Unit (SIU) reports, which include any report of abuse or neglect of a child while in a residential treatment facility, SYSC (formerly YDC), Hampstead Hospital, and foster homes. The caseload assigned to this position exceeds 100 cases, while Assistant Child Advocates typically handle no more than 50 cases each.

This position will also take on some administrative duties within the office. As the Child Advocate, most of the administrative tasks previously fell to me to manage alongside the functioning of the office and its broader systemic work. Given the high caseloads of the Assistant Child Advocates and the nuanced data work required by the Children's Services Analyst, this position appears to be the most appropriate one to shift all incident reviews to, serving as the primary point of contact between the OCA and the constituents we serve, including children.

If this position is not reclassified, these tasks will need to be redistributed among the Assistant Child Advocates and the Child Advocate, which would make it nearly impossible to respond effectively to our constituents, potentially impacting our ability to provide thorough and timely reviews. This could lead to longer wait times for callers and less efficient system reforms. Additionally, failure to reclassify this position may jeopardize our ability to meet statutory mandates.

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: Cassandra Sanchez, The Child Advocate

Signature:

X

