



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 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: Military Affairs and Veteran Services

Position Number: 10065

Status: Vacant Filled

	Current Classification				Reclassification Request			
Position Working Title:	Building & Grounds Utility Person				Maintenance Mechanic			
SOC Broad Group:	37-3010 Grounds Maintenance Workers				49-9070 Maintenance and Repair Workers, General			
	Level:	1	Pay Band:	1	Level:	2	Pay Band:	2
Pay (hourly):	\$14.40 - \$20.80				\$17.81 - 26.41			

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 position 10065 from Building & Grounds Utility Person to Maintenance Mechanic to enable the position to assume new responsibilities.

An assessment of State Maintenance identified a business need for this role to perform skilled and semi-skilled tasks in the maintenance, repair and modification of State and Federal buildings and equipment within the Department to support the mission of the NH Army National Guard. The current job title restricts this position from growing into this needed role and performing these added, critical duties. This reclassification also aligns this position with the organization structure within State Maintenance.

If this reclassification request is not approved, the impact would be to task a Maintenance Mechanic from another location within State Maintenance to perform additional duties of facility care at the identified location, increasing fuel usage, reducing available work hours due to travel time, and potentially degrading the level of maintenance at the worker's home facility as well. Long term, the lack of adequate mechanic staff will shorten the lifespan of building equipment due to deferred maintenance and require additional contractor support to perform these functions at a premium cost for what is frequently a poorer-quality service.

Justification, continued (if needed)

[Empty box for justification text]

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: 75% Federal and 25% General.

Name and Title: MG David Mikolaities, The Adjutant General

Signature: 