



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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JAN 28 2026

Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

December 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 request effective upon approval by the Governor and Executive Council. The agency has certified that sufficient funds are available to support the 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: **Education Dept**

Position Number: 13109

Status: Vacant Filled

	Current Classification				Reclassification Request			
Position Working Title:	Chauffeur				Operations Support Specialist			
SOC Broad Group:	53-3050 Passenger Vehicle Drivers				43-6010 Secretaries and Administrative Assistants			
	Level:	1	Pay Band:	1	Level:	3	Pay Band:	3
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 duties of this position have evolved beyond the scope of the previous Chauffeur role, which primarily focused on driving and transport. While that evolution has been ongoing for some time, a recent vacancy in this role allowed for a review of function to be performed, which indicated a change in job title and description of duties was needed for this position. The position will now manage client data in the case management system, prepare and process documents, manage office communications, and maintain inventory and assistive technology tracking—all of which align more closely with a new working title of Operational Support Specialist.

Additionally, this position provides essential support for staff who are blind or visually impaired, including transportation to meet job-related responsibilities, and the development of accessible materials necessary to fulfill reasonable accommodation obligations.

If this reclassification is not approved, the Office of Services for the Blind and Visually Impaired (SBVI) will continue to share these responsibilities across the already lean team of staff. This will lead to the unit experiencing operational bottlenecks that slow the eligibility assessment and delivery of Vocational Rehabilitation services to the clients who rely on these services.

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:

100% General Funds

Name and Title:

Caitlin Davis, Commissioner

Signature:

X *Caitlin D. Davis*