



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: **Professional Licensure and Certification Office**

Position Number: 19812

Status: Vacant Filled

	Current Classification				Reclassification Request			
Position Working Title:	Boxing & Wrestling Program Manager				Administrative Rules Coordinator			
SOC Broad Group:	13-1190 Miscellaneous Business Operations Specialists				23-2010 Paralegals and Legal Assistants			
	Level:	6	Pay Band:	7	Level:	6	Pay Band:	6
Pay (hourly):	\$31.33 - \$48.83				\$28.74 - \$44.52			

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 agency is proposing to change the job functions of the position from a Board Administrator, assigned exclusively to the Boxing and Wrestling Board. The Boxing and Wrestling Administrator was intended to assist the board with board meetings and boxing bouts. Based on the volume of work, the agency has determined that a full-time position is not needed for this, and duties can be absorbed by another Board Administrator.

The new role will perform as a Rule Coordinator, by drafting board rules for all boards the agency oversees. The office oversees 25% of the State's rulemaking and this is currently being accomplished by one full time staff member and one part-time staff member. Based on the volume, and the retirement of the part-time staff, the agency has identified that the position should be a full-time position.

If this reclass is not approved, it will increase delays in rulemaking, subsequently hindering the office's ability to comply with statutory obligations and increasing the chance of rules expiring, both of which will negatively impact public safety.

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% Agency Funding,

Name and Title: Deanna E. Jurius, Executive Director

Signature: X *Deanna E. Jurius*