



# 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 **Retroactive** approval of the attached position reclassification requests, which includes two vacant and one filled positions, effective retroactive to December 12, 2025, upon Governor and Executive Council approval. These three positions are being reclassified as a group because they all function the same and are all being reclassified to the same title/level with the Department of Safety’s Emergency Communications Unit. The agency has certified that sufficient funds are available to support the reclassifications.

## 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. The **retroactive** date is requested because one of the positions being reclassified is filled 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. Therefore, Governor and Executive Council action is requested retroactive to the date specified above because this rule applies.

Attached please find the Request for Position Reclassification, which outlines the decisions made by the Classification Section of the Division of Personnel regarding each position. These reclassification requests require approval from the Governor and Council. The reclassification requests are the result of a comprehensive review conducted in collaboration with the Department of Safety. The review aimed to support the department’s advanced GIS functions, enhance technological capabilities, and ensure alignment with the Radiological Emergency Response Plan. Additionally, reclassification and alignment to the proposed occupational group are designed to reflect the evolving scope of work, facilitate the recruitment and retention of qualified talent, and ensure that the technical competencies required for these roles are accurately represented.

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

**Attachment: Affected Positions**

Position Number(s): 42575

Status:  Vacant  Filled

|                         | Current Classification                                     |   |           |   | Reclassification Request                            |   |           |   |
|-------------------------|--|---|-----------|---|---|---|-----------|---|
| Position Working Title: | Information and Analysis Center<br>Cartographic Analyst    |   |           |   | Geographic Information System<br>Solutions Engineer |   |           |   |
| SOC Broad Group:        | 17-1020 Surveyors, Cartographers,<br>and Photogrammetrists |   |           |   | 15-1290 Miscellaneous Computer<br>Occupations       |   |           |   |
|                         | Level:   | 3 | Pay Band: | 6 | Level:  | 4 | Pay Band: | 6 |
| Pay (hourly):           | \$32.73  |   |           |   | \$34.14   |   |           |   |

Position Number(s): 42542

Status:  Vacant  Filled

|                         | Current Classification                                     |   |           |   | Reclassification Request                            |   |           |   |
|-------------------------|--|---|-----------|---|---|---|-----------|---|
| Position Working Title: | Information and Analysis Center<br>Cartographic Analyst    |   |           |   | Geographic Information System<br>Solutions Engineer |   |           |   |
| SOC Broad Group:        | 17-1020 Surveyors, Cartographers,<br>and Photogrammetrists |   |           |   | 15-1290 Miscellaneous Computer<br>Occupations       |   |           |   |
|                         | Level:   | 3 | Pay Band: | 6 | Level:  | 4 | Pay Band: | 6 |
| Pay (hourly):           | \$25.40 - \$38.85  |   |           |   | \$28.74 - \$44.52                                   |   |           |   |

Position Number(s): 41852

Status:  Vacant  Filled

|                         | Current Classification                                     |   |           |   | Reclassification Request                            |   |           |   |
|-------------------------|--|---|-----------|---|---|---|-----------|---|
| Position Working Title: | Information and Analysis Center<br>Cartographic Analyst    |   |           |   | Geographic Information System<br>Solutions Engineer |   |           |   |
| SOC Broad Group:        | 17-1020 Surveyors, Cartographers,<br>and Photogrammetrists |   |           |   | 15-1290 Miscellaneous Computer<br>Occupations       |   |           |   |
|                         | Level:   | 3 | Pay Band: | 6 | Level:  | 4 | Pay Band: | 6 |
| Pay (hourly):           | \$25.40 - \$38.85  |   |           |   | \$28.74 - \$44.52                                   |   |           |   |

Agency Name:

Safety Dept

**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 current role performs a wide range of advanced GIS functions, including building and maintaining geospatial datasets, creating maps for the 911 system, supporting the Radiological Emergency Response Plan, conducting geospatial analysis, performing quality assurance on GIS data, producing web-based mapping outputs for internal and external stakeholders and supporting statewide initiatives that require accurate spatial information.

This reclassification is required because the work has evolved from traditional map production to a technical computing role involving programming, automation, and enterprise system management, and the current Cartographer classification does not recognize or describe these functions, does not reflect the skillset required to recruit and retain qualified talent, and materially misaligns the work with the occupational standards in the state’s classification system. Reclassification corrects this occupational mismatch and aligns the role to the technical competencies the agency depends on.

If the reclass is not approved, the Division will be forced to continue assigning advanced programming, database, and enterprise GIS system responsibilities to positions classified as traditional Cartographers, creating a significant mismatch between job requirements and job classification. This threatens DESC’s ability to maintain the accuracy of mission-critical 911 datasets, the integrity of GIS server environments, and the automation processes that support statewide emergency response operations. Failing to align the classification places core 911 system functions, emergency-management support, and required data reliability at risk because the Division will not be able to attract or retain the technical expertise necessary to sustain those systems.

**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% other

Name and Title:

Robert Quinn Department of Safety Commissioner

Signature:

X 