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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
25 Capitol Street - Room 100
Concord, New Hampshire 03301
(603) 271-3201 | Office@das.nh.gov

Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

January 16, 2026

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FEB 11 2026

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 at the start of the first payroll period following approval by the Governor and Executive Council. There is no cost associated with the requested 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. Attached please find applicable Requests for Reclassification certified by each agency documenting decisions reached by the Classification Section of the Division of Personnel that require approval by the Governor and Council.

Following the transition to the new state classification system, the Division of Personnel (DOP) undertook a comprehensive review of the classification of all engineering-related positions. Following a thorough analysis, the DOP recommended changes to the classification of certain positions to better align the affected positions within the state classification system, which is based on the national Standard Occupational Classification (SOC) system. These requests implement the recommended changes.

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:**Administrative Services**

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 Administrative Services requests to correct the classification of several positions with the Division of Public Works following a comprehensive review of all Engineering-related position classifications conducted by the Division of Personnel. The change in the classification of these positions is recommended by the Division of Personnel to better align their classification under the new Standard Occupational Classification (SOC)-based classification system.

During the review of engineering-related positions it was determined that the duties performed by these specific positions do not satisfy the criteria required to be classified under SOC 11, Management. Specifically, these positions do not spend sufficient time in the management and oversight of unit budgets, staffing, and general operations. These positions require staff to hold a NH Professional License in Engineering or a NH Architect License to prepare and review engineering design plans, construction plans, and timelines for public works projects. Positions that focus on technical engineering or architectural duties requiring a professional engineering or architect license are appropriately classified under Civil Engineers, SOC Broad Group 17-2050 CIVIL ENGINEERS, or Architects, SOC Broad Group 17-1010 ARCHITECTS, respectively.

Additionally, after reviewing the duties of specific positions with the Division of Public Works, the Division of Personnel determined it was appropriate to add a new SOC Broad Group (17-2140 MECHANICAL ENGINEERS) and associated job titles to the state's classification system to better align state positions with the national SOC classification system. The position that primarily focuses on mechanical engineering was thus recommended to be reclassified into the applicable new job title.

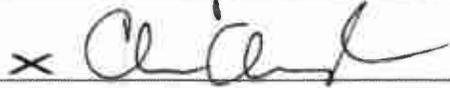
The correction to the classification of these positions imposes no additional cost to the State. If not approved, it will introduce inconsistency and error into the recently updated State classification system. One objective of the new State classification system is to classify state positions consistent with the national SOC system to allow the state to use nationally-collected and maintained data on key job functions, typical education/certification, knowledge, skills, and abilities, and range of compensation. If NH state positions are not correctly classified against the national SOC system, comparisons to available data SOC-based data will not be possible.

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.*

No Cost for Classification Change.

Source of Funds: 50% General Funds and 50% Agency Income

Name and Title: Charles Arkyhous - Commissioner DAS

Signature: x 

Attachment: Affected Positions

Position Number(s): 21633

Status: Vacant Filled

	Current Classification				Reclassification Request			
Position Working Title:	Public Works Project Manager				Public Works Project Manager			
SOC Broad Group:	11-9040 ENGINEERING MANAGERS				17-1010 ARCHITECTS			
	Level:	3	Pay Band:	4	Level:	4	Pay Band:	8
Pay (hourly):	\$48.83				\$48.83			

Position Number(s): 19660

Status: Vacant Filled

	Current Classification				Reclassification Request			
Position Working Title:	Public Works Project Manager				Public Works Project Manager			
SOC Broad Group:	11-9040 ENGINEERING MANAGERS				17-1010 ARCHITECTS			
	Level:	3	Pay Band:	4	Level:	4	Pay Band:	8
Pay (hourly):	\$42.60				\$42.60			

Position Number(s): 18263

Status: Vacant Filled

	Current Classification				Reclassification Request			
Position Working Title:	Public Works Project Manager				Public Works Project Manager			
SOC Broad Group:	11-9040 ENGINEERING MANAGERS				17-1010 ARCHITECTS			
	Level:	3	Pay Band:	4	Level:	4	Pay Band:	8
Pay (hourly):	\$44.52				\$44.52			

Attachment: Affected Positions

Position Number(s): 21307

Status: Vacant Filled

	Current Classification				Reclassification Request			
Position Working Title:	Public Works Project Manager				Public Works Project Manager			
SOC Broad Group:	11-9040 ENGINEERING MANAGERS				17-2140 MECHANICAL ENGINEERS			
	Level:	3	Pay Band:	4	Level:	4	Pay Band:	8
Pay (hourly):	\$44.52				\$44.52			

Position Number(s): 21599

Status: Vacant Filled

	Current Classification				Reclassification Request			
Position Working Title:	Public Works Project Manager				Public Works Project Manager			
SOC Broad Group:	11-9040 ENGINEERING MANAGERS				17-1010 ARCHITECTS			
	Level:	2	Pay Band:	3	Level:	3	Pay Band:	7
Pay (hourly):	\$44.52				\$44.52			

Position Number(s): 18260

Status: Vacant Filled

	Current Classification				Reclassification Request			
Position Working Title:	Public Works Project Manager				Public Works Project Manager			
SOC Broad Group:	11-9040 ENGINEERING MANAGERS				17-1010 ARCHITECTS			
	Level:	2	Pay Band:	3	Level:	3	Pay Band:	7
Pay (hourly):	\$37.22				\$37.22			

Attachment: Affected Positions

Position Number(s): 21446

Status: Vacant Filled

	Current Classification				Reclassification Request			
Position Working Title:	Public Works Project Manager				Public Works Project Manager			
SOC Broad Group:	11-9040 ENGINEERING MANAGERS				17-1010 ARCHITECTS			
	Level:	2	Pay Band:	3	Level:	3	Pay Band:	7
Pay (hourly):	\$42.60				\$42.60			

Position Number(s): 21112

Status: Vacant Filled

	Current Classification				Reclassification Request			
Position Working Title:	Public Works Project Manager				Public Works Project Manager			
SOC Broad Group:	11-9040 ENGINEERING MANAGERS				17-2050 CIVIL ENGINEERS			
	Level:	2	Pay Band:	3	Level:	3	Pay Band:	7
Pay (hourly):	\$44.52				\$44.52			

Position Number(s): 21634

Status: Vacant Filled

	Current Classification				Reclassification Request			
Position Working Title:	Public Works Project Manager				Public Works Project Manager			
SOC Broad Group:	11-9040 ENGINEERING MANAGERS				17-2050 CIVIL ENGINEERS			
	Level:	2	Pay Band:	3	Level:	3	Pay Band:	7
Pay (hourly):	\$35.62				\$35.62			

Attachment: Affected Positions

Position Number(s): 20045

Status: Vacant Filled

	Current Classification				Reclassification Request			
Position Working Title:	Public Works Project Manager				Public Works Project Manager			
SOC Broad Group:	11-9040 ENGINEERING MANAGERS				17-1010 ARCHITECTS			
	Level:	1	Pay Band:	2	Level:	2	Pay Band:	6
Pay (hourly):	\$25.40 - \$38.85				\$25.40 - \$38.85			

Agency Name:**Natural and Cultural Resources**

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 Natural and Cultural Resources requests to correct the classification of two positions following a comprehensive review of all Engineering-related position classifications conducted by the Division of Personnel. The change in the classification of these positions is recommended by the Division of Personnel to better align their classification under the new Standard Occupational Classification (SOC)-based classification system.

During the review of engineering-related positions it was determined that the duties performed by these specific positions are more appropriately aligned with the SOC 11, Engineering and Architecture Managers classification. Specifically, these positions are responsible for the management and oversight of budgets, staffing, and general operations associated with the design and construction of engineering- and architecture-related projects.

The correction to the classification of these positions imposes no additional cost to the State. If not approved, it will introduce inconsistency and error into the recently updated State classification system. One objective of the new State classification system is to classify state positions consistent with the national SOC system to allow the state to use nationally-collected and maintained data on key job functions, typical education/certification, knowledge, skills, and abilities, and range of compensation. If NH state positions are not correctly classified against the national SOC system, comparisons to available data SOC-based data will not be possible.

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.*

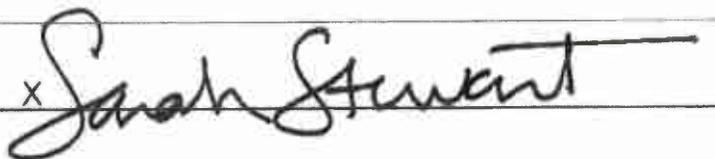
Source of Funds:

No Cost for Classification Change.
10% General Funds, 90% Agency Income from Parks

Name and Title:

Sarah L. Stewart, Commissioner

Signature:

X 

Attachment: Affected Positions

Position Number(s): 40871

Status: Vacant Filled

	Current Classification				Reclassification Request			
Position Working Title:	Public Works Project Manager				Public Works Project Manager			
SOC Broad Group:	17-2050 CIVIL ENGINEERS				11-9040 ENGINEERING MANAGERS			
Pay (hourly):	Level:	5	Pay Band:	9	Level:	4	Pay Band:	5
	\$53.46				\$53.46			

Position Number(s): 18738

Status: Vacant Filled

	Current Classification				Reclassification Request			
Position Working Title:	Public Works Project Manager				Public Works Project Manager			
SOC Broad Group:	17-2050 CIVIL ENGINEERS				11-9040 ENGINEERING MANAGERS			
Pay (hourly):	Level:	5	Pay Band:	9	Level:	4	Pay Band:	5
	\$48.83				\$48.83			

Agency Name: Transportation 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 Department of Transportation (DOT) requests to correct the classification of several positions from Engineering Technician to more appropriate job titles following a comprehensive review of all Engineering-related position classifications conducted by the Division of Personnel. The change in the classification of these positions is recommended by the Division of Personnel to better align the classification of these positions under the new Standard Occupational Classification (SOC)-based classification system.

During the review of engineering-related positions it was determined that the duties performed by the first position (#21652) align more appropriately with the Engineering Manager job title than with its current classification as an Engineering Technician. Specifically, this position supports operations assessments, planning, and management functions within the DOT's Transportation Management Center.

The three additional positions to be reclassified (#20085, 19832, and 21751) work within the contracts bureau and are requested to be reclassified as Miscellaneous Business Operations Specialists, consistent with other contracts-focused staff in the same operational unit.

The correction to the classification of these positions imposes no additional cost to the State. If not approved, it will introduce inconsistency and error into the recently updated State classification system. One objective of the new State classification system is to classify state positions consistent with the national SOC system to allow the state to use nationally-collected and maintained data on key job functions, typical education/certification, knowledge, skills, and abilities, and range of compensation. If NH state positions are not correctly classified against the national SOC system, comparisons to available data SOC-based data will not be possible.

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.*

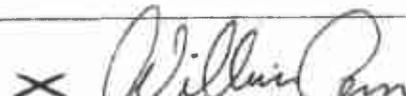
No Cost for Classification Change.

Source of Funds: Position 21652: 53% Highway Funds and 47% Intra-Agency Transfers.

Positions 20085, 19832, and 21751: 53% Highway Funds, 40% Federal Funds, and 7% Other Funds

Name and Title: William Cass, Commissioner

Signature:



Attachment: Affected Positions

Position Number(s): 21652

Status: Vacant Filled

	Current Classification				Reclassification Request			
Position Working Title:	Intelligent Transportation Systems Program Specialist				Intelligent Transportation Systems Program Specialist			
SOC Broad Group:	17-3020 ENGINEERING TECHNICIAN				11-9040 ENGINEERING MANAGERS			
	Level:	7	Pay Band:	7	Level:	2	Pay Band:	3
Pay (hourly):	\$37.22				\$37.22			

Position Number(s): 20085

Status: Vacant Filled

	Current Classification				Reclassification Request			
Position Working Title:	Specifications & Contracts Supervisor				Specifications & Contracts Supervisor			
SOC Broad Group:	17-3020 ENGINEERING TECHNICIAN				13-1190 MISCELLANEOUS BUSINESS OPERATIONS SPECIALISTS			
	Level:	8	Pay Band:	8	Level:	6	Pay Band:	7
Pay (hourly):	\$42.60				\$42.60			

Position Number(s): 21751

Status: Vacant Filled

	Current Classification				Reclassification Request			
Position Working Title:	Contracts Specialist				Contracts Specialist			
SOC Broad Group:	17-3020 ENGINEERING TECHNICIANS				13-1190 MISCELLANEOUS BUSINESS OPERATIONS SPECIALISTS			
	Level:	7	Pay Band:	7	Level:	5	Pay Band:	6
Pay (hourly):	\$40.70				\$40.70			

Attachment: Affected Positions

Position Number(s): 19832

Status: Vacant Filled

	Current Classification				Reclassification Request			
Position Working Title:	Contracts/Specifications Specialist				Contracts/Specifications Specialist			
SOC Broad Group:	17-3020 ENGINEERING TECHNICIANS				13-1190 MISCELLANEOUS BUSINESS OPERATIONS SPECIALISTS			
	Level:	6	Pay Band:	6	Level:	4	Pay Band:	5
Pay (hourly):	\$25.40				\$25.40			

Agency Name: **Transportation 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 Department of Transportation requests to correct the classification of several positions (see attached list) following a comprehensive review of all Engineering-related position classifications conducted by the Division of Personnel. The change in the classification of these positions is recommended by the Division of Personnel to better align their classification under the new Standard Occupational Classification (SOC)-based classification system.

During the review of engineering-related positions it was determined that the duties performed by these specific positions do not satisfy the criteria required to be classified under SOC 11, Management. Specifically, these positions do not spend sufficient time in the management and oversight of budgets, staffing, and general operations. These positions require staff to hold a NH Professional License in Engineering to prepare and review engineering design plans, construction plans, and timelines for projects with significant human safety concerns. Positions that focus on technical engineering duties requiring a professional engineering license are appropriately classified under Civil Engineers, SOC Broad Group 17-2050 CIVIL ENGINEERS.

The correction to the classification of these positions imposes no additional cost to the State. If not approved, it will introduce inconsistency and error into the recently updated State classification system. One objective of the new State classification system is to classify state positions consistent with the national SOC system to allow the state to use nationally-collected and maintained data on key job functions, typical education/certification, knowledge, skills, and abilities, and range of compensation. If NH state positions are not correctly classified against the national SOC system, comparisons to available data SOC-based data will not be possible.

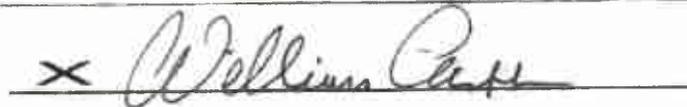
Agency Financial Certification: *By signing this section, the agency certifies that funding for the reclassification, as compared to budget, is sufficient and if federal or other funding is not available, additional general funds will not be requested.*

Source of Funds:

No Cost for Classification Change.
Positions 20590, 20672, 20755, 20842, 20921 are 100% Highway Funds
Positions 20577, 20046, 20163, 21125 are 55-60% Highway Funds, 37-39% Federal Funds, and 3-6% Other Funds

Name and Title: **William Cass, Commissioner**

Signature:



Attachment: Affected Positions

Position Number(s): 20046

Status: Vacant Filled

	Current Classification				Reclassification Request			
Position Working Title:	Bridge Design Bureau Project Manager				Bridge Design Bureau Project Manager			
SOC Broad Group:	11-9040 ENGINEERING MANAGERS				17-2050 CIVIL ENGINEERS			
	Level:	5	Pay Band:	6	Level:	6	Pay Band:	10
Pay (hourly):	\$55.88				\$55.88			

Position Number(s): 20163

Status: Vacant Filled

	Current Classification				Reclassification Request			
Position Working Title:	Bridge Design Bureau Project Manager				Bridge Design Bureau Project Manager			
SOC Broad Group:	11-9040 ENGINEERING MANAGERS				17-2050 CIVIL ENGINEERS			
	Level:	5	Pay Band:	6	Level:	6	Pay Band:	10
Pay (hourly):	\$58.28				\$58.28			

Position Number(s): 21125

Status: Vacant Filled

	Current Classification				Reclassification Request			
Position Working Title:	Bridge Design Bureau Project Manager				Bridge Design Bureau Project Manager			
SOC Broad Group:	11-9040 ENGINEERING MANAGERS				17-2050 CIVIL ENGINEERS			
	Level:	5	Pay Band:	6	Level:	6	Pay Band:	10
Pay (hourly):	\$58.28				\$58.28			

Attachment: Affected Positions

Position Number(s): 20577

Status: Vacant Filled

	Current Classification				Reclassification Request			
Position Working Title:	Chief of Traffic Operations				Chief of Traffic Operations			
SOC Broad Group:	11-9040 ENGINEERING MANAGERS				17-2050 CIVIL ENGINEERS			
	Level:	5	Pay Band:	6	Level:	6	Pay Band:	10
Pay (hourly):	\$53.46				\$53.46			

Position Number(s): 20590

Status: Vacant Filled

	Current Classification				Reclassification Request			
Position Working Title:	Assistant Highway Maintenance District Engineer				Assistant Highway Maintenance District Engineer			
SOC Broad Group:	11-9040 ENGINEERING MANAGERS				17-2050 CIVIL ENGINEERS			
	Level:	4	Pay Band:	5	Level:	5	Pay Band:	9
Pay (hourly):	\$48.83				\$48.83			

Position Number(s): 20672

Status: Vacant Filled

	Current Classification				Reclassification Request			
Position Working Title:	Assistant Highway Maintenance District Engineer				Assistant Highway Maintenance District Engineer			
SOC Broad Group:	11-9040 ENGINEERING MANAGERS				17-2050 CIVIL ENGINEERS			
	Level:	4	Pay Band:	5	Level:	5	Pay Band:	9
Pay (hourly):	\$44.52				\$44.52			

Attachment: Affected Positions

Position Number(s): 20755

Status: Vacant Filled

	Current Classification				Reclassification Request			
Position Working Title:	Assistant Highway Maintenance District Engineer				Assistant Highway Maintenance District Engineer			
SOC Broad Group:	11-9040 ENGINEERING MANAGERS				17-2050 CIVIL ENGINEERS			
	Level:	4	Pay Band:	5	Level:	5	Pay Band:	9
Pay (hourly):	\$44.52				\$44.52			

Position Number(s): 20842

Status: Vacant Filled

	Current Classification				Reclassification Request			
Position Working Title:	Assistant Highway Maintenance District Engineer				Assistant Highway Maintenance District Engineer			
SOC Broad Group:	11-9040 ENGINEERING MANAGERS				17-2050 CIVIL ENGINEERS			
	Level:	4	Pay Band:	5	Level:	5	Pay Band:	9
Pay (hourly):	\$53.46				\$53.46			

Position Number(s): 20921

Status: Vacant Filled

	Current Classification				Reclassification Request			
Position Working Title:	Assistant Highway Maintenance District Engineer				Assistant Highway Maintenance District Engineer			
SOC Broad Group:	11-9040 ENGINEERING MANAGERS				17-2050 CIVIL ENGINEERS			
	Level:	4	Pay Band:	5	Level:	5	Pay Band:	9
Pay (hourly):	\$48.83				\$48.83			