



State of New Hampshire

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DEPARTMENT OF ADMINISTRATIVE SERVICES
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MAR 04 2026

Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

February 6, 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 request **retroactively** effective on the date noted in the table below following 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. This request is **retroactive** because for a filled position 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. For this request, where this rule applies, Governor and Executive Council action is requested retroactive to the date specified for the position as noted in the table below.

| Position # | Agency | Effective Date |
|------------|---------------------------|----------------|
| 14674 | Health and Human Services | 1/23/2026 |

Attached please find applicable Request for Position Reclassification documenting the decision reached by the Classification Section of the Division of Personnel that requires approval of the Governor and Council.

A thorough analysis of the proposed change specific to this position, both within its 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: **Health and Human Services**

Position Number: 14674

Status: Vacant Filled

| | Current Classification | | | | Reclassification Request | | | |
|-------------------------|---|---|-----------|---|---|---|-----------|---|
| Position Working Title: | Nutrition Services Program Assistant | | | | Nutrition Services & Commodity Supplemental Foods Program Coordinator | | | |
| SOC Broad Group: | 43-6010 Secretaries and Administrative Assistants | | | | 13-1190 Miscellaneous Business Operations Specialists | | | |
| | Level: | 4 | Pay Band: | 4 | Level: | 3 | Pay Band: | 4 |
| Pay (hourly): | \$25.40 | | | | \$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)

This filled position is currently tasked with supporting the Division of Public Health (DPH), Bureau of Family Health and Nutrition, Nutrition Services Section by conducting research, monitoring fiscal and programmatic performance, and reporting performance data to ensure accurate application of established program policies and procedures. In addition, the position currently responds to and resolves complaints and inquiries from the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) program participants and contractors.

This reclassification would expand the scope of the position to include coordination of the Commodity Supplement Food Program (CSFP). CSFP provides older adults aged 60 and over nutritious foods and nutrition information to promote good health. New duties include monthly reporting to U.S. Department of Agriculture Food and Nutrition Services (FNS) through the national database, attendance at monthly CSFP FNS regional meetings representing the New Hampshire CSFP, providing technical assistance to contractors, overseeing the annual state management evaluations, and inventory audits for both the CSFP and Senior Farmer Market Nutrition Program (SFMNP) operations. Additionally, the incumbent will be responsible for drafting and updating CSFP state plans, manuals, and income requirement documents.

Should this reclassification request not be approved, the additional duties noted above would be required of the DPH Nutrition Services Section (NSS) Administrator. This position is currently responsible for oversight of 7 staff and oversight of implementation of the Supplemental Women and Infant Children Nutrition Program (WIC), CSFP, and other nutrition programs administered by the DPH. Adding the above program administration may result in work not in compliance to required federal standards, delays in meeting federal deadlines, and impact to client services across all NSS programs.

Justification, continued (if needed)

Specific to the required CFSP responsibilities, delays could have significant impacts on program operations and funding which would affect services for more than 2,307 seniors in New Hampshire who rely on the program for supplemental food. Potential impacts to WIC and other NSS activities may also result from CFSP being assigned to the NSS Section Administrator.

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% Federal Funds

Name and Title: Patricia Tilley, Associate Commissioner

Signature:



1/30/2026