

136 - 6/3/26

# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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Charles M. Arlinghaus  
Commissioner

Catherine A. Keane  
Deputy Commissioner

Sheri L. Rockburn  
Assistant Commissioner

May 08, 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 upon approval by the Governor and Executive Council. Each respective agency has certified that sufficient funds are available to support each 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,

A handwritten signature in black ink, appearing to read "Charles M. Arlinghaus".

Charles M. Arlinghaus  
Commissioner

Agency Name: **Education Dept**

Position Number: 13222

Status:  Vacant  Filled

	Current Classification				Reclassification Request			
Position Working Title:	Secretary				Rehabilitation Technician			
SOC Broad Group:	43-6010 Secretaries and Administrative Assistants				21-1090 Miscellaneous Community and Social Service Specialists			
	Level:	2	Pay Band:	2	Level:	2	Pay Band:	2
Pay (hourly):	\$15.93 - \$23.39				\$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)

This position is currently providing general administrative support to the Vocational Rehabilitation office including entering client data into the case management system, supporting workshops, distributing clerical workload, and other supportive functions. If the reclassification is approved, these administrative functions will be absorbed within the unit and through existing office processes.

The proposed Rehabilitation Technician role directly assists in service delivery within the Vocational Rehabilitation program. Responsibilities include supporting case management activities, coordinating services between clients, counselors, vendors, and employers, preparing authorizations, processing invoices, monitoring financial obligations, maintaining compliance with state and federal documentation requirements, and assisting clients in navigating services.

This repurpose is needed to align the position with current operational demands and the structure used across all other offices. The work of the agency has evolved to require staff who can actively support the rehabilitation process. The proposed classification reflects the level of responsibility, technical knowledge, and program involvement required to effectively support counselors and ensure timely, compliant service delivery.

If the reclassification is not approved, the position will remain misaligned with the actual work required to deliver Vocational Rehabilitation services. This creates a structural gap between administrative support and programmatic service delivery, limiting the office's ability to effectively support case management, maintain compliance with federal and state requirements, and ensure timely coordination of services for individuals with disabilities to allow them to achieve employment and independence.

**Justification, continued (if needed)**

**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 Funding, AU 2538

**Name and Title:** Caitlin D. Davis, Commissioner

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**Signature:**

*Caitlin D. Davis*

Agency Name: **Human Rights Commission**

Position Number: 13941

Status:  Vacant  Filled

	Current Classification				Reclassification Request			
Position Working Title:	Assistant Director				General Counsel			
SOC Broad Group:	11-9190 Miscellaneous Managers				23-1010 Lawyers and Judicial Law Clerks			
	Level:	4	Pay Band:	4	Level:	3	Pay Band:	8
Pay (hourly):	\$31.33 - \$48.83				\$34.14 - \$53.46			

**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)

As a result of a recent assessment of operations, combined with implementation of recommendations from the 2025 LBA performance audit, the agency identified operational needs to reclassify this position from an Assistant Director to the General Counsel. This role is currently overseeing the Investigation Unit, the legal team, and the Intake Coordinator for allegations of discrimination. Should this reclass be approved, the current duties will be split between this role and the Anti-Discrimination Investigations Manager.

The General Counsel role will provide legal analysis, guidance and representation for the agency. The position is needed to ensure the agency's actions comply with statutory and regulatory requirements. This position will supervise subordinate legal staff and support policy development.

Should the reclassification request not be granted, the agency will continue to face significant delays in advancing cases to the hearing stage due to the absence of a dedicated legal authority responsible for managing cases through the post-investigation adjudicative process. The lack of legal oversight may increase the risk of procedural errors and/or compliance with statutory deadlines.

**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:** Katrina E. Taylor, Executive Director

**Signature:** Katrina E. Taylor

5/7/26

DEPARTMENT OF ADMINISTRATIVE SERVICES – DIVISION OF PERSONNEL  
 REQUEST FOR SINGLE POSITION RECLASSIFICATION

PER RSA 21-1:56

Agency Name: Department of Labor

Position Number: 40037

Status:  Vacant  Filled

	Current Classification				Reclassification Request			
Position Working Title:	Accounting Clerk				Accountant			
SOC Broad Group:	43-3030 Bookkeeping, Accounting, and Auditing Clerks				13-2010 Accountants and Auditors			
	Level:	3	Pay Band:	3	Level:	2	Pay Band:	3
Pay (hourly):	\$17.81 - \$26.41				\$19.96 - \$30.02			

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 Labor, Administration Division, Business Office requests the reclassification of Position 40037 from 43-3030 Bookkeeping, Accounting, and Auditing Clerks-3 to 13-2010 Accountants and Auditors-2.

The Business Office manages centralized functions including finance, budgeting, human resources, logistics, fleet management, and payroll. The incumbent currently records accounts receivable, processes accounts payable, and performs entry-level auditing tasks under the direction of the Business Administrator.

The proposed reclassification broadens the role to include analyzing and developing systems to track and verify financial activity across operating accounts, trust funds, and dedicated funds. The position will serve as a primary resource for financial accounting operations, requiring greater independence and advanced technical skills.

If the request is not approved, the Business Office may face compliance and operational risks, including missed financial and budget deadlines, delays in deposits and vendor payments, and reduced accuracy in revenue and expenditure projections. Maintaining the current classification also increases workload pressures on existing staff and complicates effective separation of duties.

**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 Funds  
02-26-26-260010-60000000

**Name and Title:** Ken Merrifield, Department of Labor Commissioner

**Signature:**

