



137 - 6/3/26

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

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 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 filled positions 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
17081	Human Rights Commission	03/20/2026

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,

A handwritten signature in black ink, appearing to read 'Charles M. Arlinghaus', written in a cursive style.

Charles M. Arlinghaus
Commissioner

Agency Name: Human Rights Commission

Position Number: 17081

Status: Vacant Filled

	Current Classification	Reclassification Request								
Position Working Title:	Civil Rights Enforcement Officer	Manager of Anti-Discrimination Investigations								
SOC Broad Group:	13-1040 Compliance Officers	11-9190 Miscellaneous Managers								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Level:</td> <td style="width: 15%; text-align: center;">4</td> <td style="width: 15%;">Pay Band:</td> <td style="width: 15%; text-align: center;">5</td> </tr> </table>	Level:	4	Pay Band:	5	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Level:</td> <td style="width: 15%; text-align: center;">4</td> <td style="width: 15%;">Pay Band:</td> <td style="width: 15%; text-align: center;">4</td> </tr> </table>	Level:	4	Pay Band:	4
Level:	4	Pay Band:	5							
Level:	4	Pay Band:	4							
Pay (hourly):	\$35.62	\$37.22								

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 a Civil Rights Enforcement Officer to a Manager of Anti-Discrimination Investigations. This position is currently serving in the Investigation/Compliance Unit and investigates charges of discrimination in employment, housing, and public accommodation in order to determine probable cause of discrimination. Should this reclassification be approved, the current responsibilities would be performed by the Investigation Unit including this position which will continue to maintain a caseload of escalated investigations.

As the Manager of Anti-Discrimination Investigations, this position will provide streamlined supervision of investigative staff. This position is needed to provide formal leadership, oversight, and strategic coordination for the high-volume investigation unit. This position will manage, supervise and mentor all investigative staff ensuring the quality and consistency of case processing, develop and implement investigative procedures in coordination with legal counsel and executive management.

If reclassification of this position is not approved, the agency will continue to face gaps in leadership, oversight and efficient management and processing of cases. The absence of a formally designated manager will limit the ability to provide consistent supervision and ensure timely resolution of cases.

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

[Empty box for source of funds details]

Name and Title: Katrina E. Taylor, Executive Director

Signature: 

5/7/20