



65 - 7/8/26 State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
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Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

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Assistant Commissioner

June 10, 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 **retroactively** effective on the date noted in the table below following 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. 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 these requests, where this rule applies, Governor and Executive Council action is requested retroactive to the date specified for each position as noted in the table below.

Position #	Agency	Effective Date
11918	Health and Human Services	05/29/2026
14347	Department of Energy	06/12/2026

Attached please find applicable Requests for Position 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,



Charles M. Arlinghaus
Commissioner

DEPARTMENT OF ADMINISTRATIVE SERVICES – DIVISION OF PERSONNEL

REQUEST FOR SINGLE POSITION RECLASSIFICATION

PER RSA 21-I:56

Agency Name: **Energy Dept**

Position Number: 14347

Status: Vacant Filled

	Current Classification				Reclassification Request			
Position Working Title:	Program Specialist				Utility Analyst			
SOC Broad Group:	43-6010 Secretaries and Administrative Assistants				13-1190 Miscellaneous Business Operations Specialists			
	Level:	5	Pay Band:	5	Level:	5	Pay Band:	6
Pay (hourly):	\$34.14				\$35.62			

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 position is responsible for reviewing and approving State Energy Code Compliance forms submitted by builders and homeowners. It requires strong technical expertise and a thorough understanding of the International Energy Conservation Code (IECC). Because the IECC is updated every three years, the position requires ongoing training to remain current with evolving standards and requirements. The incumbent must be able to accurately interpret and effectively communicate both the technical and administrative aspects of the State's energy code to a diverse range of stakeholders, including homeowners, code officials, architects, engineers, builders, utilities, home energy raters, and government agencies.

Without the reclassification of this position, the agency will not be able to fulfill its obligations in accordance with RSA 155A:10-a since other positions have been reassigned duties.

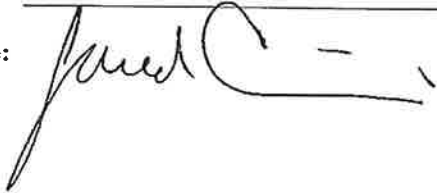
Justification, continued (if needed)

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: 75% federal – 25% agency income

Name and Title: Jared Chicone, Commissioner

Signature:

A handwritten signature in black ink, appearing to read "Jared Chicone", is written over a horizontal line. The signature is cursive and includes a large loop at the end.

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

PER RSA 21-I:56

Agency Name: **Health and Human Services**

Position Number: 11918

Status: Vacant Filled

	Current Classification				Reclassification Request			
Position Working Title:	Foster Care Recruitment and Retention Specialist				State Caregiver Services Administrator			
SOC Broad Group:	21-1090 Miscellaneous Social Services Specialists				11-9150 Social and Community Service Managers			
	Level:	6	Pay Band:	6	Level:	4	Pay Band:	5
Pay (hourly):	\$37.22				\$38.85			

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 Division for Children, Youth and Families' Program Specialist IV – Foster Care Recruitment and Retention Specialist plays a critical statewide leadership role in ensuring New Hampshire can recruit, support, and retain the foster families necessary to meet the needs of vulnerable children. This position develops, implements, and manages all recruitment and retention activities for the statewide foster care program. It creates public-facing education campaigns, ensures consistent messaging aligned with state and federal requirements, and employs targeted marketing strategies to grow and sustain the foster family caregiver community. In addition, the position serves as a key connector with state and local partners, community organizations, and businesses.

Due to increasing agency needs and federal expectations, this role has significantly expanded beyond its original scope. The position is now assisting the Associate Bureau Chief in overseeing the daily operations and evaluation of the entire Foster Care Program, which includes 30 staff, 450 foster homes, and 250 kinship homes. In response to statewide priorities, DCYF formed a new team focused on developing and maintaining different levels of foster care, including specialized homes. Because of this position's unique expertise in recruitment and retention, it has assumed administrative oversight and strategic direction for this team. Furthermore, the Administration for Children and Families (ACF) launched the national "A Home for Every Child" initiative, and this position is responsible for interpreting federal guidance, ensuring compliance, and leading DCYF's statewide response. To meet federal and legislative expectations, the position also developed a comprehensive data-tracking system capable of gathering, analyzing, and producing high-quality data for federal reporting, legislative committees, and the newly established Foster Care Legislative Oversight Subcommittee. These expanded responsibilities are essential for meeting both state and federal mandates.

Failure to reclassify this position will have immediate and serious consequences for DCYF and the children it serves. The newly established foster care levels rely on specialized recruitment and retention efforts; without sufficient leadership and administrative oversight, these programs would falter. A lack of adequate foster homes—particularly those willing and trained to provide higher levels of care—would result in more children entering residential treatment or, in the most critical scenarios, returning to the practice of "hoteling," where DCYF staff must supervise children overnight in hotel settings due to the absence of available placements. Additionally, without the advanced data reporting this position now provides, DCYF would be unable to meet legislative reporting requirements or respond effectively to federal initiatives, including "A Home for Every Child." The loss of these capacities would hinder the state's ability to track outcomes, identify trends, and make informed policy decisions. Given the expanded scope, elevated responsibilities, and essential nature of this work, reclassification is necessary to ensure DCYF can meet its state and federal obligations, strengthen foster care programming, and protect the well-being of children and families across New Hampshire.

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: 38% Federal 62% General

Name and Title: Patricia Tilley, Associate Commissioner

Signature:



6/10/2026