



State of New Hampshire

66 - 7/8/26

DEPARTMENT OF ADMINISTRATIVE SERVICES

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Commissioner

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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 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,

Charles M. Arlinghaus
Commissioner

Agency Name: **Energy Dept**

Position Number: 30521

Status: Vacant Filled

	Current Classification				Reclassification Request			
Position Working Title:	Program Assistant				Policy and Administrative Operations Analyst			
SOC Broad Group:	43-6010 Secretaries and Administrative Assistants				13-1110 Management Analyst			
	Level:	4	Pay Band:	4	Level:	2	Pay Band:	5
Pay (hourly):	\$19.96 - \$30.02				\$25.40 - \$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 agency administers numerous contracts related to federal funds and expert assistance required to fulfill its statutory responsibilities. Requests for proposals are required for most contracts. Currently, the agency has one full-time position, in the business office, that manages the RFP and contracts work along with responsibilities for coordinating the agency's rulemaking (RFP/Contracts/Rulemaking Coordinator). The volume of RFP and contracts work far exceeds the time that can be allotted by the RFP/Contracts/Rulemaking Coordinator position. Additionally, the RFP and contracts work is highly specialized, and the RFP/Contracts/Rulemaking Coordinator has no backup. Should the person in the RFP/Contracts/Rulemaking Coordinator position be absent from or unable to work, an interruption of the RFP and contracts work may occur in the short term. Should the RFP/Contracts/Rulemaking Coordinator position be vacated, which is likely to happen in the next year based on the retirement of the person occupying the position, there would be no other person at the agency who possesses the knowledge and experience to take over the RFP/Contracts/Rulemaking Coordinator's work, and an longer term interruption in this work could be very disruptive, as the agency contracts with outside entities often and takes items to the Governor and Executive Council nearly every month. Recently, a position in the business office was vacated, and the Commissioner decided that the highest and best use for the vacated position is to repurpose it to a position that can work with the RFP/Contracts/Rulemaking Coordinator and other involved staff on agency RFPs and contracts deliverables. There is enough work for both positions. The repurposing will achieve goals of meeting the workload needs and will provide a succession plan for the RFP/Contracts/Rulemaking Coordinator position.

The agency is following the direction of Classifications with respect to the re-classification. It is the agency's understanding that Classifications determined the proposed job title as the best fit for the accountabilities proposed by the agency for the position.

Justification, continued (if needed)

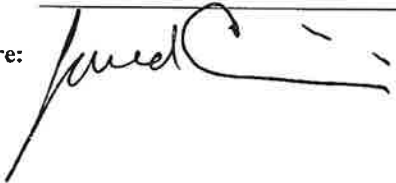
As stated above, the work that the position will be responsible for is vital to the agency's fulfillment of its statutory responsibilities. Without the reclassification, the agency has a staffing deficiency for the volume of work and no succession plan for the RFP/Contracts/Rulemaking Coordinator position, which is the only position at the agency with the specialized knowledge and skills to administer the agency's contracting process.

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% Agency Income

Name and Title: Jared Chicoine, Commissioner

Signature:

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

Agency Name: **Judicial Council**

Position Number: 10087

Status: Vacant Filled

	Current Classification				Reclassification Request			
Position Working Title:	Senior Accounting Technician				Case Management and Billing System Coordinator			
SOC Broad Group:	43-3030 Bookkeeping, Accounting, and Auditing Clerks				13-1190 Miscellaneous Business Operations Specialists			
	Level:	3	Pay Band:	3	Level:	4	Pay Band:	5
Pay (hourly):	\$17.81 - \$26.41				\$25.40 - \$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 Judicial Council is in the process of upgrading and implementing an improved case management and billing system. The legacy system is no longer reliable nor accurate and this change is necessary to improve reporting and financial tracking and comply with agency audit recommendations. As part of this improvement, the Judicial Council uses a case tracking vendor, LegalServer. Attorneys can now submit their bills electronically on this web-based platform.

This role has historically focused solely on reviewing paper bills and data entry. With the new system and increased billing volume, the role is now responsible for training attorneys and vendors, writing and improving standard operating policies and procedures (SOPPS), financial reporting, as well as billing review. The person in this role would be a subject matter expert necessary for ensuring the smooth operation of a case management and billing system that handles several million dollars in payments each year.

This role is integrally important to the functioning of the Judicial Council. It assures that attorneys and vendors can be paid in a timely and accurate manner. The data and reports that this employee generates are necessary in setting payment rates and detecting billing anomalies.

If this request is not approved, the Judicial Council will struggle to pay for constitutionally required services and ensure billing accuracy and appropriateness.

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% General Funds

Name and Title: Jay M. Buckey, Executive Director

Signature:



Agency Name: **Liquor Commission**

Position Number: 14006

Status: Vacant Filled

	Current Classification				Reclassification Request			
Position Working Title:	Building Services Leader				Warehouseman			
SOC Broad Group:	37-2010 Building Cleaning Workers				53-7060 Laborers and Material Movers			
	Level:	2	Pay Band:	2	Level:	2	Pay Band:	2
Pay (hourly):	\$15.93- \$23.39				\$15.93- \$23.39			

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 Liquor Commission, Marketing, Merchandising, and Warehousing Division is requesting approval to transition Position 14006 from its current classification of Building Services Supervisor to Warehouseman.

This change reflects the recent assessment of operations in the Marketing, Merchandising, and Warehousing Division which identified the need to transition this position into a Warehouseman position to support the non-alcohol spirits and wine products, Power Buys, NH wines, and individual bottle items for ghost drops and limited lottery releases that reside in our Concord Warehouse.

There are currently two (2) positions classified as 53-7060 Laborers and Material Movers (Warehouseman) in our Concord Warehouse. This additional position will expand the warehouseman positions from two to three full time Warehouseman positions. A third Warehouseman position is crucial to pick and ship the increased volume of items needed by our outlets. In addition to picking, packing, and shipping wine and spirit items the warehouseman employees pick, pack, and ship daily case items.

The current position was previously responsible for performing maintenance duties at one of our Liquor and Wine Outlets. These duties have been distributed among existing outlet staff allowing for the cleanliness of the outlets to remain a high standard for our employees and customers.

If this reclassification is not approved, the organization risks safety and operational consequences. Without the additional Concord Warehouse position overtime will need to continue to ensure there are no delays in meeting the product shipping due dates. Extended days of lifting cases of alcohol product that weighs between 25 and 60 pounds could result in safety risks to the employees performing this physical job.

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 % Liquor Funds

Name and Title: Chairman Joseph W. Mollica

Signature: