



State of New Hampshire

116- 7/29/26

DEPARTMENT OF ADMINISTRATIVE SERVICES

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Concord, New Hampshire 03301
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Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

July 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 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: Education Dept

Position Number: 13151

Status: ☒ Vacant☐ Filled

Current Classification

Reclassification Request

Position Working Title:	Internal Auditor III				Legislative Liaison			
SOC Broad Group:	13-1040 Compliance Officers				11-9190 Miscellaneous Managers			
	Level:	4	Pay Band:	5	Level:	7	Pay Band:	7
Pay (hourly):	\$25.40 - \$38.85				\$40.70 - \$63.11			

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)

In its current state, position 13151 analyzes and examines internal and fiscal controls within the New Hampshire Department of Education to ensure the department is meeting Federal compliance requirements. The work of this vacant position has currently been absorbed by other positions within the unit.

This request is to establish a senior executive role responsible for leading and overseeing all legislative, regulatory, and rulemaking activities for the Department. Serving as the primary policy advisor to the Commissioner and executive leadership, the position provides strategic guidance on complex public policy issues and acts as the main policy liaison to the Legislature, Governor's Office, state agencies, and external partners. The role directs the development and execution of the Department's legislative and regulatory agenda and ensures compliance while representing the Department on high-impact statewide matters. Due to the scope and complexity of education policy in New Hampshire—including more than 300 education-related legislative proposals each of the past three years—executive-level oversight is essential. Education legislation impacts multiple policy domains such as healthcare, public employee benefits, transportation, taxation, and broader regulatory frameworks. Additionally, current litigation requires tight coordination across legislative strategy, legal defense, rulemaking, and stakeholder communication, with statutory interpretation and implementation under heightened scrutiny.

Without a dedicated executive level position to perform these responsibilities, the Department will face fragmented legislative coordination, delayed or inconsistent responses to legislation, reduced effectiveness in advancing or defending key policy priorities, and will have insufficient oversight of high-volume, high-impact legislation, including proposals with substantial fiscal implications. Additionally, the Department's ability to effectively engage with legislators, coordinate across agencies, and align with ongoing litigation strategy may be compromised, increasing the risk of policy misalignment, fiscal exposure, and reputational harm to the State.

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: AU# 06-56-56-560510-20220000, 100% General Funding

Name and Title: Caitlin D. Davis, NHED Commissioner

Signature: Caitlin D. Davis

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

PER RSA 21-I:56

Agency Name: **Liquor Commission**

Position Number: 13960

Status: ☒ Vacant ☐ Filled

	Current Classification	Reclassification Request
Position Working Title:	Retail Store Manager	Beverage Marketing Specialist
SOC Broad Group:	41-1010 Supervisors of Sales Workers	13-1020 Buyers- Purchasing Agents
	Level: 1 Pay Band: 3	Level: 5 Pay Band: 7
Pay (hourly):	\$17.81 - \$26.41	\$31.33 - \$48.83

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 currently has one Beverage Marketing Specialist for wine and one Beverage Marketing Specialist for spirits. Given the volume of alcohol and non-alcoholic products offered to the state, these roles are critical to ensuring all products are thoroughly reviewed and recommended to the Commission in a timely manner, as required by statute. This process helps maintain an adequate and appealing variety of alcohol and non-alcoholic products across all New Hampshire Liquor & Wine Outlets.

All alcohol products offered to the state undergo a rigorous vetting process conducted by a Beverage Marketing Specialist. This process includes, but is not limited to, product research, competitive pricing negotiation, product evaluation, and appropriate marketplace placement. These positions now serve as single points of failure, with growing demands that are both time-consuming and increasingly complex.

Adding a new Beverage Marketing Specialist position is essential to improving the flow of supplier submissions and managing the ongoing influx of alcohol and non-alcoholic products presented to the Commission. This role will help streamline a product approval system that has relied on a single-buyer model for more than 40 years. The additional specialist will mirror the current position and work collaboratively with both the Wine and Spirits Marketing Specialists, gaining the full scope of knowledge required across both areas.

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: Joseph W. Mollica Chairman, NH Liquor Commission

Signature:

A handwritten signature in dark ink, appearing to read 'J. Mollica', is written over a horizontal line.

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

PER RSA 21-1:56

Agency Name: **Liquor Commission**

Position Number: **44887**

Status: ☒ Vacant

☐ Filled

	Current Classification				Reclassification Request			
Position Working Title:	Retail Store Manager				Beverage Marketing Specialist			
SOC Broad Group:	41-1010 Supervisors of Sales Workers				13-1020 Buyers- Purchasing Agents			
	Level:	1	Pay Band:	3	Level:	5	Pay Band:	7
Pay (hourly):	\$17.81 - \$26.41				\$31.33 - \$48.83			

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)

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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: Joseph W. Mollica Chairman, NH Liquor Commission

Signature:

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

PER RSA 21-I:56

Agency Name: **Safety Dept**

Position Number: 41976

Status: ☒ Vacant ☐ Filled

	Current Classification				Reclassification Request			
Position Working Title:	Education Technologist – Videographer				Curriculum Development Specialist			
SOC Broad Group:	27-4030 Television, Video, and Film Camera Operators and Editors				13-1150 Training and Development Specialists			
	Level:	2	Pay Band:	3	Level:	5	Pay Band:	5
Pay (hourly):	\$25.40 - \$38.85				\$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 current position is classified as a Videographer and is responsible for producing, editing, and managing video content to support the Division's training and educational programs. Over the past several years, the Division has significantly reduced its reliance on video production as online training content has matured and stabilized. The remaining video production and editing needs are currently being met by a part-time staff member and will continue to be performed through that position. As a result, the duties associated with the current classification no longer justify a full-time position and can be adequately supported through existing resources.

The proposed reclassification would repurpose the position as a Curriculum Specialist to be responsible for instructional design, lesson plan development, curriculum revision, and educational content development for fire and EMS training programs. Four years ago, the Division established a Curriculum Administrator position to transition curriculum development from a committee-based process to a more structured and efficient model. Since that time, the Division has identified a significant need for dedicated instructional design support. The Division currently maintains 27 training programs that require ongoing curriculum revisions, updates to educational content, and alignment with evolving standards and best practices. This position will work collaboratively with subject matter experts and the Curriculum Administrator to develop comprehensive lesson plans and instructional materials that promote consistency, quality, and efficiency in educational delivery. By providing instructors with well-developed lesson plans and educational resources, instructors can focus on teaching and student engagement rather than curriculum development.

If this reclassification is not approved, the Division's ability to deliver standardized, high-quality fire and EMS education throughout New Hampshire will be impacted. Consistent lesson plans and instructional materials are essential to ensuring students receive the same educational experience regardless of instructor or location. Without dedicated instructional design support, the Division's efforts to modernize and maintain its

Justification, continued (if needed)

27 training programs will be hindered, increasing the risk of inconsistencies in course delivery and reducing the effectiveness of curriculum improvements. This would directly affect the Division's mission to provide high quality training and certification programs that prepare New Hampshire's emergency responders to safely and effectively serve their communities.

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% revolving funds

Name and Title: Commissioner Robert L. Quinn

Signature:

