



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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117- 7/29/26

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 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 requests, 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
10289	Agriculture, Markets, and Food	07/10/2026

Attached please find the 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 the 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 'Ch Arlinghaus', written in a cursive style.

Charles M. Arlinghaus
Commissioner

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

PER RSA 21-I:56

Agency Name: **Agriculture, Markets, and Food**

Position Number: 10289

Status: ☐ Vacant ☒ Filled

	Current Classification				Reclassification Request			
Position Working Title:	Administrative Assistant				Financial Manager			
SOC Broad Group:	43-6010 Administrative Assistants				11-3030 Financial Managers			
	Level:	5	Pay Band:	5	Level:	1	Pay Band:	4
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 requested reclassification is necessary because the current classification of Administrative Assistant II no longer accurately reflects the scope, complexity, level of authority, or responsibilities assigned to this position.

As both the position and the agency have evolved, the role has expanded significantly beyond its original administrative functions to encompass responsibilities typically associated with higher-level professional and supervisory positions. The incumbent now plays a critical role in developing and implementing agency-wide policies and procedures; overseeing financial operations; coordinating audit responses; administering and managing contracts; and supporting agency compliance with state regulations and reporting requirements.

In addition, the position serves as a key contributor to the agency's biennial budget development, purchasing and procurement processes, financial reporting, and fiscal management activities. The incumbent also provides high-level support to division directors in accounting, human resources, contracting, and other administrative operations that directly affect the agency's mission and daily operations.

If the requested reclassification is not approved, the position will remain misclassified despite the substantial expansion of its responsibilities. This misalignment creates ongoing risks to operational effectiveness, financial oversight, accountability, and workforce retention. Maintaining an outdated classification fails to appropriately recognize the complexity, decision-making authority, and organizational impact of the position and may hinder the agency's ability to effectively recruit, retain, and support a role that is essential to its financial management, compliance, and overall administrative operations.

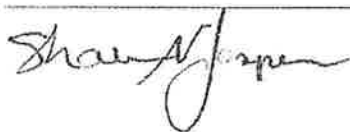
Justification, continued (if needed)

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
02-018-018-180010-25000000-500100

Name and Title: Shawn N. Jasper, Commissioner

Signature:

A handwritten signature in cursive script, appearing to read "Shawn N. Jasper", written over a horizontal line.