



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

July 22, 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,

A handwritten signature in dark ink, appearing to read "Charles M. Arlinghaus".

Charles M. Arlinghaus
Commissioner

DEPARTMENT OF ADMINISTRATIVE SERVICES – DIVISION OF PERSONNEL

REQUEST FOR SINGLE POSITION RECLASSIFICATION

PER RSA 21-I:56

Agency Name: **Veterans Home**

Position Number: 41637

Status: ☒ Vacant ☐ Filled

Current Classification					Reclassification Request			
Position Working Title:	Dietitian Assistant				Public Relations Specialist			
SOC Broad Group:	29-2050 Health Practitioner Support Technologists and Technicians				27-3030 Public Relations Specialists			
	Level:	1	Pay Band:	2	Level:	3	Pay Band:	3
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)

This position currently is approved to provide administrative support within the Food Service section and has been vacant for some time. Its duties have been absorbed by the supervisor and dietitians within the unit. This role is now being repurposed to focus on public relations, outreach, and informational program activities. Responsibilities will include planning, preparing, and distributing Department-facing materials through web-based and social media platforms as well as using applications to design, maintain, support, and enhance the New Hampshire Veterans Home website, intranet and other communication tools. This position coordinates the development, management, and timing of content and applies technical skills in written, visual, and digital communication to support direct care and services for our veterans. It is proposed that this role will operate under the supervision of the Public Information Officer.

This position will serve as a key role within the New Hampshire Veterans Home communications department and supports protocols that ensure compliance with RSAs and strategic communications standards for a long-term care facility. It directly contributes to resident safety through timely updates to the electronic health record (EHR) system, enabling staff to administer medication correctly, identifying residents inside and outside the facility and account for residents during emergency response events. The position also ensures compliance with federal regulations regarding staffing identification in our system and introduces new veterans to all 300+ staff, helping foster familiarity and improve quality of life for residents.

Failure to approve this position would leave only the Public Information Officer to manage all communication responsibilities, making the mandated workload unattainable and placing the agency in jeopardy noncompliance with mandated federal information and communication regulations for long term care. This gap would create significant safety risks for the veterans we serve and jeopardize essential information-sharing needs for our emergency protocols.

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:

General Funds

Name and Title:

Kimberly M. Mackay Commandant

Signature:

Kimberly M. Mackay

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

PER RSA 21-I:56

Agency Name: **Corrections Dept**

Position Number: 42283

Status: ☒ Vacant

☐ Filled

	Current Classification				Reclassification Request			
Position Working Title:	Training Development Manager				Training and Development Specialist			
SOC Broad Group:	11-3130 Training and Development Managers				13-1150 Training and Development Specialists			
	Level:	2	Pay Band:	3	Level:	6	Pay Band:	6
Pay (hourly):	\$28.74 - \$44.52				\$28.74 - \$44.52			

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 NH Department of Corrections is submitting this request to align the job title of position 42283, currently 11-3130 Training and Development Managers-2, with positions operating similarly within our Training Bureau. This change ensures that positions performing like functions and duties share the same job title. Both this position and its counterparts do not function in a management capacity and are more appropriately classified in the requested broad group.

The reclassification is a title-only change with no change in compensation. It will not cost the agency any money, but will create consistency in the classification of like positions. If the reclassification is not approved, the agency will have an incorrectly classified position within its Training Bureau.

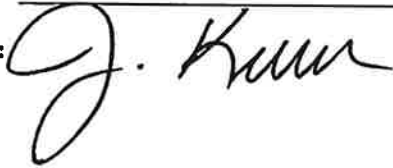
Justification, continued (if needed)

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: Jessica A. Kuron, Assistant Commissioner

Signature:

A handwritten signature in black ink, appearing to read "J. Kuron", written over a horizontal line.