

151 - 8/19/26



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

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. These eight positions are being reclassified as a group because they are part of a specific project within the Department of Health and Human Service's Sununu Youth Services Center (SYSC). The agency has certified that sufficient funds are available to support the reclassifications.

EXPLANATION

Attached please find a Request for Position Reclassification documenting decisions for each position reached by the Classification Section of the Division of Personnel that require approval of the Governor and Council. These reclassification requests stem from a project completed with SYSC to provide additional staff resources to address immediate operational needs, strengthen facility stability, and ensure that SYSC can continue providing safe, effective, and appropriate services to youth throughout New Hampshire. These position changes are needed to fully implement this project.

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 black ink, appearing to read "C. Arlinghaus", is written over the typed name.

Charles M. Arlinghaus
Commissioner

Agency Name:

Health and Human Services

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)

DHHS is requesting the reclassification of eight positions identified below to address critical staffing and operational needs at the Sununu Youth Services Center (SYSC). The request includes the reclassification of eight positions: two Supervisors of Residential Services, classified as 21-1010 Counselor-6 (formerly Supervisor IV), and six Youth Counselors, classified as 21-1010 Counselor 1-3 (formerly Youth Counselor).

These reclassifications are necessary to address significant staffing challenges within SYSC's daily operations. Youth Counselors provide direct supervision and support to youth throughout all aspects of the residential program, including education, treatment programming, recreation, meals, visitation, medical appointments, and community-based appointments. Maintaining adequate Counselor staffing is critical to ensuring a safe, secure, and therapeutic environment for both youth and employees.

The Supervisors of Residential Services will provide additional leadership capacity to strengthen supervision, accountability, and operational consistency during a period of significant staffing and programmatic challenges. These positions will enhance oversight, improve coordination among residential teams, and support the effective delivery of programming, treatment, and rehabilitative services.

The eight positions identified for reclassification are no longer aligned with current operational needs in their existing classifications or locations. Reclassifying these positions will allow DHHS to strategically realign existing resources towards meeting SYSC's current needs without increasing authorized positions or requiring additional funding.

This reclassification request represents a responsible and strategic use of existing resources to address immediate operational needs, strengthen facility stability, and ensure SYSC can continue providing safe, effective, and appropriate services to youth throughout New Hampshire.

Without approval, SYSC will continue to face critical staffing and supervisory gaps that may limit programming capacity, increase reliance on overtime, place additional strain on employees, and reduce the facility's ability to consistently meet the needs of youth and support daily operations. These ongoing challenges increase risks to youth, staff, and facility stability and may impair the State's ability to fulfill its obligations within the juvenile justice system.

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% GF

Name and Title: Patricia Tilley, Associate Commissioner

Signature:



Justification, continued (if needed)

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Attachment: Affected Positions

Position Number(s): 11700

Status: ☒ Vacant ☐ Filled

	Current Classification				Reclassification Request			
Position Working Title:	PLANT MAINTENANCE ENGINEER				SUPERVISOR, RESIDENTIAL SERVICES			
SOC Broad Group:	49-9070 Maintenance and Repair Workers, General				21-1010 Counselors			
	Level:	3	Pay Band:	3	Level:	6	Pay Band:	6
Pay (hourly):	\$19.96-\$30.02				\$28.74-\$44.52			

Position Number(s): 16554

Status: ☒ Vacant ☐ Filled

	Current Classification				Reclassification Request			
Position Working Title:	TEACHER				SUPERVISOR, RESIDENTIAL SERVICES			
SOC Broad Group:	25-2030 Secondary School Teachers				21-1010 Counselors			
	Level:	2	Pay Band:	4	Level:	6	Pay Band:	6
Pay (hourly):	\$22.50-\$34.14				\$28.74-\$44.52			

Position Number(s): 30205

Status: ☒ Vacant ☐ Filled

	Current Classification				Reclassification Request			
Position Working Title:	PAINT SHOP MANAGER				YOUTH COUNSELOR			
SOC Broad Group:	47-1010 First-Line Supervisors of Construction Trades and Extraction Workers				21-1010 Counselors			
	Level:	1	Pay Band:	3	Level:	3	Pay Band:	5
Pay (hourly):	\$17.81-\$26.41				\$25.40-\$38.85			

Attachment: Affected Positions

Position Number(s): 30210

Status: ☒ Vacant ☐ Filled

	Current Classification	Reclassification Request
Position Working Title:	COOK	YOUTH COUNSELOR
SOC Broad Group:	35-2010 Cooks	21-1010 Counselors
	Level: 2 Pay Band: 2	Level: 3 Pay Band: 5
Pay (hourly):	\$15.93-\$23.39	\$25.40-\$38.85

Position Number(s): 18123

Status: ☒ Vacant ☐ Filled

	Current Classification	Reclassification Request
Position Working Title:	COOK	YOUTH COUNSELOR
SOC Broad Group:	35-2010 Cooks	21-1010 Counselors
	Level: 2 Pay Band: 2	Level: 3 Pay Band: 5
Pay (hourly):	\$15.93-\$23.39	\$25.40-\$38.85

Position Number(s): 40135

Status: ☒ Vacant ☐ Filled

	Current Classification	Reclassification Request
Position Working Title:	REGISTERED NURSE	YOUTH COUNSELOR
SOC Broad Group:	29-1140 Registered Nurses	21-1010 Counselors
	Level: 3 Pay Band: 9	Level: 3 Pay Band: 5
Pay (hourly):	\$42.97-\$66.07	\$25.40-\$38.85

Attachment: Affected Positions

Position Number(s): 40128

Status: ☒ Vacant ☐ Filled

	Current Classification				Reclassification Request			
Position Working Title:	TEACHER				YOUTH COUNSELOR			
SOC Broad Group:	25-2030 Secondary School Teachers				21-1010 Counselors			
	Level:	3	Pay Band:	5	Level:	3	Pay Band:	5
Pay (hourly):	\$25.40-\$38.85				\$25.40-\$38.85			

Position Number(s): 40133

Status: ☒ Vacant ☐ Filled

	Current Classification				Reclassification Request			
Position Working Title:	TEACHER				YOUTH COUNSELOR			
SOC Broad Group:	25-2030 Secondary School Teachers				21-1010 Counselors			
	Level:	3	Pay Band:	5	Level:	3	Pay Band:	5
Pay (hourly):	\$25.40-\$38.85				\$25.40-\$38.85			