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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

August 07, 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 this request, 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
43651	Department of Information Technology	08/07/2026

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 the 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,

Catherine A. Keane

for

Charles M. Arlinghaus

Commissioner

DEPARTMENT OF ADMINISTRATIVE SERVICES – DIVISION OF PERSONNEL

REQUEST FOR SINGLE POSITION RECLASSIFICATION

PER RSA 21-I:56

Agency Name: **Information Technology**

Position Number: 43651

Status: ☐ Vacant☒ Filled

	Current Classification				Reclassification Request			
Position Working Title:	Agency Information Technology Manager				Systems Development Specialist V			
SOC Broad Group:	11-3020 Computer information Systems Managers				15-1250 Software and Web Developers, Programmers and Testers			
	Level:	5	Pay Band:	6	Level:	4	Pay Band:	7
Pay (hourly):	\$ 51.07				\$ 51.07			

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 Department of Fish & Game has an identified business need for a Software Developer Specialist V to support critical application development, maintenance, modernization, and related technology initiatives. The position will provide specialized software development expertise necessary to support the Department's current and evolving operational and business needs.

Reclassifying position #43651 from 11-3020 Computer and Information Systems Managers-5 (IT Manager III) to 15-1250 Developers and Programmers-4 (Software Developer Specialist V) will align the position with the nature of the work required at Fish & Game and with statewide classification standards. The reclassification reflects the specialized software development functions the position will perform and provides Fish & Game with an appropriately classified resource to support its technology priorities.

The transfer also makes effective use of an existing state resource. Transferring the filled reclassified position to Fish & Game will allow the State to retain and apply existing specialized IT expertise where it is operationally needed, without creating an additional position or resource.

This action supports sound workforce planning, classification accuracy, and efficient use of existing resources while providing Fish & Game with the software development capacity needed to advance its technology and business objectives.

If the reclassification and transfer are not approved, Fish & Game will not have the appropriately classified resource needed to support its software development, application maintenance, and modernization needs. The position would remain misaligned with the work required, while an existing resource would not be available to address an identified agency need.

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% Other

Name and Title: Kenneth Dunn, Deputy Commissioner

Signature: 

8/11/2026