



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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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 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,

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:

41143

Status:



Vacant



Filled

Current Classification

Reclassification Request

Position Working Title:

Systems Development Specialist V

Information Technology Manager I

SOC Broad Group:

15-1250 Software and Web Developers, Programmers, and Testers

11-3020 Computer and Information Systems Managers

Level:

4

Pay Band:

7

Level:

3

Pay Band:

4

Pay (hourly):

\$31.33- \$48.83

\$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 New Hampshire Banking Department has updated its operational and technical requirements for its IT leadership role. These changes have increased the complexity of agency technology oversight and expanded the need for strategic planning, cross-functional coordination, and enterprise-level project management. As a result, the skill set required for the position is no longer centered on software development but instead on IT management, governance, and agency-enterprise alignment.

To meet these evolving requirements, we are requesting the reclassification of a vacant 15-1250 DVLPRS AND PRGMRS-4 (SDS V) position to an 11-3020 COMP-INFO SYS MGRS-3 (IT Manager I).

If this request is not approved, the Banking Department would lack the dedicated operational IT support required to keep its critical systems functioning reliably, resolve technical issues promptly, and manage ongoing technology needs. Routine but essential tasks—such as coordinating IT resources, supporting multi-divisional projects, improving system performance, and eliminating inefficient or redundant processes—would be under-resourced, resulting in slower response times and increased strain on agency operations. Over time, the agency's ability to maintain stable systems, ensure smooth technology workflows, and execute forward-looking improvements to its IT environment would be significantly weakened.

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:

44% Federal, 54% General, 2% Other

Name and Title: Kenneth Dunn, Deputy Commissioner

Signature:

Kenneth Dunn 7/28/2026

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

PER RSA 21-1:56

Agency Name: **Environmental Services**

Position Number: 42716

Status: ☒ Vacant ☐ Filled

	Current Classification				Reclassification Request			
Position Working Title:	Document and File Clerk				Data Management Specialist			
SOC Broad Group:	43-4020 Correspondence Clerks				15-1290 Miscellaneous Computer Occupations			
	Level:	1	Pay Band:	1	Level:	3	Pay Band:	5
Pay (hourly):	\$14.40 - \$20.80				\$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 vacant position currently provides essential document management support for the Oil Remediation and Compliance Bureau (ORC). Responsibilities include retrieving and scanning paper files, maintaining electronic records for the Site Remediation Program, guiding staff and the public in accessing records, and conducting quality assurance reviews of microfilm and digital content to ensure accuracy and completeness.

The department seeks to elevate this position to a Data Management Specialist to meet increasing information management demands within the Library Section. Expanding the role will enable the bureau to:

- Produce ADA-compliant electronic records for 91-A requests
- Publish web content accessible to regulated entities and internal staff
- Develop detailed reports and statistical analyses for bureau administration
- Ensure compliance with rules and regulations governing published documents
- Identify, track, and resolve internet and database issues
- Develop improved data management methods to support bureau projects

If this request is not approved, the bureau will face significant risks. Quality control for record submittals will be insufficient, resulting in errors that can directly affect external stakeholders. Such errors may create compliance challenges, delay or prevent petroleum fund reimbursements for businesses, and ultimately erode public trust in the Department of Environmental Services.

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 funds

Name and Title: Robert R. Scott, Commissioner, NHDES

Signature:

A handwritten signature in black ink, appearing to read "Robert R. Scott", written over a horizontal line.

DEPARTMENT OF ADMINISTRATIVE SERVICES – DIVISION OF PERSONNEL

REQUEST FOR SINGLE POSITION RECLASSIFICATION

PER RSA 21-I:56

Agency Name: **Military Affairs and Veteran Services**

Position Number: 44506

Status: ☒ Vacant ☐ Filled

	Current Classification				Reclassification Request			
Position Working Title:	Civil Engineer IV				Public Information and Relations Manager			
SOC Broad Group:	17-2050 Civil Engineers				11-2030 Public Relations and Fundraising Managers			
	Level:	4	Pay Band:	8	Level:	3	Pay Band:	5
Pay (hourly):	\$31.33 - \$48.83				\$34.14 - \$53.46			

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 Military Affairs and Veterans Services requests to repurpose (reclassify) Position 44506 from 17-2050 Civil Engineers-4 (Civil Engineer IV) to 11-2030 Public Relations and Fundraising Managers-3 (Public Information and Relations Manager) within the department to address other pressing needs.

A recent assessment of department operations identified a strategic communications need to repurpose this position to the role of a Public Information and Relations Manager to be assigned directly to the Adjutant General. If reclassified, this position would plan, direct and administer long and short-term policies, objectives and programs relating to communication, public relations, marketing, branding standardization, promotion and education programs for the Department. Further, the position would develop and implement communication initiatives and programs to coordinate and promote strategic messaging, community outreach, media relations, and assist in routing community support requests for the Department and NH National Guard resources.

The department does not have a public information officer. When the department was reorganized in 2019 to include three divisions supporting our state's veteran population, there is no overarching individual to message/communicate all services provided to our veteran portfolio. Currently, most of the functions proposed for this role are either non-existent or spread amongst different divisions and sections throughout the department, performed by various staff members as a minor aspect of their position. Other functions are not being performed at all. The request would streamline and centralize these functions to ensure our department maintains transparent, accurate, and timely communication with the public, media, and stakeholders, which is essential for our mission and long-term success.

Justification, continued (if needed)

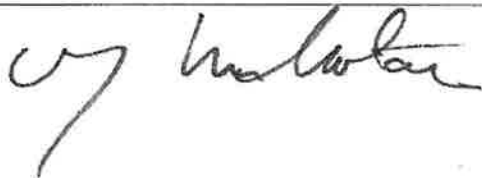
If this reclassification is not approved, there will be a continued deficiency of this strategic communication role within the department that undermines the services that we provide to our state's 80,000+ veteran population.

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: MG David J. Mikolaities, The Adjutant General

Signature:



Date:

8/4/2026