



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 21, 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,

Charles M. Arlinghaus
Commissioner

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

PER RSA 21-1:56

Agency Name: Education Dept

Position Number: 13109

Status: ☒ Vacant

☐ Filled

	Current Classification				Reclassification Request			
Position Working Title:	Operations Support Specialist				Client Services Lead			
SOC Broad Group:	43-6010 Secretaries and Administrative Assistants				21-1090 Miscellaneous Community and Social Service Specialists			
	Level:	3	Pay Band:	3	Level:	6	Pay Band:	6
Pay (hourly):	\$17.81 - \$26.41				\$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)

This role is currently approved to provide program oversight for Services for the Blind and Vision Impaired (SBVI), including preparing and managing documents, reviewing client data, managing office communications and correspondence, assisting with inventory, coordinating repair or replacement of malfunctioning equipment, and providing transportation support for vision-impaired staff, program participants, and advisory committee members in accordance with state travel policies and procedures. However, this role is no longer needed to provide transportation and the other tasks assigned to this position have been successfully spread out among three other support positions in the unit.

There is a need for oversight of the work performed by the Vocational Rehabilitation (VR) counselors in the SBVI unit. The Client Services Lead will provide guidance, training, and approvals for case work while also independently monitoring and reviewing the daily output of the VR counselors to maintain state and federal VR policies and regulations. It will be responsible for ensuring compliance with agency, state, and federal policies and providing cost-effective services to individuals who are vision impaired to help them to find competitive, integrated employment. This role will troubleshoot problems, promptly respond to escalated participant inquiries and situations, and provide consultation and direction to Rehabilitation Counselors on complex or challenging cases. It will facilitate interagency collaborative efforts with other human service agencies, vendors, community partners and special education, which may include speaking engagements in formal or informal settings regarding Federal, state and NH Vocational Rehabilitation policy and SBVI programs.

If this reclassification is not approved, we risk providing incorrect, missed, or delayed services to individuals with disabilities. This would result in the Department being out of compliance with regulations regarding timely services and responses to participants in the SBVI program.

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

Name and Title: Caitlin D. Davis, Commissioner

Signature: *Caitlin D. Davis*

DEPARTMENT OF ADMINISTRATIVE SERVICES – DIVISION OF PERSONNEL

REQUEST FOR SINGLE POSITION RECLASSIFICATION

PER RSA 21-1:56

Agency Name: Fish and Game Dept

Position Number: 43040

Status: ☒ Vacant☐ Filled

	Current Classification				Reclassification Request			
Position Working Title:	Environmental Review Program Supervisor				Avian Conservation Biologist			
SOC Broad Group:	11-9120 Natural Sciences Managers				19-1020 Biological Scientists -4			
	Level:	1	Pay Band:	3	Level:	4	Pay Band:	7
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)

Position 43040 was originally created as a biologist position in the Nongame Program supporting the 2023 program priorities and associated conservation needs. During 2023, the position was reclassified to an Environmental Review supervisor to address a structural gap, as the program housed 4 environmental review positions without a dedicated supervisor. However, with the approval of FY26-27 HB2 budget state authority for environmental review of threatened and endangered wildlife along with associated review staff, was formally transferred from NHFG to NHDES. As such, the Nongame Program conducts limited environmental review and does not require a supervisory position for that function. The Department requires a dedicated avian biologist to meet growing statewide conservation needs and alleviate gaps in delivery of service, reduced effectiveness, improve continuity and reduce the Department's reliance on external contractors, thereby reducing costs. This position will oversee work such as the natural recolonization of piping plover, review of environmental threats to native avian species, provide assistance with human-wildlife conflicts, and health and disease concerns.

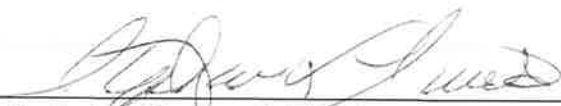
Accordingly, we request Position 43040 be realigned to match current program priorities, operational needs, and available funding

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: 75% Federal Funds, 25% Non-game (2125-)

Name and Title:



Stephanie L. Simek, Ph.D., Executive Director

Signature:

DEPARTMENT OF ADMINISTRATIVE SERVICES – DIVISION OF PERSONNEL

REQUEST FOR SINGLE POSITION RECLASSIFICATION

PER RSA 21-I:56

Agency Name: **Natural and Cultural Resources**

Position Number: 18099

Status: ☒ Vacant ☐ Filled

	Current Classification				Reclassification Request			
Position Working Title:	State Architectural Historian				Project Manager			
SOC Broad Group:	19-3090 Miscellaneous Social Scientists and Related Workers				17-2050 Civil Engineers			
	Level:	2	Pay Band:	7	Level:	3	Pay Band:	7
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)

Position #18099 is currently a vacant unfunded position within our Historical Resources Division and will not be utilized in the future due to lack of federal funding which had supported this position.

DNCR is in need of an additional Capital Project Manager – Civil Engineer, to support our numerous ongoing as well as future and prospective projects of our capital project management program. This reclassification will afford DNCR the ability to continue managing projects, assess in frustration needs, review proposed projects and work on design and improvement plans of projects.

Without this reclassification DNCR has the potential for substantial delays on review, design and assessment of projects negatively impacting facilities and infrastructure and potential cost overruns as a result of a delay in review and design.

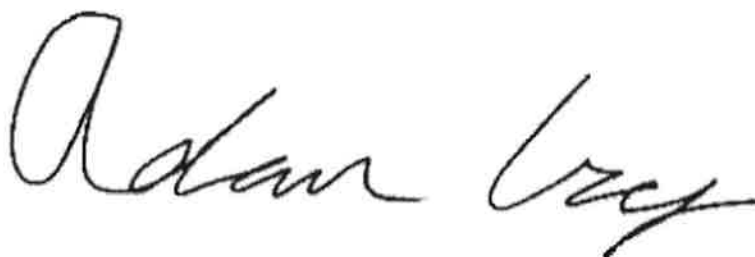
Justification, continued (if needed)

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, Agency Funds

Name and Title: Adam J. Crepeau , Commissioner

Signature:

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