



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 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 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
9T2911	Department of Environmental Services	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,

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Charles M. Arlinghaus
Commissioner

Agency Name: Environmental Services

Position Number: 9T2911

Status: ☐ Vacant

☒ Filled

	Current Classification				Reclassification Request			
Position Working Title:	Drinking Water & Groundwater Trust Fund Specialist				Environmental Analyst			
SOC Broad Group:	43-6010 Secretaries and Administrative Assistants				19-2040 Environmental Scientists and Geoscientists			
	Level:	5	Pay Band:	5	Level:	3	Pay Band:	6
Pay (hourly):	\$26.41				\$27.55			

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 position provides technical project management of programs within the Drinking Water & Groundwater Trust Fund for tasks as assigned by the section Administrator. The position is responsible for work assignments appropriate for 19-2040 Level 3 (Pay Band 6) as the accountabilities of the position have changed over time. The position has grown to support our drinking water sampling programs as an additional sampler, attends site walks of land tracts for determining grant eligibility, participates in the annual infrastructure workshop and works independently to prepare charts, graphs, and maps from technical data to evaluate groundwater contamination, drought conditions, and economic impacts. The current accountabilities better match the new classification.

Without the reclassification, future recruitment for the position will be difficult as the current classification doesn't accurately represent the duties and responsibilities currently placed on the person in the role. Recruiting and hiring candidates with the proper technical background for this position is vital to responsible stewardship of the funds administered by the Drinking Water & Groundwater Trust Fund.

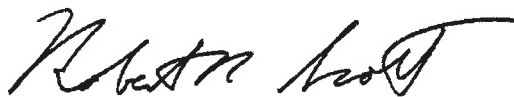
Justification, continued (if needed)

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: Budget String: 03 44 44 444010 7603 059 Source: 100% DWGTF (Other)

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

Signature:

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