



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

September 24, 2026

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTIONS

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 **retroactively** effective January 26, 2024, following approval by the Governor and Executive Council. These four positions are being reclassified as a group because the Department of Administrative Services' Division of Personnel identified an error in their classification assignment. The agency has certified that sufficient funds are available to support the reclassifications.

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** to the date of transition to the new Standard Occupation Classification (SOC)-based wage schedules (January 26, 2024) to provide corrected compensation and benefits to the affected employees consistent with where they should have been placed with the correct job classification and wage schedule assignment.

The Department of Administrative Services' Division of Personnel (DOP) recently identified an error in the job classification assignment of the weights and measures inspector/investigator positions within the Department of Agriculture, Markets, and Food's Division of Weights and Measures. As certified police officers, the Division of Weights and Measures' Director and inspector/investigator positions should have been assigned a job title classification under SOC 33P, for certified police and detectives, consistent with the classification of all other classified positions requiring part- or full-time police certification, when the state transitioned to the new SOC-based job classification system November 2023 and placed on the new 33P SOC-based wage schedule effective January 26, 2024.

Attached please find a Request for Position Reclassification documenting the requested changes for each position as determined by the Classification Section of the Division of Personnel effective upon

approval of the Governor and Council. RSA 21-I:42 III, directs the Division of Personnel to assign the position of every employee in the classified service to one of the classifications in the classification plan. The decision to correct the classification of these positions is consistent with statutory direction to the Division of Personnel under RSA 21-I:42, II to ensure that all positions in the classified service are classified correctly 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.

Approval is respectfully requested to proceed with the reclassification.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Charles M. Arlinghaus', written in a cursive style.

Charles M. Arlinghaus
Commissioner
Department of Administrative Services

Agency Name:

Agriculture, Markets, and Food

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 Administrative Services' Division of Personnel (DOP) recently identified an error in the job classification assignment of the weights and measures inspector/investigator positions within the Department of Agriculture, Markets, and Food's Division of Weights and Measures. This request seeks to execute the recommended correction retroactively to the date of transition to the new Standard Occupational Classification (SOC)-based wage schedules, January 26, 2024.

Pursuant to RSA 438:15-a, Department of Agriculture inspectors/investigators enforcing the laws and rules pertaining to weights and measures are required to complete the part-time police officer training established by the Police Standards and Training Council. Additionally, under RSA 438:15, such individuals are vested with special police powers and authorized to make arrests and to seize evidence without a formal warrant.

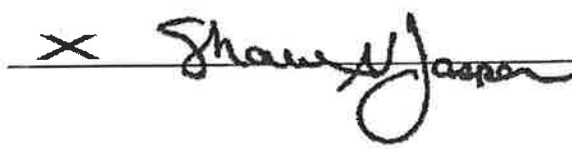
As certified police officers, the weights and measures' Director and inspector/investigator positions should have been assigned a job title classification under SOC 33P, for certified police and detectives, consistent with the classification of all other classified positions requiring part- or full-time police certification, when the state transitioned to the new SOC-based job classification system November 2023 and placed on the new 33P SOC-based wage schedule effective January 26, 2024. Currently, the Director of the Division is incorrectly assigned to 11-9120 Natural Science Managers-Level 1 and the inspector positions are incorrectly assigned to 13-1040 Compliance Officers-Level 3. The attached tables show the correct step placement today after correcting their classification effective January 26, 2024 and with changes in timing of increments.

If the requested classification corrections are not approved, these positions and employees will be inconsistently classified in comparison to similarly-situated positions in the classified service, creating inequities in assigned job title and compensation that threatens the department's ability to successfully recruit and retain qualified candidates for these essential roles.

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: Shawn N. Jasper, Commissioner

Signature: 

Attachment: Affected Positions

Position Number(s): 10296

Status: ☐ Vacant ☒ Filled

	Current Classification				Reclassification Request			
Position Working Title:	Director , Division of Weights and Measures				Director, Division of Weights and Measures			
SOC Broad Group:	11-9120 Natural Science Managers				33-1012 Supervisors of Police and Detectives-P			
	Level:	1	Pay Band:	3	Level:	2	Pay Band:	6
Pay (hourly):	\$40.70				\$42.77			

Position Number(s): 10290

Status: ☐ Vacant ☒ Filled

	Current Classification				Reclassification Request			
Position Working Title:	Weights and Measures Investigator				Weights and Measures Investigator			
SOC Broad Group:	13-1040 Compliance Officers				33-3050 Police Officers			
	Level:	3	Pay Band:	4	Level:	3	Pay Band:	3
Pay (hourly):	\$34.14				\$34.39			

Position Number(s): 10314

Status: ☐ Vacant ☒ Filled

	Current Classification				Reclassification Request			
Position Working Title:	Weights and Measures Investigator				Weights and Measures Investigator			
SOC Broad Group:	13-1040 Compliance Officers				33-3050 Police Officers			
	Level:	3	Pay Band:	4	Level:	3	Pay Band:	3
Pay (hourly):	\$30.02				\$31.71			

Attachment: Affected Positions

Position Number(s): 10294

Status: ☒ Vacant ☐ Filled

	Current Classification				Reclassification Request			
Position Working Title:	Weights and Measures Investigator				Weights and Measures Investigator			
SOC Broad Group:	13-1040 Compliance Officers				33-3050 Police Officers			
	Level:	3	Pay Band:	4	Level:	3	Pay Band:	3
Pay (hourly):	\$22.50 - \$34.14				\$25.96 - \$39.26			