



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

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Assistant Commissioner

September 25, 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 effective upon approval by the Governor and Executive Council. The respective 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. Attached please find the applicable Request for 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 its 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: 13136

Status: ☒ Vacant☐ Filled

	Current Classification				Reclassification Request			
Position Working Title:	Deaf & Hard of Hearing Program Operations Assistant				Staff ASL Interpreter/ Communication Access Coordinator			
SOC Broad Group:	43-4020 Correspondence Clerks				13-1190 Miscellaneous Business Operations Specialists			
	Level:	3	Pay Band:	3	Level:	3	Pay Band:	4
Pay (hourly):	\$17.81 - \$26.41				\$22.50 - \$34.14			

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 reclassification request is being proposed, and is essential, to meeting the needs of the Deaf and Hard of Hearing (DHH) program, its participants, and the broader community. Due to a statewide shortage of qualified sign language interpreters, securing consistent interpreting services has become increasingly difficult. Establishing a dedicated, full-time interpreter will ensure reliable support for program operations and client services.

Additionally, this position will result in significant cost savings when compared to freelance interpreters, who require higher hourly rates, mileage reimbursement, and door-to-door fees. A staff interpreter familiar with V.R. terminology, State systems, Deaf culture and language, and the requirements of the Americans with Disabilities Act (ADA) will provide more efficient, accurate, and responsive service delivery. This updated SJD does include accountabilities off the current SJD but expands more to include direct/real time ASL services. VR staff frequently need immediate, real-time interpretation for meetings, phone calls, crisis situations, and intake appointments. A dedicated interpreter ensures staff is not left waiting for equal language access, improving workflow and reducing delay across the entire program. Having a dedicated full-time interpreter would support effective communication with focus on direct program and participant oversight.

If this position reclassification request is not approved, we risk delays in timely communication and services to the Deaf and Hard of Hearing participants/community. VR may face challenges meeting federally mandated timelines for eligibility determinations, plan development, and service delivery, as interpreting coverage would remain inconsistent and dependent on limited freelance availability. Without a dedicated, qualified, and skilled interpreter, staff would continue to experience workflow interruptions due to scheduling gaps, increasing administrative burden and reducing efficiency across the program. The lack of consistent, culturally competent interpreting also heightens the risk of misunderstandings during assessments and planning meetings, which can negatively affect participant outcomes. Furthermore, insufficient interpreting coverage increases the likelihood of noncompliance with ADA and Rehabilitation Act requirements for effective communication.

Justification, continued (if needed)

A full-time interpreter is essential to ensuring reliable equal access, maintaining compliance, supporting daily operations, and preserving the quality and integrity of services provided to the DHH community.

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% Federal Funds

Name and Title: Caitlin D. Davis, Commissioner

Signature: *Caitlin D. Davis*