



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
25 Capitol Street - Room 120
Concord, New Hampshire 03301
Office@das.nh.gov

JRB
116A

Charles M. Arlinghaus
Commissioner
(603) 271-3201

Joseph B. Bouchard
Assistant Commissioner
(603) 271-3204

Catherine A. Keane
Deputy Commissioner
(603) 271-2059

April 11, 2022

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to RSA 94:6, the Department of Administrative Services requests authority to place Michele Caraway, State Budget Officer, at Labor Grade HH, step six (\$113,568) in the unclassified system effective April 22, 2022.

EXPLANATION

Chapter 202 of the Laws 2021 provided for the conversion of this position from a classified position to an unclassified position. When a classified employee is promoted into a unclassified system, their new salary request follows the format outlined in personnel rule 901.08: "the appointing authority shall assign the lowest step in the salary range of the new class which is at least the equivalent of one salary increment in the salary range of the former class." In promotion from classified to unclassified, agencies try to mirror the same process.

Chapter 202 included eleven senior management positions which were converted from the classified to unclassified systems. Seven of them are currently occupied. Each position was evaluated and allocated according to the process outlined in RSA 94:1-d then reviewed and ratified by the Joint Committee on Employee Classification of the New Hampshire General Court.

The change was part of a standardization of the senior managerial structure of the Department affecting directors, deputy directors, and other analogous positions. Similar positions are now appointed in similar ways rather than, for example, some division directors being classified and others unclassified. After all the changes take place, 24 of the department's approximately 455 positions will be unclassified.

Respectfully submitted,

Charles M. Arlinghaus
Commissioner