**Management Initiated**

Review concept of the Reclassification/Reorganization proposal and receive approval to move forward from Commissioner’s Office/Designee

Management and HR work together to complete Management Initiated FJA Form

Complete Management Proposed Reclassification/Reorganization Justification Form <https://www.maine.gov/bhr/sites/maine.gov.bhr/files/inline-files/Fillable-Mgt-Reorg-Justification-Form_0.rtf>

Identify potential funding for action(s), if necessary

HR Liaison logs the FJA into database, and continues to track the progress of the FJA until completed

HR Liaison obtains Commissioner and HR Director (or designees’) signatures on first page

HR Director will assign the audit to a member of the HR unit, or determine review by BHR is necessary

If audit is being done within the Agency/Service Center

Review the current and proposed job spec’s

Meet with management to review the contents of the FJA and determine appropriate classification

Prepare JA-20

Return packet, including JA-20, to HR Liaison for further processing

HR Liaison gathers complete package, including justifications and PDR, and forwards to the Bureau of Human Resources

If audit is being done by the Bureau of Human Resources

HR Liaison gathers complete package, including justifications and PDR, and forwards to the Bureau of Human Resources

BHR analyst will contact program managers/directors to discuss the proposed classification and the contents of the FJA

BHR analyst will prepare the JA-20

BHR analyst will perform Hay analysis, if necessary

If necessary or requested, BHR analyst will procure a bargaining unit determination from Office of Employee Relations

Program managers/directors and HR will be notified when BHR approves/denies reclassification(s)

Once approved, HR Liaison works with the Bureau of Budget for funding approval and to set effective date