**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