**Employee Initiated**

Employee is responsible to complete FJA Form including all tasks and responsibilities CURRENTLY being performed, sign and date it, and submit to immediate supervisor

Employee should complete and sign the cover sheet and submit directly to Bureau of Human Resources

The supervisor should review the Employee Initiated FJA with Program Manager/Director and HR Manager, and write a cover memo which describes areas of agreement and/or disagreement with contents of the FJA

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

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

HR Liaison gathers complete package, including supervisory cover memo and PDR, and forwards to the Bureau of Human

Resources (BHR) for audit

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 the employee, as well as the supervisor/manager, to determine if there has been significant change in the job, to review the contents of the FJA, the proposed classification, and the current duties, and ensure accuracy

Prepare JA-20 with determination of classification

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 cover memo from supervisor and PDR, and forwards to the Bureau of Human Resources

BHR analyst will meet with the employee, as well as the supervisor/manager, to determine if there has been significant change in the job, to review the contents of the FJA, the proposed classification, and the current duties, and ensure accuracy

BHR analyst will prepare the JA-20 with determination of classification

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

The employee, 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