**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