

## Functional Job Analysis (FJA-1) Process Checklist

---

### 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 (FJA-MI)
- 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](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