

**DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES**  
**Bureau of Human Resources**  
January 19, 2017

**HUMAN RESOURCES MEMORANDUM 2-17**

TO: All Agency Heads, Agency Human Resource/EEO Representatives

SUBJECT: New Process for Management-Initiated Reclassifications

=====

On January 18, 2017, Governor Paul LePage announced to the members of his Cabinet that all management-initiated reclassifications and reorganizations must be approved by the Governor before being filed with the Bureau of Human Resources.

In accordance with that directive, a new simplified FJA form (FJA-MI) has been developed. In addition, a one-page Management Proposed Reclassification/Reorganization Justification Form has been developed for submission to the Governor's Office to request approval for the reclassification/reorganization. The forms are attached to this memorandum. "Pdf" versions as well as fillable forms (in Microsoft Word format) are also available on the Bureau of Human Resources website ([www.maine.gov/bhr/employee\\_center/forms.htm](http://www.maine.gov/bhr/employee_center/forms.htm)).

Beginning immediately and until further notice, all management initiated reclassifications submitted to the Bureau of Human Resources must be on the new FJA-MI form and must be accompanied by a Management Proposed Reclassification/Reorganization Justification Form bearing the approval from the Governor's Office.

***S/ Joyce A. Oreskovich***  
Joyce A. Oreskovich, Director  
Bureau of Human Resources

Attachments:

- [FJA-MI Form](#)
- [Management Proposed Reclassification/Reorganization Justification Form](#)