

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
Bureau of Human Resources

January 31, 2018

HUMAN RESOURCES MEMORANDUM 3-18

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

SUBJECT: New Process for Management-Initiated Reclassifications/Reorganizations
Supersedes Human Resources Memorandum 2-17

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Human Resources Memorandum 2-17 implemented new forms and a new process for management-initiated reclassifications and reorganizations. That process required the completion and submission of a new Management Proposed Reclassification/Reorganization Justification Form¹ which had to be approved by the Governor's Office prior to submission to the Bureau of Human Resources.

The process has been reviewed and modified. Going forward, when management proposes to reclassify positions based on a proposed reorganization, the agency must first complete and submit the FJA form(s) and the Justification Form(s) to the Bureau of Human Resources (BHR) for review and analysis to determine the appropriate classification(s) and pay range(s) based on the proposed duties and responsibilities. *(Please note that the Justification Form(s) no longer require approval by the Governor's Office prior to being submitted to BHR. BHR will submit the forms to the Governor's Office for approval.)* After BHR has completed its analysis, BHR will then submit the approved FJA(s) and Justification Form(s) to the Governor's Office for review and approval. If the Governor's Office approves the reclassification(s)/reorganization, BHR will then process the reclassification(s)/reorganization through the normal channels. If the Governor's Office does not approve the reclassification(s)/reorganization, the FJA(s) and Justification Form(s) will be returned to the agency.

s/ Joyce A. Oreskovich
Joyce A. Oreskovich, Director
Bureau of Human Resources

¹ [Link to the fillable Management Proposed Reclassification/Reorganization Justification Form](#)