



MAINTENANCE REVIEW FAQs

See Appendix A below for classification terms that are helpful to know.

- **What is a Maintenance Review?**

A Maintenance Review is a formal, large-scale analysis of all positions within a class or class series to align class specifications (“job descriptions”) with current work responsibilities performed by state employees, as well as best practices in the assigned occupation.

- **What is the purpose of a Maintenance Review?**

- Revise and create titles, class specifications (“job descriptions”) and job requirements that accurately reflect work performed by employees, and attract a broad and diverse workforce.
- Establish new career paths to promote employee growth, development and retention.
- Align classes and job descriptions with best practices in the assigned occupation.
- Support agency business processes and operational needs.
- Make adjustments to a Pay Grade (PG) and classification of positions.
- Please note: A Maintenance Review is not a review of pay compared to the market.

- **What is the Maintenance Review Process?**

Maintenance Reviews may take 18 to 24 months to complete due to the magnitude of analysis and research involved. The primary steps of a Maintenance Review include:

- Position Description Questionnaires (PDQs) are collected for impacted positions. PDQs are completed by employees if filled, or supervisors/subject matter experts if vacant.
- Job Analysis of PDQs is completed.
- Class specifications, job requirements, and promotional standards are revised or created as applicable based on Job Analysis.
- Job Evaluation conducted which determines any changes to PG if applicable.
- Initial recommendations are sent to agencies.
- Maintenance Review is finalized and employees are notified of the results including recommended class title and pay grade.

- **Will the Maintenance Review result in my position being eliminated or downsized?**

Positions will not be eliminated or downsized as a result of a maintenance review, but certain positions may be allocated to another class if it is more appropriate based on the assigned duties.

- **Is one of the goals of a Maintenance Review to increase PGs?**

No, however, PGs may increase if there is an increase in complexity of the job. One of the main goals of a Maintenance Review is to align class specifications with work employees perform. Sometimes PGs remain the same or could go down. Your PG/salary will not go down while you remain in the position.

- **How are Pay Grades determined?**

Each job is evaluated using a point factor job evaluation methodology. Points are assigned to the Know-How, Problem-Solving, and Accountability required of a job. Total points assigned to each job correspond to a pay grade. Comparison of the State's pay ranges to the market is NOT part of job evaluation.

- **If my pay grade has increased as a result of the Maintenance Review, when will I receive my pay increase?**

If your PG increased your promotional increase will be applied the effective date of the maintenance review. If you have specific questions on how your salary was determined, please contact your Agency Human Resource Department for details, and your agency contact is listed in your memorandum.

- **How does DHR determine what classes will be included in a Maintenance Review?**

Selection of classes to be reviewed is based on several factors, such as:

- When the class was last reviewed.
- Requests from agencies to review specific classes.
- Internal analysis of trends in reclassification requests received from agencies.
- The volume of the population in a class.

- **What can I do if I feel the class I have been assigned to is incorrect?**

Please contact your Human Resource Department for more information on your position allocation.

If you do not agree with your class, and are a Merit employee, you have the right to appeal to the Merit Employee Relations Board (MERB) within **30 days** from the date of your memo. Your memo provides details of how to appeal.

Please note: per Section 8(d)(1) of the FY 2026 Budget Act, Pay Grade and FLSA determinations shall not be appealable.

APPENDIX A

Some helpful Classification Terms to know are:

- “Class”: all Merit **positions** that are sufficiently similar in duties, responsibilities and job requirements to use the same salary range and title. (Example – Engineer I, Office Manager).
- “Class Series”: a progression of classes in the same line of work, reflecting different degrees of responsibility and difficulty of duties. (Example–Management Analyst I, Management Analyst II, Management Analyst III)
- “Class Specification”: a written description of the distinguishing characteristics of all positions in a class, including typical duties, responsibilities and job requirements; sometimes referred to as “job description.”
- “Classification”: the analysis of the duties and responsibilities of a position and its assignment by the DHR Secretary to a class.
- “Position Description Questionnaire”: a data collection tool that describes the primary duties performed by a position (positions can be filled or vacant). This is completed by the employee and gives details of the specific work they do (that is more broadly defined in the class specification).
- “Career Ladder”: a hierarchy of classes within a class series, established and approved by the DHR Secretary, which permits employee movement along a career path without competition upon meeting all promotional standards.
- “Job Requirements”: minimum entry requirements, including selective requirements, which must be met for an individual to be eligible for appointment to a Classified position.
- “Pay Grade (PG)”: one of the horizontal pay ranges designated on the pay plan consisting of a series of percentage of midpoint columns identifying specific values.