

**BEFORE THE MERIT EMPLOYEE RELATIONS BOARD
OF THE STATE OF DELAWARE**

IN THE MATTER OF THE CLASSIFICATION MAINTENANCE REVIEW OF:

KYLEE NASH,

Appellant,

and

DELAWARE STATE FIRE SCHOOL,

Employer.

)
) **MERB Docket No. 25-08-960C**
)
) **DECISION AND ORDER**
)
) **INDEPENDENT REVIEWER’S**
) **MODIFIED RECOMMENDATION**
) **ACCEPTED**

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|-----------------------|
| OFFICE MANAGER |
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On or about August 13, 2025, Kylee Nash (“Appellant”) filed a Classification Appeal with the Merit Employee Relations Board (“Board”), asserting the Classification Maintenance Review determination reclassifying her former classification of Administrative Specialist II (Pay Grade 8) to an Administrative Specialist (also Pay Grade 8) was in error.¹ Ms. Nash asserted her job duties met the criteria of a Fiscal Advisor I (Pay Grade 10) and requested the Maintenance Review determination be reviewed. The appeal also included input from and the signatures of the Appellant’s supervisor, division director, and personnel representative.

Chapter 59 of Title 29 of the Delaware Code, Merit System of Personnel Administration,

¹ 29 *Del. C.* §5915(c): Any maintenance review classification determination may be appealed to the Merit Employee Relations Board by any affected employee or agency within 30 calendar days of notification. The Merit Employee Relations Board shall hear all maintenance review classification appeals before it in chronological order, beginning with the oldest such appeal unless all parties are in agreement with other such arrangements.

Section 5915, Classification; uniformity; appeal of classification, establishes the process for considering the appeal of a maintenance classification determination issued by the Department of Human Resources (“DHR”), Division of Classification and Compensation.

This appeal was assigned to the Independent Reviewer (“IR”) hired by the Board for evaluation.² Upon receiving the appeal, the Independent Reviewer (who is trained and experienced in job analysis) reviewed the appeal (including documentation provided therewith), documents provided by the Division of Classification and Compensation on which it relied to reach its determination, the relevant classification specifications, and also interviewed the Appellant.

The IR issued his Recommendation finding, “The preponderance of the information presented supports the conclusion that the Employee is performing duties on a routine basis that are not temporary in nature and that align with the Fiscal Advisor I classification. The appeal is supported.”

The IR’s recommendation was forwarded to the parties on May 5, 2026. By email dated June 2, 2026, the Secretary of the Department of Human Resources rejected the IR’s Recommendation but suggested the recommendation be modified to reclassify the Appellant to the Office Manager classification (which is also a Pay Grade 10), because, “the Office Manager class better describes the nature of work performed on behalf of the assigned office which encompasses both administrative support for the office and fiscal work.” By email dated June 3, 2026, the Appellant accepted the Secretary’s modified recommendation.

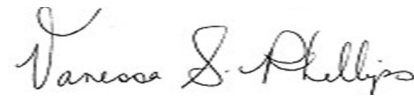
Section 5915(f) states, “ If the findings of the independent reviewer are accepted by the

² The Board acknowledges there was a delay between the submission of the appeal and issuance of the Independent Reviewer’s decision which was due to the large volume of pending Classification Maintenance Review Appeals.

employee and the Secretary, the Board shall also accept the findings.”

WHEREFORE, the modified Recommendation of the Independent Reviewer is hereby accepted.

SO ORDERED, THIS 18TH DAY OF JUNE, 2026.

Handwritten signature of Vanessa S. Phillips in cursive script.

VANESSA S. PHILLIPS, CHAIR