

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

**IN THE MATTER OF THE CLASSIFICATION MAINTENANCE REVIEW OF:**

<b>DEVIN KNOTTS,</b>	)	
Appellant,	)	<b><u>MERB Docket No. 25-08-966C</u></b>
	)	
<b>and</b>	)	
	)	<b>DECISION AND ORDER</b>
<b>DEPARTMENT OF CORRECTION, BUREAU OF</b>	)	
<b>ADMINISTRATIVE SERVICES, OFFICE OF THE</b>	)	<b>INDEPENDENT REVIEWER’S</b>
<b>CHIEFS,</b>	)	<b>MODIFIED RECOMMENDATION</b>
	)	<b>ACCEPTED</b>
Employer.	)	

<b>FISCAL ADVISOR II</b>
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On or about August 19, 2025, Devin Knotts (“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 III to a Senior Administrative Specialist was in error.<sup>1</sup> Ms. Knotts asserted her job duties met the criteria of a Fiscal Advisor III and requested the Maintenance Review determination be reviewed. The appeal also included input from and the signatures of Appellant’s supervisor, and division director.

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<sup>1</sup> 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.

Chapter 59 of Title 29 of the Delaware Code, Merit System of Personnel Administration, 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.<sup>2</sup> 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 reclassification to Fiscal Advisor III, and the appeal is supported.”

The IR’s Recommendation was forwarded to the parties on May 6, 2026. By email dated May 6, 2026, the Appellant accepted the IR’s Recommendation. By email dated June 5, 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 a “Fiscal Advisor II, PG 12 level as appropriate in describing the work that the employee performed at the time of the review (which came to a close effective 6/29/25)”. The Secretary’s response also stated:

However, since this review closed about a year ago, we recognize the employee may have gained additional proficiency and taken on higher level work described by the Fiscal Advisor III level.

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<sup>2</sup> 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.

And it would be up to the agency's discretion to promote the employee in the career ladder to the Fiscal Advisor III, PG 13 upon her completion of a career ladder packet describing how the employee meets the required promotional standards and job requirements of that level and that she at least "meets expectations" on her last performance review. The employee was hired as an Administrative Specialist III, PG 9 in **June of 2024**. This means the employee performed fiscal advisor work for a little over one year when the appeal was filed in **August of 2025**. This is not sufficient time in the job to have gained the experience required at the Fiscal Advisor III level (primary job requirements require 2 years).

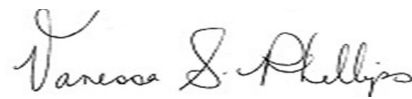
The Secretary's modified recommendation was forwarded to the Appellant on June 6, 2026.

By email dated June 9, 2026, the Appellant responded that she accepted the Fiscal Advisor II reclassification under the conditions noted in the Secretary's response.

Section 5915(f) states, "If the findings of the independent reviewer are accepted by the 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 18<sup>TH</sup> DAY OF JUNE, 2026.**



**VANESSA S. PHILLIPS, CHAIR**