

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

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

|  |   |  |
|--|---|--|
| <b>JOY (JENKINS) GRAVES,</b>               | ) |  |
| Appellant,                                 | ) | <b><u>MERB Docket No. 25-08-978C</u></b> |
|  | ) |  |
| <b>and</b>                                 | ) |  |
|  | ) | <b>DECISION AND ORDER</b>                |
| <b>DEPARTMENT OF NATURAL RESOURCES AND</b> | ) |  |
| <b>ENVIRONMENTAL CONTROL, DIVISION OF</b>  | ) | <b>INDEPENDENT REVIEWER’S</b>            |
| <b>WATERSHED STEWARDSHIP,</b>              | ) | <b>RECOMMENDATION ACCEPTED</b>           |
|  | ) |  |
| Employer.                                  | ) |  |

|                                  |
|----------------------------------|
| <b>ADMINISTRATIVE SPECIALIST</b> |
|----------------------------------|

On or about August 22, 2025, Joy Jenkins (“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 to an Administrative Specialist was in error.<sup>1</sup> Ms. Jenkins asserted her job duties met the criteria of a Senior Administrative Specialist and requested the Maintenance Review determination be reviewed. The appeal also included input from and the signatures of Appellant’s supervisor, division director, and personnel representative.

---

<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 does support alignment with the Senior Administrative Specialist classification, and the appeal is supported.”

The IR’s Recommendation was forwarded to the parties on May 28, 2026. By email dated June 5, 2026, the Appellant accepted the IR’s Recommendation. By email dated June 29, 2026, the Secretary of the Department of Human Resources also accepted the Recommendation.

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.”

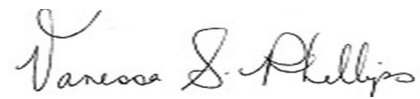
**WHEREFORE,** the Recommendation of the Independent Reviewer is hereby

---

<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.

accepted.

**SO ORDERED, THIS 6<sup>TH</sup> DAY OF JULY, 2026.**

---

**VANESSA S. PHILLIPS, CHAIR**