

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

IN THE MATTER OF THE CLASSIFICATION MAINTENANCE REVIEW OF:

ROXANNE LEWIS,	)	
	)	
Appellant,	)	<u>MERB Docket No. 25-09-990C</u>
	)	
and	)	
	)	DECISION AND ORDER
DEPARTMENT OF HEALTH AND SOCIAL SERVICES,	)	
DIVISION OF SERVICES FOR AGING AND ADULTS	)	INDEPENDENT REVIEWER’S
WITH PHYSICAL DISABILITIES, DELAWARE	)	MODIFIED RECOMMENDATION
HOSPITAL FOR THE CHRONICALLY ILL,	)	ACCEPTED
	)	
Employer.	)	

SENIOR OFFICE ASSOCIATE

On or about September 9, 2025, Roxanne Lewis (“Appellant”) filed a Classification Appeal with the Merit Employee Relations Board (“Board”), asserting the Classification Maintenance Review determination reclassifying her former classification of Operations Support Specialist to an Office Associate was in error.¹ Ms. Lewis asserted her job duties met the criteria of an Administrative Specialist and requested the Maintenance Review determination be reviewed. The appeal did not include input from or the signatures of Appellant’s supervisor or division director.

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.

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.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 does not support alignment with the Administrative Specialist classification. The duties routinely performed by the Employee are not consistent with the essential functions and distinguishing characteristics of that classification.” The IR concluded, “Accordingly, the appeal for reclassification to the Administrative Specialist classification is denied. It is further determined that the evidence supports reclassification to the Senior Office Associate classification, and that relief is supported.”

The IR’s Recommendation was forwarded to the parties on June 30, 2026. By email dated July 23, 2026, the Appellant accepted the IR’s Recommendation to reclass her position to Senior Office Associate. By email dated July 29, 2026, the Secretary of the Department of

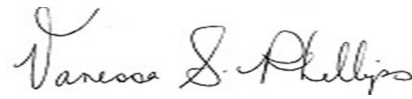
² The Board acknowledges there was a delay between the submission of the appeal and issuance of the Independent Reviewer’s decision which was due to the large volume of pending Classification Maintenance Review Appeals.

Human Resources also accepted the IR Recommendation to reclass the position to Senior Office Associate.

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 11TH DAY OF AUGUST, 2026.

A handwritten signature in cursive script, reading "Vanessa S. Phillips".

VANESSA S. PHILLIPS, CHAIR