

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

IN THE MATTER OF THE CLASSIFICATION MAINTENANCE REVIEW OF:

SEMAJ BOWENS,	)	<u>MERB Docket No. 25-09-993C</u>
Appellant,	)	
	)	DECISION AND ORDER
and	)	
	)	INDEPENDENT REVIEWER’S
DEPARTMENT OF CORRECTION,	)	MODIFIED RECOMMENDATION
	)	ACCEPTED
Employer.	)	

SENIOR CORRECTIONAL RECORDS TECHNICIAN

On or about September 11, 2025, Semaj Bowens (“Appellant”) filed a Classification Appeal with the Merit Employee Relations Board (“Board”), asserting the Classification Maintenance Review determination maintaining her classification of Correctional Records Technician was in error.¹ Ms. Bowens asserted her increased level of work since 2012 is beyond the scope of the Correctional Records Technician classification and requested a new classification be created, identified as a “Correctional Records Analyst”, and compensated at Pay Grade 8. She requested the Maintenance Review determination be reviewed. The appeal included input from and the signature of only Appellant’s supervisor. The signature lines from her Division Director and Personnel Representative were blank.

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 limitations of the independent review process required that the appeal, as submitted, be denied. The requested relief seeks the creation of a new position title and an adjustment to the established pay grade, neither of which falls within the authority of this reviewer.

The IR’s Recommendation was forwarded to the parties on July 9, 2026. By email dated July 22, 2026, the Appellant rejected the IR’s recommendation denying the appeal.

By email dated August 10, 2026, the Secretary of the Department of Human Resources accepted the IR’s Recommendation to deny the appeal, but alternatively recommended the Appellant be reclassified to a Senior Correctional Records Technician position (Pay Grade 9).

By email dated August 11, 2026, the Appellant accepted the alternative

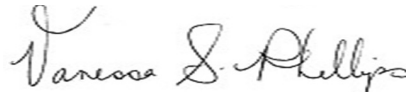
² The Board acknowledges there was a delay between the submission of the appeal and issuance of the Independent Reviewer’s decision which was due to the large volume of pending Classification Maintenance Review Appeals.

recommendation to reclassify her position to a Senior Correctional Records Technician.

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 17TH DAY OF AUGUST, 2026.

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

VANESSA S. PHILLIPS, CHAIR