

MEMORANDUM

TO: Government Operations and Fiscal Policy Committee

FROM: Justina Ferber,  Legislative Analyst

SUBJECT: **Worksession Continued: FY13 Operating Budget
Office of Human Resources (General Fund, Excluding Compensation)**

Those expected for this worksession:

Kaye Beckley, Manager, Business Operations and Performance Division, OHR
Jennifer Shovlin, Budget Manager, OHR
Helen Vallone, Sr. Management and Budget Specialist, OMB
(The OHR Director will be out of town.)

The GO Committee discussed the OHR recommended operating budget on April 25, 2012, and requested two issues be discussed again on May 3.

1. **Financial Disclosure Process Shift:** \$55,190; 1.0 FTE
This issue is the shift of the financial disclosure process to the Business Operations and Performance Division in the Office of Human Resources from the Ethics Commission. This will be considered when the Committee discusses the Ethics Commission budget under item GO#1 on the agenda. Please see the Ethics Commission packet for details.
2. **Senior Fellowship Program Addition:** \$50,000; 1.5 FTEs
The Committee asked OHR to provide a description of the Senior Fellowship Program and a list of participants. The description and list are attached to this memo. The proposed addition to the program makes a total of \$100,000 and 2.5 FTEs for the Senior Fellowship Program. In addition, Director Adler has submitted a list of categories and projects that Senior Fellows will work on during FY13.

With the exception of the financial disclosure shift, the Committee approved the OHR budget on April 25. Once the Committee approves the Ethics Commission budget, it can finalize action on the OHR budget.

Attachments: Council questions and OHR responses ©1
List of participants in Senior Fellowship Program ©3
List of categories and projects ©4

Council Questions and OHR Answers

Senior Fellowship Program

Senior Fellows are needed in several professional positions to assist the County in implementing the County Executive's priorities: A Responsive and Accountable County Government; Affordable Housing in an Inclusive Community; An Effective and Efficient Transportation Network; Children Prepare to Live and Learn; Healthy and Sustainable Communities; Safe Streets and Secure Neighborhoods; Strong and Vibrant Economy; and Vital Living for All of Our Residents.

What is the Senior Fellowship Program?

The Senior Fellowship Program provides temporary part-time job opportunities for experienced and seasoned professionals. Senior Fellows will work no more than 20 hours a week on short-term or long-term projects for a maximum of 12 months. The Chief Administrative Officer may approve an extension of a Senior Fellow appointment for an additional 6 months. The Fellowship provides experienced and seasoned professionals with an opportunity to remain professionally active in their community and local government. This program is also designed to offer seasoned professionals part-time and flexible working opportunities while actively engaging their skills in areas and on projects that will benefit the County.

What Type of Program is the Senior Fellowship?

The Senior Fellowship program is intended for experienced and seasoned applicants in professional-level positions who want to contribute and provide leadership for their local government while remaining active in their field of work. Senior Fellows will utilize their skills and expertise assisting others in Montgomery County Government.

What are the Benefits of the Senior Fellowship Program?

The benefits are: Learn about local government and today's challenges; share your professional skills directly with others in local government; earn money while taking an active role in your community and local government; share lessons learned, skills, and expertise; grow professionally and personally; flexible schedules; free parking/bus passes; and network and make new professional contacts.

Where are the jobs open to Senior Fellows?

Based on Senior Fellows experience, skills and interests, and funding individuals will be placed in available temporary, part-time professional positions in departments to facilitate implementation of the County's priorities.

How are Senior Fellows selected?

Senior Fellows are selected through a competitive rating process. These are temporary positions classified and filled under merit system principles. All applicants apply through

our career website online system iRecruitment. All applications will be screened by a human resources specialist for possession of the minimum qualifications for the position. Applicants placed on the Eligible List for this position are eligible for a selection interview. Applicants may check the status of their application by logging in to their iRecruitment account.

How does OHR envision the Senior Fellows Program will grow and expand?

OHR hopes to expand the program to additional departments in FY13 to enable more part-time job opportunities for experienced and seasoned professionals to work on short and long-term projects.

Since Senior Fellows does not necessarily mean over age 55 years old, should this item be taken out of the Senior Initiative section of the FY13 CE recommended budget?

No. The Senior Fellowship Program is intended for experienced and seasoned applicants in professional-level positions who want to contribute and provide leadership for their local government while remaining active in their field of work.

Senior Fellowship Program
Hires

| Senior Fellowship Program | | | | |
|----------------------------------|-------------------|---|---|-----------------------------|
| <u>LAST NAME</u> | <u>FIRST NAME</u> | <u>DEPARTMENT</u> | <u>STATUS</u> | <u>Hours Per Pay Period</u> |
| | | <u>ASSIGNMENT</u> | <u>(temporary/part-time)</u> | |
| Wolf | Mier | CE Office - Sister Cities Project | current employee | 15 hrs. |
| Koroma | Daniel | CE Office - Caribbean and African Community Affairs | current employee-transferring to a merit position within Montgomery County on 5/7/2012. | 30 hrs. |
| Marks | Leslie | CE Office - Volunteer Office | current employee | 15 hrs. |
| Heyman | Austin | CE Office - Senior Initiatives | current employee | 30 hrs. |

List of Categories/Projects for Senior Fellows in FY13

Below is a listing of the categories/projects that the Senior Fellows will work on during FY 13. This list includes three existing Senior Fellow positions (#s 1-3) and adds three additional positions as proposed in the FY13 budget by the County Executive (#s 4-6).

The listing is as follows:

1. Senior Initiatives - the Senior Fellow will work in the Office of Community Partnerships and with the Seniors Subcabinet to improve coordination, community outreach and promotion of programs designed to serve seniors, and identify and plan for the short and long term needs of seniors.
2. Sister Cities - the Senior Fellow will work with the Office of Community Partnerships and Montgomery Sister Cities (the non-profit organization that supports Montgomery County's Sister Cities program) to foster understanding and partnership between the specific communities, focusing on economic development, cultural exchange, and youth exchange.
3. Volunteer Center - in the Office of Community Partnerships, the Senior Fellow will provide advice on one-time and ongoing volunteer opportunities and events, as well as sharing information about current volunteer opportunities.
4. Senior Housing Initiative - the Senior Fellow will provide advisory and technical assistance to Health and Human Services on a variety of senior housing matters such as assisted living, group homes, nursing homes, subsidized housing, retirement living, weatherization program, single-family home improvement program, etc.
5. Supportive Employment - the Senior Fellow will work with the Office of Human Resources to coordinate efforts to develop and implement a program to assist disabled students with transition from work to school.
6. Work at the County Council on an issue selected by the County Council.