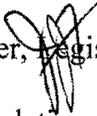


MEMORANDUM

TO: Government Operations & Fiscal Policy Committee

FROM: Justina J. Ferber,  Legislative Analyst

SUBJECT: Executive Regulation 19-12, Amendments to Montgomery County Personnel Regulations, to Allow QUEST and Project SEARCH Interns to Apply for "Employee Only" Vacancies

The Committee will consider the Executive's proposed amendments to the Montgomery County Personnel Regulations (MCPR) **to amend Section 6-2 – Recruitment and Application Rating Procedures – to allow QUEST and Project SEARCH Interns to apply for "Employee Only" job vacancies.**

Project SEARCH Internships are one-year training programs for young adults with intellectual and developmental disabilities who are either in their last year of high school or recent graduates to serve as interns in County Departments and acquire marketable job skills. See ©15 for additional information.

The Quality, Understanding, Excellence, Success and Training (QUEST) program is a partnership program between the County and the Maryland Department of Education, Division of Rehabilitation Services (DORS) in which County residents with disabilities serve as volunteer interns in County Departments and work on special projects that help them develop marketable job skills. See ©16 for additional information.

This proposed amendment to the personnel regulations adds QUEST Interns and Project SEARCH Interns to Section 6-2:

6-2(a) – The OHR Director

* * *

(5) must allow an active QUEST Intern, Project SEARCH Intern or Customized Employment Public Intern or former QUEST intern, Project SEARCH Intern, or Customized Employment Intern within 24 months of completion of the internship to apply for vacancy announcements that are limited to County employees only. This does not negate the right of a QUEST Intern, Project SEARCH Intern, or Customized Employment Public Intern who is eligible under Section 6-11 of these Regulations to apply for priority consideration for initial appointment to a County merit system position to receive priority consideration.

Personnel Regulation 2-11 was adopted by the Council in July 2011 to allow Customized Employment Public Interns to apply for job vacancy announcements that are limited to County employees only. Customized Employment Public Interns are individuals with significant disabilities hired non-competitively on a short-term, temporary basis to perform tasks for departments throughout the County that match the individual's interests, skills and competencies with the department's needs.

The Executive's transmittal memorandum notes that the regulation was advertised in the September 2012 issue of the *Montgomery County Register* and that the MSPB reviewed the regulation and has no objection. A fiscal impact statement indicating no fiscal or economic impact is also included at ©14.

ACTION

Council staff proposes the Committee recommend Council adoption of Executive Regulation 19-12 as submitted.

Attached is a draft resolution.

<u>This packet contains:</u>	<u>Circle #</u>
Resolution	1
Transmittal Memorandum	3
Regulation 19-12, bracketed and underlined	4
Regulation 19-12, clean copy	9
Fiscal Impact Statement	14
Project Search	15
QUEST	16
Personnel Regulations - Section 6-11 – Priority Consideration	18

Resolution No.: _____
Introduced: _____
Adopted: _____

**COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND**

By: Government Operations and Fiscal Policy Committee

Subject: Approval of Executive Regulation 19-12, Amendments to Montgomery County Personnel Regulations, to Allow QUEST and Project SEARCH Interns to Apply for “Employee Only” Vacancies

Background

1. On November 21, 2012, the County Council received Executive Regulation 19-12 to amend Section 6-2 of the Personnel Regulations to allow QUEST and Project SEARCH Interns to apply for “Employee Only” job vacancies.
2. Project SEARCH Internships are one-year training programs for young adults with intellectual and developmental disabilities who are either in their last year of high school or recent graduates to serve as interns in County Departments and acquire marketable job skills.
3. The Quality, Understanding, Excellence, Success and Training (QUEST) program is a partnership program between the County and the Maryland Department of Education, Division of Rehabilitation Services (DORS) in which County residents with disabilities serve as volunteer interns in County Departments and work on special projects that help them develop marketable job skills.
4. Executive Regulation 19-12 is processed under Method 2 and takes effect upon adoption of the Council resolution approving it or on a later date specified in the regulation.

Action

The County Council for Montgomery County, Maryland approves the following resolution:

Executive Regulation 19-12 to amend Section 6-2 of the Montgomery County Personnel Regulations to allow QUEST and Project SEARCH Interns to apply for “Employee Only” vacancies is approved.

This is a correct copy of Council action.

Linda M. Lauer, Clerk of the Council

F:\FERBER\OHR\Regulations\ER 19-12 Quest and Project Search Resolution.doc

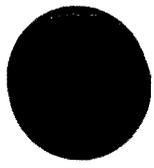
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OFFICE OF THE COUNTY EXECUTIVE
ROCKVILLE, MARYLAND 20850



Isiah Leggett
County Executive

MEMORANDUM

November 21, 2012

Method 1

TO: Roger Berliner, President
Montgomery County Council

FROM: Isiah Leggett, County Executive

SUBJECT: Executive Regulation 19-12, MCPR Amendment to Allow QUEST and Project SEARCH Interns to Apply for "Employees Only" Vacancies

I am submitting Executive Regulation 19-12 for the Council's review and approval. This regulation amends Sections 6-2 of the 2001 Montgomery County Personnel Regulations to provide that the OHR Director must allow active and in certain circumstances former QUEST and Project SEARCH interns to apply for vacancy announcements that are limited to County employees only. QUEST (Quality, Understanding, Excellence, Success, and Training) is a partnership program between the County and the Maryland Department of Education Division of Rehabilitation Services (DORS) in which County residents with disabilities serve as volunteer interns in County Departments and work on special projects that help them develop marketable job skills. Project SEARCH is a one-year job training program for young adults with intellectual and developmental disabilities who are either in their last year of high school or recent graduates in which these individuals serve as interns in County Departments and acquire marketable job skills.

I am also attaching the fiscal impact statement for this regulation.

Executive Regulation 19-12 was advertised in the September 2012 issue of the *Montgomery County Register*. No comments were received in response to this advertisement. The proposed regulation has been reviewed by the Merit System Protection Board and the Board has no objection.

IL:sw

Attachments

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RECEIVED
MONTGOMERY COUNTY



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject	MCPR Amendment to Allow QUEST and Project SEARCH Interns to Apply for "Employees Only" Vacancies	Number	19-12
Originating Department	Office of Human Resources	Effective Date	

MCPR Amendment to Allow QUEST and Project SEARCH Interns to Apply for "Employees Only" Vacancies

Executive Regulation No. 19-12
Issued by: County Executive
Supersedes: None

Authority: Montgomery County Code, 2004, §33-7(b)
Council review: Method 1

Montgomery County Register Volume 29 Issue 9
Comment deadline: September 30, 2012

Effective date: _____

Summary: This regulation amends MCPR Section 6-2 to provide that the OHR Director must allow active and in certain circumstances former QUEST and Project SEARCH interns to apply for vacancy announcements that are limited to County employees only.

Address for comments Office of Human Resources, Executive Office Building, 7th Floor
101 Monroe Street, Rockville, Maryland 20850

Staff contact: Stuart Weisberg, 240-777-5154, or stuart.weisberg@montgomerycountymd.gov

Please use the key below when reading this regulation:

- | | |
|------------------------------|---|
| Boldface | <i>Heading or defined term.</i> |
| <u>Underlining</u> | <i>Added to existing regulation by proposed regulation.</i> |
| [Single boldface brackets] | <i>Deleted from existing regulation by proposed regulation.</i> |
| <u>Double underlining</u> | <i>Added by amendment.</i> |
| [[Double boldface brackets]] | <i>Deleted from existing or proposed regulation by amendment.</i> |
| * * * | <i>Existing language unchanged by executive regulation.</i> |



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject	MCPR Amendment to Allow QUEST and Project SEARCH Interns to Apply for "Employees Only" Vacancies	Number	19-12
Originating Department	Office of Human Resources	Effective Date	

SECTION 1. DEFINITIONS

* * *

1-61. Project SEARCH Interns: A one-year job training program for young adults with intellectual and developmental disabilities who are either in their last year of high school or recent graduates in which these individuals serve as interns in County Departments and acquire marketable job skills.

[1-61]

1-62. Promotion: * * *

[1-62]

1-63. Promotional probationary period * * *

1-64. QUEST (Quality, Understanding, Excellence, Success, and Training) Interns: A partnership program between the County and the Maryland Department of Education Division of Rehabilitation Services (DORS) in which County residents with disabilities serve as volunteer interns in County Departments and work on special projects that help them develop marketable job skills.

[1-63]

1-65. Rating categories: * * *

[1-64]

1-66. Reduction-in-force or RIF: * * *

[1-65]

1-67. Regular hourly salary: * * *

[1-66]

1-68. Relative: * * *

[1-67]

1-69. Review period: * * *

5



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject	MCPR Amendment to Allow QUEST and Project SEARCH Interns to Apply for "Employees Only" Vacancies	Number	19-12
Originating Department	Office of Human Resources	Effective Date	

[1-68]

1-70. Salary schedule: * * *

[1-69]

1-71. Seasonal position: * * *

[1-70]

1-72. Step salary schedule: * * *

[1-71]

1-73. Supervisor: * * *

[1-72]

1-74. Temporary employee: * * *

[1-73]

1-75. Temporary position: * * *

[1-74]

1-76. Temporary promotion: * * *

[1-75]

1-77. Term employee: * * *

[1-76]

1-78. Term position: * * *

[1-77]

1-79. Transfer: * * *

[1-78]

1-80. Uniformed fire/rescue employee: * * *

6



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject	MCPR Amendment to Allow QUEST and Project SEARCH Interns to Apply for "Employees Only" Vacancies	Number	19-12
Originating Department	Office of Human Resources	Effective Date	

[1-79]

1-81. Unrepresented employee: An employee whose position is not included in any bargaining unit.

[1-80]

1-82. USERRA: * * *

[1-81]

1-83. Volunteer Firefighter or Rescuer: * * *

[1-82]

1-84. Workday: * * *

[1-83]

1-85. Working days: * * *

[1-84]

1-86. Workweek or work period: * * *

* * *

SECTION 6. RECRUITMENT AND APPLICATION RATING PROCEDURES

* * *

6-2. Announcement of open jobs.

(a) The OHR Director:

* * *

(3) may announce a vacancy to the general public or may restrict the vacancy to some or all County employees;

* * *



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject	MCPR Amendment to Allow QUEST and Project SEARCH Interns to Apply for "Employees Only" Vacancies	Number	19-12
Originating Department	Office of Human Resources	Effective Date	

- (5) must allow an active QUEST Intern, Project SEARCH Intern, or Customized Employment Public Intern or a former QUEST Intern, Project SEARCH Intern, or Customized Employment Public Intern within 24 months of completion of the internship to apply for vacancy announcements that are limited to County employees only. This does not negate the right of a QUEST Intern, Project SEARCH Intern, or Customized Employment Public Intern who is eligible under Section 6-11 of these Regulations to apply for priority consideration for initial appointment to a County merit system position to receive priority consideration.

Approved: Isiah Leggett
Isiah Leggett, County Executive

Nov 21, 2012
Date

Approved as to form and legality:
Anne T. Windle 10/16/12
Office of the County Attorney Date

MCPR Amendment to Allow QUEST and Project SEARCH
Interns to Apply for "Employees Only" Vacancies

19-12

Office of Human Resources

**MCPR Amendment to Allow QUEST and Project SEARCH Interns to Apply
for "Employees Only" Vacancies**

Executive Regulation No. 19-12

Issued by: County Executive

Supersedes: None

Authority: Montgomery County Code, 2004, §33-7(b)

Council review: Method 1

Montgomery County Register Volume 29 Issue 9

Comment deadline: September 30, 2012

Effective date: _____

Summary: This regulation amends MCPR Section 6-2 to provide that the OHR Director must allow active and in certain circumstances former QUEST and Project SEARCH interns to apply for vacancy announcements that are limited to County employees only.

Address for comments Office of Human Resources, Executive Office Building, 7th Floor
101 Monroe Street, Rockville, Maryland 20850

Staff contact: Stuart Weisberg, 240-777-5154, or stuart.weisberg@montgomerycountymd.gov

Please use the key below when reading this regulation:

Boldface
* * *

Heading or defined term.
Existing language unchanged by executive regulation.

Office of Human Resources

SECTION 1. DEFINITIONS

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1-63. Promotional probationary period * * *

1-64. QUEST (Quality, Understanding, Excellence, Success, and Training) Interns: A partnership program between the County and the Maryland Department of Education Division of Rehabilitation Services (DORS) in which County residents with disabilities serve as volunteer interns in County Departments and work on special projects that help them develop marketable job skills.

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1-69. Review period: * * *

M CPR Amendment to Allow QUEST and Project SEARCH
Interns to Apply for "Employees Only" Vacancies

19-12

Office of Human Resources

1-70. Salary schedule:	*	*	*
	*	*	*
1-71. Seasonal position:			
1-72. Step salary schedule:	*	*	*
1-73. Supervisor:	*	*	*
1-74. Temporary employee:	*	*	*
1-75. Temporary position:	*	*	*
1-76. Temporary promotion:	*	*	*
1-77. Term employee:	*	*	*
1-78. Term position:	*	*	*
1-79. Transfer:	*	*	*
1-80. Uniformed fire/rescue employee:	*	*	*

M CPR Amendment to Allow QUEST and Project SEARCH
Interns to Apply for "Employees Only" Vacancies

19-12

Office of Human Resources

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* * *

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(a) The OHR Director:

* * *

(3) may announce a vacancy to the general public or may restrict the vacancy to some or all County employees;

* * *

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MCPR Amendment to Allow QUEST and Project SEARCH
Interns to Apply for "Employees Only" Vacancies

19-12

Office of Human Resources

SEARCH Intern, or Customized Employment Public Intern within 24 months of completion of the internship to apply for vacancy announcements that are limited to County employees only. This does not negate the right of a QUEST Intern, Project SEARCH Intern, or Customized Employment Public Intern who is eligible under Section 6-11 of these Regulations to apply for priority consideration for initial appointment to a County merit system position to receive priority consideration.

Approved:

Isiah Leggett, County Executive

Date

Approved as to form and legality:

Office of the County Attorney

Date

Fiscal Impact Statement
Executive Regulation 19-12 – MCPR Amendment to Allow QUEST and
Project SEARCH Interns to Apply for “Employees Only” Vacancies

1. Executive Regulation Summary

The proposed regulation amends Sections 6-2 of the 2001 Montgomery County Personnel Regulations to provide that the OHR Director must allow active and in certain circumstances former QUEST and Project SEARCH interns to apply for vacancy announcements that are limited to County employees only.

2. An estimate of changes in County revenues and expenditures regardless of whether the revenues or expenditures are assumed in the recommended or approved budget. Includes source of information, assumptions, and methodologies used.

The proposed regulation does not have any fiscal impact. It will allow current and former interns to apply for vacancy announcements limited to County employees only. There are no costs associated with this regulation.

3. Revenue and expenditure estimates covering at least the next 6 fiscal years.

The proposed regulation does not have any fiscal impact.

4. An actuarial analysis through the entire amortization period for each regulation that would affect retiree pension or group insurance costs.

Not applicable.

5. Later actions that may affect future revenue and expenditures if the regulation authorizes future spending.

The proposed regulation does not authorize future spending.

6. An estimate of the staff time needed to implement the regulation.

Any staff time needed to implement the regulation is minimal, at best.

7. An explanation of how the addition of new staff responsibilities would affect other duties.

The proposed regulation does not create any new staff responsibilities.

8. An estimate of costs when an additional appropriation is needed.

Not applicable.

9. A description of any variable that could affect revenue and cost estimates.

Not applicable.

10. Ranges of revenue or expenditures that are uncertain or difficult to project.

Not applicable.

11. If a regulation is likely to have no fiscal impact, why that is the case.

The proposed regulation has no fiscal impact because it allows current and former interns to apply to vacancies that were previously limited to County employees only.



Project SEARCH



Project SEARCH Montgomery County-- Discussion Guide

Project SEARCH MC will be a one-year internship program for transitioning youth with developmental disabilities. It will target students in their final year of school and recent graduates whose goal is competitive employment. The program will be based across multiple MC departments where real workplace environments will enhance the learning process and the acquisition of employability and marketable work skills. Interns participate in three 10 week internships to explore various career paths. The Business Partner (Montgomery County government) will be guided by established vocational & instructional partners; a special education teacher from The Ivymount School, Job Coaches from SEEC.

The Why?

- The national average employment rate for individuals with disabilities is 21%, while the employment rate for the general population is 70%. *
- Project SEARCH interns gain transferable, market-ready job skills and build their resumes with real work experience that can lead to long-lasting paid employment with competitive wages and benefits, breaking the cycle of a mere 8% employment rate for this population.
- Project SEARCH provides an untapped resource for capable employees needed to support departments throughout the MC facilities and facilitate the County's future charter to increase the employment of people with disabilities.

Primary Internship Components

- 10-12 Montgomery County citizens with developmental disabilities aged between 18-24 years old will be the targeted job seekers
- Daily classroom-based instruction led by Ivymount's skilled instructor
- Three 10 week, intensive worksite internships supported by SEEC's job coaches
- Project leadership team comprised of Ivymount, SEEC and MC personnel

*Source: <http://www.bls.gov/news.release/empsit.t06.htm>



IVYMOUNT
SCHOOL & PROGRAMS

Exceptional Programs for Exceptional Students



Montgomery County QUEST Intern Partnership *Program Overview, Questions, and Answers*

What is the Montgomery County QUEST Internship Program

The QUEST Internship Program is a partnership developed by Montgomery County and the Maryland Department of Education Division of Rehabilitation Services (DORS). The QUEST Internship is designed to provide opportunities for individuals to serve as volunteer interns in Montgomery County departments that help them develop and obtain job skills by working on a special project(s) that help the departments achieve their goals. DORS supports the employment and economic independence of people with disabilities.

The participating departments identify internship projects suitable for QUEST internship placements and submit the project(s) for consideration by the DORS Intern Coordinator. DORS representatives work with the county department staff to recruit, identify, and recommend qualified individuals for the approved department projects. The DORS Intern Coordinator recommends qualified candidates for consideration and selection by department staff. Department Staff will interview the intern candidates and select individuals to work in the department for a three-month or a six-month period. The QUEST Internship placements will not impact departmental fiscal requirements because DORS will handle all the pre-intern placement arrangements and provide the internship stipend directly to the intern.

DORS provides QUEST Interns with a stipend for the duration of their service plus help interns gain job experience needed to help them achieve their goal of obtaining gainful employment after completing the intern placement with Montgomery County.

How are QUEST Internship job tasks and positions determined?

The first step for a department's participation in the QUEST Internship Program starts with the Department Director's appointment of his/her department representative who serves as the QUEST Intern liaison. The department QUEST Intern liaison works with the Office of Human Resources and the DORS QUEST Coordinator to facilitate define the intern work assignments, coordinate the processing of the QUEST Internship placement procedures, and maintain timely communications needed for the effective operation of the QUEST Intern placements.

In consultation with department managers, the DORS QUEST Intern liaison, a department project(s) are identified suitable for completion by a QUEST Intern. The DORS Quest Intern liaison approves the submission of the Department Intern Request Information that is submitted to the Office of Human Resources for submission to the DORS QUEST Intern Coordinator.

The DORS QUEST Intern Coordinator reviews and finalizes the department intern project description and advertises the internship opportunities to individuals enrolled with DORS who are eligible to participate in the Montgomery County QUEST Internship Program. Interns for department internship placements are pre-screened by the DORS QUEST Intern Coordinator to ensure the candidates meet the minimum qualifications of the position, with or without reasonable accommodations.

The department designated intern supervisor will interview the intern candidates to select the intern to be hired for the department QUEST Intern placement(s).

Who is eligible for the Montgomery County QUEST Internship Program?

Persons with disabilities who are registered with DORS are eligible to apply for the Montgomery County QUEST Internship Program.

How does the Montgomery County QUEST Internship Program help the participating intern?

The Montgomery County QUEST Intern Partnership helps the participating intern develop and obtain job skills by working on a special project(s). The QUEST Intern receives a stipend designated to cover costs associated with their volunteer internship assignment. These costs may include transportation, parking, clothing, meals and related work expenses as follows.

- Individuals receive a stipend based on their approval to work in one of the following categories:
 - Full-time internship - based on 40 hours per week for three months.
 - Part-time internship - based on 20 hours per week up to 6 months.

Stipends are provided through the Division of Rehabilitation Services and should not be considered earnings by the Social Security Administration since IRA 1099 is not generated. Montgomery County Quest Internship applicants who are beneficiaries of SSI and/or SSDI may wish to discuss their specific situation with a benefits counselor to address any concerns about the stipend.

How many Montgomery County QUEST Intern positions will be available?

For Fiscal Year 2012 (July 1, 2011 to June 30, 2012) there will be 10 county department intern placements available in partnership with DORS.

Who can I contact for more information about the Montgomery County QUEST Internship Program?

Contact Joe Heiney-Gonzalez in the Office of Human Resources at 240-777-5070 or by email at joe.heiney-gonzalez@montgomerycountymd.gov

6-11. Priority consideration for initial appointment to a County merit system position.

(a) Definitions

(1) Person with a disability: A person who:

- (A) has a developmental disability, severe physical disability, or a psychiatric disability within the meaning of 5 C.F.R. 213.3102(u), the criteria for disability used by the Federal Office of Personnel Management for noncompetitive appointment to Federal merit system positions under its special hiring authority; and
- (B) has been certified by the Maryland Department of Education Division of Rehabilitation Services or by an equivalent out-of-state vocational rehabilitation agency as meeting the definition of disability contained in (A) above.

(2) Veteran with a disability: A person who:

- (A) meets the definition of veteran contained in (3) below; and
- (B) is rated by the Department of Veterans Affairs with a compensable service-connected disability of 30 percent or more;

(3) Veteran without a disability: A veteran who:

- (A) was honorably discharged from a branch of the United States armed services; and
- (B) has not already used veteran's credit to receive priority consideration for appointment to a Montgomery County position.

(b) Subject to persons who must be given priority under Section 6-10, the OHR Director must give priority consideration in the following order to persons who apply for initial appointment to a County merit system position in a normal competitive process and who are rated and placed in the highest rating category on the eligible list:

- (1) a veteran with a disability;
- (2) an equal preference for a veteran without a disability and for a person with a disability.

(c) To receive priority consideration under 6-11(b), an eligible applicant must apply for the preference on the application form and must provide the necessary certification or documentation within 14 calendar days after it is requested by OHR.