

MEMORANDUM

TO: Government Operations & Fiscal Policy Committee

FROM: Justina J. Ferber, Legislative Analyst 

SUBJECT: Executive Regulation 23-12AM, Miscellaneous Amendments to Montgomery County Personnel Regulations

On **December 27, 2012**, the Council received Regulation 23-12, *Miscellaneous Amendments to the Montgomery County Personnel Regulations*, from the Executive. Regulation 23-12 is processed under Method (1) Section 2A-15 of the County Code. A regulation proposed under this method does not take effect until the Council approves it.

The Government Operations and Fiscal Policy (GO) Committee considered Regulation 23-12 on **March 11, 2013**. At that meeting the Committee requested additional information:

- The instance that made each of the regulation changes necessary.
- The total number of non-competitive appointments under Section 7-4 in 2011 and 2012.
- Position descriptions for all temporary positions eligible for non-competitive reappointment and the average length of time a temporary appointment is filled for each position.
- Examples of instances deserving of paid time off (PTO) and an explanation of how the MLS program will be monitored, if approved.
- The number of times employees were overpaid, as well as the length of time it took for the County to see repayment for each overpayment in the last five years.
- A list of MLS positions titles and the salary of each position by department.

The responses to the above questions are discussed beginning on page 23.

On **April 1, 2013**, the Council received Regulation 23-12AM, *Miscellaneous Amendments to the Montgomery County Personnel Regulations*, from the Executive. The regulation was modified to clarify the proposed changes to Section 13. The regulation amends Section 13 for leave awards for MLS employees. While MLS employees who are members of the Retirement Savings Plan or Guaranteed Retirement Income Plan receive paid time off, MLS employees who are members of a defined benefit pension plan earn annual leave and sick leave. The new language clarifies that all MLS employees are eligible for leave awards, whether they receive paid time off or annual leave, and that these leave awards are neither ordinary nor usual but may be appropriate in certain instances.

Section 7

- ❖ **Section 7 – Non-competitive reappointment – Clarifies that non-competitive reappointment includes appointment to a temporary position at the same or lower grade level than the employee held at the time of separation.**

Staff Discussion: This amendment is a clarification of existing policy. Under Section 1-75 of the MCPR, a temporary position is defined “as a non-career position classified and filled under merit system principles.” Because temporary positions are filled competitively under merit principles this amendment is necessary.

Committee Discussion March 11, 2013: Councilmember Ervin was concerned there were young people and others in the job market eligible for county jobs which were being given as temporary assignments to retirees. She was not in favor of the amendments to Section 7.

Committee Question: Why is this change necessary?

OHR Response March 26: Section 7 – Clarifies that non-competitive reappointment includes reappointment to a temporary position at the same or lower grade level than the employee held at the time of separation. Questions were raised by departments as to whether Section 7-4 of the Personnel Regulations, Non-competitive reappointment, applies to temporary appointments.

Committee Question: What is the total number of non-competitive appointments under Section 7-4 in 2011 and 2012; indicate those to permanent positions and those to temporary positions?

OHR Response March 26: There were 10 non-competitive reappointments made under Section 7-4 of the MCPR in 2011 and 15 in 2012. All 25 non-competitive reappointments were to merit positions rather than to temporary positions.

Committee Question: Are there position descriptions for all temporary positions eligible for non-competitive reappointment and what is the average length of time a temporary appointment is filled for each position?

OHR Response March 26: Please note that all County positions could potentially be temporary if need be. The following is a link to the Classification and Compensation on-line list of job classes which includes classification specifications for each job class. We do not have position descriptions for all positions.

<http://www6.montgomerycountymd.gov/content/ohr/ResourceLibrary.asp/jobclass.asp>

Attached at ©35-46 is the list of job classes.

Section 10

- ❖ **Section 10** – Payroll and salary setting policies – Provides that an employee is not required to repay the portion of overpayments which has extended beyond a three-year period and to clarify and eliminate confusion with respect to salary on promotion.

Staff Discussion: This amendment is a clarification of existing policy. There are very few cases where the County has sought repayment for overpayments beyond three years.

This amendment will also eliminate the confusion with regard to salary on promotion. It came to the attention of the Office of Human Resources that there was some confusion by departments in reading Section 10-5(c), and therefore clarification was necessary. The proposed changes clarify that for a regular single promotion, a 5 percent increase in base salary is mandatory but that the director has discretion to raise the base salary up to an additional 10 percent. Since this Executive Regulation is technical in nature and clarifies existing language, OHR decided to develop specific factors to determine whether to award up to an additional 10 percent as part of the ongoing comprehensive review of the Personnel Regulations currently underway.

Committee Discussion March 11, 2013: Councilmember Ervin was not convinced the amendment related to overpayments was necessary.

Committee Question: Why is this change necessary?

OHR Response March 26: Section 10 – Amended to provide that an employee is not required to repay the portion of overpayments which has extended beyond a three-year period. The impetus for this proposed change was a grievance filed by an unrepresented employee relating to the County's action in seeking repayment of a longevity performance increment overpayment of about \$600 six years earlier. While the collective bargaining agreements limit recovery of overpayments beyond a one year period (FOP) or three year period (MCGEO), the Personnel Regulations do not have any limitation and thus the County could arguably seek to recover an overpayment that occurred 20 years earlier. This was viewed as a matter of fairness and equity.

Section 10 – Amended to clarify and eliminate confusion with respect to salary on promotion. In response to complaints made by department heads that the language in Section 10-5(c), Salary on Promotion, is confusing and difficult to understand, OHR reviewed the current language and agreed with the criticisms and amended the language to make it more user friendly.

Committee Question: What is the number of times employees were overpaid, as well as the length of time it took for the County to seek repayment of each overpayment, in the last five years?

OHR Response March 26: Prior to 2012, OHR Records Management did not maintain a central Word folder with overpayment letters. In 2012, nine employees were overpaid and the overpayment ranged from one pay period to 18 months. The average length of time of overpayment was 18 pay periods.

Section 13

- ❖ **Section 13** – Policy on employee performance awards – Allows for Paid Time Off Awards for MLS employees in certain instances.

Staff Discussion: An MLS employee is not eligible to receive service increments but may receive performance-based pay as described in Section 10-10 of the Personnel Regulations. The intent of the MLS performance-based pay system was that MLS employees would not be eligible for other cash awards for job performance. An MLS employee is not eligible for a monetary performance award described in Section 13-2 of the Personnel Regulations; however, they are eligible for an honorary or non-monetary award under Section 13-4.

Paid Time Off Awards for MLS employees is an amendment that department directors have requested as an exceptional award. As managers, MLS employees are not eligible for either compensatory time or overtime. Paid Time Off Awards for MLS employees would allow department directors to recognize the extra days being worked by MLS employees. As an example, during bad weather bargaining unit employees and MLS employees at Highway Services may be needed to work extra shifts and extra hours. Bargaining unit employees are compensated for the overtime worked while MLS employees are not.

In general, Paid Time Off (PTO) is a type of leave granted to MLS employees in the Retirement Savings Plan (RSP) or Guaranteed Retirement Income Plan (GRIP) that may be used as sick or annual leave. The proposed regulation would allow for a Paid Time Off Award under the following criteria: A) exceptional performance for an extended period of time; B) completion of a major special project requiring unusual skill and effort and working a substantial number of uncompensated hours; or C) working a substantial number of uncompensated hours during an emergency.

In anticipation of the expiration of the 2001 Montgomery County Personnel Regulations on January 5, 2014, OHR is in the process of conducting an extensive review of the current regulations. As part of the review, OHR is reexamining Section 13, Performance Awards, and anticipates making substantive changes in the employee awards program.

The recommended leave award should not be an issue in the GO Committee review of the OLO report on Employee Work Hours and Leave.

Committee Discussion March 11, 2013: Councilmember Ervin questioned why this amendment was directed at the highest paid employees.

Committee Question: Why is this change necessary?

OHR Response March 26: Section 13 – Amended to allow for Paid Time Off (PTO) Awards for MLS employees in certain instances. The impetus for this change was twofold. There appears to be an inconsistency in the current Personnel Regulations between Section 13-1(d) which provides that “[a]n MLS employee is not eligible for a monetary award under this section” and Section 13.2, Monetary Awards, (c)(1) which provides that “the Annual Leave Award is an amount of annual leave or paid time off for employees who receive paid time off.” Several departments, relying on Section 13.2 (c)(1), had been giving leave awards to MLS employees while other departments, relying on the language in Section 13-1(d), believed that they were prohibited from doing so. OHR, after consultation with the County Attorney’s Office, took the position that departments could not give leave awards to MLS employees. OHR believes that department directors should be able to use this mechanism to reward employees who have truly performed above and beyond the expected level of responsibilities.

Committee Question: What are examples of instances deserving of paid time off (PTO), and an explanation of how the program will be monitored, if approved?

OHR Response March 26: As noted in the response to question 1 above, as a result of an apparent inconsistency in the current Personnel Regulations, some departments had been granting leave awards to MLS employee. For example, some M1s and M2s on the Council staff received leave awards in 2010 and 2011 in recognition of the difficult March thru May budget seasons of 2010 and 2011 that required extraordinary efforts and overtime work by Council staff. The Department of Transportation has granted leave awards to MLS employees in the past to recognize (1) performance of uncompensated and yet critical operations during non-work hours, including major weather events such as a snow storm, hurricane, or a Derecho; (2) amount and quality of participation in evening and weekend meetings, and production of documents outside normal work hours; (3) establishment of normal service following major disruption of service (e.g. loss/continuing unreliability of sub-fleet, County wide traffic signal system failure, etc.); and (4) exemplary and critical leadership of major County initiatives such as new IT systems, new programs and services, and major changes for efficiency to existing programs begun on initiative of manager.

The proposed amendment provides that a leave award “is neither ordinary or usual but may be appropriate” in certain instances, namely to recognize:

- (A) exceptional performance for an extended period of time;
 - (B) completion of a major special project requiring unusual skill and effort and working a substantial number of uncompensated hours;
- or

- (C) working a substantial number of uncompensated hours during an emergency.

Moreover, a department director must make a written recommendation to the CAO documenting the reason for the award and the CAO must determine whether to grant a leave award to an MLS employee. We anticipate that the CAO will delegate this approval responsibility to the OHR Director. In addition, OHR will be monitoring the number and frequency of such awards and comparing the percentage of leave awards given to MLS and non-MLS employees in a department

Committee Request: Provide a list of MLS position titles and the salary of each position by department.

OHR Response March 26: A list of MLS positions and the salary of each position by department is at ©27-34. Council Staff comments: Unfortunately, the list received only has the MLS titles of Manager I, Manager II and Manager III indicated and does not have the actual position titles used by each department. Council staff requested a more specific list of position titles; however, OHR has indicated that they do not keep a record of those titles.

Section 15

- ❖ **Section 15** – Alternate Work Schedules – Deletes a provision that prohibits an employee from filing both a grievance and a complaint with the Montgomery County Human Relations Commission over a denial of a request by the employee for an alternate work schedule for religious observance.

Staff Discussion: This administrative change is necessary for the County to be in compliance with the Federal Equal Employment Opportunity Commission’s policy.

Committee Discussion March 11, 2013: Committee members were all in favor of this amendment.

Committee Question: Why is this change necessary?

OHR Response March 26: Section 15 – Amended to delete a provision that prohibits an employee from filing both a grievance and a complaint with the Montgomery County Human Relations Commission. This change is necessary for the County to be in compliance with Federal Equal Employment Opportunity Commission policy.

Section 19

- ❖ **Section 19** – Use of FMLA leave – Clarifies that the medical certification form submitted by an employee requesting Family and Medical Leave must be completed by the health care provider treating the serious health condition.

Staff Discussion: This amendment requires an employee to obtain a medical certification from the health care provider treating the serious health condition when using FMLA leave.

Committee Discussion March 11, 2013: Committee members were all in favor of this amendment.

Committee Question: Why is this change necessary?

OHR Response March 26: Section 19 – Clarifies that the medical certification form submitted by an employee requesting Family and Medical Leave (FMLA) must be completed by the health care provider treating the serious health condition. The impetus for this action was that the County was receiving medical certifications in support of requests for intermittent FMLA leave based, for example, on a knee injury filled out by the employee's primary care doctor rather than the orthopedist actually treating the knee injury. The orthopedist is better qualified to provide information about the serious health condition or injury such as duration of condition, frequency of flare-ups, etc.

Fiscal Impact

The Executive's transmittal memorandum notes that regulation 23-12 was advertised in the November 2012 issue of the *Montgomery County Register* and the MSPB reviewed the regulation and has no objection. A fiscal impact statement indicating no fiscal impact for sections 7, 10, 15 and 19 is at ©20-22. OMB makes the following explanation regarding the fiscal impact of the amendments to Section 13:

The fiscal impact of the amendments to Section 13 is difficult to project. The amendment allows MLS employees to receive monetary awards only by cashing out Paid Time Off (PTO) awards at the time that the employee either retires or leaves county service. The two unknown variables are the number of employees who will receive PTO awards in any given fiscal year and how many employees will use the PTO instead of "cashing in" the PTO upon retirement or leaving County Service. The average hourly rate for MLS employees eligible for PTO is \$53.55 and the total number of MLS Employees receiving PTO is 199.

Staff Recommendation: If the Committee is satisfied with OHR's responses, especially with regard to the MLS position titles and salary, Council staff proposes the Committee recommend Council adoption of Executive Regulation 23-12 AM. If not, the Committee may wish to hold approval pending receipt of specific MLS position titles with salary or pending any other additional information requested at this meeting.

<u>This packet contains:</u>	<u>Circle #</u>
April 1 Transmittal Memorandum	1
Regulation 23-12AM, bracketed and underlined	2
Regulation 23-12AM, clean copy	11
Fiscal Impact Statement	20
Question from Council Staff and OHR Responses	23
MLS Position Titles	27
List of Job Classes	35

F:\FERBER\OHR\Regulations\ER 23-12, Misc. Amendments - Pers Regs GO Comm 7-8-13.doc



OFFICE OF THE COUNTY EXECUTIVE
ROCKVILLE, MARYLAND 20850

Isiah Leggett
County Executive

MEMORANDUM

April 1, 2013

072028

TO: Nancy Navarro, President
Montgomery County Council

FROM: Isiah Leggett, County Executive 

SUBJECT: Executive Regulation No. 23-12AM, Miscellaneous Amendments to the
Montgomery County Personnel Regulations miscellaneous

I am resubmitting Executive Regulation No. 23-12 for the Council's review and approval. Following a hearing by the Government Operations & Fiscal Policy Committee on March 13, 2013, we determined that there was a need to clarify the proposed changes to Section 13 of the Personnel Regulations. The regulation amends Section 13 to allow for leave awards for MLS employees. While MLS employees who are members of the Retirement Savings Plan or Guaranteed Retirement Income Plan receive paid time off, MLS employees who are members of a defined benefit pension plan earn annual leave and sick leave. The new language clarifies that all MLS employees are eligible for leave awards, whether they receive paid time off or annual leave, and that these leave awards are neither ordinary nor usual but may be appropriate in certain instances.

IL:sw

Attachments



MONTGOMERY COUNTY EXECUTIVE REGULATION

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

Subject	Miscellaneous Amendments to the Montgomery County Personnel Regulations	Number	23-12AM
Originating Department	Office of Human Resources	Effective Date	

Miscellaneous Amendments to the Montgomery County Personnel Regulations

Executive Regulation No. 23-12AM

Issued by: County Executive

Supersedes: Executive Regulation No. 12-00AM II, in part

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

Council review: Method 1

Montgomery County Register Volume 29, Issue 11

Comment deadline: November 30, 2012

Summary: This regulation amends Sections 7, 10, 13, 15, and 19 of the 2001 Montgomery County Personnel Regulations to clarify and update certain provisions.

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	Miscellaneous Amendments to the Montgomery County Personnel Regulations	Number	23-12AM
Originating Department	Office of Human Resources	Effective Date	

SECTION 7. APPOINTMENTS, PROBATIONARY PERIOD, AND PROMOTIONAL PROBATIONARY PERIOD

* * *

7-4. Noncompetitive reappointment.

- (a) A department director may noncompetitively reappoint a former County employee if the individual:
 - (1) is reappointed to a position, including a temporary position, at the same or lower grade level than the employee held at the time of separation;
 - (2) meets the requirements for the position;

* * *

SECTION 10. EMPLOYEE COMPENSATION

* * *

10-4. Payroll policies.

* * *

- (d) *Recovery of overpayment or employee debt.*
 - (1) *Recovery of overpayment to employee.*
 - (A) If the County overpays an employee, the CAO may deduct money from the employee's pay to recover the overpayment. The CAO must give the employee notice and an opportunity to respond before deducting the amount of the overpayment from the employee's pay.
 - (B) An employee will not be required to repay the portion of overpayments which has extended beyond a 3-year period.



MONTGOMERY COUNTY EXECUTIVE REGULATION

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

Subject	Miscellaneous Amendments to the Montgomery County Personnel Regulations	Number	23-12AM
Originating Department	Office of Human Resources	Effective Date	

[(B)]

(C) An employee who is overpaid by the County has a duty to promptly notify the department director of the overpayment.

[(C)]

(D) A department director may take disciplinary action against an employee who knew about the overpayment but failed to notify the department director.

* * *

10-5. Salary-setting policies.

* * *

(c) *Salary on promotion.*

(1) *Compensation for a regular (non-temporary) promotion.*

- (A) A department director must ensure that an employee's base salary following promotion is not less than the minimum or more than the maximum salary for the new pay grade or pay band.
- (B) A department director must give a merit system employee who is promoted at least a 5 percent increase in base salary, except as provided in (C) below.
- (C) A department director must not give a salary increase upon promotion to an employee who took a voluntary demotion in the past but did not lose salary, unless:
 - (i) a salary increase is necessary to restore the employee to the salary that the employee would have had if the employee had not been demoted; or



MONTGOMERY COUNTY EXECUTIVE REGULATION

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

Subject	Miscellaneous Amendments to the Montgomery County Personnel Regulations	Number	23-12AM
Originating Department	Office of Human Resources	Effective Date	

(ii) the employee is promoted to a higher-graded position than the position from which the employee was demoted.

(D) In addition to the non-discretionary 5 percent increase provided for in (B) above, [A] a department director [may give an employee who is promoted an] may recommend and the OHR Director may approve an additional increase in base salary up to [a maximum of] 10 percent for a single promotion, or a total increase not to exceed 15 percent.

(E) In extraordinary circumstances, the department director may recommend and the OHR Director may approve [an] a total increase [of up] not to exceed 20 percent of base salary.

Extraordinary circumstances means:

- (i) a promotion of at least 3 grades; or
- (ii) a promotion to a supervisory position after which the employee's salary would be less than that of the employees supervised.

* * *

SECTION 13. PERFORMANCE AWARDS

13-1. Policy on employee performance awards.

* * *

- (d) An MLS employee is not eligible for a monetary award under this section except [[for a Paid Time Off Award]] under Section 13-2 (d).

13-2. Monetary awards.



MONTGOMERY COUNTY EXECUTIVE REGULATION

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

Subject	Miscellaneous Amendments to the Montgomery County Personnel Regulations	Number	23-12AM
Originating Department	Office of Human Resources	Effective Date	

(c) ***Annual Leave Award.***

- (1) ***Award type.*** The Annual Leave Award is an amount of annual leave [or paid time off for employees who receive paid time off].
- (2) ***Eligibility.*** Merit system employees are eligible.
- (3) ***Award criteria.*** Criteria include:
 - (A) sustained or unusual effort on a special project;
 - (B) outstanding or noteworthy performance on a sustained basis or for a special project.
 - (C) other actions, activities, or products of importance and value to the department.
- (4) ***Limitations.*** A department director may grant up to a maximum of 40 hours of leave per employee in a fiscal year.
- (5) ***Nomination procedure.*** A division chief must make a written recommendation to the department director documenting the reason for the award.

(d) ***Paid Time Off or Annual Leave Award for MLS Employees.***

- (1) ***Award type.*** The Paid Time Off Award is an amount of paid time off for MLS employees who are members of the Retirement Savings Plan or Guaranteed Retirement Income Plan. The Annual Leave Award is an amount of annual leave for MLS employees who are members of a defined benefit pension plan and earn annual leave and sick leave instead of Paid Time Off.
- (2) ***Eligibility.*** MLS employees are eligible.



MONTGOMERY COUNTY EXECUTIVE REGULATION

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

Subject	Miscellaneous Amendments to the Montgomery County Personnel Regulations	Number	23-12AM
Originating Department	Office of Human Resources	Effective Date	

- (3) *Award criteria.* A Paid Time Off or Annual Leave Award for an MLS employee is neither ordinary nor usual but may be appropriate to recognize:
 - (A) exceptional performance for an extended period of time;
 - (B) completion of a major special project requiring unusual skill and effort and working a substantial number of uncompensated hours;
or
 - (C) working a substantial number of uncompensated hours during an emergency.
- (4) *Limitations.* A department director may grant up to a maximum of 40 hours of paid time off or annual leave per employee in a fiscal year.
- (5) *Nomination and approval procedure.* A department director must make a written recommendation to the CAO documenting the reason for the award. The CAO must determine whether to grant a Paid Time Off or Annual Leave Award to an MLS employee.

13-3. Procedures for monetary awards.

- (a) A department director must:
 - (1) recommend to the CAO an Outstanding Performance Increment for an employee in the department, and if granted, prepare the documentation for processing;
 - (2) recommend to the CAO a Paid Time Off or Annual Leave Award for an MLS employee and document the reason for the award;
 - (3) for all other monetary awards:



MONTGOMERY COUNTY EXECUTIVE REGULATION

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

Subject	Miscellaneous Amendments to the Montgomery County Personnel Regulations	Number	23-12AM
Originating Department	Office of Human Resources	Effective Date	

- (A) review and evaluate all awards recommended for the department, ensuring that the type and amount of award are commensurate with the performance or product being recognized;
- (B) determine which awards to approve; and
- (C) provide all required award information to OHR.

(b) The OHR Director must:

* * *

- (4) report to the CAO at the end of a fiscal year a department's total:
 - (A) cash awards;
 - (B) non-cash awards with an individual value of more than \$50; and
 - (C) hours of annual leave or paid time off granted as awards.

(c) The CAO must determine whether to grant an Outstanding Performance Increment for an employee or a Paid Time Off or Annual Leave Award for an MLS employee.

* * *

SECTION 15. WORK SCHEDULES, ATTENDANCE, HOURS OF WORK

* * *

15-4. Alternate Work Schedules

(a) *Alternate work schedules for religious observance.*

* * *



MONTGOMERY COUNTY EXECUTIVE REGULATION

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

Subject	Miscellaneous Amendments to the Montgomery County Personnel Regulations	Number	23-12AM
Originating Department	Office of Human Resources	Effective Date	

~~(4) *Appeal of denial of request for alternate work schedule for religious observance.*~~

- (A) An employee with merit system status may file a grievance under Section 34 of these Regulations if the employee's supervisor denies the employee's request for an alternate work schedule for religious observance.
- (B) An employee may file an EEO complaint under the process described in Section 5-4 of these Regulations. [Under Section 27-21 of the County Code, an employee who files a complaint with the Montgomery County Human Relations Commission over a denial of a request for alternate work schedule for religious observance may not file a grievance on the same issue under Section 34 of these Regulations.]

* * *

SECTION 19. FAMILY AND MEDICAL LEAVE

* * *

19-9. Use of FMLA leave.

- (b) *FMLA leave taken for a serious health condition.*

* * *

- (2) A supervisor may require an employee to submit a County *Medical Certification of Employee's Serious Health Condition Form* (Appendix P-1) or a County *Medical Certification of Family Member's*



MONTGOMERY COUNTY EXECUTIVE REGULATION

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

Subject	Miscellaneous Amendments to the Montgomery County Personnel Regulations	Number	23-12AM
Originating Department	Office of Human Resources	Effective Date	

Serious Health Condition Form (Appendix P-2) completed by the health care provider treating the serious health condition to support a request for leave for a serious health condition.

* * *

Approved: Isiah Leggett
Isiah Leggett, County Executive

4/1/13
Date

Approved as to form and legality:

Duke T. White 3/27/13
Office of the County Attorney Date



MONTGOMERY COUNTY EXECUTIVE REGULATION

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

Subject	Miscellaneous Amendments to the Montgomery County Personnel Regulations	Number	23-12AM
Originating Department	Office of Human Resources	Effective Date	

Miscellaneous Amendments to the Montgomery County Personnel Regulations

Executive Regulation No. 23-12AM

Issued by: County Executive

Supersedes: Executive Regulation No. 12-00AM II, in part

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

Council review: Method 1

Montgomery County Register Volume 29, Issue 11

Comment deadline: November 30, 2012

Summary: This regulation amends Sections 7, 10, 13, 15, and 19 of the 2001 Montgomery County Personnel Regulations to clarify and update certain provisions.

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



MONTGOMERY COUNTY EXECUTIVE REGULATION

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

Subject Miscellaneous Amendments to the Montgomery County Personnel Regulations	Number 23-12AM
Originating Department Office of Human Resources	Effective Date

SECTION 7. APPOINTMENTS, PROBATIONARY PERIOD, AND PROMOTIONAL PROBATIONARY PERIOD

* * *

7-4. Noncompetitive reappointment.

- (a) A department director may noncompetitively reappoint a former County employee if the individual:
 - (1) is reappointed to a position, including a temporary position, at the same or lower grade level than the employee held at the time of separation;
 - (2) meets the requirements for the position;

* * *

SECTION 10. EMPLOYEE COMPENSATION

* * *

10-4. Payroll policies.

* * *

- (d) *Recovery of overpayment or employee debt.*
 - (1) *Recovery of overpayment to employee.*
 - (A) If the County overpays an employee, the CAO may deduct money from the employee's pay to recover the overpayment. The CAO must give the employee notice and an opportunity to respond before deducting the amount of the overpayment from the employee's pay.



MONTGOMERY COUNTY EXECUTIVE REGULATION

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

Subject	Miscellaneous Amendments to the Montgomery County Personnel Regulations	Number	23-12AM
Originating Department	Office of Human Resources	Effective Date	

- (B) An employee will not be required to repay the portion of overpayments which has extended beyond a 3-year period.
- (C) An employee who is overpaid by the County has a duty to promptly notify the department director of the overpayment.
- (D) A department director may take disciplinary action against an employee who knew about the overpayment but failed to notify the department director.

* * *

10-5. Salary-setting policies.

* * *

(c) *Salary on promotion.*

(1) *Compensation for a regular (non-temporary) promotion.*

- (A) A department director must ensure that an employee's base salary following promotion is not less than the minimum or more than the maximum salary for the new pay grade or pay band.
- (B) A department director must give a merit system employee who is promoted at least a 5 percent increase in base salary, except as provided in (C) below.
- (C) A department director must not give a salary increase upon promotion to an employee who took a voluntary demotion in the past but did not lose salary, unless:



MONTGOMERY COUNTY EXECUTIVE REGULATION

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

Subject	Miscellaneous Amendments to the Montgomery County Personnel Regulations	Number	23-12AM
Originating Department	Office of Human Resources	Effective Date	

- (i) a salary increase is necessary to restore the employee to the salary that the employee would have had if the employee had not been demoted; or
 - (ii) the employee is promoted to a higher-graded position than the position from which the employee was demoted.
- (D) In addition to the non-discretionary 5 percent increase provided for in (B) above, a department director may recommend and the OHR Director may approve an additional increase in base salary up to 10 percent for a single promotion, or a total increase not to exceed 15 percent.
- (E) In extraordinary circumstances, the department director may recommend and the OHR Director may approve a total increase not to exceed 20 percent of base salary. Extraordinary circumstances means:
- (i) a promotion of at least 3 grades; or
 - (ii) a promotion to a supervisory position after which the employee's salary would be less than that of the employees supervised.

* * *

SECTION 13. PERFORMANCE AWARDS

13-1. Policy on employee performance awards.

* * *



MONTGOMERY COUNTY EXECUTIVE REGULATION

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

Subject	Miscellaneous Amendments to the Montgomery County Personnel Regulations	Number	23-12AM
Originating Department	Office of Human Resources	Effective Date	

- (d) An MLS employee is not eligible for a monetary award under this section except under Section 13-2 (d).

13-2. Monetary awards.

* * *

(c) *Annual Leave Award.*

(1) *Award type.* The Annual Leave Award is an amount of annual leave.

(2) *Eligibility.* Merit system employees are eligible.

(3) *Award criteria.* Criteria include:

(A) sustained or unusual effort on a special project;

(B) outstanding or noteworthy performance on a sustained basis or for a special project.

(C) other actions, activities, or products of importance and value to the department.

(4) *Limitations.* A department director may grant up to a maximum of 40 hours of leave per employee in a fiscal year.

(5) *Nomination procedure.* A division chief must make a written recommendation to the department director documenting the reason for the award.

(d) *Paid Time Off or Annual Leave Award for MLS Employees.*

(1) *Award type.* The Paid Time Off Award is an amount of paid time off for MLS employees who are members of the Retirement Savings Plan or Guaranteed Retirement Income Plan. The Annual Leave Award is an



MONTGOMERY COUNTY EXECUTIVE REGULATION

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

Subject	Miscellaneous Amendments to the Montgomery County Personnel Regulations	Number	23-12AM
Originating Department	Office of Human Resources	Effective Date	

amount of annual leave for MLS employees who are members of a defined benefit pension plan and earn annual leave and sick leave instead of Paid Time Off.

- (2) **Eligibility.** MLS employees are eligible.
- (3) **Award criteria.** A Paid Time Off or Annual Leave Award for an MLS employee is neither ordinary nor usual but may be appropriate to recognize:
 - (A) exceptional performance for an extended period of time;
 - (B) completion of a major special project requiring unusual skill and effort and working a substantial number of uncompensated hours;
or
 - (C) working a substantial number of uncompensated hours during an emergency.
- (4) **Limitations.** A department director may grant up to a maximum of 40 hours of paid time off or annual leave per employee in a fiscal year.
- (5) **Nomination and approval procedure.** A department director must make a written recommendation to the CAO documenting the reason for the award. The CAO must determine whether to grant a Paid Time Off or Annual Leave Award to an MLS employee.

13-3. Procedures for monetary awards.

- (a) A department director must:



MONTGOMERY COUNTY EXECUTIVE REGULATION

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

Subject	Miscellaneous Amendments to the Montgomery County Personnel Regulations	Number	23-12AM
Originating Department	Office of Human Resources	Effective Date	

- (1) recommend to the CAO an Outstanding Performance Increment for an employee in the department, and if granted, prepare the documentation for processing;
- (2) recommend to the CAO a Paid Time Off or Annual Leave Award for an MLS employee and document the reason for the award;
- (3) for all other monetary awards:
 - (A) review and evaluate all awards recommended for the department, ensuring that the type and amount of award are commensurate with the performance or product being recognized;
 - (B) determine which awards to approve; and
 - (C) provide all required award information to OHR.

(b) The OHR Director must:

* * *

- (4) report to the CAO at the end of a fiscal year a department's total:
 - (A) cash awards;
 - (B) non-cash awards with an individual value of more than \$50; and
 - (C) hours of annual leave or paid time off granted as awards.

(c) The CAO must determine whether to grant an Outstanding Performance Increment for an employee or a Paid Time Off or Annual Leave Award for an MLS employee.

* * *



MONTGOMERY COUNTY EXECUTIVE REGULATION

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

Subject	Miscellaneous Amendments to the Montgomery County Personnel Regulations	Number	23-12AM
Originating Department	Office of Human Resources	Effective Date	

SECTION 15. WORK SCHEDULES, ATTENDANCE, HOURS OF WORK

* * *

15-4. Alternate Work Schedules

(a) *Alternate work schedules for religious observance.*

* * *

(4) *Appeal of denial of request for alternate work schedule for religious observance.*

(A) An employee with merit system status may file a grievance under Section 34 of these Regulations if the employee's supervisor denies the employee's request for an alternate work schedule for religious observance.

(B) An employee may file an EEO complaint under the process described in Section 5-4 of these Regulations

* * *

SECTION 19. FAMILY AND MEDICAL LEAVE

* * *

19-9. Use of FMLA leave.

(b) *FMLA leave taken for a serious health condition.*



MONTGOMERY COUNTY EXECUTIVE REGULATION

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

Subject Miscellaneous Amendments to the Montgomery County Personnel Regulations	Number 23-12AM
Originating Department Office of Human Resources	Effective Date

* * *

- (2) A supervisor may require an employee to submit a County *Medical Certification of Employee's Serious Health Condition Form* (Appendix P-1) or a County *Medical Certification of Family Member's Serious Health Condition Form* (Appendix P-2) completed by the health care provider treating the serious health condition to support a request for leave for a serious health condition.

* * *

Approved:

Isiah Leggett, County Executive

4/1/13

Date

Approved as to form and legality:

Office of the County Attorney

3/27/13

Date

Fiscal Impact Statement
Executive Regulation 23-12, Miscellaneous Amendments to the
Montgomery County Personnel Regulations

1. Executive Regulation Summary

The proposed regulation amends Sections 7, 10, 13, 15, and 19 of the 2001 Montgomery County Personnel Regulations to clarify and update certain provisions. Amendments are made to:

- Section 7 to clarify that non-competitive reappointment includes appointment to a temporary position at the same or lower grade level than the employee held at the time of separation.
- Section 10 to provide that an employee is not required to repay the portion of overpayments which has extended beyond a three-year period. The regulation also amends Section 10 to clarify and eliminate confusion with respect to salary on promotion.
- Section 13 to allow for Paid Time Off Awards for MLS employees in certain instances.
- Section 15 by deleting a provision that prohibits an employee from filing both a grievance and a complaint with the Montgomery County Human Relations Commission over a denial of a request by the employee for an alternate work schedule for religious observance.
- Section 19 by clarifying that the medical certification form submitted by an employee requesting Family and Medical Leave must be completed by the health care provider treating the serious health condition.

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 with respect to amendments to Sections 7, 10, 15 and 19. The fiscal impact resulting from the amendments to Section 13 are difficult to project (see item #10 below for explanation).

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

The proposed regulation does not have any fiscal impact with respect to amendments to Sections 7, 10, 15 and 19. The fiscal impact resulting from the amendments to Section 13 are difficult to project (see item #10 below for explanation).

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.

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.

The fiscal impact of the amendments to Section 13 is difficult to project. The amendment allows MLS employees to receive monetary awards only by cashing out Paid Time Off (PTO) awards at the time that the employee either retires or leaves county service. The two unknown variables are the number of employees who will receive PTO awards in any given fiscal year and how many employees will use the PTO instead of 'cashing in' the PTO upon retirement or leaving County Service. The average hourly rate for MLS Employees Eligible for PTO is \$53.55 and the total number of MLS Employees receiving PTO is 199.

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

This regulation does have a potential fiscal impact.

- For amendments to Section 7-4, the proposed regulation clarifies current policy.
- For amendments to Section 10-4, there are very few cases where the County has sought repayment for overpayments beyond three years. For amendments to Section 10-5, the proposed regulation clarifies current policy.
- For amendments to Section 15-4, the proposed regulation creates an administrative change in order for the County to remain in compliance with Federal EEOC policy. There is no fiscal impact from remaining in compliance.
- For amendments to Section 19-9, the proposed regulation requires the employee to obtain certification from his/her health care provider; there is no fiscal impact to the County.

12. Other fiscal impacts or comments.

None.

13. The following contributed to and concurred with this analysis (enter name and dept.)

Stuart Weisberg, Office of Human Resources

Helen P. Vallone, Office of Management and Budget

Naeem Mia, Office of Management and Budget


Jennifer A. Hughes, Director
Office of Management and Budget

12/10/12
Date



OFFICE OF HUMAN RESOURCES

Isiah Leggett
County Executive

Joseph Adler
Director

MEMORANDUM

March 26, 2013

TO: Nancy Navarro, Chair
Government Operations & Fiscal Policy Committee

FROM: Joseph Adler, Director 
Office of Human Resources

SUBJECT: Additional Information for Executive Regulation No. 23-12, Miscellaneous Amendments to the Montgomery County Personnel Regulations

The following is OHR's response to the questions raised and information requested by Councilmember Ervin with respect to Executive Regulation 23-12:

(1) The instances that made each of these changes necessary.

Section 7 – Clarifies that non-competitive reappointment includes reappointment to a temporary position at the same or lower grade level than the employee held at the time of separation. Questions were raised by departments as to whether Section 7-4 of the Personnel Regulations, Noncompetitive reappointment, applies to temporary appointments.

Section 10 – Amended to provide that an employee is not required to repay the portion of overpayments which has extended beyond a three-year period. The impetus for this proposed change was a grievance filed by an unrepresented employee relating to the County's action in seeking repayment of a longevity performance increment overpayment of about \$600 six years earlier. While the collective bargaining agreements limit recovery of overpayments beyond a one year period (FOP) or three year period (MCGEO), the Personnel Regulations do not have any limitation and thus the County

could arguably seek to recover an overpayment that occurred 20 years earlier. This was viewed as a matter of fairness and equity.

Section 10 – Amended to clarify and eliminate confusion with respect to salary on promotion. In response to complaints made by department heads that the language in Section 10-5(c), Salary on promotion, is confusing and difficult to understand, OHR reviewed the current language and agreed with the criticisms and amended the language to make it more user friendly.

Section 13 – Amended to allow for Paid Time Off (PTO) Awards for MLS employees in certain instances. The impetus for this change was twofold. There appears to be an inconsistency in the current Personnel Regulations between Section 13-1(d) which provides that “[a]n MLS employee is not eligible for a monetary award under this section” and Section 13.2, Monetary Awards, (c)(1) which provides that “the Annual Leave Award is an amount of annual leave or paid time off for employees who receive paid time off.” Several departments, relying on Section 13.2 (c)(1), had been giving leave awards to MLS employees while other departments, relying on the language in Section 13-1(d), believed that they were prohibited from doing so. OHR, after consultation with the County Attorney’s Office, took the position that departments could not give leave awards to MLS employees. OHR believes that department directors should be able to use this mechanism to reward employees who have truly performed above and beyond the expected level of responsibilities.

Section 15 – Amended to delete a provision that prohibits an employee from filing both a grievance and a complaint with the Montgomery County Human Relations Commission. This change is necessary for the County to be in compliance with Federal Equal Employment Opportunity Commission policy.

Section 19 – Clarifies that the medical certification form submitted by an employee requesting Family and Medical Leave (FMLA) must be completed by the health care provider treating the serious health condition. The impetus for this action was that the County was receiving medical certifications in support of requests for intermittent FMLA leave based, for example, on a knee injury filled out by the employee’s primary care doctor rather than the orthopedist actually treating the knee injury. The orthopedist is better qualified to provide information about the serious health condition or injury such as duration of condition, frequency of flare-ups, etc.

(2) The total number of non-competitive appointments under Section 7-4 in 2011 and 2012, indicating those to permanent positions and those to temporary positions.

There were 10 non-competitive reappointments made under Section 7-4 of the MCPR in 2011 and 15 in 2012. All 25 non-competitive reappointments were to merit positions rather than to temporary positions.

(3) Position descriptions for all temporary positions eligible for non-competitive reappointment and the average length of time a temporary appointment is filled for each position.

Please note that all County positions could potentially be temporary if need be. The following is a link to the Classification and Compensation on-line list of job classes which includes classification specifications for each job class. We do not have position descriptions for all positions.

<http://www6.montgomerycountymd.gov/content/ohr/ResourceLibrary.asp/jobclass.asp>

(4) Examples of instances deserving of paid time off (PTO), and an explanation of how the program will be monitored, if approved.

As noted in the response to question 1 above, as a result of an apparent inconsistency in the current Personnel Regulations, some departments had been granting leave awards to MLS employee. For example, some M1s and M2s on the Council staff received leave awards in 2010 and 2011 in recognition of the difficult March thru May budget seasons of 2010 and 2011 that required extraordinary efforts and overtime work by Council staff. The Department of Transportation has granted leave awards to MLS employees in the past to recognize (1) performance of uncompensated and yet critical operations during non-work hours, including major weather events such as a snow storm, hurricane, or a Derecho; (2) amount and quality of participation in evening and weekend meetings, and production of documents outside normal work hours; (3) establishment of normal service following major disruption of service (e.g. loss/continuing unreliability of sub-fleet, County wide traffic signal system failure, etc.); and (4) exemplary and critical leadership of major County initiatives such as new IT systems, new programs and services, and major changes for efficiency to existing programs begun on initiative of manager.

The proposed amendment provides that a leave award "is neither ordinary or usual but may be appropriate" in certain instances, namely to recognize:

- (A) exceptional performance for an extended period of time;
- (B) completion of a major special project requiring unusual skill and effort and working a substantial number of uncompensated hours; or
- (C) working a substantial number of uncompensated hours during an emergency.

Moreover, a department director must make a written recommendation to the CAO documenting the reason for the award and the CAO must determine whether

to grant a leave award to an MLS employee. We anticipate that the CAO will delegate this approval responsibility to the OHR Director. In addition, OHR will be monitoring the number and frequency of such awards and comparing the percentage of leave awards given to MLS and non-MLS employees in a department.

(5) The number of times employees were overpaid, as well as the length of time it took for the County to seek repayment of each overpayment, in the last five years.

Prior to 2012, OHR Records Management did not maintain a central Word folder with overpayment letters. In 2012, nine employees were overpaid and the overpayment ranged from one pay period to 18 months. The average length of time of overpayment was 18 pay periods.

(6) A list of MLS position titles and the salary of each position by department.

See attachment.

cc: Councilmember Valerie Ervin
Councilmember Hans Riemer
Steve Farber
Justina Ferber
Kathleen Boucher

**MLS POSITION TITLES WITH SALARY AND
POSITION NUMBERS BY DEPARTMENT**

HR Org	Position Title	Position Number	Base Salary
BOA 02	Manager III	934	\$ 108,257
BOE 24	Manager I	478	\$ 129,088
BOE 24	Manager III	10165	\$ 105,600
CAT 30	Manager I	11669	\$ 147,127
CAT 30	Manager II	15158	\$ 133,992
CAT 30	Manager II	15159	\$ 133,992
CAT 30	Manager II	15160	\$ 133,992
CAT 30	Manager II	15161	\$ 133,992
CAT 30	Manager II	15163	\$ 133,992
CCL 01	Manager I	178	\$ 149,917
CCL 01	Manager I	180	\$ 74,959
CCL 01	Manager I	15738	\$ 128,836
CCL 01	Manager II	168	\$ 118,219
CCL 01	Manager II	169	\$ 133,992
CCL 01	Manager II	172	\$ 96,000
CCL 01	Manager II	173	\$ 116,397
CCL 01	Manager II	176	\$ 133,992
CCL 01	Manager II	12691	\$ 124,170
CCL 01	Manager II	13057	\$ 91,850
CCL 01	Manager II	15759	\$ 66,996
CCL 01	Manager III	15722	\$ 95,890
CEC 16	Manager I	823	\$ 149,917
CEC 16	Manager I	6017	\$ 149,917
CEX 15	Manager I	11387	\$ 149,917
CEX 15	Manager II	15694	\$ 133,992
CEX 15	Manager II	15845	\$ 120,000
CEX 15	Manager II	16799	\$ 103,901
CEX 15	Manager II	16978	\$ 123,446
CEX 15	Manager III	428	\$ 96,848
COR 42	Manager II	3376	\$ 125,948
COR 42	Manager II	3642	\$ 108,412
COR 42	Manager II	10138	\$ 129,322
COR 42	Manager II	13853	\$ 133,992
COR 42	Manager III	3343	\$ 93,020
COR 42	Manager III	3364	\$ 115,644
COR 42	Manager III	3539	\$ 115,901
COR 42	Manager III	3597	\$ 98,552
COR 42	Manager III	3627	\$ 90,000
COR 42	Manager III	12601	\$ 98,513
COR 42	Manager III	13160	\$ 115,901
COR 42	Manager III	14020	\$ 115,901
COR 42	Manager III	14640	\$ 101,512
CRU 92	Manager I	16177	\$ 156,500
CUS 70	Manager I	3790	\$ 149,917
CUS 70	Manager III	3787	\$ 95,823
CUS 70	Manager III	15218	\$ 95,823
DED 78	Manager I	16506	\$ 147,392

**MLS POSITION TITLES WITH SALARY AND
POSITION NUMBERS BY DEPARTMENT**

HR Org	Position Title	Position Number	Base Salary
DED 78	Manager II	11760	\$ 132,199
DED 78	Manager II	16507	\$ 127,492
DED 78	Manager III	12236	\$ 115,901
DED 78	Manager III	13920	\$ 115,901
DEP 80	Manager I	6706	\$ 142,796
DEP 80	Manager II	6553	\$ 119,360
DEP 80	Manager II	6580	\$ 133,992
DEP 80	Manager II	6584	\$ 118,200
DEP 80	Manager II	6741	\$ 133,992
DEP 80	Manager III	6529	\$ 115,901
DEP 80	Manager III	6582	\$ 91,396
DEP 80	Manager III	6705	\$ 115,643
DEP 80	Manager III	6742	\$ 115,901
DEP 80	Manager III	6764	\$ 91,450
DEP 80	Manager III	10532	\$ 87,635
DEP 80	Manager III	11347	\$ 109,096
DEP 80	Manager III	11811	\$ 103,339
DEP 80	Manager III	16731	\$ 99,633
DEP 80	Manager III	16874	\$ 115,901
DGS 36	Manager I	11905	\$ 149,917
DGS 36	Manager I	16398	\$ 149,917
DGS 36	Manager II	1150	\$ 133,992
DGS 36	Manager II	7431	\$ 110,000
DGS 36	Manager II	11597	\$ 122,400
DGS 36	Manager II	11697	\$ 109,834
DGS 36	Manager II	12471	\$ 110,202
DGS 36	Manager II	12472	\$ 127,814
DGS 36	Manager II	16175	\$ 133,992
DGS 36	Manager II	16431	\$ 129,810
DGS 36	Manager III	972	\$ 115,901
DGS 36	Manager III	973	\$ 100,000
DGS 36	Manager III	1129	\$ 104,597
DGS 36	Manager III	1146	\$ 115,035
DGS 36	Manager III	1184	\$ 85,463
DGS 36	Manager III	3867	\$ 115,901
DGS 36	Manager III	5931	\$ 115,901
DGS 36	Manager III	7341	\$ 89,410
DGS 36	Manager III	7430	\$ 107,656
DGS 36	Manager III	13636	\$ 90,993
DGS 36	Manager III	14738	\$ 115,901
DGS 36	Manager III	14739	\$ 115,901
DGS 36	Manager III	15081	\$ 115,901
DGS 36	Manager III	15990	\$ 83,884
DHS 49	Manager II	14775	\$ 127,500
DHS 49	Manager III	14950	\$ 89,656
DHS 49	Manager III	16452	\$ 87,436
DLC 85	Manager II	7007	\$ 133,992

**MLS POSITION TITLES WITH SALARY AND
POSITION NUMBERS BY DEPARTMENT**

HR Org	Position Title	Position Number	Base Salary
DLC 85	Manager II	12215	\$ 133,992
DLC 85	Manager II	15462	\$ 114,075
DLC 85	Manager III	12519	\$ 88,295
DLC 85	Manager III	13055	\$ 98,811
DOT 50	Manager I	7440	\$ 149,917
DOT 50	Manager I	10242	\$ 146,378
DOT 50	Manager I	13436	\$ 149,917
DOT 50	Manager II	3860	\$ 133,992
DOT 50	Manager II	3939	\$ 133,992
DOT 50	Manager II	4061	\$ 133,992
DOT 50	Manager II	11073	\$ 133,992
DOT 50	Manager II	11596	\$ 125,542
DOT 50	Manager II	14011	\$ 127,026
DOT 50	Manager III	3858	\$ 110,510
DOT 50	Manager III	3878	\$ 115,901
DOT 50	Manager III	3930	\$ 111,730
DOT 50	Manager III	3933	\$ 111,277
DOT 50	Manager III	3934	\$ 110,635
DOT 50	Manager III	3935	\$ 115,585
DOT 50	Manager III	3936	\$ 115,901
DOT 50	Manager III	3938	\$ 94,033
DOT 50	Manager III	3963	\$ 113,050
DOT 50	Manager III	3987	\$ 110,774
DOT 50	Manager III	3997	\$ 110,854
DOT 50	Manager III	3998	\$ 115,901
DOT 50	Manager III	4059	\$ 99,741
DOT 50	Manager III	4347	\$ 95,593
DOT 50	Manager III	4348	\$ 115,901
DOT 50	Manager III	6948	\$ 109,095
DOT 50	Manager III	6977	\$ 89,600
DOT 50	Manager III	7439	\$ 111,856
DOT 50	Manager III	7465	\$ 115,901
DOT 50	Manager III	7466	\$ 115,901
DOT 50	Manager III	7711	\$ 106,590
DOT 50	Manager III	7887	\$ 110,281
DOT 50	Manager III	7917	\$ 109,732
DOT 50	Manager III	10247	\$ 106,149
DOT 50	Manager III	11053	\$ 110,677
DOT 50	Manager III	11753	\$ 115,901
DOT 50	Manager III	14155	\$ 111,817
DOT 50	Manager III	14202	\$ 90,115
DOT 50	Manager III	14866	\$ 97,624
DOT 50	Manager III	15766	\$ 89,656
DOT 50	Manager III	16237	\$ 107,515
DOT 50	Manager III	16259	\$ 102,000
DOT 50	Manager III	16415	\$ 98,785
DPS 75	Manager II	6581	\$ 130,000

**MLS POSITION TITLES WITH SALARY AND
POSITION NUMBERS BY DEPARTMENT**

HR Org	Position Title	Position Number	Base Salary
DPS 75	Manager II	12337	\$ 133,992
DPS 75	Manager II	12338	\$ 130,042
DPS 75	Manager III	6531	\$ 115,901
DPS 75	Manager III	13542	\$ 103,544
DPS 75	Manager III	13543	\$ 115,901
DPS 75	Manager III	13544	\$ 108,364
DPS 75	Manager III	13546	\$ 111,615
DPS 75	Manager III	13548	\$ 108,365
DPS 75	Manager III	13549	\$ 115,901
DPS 75	Manager III	13550	\$ 107,327
DPS 75	Manager III	13551	\$ 103,115
DPS 75	Manager III	13552	\$ 100,977
DPS 75	Manager III	13559	\$ 107,264
DPS 75	Manager III	13560	\$ 115,901
DPS 75	Manager III	15291	\$ 95,108
DPS 75	Manager III	16800	\$ 108,052
DTS 34	Manager I	13319	\$ 149,917
DTS 34	Manager I	17009	\$ 149,917
DTS 34	Manager II	743	\$ 133,992
DTS 34	Manager II	758	\$ 133,597
DTS 34	Manager II	3822	\$ 125,000
DTS 34	Manager III	699	\$ 115,901
DTS 34	Manager III	700	\$ 113,788
DTS 34	Manager III	725	\$ 115,901
DTS 34	Manager III	740	\$ 115,901
DTS 34	Manager III	742	\$ 115,901
DTS 34	Manager III	785	\$ 115,901
DTS 34	Manager III	6985	\$ 114,052
DTS 34	Manager III	10022	\$ 115,901
DTS 34	Manager III	11322	\$ 115,901
DTS 34	Manager III	12230	\$ 115,901
DTS 34	Manager III	12380	\$ 115,901
DTS 34	Manager III	13946	\$ 115,901
DTS 34	Manager III	13956	\$ 113,787
DTS 34	Manager III	14012	\$ 115,901
DTS 34	Manager III	14141	\$ 115,901
ECM 19	Manager II	16697	\$ 106,000
FIN 32	Manager I	10740	\$ 149,917
FIN 32	Manager II	490	\$ 126,340
FIN 32	Manager II	537	\$ 133,992
FIN 32	Manager II	579	\$ 133,992
FIN 32	Manager II	595	\$ 125,000
FIN 32	Manager II	10510	\$ 125,567
FIN 32	Manager II	10511	\$ 126,000
FIN 32	Manager II	11493	\$ 125,600
FIN 32	Manager II	13587	\$ 112,000
FIN 32	Manager III	530	\$ 108,498

**MLS POSITION TITLES WITH SALARY AND
POSITION NUMBERS BY DEPARTMENT**

HR Org	Position Title	Position Number	Base Salary
FIN 32	Manager III	533	\$ 105,701
FIN 32	Manager III	534	\$ 106,553
FIN 32	Manager III	557	\$ 113,458
FIN 32	Manager III	592	\$ 107,618
FIN 32	Manager III	593	\$ 93,000
FIN 32	Manager III	11068	\$ 98,363
FIN 32	Manager III	11628	\$ 115,901
FIN 32	Manager III	15697	\$ 111,148
FIN 32	Manager III	15721	\$ 104,490
FIN 32	Manager III	16205	\$ 57,951
FIN 32	Manager III	16352	\$ 111,193
FRS 45	Manager III	2426	\$ 82,310
FRS 45	Manager III	3654	\$ 85,941
FRS 45	Manager III	11945	\$ 115,901
FRS 45	Manager III	12375	\$ 100,695
FRS 45	Manager III	12962	\$ 86,000
FRS 45	Manager III	13934	\$ 111,592
FRS 45	Manager III	14912	\$ 89,788
FRS 45	Manager III	15698	\$ 95,890
FRS 45	Manager III	15724	\$ 109,622
FRS 45	Manager III	16892	\$ 72,370
HCA 76	Manager II	6458	\$ 130,291
HCA 76	Manager II	6479	\$ 120,000
HCA 76	Manager III	6440	\$ 93,979
HCA 76	Manager III	6475	\$ 112,865
HCA 76	Manager III	6477	\$ 115,901
HCA 76	Manager III	6518	\$ 100,248
HCA 76	Manager III	10651	\$ 98,228
HCA 76	Manager III	12355	\$ 98,642
HHS 60	Manager II	4430	\$ 105,981
HHS 60	Manager II	4503	\$ 127,491
HHS 60	Manager II	4668	\$ 118,935
HHS 60	Manager II	5286	\$ 114,987
HHS 60	Manager II	5313	\$ 130,535
HHS 60	Manager II	5824	\$ 125,000
HHS 60	Manager II	5901	\$ 122,650
HHS 60	Manager II	5919	\$ 105,900
HHS 60	Manager II	5978	\$ 100,000
HHS 60	Manager II	6211	\$ 133,992
HHS 60	Manager II	6377	\$ 118,267
HHS 60	Manager II	6428	\$ 103,903
HHS 60	Manager II	10566	\$ 133,992
HHS 60	Manager II	11260	\$ 133,992
HHS 60	Manager II	12858	\$ 133,992
HHS 60	Manager II	14338	\$ 120,907
HHS 60	Manager II	14405	\$ 111,391
HHS 60	Manager II	14552	\$ 131,300

**MLS POSITION TITLES WITH SALARY AND
POSITION NUMBERS BY DEPARTMENT**

HR Org	Position Title	Position Number	Base Salary
HHS 60	Manager II	14766	\$ 133,992
HHS 60	Manager II	15093	\$ 127,974
HHS 60	Manager II	15726	\$ 127,284
HHS 60	Manager III	4428	\$ 109,624
HHS 60	Manager III	4429	\$ 107,605
HHS 60	Manager III	4476	\$ 92,762
HHS 60	Manager III	4477	\$ 109,163
HHS 60	Manager III	4501	\$ 103,339
HHS 60	Manager III	4559	\$ 95,460
HHS 60	Manager III	4619	\$ 115,901
HHS 60	Manager III	4784	\$ 115,901
HHS 60	Manager III	4785	\$ 100,276
HHS 60	Manager III	4786	\$ 115,822
HHS 60	Manager III	4788	\$ 94,142
HHS 60	Manager III	5103	\$ 97,740
HHS 60	Manager III	5149	\$ 115,901
HHS 60	Manager III	5180	\$ 114,954
HHS 60	Manager III	5199	\$ 108,209
HHS 60	Manager III	5219	\$ 109,906
HHS 60	Manager III	5249	\$ 112,625
HHS 60	Manager III	5284	\$ 105,405
HHS 60	Manager III	5300	\$ 92,051
HHS 60	Manager III	5825	\$ 103,338
HHS 60	Manager III	5826	\$ 105,405
HHS 60	Manager III	5858	\$ 89,656
HHS 60	Manager III	6021	\$ 103,338
HHS 60	Manager III	6030	\$ 110,854
HHS 60	Manager III	6043	\$ 100,000
HHS 60	Manager III	6207	\$ 113,690
HHS 60	Manager III	6208	\$ 78,270
HHS 60	Manager III	6212	\$ 108,845
HHS 60	Manager III	6280	\$ 115,693
HHS 60	Manager III	6282	\$ 111,650
HHS 60	Manager III	6379	\$ 115,901
HHS 60	Manager III	6380	\$ 93,563
HHS 60	Manager III	10389	\$ 89,656
HHS 60	Manager III	10640	\$ 104,111
HHS 60	Manager III	10641	\$ 105,506
HHS 60	Manager III	10853	\$ 105,406
HHS 60	Manager III	10922	\$ 115,901
HHS 60	Manager III	11306	\$ 86,338
HHS 60	Manager III	11687	\$ 115,901
HHS 60	Manager III	13554	\$ 103,338
HHS 60	Manager III	13875	\$ 108,000
HHS 60	Manager III	13941	\$ 105,406
HHS 60	Manager III	13943	\$ 104,427
HHS 60	Manager III	14381	\$ 90,754

**MLS POSITION TITLES WITH SALARY AND
POSITION NUMBERS BY DEPARTMENT**

HR Org	Position Title	Position Number	Base Salary
HHS 60	Manager III	15156	\$ 105,000
HHS 60	Manager III	15325	\$ 109,622
HHS 60	Manager III	16623	\$ 112,000
HRC 46	Manager I	5999	\$ 137,700
HRC 46	Manager III	5986	\$ 89,565
LIB 71	Manager II	10756	\$ 133,992
LIB 71	Manager II	15336	\$ 130,042
LIB 71	Manager III	5353	\$ 101,155
LIB 71	Manager III	5368	\$ 115,901
LIB 71	Manager III	5433	\$ 107,515
LIB 71	Manager III	5463	\$ 115,901
LIB 71	Manager III	5503	\$ 65,650
LIB 71	Manager III	5517	\$ 81,457
LIB 71	Manager III	5567	\$ 108,521
LIB 71	Manager III	5594	\$ 88,144
LIB 71	Manager III	5609	\$ 76,785
LIB 71	Manager III	5653	\$ 102,029
LIB 71	Manager III	5682	\$ 97,000
LIB 71	Manager III	5697	\$ 73,730
LIB 71	Manager III	5728	\$ 77,408
LIB 71	Manager III	5759	\$ 109,005
LIB 71	Manager III	5779	\$ 115,901
LIB 71	Manager III	5801	\$ 91,467
LIB 71	Manager III	11234	\$ 115,901
LIB 71	Manager III	14259	\$ 107,720
LIB 71	Manager III	17117	\$ 108,719
LIB 71	Manager III	17141	\$ 79,181
NDA 99	Manager I	7919	\$ 149,917
OCP 39	Manager III	3820	\$ 107,197
OHR 33	Manager I	14795	\$ 149,917
OHR 33	Manager II	856	\$ 123,283
OHR 33	Manager II	905	\$ 128,686
OHR 33	Manager II	16029	\$ 130,042
OHR 33	Manager III	866	\$ 115,901
OHR 33	Manager III	874	\$ 90,778
OHR 33	Manager III	875	\$ 90,909
OHR 33	Manager III	906	\$ 106,271
OHR 33	Manager III	7923	\$ 106,719
OHR 33	Manager III	15742	\$ 103,724
OIG 06	Manager II	12072	\$ 125,000
OLO 03	Manager II	185	\$ 133,992
OLO 03	Manager II	14790	\$ 127,712
OLO 03	Manager II	15199	\$ 109,557
OLO 03	Manager II	16788	\$ 88,272
OMB 31	Manager II	627	\$ 133,685
OMB 31	Manager II	635	\$ 127,491
OMB 31	Manager III	14441	\$ 112,090

**MLS POSITION TITLES WITH SALARY AND
POSITION NUMBERS BY DEPARTMENT**

HR Org	Position Title	Position Number	Base Salary
OMB 31	Manager III	14442	\$ 115,901
PIO 23	Manager II	16061	\$ 100,000
PIO 23	Manager III	837	\$ 115,901
PIO 23	Manager III	6278	\$ 101,798
POL 47	Manager II	2372	\$ 130,042
POL 47	Manager II	13582	\$ 133,992
POL 47	Manager III	625	\$ 115,901
POL 47	Manager III	2192	\$ 111,920
POL 47	Manager III	2342	\$ 110,719
POL 47	Manager III	13253	\$ 115,901
POL 47	Manager III	14621	\$ 85,982
POL 47	Manager III	15224	\$ 102,999
POL 47	Manager III	15324	\$ 77,578
POL 47	Manager III	16719	\$ 89,600
REC 72	Manager II	6851	\$ 132,199
REC 72	Manager II	6866	\$ 133,992
REC 72	Manager III	6812	\$ 91,208
REC 72	Manager III	6864	\$ 115,901
REC 72	Manager III	11770	\$ 94,435
SHF 48	Manager III	13229	\$ 98,071

Classification Plan

OHR, Montgomery County Government, Maryland

Job Classes

Job classes may be sorted by Series, Class Code, Class Title, Grade, Schedule, FLSA by clicking any of these sub-title links.

Series	Class Code	Class Title	Grade	Schedule	FLSA
003500	003503	ABANDONED VEHICLE CODE ENFORCEMENT SPECIALIST	16	03	N
000200	000212	ACCOUNTANT/AUDITOR I	18	03	E
000200	000210	ACCOUNTANT/AUDITOR II	21	03	E
000200	000211	ACCOUNTANT/AUDITOR III*	23	03	E
009260	009275	ADMINISTRATIVE AIDE	12	03	N
111111	109275	ADMINISTRATIVE AIDE	12	01	N
000100	000157	ADMINISTRATIVE ASSISTANT TO COUNTY EXECUTIVE	22	01	E
000100	000138	ADMINISTRATIVE SERVICES COORDINATOR	28	01	E
000100	000152	ADMINISTRATIVE SPECIALIST I	18	01	E
000100	200152	ADMINISTRATIVE SPECIALIST I	18	03	E
000100	000151	ADMINISTRATIVE SPECIALIST II*	21	01	E
000100	200151	ADMINISTRATIVE SPECIALIST II*	21	03	E
000100	000150	ADMINISTRATIVE SPECIALIST III	23	01	E
000100	200150	ADMINISTRATIVE SPECIALIST III	23	03	E
002200	002222	ALCOHOL & TOBACCO ENFORCEMENT SPECIALIST I	19	03	N
002200	002220	ALCOHOL & TOBACCO ENFORCEMENT SPECIALIST II*	21	03	N
008000	008019	ALCOHOL BEVERAGE PURCH SPECIALIST	18	03	N
001000	001008	AQUATIC PROGRAMS SUPERVISOR	25	01	E
005200	005206	ARBORIST	23	03	E
004400	004409	ARCHITECT I	19	03	E
004400	004408	ARCHITECT II	22	03	E
004400	004407	ARCHITECT III*	25	03	E
007800	007854	ASSISTANT CHIEF ADMINISTRATIVE OFFICER	00	01	E
007800	007825	ASSISTANT CHIEF OF POLICE	00	01	E
006100	006108	ASSISTANT COUNTY ATTORNEY I	24	01	E
006100	006107	ASSISTANT COUNTY ATTORNEY II	27	01	E
006100	006106	ASSISTANT COUNTY ATTORNEY III*	32	01	E
000700	000725	ASSISTANT INSPECTOR GENERAL I	21	01	E
000700	000724	ASSISTANT INSPECTOR GENERAL II	26	01	E
000700	000723	ASSISTANT INSPECTOR GENERAL III*	28	01	E
002600	002611	AUDIOLOGIST	25	03	E
004400	004443	AUDIOVISUAL PRODUCTION SPECIALIST	23	01	E
005000	005016	AUTOBODY REPAIRER APPRENTICE	11	02	N
005000	005015	AUTOBODY REPAIRER*	17	02	N
003500	003523	BACKGROUND SCREENING SPECIALIST	21	03	E
002700	002760	BEHAVIORAL HEALTH ASSOCIATE COUNSELOR (ALCOHOL & DRUG)	20	03	E
002700	002761	BEHAVIORAL HEALTH TECHNICIAN (ALCOHOL & DRUG)	18	03	E
005300	005315	BUILDING ATTENDANT	06	02	N
005300	005307	BUILDING SERVICES INSPECTOR	12	02	N

005300	005306	<u>BUILDING SERVICES SUPERVISOR</u>	15	01	E
005300	005309	<u>BUILDING SERVICES WORKER I</u>	07	02	N
005300	005308	<u>BUILDING SERVICES WORKER II*</u>	08	02	N
004400	004466	<u>BUS OPERATOR</u>	15	02	N
004400	004465	<u>BUS OPERATOR INSTRUCTOR</u>	19	02	N
004400	004436	<u>BUSINESS DEVELOPMENT SPECIALIST I</u>	18	03	E
004400	004434	<u>BUSINESS DEVELOPMENT SPECIALIST II</u>	23	03	E
004400	004432	<u>BUSINESS DEVELOPMENT SPECIALIST III</u>	25	03	E
004400	004410	<u>CAPITAL PROJECTS MANAGER</u>	28	03	E
111111	104410	<u>CAPTIAL PROJECTS MANAGER</u>	28	01	E
005000	005044	<u>CARPENTER APPRENTICE</u>	11	02	N
005000	005043	<u>CARPENTER I*</u>	17	02	N
005000	005042	<u>CARPENTER II</u>	18	02	N
007900	007900	<u>CHIEF ADMINISTRATIVE OFFICER</u>	00	01	E
003500	003524	<u>CHIEF DEPUTY SHERIFF (COLONEL)</u>	D4	10	E
007800	007810	<u>CHIEF OPERATING OFFICER, DEPARTMENT OF HEALTH & HUMAN SERVICES</u>	00	01	E
007800	007845	<u>CHIEF TECHNOLOGY OFFICER</u>	00	01	E
007800	007804	<u>CHIEF, AGING & DISABILITY SERVICES</u>	00	01	E
007800	007801	<u>CHIEF, BEHAVIORAL HEALTH & CRISIS SERVICES</u>	00	01	E
007800	007803	<u>CHIEF, CHILDREN, YOUTH & FAMILY SERVICES</u>	00	01	E
007800	007815	<u>CHIEF, DIVISION OF FIRE & RESCUE SERVICES</u>	M1	01	E
007800	007813	<u>CHIEF, SPECIAL NEEDS HOUSING</u>	00	01	E
000600	000638	<u>CHILD WELFARE CASEWORKER</u>	23	03	E
004000	004033	<u>CIVIL WORKS DESIGNER</u>	20	03	N
002800	002814	<u>CLIENT ASSISTANCE SPECIALIST</u>	20	03	E
002200	002226	<u>CODE ENFORCEMENT INSPECTOR I</u>	17	03	N
002200	002225	<u>CODE ENFORCEMENT INSPECTOR II</u>	18	03	N
002200	002224	<u>CODE ENFORCEMENT INSPECTOR III*</u>	20	03	N
003400	003424	<u>COMMUNICATIONS TECHNICIAN I</u>	18	03	N
003400	003422	<u>COMMUNICATIONS TECHNICIAN II*</u>	20	03	N
003200	003260	<u>COMMUNITY CORRECTIONAL INTERN</u>	S1	03	N
002700	002708	<u>COMMUNITY HEALTH CLINIC TECH LEADER</u>	17	03	N
002700	002709	<u>COMMUNITY HEALTH CLINIC TECHNICIAN</u>	15	03	N
002300	002307	<u>COMMUNITY HEALTH NURSE I</u>	21	03	E
111111	102307	<u>COMMUNITY HEALTH NURSE I</u>	21	01	E
002300	002306	<u>COMMUNITY HEALTH NURSE II*</u>	23	03	E
111111	102306	<u>COMMUNITY HEALTH NURSE II*</u>	23	01	E
000100	000192	<u>COMMUNITY OUTREACH MANAGER</u>	28	01	E
000600	000623	<u>COMMUNITY SERVICES AIDE I</u>	13	03	N
000600	000622	<u>COMMUNITY SERVICES AIDE II</u>	16	03	N
000600	000621	<u>COMMUNITY SERVICES AIDE III*</u>	18	03	N
000600	000635	<u>CONSERVATION CORPS ASSISTANT CREW LEADER</u>	S3	03	N
000600	000634	<u>CONSERVATION SERVICE CORPS CREW TRAINER</u>	18	03	N
000600	000636	<u>CONSERVATION SERVICE CORPS TRAINEE</u>	S1	03	N
003600	003654	<u>CONSTRUCTION REPRESENTATIVE I</u>	16	03	N
003600	003652	<u>CONSTRUCTION REPRESENTATIVE II</u>	20	03	N
003600	003650	<u>CONSTRUCTION REPRESENTATIVE III*</u>	23	03	N
003600	003656	<u>CONSTRUCTION REPRESENTATIVE TRAINEE</u>	13	03	N

003200	003228	CORRECTIONAL DIETARY OFFICER	17	03	N
003200	003227	CORRECTIONAL DIETARY SUPERVISOR	22	01	E
003200	003265	CORRECTIONAL HEALTH NURSE I	21	03	E
003200	003266	CORRECTIONAL HEALTH NURSE II*	24	03	E
003200	003239	CORRECTIONAL OFFICER I (PVT)	C3	14	N
003200	003238	CORRECTIONAL OFFICER II (PFC)	C4	14	N
003200	003237	CORRECTIONAL OFFICER III* (CORPORAL)	C5	14	N
111111	103237	CORRECTIONAL OFFICER III* (CORPORAL)	17	01	N
003200	003258	CORRECTIONAL RECORDS COORDINATOR	17	03	N
003200	003235	CORRECTIONAL SHIFT COMMANDER - LIEUTENANT	C1	12	E
003200	003249	CORRECTIONAL SPECIALIST I	19	03	N
003200	003248	CORRECTIONAL SPECIALIST II*	22	03	N
003200	003245	CORRECTIONAL SPECIALIST III	24	03	N
003200	003247	CORRECTIONAL SPECIALIST IV	25	01	E
003200	003246	CORRECTIONAL SPECIALIST V	26	01	E
003200	003234	CORRECTIONAL SUPERVISOR - SERGEANT	C6	14	E
003200	003233	CORRECTIONAL UNIT COMMANDER - CAPTAIN	C2	12	E
007900	007905	COUNTY ATTORNEY	00	01	E
000600	000650	COUNTY GOVERNMENT AIDE (NM)	S1	03	N
000600	000651	COUNTY GOVERNMENT ASSISTANT	S1	07	N
007800	007802	COUNTY HEALTH OFFICER		01	E
003500	003517	CRIME ANALYST	20	03	N
003500	003515	CROSSING GUARD	10	02	N
000800	000879	CUSTOMER SERVICE REPRESENTATIVE I*	13	03	N
000800	000878	CUSTOMER SERVICE REPRESENTATIVE II	16	03	N
000800	000882	CUSTOMER SERVICE REPRESENTATIVE TRAINEE	11	03	N
002100	002110	DENTAL ASSISTANT	14	03	N
002100	002105	DENTAL HYGIENIST	19	03	N
009200	009233	DEPOT SUPPLY COORDINATOR	15	02	N
000700	000714	DEPUTY CLERK OF THE COUNTY COUNCIL	23	01	E
007800	007808	DEPUTY DIRECTOR, DEPARTMENT OF TRANSPORTATION	00	01	E
003500	003532	DEPUTY SHERIFF CANDIDATE	G1	11	N
003500	003525	DEPUTY SHERIFF CAPTAIN	D3	10	E
003500	003531	DEPUTY SHERIFF I	G2	11	N
003500	003530	DEPUTY SHERIFF II	G3	11	N
003500	003529	DEPUTY SHERIFF III*	G4	11	N
003500	003527	DEPUTY SHERIFF LIEUTENANT	D2	10	E
003500	003528	DEPUTY SHERIFF SERGEANT	D1	11	E
007900	007940	DIRECTOR (CHIEF INFO OFFICER), DEPARTMENT OF TECHNOLOGY SERVICES	00	01	E
007800	007852	DIRECTOR, CRIMINAL JUSTICE COORD COMMISSION	00	01	E
007900	007952	DIRECTOR, DEPARTMENT HOUSING & COMMUNITY AFFAIRS	APP	no	E
007900	007942	DIRECTOR, DEPARTMENT OF CORRECTION & REHABILITATION	00	01	E
007900	007954	DIRECTOR, DEPARTMENT OF ECONOMIC DEVELOPMENT	00	01	E
007900	007922	DIRECTOR, DEPARTMENT OF ENVIRONMENTAL PROTECTION	00	01	E
007900	007920	DIRECTOR, DEPARTMENT OF FINANCE	00	01	E
007900	007962	DIRECTOR, DEPARTMENT OF GENERAL SERVICES	00	01	E
007900	007947	DIRECTOR, DEPARTMENT OF HEALTH & HUMAN SERVICES	00	01	E
007900	007935	DIRECTOR, DEPARTMENT OF LIQUOR CONTROL	00	01	E

007900	007924	<u>DIRECTOR, DEPARTMENT OF PERMITTING SERVICES</u>	00	01	E
007900	007917	<u>DIRECTOR, DEPARTMENT OF POLICE</u>	00	01	E
007900	007930	<u>DIRECTOR, DEPARTMENT OF PUBLIC LIBRARIES</u>	00	01	E
007900	007950	<u>DIRECTOR, DEPARTMENT OF RECREATION</u>	00	01	E
007900	007915	<u>DIRECTOR, DEPARTMENT OF TRANSPORTATION</u>	00	01	E
007800	007850	<u>DIRECTOR, OFFICE OF COMMUNITY PARTNERSHIPS</u>	00	01	E
007900	007965	<u>DIRECTOR, OFFICE OF CONSUMER PROTECTION</u>	00	01	E
007900	007946	<u>DIRECTOR, OFFICE OF HUMAN RESOURCES</u>	00	01	E
007900	007959	<u>DIRECTOR, OFFICE OF INTERGOVERNMENTAL RELATIONS</u>	00	01	E
007900	007921	<u>DIRECTOR, OFFICE OF MANAGEMENT & BUDGET</u>	00	01	E
007900	007963	<u>DIRECTOR, OFFICE OF PUBLIC INFORMATION</u>	00	01	E
007800	007848	<u>DIRECTOR, REGIONAL SERVICES CENTER</u>	00	01	E
005200	005205	<u>DISTRICT SUPERVISOR</u>	24	01	E
007800	007820	<u>DIVISION CHIEF, MCFRS VOLUNTEER SERVICES</u>	00	01	E
001100	001168	<u>DRIVER/CLERK</u>	12	02	N
000800	000820	<u>ECONOMIC DEVELOPMENT PROGRAM MANAGER</u>	29	01	E
009260	009261	<u>ELECTION AIDE I</u>	09	03	N
009260	009260	<u>ELECTION AIDE II</u>	10	03	N
005000	005074	<u>ELECTRICIAN APPRENTICE</u>	11	02	N
005000	005073	<u>ELECTRICIAN I*</u>	18	02	N
005000	005072	<u>ELECTRICIAN II</u>	19	02	N
200000	200700	<u>EMERGENCY MGMT SPEC I</u>	24	03	E
200000	200701	<u>EMERGENCY MGMT SPEC II*</u>	26	03	E
003100	003148	<u>EMERGENCY SERVICES INSTRUCTOR</u>	20	03	E
000100	000125	<u>EMPLOYEE SAFETY PROGRAM SUPERVISOR</u>	26	01	E
005300	005325	<u>ENERGY MANAGEMENT SYSTEMS TECHICIAN</u>	20	03	N
004000	004024	<u>ENGINEER I</u>	19	03	E
004000	004023	<u>ENGINEER II</u>	22	03	E
004000	004022	<u>ENGINEER III*</u>	25	03	E
111111	104022	<u>ENGINEER III*</u>	25	01	E
004000	004037	<u>ENGINEER TECH TRAINEE</u>	14	03	N
004000	004036	<u>ENGINEER TECHNICIAN I</u>	17	03	N
004000	004035	<u>ENGINEER TECHNICIAN II*</u>	18	03	N
111111	104035	<u>ENGINEER TECHNICIAN II*</u>	18	01	N
002200	002237	<u>ENVIRONMENTAL COMPLIANCE SUPERVISOR</u>	25	01	E
002200	002236	<u>ENVIRONMENTAL HEALTH SPECIALIST I</u>	20	03	N
002200	002235	<u>ENVIRONMENTAL HEALTH SPECIALIST II</u>	23	03	N
002200	002234	<u>ENVIRONMENTAL HEALTH SPECIALIST III*</u>	24	03	N
002700	002713	<u>EPIDEMIOLOGIST I</u>	24	03	N
002700	002712	<u>EPIDEMIOLOGIST II*</u>	26	03	E
005000	005007	<u>EQUIPMENT MAINTENANCE CREW CHIEF</u>	22	01	E
005100	005114	<u>EQUIPMENT OPERATOR APPRENTICE</u>	11	02	N
005100	005113	<u>EQUIPMENT OPERATOR I</u>	14	02	N
005100	005112	<u>EQUIPMENT OPERATOR II*</u>	15	02	N
005100	005111	<u>EQUIPMENT OPERATOR III</u>	16	02	N
005000	005005	<u>EQUIPMENT SERVICES COORDINATOR</u>	24	01	E
009260	009272	<u>EXECUTIVE ADMINISTRATIVE AIDE</u>	17	01	E
009260	009271	<u>EXECUTIVE ADMINISTRATIVE AIDE TO THE CHIEF ADMINISTRATIVE OFFICER</u>	20	01	E

000000	000083	EXECUTIVE SECRETARY ETHICS COMMITTEE	25	01	E
000000	000082	EXECUTIVE SECRETARY MERIT SYSTEM PROTECTION BOARD	25	01	E
000100	000124	EXERCISE PHYSIOLOGIST	27	01	E
005000	005027	FACILITIES & EQUIPMENT MAINTENANCE COORDINATOR	20	03	N
000200	000207	FINANCIAL PROGRAMS MANAGER	27	01	E
007900	007927	FIRE CHIEF, DEPARTMENT OF FIRE & RESCUE SERVICES	00	01	E
007700	007770	FIRE/RESCUE APPARATUS & EQUIPMENT TECHNICIAN	22	01	N
003100	003163	FIRE/RESCUE ASSISTANT CHIEF	B4	09	E
003100	003165	FIRE/RESCUE BATTALION CHIEF	B3	09	E
003100	003167	FIRE/RESCUE CAPTAIN	B2	04	E
003100	003150	FIRE/RESCUE DIVISION CHIEF	B6	09	E
003100	003168	FIRE/RESCUE LIEUTENANT	B1	04	E
003500	003516	FIREARMS INSTRUCTOR	20	03	E
003100	003172	FIREFIGHTER/RESCUER I (RECRUIT)	F1	04	N
003100	003171	FIREFIGHTER/RESCUER II	F2	04	N
003100	003170	FIREFIGHTER/RESCUER III*	F3	04	N
000200	000215	FISCAL ASSISTANT	16	03	N
111111	100215	FISCAL ASSISTANT	16	01	N
003200	003225	FOOD SERVICE MANAGER	26	01	E
003500	003518	FORENSIC FIREARMS/TOOLMARK EXAMINER	24	03	N
003500	003519	FORENSIC SCIENTIST	25	03	E
003500	003521	FORENSICS SPECIALIST I	20	03	N
003500	003520	FORENSICS SPECIALIST II	21	03	N
002200	002204	FOREST CONSERVATION COORDINATOR	25	03	E
000100	000127	GAIN SHARING COORDINATOR	26	01	E
005200	005244	GENERAL MAINTENANCE WORKER	09	02	N
009270	709276	GILCHRIST CENTER OFFICE ASSISTANT	S7	07	N
009270	009278	GOVERNMENT RECORDS / WAREHOUSE CLERK	11	02	N
009260	009270	GOVERNMENT RECORDS COORDINATOR	18	01	N
111111	104440	GRAPHIC ARTIST	19	01	N
200000	204440	GRAPHIC ARTIST	19	03	N
004400	004440	GRAPHIC ARTIST*	19	01	N
002700	002711	HEALTH EDUCATOR	21	03	E
009250	009250	HEALTH SERVICES DRIVER	12	02	N
004000	004030	HIGHWAY CONSTRUCTION FIELD SUPERVISOR	24	01	E
004000	004051	HIGHWAY INSPECTOR I*	19	03	N
004000	004050	HIGHWAY INSPECTOR II	22	03	N
004000	004052	HIGHWAY INSPECTOR TRAINEE	13	03	N
002200	002255	HOUSING CODE INSPECTOR I	19	03	N
002200	002254	HOUSING CODE INSPECTOR II	21	03	N
002200	002253	HOUSING CODE INSPECTOR III*	23	03	E
000100	000123	HUMAN RESOURCES SPECIALIST I	18	01	E
000100	000122	HUMAN RESOURCES SPECIALIST II	22	01	E
000100	000121	HUMAN RESOURCES SPECIALIST III*	25	01	E
002000	002009	HUMAN SERVICES SPECIALIST	23	03	E
005000	005084	HVAC MECHANIC APPRENTICE	11	02	N
005000	005083	HVAC MECHANIC I*	18	02	N
005000	005082	HVAC MECHANIC II	19	02	N
009000	009007	IMAGING OPERATOR I	10	03	N

009000	009008	IMAGING OPERATOR II*	11	03	N
002000	002015	INCOME ASSISTANCE PROGRAM SPEC III	22	03	E
002000	002013	INCOME ASSISTANCE PROGRAM SPEC I	17	03	E
002000	002012	INCOME ASSISTANCE PROGRAM SPEC II*	20	03	E
002000	002011	INCOME ASSISTANCE PROGRAMS SUPERVISOR	24	01	E
000800	000881	INFORMATION & REFERRAL AIDE I	13	01	N
000800	000880	INFORMATION & REFERRAL AIDE II*	16	01	N
222222	200880	INFORMATION & REFERRAL AIDE II*	16	03	N
000500	000550	INFORMATION TECHNOLOGY EXPERT	32	01	E
000500	000549	INFORMATION TECHNOLOGY PROJECT MANAGER	40	01	E
000500	000554	INFORMATION TECHNOLOGY SPECIALIST I	20	01	N
222222	200554	INFORMATION TECHNOLOGY SPECIALIST I	20	03	N
000500	000553	INFORMATION TECHNOLOGY SPECIALIST II	23	01	E
222222	200553	INFORMATION TECHNOLOGY SPECIALIST II	23	03	E
000500	000552	INFORMATION TECHNOLOGY SPECIALIST III	26	01	E
222222	200552	INFORMATION TECHNOLOGY SPECIALIST III	26	03	E
000500	000557	INFORMATION TECHNOLOGY TECHNICIAN I	14	01	N
222222	200557	INFORMATION TECHNOLOGY TECHNICIAN I	14	03	N
000500	000556	INFORMATION TECHNOLOGY TECHNICIAN II	16	01	N
222222	200556	INFORMATION TECHNOLOGY TECHNICIAN II	16	03	N
000500	000555	INFORMATION TECHNOLOGY TECHNICIAN III*	19	01	N
222222	200555	INFORMATION TECHNOLOGY TECHNICIAN III*	19	03	N
002200	002238	INSPECTION & ENFORCEMENT FIELD SUPV	23	01	E
000200	000206	INSURANCE FUND MANAGER	26	01	E
000200	200206	INSURANCE FUND MANAGER	26	03	E
000200	000284	INSURANCE RISK ANALYST	24	03	E
003200	003259	INTAKE PROCESSING AIDE	14	03	N
000700	000730	INTERGOVERNMENTAL RELATIONS LEGISLATIVE ANALYST	28	01	E
000600	000645	INVESTIGATOR I	20	03	E
000600	000644	INVESTIGATOR II	23	03	E
000600	000643	INVESTIGATOR III*	25	03	E
000200	000205	INVESTMENT PORTFOLIO MANAGER	29	01	E
000100	000119	LABOR RELATIONS ADVISOR	27	01	E
002400	002412	LABORATORY ASSISTANT	14	03	N
002400	002407	LABORATORY SCIENTIST	23	03	E
004000	004059	LAND SURVEY SUPERVISOR	24	01	E
004400	004401	LAND USE PLANNING POLICY ANALYST	27	01	E
003500	003505	LATENT PRINT EXAMINER	20	03	N
004500	004533	LEAD REVENUE COUNTER	13	03	N
005300	005305	LEASING PROGRAM MANAGER	26	01	E
006100	006114	LEGAL SECRETARY I	15	01	N
006100	006113	LEGAL SECRETARY II*	16	01	N
222222	206113	LEGAL SECRETARY II*	16	03	N
000700	000717	LEGISLATIVE ANALYST I	21	01	E
000700	000716	LEGISLATIVE ANALYST II	26	01	E
000700	000715	LEGISLATIVE ANALYST III*	28	01	E
000700	000709	LEGISLATIVE ATTORNEY	32	01	E
000700	000720	LEGISLATIVE INTERN	11	01	N
000700	000719	LEGISLATIVE SENIOR AIDE I	18	01	E

000700	000718	LEGISLATIVE SENIOR AIDE II	22	01	E
000700	000713	LEGISLATIVE SENIOR AIDE III*	26	01	E
000700	000722	LEGISLATIVE SERVICES COORDINATOR	17	01	N
001100	001152	LIBRARIAN I	21	03	E
001100	001151	LIBRARIAN II	24	03	E
001100	001177	LIBRARY AIDE	08	03	N
001100	001166	LIBRARY ASSISTANT I	13	03	N
001100	001165	LIBRARY ASSISTANT II	16	03	N
111111	101165	LIBRARY ASSISTANT II	16	01	N
001100	001163	LIBRARY ASSISTANT SUPERVISOR	20	01	E
001100	001191	LIBRARY ASSOCIATE	18	03	N
001100	001190	LIBRARY ASSOCIATE II*	21	03	N
001100	001175	LIBRARY DESK ASSISTANT	12	03	N
001100	001180	LIBRARY PAGE	S2	03	N
001100	001160	LIBRARY TECHNICIAN	13	03	N
002300	002308	LICENSED PRACTICAL NURSE - CORRECTIONAL FACILITY	18	03	N
008000	008012	LIQUOR STORE ASST MANAGER	18	01	E
008000	008017	LIQUOR STORE CLERK I	12	03	N
008000	008016	LIQUOR STORE CLERK II	14	03	N
008000	008009	LIQUOR STORE MANAGER	21	01	E
005000	005047	LOCKSMITH	18	02	N
005100	005190	MAIL CLERK	11	03	N
005100	005191	MAIL CLERK LEADER	14	02	N
005100	005189	MAIL SERVICES SUPERVISOR	17	01	E
005000	005026	MAINTENANCE RENOVATION & INSPECTION SPECIALIST	21	03	N
003600	003670	MAINTENANCE RENOVATION & INSPECTION SUPERVISOR	24	01	E
000400	000428	MANAGEMENT & BUDGET SPECIALIST I	18	01	E
000400	000426	MANAGEMENT & BUDGET SPECIALIST II	22	01	E
000400	000424	MANAGEMENT & BUDGET SPECIALIST III*	25	01	E
000400	200424	MANAGEMENT & BUDGET SPECIALIST III*	25	03	E
004400	004477	MANAGEMENT SERVICES SUPERVISOR	27	01	E
000100	000110	MANAGER I	M1	08	E
000100	000111	MANAGER II	M2	08	E
000100	000112	MANAGER III	M3	08	E
004400	004454	MANAGER, TAXICAB REGULATION AND SPECIAL TRANSIT SERVICES	26	01	E
007800	007840	MARKETING MANAGER	00	01	E
003100	003169	MASTER FIREFIGHTER/RESCUER	F4	04	N
005000	005061	MASTER PLUMBER	21	02	N
003000	003074	MASTER POLICE OFFICER	P5	05	N
005000	005010	MECHANIC TECHNICIAN I	16	02	N
005000	005009	MECHANIC TECHNICIAN II*	18	02	N
111111	105009	MECHANIC TECHNICIAN II*	18	01	N
005000	005011	MECHANIC TECHNICIAN TRAINEE	12	02	N
005000	005012	MECHANIC'S HELPER	09	02	N
112000	112004	MEDICAL DOCTOR PHYSICIAN I	H1	13	E
120000	122004	MEDICAL DOCTOR PHYSICIAN II	H2	13	E
130000	132004	MEDICAL DOCTOR PHYSICIAN III*	H3	13	E
112000	112005	MEDICAL DOCTOR PSYCHIATRIST I	J1	13	E

120000	122005	MEDICAL DOCTOR PSYCHIATRIST II	J2	13	E
130000	132005	MEDICAL DOCTOR PSYCHIATRIST III*	J3	13	E
140000	142004	MEDICAL DOCTOR PHYSICIAN IV	H4	13	E
140000	142005	MEDICAL DOCTOR PSYCHIATRIST IV	J4	13	E
009250	009252	MESSENGER-CLERK	07	02	N
007800	007842	MINORITY BUSINESS AFFAIRS MGR	00	01	E
005000	005013	MOTOR POOL ATTENDANT	08	02	N
002300	002304	NURSE MANAGER	25	01	E
002300	002309	NURSE PRACTITIONER	25	03	E
111111	102309	NURSE PRACTITIONER	25	01	E
000600	000667	NUTRITION PROGRAM AIDE	S3	03	N
002700	002706	NUTRITIONIST	21	03	E
002000	002003	OBSTETRICIAN	35	01	E
000200	000282	OCCUPATIONAL SAFETY & HEALTH SPECIALIST	24	03	E
002600	002615	OCCUPATIONAL THERAPIST	23	03	E
009260	009277	OFFICE CLERK	05	03	N
111111	109277	OFFICE CLERK	05	01	N
111111	109273	OFFICE SERVICES COORDINATOR	16	01	N
009260	009273	OFFICE SERVICES COORDINTOR	16	03	N
006100	006115	PARALEGAL SPECIALIST	23	01	N
004500	004520	PARKING FACILITIES MAINT SUPERVISOR	20	01	E
004500	004523	PARKING METER MECHANIC	13	02	N
005100	005110	PAVEMENT MARKING LEADER	16	02	N
000000	000098	PEOPLE'S COUNSEL	34	01	E
002200	002263	PERMIT TECHNICIAN I	15	03	N
002200	002262	PERMIT TECHNICIAN II	17	03	N
002200	002260	PERMIT TECHNICIAN III*	19	03	N
002200	002217	PERMITTING AND CODE ENFORCEMENT INSPECTOR I	19	03	N
002200	002216	PERMITTING AND CODE ENFORCEMENT INSPECTOR II	21	03	N
002200	002215	PERMITTING AND CODE ENFORCEMENT INSPECTOR III*	23	03	N
002200	002203	PERMITTING SERVICES SPECIALIST I	21	03	N
002200	002202	PERMITTING SERVICES SPECIALIST II	24	03	N
003500	003512	PHOTOGRAPHIC/DIGITAL IMAGING TECHNICIAN	18	03	N
004400	004420	PLANNING ASSISTANT	18	03	N
004400	004405	PLANNING SPECIALIST I	18	03	E
111111	104405	PLANNING SPECIALIST I	18	01	E
004400	004404	PLANNING SPECIALIST II	21	03	E
111111	104404	PLANNING SPECIALIST II	21	01	E
004400	004403	PLANNING SPECIALIST III*	23	03	E
111111	104403	PLANNING SPECIALIST III*	23	01	E
004400	004421	PLANNING TECHNICIAN	17	03	N
005000	005064	PLUMBER APPRENTICE	11	02	N
005000	005063	PLUMBER I*	17	02	N
005000	005062	PLUMBER II	19	02	N
003500	003506	POLICE AIDE	15	03	N
003000	003063	POLICE CAPTAIN	A3	06	E
003500	003500	POLICE DISTRICT STATION ASSITANT	19	01	N
003000	003065	POLICE LIEUTENANT	A2	06	E
003000	003086	POLICE OFFICER CANDIDATE	P1	05	N

003000	003084	POLICE OFFICER I	P2	05	N
003000	003082	POLICE OFFICER II	P3	05	N
003000	003080	POLICE OFFICER III*	P4	05	N
003000	003067	POLICE SERGEANT	A1	05	E
003500	003501	POLICE SERVICES ASSISTANT	16	03	N
111111	109274	PRINCIPAL ADMINISTRATIVE AIDE	13	01	N
009260	009274	PRINCIPAL ADMINISTRATIVE AIDE*	13	03	N
005100	005172	PRINT SHOP FORMAN	20	01	E
005100	005170	PRINT/MAIL/RECORDS SERVICES MANAGER	23	01	E
005100	005179	PRINTER APPRENTICE	09	02	N
005100	005178	PRINTING TECHNICIAN I	13	02	N
005100	005176	PRINTING TECHNICIAN II	15	02	N
005100	005175	PRINTING TECHNICIAN III*	16	02	N
000100	200184	PROCUREMENT SPEC III	25	03	E
000100	200185	PROCUREMENT SPEC IV*	27	03	E
000100	000183	PROCUREMENT SPECIALIST I	18	03	E
000100	000182	PROCUREMENT SPECIALIST II	22	03	E
000600	000663	PROGRAM AIDE	14	03	N
111111	100663	PROGRAM AIDE	14	01	N
000800	000834	PROGRAM MANAGER I	23	01	E
222222	200834	PROGRAM MANAGER I	23	03	E
000800	000832	PROGRAM MANAGER II	25	01	E
000800	200832	PROGRAM MANAGER II	25	03	E
000800	000837	PROGRAM SPECIALIST I	18	03	E
111111	100837	PROGRAM SPECIALIST I	18	01	E
000800	000836	PROGRAM SPECIALIST II	21	03	E
111111	100836	PROGRAM SPECIALIST II	21	01	E
005300	005311	PROPERTY MANAGER I	21	03	E
111111	105311	PROPERTY MANAGER I	21	01	E
005300	005312	PROPERTY MANAGER II	24	01	E
002300	002305	PSYCHIATRIC NURSE CLINICAL SPECIALIST	25	03	E
002500	002501	PSYCHOLOGIST	29	01	E
002500	002500	PSYCHOLOGIST SUPERVISOR	31	01	E
000100	000135	PUBLIC ADMINISTRATION INTERN	16	03	N
111111	100135	PUBLIC ADMINISTRATIVE INTERN	16	01	N
002700	002718	PUBLIC HEALTH ADVISOR	21	03	E
000000	000099	PUBLIC HEARING OFFICER	30	01	E
000800	000811	PUBLIC INFORMATION OFFICER I	21	01	E
000800	000810	PUBLIC INFORMATION OFFICER II*	25	01	E
000100	000136	PUBLIC POLICY INTERN	18	01	E
000800	000812	PUBLIC RELATIONS SPECIALIST	24	03	E
000800	100812	PUBLIC RELATIONS SPECIALIST	24	01	E
003000	003099	PUBLIC SAFETY 911 CALL-TAKER I	15	03	N
003100	003100	PUBLIC SAFETY 911 CALL-TAKER II	16	03	N
003000	003096	PUBLIC SAFETY COMMUNICATION SPECIALIST I	15	03	N
003000	003095	PUBLIC SAFETY COMMUNICATION SPECIALIST II	17	03	N
003000	003094	PUBLIC SAFETY COMMUNICATION SPECIALIST III*	19	03	N
003000	003092	PUBLIC SAFETY COMMUNICATIONS SHIFT OPERATIONS MANAGER	24	01	E

003000	003093	PUBLIC SAFETY COMMUNICATIONS SUPERVISOR	22	01	E
003000	003098	PUBLIC SAFETY EMERGENCY CALL-TAKER I	15	03	N
003000	003097	PUBLIC SAFETY EMERGENCY CALL-TAKER II*	16	03	N
003500	003502	PUBLIC SAFETY REPORTING AIDE I	16	03	N
003500	003504	PUBLIC SAFETY REPORTING AIDE II	18	03	N
005200	005229	PUBLIC SERVICE CRAFTSWORKER	15	02	N
000600	000637	PUBLIC SERVICE GUIDE	S3	03	N
005200	005231	PUBLIC SERVICE WORKER II	09	02	N
005200	005230	PUBLIC SERVICE WORKER III	12	02	N
005200	005233	PUBLIC SERVICE WORKER IV	14	02	N
000100	000132	PUBLIC SERVICES INTERN	09	01	N
000100	000146	PUBLICATION & GRAPHICS MANAGER	24	01	E
000300	000330	REAL ESTATE SPECIALIST I	21	03	E
000300	000329	REAL ESTATE SPECIALIST II	23	03	E
000300	000328	REAL ESTATE SPECIALIST III*	25	03	E
001000	001066	RECREATION ASSISTANT I	S1	03	N
001000	001064	RECREATION ASSISTANT II	S2	03	N
001000	001062	RECREATION ASSISTANT III	S3	03	N
001000	001060	RECREATION ASSISTANT IV	S4	03	N
001000	001058	RECREATION ASSISTANT V	S5	03	N
001000	001056	RECREATION ASSISTANT VI	S6	03	N
001000	001055	RECREATION ASSISTANT VII	S7	03	N
001000	001054	RECREATION ASSISTANT VIII	S8	03	N
001000	001018	RECREATION COORDINATOR	18	03	E
001000	001015	RECREATION SPECIALIST	21	03	E
111111	101015	RECREATION SPECIALIST	21	01	E
001000	001012	RECREATION SUPERVISOR	23	01	E
004300	004321	REFUSE DISPOSAL CASHIER	13	03	N
003200	003251	RESIDENT SUPERVISOR I	18	03	N
003200	003250	RESIDENT SUPERVISOR II*	20	03	N
003200	003252	RESIDENT SUPERVISOR III	22	03	E
004500	004534	REVENUE COUNTER	11	03	N
000200	000217	REVENUE COUNTER SUPERVISOR	15	01	E
002700	002702	SCHOOL HEALTH ROOM AIDE I	14	03	N
111111	102702	SCHOOL HEALTH ROOM AIDE I	14	01	N
002700	002701	SCHOOL HEALTH ROOM AIDE II	15	03	N
003500	003535	SECURITY OFFICER I	15	02	N
003500	003534	SECURITY OFFICER II	16	02	N
003500	003538	SECURITY OFFICER III (SERGEANT)	21	03	E
003500	003537	SECURITY OFFICER IV (LIEUTENANT)	23	01	E
003500	003533	SECURITY SUPERVISOR	19	01	E
005000	005020	SELF-CONTAINED BREATHING APPARATUS TECHNICIAN	14	03	N
004400	004406	SENIOR ARCHITECT	28	01	E
004400	004430	SENIOR BUSINESS DEVELOPMENT SPECIALIST*	27	01	E
004000	004021	SENIOR ENGINEER	27	03	E
111111	104021	SENIOR ENGINEER	27	01	E
004000	004031	SENIOR ENGINEER TECHNICIAN	22	03	E
009260	009268	SENIOR EXECUTIVE ADMINISTRATIVE AIDE	18	01	E
000200	000209	SENIOR FINANCIAL SPECIALIST	25	01	E

003500	003522	SENIOR FORENSIC SCIENTIST	26	03	E
000500	000551	SENIOR INFORMATION TECHNOLOGY SPECIALIST*	28	01	E
000200	000204	SENIOR INVESTMENT PORTFOLIO MANAGER	34	01	E
003500	003507	SENIOR LATENT PRINT EXAMINER	22	03	E
001100	001137	SENIOR LIBRARIAN	25	01	E
000400	000422	SENIOR MANAGEMENT & BUDGET SPECIALIST*	27	01	E
005000	005008	SENIOR MECHANIC TECHNICIAN	20	02	N
111111	105008	SENIOR MECHANIC TECHNICIAN	18	01	N
002200	002201	SENIOR PERMITTING SERVICES SPECIALIST*	26	03	E
004400	004402	SENIOR PLANNING SPECIALIST	25	03	E
111111	104402	SENIOR PLANNING SPECIALIST	25	01	E
001000	001005	SENIOR POOL MANAGER	18	03	N
000100	000181	SENIOR PROCUREMENT SPECIALIST	25	01	E
002700	002717	SENIOR PUBLIC HEALTH ADVISOR	24	01	E
009200	009234	SENIOR SUPPLY TECHNICIAN	17	01	N
009200	209234	SENIOR SUPPLY TECHNICIAN	17	02	N
003400	003425	SENIOR TELEPHONE TECHNICIAN	19	03	N
002200	002230	SENIOR WATER QUALITY SPECIALIST	26	01	E
004000	004018	SHIFT SUPERVISOR, TRANSPORTATION MANAGEMENT CENTER	23	01	E
005200	005223	SIGN & MARKING UNIT SUPERVISOR	21	01	E
005200	005227	SIGN FABRICATOR APPRENTICE	09	02	N
005200	005226	SIGN FABRICATOR I*	13	02	N
002800	002808	SOCIAL WORKER I	21	03	E
002800	002807	SOCIAL WORKER II*	23	03	E
002800	002806	SOCIAL WORKER III	24	03	E
111111	102806	SOCIAL WORKER III	24	01	E
002800	002805	SOCIAL WORKER IV	25	01	E
007800	007807	SPECIAL PROJECTS MANAGER, OFFICE OF CAO	00	01	E
004500	004522	SUPERVISOR PARKING METER UNIT	18	01	N
006100	006112	SUPERVISORY LEGAL SECRETARY	19	01	N
002700	002753	SUPERVISORY THERAPIST	25	01	E
111111	109235	SUPPLY CLERK III	13	01	N
009200	009237	SUPPLY TECHNICIAN I	10	02	N
009200	009236	SUPPLY TECHNICIAN II	12	02	N
009200	009235	SUPPLY TECHNICIAN III*	13	02	N
004000	004060	SURVEY CREW LEADER	19	01	N
004000	004062	SURVEY INSTRUMENT AIDE	13	03	N
004000	004061	SURVEY INSTRUMENT TECHNICIAN	16	03	N
003400	003410	TELECOMMUNICATIONS SPECIALIST	20	03	N
003400	003426	TELECOMMUNICATIONS TECHICIAN	18	03	N
003400	003416	TELEPHONE OPERATOR/BILLING CLERK	12	03	N
003400	003403	TELEPHONE SERVICE MANAGER	23	01	E
002700	002755	THERAPIST I	23	03	E
002700	002754	THERAPIST II*	24	03	E
004100	004112	TRAFFIC MANAGEMENT TECHNICIAN I	15	03	N
004000	004045	TRAFFIC & SIGN MARKING AIDE	13	02	N
003500	003514	TRAFFIC ENFORCEMENT FIELD SERVICE TECHNICIAN	13	03	N
004100	004121	TRAFFIC FIELD SERVICES TECHNICIAN I	12	03	N
004100	004120	TRAFFIC FIELD SERVICES TECHNICIAN II*	14	03	N

004100	004111	TRAFFIC MANAGEMENT TECHNICIAN II*	19	03	N
004400	004468	TRANSIT AIDE I	08	02	N
004400	004467	TRANSIT AIDE II	12	02	N
004400	004460	TRANSIT ANALYST	16	03	N
004400	004461	TRANSIT COMMUNICATIONS SUPERVISOR	18	01	N
004400	004462	TRANSIT COORDINATOR	17	03	N
004400	004459	TRANSIT INFORMATION ASSISTANT	14	03	N
111111	104459	TRANSIT INFORMATION ASSISTANT	14	01	N
004400	004458	TRANSIT INFORMATION SYSTEMS TECHNICIAN	19	03	N
004400	004479	TRANSIT MARKETING SPECIALIST	21	03	E
004400	004457	TRANSIT OPERATIONS SUPERVISOR	19	01	E
004400	004456	TRANSIT SERVICES SUPERVISOR	19	01	E
004000	004070	TRANSPORTATION CONSTRUCT COMPLIANCE INSPECTOR	17	03	N
003500	003509	TRANSPORTATION EMERGENCY RESPONSE PATROL TECH I	14	02	N
003500	003508	TRANSPORTATION EMERGENCY RESPONSE PATROL TECH II*	15	02	N
004100	004115	TRANSPORTATION SYSTEMS TECHNICAL CENTER SUPERVISOR	23	01	E
004100	004119	TRANSPORTATION SYSTEMS TECHNICIAN I	14	03	N
004100	004118	TRANSPORTATION SYSTEMS TECHNICIAN II	18	03	N
004100	004122	TRANSPORTATION SYSTEMS TECHNICIAN III*	20	03	N
004100	004117	TRANSPORTATION SYSTEMS TECHNICIAN LEADER I	20	01	N
004100	004116	TRANSPORTATION SYSTEMS TECHNICIAN LEADER II	22	01	N
008100	008117	TRUCK DRIVER HELPER/WAREHOUSE WORKER	10	02	N
008100	008115	TRUCK DRIVER SUBSTITUTE/WAREHOUSE WORKER	11	02	N
008100	008112	TRUCK DRIVER/WAREHOUSE WORKER	15	02	N
005100	005174	TYPESETTER	15	02	N
000600	000630	URBAN DISTRICT PUBLIC SERVICE AIDE	10	02	N
000600	000628	URBAN DISTRICT PUBLIC SERVICE AND MAINTENANCE TEAM SUPERVISOR	17	01	E
000600	000629	URBAN DISTRICT PUBLIC SERVICE TEAM SUPERVISOR	16	01	N
004400	004445	VISUAL INFORMATION SPECIALIST	21	01	N
008100	008109	WAREHOUSE ASSISTANT SUPERVISOR	20	01	E
008100	008120	WAREHOUSE EQUIPMENT OPERATOR	13	02	N
008100	008118	WAREHOUSE WORKER	09	02	N
002200	002232	WATER QUALITY SPECIALIST I	19	03	E
002200	002231	WATER QUALITY SPECIALIST II*	22	03	E
002200	002233	WATER QUALITY SPECIALIST III	23	03	E
005000	005017	WELDER	17	02	N
005200	005213	WORK FORCE LEADER I	13	02	N
005200	005212	WORK FORCE LEADER II	18	01	N
005200	005211	WORK FORCE LEADER III	19	01	E
005200	205211	WORK FORCE LEADER III	19	02	E
005200	005210	WORK FORCE LEADER IV	21	01	E
002400	002420	X-RAY TECHNICIAN	15	03	N