



OFFICE OF HUMAN RESOURCES

Marc Elrich
County Executive

Traci L. Anderson
Director

MEMORANDUM

October 24, 2023

TO: Department & Office Directors

FROM: Traci L. Anderson, Director, Office of Human Resources

SUBJECT: FY24 Job Classification Studies

The Office of Human Resources (OHR), in collaboration with the Municipal and County Government Employees Organization (MCGEO), has identified the Occupational Job Classifications to be reviewed and evaluated in 2024. The selection of job classification studies was completed in accordance with the MCGEO collective bargaining agreement. All studies will be conducted by OHR Classification and Compensation.

The selected occupational studies include ten job classifications identified by MCGEO and collectively consist of 49 positions. In addition, the selected compensation studies and internal salary reviews focus on 14 job classifications covering 711 positions. OHR will provide anticipated timelines and periodic status updates on these studies as they move forward, and will work with impacted departments to ensure education, coordination, and submission of required information for timely and accurate completion of the studies.

Relatedly, notification of all accepted FY24 June Box Studies were sent via email to the employee, the supervisor and the department director on Friday, August 11, 2023. OHR will provide periodic status updates, with initial recommendations for the FY24 June Box Studies anticipated to be completed by June 30, 2024.

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FY24 Occupational and Compensation Studies

HR Org	Job Class	Class Code	Grade	Position Count	Bargaining Unit	Study Type
DOT	Transit Analyst	004460	16	4	OPT	Occupational
OAS	Animal Care Attendant	203511	14	14	OPT	Occupational
OAS	Animal Care Attendant Supervisor	103510	N19	2	Non-Union	Occupational
OAS	Animal Services Officer I	202275	17	1 (Underfill)	OPT	Occupational
OAS	Animal Services Officer II	202274	18	2 (Underfill)	OPT	Occupational
OAS	Animal Services Officer III	202273	20	14	OPT	Occupational
OAS	Animal Services Officer Lead	202272	21	2	OPT	Occupational
OAS	Registered Veterinary Technician	206512	19	2	OPT	Occupational
OAS	Veterinary Assistant	206513	15	2	OPT	Occupational
ABS	Driver/Clerk	001168	12	1	SLT	Occupational
DEP	Driver/Clerk	001168	12	1	SLT	Occupational
HHS	Driver/Clerk	001168	12	1	SLT	Occupational
LIB	Driver/Clerk (including one PT Library Driver/Clerk)	001168/ 501168	12	6	SLT	Occupational
HHS	Community Health Nurse I	002307	21	2 (Underfill)	OPT	Compensation
HHS	Community Health Nurse II	002306	24	133	OPT	Compensation
COR	Correctional Health Nurse I	003265	21	1	OPT	Compensation
COR	Correctional Health Nurse II	003266	24	21	OPT	Compensation
HHS	Social Worker I	002808	21	2 (Underfill)	OPT	Internal Salary Review
HHS	Social Worker II	002807	23	88	OPT	Internal Salary Review
HHS	Social Worker III	002806	24	35	OPT	Internal Salary Review
HHS	Therapist I	002755	23	0 (Underfill)	OPT	Internal Salary Review
HHS	Therapist II	002754	24	122	OPT	Internal Salary Review
ABS	Truck Driver/Warehouse Worker	008112	15	41	SLT	Internal Salary Review
ABS	Truck Driver Helper/Warehouse Worker	008117	10	32	SLT	Internal Salary Review
REC	Recreation Coordinator	001018	18	26	OPT	Internal Salary Review
REC	Recreation Specialist	001015	21	84	OPT	Internal Salary Review

This memorandum is also available on OHR's Classification webpage: [Classification](#). For questions or concerns, please contact Classification.OHR@montgomerycountymd.gov.

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