



## OFFICE OF HUMAN RESOURCES

Marc Elrich  
*County Executive*

Darryl Gorman  
*Acting Director*

### MEMORANDUM

Monday, June 27, 2022

TO: Executive Branch Departments and Office Directors

FROM: Darryl Gorman, Acting Director, Office of Human Resources *Darryl Gorman*

SUBJECT: Requests for Individual Position Classification Studies (June Box) FY23

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In accordance with Montgomery County Personnel Regulations (MCPR), Section 9-4 (b), the incumbent of a position, the incumbent's supervisor, or the incumbent's department director may request that the Office of Human Resources (OHR) review the classification assignment of a position during June/July. **Effective June 27, 2022**, OHR will consider requests for an individual position classification study. However, pursuant to the memo from CAO Richard S. Madaleno, dated June 24, 2022, there is a freeze on upward position reclassifications from July 1, 2022 through December 31, 2022.

A classification review of a filled position requires an explanation of the changes in the position's responsibilities as well as an explanation of what occurred (e.g., reorganization or new mandates) that precipitated the change(s) in responsibilities. Classification reviews are not to be used to circumvent the recruitment process or merit programs. Over the next four-week period, OHR will accept:

- A total of twenty-five (25) individual MCGEO OPT/SLT bargaining unit studies
- A total of twenty-five (25) individual unrepresented bargaining unit studies
  - o If accepted, the requesting department must pay the fee associated with the cost of the study.

Please note per the CAO's memo, FY23 June Box requests will not commence until after December 31, 2022, except for the Program Management Group job classifications in accordance with the June Box individual classification eligibility requirements.

The FY23 June Box requests must be submitted via the link:

<https://mcgov.sharepoint.com/teams/apps/OHRJuneBox>. The instructions, eligibility requirements, reference materials, and all required documents for requesting an individual classification study review are available through the aforementioned link. Submission of all

required documentation will only be accepted through the request submission link until **5 p.m. on July 29, 2022.**

If you have any questions, please do not hesitate to contact one of the following OHR Business Operations and Performance (BOP) Team members via Microsoft teams or as indicated below:

Contact	Title	Email	Telephone
<b>Sherri Bokor</b>	Classifier, BOP	Sherri.Bokor@montgomerycountymd.gov	75188
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<b>Rosa Hong</b>	Sr. Performance Management and Data Analyst	Rosa.Hong@montgomerycountymd.gov	75025
<b>Kimberly D. Williams</b>	Division Chief, BOP	Kimberly.Williams2@montgomerycountymd.gov	75198

Individual study requests and completed documentation must be submitted to <https://mcgov.sharepoint.com/teams/apps/OHRJuneBox>. Incomplete requests, late requests or requests that are not received in the June Box SharePoint link will be rejected.

cc: Sherri Bokor, OHR  
Manhong Feng, OHR  
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