



OFFICE OF HUMAN RESOURCES

Isiah Leggett
County Executive

Joseph Adler
Director

MEMORANDUM

May 12, 2014

TO: Executive Branch Department & Office Directors

FROM: Joseph Adler, Director, Office of Human Resources 

SUBJECT: Individual Position Classification Studies-June 2014 Box

I am writing to inform you that effective June 1, 2013, individual position classification studies may be requested by the incumbent of a position, the incumbent's supervisor, or the incumbent's department director. The request, submitted by memorandum, addressed to the Director, Office of Human Resources (OHR) must reach OHR by July 1, 2014.

A total of 50 MCGEO OPT/SLT bargaining unit and 20 non-bargaining unit individual studies will be accepted during this June 2014 Box review. The threshold for accepting individual position studies consists of the following:

- The employee must give written explanation of how & why the position's duties & responsibilities have changed and are no longer consistent with the position's current assignment;
- An explanation of where the duties & responsibilities originated.
- A completed Position Description (PD), which should include:
 - o The percentage of time used to perform each set of tasks
 - o An organization chart or diagram of where the position fits in relation to others within the section/division/department.
 - o The PD must be signed by the employee, the supervisor (or manager) and the department head (or Office Director).

A PD can be found at the following link

<http://montgomerycountymd.gov/OHR/Resources/Files/PD%20form%20edited%20May%202013.DOC>

Requests for position reclassifications will be denied based on the conditions listed below:

- Studies that were previously reviewed less than 36 months from the date of the request.
- The individual position request is part of an on-going occupational study or an occupational study where a final decision was issued in FY 2013 or FY 2014.
- Employees who have additional work which falls within their current job description.
- Employees who have been employed with the County for less than one year, or
- Employees who are on probation.

Requests for Position Reclassification will be accepted based on priority as ranked below:

- Documented recent reorganizations (beginning from FY 14 to the present) that are described in the budget books or in memorandum format to the CAO. In these reorganization, duties could not be reassigned to employees performing similar work, & there is a possibility that higher level duties were assigned to employees performing lower grade work
- Change in duties directly relates to the Department priority objectives or mission for Fiscal Year 15 & 16 as reflected in the County's Operating or Capital Budget and/or the Department's strategic plan.
- Change in duties relates to a global change such as a change in a federal, state, county, or local law and/or County Executive priorities.
- Requirements of some of the positions in the class have changed, i.e., certifications, licenses, etc.
- Seniority of the employee.

All requests for individual classification studies should be sent electronically to the following e-mail address classification.OHR@montgomerycountymd.gov. All requests submitted will receive an electronic acknowledgement email from OHR Classification. Further, the Director will receive a follow up email informing employee, the director, and the HR liaison that the request to study an individual position has been accepted or denied. If accepted and there are missing items, employee, the director & the HR liaison will be informed of what items are missing.

If you have any questions regarding this matter, please do not hesitate to contact Kaye Beckley at 240.777.5041 or by email at Kaye.Beckley@montgomerycountymd.gov.

cc: Human Resources Liaisons
Steve Farber, Council Staff Director

JA/kb