MEMORANDUM

June 24, 2022

TO: Executive Branch Department and Office Directors

FROM: Richard S. Madaleno, Chief Administrative Officer

SUBJECT: Freeze on Upward Position Reclassifications; July 1 through December 31, 2022

Due to the upcoming election for County Executive, and in accordance with Section 33-11 of the Montgomery County Code, Classification, Salary and Wage Plans:

"The Chief Administrative Officer must determine by written finding that a reclassification is necessary for the efficient and effective operation of County government before approving an upward reclassification of a position between July 1 and December 31 of any year in which the County Executive is elected."

Under this provision, I have directed that any individual and occupational classification studies currently underway that will be completed between July 1 and December 31, 2022, and determined as upward reclassification may proceed uninterrupted. The studies that will proceed uninterrupted were shared previously by the Office of Human Resources (OHR).

Individual position and occupational classification studies scheduled for FY23 will not commence until after December 31, 2022, except for Program Management Group job classifications per the June Box individual classification eligibility requirements.

As an exception to the general rules stated above, I will approve requested upward reclassifications that are able to be completed between July 1 and December 31, 2022, on a case-by-case basis.
If you have questions related to individual and occupational classification studies, please contact Classification.OHR@montgomerycountymd.gov.

Please share this memorandum with your managers, supervisors, and employees.

cc: Darryl Gorman, Acting Director, Office of Human Resources
    Bruce Martin, Executive Director, Merit Systems Protection Board
    Gino Renne, President, Municipal and County Government Employees Organization, Local 1994
    Marlene Michaelson, Executive Director, Montgomery County Council Human Resources Liaisons
    Senior Executive Administrative Aides