



OFFICE OF HUMAN RESOURCES

Marc Elrich
County Executive

Karen Plucinski
Acting Director

MEMORANDUM

Monday, June 03, 2019

TO: Executive Branch Departments and Office Directors

FROM: Karen Plucinski, Acting Director, Office of Human Resources

SUBJECT: Requests for Individual Position Classification Studies (June Box) FY20

In accordance with MCPR 9-4 (b), the incumbent of a position, the incumbent's supervisor, or the incumbent's Department Director may request the Office of Human Resources (OHR) to review the classification assignment of a position during the month of June. **Effective June 3, 2019**, OHR will consider requests for an individual position classification study.

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. During this 37-day 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.

In an effort to enhance the June Box process, OHR has created a user-friendly request submission 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 above link. Submission of all required documentation will only be accepted through the request submission link until **5 p.m. on July 9, 2019**.

If you have any questions, please do not hesitate to contact one of the following OHR Business Operations and Performance (BOP) Team members:

Contact	Title	Email	Telephone
Tonya Andrews	Manager, BOP	Tonya.andrews@montgomerycountymd.gov	75032
Rosa Hong	BOP Program Manager	Rosa.hong@montgomerycountymd.gov	75025
Kimberly D. Williams	Acting 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: Department Human Resources Liaisons
Tonya Andrews, OHR
Sherri Bokor, OHR
Phillip Daniels, OHR
Bruce Martin, MSPB
Amy Millar, MCGEO
Gino Renne, MCGEO President
Rosa Hong, OHR
Michelle Weis, Executive Assistant to MCGEO President
Kimberly D. Williams, Acting Division Chief, BOP
Lisa Wilsonia-Blackwell, MCGEO