



OFFICE OF HUMAN RESOURCES


Marc Elrich
County Executive

Berke Attila
Director

MEMORANDUM

Friday, June 11, 2021

TO: Executive Branch Department and Office Directors

FROM: Berke Attila, Director, Office of Human Resources 

SUBJECT: Requests for Individual Position Classification Studies (June Box) FY22

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/July. **Effective June 11, 2021**, 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. Over the next 5-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. *
 - *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 16, 2021**.

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
Sherri Bokor	Classifier, BOP	Sherri.Bokor@montgomerycountymd.gov	75188
Mani Persaud	Classifier, BOP	Mani.Persaud@montgomerycountymd.gov	75055
Rosa Hong	Sr. Performance Management and Data Analyst	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 via the June Box SharePoint link will be rejected.

cc: Department Human Resources Liaisons
Steven Blivess, Manager, OLR
Mani Persaud, OHR
Sherri Bokor, OHR
Bruce Martin, MSPB
Amy Millar, MCGEO
Gino Renne, MCGEO President
Manhong Feng, OHR
Rosa Hong, OHR
Michelle Weis, Executive Assistant to MCGEO President
Kimberly D. Williams, Acting Division Chief, BOP
Lisa Wilsonia-Blackwell, MCGEO