



OFFICE OF THE COUNTY EXECUTIVE

Isiah Leggett
County Executive

MEMORANDUM

Timothy L. Firestine
Chief Administrative Officer

June 23, 2018

TO: Executive Branch Department and Office Directors

FROM: Timothy L. Firestine, Chief Administrative Officer *Timothy L. Firestine*

SUBJECT: Freeze on Upward Position Reclassifications - July 1 through December 31, 2018

Due to the upcoming election for the office of County Executive, in accordance with Sec. 33-11. Classification; salary and wage plans of the Montgomery County Code:

“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.”

Pursuant to this provision, I have directed that both requested individual position classification analyses and occupational group studies scheduled for FY19 (including the completion of work already underway) will be conducted by the Office of Human Resources as under normal conditions. However, upward reclassifications of encumbered positions cannot be implemented until after December 31, 2018, except in compliance with the above section of the code. Upward reclassifications that are approved after December 31, 2018, will not result in retroactive reassignment of the increment date.

As an exception to the general rule stated above, I may approve upward reclassifications between July 1, 2018, and December 31, 2018, if such upward reclassifications result from pending individual position and occupational class studies undertaken in connection with requests that were received in the Office of Human Resources on or before May 31, 2018. I will examine those studies currently underway as each is completed. This exception will be made when necessary for the efficient and effective operation of the County government.

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

TF:kc

cc: Isiah Leggett, County Executive
Bruce Martin, Executive Director, MSPB
Gino Renne, President MCGEO, Local 1994
Marlene Michaelson, Executive Director, County Council

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