



OFFICE OF HUMAN RESOURCES

Marc Elrich
County Executive

Berke Attila
OHR Director

MEMORANDUM

Thursday, September 9, 2021

TO: Department and Office Directors

FROM: for Berke Attila, Director, Office of Human Resources

Darryl Gorman

SUBJECT: FY22 Job Classification Studies

The Office of Human Resources (OHR), in collaboration with MCGEO, has identified the June Box and Occupational Job Classifications (listed below) to be reviewed and evaluated in calendar year 2022. The selection of job classification studies was determined in accordance with the MCGEO collective bargaining agreement and the OHR instructions provided for submission of the June Box requests. All studies will be conducted by the OHR consultant organization, CPS HR, and reviewed by the OHR classifier assigned.

Notification of all accepted FY22 June Box Studies were sent via email to the employee, the supervisor and the department director **Monday, August 2, 2021**. The initial recommendations for the FY22 June Box Studies are scheduled for **June 30, 2022**, however, OHR will provide timely updates and/or changes to the schedule.

Included in this year's occupational study process is a special study of job classifications identified by MCGEO, resulting in a total of 20 job classifications and over 400 incumbents to be studied during fiscal year 2022. The OHR classifier will work with the respective departments to ensure education, coordination, and submission of required information for timely and accurate completion of the occupational study, as well as provide timely study statuses and updates.

The final decisions for the FY22 Occupational Studies listed on the following page will be completed based on the timeline submitted by the CPS HR consultant, which assumes the required information has been provided by OHR and the department. This memorandum, including the list of job classifications being studied in FY22, is also published on the OHR Classification webpage: [Classification \(montgomerycountymd.gov\)](https://montgomerycountymd.gov/Classification).

FY22 Occupational Job Classifications						
HR Org	Position Title	Position Class Code	Grade	Count	Bargaining Unit	OHR Classifier
ABS	Truck Driver Helper/Warehouse Worker	8117	10	28	SLT	Sherri Bokor
ABS	Truck Driver/Warehouse Worker	8112	15	38	SLT	Sherri Bokor
COR	Correctional Dietary Officer II	203229	18	14	OPT	Sherri Bokor
COR	Correctional Dietary Supervisor	3227	22	2	NON	Sherri Bokor
DGS	Truck Driver/Warehouse Worker	8112	15	2	SLT	Sherri Bokor
DOT	Equipment Operator Apprentice	5114	11	6	SLT	Mani Persaud
DOT	Equipment Operator I	5113	14	98	SLT	Mani Persaud
DOT	Equipment Operator II	5112	15	22	SLT	Mani Persaud
DOT	Equipment Operator III	5111	16	8	SLT	Mani Persaud
HHS	School Health Room Technician I	202702	15	1	OPT	Mani Persaud
HHS	School Health Room Technician I	202702	15	204	OPT	Mani Persaud
HHS	School Health Room Technician II	202701	16	5	OPT	Mani Persaud

FY22 Special Study Job Classifications						
HR Org	Position Title	Position Class Code	Grade	Count	Bargaining Unit	OHR Classifier
POL	Forensic Firearms/Toolmark Examiner	003518	24	2	OPT	Sherri Bokor
POL	Forensic Scientist	003519	25	11	OPT	Sherri Bokor
POL	Forensics Specialist I	003521	20	6	OPT	Sherri Bokor
POL	Forensics Specialist II	003520	21	2	OPT	Sherri Bokor
POL	Latent Print Examiner	003505	20	2	OPT	Sherri Bokor
POL	Senior Forensic Scientist	003522	26	2	OPT	Sherri Bokor
POL	Senior Latent Print Examiner	003507	22	1	OPT	Sherri Bokor

If you have any questions or concerns, please reach out to your OHR contact or send an email to classification.ohr@montgomerycountymd.gov.

cc: Department Human Resource Liaisons
Lystra Baird, OHR
Sherri Bokor, OHR
Melissa Boone-Miller, OHR
Phillip Daniels, OHR
Manhong Feng, OHR
Darryl Gorman, OHR
Jennifer Harling, OLR
Rosa Hong, OHR
Bruce Martin, MSPB
Mani Persaud, OHR
Jennifer Shovlin, OHR
Kimberly D. Williams, Chief OHR BOP
Gino Renne, MCGEO President
Ryan Conlon, MCGEO
Amy Millar, MCGEO
Michelle Weis, Executive Assistant to MCGEO President
Lisa Wilsonia-Blackwell, MCGEO