



OFFICE OF HUMAN RESOURCES


Marc Elrich
County Executive

Traci L. Anderson
Director

MEMORANDUM

June 21, 2024

TO: Department and Office Directors

FROM: Traci L. Anderson, Director, Office of Human Resources 

SUBJECT: Requests for Individual Position Classification Studies (June Box) FY25

In accordance with Montgomery County Personnel Regulations Section 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. **Beginning June 24, 2024**, OHR will consider requests for an individual position classification study to occur during FY25.

A classification review request for 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 in responsibilities*. Classification reviews are not to be used to circumvent the recruitment process or merit system principles. Between June 24, 2024, and July 26, 2024, OHR will accept the following on a first-come, first-served basis.

- 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.

To enhance the June Box process, OHR has created a user-friendly request submission link: <https://mcgov.sharepoint.com/teams/apps/OHRJuneBox>. Individual study requests and completed documentation must be submitted via this link. Please ensure accurate and full completion of each submission. ***Incomplete requests, late requests, or requests that are not received in the June Box SharePoint link by 5 p.m. on July 26, 2024, will not be considered.***

The instructions, eligibility requirements, reference materials, and all required documents for requesting an individual classification study review are available through the above link.

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Submission of all required documentation will only be accepted through the request submission link until **5 p.m. on July 26, 2024**.

If you have any questions, please contact the OHR Classification Team at Classification.OHR@montgomerycountymd.gov. On Monday, June 24, an email will be sent to all employees announcing the opening of the FY25 June Box.

cc: Gino Renne, MCGEO
James Tinnick, OHR
Michelle Weis, MCGEO
Classification, OHR
HR Liaisons
SEAAs