

# The Montgomery County Government Classification Plan and Salary Schedule Coding System Explanation

## Classification Plan

Montgomery County Government has a Classification Plan with over 600 active class codes. The County Classification Plan categorizes each county job into a class code, job class title, the occupational series code, the pay grade/band, the corresponding 2-digit salary schedule numeric code, and Fair Labor Standards Act (FLSA) status code. The Classification Plan lists each class code and class title with its class specification which summarizes the general duties and responsibilities for each job.

## Historical Note on Montgomery County Class Codes

The Montgomery County classification coding system uses a 6-digit class code for each job class.

The Montgomery County Classification Plan was first created when there was no union presence. Each class code led with “00” and all codes had non-union status.

After the county workforce became unionized, the Classification Plan continued to create 6-digit codes leading with “00” but these class codes represented both union and non-union positions based on the union status of the majority of the employees working in the job class.

As the County human resources information systems evolved, there was a need to better track the union representation status and assignment categories for all County employees.

Today, the County Classification Plan contains class codes that begin with the following digits:

- “00” represents either union or non-union positions based on the union status for the majority of the positions in the job class
- “10” are reserved exclusively for non-union positions  
“20” are reserved exclusively for Municipal & County Government Employees Organization (MCGEO) bargaining unit positions
- “50” are reserved exclusively for MCGEO full scope temporary positions in an occupational class in which the incumbents are predominantly career merit system employees
- “70” are reserved exclusively for MCGEO limited scope temporary positions in an occupational class in which the incumbents are not predominantly career merit employees and most positions are paid using the Minimum Wage/Seasonal Salary Schedule

## Salary Schedule Codes/Bargaining Unit Designations

Salary Schedule Code	Montgomery County Salary Schedule
01	Non-Represented General Salary Schedule (GSS)

<b>02</b>	<b>MCGEO - Service, Labor &amp; Trade (SLT)</b>
<b>03</b>	<b>MCGEO - Office, Professional, &amp; Technical Unit (OPT)</b>
<b>04</b>	<b>Fire/Rescue Bargaining Unit</b>
<b>05</b>	<b>Police Bargaining Unit</b>
<b>06</b>	<b>Police Management</b>
<b>07</b>	<b>Minimum Wage/Seasonal</b>
<b>08</b>	<b>Management Leadership Service (MLS)</b>
<b>09</b>	<b>Fire/Rescue Management</b>
<b>10</b>	<b>Deputy Sheriff Management</b>
<b>11</b>	<b>Deputy Sheriff Bargaining Unit</b>
<b>12</b>	<b>Correctional Management (Lieutenant/Captain)</b>
<b>13</b>	<b>Non Represented Medical Doctors (Physicians &amp; Psychiatrists)</b>
<b>14</b>	<b>Correctional Officers Bargaining Unit</b>
<b>15</b>	<b>MCGEO - Temporary Employees (Full Scope)</b>
<b>16</b>	<b>MCGEO - Seasonal Employees (Limited Scope)</b>
<b>17</b>	<b>No Rates Employees (NR)</b>
<b>18</b>	<b>Non-Merit Employees (NM)</b>

### **FLSA Status Code**

Each Montgomery County class code has been analyzed to determine whether the job class is exempt (E) or nonexempt (N) from the Fair Labor Standards Act of 1938.