



OFFICE OF HUMAN RESOURCES
M E M O R A N D U M

Isiah Leggett
County Executive

Shawn Y. Stokes
Director

May 19, 2015

TO: Department and Office Directors

FROM: Shawn Y. Stokes, Director
Office of Human Resources 

SUBJECT: Classification Studies for the Up-Coming June Box

As a result of the across-the-board 3% target reduction plan for FY 16, OHR has had to make some service adjustments. One such adjustment is OHR's inability to conduct classification studies for both represented and non-represented employees during FY 16. The collective bargaining agreement with Municipal and County Government Employees Organization, Local 1994 (MCGEO) for FY 16 includes seven occupational class studies. However, no individual classification studies will be accepted during the month of June 2015 and throughout the year. There will be a few exceptions and they are listed below:

1. With the understanding that there are business needs to hire employees within the departments regardless of the fiscal climate, OHR will continue to reclassify any represented or non-represented vacant positions and create new positions and classes as the need arises.
2. After a reorganization or as positions are vacated and not filled and where there are existing duties that have not been assigned to an employee, those existing duties should be reassigned to existing employees in positions performing work of a similar nature and grade level. However, OHR will consider accepting reclassification requests for encumbered positions where: there are reorganizations; duties could not be reassigned to employees performing similarly graded work; and higher level duties were assigned to employees performing lower graded work.
3. In accordance with *Section 9-5. Special Classification studies* of the Personnel Regulations, in the limited instances where positions are encumbered and the Department or Office Director requests a special classification study as a result of extraordinary circumstances, and if accepted by the OHR Director, OHR will make

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arrangements for departments to seek the services of an outside classification contractor. OHR will coordinate these efforts, but the cost of the study will be borne by the requesting department.

In these instances, Department and Office Directors must ensure that requests are accompanied by complete documentation packages. As examples: reorganization packages should include a justification memorandum, “before- and-after” organization charts, and complete, accurate position descriptions that clearly fit within the “after” organization; requests for special classification studies should be forwarded by a memorandum explaining the reason the duties described in the re-written position description could not be absorbed by other employees performing similarly graded duties and the specific extraordinary circumstance.

All requests should be forwarded electronically to OHR Director Shawn Stokes, with a copy to Kaye Beckley, Director, Business Operations and Performance Team. Questions may be directed to Ms. Beckley at 240-777-5041, or via email.

cc: HR Liaisons
Steve Farber, Council Administrator

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