



## Common Recruiting Terms

**Appointment:** The formal assignment or promotion of an eligible applicant or employee to a full-time, part-time, term, or temporary position by a department director.

**Career position:** A full-time, part-time, or term merit system position.

**CBA:** Collective Bargaining Agreement

**Closing date:** Most Montgomery County Government positions are advertised with closing dates. To be considered for the position, your application and resume must be submitted online by the closing date.

**Conditional offer:** An offer of County employment that the OHR Director may withdraw if the applicant fails to meet the requirements for the position, which may include a medical evaluation, drug and alcohol screening test, suitability/background investigation, reference check, multilingual language skills, etc.

**Customized Employment Public Interns:** Individuals with significant disabilities hired non-competitively on a short-term temporary basis to perform tasks for departments through the County that match the individual's interest, skills, and competencies with the department's needs.

**EME:** Employee Medical Examiner

**Equivalency:** See [Equivalencies for Education and Experience](#).

**Essential functions:** Job tasks that are fundamental, critical, and not marginal to the position individual holds or seeks. They are the basic job duties that an employee must be able to perform with or without reasonable accommodation.

**Exempt employee:** Incumbent of a position that is not eligible for overtime pay under the Fair Labor Standards Act (FLSA) because of an exemption in the law.

**Financial disclosure statement:** The County's Ethics Law ([Chapter 19A of the Montgomery County Code](#)) requires certain County employees, certain members of Boards, Committees, and Commissions, and certain employees of the Housing Opportunities Commission to file financial disclosure statements. All financial disclosure statements are publicly available. If you are designated to file a financial disclosure statement, you will be notified of your obligation to do so by the Ethics Commission.

**Full-time employee:** Incumbent of a full-time position.

**Full-time position:** A career position, including a term position, that:

- for employees who work 12-hour shifts, requires employment on a continuing year-round or school-year basis for 40 or more regularly scheduled hours per week during one week of the pay period and 36 or more regularly scheduled hours per week during the other week of the pay period; or
- for employees who do not work 12-hour shifts, requires employment for 40 or more regularly scheduled hours per week on a continuing year-round or schoolyear basis.

**Hiring preference:** Montgomery County Government is committed to hiring a well-qualified, motivated, and diverse pool of applicants who will be able to deliver quality services to our residents. The County provides “hiring preference” to qualified veterans, veterans with disabilities and individuals with disabilities.

**iRecruitment:** Oracle iRecruitment is a full-cycle recruiting solution focused on the manager-recruiter-candidate hiring relationship that fully automates the County’s entire recruitment process. Oracle iRecruitment works seamlessly with the Oracle Human Capital Management (HCM) systems to manage the entire workforce lifecycle.

**Knowledge, Skills and Abilities (KSAs):** The minimum knowledge, skills and abilities (KSAs) required for candidates to successfully perform the job as determined by the Job Classification and Compensation Quantitative Evaluation System (QES).

**Management Leadership Service (MLS):** A program for merit system employees in high level positions who have responsibility for managing County programs and services or developing and promoting public policy for major programs and management functions, or both, that includes a broadband classification system, performance-based pay, and professional development opportunities.

**Merit system employee:** A person employed by the County in a full-time or part time career position, except those excluded by Section 2-2 of the Montgomery County Personnel Regulations.

**Merit system position:** A career position in the executive or legislative branch of the County government, the Office of the County Sheriff, or another position designated by County or State statute, except those excluded by Section 2-2 of the Montgomery County Personnel Regulations.

**Merit system status:** The condition achieved by a merit system employee who satisfactorily completes the required probationary period and is entitled to the rights and privileges described in these Regulations.

**Medical exam protocol:** The types of medical screening and medical tests that the Employee Medical Examiner (EME) requires to determine if an applicant or employee is medically suited for an occupation or position. Depending on the essential functions of a position, the medical protocol may include the following:

- review of medical history
- physical examination
- blood work
- drug and alcohol screen
- vision screen
- hearing test
- pulmonary function test
- TB test
- physical abilities examination
- psychological assessment

**Medical requirements for employment:**

- An applicant who is selected for a County position must meet the medical requirements for the position before the applicant is appointed to the position.
- An employee must be able to perform the essential functions of the employee’s job.
- If a department director transfers, promotes, or demotes an employee to a different position, the employee must meet the medical requirements for the new position.

**Medical and physical requirements for job applicants.** The OHR Director may condition a job offer on the satisfactory result of a post-offer medical examination or inquiry required of all entering employees in the same job or occupational class.

- An applicant who receives a conditional offer of employment in a County position must: undergo other medical examinations or tests as required by the medical exam protocol that the Employee Medical Examiner (EME) has determined is appropriate for the County position.
- An applicant must undergo a medical evaluation before being placed in a County position if the applicant is:
  - offered initial County employment;
  - a former County employee offered reemployment in the same position after an absence of more than 6 months.
- An applicant for a Police Officer, Deputy Sheriff, or Correctional Officer position must undergo job-related pre-placement physical ability testing as part of the medical evaluation process.
- An applicant for a Firefighter/Rescuer position must undergo job-related pre-placement physical ability testing conducted by the Fire & Rescue Service. A) submit a completed medical history form to OMS; and
- If an applicant is not appointed to the position offered within 90 days after completing the pre-placement medical evaluation, an OMS staff member must review the medical information with the applicant to determine if any information has changed.
- An applicant who is not appointed within 12 months after completing the pre-placement medical evaluation must undergo another complete medical evaluation before appointment.

**The County may use the results of a pre-placement medical evaluation to:**

- determine the individual's current ability to perform essential functions of the offered position without significant threat to the health and safety of the individual or others;
- medically certify the individual's need for a work restriction or reasonable accommodation;
- establish baseline health information on an employee that may be used to monitor changes over time; and
- detect health problems in the individual that need follow-up.

**MCPR:** Montgomery County Personnel Regulations

**Minimum Qualifications:** Minimum qualifications are the amount and type of work experience, education, training and/or licensure you are required to have to be considered for a job.

- required education
- relevant experience areas
- relevant years of experience
- license (if minimally required)
- certifications (if minimally required)
- equivalency/substitutions (if allowed)

**Non-essential employee:** An employee in an occupational class or position that is not designated as essential and who is usually not required to work during a general emergency or liberal leave period.

**Minimum education and equivalent education:** The minimum education and years in relevant experience areas required for candidates to minimally qualify for the job vacancy as determined from the Job Classification Specification and Position Description.

**Non-exempt employee:** An incumbent of a position that is eligible for overtime pay under the Fair Labor Standards Act (FLSA).

**Occupational Medical Services (OMS):** An organizational unit of the Office of Human Resources under the medical supervision of the Employee Medical Examiner (EME) with responsibility for conducting medical evaluations of County employees and applicants for County jobs and providing other services related to the health and welfare of County employees.

**OHR:** Office of Human Resources

**Open Continuous:** Online applications for these positions at any time.

**Open Until Filled:** Online applications are accepted for these positions as long as the position is vacant and posted.

**Overall rating:** A summary rating in the employee's performance evaluation that best describes the employee's overall level of performance during the period covered by a performance plan.

**Part-time employee:** An incumbent of a part-time position.

**Part-time position:** A career position, including a term position that:

- requires employment for 20 to 39 regularly scheduled hours per week on a continuing year-round or school-year basis; or
- is specially designated by the CAO and requires regular employment for 10 to 20 hours per week on a continuing year-round or school-year basis and approval by the Merit System Protection Board (MSPB).

**Preferred criteria:** The department specific knowledge, skills and experience deemed critical to successfully perform the job. The preferred criteria must be within the scope of the job classification. Preferred qualifications are qualifications, in addition to the minimum qualifications, which help describe the ideal applicant. Minimally qualified applicants who also have the preferred qualifications may be given first consideration in screening and hiring for a vacancy.

**Probationary employee:** A person who has not completed the required probationary period and gained merit system status and who is:

- a new employee recently hired into a full-time or part-time County position; or
- a former temporary employee recently appointed to a full-time or part-time County position.

**Probationary period:** The initial period after employment during which an employee must demonstrate proper attitude and ability to be granted merit system status.

**Progressively responsible experience:** Progressively responsible experience refers to experience that demonstrates growth and/or advancement in complexity, difficulty, or level of responsibility.

**Project SEARCH Interns:** A one-year job training program for young adults with intellectual and developmental disabilities who are either in their last year of high school or recent graduates in which these individuals serve as interns in County Departments and acquire marketable job skills.

**QES: Quantitative Evaluation System III:** The quantitative point-factor job evaluation system used by the County to determine the grade of an occupational class. The system uses 10 factors; 9 factors are common to all jobs and 1 is used to measure supervisory responsibilities.

#### **QES Job Factors**

- *Knowledge:* Measures the nature and extent of information or facts, or grasp of a field of work (e.g. steps, procedures, practices, rules, policies, theories, principles and concepts)
- *Supervisory controls:* Covers the nature and extent of direct or indirect controls exercised by the supervisor, the employee's responsibility and the review of work. Responsibility of the employee depends upon the extent to which the employee is expected to develop the sequence and timing of various aspects of the work, to modify or recommend modification of instructions, and to participate in establishing priorities and defining objectives.
- *Guidelines:* Covers the nature of guidelines, the judgment needed to apply them and the authority to depart from and to adopt guides. Guides include desk manuals, established procedures and policies, traditional practices and reference materials.

- *Complexity*: Covers the nature, number, variety and intricacy of tasks, steps, processes or methods in the work performed; the difficulty in identifying what needs to be done; and the difficulty and originality involved in performing the work.
- *Scope and effect*: Covers the purpose, breadth and depth of the assignment, and the effect of work products or services both within and outside of the organization.
- *Contacts*: Refers to the requirement for the worker to deal with individuals or groups, such as representatives of organizations, legislative bodies, or community groups in person or by telephone to accomplish work objectives.
- *Work direction*: Measures the responsibility of an employee for the work of others. Includes the supervisory functions of assigning and reviewing work, establishing and enforcing work standards, coordinating work efforts; and work planning, organization and control
- *Personnel authority*: Measures the degree of authority exercised by an employee over matters affecting the selection, assignment, performance appraisal, training, promotion, reward, transfer, suspension, discipline, or removal of employees or the adjustment of employee grievances and complaints.
- *Public service/assistance*: Measures the employee's provision of direct assistance to the public/and or care and custody for a client in providing public service, either in person or by telephone.
- *Physical demands*: Measures the discomforts or unpleasantness of the work environment such as hazards and working conditions.

### Rating Status Terms

- *Active Application*: Your application has been received, but not yet reviewed.
- *Did Not Meet Screening Criteria*: Applicant did not meet the screening criteria/minimum qualifications and is not qualified for the position.
- *Eligible List*: Applicant has been placed in the highest rated category and may be contacted for an interview.
- *Position Has Been Filled*: Position has been filled and the ad is closed.
- *Qualified After Review*: Applicant has been rated as "Qualified" for the position but is not likely to receive further consideration because other candidates were rated "Well Qualified".
- *Superseded by Another Posting*: The IRC will not be filled as advertised and a new revised ad will be posted for the position.
- *Under Review*: Application has been received and based on preliminary information, applicant may meet the minimum qualifications for the position and may advance in the competitive rating process.

**Reasonable accommodations:** If the Employee Medical Examiner (EME) finds that an applicant or employee is a qualified individual with a disability that impairs the individual's ability to perform the essential functions of the job, the OHR Director must determine if the employee or applicant can be reasonably accommodated. Reasonable accommodation may include such modifications as:

- making existing facilities used by employees readily accessible to and
- usable by a qualified individual with a disability;
- job restructuring;
- changing a work schedule or allowing part-time work;
- reassigning to a vacant position;
- acquiring or modifying equipment or devices;
- adjusting or modifying examinations, training materials, or policies;
- providing qualified readers or interpreters; and
- providing other similar accommodations for an individual with a disability.
- Note: Reasonable accommodation does not include recommended equipment, medical appliances, or prostheses such as wheelchairs, eyeglasses, contact lens, or hearing aids that have general use for work and outside of work.

**Represented employee:** An employee whose position is included in one of the County's bargaining units.

- MCGEO: Municipal and County Government Employees Organization
- FOP: Fraternal Order of Police
- IAFF: International Association of Fire Fighters

**Selection guidelines:** It is the policy of Montgomery County to conduct all employment activities in a manner that will ensure equal employment opportunity for all persons without regard to race, color, religion, national origin, ancestry, sex, marital status, disability, sexual orientation, genetic status, or political affiliation. We have an obligation to assure that all people seeking employment, a promotion or a transfer opportunity with Montgomery County have an equal opportunity to gain it, and that individuals competing for positions are treated fairly. As suggested by guidelines enacted by the Equal Employment Opportunity Commission, the County provided formalized training to all employees involved in the selection process to achieve our goals. In addition to achieving these goals, this process ensures consistent selection interviews are conducted throughout the County.

**Standard Competencies Proficiency Scale:** The County's Preferred Criteria assessment uses the industry standard competency proficiency scale.

- Level 1 – Fundamental (*basic knowledge*) common knowledge or understanding of basic techniques and concepts; focus is on learning
- Level 2 – Novice (*limited experience*) classroom experience and/or experimental scenarios or as a trainee on-the-job; focus is on developing through on-the-job experience
- Level 3 – Intermediate (*practical application*) application of the competency to situations and occasional minimal guidance to perform; focus is on applying and enhancing knowledge or skill
- Level 4 – Advanced (*applied theory*) perform the actions associated with this skill consistently and without assistance; focus is on broad organizational issues
- Level 5 – Expert (recognized authority) provide guidance, troubleshoot and answer complex questions; focus is strategic

**Suitability determination:** A decision by OHR Director or a department/agency with delegated authority that a person is suitable or is not suitable for employment in covered positions in the Montgomery County Government. Suitability is a person's identifiable character traits and conduct sufficient to decide whether an individual's employment or continued employment would or would not protect the efficiency of the County.

**Temporary employee:** An incumbent of a temporary position (i.e., a non-career position classified and filled under merit system principles).

**Term employee:** An incumbent of a term position.

**Term position:** A type of full-time or part-time career merit system position that is created for a special term, project, or program, or a position in which the incumbent's employment terminates at the expiration of a specified period or term.

**Uniformed fire/rescue employee:** A uniformed employee of the Montgomery County Fire and Rescue Service who occupies a full-time or part-time merit system position.

**Unrepresented employee:** An employee whose position is not included in any bargaining unit.

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