



Committee: Full Council
Committee Review: N/A
Staff: Christine Wellons, Legislative Attorney
Purpose: Receive briefing and have discussion – no vote expected
Keywords: #MoCoStrategicPartnership

AGENDA ITEM #5
May 14, 2020
Worksession

SUBJECT

Expedited Bill 22-20, Administration - Position Creation and Position Alteration - Director of Strategic Partnerships and Director of Criminal Justice Coordinating Commission
Lead Sponsor: Council President at the Request of the County Executive

EXPECTED ATTENDEES

Fariba Kassiri, Deputy Chief Administrative Officer
Caroline Sturgis, Assistant Chief Administrative Officer

COUNCIL DECISION POINTS & COMMITTEE RECOMMENDATION

- Worksession – guidance to staff expected

DESCRIPTION/ISSUE

Expedited Bill 22-20 would:

- (1) create the non-merit appointed position of a Director of Strategic Partnerships; and
- (2) eliminate the requirement that the position of Director of the Criminal Justice Coordinating Commission be filled by a non-merit appointee.

SUMMARY OF KEY DISCUSSION POINTS

Discussion points include:

- whether the bill is consistent with the Council's stated continuity of services objectives;
- whether the respective positions should be performed by merit or non-merit employees; and
- whether to amend the bill.

This report contains:

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Expedited Bill 22-20	©1
Legislative Request Report	©3
Memorandum from the County Executive (including FIS)	©4
Economic Impact statement	©20

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MEMORANDUM

May 12, 2020

TO: County Council

FROM: Christine Wellons, Legislative Attorney

SUBJECT: Expedited Bill 22-20, Administration - Position Creation and Position Alteration - Director of Strategic Partnerships and Director of Criminal Justice Coordinating Commission¹

PURPOSE: Worksession – guidance to staff expected

Expected attendees:

Fariba Kissiri, Deputy Chief Administrative Officer
Caroline Sturgis, Assistant Chief Administrative Officer

Expedited Bill 22-20, Administration - Position Creation and Position Alteration - Strategic Partnerships and Criminal Justice Coordinating Commission, sponsored by the Council President at the request of the County Executive, was introduced on April 14, 2020. The Council held a public hearing with one speaker on May 5. Action is tentatively scheduled for May 19.

Expedited Bill 22-20 would:

- (1) create a non-merit appointed position of a Director of Strategic Partnerships; and
- (2) eliminate the requirement that the position of Director of the Criminal Justice Coordinating Commission be filled by a non-merit appointee.

BACKGROUND AND BILL DESCRIPTION

On March 18, 2020, the County Executive submitted a memorandum (©4) to request the introduction of an expedited bill to create a new non-merit position, the Director of Strategic Partnerships. The bill also would eliminate the non-merit position of the Director of the Criminal Justice Coordinating Commission (CJCC). The Executive proposes that the current duties of the CJCC Director be assumed by an individual designated by the Chief Administrative Officer (CAO).

The new Director of Strategic Partnerships, within the Office of the County Executive, would act as a liaison to the County Council; develop Executive positions and testimony on

¹ #MoCoStrategicPartnership

Council matters; coordinate and review Executive regulations; and perform special *ad hoc* policy assignments, among other duties.

Under the bill, the CJCC Director would no longer be a non-merit position appointed by the Executive and confirmed by the Council. Instead, the CAO would designate a CJCC Director. The duties of the CJCC Director would be unchanged. Under Section 2-60 of the County Code, the CJCC Director is responsible for “help[ing] the Commission achieve its objectives by:

- (i) facilitating the coordination of Commission meetings;
- (ii) facilitating the coordination and communication of Commission members;
- (iii) assisting the Commission in obtaining information and assistance from other County agencies and programs as needed; and
- (iv) assuring that the Commission has the staff and other resources it needs.”

In his memorandum, the County Executive states that the new Director of Strategic Partnerships would increase the effectiveness and efficiency of the Executive’s work with the County Council and other strategic partners.

The County Executive requests that the bill be expedited as “critical” for the “successful implementation of both Executive and Legislative priorities.”

SUMMARY OF PUBLIC HEARING

At the public hearing, Mr. Tibbits spoke in support of the bill on behalf of the Executive. In addition to reiterating the points outlined in the Executive’s memorandum (©4), Mr. Tibbits indicated that the CJCC Director position does not require an entire FTE. The duties of the CJCC Director currently are performed by an Assistant Chief Administrative Officer.

POTENTIAL DISCUSSION POINTS

1. Continuity of Services

The Council might wish to discuss whether the creation of a new position, the Director of Strategic Partnerships, is consistent with the Council’s stated objective to preserve continuity of services in budgeting.

According to the Executive branch, the Strategic Partnerships position is not truly a “new” position for budget purposes because it is replacing the CJCC Director position. Yet the Executive also has stated that the work of the CJCC Director position does not require an FTE. Looking at the two positions in terms of their services to the public, replacing part-time CJCC services with full-time Partnership services arguably is not continuity of services.

On the other hand, the Executive's office has pointed out that while the CJCC and Partnership duties currently are assigned to one or more Assistant Chief Administrative Officers, the Assistant Chief Administrative Officers have numerous duties in addition to the duties of the CJCC Director and Director of Strategic Partnerships. Regarding the Strategic Partnerships position, the Executive's office has stated, "We think this position can be helpful in being more responsive to the community and council. The Director of Strategic Partnerships will be focused on engaging with the Council, helping coordinate responses and communication in a timely manner. The Director will also be in regular contact with community partners so that we understand the needs and actions and respond efficiently and effectively."

2. Non-Merit Versus Merit Positions

The Council might wish to discuss whether, as a policy matter, the CJCC Director should be a non-merit appointee, or whether – as contemplated in the bill – the duties of the Director should be performed by an individual identified by the CAO. As discussed above, the duties assigned to the CJCC Director by statute include facilitating the Commission's work and acting as a liaison with other agencies. These duties appear to be similar to those performed by other merit employees who act as staff liaisons to other boards and commissions.

According to the Executive's office, duties that would be performed by the Strategic Partnerships Director currently are performed by one or more Assistant Chief Administrative Officers. The Council might wish to discuss whether these duties would be more effectively performed by a single new non-merit position. Assuming that the Strategic Partnerships Director would be desirable as a non-merit FTE, the Council might wish to consider whether it is feasible to create the position in the current budget environment.

If the Council believes that the CJCC Director does not need to be a non-merit appointee, but that a new non-merit Strategic Partnerships Director should not be created at this time due to budget considerations, the Council might wish to amend the bill (1) to eliminate creation of the Partnerships Director, but (2) to retain the provisions of the bill that amend the CJCC Director position.

STAFF RECOMMENDATION: Advise Council staff of potential amendments, if any, that should be prepared for the Council's consideration.

This packet contains:	<u>Circle #</u>
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Economic Impact statement	20

Expedited Bill No. 22-20
Concerning: Position Creation and
Position Alteration - Director of Strategic
Partnerships and Director of Criminal
Justice Coordinating Commission
Revised: 3/19/2020 Draft No. 1
Introduced: April 14, 2020
Expires: October 14, 2021
Enacted: _____
Executive: _____
Effective: _____
Sunset Date: None
Ch. _____, Laws of Mont. Co. _____

COUNTY COUNCIL FOR MONTGOMERY COUNTY, MARYLAND

Lead Sponsor: Council President at the Request of the County Executive

AN EXPEDITED ACT to:

- (1) create the non-merit appointed position of Director of Strategic Partnerships;
- (2) eliminate the requirement that the position of Director of the Criminal Justice Coordinating Commission be filled by a non-merit appointee; and
- (3) generally amend certain merit and non-merit positions in the Executive branch.

By amending

Montgomery County Code
Chapter 2, Administration
Section 2-26 and 2-60

Boldface

Underlining

[Single boldface brackets]

Double underlining

[[Double boldface brackets]]

* * *

Heading or a defined term.

Added to existing law by original bill.

Deleted from existing law by original bill.

Added by amendment.

Deleted from existing law or the bill by amendment.

Existing law unaffected by bill.

The County Council for Montgomery County, Maryland, approves the following act:

Sec 1. Sections 2-26 and 2-60 are amended as follows:

2-26. Non-merit positions.

The following positions in the Office of the County Executive are non-merit positions:

* * *

- (c) [Director, Criminal Justice Coordinating Commission] Director of Strategic Partnerships;

* * *

2-60. Criminal Justice Coordinating Commission.

* * *

- (b) *Composition; officers; terms of members; meetings; staff.*

* * *

- (9) (A) The [County Executive must appoint, subject to Council confirmation,] Chief Administrative Officer must designate an individual to serve as a Director of the Commission.

* * *

Sec. 2. Expedited Effective Date. The Council declares that this legislation is necessary for the immediate protection of the public interest. This Act takes effect on the date on which it becomes law.

LEGISLATIVE REQUEST REPORT

Expedited Bill 22-20

Administration - Position Creation and Position Alteration - Director of Strategic Partnerships and Director of Criminal Justice Coordinating Commission

DESCRIPTION:	This Bill, requested by the County Executive, revises § 2-26 to replace the non-merit appointed position of Director of the Criminal Justice Coordinating Commission with a non-merit appointed position of Director of Strategic Partnerships. The duties of the Director of the Criminal Justice Coordinating Commission would be fulfilled by an individual designated by the Chief Administrative Officer.
PROBLEM:	The relationship between the County Council, the Executive Branch and community partners is critical to the successful operation of the government at large to serve the residents of Montgomery County. The County Executive requests dedicated resources to focus on strategic partnerships.
GOALS AND OBJECTIVES:	According to the County Executive, the creation of this position will further strengthen the relationship between the Executive Branch, the County Council and community partners. Additionally, providing dedicated resources to the relationships with County Council related issues will allow us the County continue improving communication and the smooth processing of legislation.
COORDINATION:	Office of the Chief Administrative Officer
FISCAL IMPACT:	Office of Management and Budget
ECONOMIC IMPACT:	Office of Legislative Oversight
EVALUATION:	
EXPERIENCE ELSEWHERE:	Unknown
SOURCES OF INFORMATION:	Fariba Kassiri Deputy Assistant Chief Administrative Officer
APPLICATION WITHIN MUNICIPALITIES:	
PENALTIES:	As provided in Chapters 30C and 31A, Montgomery County Code.




OFFICE OF THE COUNTY EXECUTIVE
ROCKVILLE, MARYLAND 20850

Marc Elrich
County Executive

MEMORANDUM

March 18, 2020

TO: Sidney Katz, President
Montgomery County Council

FROM: Marc Elrich, County Executive 

RE: **Proposed Expedited Bill: CJCC into Director of Strategic Partnerships**

I write to request that the Council approve the enclosed expedited bill and Executive Regulation No. 2-20, which would replace the non-merit appointed position Director of the Criminal Justice Coordinating Commission with a non-merit appointed position Director of Strategic Partnerships. The duties of the of the Director of the Criminal Justice Coordinating Commission will be fulfilled by an individual designated by the Chief Administrative Officer.

Creation of this non-merit position will improve the efficiency and effectiveness of our work with collaborative partners such as the County Council and other community partners. We are particularly focused on strengthening our relationship with the County Council as a strong relationship between the County Council and the Executive Branch is critical to the successful operation of the government at large to serve the residents of Montgomery County. Creating this additional resource will allow us to continue improving communication and the smooth processing of legislation.

We ask that this bill be expedited as the Director of Strategic Partnership is a critical position for the successful implementation of both Executive and Legislative priorities.

Montgomery County Code § 1A-104(b)(2) requires that each of these positions be supported by a position description established by executive regulation under method (1). Executive Regulation No. 2-20 was advertised in the February Montgomery County Register with a comment deadline of February 11, but no comments were received. A fiscal impact statement for the regulation is also included.

Also enclosed is a legislative request report and Fiscal Impact Statement. I look forward to the Council's approval of this bill.

cc: Marc Hansen, County Attorney
Dale Tibbitts, Special Assistant



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject	Position Description for Director of Strategic Partnerships	Number 2-20
Originating Department Office of Human Resources		Effective Date

Montgomery County Regulation on

POSITION DESCRIPTION - DIRECTOR OF STRATEGIC PARTNERSHIPS OFFICE OF THE COUNTY EXECUTIVE

Issued by: County Executive
Regulation No. 2-20

Authority: Montgomery County Code (2014) Section 1A-104(b)(2)

Supersedes: Regulation No. 12-07, COMCOR 01A.104.23

Council Review: Method (1) under Code Section 2A-15

Register Vol. 37 No. 2

Effective Date: _____

Comment Deadline: February 11, 2020

Summary: This regulation abolishes the position description for Director, Criminal Justice Coordinating Commission (Regulation No. 12-07, COMCOR 01A.104.23) and establishes a new position description for Director of Strategic Partnerships, Office of the County Executive.

Staff contact: Kimberly Williams, Office of Human Resources
(240) 777-5198

Address: Office of Human Resources
Executive Office Building
101 Monroe Street, Fifth Floor
Rockville, Maryland 20850

Background: Montgomery County Code § 1A-104(b)(2) requires that certain positions in the Executive Branch designated by law as non-merit must be supported by a position description established by executive regulation under method (1).

[DIRECTOR, CRIMINAL JUSTICE COORDINATING COMMISSION

01A.104.23.01 Definition of Class:



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject	Position Description for Director of Strategic Partnerships	Number 2-20
Originating Department Office of Human Resources		Effective Date

This is executive-level work directing the staff and supporting the operation of the Criminal Justice Coordinating Commission. The Commission is an advisory body to the County Executive and County Council that is comprised of high-level legislative and executive branch officials within County government, officials of equivalent rank in other governmental jurisdictions, and other private and public representatives. The Commission evaluates and promotes law enforcement and the administration of justice in the County, facilitates coordination among County law enforcement and criminal justice agencies, and facilitates coordination of County law enforcement and criminal justice system programs and systems with the State and neighboring states and local governments. As the incumbent of a non-merit position within Montgomery County Government, the employee will be appointed by the County Executive and confirmed by the County Council. The purpose of the position is to help the Commission achieve its objectives by obtaining information and assistance from other County agencies and programs, facilitating communication among Commission members and with other organizations and groups, and facilitating and managing Commission meetings, projects, and programs.

Work assignments are stated in terms of broadly defined missions and are performed under administrative direction of an appointed Commission and the Chief Administrative Officer or County Executive. The work performed is considered to be technically authoritative and is evaluated in terms of meeting broad program goals and in terms of the Commission's role. The employee exercises full accountability for all matters associated with completing work assignments, including determining the work to be performed and the methods used. Guidelines consist of broad policy directives and require the employee to use considerable judgment in interpreting the intent of the guidelines and in generating specific recommendations for use by the Commission. The complexity of the work is characterized by a broad range of issues affecting law enforcement and criminal justice and changing areas of law and socio-economic conditions that are difficult to assess and that require substantial analysis in order to decide on a course of action. The Commission's programs affect the well-being of a substantial number of County residents. The work is primarily sedentary, performed in a typical office setting, and subject to common everyday risks.

01A.104.23.02 Examples of duties (illustrative only):

Provides full staff support and leadership for meetings of the Commission and its steering committee.

Determines the staffing requirements, analytic approaches, coverage, scope of work, and reporting requirements of Commission study projects to assure a final product that meets the needs of the Commission.

Works with the Commission to determine the issues that the Commission will study, develops work statements for study projects, reviews and provides feedback to the Commission on study projects, procures criminal justice consultants for projects, and reviews and manages the work of consultants who are conducting study projects.



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject	Position Description for Director of Strategic Partnerships	Number 2-20
Originating Department Office of Human Resources	Effective Date	

Coordinates the agenda for Commission meetings with the Commission Chair and steering committee, identifies issues and other matters of interest for the Commission, and schedules appropriate speakers for Commission meetings.

Reviews and provides advice to the Commission on legislative and policy issues confronting the State of Maryland, General Assembly, and County Council.

Drafts testimony and correspondence in support of Commission positions on legislative and policy issues.

Monitors and keeps the Commission informed on the status of ongoing State and local criminal justice capital projects and information/communication projects.

Coordinates Commission involvement as a local advisory board in the review and recommendation of County local law enforcement block grant expenditures, and provides advisory services on issues that arise in the grant process.

Provides the Commission with information on criminal justice issues and related policies, practices, and procedures.

Researches and analyzes data, laws, and publications; and develops and disseminates information and educational materials pertinent to law enforcement and criminal justice issues.

Conducts in-depth research on pertinent issues, interprets and analyzes data, and writes comprehensive reports.

Establishes and coordinates information programs concerning the goals and activities of the Commission.

Represents the Commission, County Executive, or County government at public events, meetings, and conferences.

01A.104.23.03 Recommended qualifications:

Experience: Seven years of progressively responsible professional experience in organizational management or in a field related to the assigned area, 4 years of which were in a supervisory or executive capacity. "Executive capacity" means a high level position that is assigned technical research, has responsibility to advise management or make policy, and exerts considerable influence on organizational policies, plans, and operations.

Education: Possession of a Master's Degree from an accredited college or university in business, business administration, or an equivalent field, or in an organizational discipline that is, preferably, in a field related to criminal justice.

Equivalency: An equivalent combination of education and experience may be substituted.

01A.104.23.04 Knowledge, skills, and abilities:



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Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject	Position Description for Director of Strategic Partnerships	Number 2-20
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Extensive knowledge of law enforcement and criminal justice systems and issues at the local government level in order to provide full staff support and leadership for meetings and activities of the Commission.

Extensive knowledge of Federal, State, and County laws, statutes, and regulations governing the exercise of law enforcement and the criminal justice system.

Extensive knowledge of legal and systemic problems facing law enforcement and the administration of justice.

Extensive knowledge of investigative and analytical methods and procedures related to the compilation and analysis of data relative to the law enforcement and criminal justice field.

Knowledge of and ability to cooperate with the goals and objectives of the Commission.

Skill in communication and interpersonal relations to establish and maintain effective working relations with Commissioners and with a variety of representatives of the public and private sector, many of whom may have conflicting and/or competing interests.

Ability to communicate clearly, concisely, and effectively, orally and in writing, in order to obtain and transmit information internally and externally.

Ability to understand laws and legislative proposals and analyze their impact on law enforcement or criminal justice programs or processes.

Ability to attend meetings or perform other assignments at locations outside the office.

01A.104.23.05 Medical protocol:

Medical History Review.]

DIRECTOR OF STRATEGIC PARTNERSHIPS **OFFICE OF THE COUNTY EXECUTIVE**

DEFINITION OF CLASS:

This is high level staff work directly supporting the County Executive and Chief Administrative Officer by carrying out a variety of assignments and functions in the executive branch of the County Government. As the incumbent of a non-merit position within Montgomery County Government, the employee will be appointed by the County Executive and confirmed by the County Council. Contacts include the County Executive, Chief Administrative Officer, elected County Council members and their senior staff, department and agency directors, division chiefs, officials from other County agencies and government jurisdictions, and representatives of non-profit and public groups for the purpose of presenting, communicating, coordinating,



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject	Position Description for Director of Strategic Partnerships	Number 2-20
Originating Department Office of Human Resources		Effective Date

collaborating and responding to variety of legislative matters, government policies and issues affecting the County.

An employee in this class provides staff support and advice to the County Executive and Chief Administrative Officer in designated functional or policy areas such as County legislation and Council matters and serves as liaison to County Council. Employee in this class serve as the lead point of contact for communicating, coordinating, and facilitating Council matters and collaboration with partners such as other County agencies, nonprofits and other public groups. The work involves developing major County policy option or issue papers, analyzing and making recommendations on proposed County legislation, assisting in preparation and in development of new County legislation, and performing a variety of ad hoc special assignments for the County Executive and Chief Administrative Officer. Assignments are stated in terms of broadly defined functions and areas of responsibility. The employee plans, designs, and carries out major projects, policy strategy, studies, or other work independently with little or no guidance. The employee uses strategic thinking to analyze complex issues and policies in order to provide comprehensive analysis and guidance to senior staff. The work product or service is generally considered technically authoritative. The employee uses considerable judgment to interpret stated and written guidelines and to develop new criteria to evaluate policy and programmatic issues or propose new policies. The complexity of the work is characterized by a variety of duties that must be applied to new and unprecedented assignments and activities requiring extensive analysis. The work involves isolating and defining unknown or unprecedented conditions and developing new criteria to evaluate the effectiveness and efficiency of County Government programs and processes. The work also involves developing policy recommendations impacting major programmatic and management functions in the County government. The work takes place in a normal office environment and involves no significant hazards or physical demands.

EXAMPLES OF DUTIES:

- Serves as legislative liaison for the Executive Branch.
- Tracks, reviews and coordinates Executive policy positions on all local legislation and other Council matters.
- Responsible for researching, monitoring, analyzing, communicating, and advising on local legislative issues and Council activities.
- Provides comprehensive analysis and strategic guidance on a variety of complex community related issues, policies and challenges.
- Coordinates the development of Executive positions and testimony on County legislation and other Council matters and ensures timely response to Council inquiries.
- Coordinates and assists in the development, preparation and review of all County legislation for the



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject	Position Description for Director of Strategic Partnerships	Number 2-20
Originating Department Office of Human Resources		Effective Date

Executive Branch.

- Attends Council meetings and/or ensures appropriate attendance at Council meetings by other County officials.
- Serves as primary point of contact for Executive Branch on Council matters.
- Directs the preparation of responses to selected correspondence from the Council, including interdepartmental coordination, on multiple issues for the CE and CAO.
- Provides comprehensive analysis and strategic guidance on a variety of complex community related issues, policies and challenges.
- Provides advice and recommendations to CE and CAO, or other senior County officials on local legislative and administrative issues.
- Council, citizens and advocacy groups.
- Coordinates and reviews executive regulations.
- Reviews executive correspondence to Council to ensure appropriateness of content prior to issuance
- Performs special, ad hoc assignments, such as researching issues, conducting studies, performing analyses, and developing recommendations on a variety of policy issues.
- Serves as project manager, committee chair, or task force leader to study issues or implement projects, as requested.
- Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent oral and written communication skills
- Extensive knowledge of the principles, practices, and techniques of planning, formulating, analyzing, and implementing management and program policies and strategies.
- Extensive knowledge of multiple major County Government program areas.
- Strategic thinker capable of analyzing complex issues/policies/challenges and developing alternative solutions and possible next steps.
- Skill in effectively interacting and communicating with government officials and private sector organizations.
- Skill in verbal and written communication sufficient to develop defenses of, and justification for, recommended courses of action.
- Skill in analyzing complex policy issues, organizational structures, and management problems.
- Skill in managing medium to large scale projects involving coordination of multiple departments or agencies.
- Ability to deal with people tactfully, effectively, and equitably.



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Subject	Position Description for Director of Strategic Partnerships	Number 2-20
Originating Department Office of Human Resources	Effective Date	

- Ability to attend meetings and perform assignments at locations outside the office.
- Ability to work some evenings and weekends

RECOMMENDED QUALIFICATIONS:

Experience: Extensive (six (6) years) professional administrative and/or high level staff experience involving program evaluation, management analysis, program management, or similar activities.

Education: Graduation from an accredited college or university with a Master's degree in Public or Business Administration or related fields.

Equivalency: An equivalent combination of experience or education may be substituted.

License: None.

MEDICAL EXAM PROTOCOL: Medical History Review

Class Established: January 2020

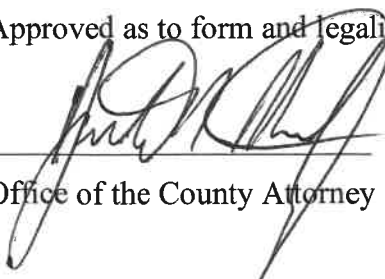
Approved:



Marc Elrich, County Executive

3/18/20
Date

Approved as to form and legality:



Office of the County Attorney

3/18/20
Date



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject	Position Description for Director of Strategic Partnerships	Number 2-20
Originating Department Office of Human Resources		Effective Date

Montgomery County Regulation on

POSITION DESCRIPTION - DIRECTOR OF STRATEGIC PARTNERSHIPS OFFICE OF THE COUNTY EXECUTIVE

Issued by: County Executive

Regulation No. 2-20

Authority: Montgomery County Code (2014) Section 1A-104(b)(2)

Supersedes: Regulation No. 12-07, COMCOR 01A.104.23

Council Review: Method (1) under Code Section 2A-15

Register Vol. 37 No. 2

Effective Date: _____

Comment Deadline: February 11, 2020

Summary: This regulation abolishes the position description for Director, Criminal Justice Coordinating Commission (Regulation No. 12-07, COMCOR 01A.104.23) and establishes a new position description for Director of Strategic Partnerships, Office of the County Executive.

Staff contact: Kimberly Williams, Office of Human Resources
(240) 777-5198

Address: Office of Human Resources
Executive Office Building
101 Monroe Street, Fifth Floor
Rockville, Maryland 20850

Background: Montgomery County Code § 1A-104(b)(2) requires that certain positions in the Executive Branch designated by law as non-merit must be supported by a position description established by executive regulation under method (1).

DIRECTOR OF STRATEGIC PARTNERSHIPS OFFICE OF THE COUNTY EXECUTIVE

DEFINITION OF CLASS:



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject	Position Description for Director of Strategic Partnerships	Number 2-20
Originating Department Office of Human Resources		Effective Date

This is high level staff work directly supporting the County Executive and Chief Administrative Officer by carrying out a variety of assignments and functions in the executive branch of the County Government. As the incumbent of a non-merit position within Montgomery County Government, the employee will be appointed by the County Executive and confirmed by the County Council. Contacts include the County Executive, Chief Administrative Officer, elected County Council members and their senior staff, department and agency directors, division chiefs, officials from other County agencies and government jurisdictions, and representatives of non-profit and public groups for the purpose of presenting, communicating, coordinating, collaborating and responding to variety of legislative matters, government policies and issues affecting the County.

An employee in this class provides staff support and strategic advice to the County Executive and Chief Administrative Officer in a variety of functional or policy areas. The employee in this class serves as the lead point of contact for communicating, coordinating, and facilitating Council matters and collaboration with partners such as other County agencies, nonprofits and other public groups. The work involves developing major County policy option or issue papers, analyzing, making recommendations and assisting in the development of proposed County legislation, and performing a variety of ad hoc special assignments for the County Executive and Chief Administrative Officer. Assignments are stated in terms of broadly defined functions and areas of responsibility. The employee plans, designs, and carries out major projects, policy strategy, studies, or other work independently with little or no guidance. The employee uses strategic thinking to analyze complex issues and policies in order to provide comprehensive analysis and guidance to senior staff. The employee uses considerable judgment to interpret stated and written guidelines and to develop new criteria to evaluate policy and programmatic issues or propose new policies. The complexity of the work is characterized by a variety of duties that must be applied to new and unprecedented assignments and activities requiring extensive analysis. The work involves isolating and defining unknown or unprecedented conditions and developing new criteria to evaluate the effectiveness and efficiency of County Government programs and processes. The work also involves developing policy recommendations impacting major programmatic and management functions in the County government. The work takes place in a normal office environment and involves no significant hazards or physical demands.

EXAMPLES OF DUTIES:

- Serves as local legislative liaison for the Executive Branch.
- Tracks, reviews and coordinates Executive policy positions on all local legislation and other Council matters.
- Provides comprehensive analysis and strategic guidance on a variety of complex community related issues, policies and challenges.
- Coordinates the development of Executive positions and testimony on County legislation and other



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject	Position Description for Director of Strategic Partnerships	Number 2-20
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Council matters and ensures timely response to Council inquiries.

- Coordinates and assists in the development, preparation and review of all County legislation for the Executive Branch.
- Attends Council meetings and/or ensures appropriate attendance at Council meetings by other County officials.
- Serves as a point of contact for Executive Branch with the County Council, other County agencies, nonprofits and other community groups.
- Directs the preparation of responses to selected correspondence from the Council, including interdepartmental coordination, on multiple issues for the CE and CAO.
- Provides advice and recommendations to CE and CAO, or other senior County officials on local legislative and administrative issues.
- Coordinates, reviews executive regulations.
- Reviews executive correspondence to Council to ensure appropriateness of content prior to issuance
- Performs special, ad hoc assignments, such as researching issues, conducting studies, performing analyses, and developing recommendations on a variety of policy issues.
- Serves as project manager, committee chair, or task force leader to study issues or implement projects, as requested.
- Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent oral and written communication skills
- Extensive knowledge of the principles, practices, and techniques of planning, formulating, analyzing, and implementing management and program policies and strategies.
- Extensive knowledge of multiple major County Government program areas.
- Strategic thinker capable of analyzing complex issues/policies/challenges and developing alternative solutions and possible next steps.
- Skill in effectively interacting and communicating with government officials and private sector organizations.
- Skill in verbal and written communication sufficient to develop defenses of, and justification for, recommended courses of action.
- Skill in analyzing complex policy issues, organizational structures, and management problems.
- Skill in managing medium to large scale projects involving coordination of multiple departments or agencies.



MONTGOMERY COUNTY EXECUTIVE REGULATION

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Subject	Position Description for Director of Strategic Partnerships	Number 2-20
Originating Department Office of Human Resources	Effective Date	

- Ability to deal with people tactfully, effectively, and equitably.
- Ability to attend meetings and perform assignments at locations outside the office.
- Ability to work some evenings and weekends.

RECOMMENDED QUALIFICATIONS:

Experience: Extensive (six (6) years) professional administrative and/or high level staff experience involving program evaluation, management analysis, program management, or similar activities.

Education: Graduation from an accredited college or university with a Master's degree in Public or Business Administration or related fields.

Equivalency: An equivalent combination of experience or education may be substituted.

License: None.

MEDICAL EXAM PROTOCOL: Medical History Review

Class Established: January 2020

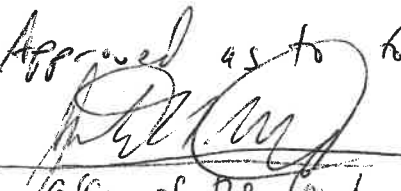
Approved:



Marc Elrich, County Executive

3/18/20

Date

Approved as to form and legality:


Office of the County Attorney

2/24/20

Date

Fiscal Impact Statement
Executive Regulation 2-20 – Position Description for Director of Strategic Partnership

1. Executive Regulation Summary

This regulation abolishes the position description for the Director, Criminal Justice Coordinating Commission (Executive Regulation No. 12-07) and establishes a new position description for Director of Strategic Partnerships, Office of the County Executive.

2. An estimate of changes in County revenues and expenditures regardless of whether the revenues or expenditures are assumed in the recommended or approved budget. Includes source of information, assumptions, and methodologies used.

There is no anticipated impact to expenditures or revenues associated with the abolishment of the position description for the Director, Criminal Justice Coordinating Commission and the establishment of a position description for the Director of Strategic Partnerships.

3. Revenue and expenditure estimates covering at least the next 6 fiscal years.

The proposed executive regulation is not expected to impact revenues or expenditures.

4. An actuarial analysis through the entire amortization period for each regulation that would affect retiree pension or group insurance costs.

The proposed executive regulation is not expected to impact the retiree pension or group insurance costs.

5. An estimate of expenditures related to County's information technology (IT) systems, including Enterprise Resource Planning (ERP) systems.

The proposed executive regulation is not expected to impact the County's information technology (IT) systems, including Enterprise Resource Planning (ERP) systems.

6. Later actions that may affect future revenue and expenditures if the regulation authorizes future spending.

Executive Regulation 2-20 does not authorize future spending.

7. An estimate of the staff time needed to implement the regulation.

There is no additional staff time needed to implement the regulation.

- 8. An explanation of how the addition of new staff responsibilities would affect other duties.**

Not applicable.

- 9. An estimate of costs when an additional appropriation is needed.**

No additional appropriation is needed to implement Executive Regulation 2-20.

- 10. A description of any variable that could affect revenue and cost estimates.**

Not applicable.

- 11. Ranges of revenue or expenditures that are uncertain or difficult to project.**

Not applicable.

- 12. If a regulation is likely to have no fiscal impact, why that is the case.**

The regulation abolishes the position description for the Director, Criminal Justice Coordinating Commission and establishes a new position description for the Director of Strategic Partnerships.


- 13. Other fiscal impacts or comments.**


None

- 14. The following contributed to and concurred with this analysis**

Fariba Kassiri, Deputy Chief Administrative Officer, Office of the County Executive

Jane Mukira, Office of Management and Budget


Richard S. Madaleno, Jr., Director
Office of Management and Budget


Date

Fiscal Impact Statement
Expedited Bill XX-20, Director of Strategic Partnerships – Position Creation

1. Legislative Summary

This legislation creates the position of the Director of Strategic Partnerships as a non-merit appointed position. It also eliminates the requirement that the Director of the Criminal Justice Coordinating Commission be filled by a non-merit employee, instead the individual carrying out those duties will be designated by the Chief Administrative Officer.

2. An estimate of changes in County revenues and expenditures regardless of whether the revenues or expenditures are assumed in the recommended or approved budget. Includes source of information, assumptions, and methodologies used.

This legislation is not expected to impact expenditures or revenues. Funding for the Director of the Criminal Justice Coordinating Commission position is already included in the FY20 Operating Budget. These funds will be used to pay for the Director of Director of Strategic Partnerships position. The duties of the Criminal Justice Coordinating Commission will be fulfilled by an individual designated by the Chief Administrative Officer within the County's current personnel complement.

3. Revenue and expenditure estimates covering at least the next 6 fiscal years.

The proposed legislation is not expected to impact revenues or expenditures.

4. An actuarial analysis through the entire amortization period for each bill that would affect retiree pension or group insurance costs.

The proposed legislation is not expected to impact the retiree pension or group insurance costs.

5. An estimate of expenditures related to County's information technology (IT) systems, including Enterprise Resource Planning (ERP) systems.

The proposed legislation is not expected to impact the County's information technology (IT) systems, including Enterprise Resource Planning (ERP) systems.

6. Later actions that may affect future revenue and expenditures if the bill authorizes future spending.

The legislation does not authorize future spending.

7. An estimate of the staff time needed to implement the bill.

There is no additional staff time needed to implement the legislation and the duties of the Director of Criminal Justice Coordinating Commission can be absorbed by existing personnel.

8. An explanation of how the addition of new staff responsibilities would affect other duties.

Not applicable.

9. An estimate of costs when an additional appropriation is needed.

No additional appropriation is needed to implement this legislation. The duties of the Criminal Justice Coordinating Commission will be fulfilled by an individual designated by the Chief Administrative Officer.

10. A description of any variable that could affect revenue and cost estimates.

Not applicable.

11. Ranges of revenue or expenditures that are uncertain or difficult to project.

Not applicable.

12. If a bill is likely to have no fiscal impact, why that is the case.


The legislation replaces the non-merit appointed position of Director of the Criminal Justice Coordinating Commission with a non-merit appointed position of Director of Strategic Partnerships.


13. Other fiscal impacts or comments.

None

14. The following contributed to and concurred with this analysis:

Fariba Kassiri, Deputy Chief Administrative Officer, Office of the County Executive
Jane Mukira, Office of Management and Budget


Richard S. Madaleno, Director
Office of Management and Budget


Date

Expedited Bill 22-20

Administration – Position Creation and Position Alteration – Director of Strategic Partnerships and Director of Criminal Justice Coordinating Commission

SUMMARY

The Office of Legislative Oversight (OLO) expects Expedited Bill 22-20 to have an insignificant impact on the Montgomery County economy.

BACKGROUND

As described in the Legislative Request Report, Expedited Bill 22-20 would “replace the non-merit appointed position of the Director of the Criminal Justice Coordinating Commission with a non-merit appointed position of Director of Strategic Partnerships.”¹ The Chief Administrative Officer would designate an individual to fulfill the duties of the Director of the Criminal Justice Coordinating Commission. The County Executive believes that creating the position of Director of Strategic Partnerships would improve the relationship between the Executive Branch, County Council, and community partners.²

INFORMATION, ASSUMPTIONS and METHODOLOGIES

No methodologies were used in this statement. The assumptions underlying the claims made in the subsequent sections are based on the judgment of OLO staff.

VARIABLES

Not applicable.

IMPACTS

Businesses, Non-Profits, Other Private Organizations

Workforce, operating costs, property values, capital investment, taxation policy, economic development, competitiveness, etc.

OLO believes that Expedited Bill 22-20 would have little to no impact on private organizations in the County in terms of the Council’s priority indicators, namely workforce, operating costs, capital investments, property values, taxation policy, economic development and competitiveness.

¹ Montgomery County Council, Expedited Bill No. 22-20 Administration – Position Creation and Position Alteration – Director of Strategic Partnerships and Director of Criminal Justice Coordinating Commission, Montgomery County, Maryland, 3.

² Marc Elrich, Memorandum, Montgomery County, Maryland, March 18, 2020.

Residents

Employment, property values, taxes paid, etc.

OLO believes that Expedited Bill 22-20 would have little to no impact on County residents in terms of the Council's priority indicators, namely employment, property values, and taxes paid.

WORKS CITED

Elrich, Marc. Memorandum. March 18, 2020. Montgomery County, Maryland.

Montgomery County Council. Expedited Bill No. 22-20 Administration – Position Creation and Position Alteration – Director of Strategic Partnerships and Director of Criminal Justice Coordinating Commission. Montgomery County, Maryland.

CAVEATS

Two caveats to the economic analysis performed here should be noted. First, predicting the economic impacts of legislation is a challenging analytical endeavor due to data limitations, the multitude of causes of economic outcomes, economic shocks, uncertainty, and other factors. Second, the analysis performed here is intended to *inform* the legislative process, not determine whether the Council should enact legislation. Thus, any conclusion made in this statement does not represent OLO's endorsement of, or objection to, the bill under consideration.

CONTRIBUTIONS

This economic impact statement was drafted by Stephen Roblin (OLO).