

Office of Human Resources and Development
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

December 22, 2023

MEMORANDUM

To: Executive Staff

From: April L. Key, Chief of Human Resources and Development *AK*

Subject: ACTION—Fiscal Year 2025 Year 4(B) Position Reclassification Study Process

The purpose of this memorandum is to outline the Fiscal Year (FY) 2025 reclassification study process for the Montgomery County Business and Operations Administrators (MCBOA) and the Service Employees International Union (SEIU) Local 500 positions.

The attached calendars provide a timeline for the systematic review of MCBOA and SEIU Local 500 positions to be considered for reclassification study (see attachments A1 and A2). **It is important to note that not all positions will be studied.** The reclassification study process is intended to initiate the annual review and possible study of positions by job group over a seven-year cycle. The positions listed on the calendars in a designated year should be examined to determine if there are significant changes in job duties and responsibilities. Please be sure to review **all** job codes/positions listed in the enclosures even if the job group does not describe the work of your office.

Reclassification may be warranted if there are at least two significant changes in the job duties, responsibilities or requirements of the position, such as the need for additional knowledge, skills, and/or abilities resulting from a reorganization, program revision, and other events that impact the nature of the work to be performed. Quantity of work is not considered a criterion for reclassification, nor is it an opportunity to recognize the performance of an individual or group of employees. Reclassification of a position is not a promotion.

For Year 4(B) FY 2025, the following job groups are scheduled to be considered for study: maintenance and mechanic; and procurement/supply services. The MCBOA positions for consideration are listed on attachments B1, and C1; and the SEIU Local 500 positions for consideration are listed on attachments B2, and C2.

All requests to study a position for reclassification should be approved by the appropriate executive staff member before submitting them to the Office of Human Resources and Development (OHRD).

Required Actions:

- Forward this memorandum and the attachments to your management teams for review and completion.
- Obtain the completed and signed forms (B1, B2, C1, or C2) from the appropriate director or supervisor **whether or not a study is requested.**
- Review the completed forms for approval, sign, and submit them to OHRD as indicated below.
- **IMPORTANT:** If a director/supervisor wishes to request a reclassification study for a position not scheduled for review and not listed on the enclosed attachments (B1, B2, C1, or C2), an out-of-cycle

(or unscheduled) reclassification study may be requested by completing and submitting Attachment D in accordance with the instructions listed on that form.

Once the completed forms are received, the classification coordinator will follow up with supervisors that have requested positions for a reclassification study. Instructions about next steps will be provided at that time, including information about completing the Reclassification Study Request Form.

Once you obtain and sign the appropriate forms, please send them [via email](#) to Mrs. Joanne L. Causey, classification coordinator, OHRD, by **January 26, 2024**.

If you have any questions, please contact Mrs. Causey [via email](#).

ALK:sdc

Attachments

Copy to:

Dr. McKnight
Ms. Booth
Mrs. Causey
Dr. Handy
Ms. Morrison

Approved by:



M. Brian Hull, Chief Operator Officer

Reclassification Study Calendar
Montgomery County Business and Operations Administrators (MCBOA)
Positions
Fiscal Years (FY) 2022–2027

STUDY					
Year 1(B)	Year 2(B)	Year 3(B)	Year 4(B)	Year 5(B)	Year 6(B)
FY 2022 <i>(2021-2022)</i> Effective July 1, 2022 FY 2023	FY 2023 <i>(2022-2023)</i> Effective July 1, 2023 FY 2024	FY 2024 <i>(2023-2024)</i> Effective July 1, 2024 FY 2025	FY 2025 <i>(2024-2025)</i> Effective July 1, 2025 FY 2026	FY 2026 <i>(2025-2026)</i> Effective July 1, 2026 FY 2027	FY 2027 <i>(2026-2027)</i> Effective July 1, 2027 FY 2028
Buildings & Grounds Maintenance	Clerical/Executive Support	Instructional Support & Student Services	Maintenance & Mechanic	Financial Support	Facilities/ Construction
IT/Support	Energy Utilities Resource Team	Multimedia	Procurement/ Supply Services	Transportation Management	Payroll, Benefits, Human Resources and Development
	Food & Nutrition Services	Staff Development/ Training			Security

Reclassification Study Calendar

Service Employees International Union (SEIU), Local 500 Positions

Fiscal Years (FY) 2022–2028

STUDY						
Year 1(B)	Year 2(B)	Year 3(B)	Year 4(B)	Year 5(B)	Year 6(B)	Year 7(B)
FY 2022 <i>(2021-2022)</i> Effective July 1, 2022 FY 2023	FY 2023 <i>(2022-2023)</i> Effective July 1, 2023 FY 2024	FY 2024 <i>(2023-2024)</i> Effective July 1, 2024 FY 2025	FY 2025 <i>(2024-2025)</i> Effective July 1, 2025 FY 2026	FY 2026 <i>(2025-2026)</i> Effective July 1, 2026 FY 2027	FY 2027 <i>(2026-2027)</i> Effective July 1, 2027 FY 2028	FY 2028 <i>(2027-2028)</i> Effective July 1, 2028 FY 2029
Buildings & Grounds Maintenance	Clerical/Executive Support	Instructional Support & Student Services	Maintenance & Mechanic	Financial Support	Facilities/ Construction	Supporting Services Supervision
IT/Support	Energy Utilities Resource Team	Multimedia	Procurement/ Supply Services	Transportation	Payroll, Benefits, Human Resources and Development	
	Food & Nutrition Services	Staff Development/ Training		Transportation Management	Security	

RECLASSIFICATION STUDY CALENDAR

Montgomery County Business and Operations Administrators (MCBOA) POSITIONS

YEAR 4(B) Fiscal Year 2025

Maintenance & Mechanic

Position Code	Job Title and Grade	Employees in the position	Consider Position for Study	
			YES	NO
0748	Maintenance & Operations Mgr J	8		
	TOTAL	8		

Data as of 11/2023

DIRECTIONS

1. Review the position listed above, using the appropriate [job description](#) available on the MCPS website, and determine whether you believe the position should be considered for a reclassification study due to significant changes in the job duties and responsibilities.
2. For the above position, check either Yes or No in the “Consider Position for Study” column.
3. If you are **not** recommending the position for a study, check ‘**NO**’ next to the position.
4. Once completed, please sign below and obtain the approval and signature from the appropriate executive staff member.
5. Send the completed and signed copy of Attachment B1 [via email](#) to Mrs. Joanne L. Causey (Joanne_L_Causey@mcpsmd.org), classification coordinator, **no later than January 26, 2024**.
6. If you have indicated on this form that you are requesting any positions for study, Mrs. Causey will contact you at a later date to inform you of the next steps in the process, including the completion of the Reclassification Study Request Form.

Director/Supervisor, Print

Director/Supervisor, Signature

Date

Executive Staff Member, Print

Executive Staff Member, Signature

Date

SEVEN-YEAR CLASSIFICATION CALENDAR

Service Employees International Union (SEIU), Local 500 POSITIONS

YEAR 4(B) Fiscal Year 2025

Maintenance & Mechanic

Position Code	Position Title and Grade	Employees in the Position	Consider Position for Study	
			YES	NO
8115	Apprentice I/II 11-13	0		
6165	Building Automation Systems Assistant Supervisor 22	1		
8480	Captl Imprvmnts Prjct Coord 20	6		
8120	Carpentry Assistant Supervisor 17	3		
9360	Compactor Truck Operator 11	4		
7770	CPF Mechanic 15	1		
8440	Electric Motor Mechanic 17	1		
8420	Electrical Supervisor 19	3		
8640	Electronics Assistant Supervisor 19	1		
8650	Electronics Supervisor 20	1		
8610	Electronic Technician I 17	12		
8611	Electronic Technician I, Shift 2 17	0		
8630	Electronic Technician II 18	2		
8631	Electronic Technician II, Shift 2 18	1		
6230	Environmental Design Asst 20	0		
6250	Envrnmntl Abatmnt Tech Sh 2 16	5		
8800	Equipment Mechanic 17	2		
8050	Equipment Operator 12	2		

7205	Facility Asset Technician	16	1		
8920	Fire Safety Complnce Tech	14	1		
8130	Floor Covering Mechanic	15	6		
8350	General Maintenance Supervisor	18	3		
8080	Genl Maintenance Wrkr III	13	4		
8200	Glazier	15	6		
8975	HVAC Apprentice	12	0		
8219	HVAC-R I-II Shift 2	18-20	1		
8220	HVAC-R I-II	18-20	24		
8221	HVAC-R Assistant Supervisor	22	2		
8222	HVAC-R Supervisor	23	3		
8060	Integrtd Pest Mgmt Assoc I	13	1		
8065	Integrtd Pest Mgmt Assoc II	15	4		
8390	Locksmith	14	4		
8500	Maintenance Automation Spec	24	0		
8110	Maintenance Carpenter I	15	25		
8111	Maintenance Carpenter I, Shift 2	15	0		
8410	Maintenance Electrician I	17	15		
8411	Maintenance Electrician I, Shift 2	17	0		
8430	Maintenance Electrician II	18	2		
8431	Maintenance Electrician II, Shift 2	18	0		
8710	Maintenance Painter I	13	6		
8711	Maintenance Painter I, Shift 2	13	0		
8730	Maintenance Painter II	14	3		
8731	Maintenance Painter II, Shift 2	14	0		
8930	Maintenance Welder	15	1		

8940	Mason	15	1		
8530	Materials Fbrctn Wrkr	12	4		
8072	Mechanical, Electrical, Plumbing Technician	16	7		
8073	Mechanical, Electrical, Plumbing Technician Shift 2	16	7		
8076	Mechanical, Electrical, Plumbing Asst Sup, Sh2	22	1		
8040	Mechanical Systems Assistant Supervisor Sh 1	20	0		
8041	Mechanical Systems Assistant Supervisor Sh 2	20	0		
8070	Mech Systems Tech Sh 1	16-19	1		
8071	Mech Systems Tech Sh 2	16-19	0		
8000	Mechanical Systems Supervisor	21	0		
8160	Mechanical Sys Wkr Sh 1	10-14	3		
8339	Plumber I-II Shift 2	18-20	0		
8341	Plumber I-II	18-20	19		
8342	Plumbing Assistant Supervisor	22	3		
8343	Plumbing Supervisor	23	3		
8580	Reuphlstr/Seamstr II	13	1		
8140	Roof Maintenance Worker	11	4		
8150	Roof Mechanic	15	4		
8158	Roofing Supervisor	19	1		
8910	Small Equipment Mechanic	16	4		
8400	Tool Mechanic	15	4		
8900	Water Treatment Tester	14	2		
	TOTAL		226		

Data as of 11/28/2023

DIRECTIONS

1. Review each of the positions listed above, using the appropriate [job descriptions](#) found on the website, and determine whether you believe the position should be considered for a reclassification study due to significant changes in the job duties and responsibilities.
2. For each position, check either Yes or No in the “Consider Position for Study” column.
3. If you are **not** recommending any position for a study, check ‘**NO**’ next to the position.
4. Once completed, please sign below and obtain the approval and signature from the appropriate executive staff member.
5. Send the completed and signed copy of Attachment B2 via email to Mrs. Joanne L. Causey (Joanne_L_Causey@mcpsmd.org), classification coordinator, **no later than January 26, 2024**.
6. If you have indicated on this form that you are requesting any positions for study, Mrs. Causey will contact you at a later date to inform you of the next steps in the process, including the completion of the Reclassification Study Request Form.

Director/Supervisor, Print

Director/Supervisor, Signature

Date

Executive Staff Member, Print

Executive Staff Member, Signature

Date

RECLASSIFICATION STUDY CALENDAR

Montgomery County Business and Operations Administrators (MCBOA) POSITIONS

YEAR 4(B) Fiscal Year 2025

Procurement/Supply Services

Position Code	Job Title and Grade	Employees in the position	Consider Position for Study	
			YES	NO
0712	Senior Buyer J	0		
	TOTAL			

Data as of 11/2023

DIRECTIONS

1. Review the position listed above, using the appropriate [job description](#) available on the MCPS website, and determine whether you believe the position should be considered for a reclassification study due to significant changes in the job duties and responsibilities.
2. For the above position, check either Yes or No in the “Consider Position for Study” column.
3. If you are **not** recommending the position for a study, check ‘**NO**’ next to the position.
4. Once completed, please sign below and obtain the approval and signature from the appropriate executive staff member.
5. Send the completed and signed copy of Attachment B1 [via email](#) to Mrs. Joanne L. Causey (Joanne_L_Causey@mcpsmd.org), classification coordinator, **no later than January 26, 2024**.
6. If you have indicated on this form that you are requesting any positions for study, Mrs. Causey will contact you at a later date to inform you of the next steps in the process, including the completion of the Reclassification Study Request Form.

Director/Supervisor, Print

Director/Supervisor, Signature

Date

Executive Staff Member, Print

Executive Staff Member, Signature

Date

SEVEN-YEAR CLASSIFICATION CALENDAR

Service Employees International Union (SEIU), Local 500 POSITIONS

YEAR 4(B) Fiscal Year 2025

Procurement/Supply Services

Position Code	Position Title and Grade	Employees in the Position	Consider Position for Study	
			YES	NO
9380	Business Services Analyst 23	3		
5690	Buyer I 18	3		
5150	Buyer II 22	3		
4435	Buyer's Assistant I 12	0		
4440	Buyer's Assistant II 14	4		
5691	Contract Administrator 20	2		
9445	Inst Materials Assistant I 12	1		
9446	Inst Materials Asst II 14	2		
9435	Materials Mgmt Supp Spec 16	1		
9440	Materials Property Asst 13	2		
6790	Processing Center Librarian 20	2		
4550	Mail Supervisor 14	1		
	TOTAL	24		

Data as of 11/28/23

DIRECTIONS

1. Review each of the positions listed above, using the appropriate [job descriptions](#) found on the website, and determine whether you believe the position should be considered for a reclassification study due to significant changes in the job duties and responsibilities.
2. For each position, check either Yes or No in the “Consider Position for Study” column.
3. If you are **not** recommending any position for a study, check ‘**NO**’ next to the position.
4. Once completed, please sign below and obtain the approval and signature from the appropriate executive staff member.
5. Send the completed and signed copy of Attachment B2 via email to Mrs. Joanne L. Causey (Joanne_L_Causey@mcpsmd.org), classification coordinator, **no later than January 26, 2024**.
6. If you have indicated on this form that you are requesting any positions for study, Mrs. Causey will contact you at a later date to inform you of the next steps in the process, including the completion of the Reclassification Study Request Form.

Director/Supervisor, Print

Director/Supervisor, Signature

Date

Executive Staff Member, Print

Executive Staff Member, Signature

Date

SPECIAL REQUEST: RECLASSIFICATION STUDY FOR OUT-OF-CYCLE POSITIONS

Position Code	Job Title and Grade	Location (Office or Department)	Number of Employees in the position
		TOTAL	

NOTE: This form is to be completed ONLY for positions that are not listed in the other attachments (B1, B2, and C1, C2) and are *not* scheduled for a possible reclassification study for the current study year (Year 4(B)). Positions listed above must have undergone significant changes in the job duties and responsibilities to be considered for a reclassification study.

DIRECTIONS

1. Review any positions for which you wish a reclassification study to be conducted.
2. Complete the above table, using the current job description(s) to ensure there have been significant changes to the duties and/or responsibilities.
3. Once completed, please sign below and obtain the approval and signature from the appropriate executive staff member.
4. Send the completed and signed copy of Attachment D [via email](#) to Mrs. Joanne L. Causey (Joanne_L_Causey@mcpsmd.org), classification coordinator, **no later than January 26, 2024**.
5. Mrs. Causey will contact you at a later date to inform you of the next steps in the process, including the completion of the Reclassification Study Request Form.

Director/Supervisor, Print

Director/Supervisor, Signature

Date

Executive Staff Member, Print

Executive Staff Member, Signature

Date