


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

December 22, 2022

MEMORANDUM

To: Executive Staff

From: Susan F. Marks, Acting Chief of Human Resources and Development 

Subject: ACTION—Fiscal Year 2024 Year 3(B) Position Reclassification Study Process

The purpose of this memorandum is to outline the Fiscal Year (FY) 2024 reclassification study process for the Montgomery County Business and Operations Administrators (MCBOA) and the Service Employees International Union (SEIU) Local 500 positions.

The enclosed calendars provide a timeline for the systematic review of MCBOA and SEIU 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 3(B) FY 2024, the following job groups are scheduled to be considered for study: instructional support and student services; multimedia; and staff development/training. The MCBOA positions for consideration are listed on Attachments B1, C1 and D1; and the SEIU positions for consideration are listed on Attachments B2, C2 and D2.

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, C2, D1 or D2) 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 C2, D1 or D2), an out-of-cycle (or unscheduled) reclassification study may be requested by completing and submitting Attachment E 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 recommended 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 Joanne Causey ([Joanne\\_L\\_Causey@mcpsmd.org](mailto:Joanne_L_Causey@mcpsmd.org)) by **Friday, January 20, 2023**. As a reminder, you will need to submit completed attachments (B1, B2, C1, C2 or D2) for positions listed for the current study year whether or not you are requesting a position reclassification study.

If you have any questions, please contact Ms. Causey, classification coordinator in the Office of Human Resources and Development via e-mail.

SFM:mgr

Attachments

Copy to:

Mr. Hull  
Mr. Blivess  
Ms. Causey  
Ms. Morrison  
Ms. Briley-Wilson  
Dr. Handy  
Ms. Gray



## Reclassification Study Calendar

### Montgomery County Business and Operations Administrators (MCBOA) Positions

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

**Note:** Number indicates total count of job codes in a family. Data as of December 14, 2022.

# Reclassification Study Calendar Supporting Services (SEIU) Positions

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	

Data as of 12/14/22

## RECLASSIFICATION STUDY CALENDAR

## MCBOA POSITIONS

YEAR 3(B) FY 2024

## Instructional Support and Student Services

Position Code	Job Title and Grade	Employees in the position	Consider Position for Study	
			YES	NO
0736	Interpreting Svcs Coord G	1		
0778	Language Services Supervisor G	1		
0770	Program Manager K	3		
0723	Senior Spc, Stdnt Wlfr & Cmp I	1		
	TOTAL	6		

Data as of 12/13/22

**DIRECTIONS**

1. Review the position listed above, using the appropriate [job description](#) 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 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 Joanne Causey (Joanne\_L\_Causey@mcpsmd.org), classification coordinator, **no later than Friday, January 20, 2023**.
6. If you have indicated on this form that you are requesting any positions for study, Ms. 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**  
**SUPPORTING SERVICES POSITIONS**  
**YEAR 3(B) FY 2024**

**Instructional Support and Student Services**

Position Code	Position Title and Grade	Employees in the Position	Consider Position for Study	
			YES	NO
6710	Braillist 18	2		
6770	College/Career Info Coord 16	26		
6695	Consortium Enrollment Asst 20	1		
6240	Coord Paraeducator Prog 24	1		
6775	Data Management Coord 17	0		
6540	Dual Enrollmt Pgm Assistant 12	12		
6690	English Composition Asst 16	48		
6205	ELD METS Intake Specialist 20	1		
6200	ELD Testing Assistant 13	4		
6980	EML Therapeutic Counselor 25	26		
6560	Educational Interpreter/Transliterators 17-18	32		
5890	Language Services Assistant 13	4		
6490	Lunch Hour Aide Perm 10 mo 07	878		
6491	Lunch Hour Aide Perm 10 mo 12	38		
6625	Media Assistant 10-mo. 12	220		
6516	Newcomers Transition Coordinator 22	1		
6600	Paraeducator 10 mo 12-13	739		
6700	Paraeducator Head Start 12-13	73		

6550	Paraeducator Spec Ed 12-13	2291		
6450	Paraeducator Spec Ed Iti 12-13	284		
6603	Paraeducator, ELD 12-13	33		
6604	Paraeducator, Focus 12-13	320		
6605	Paraeducator, PreK 12-13	160		
6606	Paraeducator 10 mo Shft2 12-13	1		
6602	Paraeducator, Spec Pgrms 12-13	195		
6500	Parent Comm Coor 10 mo 17	21		
6515	Parent Community Coordinatr 20	55		
6990	Social Services Asst 10 mo 13	19		
6991	Social Services Asst 12 mo 13	15		
6391	Spec Projects Manage 12 Mo 19	1		
7587	Wellness Trainer 17	2		
	TOTAL	5503		

Data as of 12/13/22

**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 Joanne Causey (Joanne\_L\_Causey@mcpsmd.org), classification coordinator, **no later than Friday, January 20, 2023.**
6. If you have indicated on this form that you are requesting any positions for study, Ms. 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**  
**MCBOA POSITIONS**  
**YEAR 3(B) FY 2024**  
**Multimedia (M)**

Position Code	Job Title and Grade	Employees in the position	Consider Position for Study	
			YES	NO
0738	Business Operations Supv K	0		
0752	Printing Supervisor H	1		
0777	Public Information Supv J	0		
0753	Publications Supervisor G	2		
	TOTAL	3		

Data as of 12/14/22

**DIRECTIONS**

1. Review the position listed above, using the appropriate [job description](#) 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 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 C1 via email to Joanne Causey (Joanne\_L\_Causey@mcpsmd.org), classification coordinator, **no later than Friday, January 20, 2023**.
6. If you have indicated on this form that you are requesting any positions for study, Ms. 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**  
**SUPPORTING SERVICES POSITIONS**  
**YEAR 3(B) FY 2024**  
**Multimedia**

Position Code	Position Title and Grade	Employees in the Position	Consider Position for Study	
			YES	NO
6820	Assoc Producer/Director 17	3		
5505	Commnctn Spec/Web Producer 21	14		
5507	Communication Support Spec 18	0		
4595	Communications Assistant 16	2		
5508	Communications Project Mngr 24	2		
8820	Copier Repair Technician 15	6		
9005	Customer Services Spec. 16	3		
6850	Graphic Designer I 18	1		
6640	Media Services Technician 17	25		
6923	Multimedia Designer 23	1		
6410	Multimedia Engineer 25	1		
6920	Multimedia/Producer/Dirctr 22	6		
9000	Printing Equip Operator I 11	5		
9020	Printing Equip Operator II 14	6		
9010	Printing Equip Operator III 16	2		
9025	Printing Equip Operator IV 18	3		
6470	Senior Graphic Design 20	1		
5504	Translation Specialist 21	7		

4940	TV Master Control Oper 17	0		
6890	TV Production Manager 25	1		
6900	TV Production Tech II 20	2		
6925	TV Program Director 17	1		
	TOTAL	92		

Data as of 12/14/22

**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 C2 via email to Joanne Causey (Joanne\_L\_Causey@mcpsmd.org), classification coordinator, **no later than Friday, January 20, 2023.**
6. If you have indicated on this form that you are requesting any positions for study, Ms. 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

## MCBOA POSITIONS

YEAR 3(B) FY 2024

## Staff Development/Training

Position Code	Job Title and Grade	Employees in the position	Consider Position for Study	
			YES	NO
0758	Safety/Staff Dev Manager J	1		
	TOTAL	1		

Data as of 12/14/22

**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 D1 via email to Joanne Causey (Joanne\_L\_Causey@mcpsmd.org), classification coordinator, **no later than Friday, January 20, 2023**.
6. If you have indicated on this form that you are requesting any positions for study, Ms. 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**  
**SUPPORTING SERVICES POSITIONS**  
**YEAR 3(B) FY 2024**

**Staff Development and Training**

Position Code	Position Title and Grade	Employees in the Position	Consider Position for Study	
			YES	NO
9555	Assistant Training Supervisor 21	1		
5176	Career Pathways Specialist 23	1		
5172	Equity Training Specialist 23	2		
5185	Liaison, MCPS PGS's - SEIU 26	1		
7470	Maintenance and Operations Senior Trainer 21	0		
7410	Maintenance and Operations Trainer 17	1		
8260	Staff Development Specialist 24	1		
5175	Prof. Growth Consultant 23	3		
5170	Staff Development Program Manager 26	1		
5177	Supporting Services Trainer 21	1		
9550	Transp Safety Trainer I 14-15	12		
9090	Transp Safety Trnr II 17	3		
7585	Wellness Coach 17	10		
7595	Wellness Coordinator 26	3		
	TOTAL	40		

Data as of 12/14/22

**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 D2 via email to Joanne Causey (Joanne\_L\_Causey@mcpsmd.org), classification coordinator, **no later than Friday, January 20, 2023**.
6. If you have indicated on this form that you are requesting any positions for study, Ms. 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**

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

**NOTE:** This form is to be completed **ONLY** for positions that are not listed in the other attachments (B1, B2, C1, C2 and D1, D2) and are *not* scheduled for a possible reclassification study for the current study year (Year 3(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 E via email to Joanne Causey (Joanne\_L\_Causey@mcpsmd.org), classification coordinator, **no later than Friday, January 20, 2023.**
5. Ms. 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.

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 Director/Supervisor, Print

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 Director/Supervisor, Signature

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 Date

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 Executive Staff Member, Print

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 Executive Staff Member, Signature

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 Date