

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries:

Responsible Office: Human Resources and Development

Maintenance of the Position Classification Plan

I. PURPOSE

To establish procedures for determining a position classification, reclassifying an existing position, reconstituting a position, classifying a proposed additional position, and writing and revising position specifications

II. DEFINITIONS

- A. An *appropriate officer* is the superintendent of schools, deputy superintendent, chief operating officer, associate superintendent, department director, principal, or immediate supervisor.
- B. *Classification/reclassification* is a process to determine salary grades. A *reclassification study* involves identifying a significant change in the duties and responsibilities of a position that may require additional knowledge, skills, and abilities as a result of reorganization, new technologies, program revisions, and other events that impact the nature of the work to be performed that may or may not result in a salary grade change.
- C. *Reconstitution* involves assigning an existing or vacant position to a more appropriate classification and salary grade or the establishment of a new classification, typically as the result of reorganization or restructuring of an office or work unit.

III. PROCEDURES

A. Determination of a Position Classification

Positions are included in the same classification when the same descriptive title applies, the same salary grade is equitable for all of the positions in the classification, and the following are substantially similar:

1. Duties and responsibilities of the positions
2. Education and experience required
3. Tests or other methods used to determine applicants' knowledge, abilities, and skills

B. Reclassification of an Existing Position

1. Each December, the Office of Human Resources and Development (OHRD) with the approval of the chief operating officer sends a memorandum to the appropriate officers which outlines that year's reclassification study process. The appropriate officer must review all positions in the study year and indicate whether or not the position should be requested for a study. Any position outside the study year in the appropriate officer's department can be put forward for a reclassification study with a justification. All requests to study a position for reclassification should be approved by the appropriate officer before submission to OHRD. Bargaining unit representatives may submit recommendations for consideration through each bargaining unit's joint collaboration committee. Each written request must include the current position classification, title and pay grade, the name(s) of incumbents, the name of the immediate supervisor, work location(s), and the justification for the request. Requests must be received on or before January 15. OHRD consolidates the requests received and submits the reclassification request forms to the chief operating officer for a final decision on which positions to study. Once the approval is received OHRD notifies those submitting requests of the decision, and informs the incumbents and the bargaining unit in order to communicate and plan for the reclassification study.
2. OHRD sends position description questionnaires (PDQs) to incumbents and supervisor(s) of positions to be studied specifying timelines for completion of review activities. After reviewing completed questionnaires, consulting with appropriate officers, conducting desk audits or focus groups if necessary, examining information submitted by the bargaining unit, and considering requirements of other positions in the same classification; the associate superintendent for human resources and development will submit recommendations to the chief operating officer for final approval. Recommendations may include the following:
 - a) No change in the classification of the position
 - b) A change in salary grade

- c) A change in the title
 - d) A revised job description
 - e) A reclassification of an existing position
 - f) An establishment of a new position
3. Upon approval from the chief operating officer, OHRD notifies in writing via email all supervisors and incumbents of the study results. This notification informs interested parties of their right to submit, within 10 working days of the date of notification, additional information not previously provided that might support reconsideration of the decision. Such material is reviewed by OHRD, and the chief operating officer is informed if reconsideration is warranted. If warranted, the study is reopened. If it is not warranted, the original results stand. The bargaining unit representatives are notified of the study results when finalized. The results of the reclassification study will be incorporated in the superintendent of schools' budget for approval by the Montgomery County Board of Education. Actions will normally take effect at the beginning of the next fiscal year unless otherwise authorized by the chief operating officer or the superintendent of schools.
4. While positions are normally reviewed only during the annual reclassification study, the superintendent of schools or the chief operating officer may approve the immediate reclassification or immediately initiate a study of a position whenever they deem it necessary.

C. Reconstituting a Position

1. A position may warrant reconstitution when there is a proposed total change in the kind and level of assigned duties and responsibilities or the required qualifications. Normally, reconstitution occurs during staff reductions, reorganization, or assumption of significantly different services, functions, duties, and responsibilities, and is handled through the budget process. However, if there is a demonstrated need to change a position during the fiscal year, the superintendent of schools or his designee may approve reconstitution of a position. Restructuring plans using existing classifications require advanced approval from the chief operating officer.

2. An appropriate officer may submit a written request to reconstitute a position to the chief operating officer for review and approval. The request must contain the reason(s) for reconstituting the position and, if needed, a revised job description incorporating new duties, responsibilities, and qualification standards. As part of the review process, a study by OHRD may be initiated. Final approval is made by the chief operating officer.
3. If a position is vacant and the needs of the department are not in alignment with the vacancy, the position can be abolished and reconstituted to a different classification that is in alignment with the needs of the department.
4. If the position is not vacant and the position is reconstituted, the incumbent may apply for the new reconstituted position. If there is a change in salary grade, it will normally take effect on the next full pay period following receipt of written notification of approval by OHRD. If a reduction in force becomes necessary, the notice requirements and benefit options will be in accordance with the appropriate negotiated agreement.

D. Classifying a Proposed Additional Position

During the development of the operating budget, an appropriate officer may recommend an additional position with duties and responsibilities not included in an existing classification. Bargaining units will have the opportunity to review new position requests during development of the operating budget. Additional requests may be made during the fiscal year to implement program and organizational changes occurring before budget adoption.

E. Organizational Changes

At the direction of the superintendent of schools, deputy superintendents, the chief operating officer, and the associate superintendent for human resources and development or their designees will review proposed organizational changes to determine whether such changes require position reclassification or reconstitution. Their findings will facilitate budget preparation by contributing to the evaluation of the fiscal impact of organizational changes.

F. Job Descriptions

When changes are made in the duties and responsibilities of incumbents or upon establishment of a new position classification, the appropriate office will draft a new or revised job description for review and approval by the chief operating officer. Job descriptions should be reviewed prior to advertising a vacancy to ensure currency.

Review of the job descriptions that cover a number of positions assigned to different offices (such as office assistant, secretary, and fiscal assistant) may be initiated by OHRD.

Regulation History: Formerly Regulation No. 445-1, revised October 1982; revised February 1986; revised January 27, 1997; revised June 7, 2006; revised October 18, 2013.