

# REGULATION

## MONTGOMERY COUNTY PUBLIC SCHOOLS

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**Related Entries:**

**Responsible Office:** Human Resources

### 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. DEFINITION

An *appropriate officer* is the superintendent, deputy superintendent, chief operating officer, chief school performance officer, associate superintendent, community superintendent, department director, principal, or immediate supervisor.

*Reclassification* involves changing the title, pay plan, qualification, or description of an existing position class as a result of significant changes in duties and responsibilities that occur over time.

*Reconstitution* involves assigning an existing or vacant position to a more appropriate classification and pay plan or the establishment of a new classification, typically as the result of the reorganization or restructuring of an office or work unit.

#### III. PROCEDURES

##### A. Determining Position Classification

Positions are included in the same classification when the same descriptive title applies, the same salary range 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. Review of Classification of an Existing Position

1. Each May, the superintendent, chief operating officer, deputy superintendents, chief school performance officer, and associate and community superintendents submit to the Office of Human Resources (OHR) positions to consider for reclassification review. Bargaining unit representatives may submit recommendations for consideration through each bargaining unit's Joint Labor Management 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 significant changes in duties and responsibilities for the request. Requests must be received on or before June 1. OHR consolidates the requests and provides each bargaining unit with a list of position reclassification requests. OHR submits a reclassification plan to the chief operating officer for a final decision on which positions to study. OHR notifies those submitting requests of the decision and informs each bargaining unit of decisions related to all unit positions in order to provide them an opportunity to submit information to consider in conducting studies.
2. OHR 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, examining information submitted by the bargaining unit, and considering requirements of other positions in the same classification, the associate superintendent for human resources 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 pay grade
  - c) A change in title
  - d) A change in the position description
  - e) Reclassification of an existing position
  - f) Establishment of a new position

3. OHR notifies in writing all supervisors, incumbents, and bargaining unit representatives 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 OHR, and the chief operating officer is informed if reconsideration is warranted. The results of the reclassification study will be incorporated in the superintendent's budget for approval by the 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.
4. While positions are normally reviewed only during the annual reclassification study, the superintendent 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 or his designee may approve reconstitution of a position. Restructuring plans using existing classifications require advanced approval from the appropriate deputy superintendent and authorization of the chief operating officer.
2. A director or principal may submit a written request to reconstitute a position to the appropriate deputy superintendent. The request must be reviewed and be recommended by the appropriate deputy superintendent. The request must contain the reason(s) for reconstituting the position and, if needed, a revised classification description incorporating new duties, responsibilities, and qualification standards. As part of the review process, study by OHR may be initiated. Final approval is made by the chief operating officer.
3. Changes in pay approved for immediate action will normally take effect on the next full pay period following receipt of written notification of approval by OHR.

4. When a position is reconstituted, the incumbent may apply for the reconstituted position. 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 by using MCPS Form 460-17: *Request for Classification of a Proposed New Position*. 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, deputy superintendents, the chief operating officer, and the associate superintendent for human resources 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. Classification 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 position description for review and approval by OHR. Class descriptions should be reviewed prior to advertising a vacancy to ensure currency. Review of the class descriptions that cover a number of positions assigned to different offices (such as clerk typist, secretary, account clerk) may be initiated by OHR.

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