A Guide to Position Classification and Reclassification for Supporting Services Employees
This brochure provides a general overview of the classification/reclassification study process for Montgomery County Public Schools (MCPS) supporting services employees. It is the result of a collaborative process between MCPS and SEIU Local 500. MCPS and SEIU Local 500 have a shared commitment for all supporting services staff to understand the process in an open and transparent way. This brochure is an outgrowth of recent negotiations, which include the criteria used by the administration to determine whether a change in pay grade through the study process is appropriate.
**WHAT IT IS**
The MCPS classification/reclassification process was developed by MCPS supporting services employees and administrators working together. The purpose of classification/reclassification is to determine the salary grades for supporting services positions. Determining the salary grade is based on a review of 10 factors. Positions are evaluated by comparing the factors with information about the work, knowledge, skills, and abilities of the position. When determining classification of positions, market factors are considered in limited situations such as critical shortage areas. The position is then assigned an appropriate salary grade.

Reclassification occurs when there is an identified significant change in the duties and responsibilities of the 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.

**WHAT IT IS NOT**
Classification and reclassification focus on positions and are not a substitute for the collective bargaining process for salaries. The process is not designed to reward individuals for their personal contributions or their dedication to the mission of their school or work unit. Reclassification is not the way to address workload increases. Workload issues are addressed at the supervisory level.

Reclassification of one position in a school or work unit does not automatically generate changes in the classification of other positions in a school or work unit, unless there are significant changes to duties, responsibilities, knowledge, skills, and abilities for the position. Introduction of new technologies does not always mean reclassification of job title and/or grade and salary. In fact, new technologies may simplify work.

MCPS and SEIU Local 500 are committed to a collaborative process to ensure success for the reclassification process. This process is in lieu of any formal bargaining relationship over these issues.
**The Job Evaluation Plan Used to Determine Position Grade Contains the Following 10 Factors:**

**Knowledge and Skill Requirements**—This factor measures the knowledge of academic and business concepts, technology, specialized techniques, compliance guidelines, and work practices needed to perform the job proficiently. It considers the education, training, abilities, and/or experience typically required to achieve this level of knowledge and skill.

**Direction Received**—This factor measures the extent to which authority to take independent action is limited by supervision or by the policies, practices, procedures, directions, and instructions that govern the work.

**Mental Demands**—This factor measures the nature of the problems that are encountered on the job and the mental effort that is needed to assess, manage, and implement plans to resolve such problems.

**Communications**—This factor measures the extent to which the work requires collaboration and communication with others, both inside and outside MCPS.

**Product or Service**—This factor measures the level of responsibility for the quality, quantity, and timeliness of products and services and the nature of the impact of the work on the work unit, the organization, and the larger community.

**Resources**—This factor measures the extent to which the incumbent is responsible for the use and control of financial and physical resources and for the security of confidential information and data.

**Work Environment/Hazards**—This factor measures the environment in which the work is performed and the risk of injury or illness associated with performance of the work.

**Physical Demands**—This factor measures the physical effort, level of concentration, or repetitive motions associated with performance of the work.

**Unusual Demands**—This factor measures the level of stress associated with conflicting work demands, pressure to meet productivity standards and deadlines, extensive evening and weekend assignments, requirements to respond to emergencies, extended travel, and other work conditions.

**Supervision Exercised**—This factor measures the extent to which the work requires an understanding of human motivation and behavior in order to direct or influence the work of others through training or mentoring. It considers the scope of employees supervised and human resources management responsibilities. The supervisory duties must be formally assigned to the position, be of a permanent nature, and be performed on a regular and recurring basis.
RECLASSIFICATION PROCESS
Each year, executive staff members receive a memorandum and reclassification request form from the Office of Human Resources requesting that they review the positions in their area of responsibility to determine whether any need to be considered for a study. The form is returned to the associate superintendent, Office of Human Resources, indicating all pertinent information, including the significant changes in duties and responsibilities since the position’s current classification was established.

SEIU Local 500 provides input by submitting recommendations for reclassification through the Joint Labor Management Collaboration Committee. Additionally, SEIU Local 500 may consult and collaborate with managers to collect information pertinent to studying positions for reclassification.

DID YOU KNOW...
► Reclassification occurs when there is an identified significant change in the duties and responsibilities of the position.
► The reclassification process begins when the immediate supervisor identifies significant changes in the duties and responsibilities of the position.
► Reclassification does not take into account the background of the incumbent, only the requirements of the position.
► Reclassification is not the way to address workload.
► Reclassification does not necessarily result in a promotion or salary increase.
► Reclassification may result in—
  ▶ no change
  ▶ title change
  ▶ revised job description
  ▶ change in grade
► Reclassification is not a substitute for the collective bargaining process for salaries.
► Questions about procedures should be directed to the Office of Human Resources.

DID YOU...
► Read the job description before completing the questionnaire?
► Complete the reclassification questionnaire as soon as possible?
► Participate in focus groups, surveys, or other appropriate processes?
**PROCESS TIMELINE**

**MAY**

- The Office of Human Resources sends a memorandum regarding positions to be reviewed.

**JUNE**

- The Office of Human Resources reviews requests and determines whether or not changes in duties and responsibilities warrant a formal reclassification study.

**JULY**

- The chief operating officer authorizes a formal study.

- Positions selected for study are presented at the MCPS/SEIU Local 500 Joint Labor Management Collaboration Committee.

- The Office of Human Resources informs impacted employees, supervisors, and employee organizations about decisions to conduct a study.

**AUGUST/SEPTEMBER**

- The Office of Human Resources requests the completion of a Position Description Questionnaire (PDQ) by employee and supervisor.

- An Office of Human Resources staff member or classification consultant reviews responses to the questionnaire and conducts a desk audit with the individual employee or focus group.

- The Office of Human Resources presents the chief operating officer with a classification/reclassification recommendation addressing position title, job descriptions, and pay grade. Other factors considered include overtime eligibility and the Optimally Qualified (OQ)/Senior Qualified (SQ) designation.

- Findings are presented at the MCPS/SEIU Local 500 Joint Labor Management Collaboration Committee.

- Employees, work units, and employee organizations are notified of the decision.

- Employees may request reconsideration by providing information not included on the PDQ. This reconsideration process is included in the notification of decision memorandum.

**OCTOBER/NOVEMBER**

- Recommendations are to be included in the following year’s fiscal budget.
This document is available in an alternate format, upon request, under the Americans with Disabilities Act, by contacting the Public Information Office, 850 Hungerford Drive, Room 112, Rockville, MD 20850, 301-279-3391 or 1-800-735-2258 (Maryland Relay).

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