



OFFICE OF HUMAN RESOURCES


Marc Elrich
County Executive

Traci L. Anderson
Director

MEMORANDUM

March 10, 2025

TO: Department and Office Directors

FROM: Traci L. Anderson, Director, Office of Human Resources 

SUBJECT: FY25 Job Classification Studies

The Office of Human Resources (OHR), in collaboration with MCGEO, has identified the June Box and occupational job classifications to be reviewed and evaluated in 2025. The selection of job classification studies was determined in accordance with the MCGEO Collective Bargaining Agreement and the OHR instructions regarding June Box requests. June Box studies will be conducted by OHR Classification and Compensation, and occupational studies will be conducted by CPS HR Consulting.

OHR has accepted 47 studies for this June Box cycle. On **August 26, 2024**, notifications of all accepted FY25 June Box Studies were sent via email to employees, their supervisors, and department directors. The initial recommendations for the FY25 June Box Studies are scheduled to be delivered by **August 31, 2025**; however, OHR will provide timely updates, including any changes to the schedule.

Included in this year's occupational study process are 20 job classifications identified by MCGEO consisting of 114 positions across nine job class series. These class series are all union-covered and exceed the minimum of seven studies required by MCGEO CBA Article 9.9(m). OHR will work with the respective departments for proper education, coordination, and submission of required information to ensure timely and accurate completion of the occupational studies.

The final decisions for the FY25 Occupational Studies will be completed based on the timeline developed jointly by OHR and CPS HR Consulting. This timeline is contingent on the department's timely submission of required information to OHR.

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FY25 Occupational and Compensation Studies

HR Org	Job Class	Class Code	Grade	Position Count	Bargaining Unit	Study Type
DEP	Refuse Disposal Cashier	004321	13	6	OPT	Occupational
DGS	Carpenter Apprentice	005044	11	0 (Underfill Class)	SLT	Occupational
DGS	Carpenter I	005043	17	0	SLT	Occupational
DGS	Carpenter II	005042	18	0	SLT	Occupational
DGS	Electrician Apprentice	005074	11	0 (Underfill Class)	SLT	Occupational
DGS	Electrician I	005073	18	5	SLT	Occupational
DGS	Electrician II	005072	19	5	SLT	Occupational
DGS	HVAC Mechanic Apprentice	005084	11	0 (Underfill Class)	SLT	Occupational
DGS	HVAC Mechanic I	005083	18	14	SLT	Occupational
DGS	HVAC Mechanic II	005082	19	5	SLT	Occupational
DGS	Plumber Apprentice	005064	11	0 (Underfill Class)	SLT	Occupational
DGS	Plumber I	005063	17	4	SLT	Occupational
DGS	Plumber II	005062	19	4	SLT	Occupational
DGS	Plumber Supervisor	005061	N24	1	Non-Union	Occupational
DGS	Public Service Craftworker I	205229	15	13	SLT	Occupational
DGS	Public Service Craftworker II	205228	17	5	SLT	Occupational
DOT	Public Service Craftworker I	205229	15	25	SLT	Occupational
DOT	Public Service Craftworker II	205228	17	1	SLT	Occupational
DOT	Transportation Contract Compliance Inspector I	004070	17	2	OPT	Occupational
DOT	Transportation Contract Compliance Inspector II	004071	19	4	OPT	Occupational
HHS	Dental Assistant	002110	14	11	OPT	Occupational
HHS	Dental Hygienist	002105	21	9	OPT	Occupational

This memorandum is also published on the OHR Classification webpage: [Classification \(montgomerycountymd.gov\)](http://classification.montgomerycountymd.gov). If you have any questions or concerns, please contact the OHR Classification team at classification.ohr@montgomerycountymd.gov.

cc: Gino Renne, MCGEO President
 Michelle Weis, Executive Assistant to MCGEO President
 OHR Classification
 HR Liaisons
 SEAAAs