



OFFICE OF HUMAN RESOURCES


Marc Elrich
County Executive

Traci L. Anderson
Director

MEMORANDUM

June 18, 2025

TO: Department and Office Directors

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

SUBJECT: Requests for Individual Position Classification Studies (June Box) FY26

Human Resources Liaisons: Please share this information with employees.

The Office of Human Resources will accept requests for individual classification studies beginning Monday, June 23, 2025, in accordance with Montgomery County Personnel Regulations Section 9-4(b).

A classification review of an encumbered (filled) position **requires an explanation of the changes in the position's responsibilities, as well as an explanation of what occurred (e.g., reorganization or new mandates) that caused the change in responsibilities.** Classification reviews must not be used to circumvent the recruitment process or merit system principles. OHR will accept the following on a first-come, first-served basis:

- A total of 25 individual MCGEO OPT/SLT bargaining unit studies.
- A total of 25 individual unrepresented bargaining unit studies. (If accepted, the costs of individual classification studies for unrepresented employees will be paid by requesting departments)

This year, June Box submissions will be completed via the Position Description Management (PDM) system (instead of SeamlessDocs); all other required documents and signatures remain the same. The PDM system user guide, June Box eligibility requirements, reference materials, and a list of required documents are available on the June Box SharePoint Site, <https://mcgov.sharepoint.com/teams/apps/OHRJuneBox>.

On June 18, 2025, OHR will host a virtual informational session for HR Liaisons to review the June Box module in the PDM system and prepare them to assist any employees who may need help with their submissions.

Requests for Individual Position Classification Studies (June Box) FY26

June 18, 2025

Page 2 of 2

All June Box requests must be received in the PDM system by 5:00 p.m. on Friday, July 25, 2025. Late and/or incomplete requests will not be considered. If you have any questions, please contact the OHR Classification Team at Classification.OHR@montgomerycountymd.gov.

cc: James Tinnick, Classification & Compensation Manager, OHR
Classification, OHR
HR Liaisons
SEAs