



## Questions and Answers (Q&A)

### HR Liaison & MLS Live Event on Prioritized Hiring of County Positions, May 20, 2022

The following questions were submitted by attendees during the May 20, 2022, HR Liaison & MLS Live Teams Event hosted by OHR. Answers were provided by subject matter experts.

#### Q: How may departments request eBudget access for additional staff?

Departments should email their request to #OMB.IT ([OMB.IT@montgomerycountymd.gov](mailto:OMB.IT@montgomerycountymd.gov)).

#### Q: I would like to understand more about the various roles and transactions in position management processes. Is there a resource for this?

It may be helpful for HR Liaisons to review the [OHR and OMB Position Management Workflow](#) (click or ctrl+click).

#### Q: Will a New Employee Orientation session be held the week of Juneteenth?

New Employee Orientation will occur on June 21 for new County employees starting that pay period.

#### Q: Can you share a correct version of how to complete the organization chart?

There is no standard organization chart but the following link provides the information that should be included on the organization chart:

[https://www.montgomerycountymd.gov/HR/Resources/Files/Classification/Classification%20Documents/3\\_%20ORGANIZATION%20CHART.docx](https://www.montgomerycountymd.gov/HR/Resources/Files/Classification/Classification%20Documents/3_%20ORGANIZATION%20CHART.docx)

#### Q: When will the FY23 compensation schedule be released?

It will be released in early June.

#### Q: Where can we find the Position Description (PD) Form updated March 2022?

The form is posted on the [OHR Classification webpage](#) under the "Position Classification Documents" section. Click (or Ctrl+click) the following link to download the form as a Word document. You may need to open your device's downloads folder to locate the file:

<https://www.montgomerycountymd.gov/HR/Resources/Files/Classification/Classification%20Documents/POSITION%20DESCRIPTION%20TEMPLATE%20-%20March%202022%20v2.docx>