

# HR Liaisons & MLS Meeting with OHR & MTime

Friday, August 21, 2020

Welcome to the Live Event. Please make sure your audio is turned on.  
The meeting will begin shortly.



Office of *Human Resources*

# Introduction

Berke Attila

Director, Office of Human Resources



Office of *Human Resources*

# Agenda

- Celebrate You Announcement – Lili Rojas
- Position and Career Education System (PACE) – Melissa Voight Davis
- Question and Answer Session – Moderated by Katie Kasunic



# Special Event: Celebrate You

Lili Rojas

Wellness Program Manager

OHR



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# Celebrate You

- MCG's Employee Fitness and Health Extravaganza (Virtual)
- August 25 & 26, 2020
- Employees can pick and choose to attend wellness events that work with their schedules:

[https://www.montgomerycountymd.gov/HR/LiveWell/Celebrate\\_You\\_2020.html](https://www.montgomerycountymd.gov/HR/LiveWell/Celebrate_You_2020.html)



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# **Position and Career Education System (PACE)**

## **Growth Opportunities for Montgomery County Employees**

Melissa Voight Davis  
Chief, Recruitment and Selection  
OHR



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# PACE Overview

- Career development is most effective when employees:
  - Actively make their own career decisions
  - Personally commit to achieving their objectives.
- To help employees reach these goals, the County actively supports individuals in their development efforts through Position and Career Education (PACE) System assignments.



# PACE Overview

- PACE assignments offer employees an opportunity to:
  - Voluntarily assume different or additional responsibilities outside of their current class specification
  - Advance career potential and increase job enrichment
  - Support career development
- Department managers can identify positions and open assignment up for competition, or;
- Employees can individually and independently seek opportunities for PACE assignments either in their departments or in other departments throughout the County.





# PACE Overview

- Once match is found (either by a manager or an employee finding a potential assignment) and an agreement has been made, a PACE contract must be prepared and signed by all stakeholders.
- What is included in the PACE contract?
  - Employee Duties and Responsibilities
  - Supervisor's Responsibilities
  - Commencement and Completion of Assignment
  - Rights to Termination
  - Signatures
- Duration of the total contract will not exceed one year.



# PACE Overview

- The PACE contract/assignment will not be considered a basis in a reclassification justification or request for promotional pay.
- At the time of the expiration of the PACE contract, the employee will resume the duties that fall within their current job classification.
- Employees should feel free to include a PACE assignment experience on their resume.
- Career development does not, in itself, create job openings or guarantee promotions or reassignments.
- It can, however, help individuals develop both personally and professionally, while enhancing their ability to contribute to Montgomery County.
- **PACE assignments must be performed during normal work hours and do not include overtime.**



# Resources

- <https://www.montgomerycountymd.gov/HR/Resources/Files/Staffing/PACeFillableForm102419.pdf>
- Fillable PACE Contract Form
- Recruitment and Selection Specialist
- HR Liaisons



# Q & A

Moderated by Katie Kasunic



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# Thank You for Attending

This presentation will be posted on the Weekly HR Liaisons & MLS Meeting Dashboard:

[montgomerycountymd.gov/HR/Misc/WeeklyHRLiaisonsMLSOHRMCTime.html](https://montgomerycountymd.gov/HR/Misc/WeeklyHRLiaisonsMLSOHRMCTime.html)

For more information on Timekeeping, visit the MCTime Events - COVID-19:

[montgomerycountymd.gov/mctime/resources.html#Events](https://montgomerycountymd.gov/mctime/resources.html#Events)

OHR's Employee Coronavirus News Webpage:

[montgomerycountymd.gov/employeenewscovid19](https://montgomerycountymd.gov/employeenewscovid19)

New OLR Website:

[montgomerycountymd.gov/olr/](https://montgomerycountymd.gov/olr/)

Celebrate You Webpage (Schedule and Registration):

[montgomerycountymd.gov/HR/LiveWell/Celebrate\\_You\\_2020.html](https://montgomerycountymd.gov/HR/LiveWell/Celebrate_You_2020.html)



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