

Special OHR Live Event: Prioritized Hiring for County Positions

Friday, May 20, 2022

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



Office of *Human Resources*

Agenda

- CAO—Opening Remarks
- Introduction
- Prioritization Hiring Process
 - OHR Overview
 - OMB Position Intake Process
 - Position Classification Process
 - Recruitment and Staffing
 - OMS
 - Training Related to Recruitment and Hiring
- Juneteenth Reminder
- Performance Management Reminder
- Question and Answer Session



Opening Remarks

Richard Madaleno
Montgomery County Chief Administrative Officer



Office of *Human Resources*

Introduction

Darryl Gorman

Acting Director, Office of Human Resources (OHR)



Office of *Human Resources*

Introducing OHR Chief Talent Acquisition Officer

Krista Simkins

Chief Talent Acquisition Officer

OHR



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A Prioritized Hiring Process

Darryl Gorman
Acting Director
OHR



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County's Vacancy List

- Current job vacancies:
 - 386 County job F/T vacancies
 - 541 temporary/ seasonal/substitute job vacancies
- OHR, OMB and CAO need a single County priority list for vacancies: current vacancies plus the new positions in the FY23 budget.
- Departments received a request to establish their hiring priorities via an OHR memo to department directors on May 11.



Priority Vacancy List Status: In Progress

- Most departments have communicated their vacant position priorities to OHR.
- OHR is compiling the data and sharing with CEX to finalize a working list for all vacancies.

MEMORANDUM

Wednesday, May 11, 2022

TO: Department & Office Directors

FROM: Berke Attila, Director, Office of Human Resources



SUBJECT: Prioritized Hiring of County Positions

As directed by the Chief Administrative Officer (CAO), we have developed a systematic plan to fill all vacant positions in order of priority, based on criteria established by the CAO, which includes existing vacant positions as well as the proposed new positions.

To assist with determining a Countywide prioritized hiring list, we are requesting that departments identify their vacant position priorities, inclusive of both current FY22 vacancies and proposed FY23 new positions. Your department will need to update the document in the link below with your responses by close of business **Wednesday, May 18, 2022.**



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Priority Vacancy List: Next Steps

- CEX will provide OHR with a finalized list representing the list of positions OHR and the departments will prioritize.
- OHR will share this list with the departments.
- The list is the agreed upon vacant positions that must be worked on first.
- Re-prioritization of the positions must be reviewed and addressed through the SMT meetings before any changes to the list of positions are made.
- OHR will create a status summary for priority positions.



Position Creation Process

Corey Orlosky
Acting Manager
OMB

Kimberly Williams
Chief, Business Ops and Strategy & Innovation
OHR

Mani Persaud
HR Specialist
OHR



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OMB Position Intake Process

- All Position Requests must be submitted via OMB [eBudget](#) Online Services.
- No change in process.
- Oracle position transactions should not be sent directly to OMB.
- OMB processing will be in accordance with the defined priority positions.



Classification Work Processes

WORK PROCESS	OMB APPROVAL REQUIRED?	DOCUMENTATION REQUIRED	CLASSIFICATION ACTION	EXAMPLE
CREATE NEW POSITION	Yes	Position Description	Classify Duties to a Job Class	Program Manager I/23
RECLASSIFY VACANT POSITION	Yes	Position Description	Reclassify Position to a Different Job Class	Reclassify Program Specialist I/23 to Program Manager II/25
BACKFILL EXISTING VACANT POSITION	Yes*	Work with Recruitment Specialist	None	Advertise Administrative Specialist I/18
CREATE NEW JOB CLASS	No	Work with Classification Specialist	Conduct Job Study to Create New Job Classification	Basket Weaver/11

***Note:** All positions must be submitted through OMB eBudget Position Intake Process.



Backfill Existing Position Requests

- All backfill existing positions are submitted via the OMB [eBudget](#) system.
- Required as OMB and OHR are using this eBudget workflow for all position requests intake.
- See OMB [eBudget](#) Online Services Instructions.
- All backfill vacancies are routed from eBudget to OHR Recruitment.



New Position Creation & Vacant Reclassification Requests

- New position creation and reclassification of positions will receive normal OMB review.
- Required to ensure only budget approved position creations are posted and filled.
- All position creation and reclassification requests will be routed to OHR Classification after OMB review.
- OHR Classification determines the occupational class for the position request using the following:
 - [Position Description Form \(Updated March 2022\)](#) (only for job classifications requiring a PD) and
 - [Organization Chart Form](#)



Position Creation Tips

- **Don't wait!** Draft position descriptions (if required) for priority positions now.
- Complete the [Position Description Form \(Updated March 2022\)](#).
- Work with OHR Classifier to conduct a preliminary review of the PD drafts.
- Determine the date the hire is needed to establish the priority order of the department positions on the priority list that will be provided.
- Only submit for review the approved positions on the priority list that will be provided.
- **Key Reminders:**
 - All Position Requests must be submitted via **OMB [eBudget](#) Online Services**.
 - Position Creations must have OMB approval for OHR Classification to finalize.
 - Make sure final position descriptions have all the **required** signatures.



Compensation Process

- Currently working on a salary review process to support more timely salary offers:
 - Above the mid-point of the salary range
 - Promotions above 10%
- Complete salary reviews for priority hires.



Recruitment and Hiring Process

Krista Simkins

Chief Talent Acquisition Officer

OHR



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Recruitment Tips

- Hiring managers should identify all panelists now for interview panels.
- New panelists must take OHR's training course for panelists before they participate in any panels.
- Departments can work with their recruiters to help create job ads.
- Hiring managers can decide now whether they want 2 or 3 categories for an eligible list ("Highly Qualified" and "Qualified" or "Not Qualified", or "Qualified for Hire" and "Not Qualified").
- Departments can determine whether Preferred Criteria are actually needed for advertising a new position.



Department Partnership

- Identify and provide resources for advertising hard-to-fill positions.
- Follow established recruitment practices, especially regarding equity and legal compliance.
- Coordinate through a Point of Contact between departmental hiring staff and OHR recruiters. Aim for a consolidated, streamlined flow of information.



Occupational Medical Services (OMS)

Johnna L. Bryant

Manager, Occupational Medical Services

OHR



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What OMS Is Doing

- OMS will be increasing its space and its staffing to meet the demands of additional hiring and incumbent physicals
- Candidates who only require a medical history review for clearance can complete this process online (via SeamlessDocs) without an appointment.
- Pre-placement screening documentation that is required based on job position is now digitized which reduces onsite exam time
- We now have digital fillable medical request forms.
- Appointments are being routed through one central point of contact.
- OHR recruiters are able to schedule candidate appointments directly
- OMS is documenting applicant no-show rates by department.



How Departments Can Expedite the Process

- Assign a single OMS POC in your department.
- Questions regarding OMS FROMS should be sent to County OMS management team, not the INOVA clinical staff.
- Departments should not request appointments without providing candidate name, contact information, and demographics.
- Help OMS reduce the number of no-show appointments by communicating and following up with candidates regarding clearances and scheduling.
 - Keep in mind the impact and ripple effects both for OMS and for the departments being served; **both new hire and current employee visits** that are cancelled, rescheduled, or missed create delays and bottlenecks that impact time to fill.
 - Employees who don't complete or provide their paperwork prior to their visit or provide incomplete information also cause delays.



OHR Training

Anita Brady

Manager, Training and Organizational Development

OHR



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Training for HR Liaisons, Hiring Managers and Interview Panelists

- OHR currently offers training for these groups so that they understand their roles and can assist with the recruitment process.
- New interview panelists, in particular, must take the training course for their role so that they understand confidentiality, proper completion of all paperwork and diversity and equity issues.
- Hiring managers should select a group of interview panelists who have been trained and who understand the importance of their role.



Courses / Related Training Resources

- **Interviewing and Selecting Employees**
- **Course Title:** Interviewing and Selecting Employees
 - Audience: Members of interview panels and hiring managers.
 - Timeframe: This course must be completed prior to participating on a rating or interview panel or acting as a hiring manager. See [Course Dates](#).
 - Enroll: Online enrollment available via Employee Self-service Oracle Learning Management (OLM)



Juneteenth Reminder

Darryl Gorman
Acting Director
OHR



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Juneteenth Reminder

- Juneteenth Dates:
 - Actual: Sunday, June 19, 2022
 - Observed: **Monday, June 20, 2022**
- Juneteenth timekeeping will be covered at a future Live Event with OHR and MCTime on **Friday, June 3, 10 – 11 am.**



Performance Management Reminder

Kimberly Williams

Chief, Business Ops and Strategy and Innovation

OHR



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Performance Management Reminder

- Completed MLS, PLS and GSS Longevity Performance Appraisals were **due May 14, 2022**.
- Current Status:

Employee Category	# of Evaluations	# of Completed Evaluations	% Completed
MLS and PLS	462	346	75%
GSS Longevity	32	17	53%

Notes:

1. Appraisals must be finalized in WPM before ERP retrieves file for the Compensation Workbench.
2. Department Directors will not be able to allocate pay for performance which if approved is effective July 3, 2022.



Q & A

Moderated by KD Kasunic



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Thank You for Attending

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

www.montgomerycountymd.gov/HR/Misc/WeeklyHRLiaisonsMLSOHRMCTime.html

OHR Website:

www.montgomerycountymd.gov/HR

For more information on Timekeeping, visit the MCTime Resources webpage:

www.montgomerycountymd.gov/mctime/resources.html#Events

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