



### Temporary Administrative Services Contact with ATHENA Consulting, LLC Frequently Asked Questions (FAQ) Document

The following frequently asked questions are provided as information on the temporary administrative services contracts with ATHENA Consulting, LLC (ATHENA). This information is for managers/supervisors and department billing and budget contacts.

**1. What if the Purchase Order (PO) or Direct Purchase Order (DPO) funding runs out, but my assignment has not ended yet?**

First, work with your department's budget contact to identify a new funding source. Once the funding source is identified, contact Lisa Davis at ATHENA ([ldavis@athenajobs.com](mailto:ldavis@athenajobs.com)) with the new PO/DPO number and indicate the PO/DPO number is being replaced. ATHENA encourages departments to notify them as soon as the new PO/DPO number is received to ensure match with their billing records.

*Note: Changes to the PO/DPO will be effective on the 1st or 16th of each month.*

**2. Do I have to complete a new request form if a new PO/DPO number is executed, but the assignment has not changed?**

No, but you must notify Lisa Davis ([ldavis@athenajobs.com](mailto:ldavis@athenajobs.com)) and forward a copy of new PO/DPO. Otherwise, the temporary contractor may be removed due to lack of funding tied to the assignment.

**3. Do I need to complete a new request form to extend the original length of an assignment?**

No, however, you need to contact Lisa Davis ([ldavis@athenajobs.com](mailto:ldavis@athenajobs.com)) and provide the new assignment end date and provide a copy of the new PO/DPO.

*Note: Assignments in one functional area are limited to no more than one year. If the assignment is expected to exceed one year, you must request an extension from the Director of the Office of Human Resources. Assignments are tied to a specific function; once the work associated with that function is completed, the assignment should end.*

**4. If the current assignment ends, but I have a need for a temporary in another area of the department, can I use the same temporary contractor?**

Yes, however, if you plan to assign the same temporary contractor to a completely new function within the department, then you must complete a new request form and PO/DPO.

**5. What do I do if there are changes in a hiring manager, billing contact, etc.?**

Contact Lisa Davis ([ldavis@athenajobs.com](mailto:ldavis@athenajobs.com)) with any changes, the name of the temporary contractor, hiring manager and the PO/DPO.

**6. Does the PO/DPO have to match the temporary assignment?**

Yes, the purchase orders are requested and issued for specific assignments and should not be changed.

**7. What should I do if the PO/DPO being used to pay for services changes?**

If there is a change to the purchase order you are using for an assignment, contact Lisa Davis ([ldavis@athenajobs.com](mailto:ldavis@athenajobs.com)) prior to making the change. ATHENA is responsible for tracking the length of assignments and monitoring purchase order balances. ATHENA must be notified of any changes. Changes that are made without notification will create billing discrepancies and may result in a notification to the department that funds on the PO on file are running low.

*Note: PO changes to an existing assignment can only be made effective on the 1st or 16th of a month.*

**8. What should I do if I receive a past due invoice?**

If the bill has not been paid, you must make arrangements with your department's billing contact to pay for the services. If Oracle shows payment has been made, contact Evelyn Andrade ([eandrade@athenajobs.com](mailto:eandrade@athenajobs.com)) with payment confirmation.

**9. What should I do if the temporary assignment is nearing its one-year expiration, but I need to extend the assignment end date?**

Complete the temporary assignment extension form and submit the approved form at least 15 days prior to the end date of the assignment to [OHRASC@montgomerycountymd.gov](mailto:OHRASC@montgomerycountymd.gov) with the subject line, "(Name of Dept.) Temporary Assignment Extension Request."

**10. What is the difference between a Hiring Manager and a Billing Manager?**

The *Hiring Manager*: manages the temporary contractor's day to day work and tasks; approves their timecard and requests for leave, and monitors performance and reports issues to ATHENA.

The *Billing Manager*: reviews and processes invoice payments received by ATHENA for each temporary contractor assigned to them; monitors purchase order balances and coordinates changes to or the processing of new purchase orders; and communicates changes or new purchase orders directly with Lisa Davis ([ldavis@athenajobs.com](mailto:ldavis@athenajobs.com)).

**Resources for Temporary Administrative Services Contracts**

TASC forms and resources can be found at <http://www.montgomerycountymd.gov/HR/Recruitment/OtherResources.html>.

<b>ATHENA Consulting, LLC Contacts</b>	<b>Montgomery County Government Contacts</b>
<p><b>Lisa Davis</b> Vice President of Recruiting 240-396-5349 <a href="mailto:ldavis@athenajobs.com">ldavis@athenajobs.com</a> <i>Requests for new temporary positions; PO/DPO communications</i></p>	<p><b>Carey Couto</b> HR Specialist &amp; OHR Contract Coordinator 240-777-5078 <a href="mailto:carey.couto@montgomerycountymd.gov">carey.couto@montgomerycountymd.gov</a> <i>Process questions</i></p>
<p><b>Jacci Harper</b> HR Assistant 240-396-5340 <a href="mailto:jharper@athenajobs.com">jharper@athenajobs.com</a> <i>Timekeeping questions</i></p>	<p><b>Jenna Shovlin</b> OHR, Manager of Administrative Services 240-777-5039 <a href="mailto:jennifer.shovlin@montgomerycountymd.gov">jennifer.shovlin@montgomerycountymd.gov</a> <i>Contract questions and/or concerns</i></p>
<p><b>Evelyn Andrade</b> Administrative Assistant 240-654-0624 <a href="mailto:eandrade@athenajobs.com">eandrade@athenajobs.com</a> <i>Billing questions</i></p>	<p><a href="mailto:OHRASC@montgomerycountymd.gov">OHRASC@montgomerycountymd.gov</a> <i>General Questions</i></p>