



Classification and Salary Administration Unit

HR Liaisons Meeting
June 2, 2016



Greetings and Welcome

Agenda Items:

- Connect - Classification & Salary Administration Processes:
 - Classification Position Reviews
 - Position Management

CONNECT – CLASSIFICATION TRANSACTIONS

- TYPES OF TRANSACTIONS:
- Vacant Position
- Individual Reclassification
- Non-Competitive (Interchangeable) Reclassification
- Acting Capacity

CONNECT – TYPES OF CHANGES

- Position Change Request

- Type of Change:

Classification Review =

Department Change =

Job Code Change =

Non-Competitive

Reclassification =

PIN Reassignment =

Reorganization =

Reports To Change =

Title Change =

Classification Study Review

Position Management

Classification Review

Classification Review

Position Management

Classification and/or Position
Management Review

Position Management

Classification Review

CONNECT – Definitions of Types of Changes

- Classification Review
- Department Review
- Job Code Change
- Reclassification
- PIN Reassignment
- Reports To Change
- Reorganization
- Title Change

SEE HAND-OUT

CLOSING REMARKS

- Thank you all for participating

Office of Classification and Salary Administration Staff Members

- Lee Robinson – Director, Human Resources (410-260-1205)
- Jennifer Boswell – Deputy Director, Human Resources (410-260-3765)
- Rebecca West – Manager (410-260-1276)
- Tammy Ferguson – Class./Comp. Supervisor (410-260-1282)
- Sara Leta-Marie Ringenary – Class./Comp. Analyst (410-260-3633)
- Karen Fary – Position Management Specialist (410-260-1202)
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