

Office of Classification, Salary Administration and HRIS

Frequently Asked Questions: **Non-Competitive/Interchangeable Classifications**

1. **What is a Non-Competitive/Interchangeable Classification?**

A Non-Competitive/Interchangeable Classification is the advancement from entry level to the proficient level of work in a Classification series without changing the position identification number (PIN).

2. **What classifications are included in the Non-Competitive/Interchangeable Classification series?**

The complete listing of classifications in the Non-Competitive/Interchangeable Classification series is located on our website: <http://mdcourts.gov/hr/classification.html>

3. **How will posting job announcements at both the entry level and proficient level benefit me?**

By posting your job announcement at both the entry level and the proficient level, you gain greater flexibility and are able to broaden the scope of your applicant pool at the time of recruitment.

4. **What about salary inequity?**

When you are in the planning stages of your recruitment, it is important to be mindful of the salaries of your current staff. Here are some questions to consider:

- What are the salaries of my current staff?
- What will the salaries be in a year from now?
- If I hire an employee at the proficient level and a higher salary, what will be the impact on my current employees?

5. **How do I know if using a Non-Competitive/Interchangeable Classification is the best option for me?**

Here are some helpful suggestions:

- Assess your staffing needs; what are your current needs and what will your needs be in the future?
- The Non-Competitive/Interchangeable Classifications provide staff with an opportunity for professional growth. This is a valuable tool for retention and succession planning.
- New staff hired at the entry level requires significant training while hiring at the proficient level will provide you with an employee that can hit the ground running and require little or no training.

If you have any questions, please contact a member of the Office of Classification, Salary Administration and HRIS:

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