

Office of Classification, Salary Administration and HRIS

Frequently Asked Questions: **Opportunity for Reclassification Process**

1. **What is an Opportunity for Reclassification?**

The reclassification of a current employee within their own PIN. This reclassification occurs when the Administrative Official identifies the need for a particular function within his/her jurisdiction.

2. **The following steps are recommended to initiate an Opportunity for Reclassification:**

- The Administrative Official requests and submits an updated Position Description Questionnaire (PDQ) to the Office of Classification, Salary Administration and HRIS (OCSA-HRIS) for review.
- OCSA-HRIS staff prepares a job announcement for the Administrative Official to post in their jurisdiction for a pre-determined time.
- Interested employees must complete a Maryland Judiciary Employment Application and submit to the Administrative Official.
- The Administrative Official interviews candidates that meet the minimum qualifications of the posted function.
- After selecting the most qualified candidate, the Administrative Official contacts OCSA-HRIS with the name of the successful candidate.
- The Administrative Official submits the successful candidate's application along with a written request for reclassification.
- An official approval letter is provided to the Administrative Official stating the effective date of the action, new classification and salary information for the employee.

3. **Is utilizing the Opportunity for Reclassification the right choice?**

- Assess your staffing needs; what are your current needs and what will your needs be in the future?
- The Opportunity for Reclassification process allows the Administrative Official to fill a needed function when new PINs are not available and provides staff an opportunity for professional growth.
- The Opportunity for Reclassification process preserves equity among staff within the unit by allowing all interested employees to apply.

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

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