

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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