



Committee: GO
Committee Review: At a future date
Staff: Livhu Ndou, Legislative Attorney
Purpose: To introduce agenda item – no vote expected
Keywords: #SpecialProjectsManager
#OfficeoftheCountyExecutive
#OfficeoftheChiefAdministrativeOfficer

AGENDA ITEMS# 3B&4B
January 31, 2023
Introduction

SUBJECT

Expedited Bill 4-23, Administration – Non-Merit Positions – Special Projects Manager

Executive Regulation 24-22, Special Projects Manager, Office of Chief Administrative Officer

Lead Sponsor: Council President Glass at the request of the County Executive

EXPECTED ATTENDEES

None

COUNCIL DECISION POINTS & COMMITTEE RECOMMENDATION

- To introduce bill – no vote expected
- To introduce resolution – no vote expected

DESCRIPTION/ISSUE

Expedited Bill 4-23 would create a second non-merit Special Projects Manager position in the Office of the County Executive. ER No. 24-22 would amend the position description for the non-merit position of Special Projects Manager, Office of the Chief Administrative Officer.

SUMMARY OF KEY DISCUSSION POINTS

- The Office of the County Executive currently has 1 Special Projects Manager. Bill 4-23 will increase that number to 2.
- The Special Projects Manager is a senior-level position responsible for planning, developing, coordinating, and implementing projects within the Office of the Chief Administrative Officer. The County Executive has stated that one major initiative for this new position would be to help bridge the digital divide by coordinating efforts to extend the physical infrastructure needed for better access to high-speed broadband.
- Under ER No. 24-22, the Special Projects Manager will no longer report to an Assistant Chief Administrative Officer (ACAO).

This report contains:

Expedited Bill 4-23

© 1

Executive Regulation 24-22

© 3

Legislative Request Report

© 11

Alternative format requests for people with disabilities. If you need assistance accessing this report you may [submit alternative format requests](#) to the ADA Compliance Manager. The ADA Compliance Manager can also be reached at 240-777-6197 (TTY 240-777-6196) or at adacompliance@montgomerycountymd.gov

Expedited Bill No. 4-23
Concerning: Administration – Non-Merit
Positions – Special Projects Manager
Revised: 1/12/2023 Draft No. 1
Introduced: January 31, 2023
Expires: _____
Enacted: _____
Executive: _____
Effective: _____
Sunset Date: None
Ch. _____, Laws of Mont. Co. _____

COUNTY COUNCIL FOR MONTGOMERY COUNTY, MARYLAND

Lead Sponsor: Council President Glass at the Request of the County Executive

AN EXPEDITED ACT to:

- (1) increase the number of Special Projects Managers in the Office of the County Executive; and
- (2) generally amend the law governing personnel in Montgomery County.

By amending

Montgomery County Code
Chapter 2, Administration
Section 2-26

Boldface	<i>Heading or defined term.</i>
<u>Underlining</u>	<i>Added to existing law by original bill.</i>
[Single boldface brackets]	<i>Deleted from existing law by original bill.</i>
<u>Double underlining</u>	<i>Added by amendment.</i>
[[Double boldface brackets]]	<i>Deleted from existing law or the bill by amendment.</i>
* * *	<i>Existing law unaffected by bill.</i>

The County Council for Montgomery County, Maryland approves the following Act:

1 **Sec. 1. Section 2-26 is amended, as follows:**

2 **2-26. Non-merit positions.**

3 The following positions in the Office of the County Executive are non-merit
4 positions:

5 (a) 5 Directors of the Regional Services Centers;

6 (b) Director, Office of Community Partnerships;

7 (c) Director of Strategic Partnerships;

8 (d) 4 Assistant Chief Administrative Officers;

9 (e) 2 Special Projects [Manager] Managers; and

10 (f) Chief Labor Relations Officer.

11 **Sec. 2. Expedited Effective Date.** The Council declares that this legislation
12 is necessary for the immediate protection of the public interest. This Act takes effect
13 on the date on which it becomes law.



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject Position Description: Special Projects Manager, Office of Chief Administrative Officer	Number 24-22
Originating Department Office of Human Resources	Effective Date

Montgomery County Regulation on
PERSONNEL REGULATIONS

Issued by: County Executive
Regulation No. 24-22

Authority: Montgomery County Code (2014) Sections 1A-104(b)(2), 2-26(e), and 2A-15(f)

Supersedes: Executive Regulation 22-08

Council Review: Method (1) under Code Section 2A-15

Register Vol. 39 No. 12

Effective Date: _____

Comment Deadline: December 15, 2022

Summary: This regulation amends the position description for the non-merit position of Special Projects Manager, Office of the Chief Administrative Officer.

Staff contact: Adrienne Craver
(240) 777-2511

Address: Office of the Chief Administrative Officer
Executive Office Building
101 Monroe Street, Third Floor
Rockville, Maryland 20850

Background: Under County Code Section 1A-104(b)(2), a person holding a position in the Executive Branch designated by law as a non-merit position must be professionally qualified under a position description established by regulation under method (1). Montgomery County Code Section 2-26(e) designates this position as a non-merit position.

COMCOR 01A.104.19 Special Projects Manager, Office of the Chief Administrative Officer

01A.104.19.01 Definition of Class:

This is senior level technical and administrative work which involves planning, developing, coordinating and implementing special projects within the Office of the Chief Administrative Officer. As this is a non-merit position within Montgomery County Government, the employee will be appointed by the County Executive and



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject Position Description: Special Projects Manager, Office of Chief Administrative Officer	Number 24-22
Originating Department Office of Human Resources	Effective Date

confirmed by the County Council. Key responsibilities of the position include providing oversight and leadership for the County's efforts on key new initiatives and special projects and the improvement of customer services within the Department. The incumbent will also serve as a project manager and/or task force leader to study issues and implement actions in a variety of programmatic and management areas across the County government.

The work requires mastery of a comprehensive professional or administrative field and expert application of advanced level management principles to conduct strategic, visionary, long range planning; to establish and implement innovative concepts; to determine and advise on such matters as methods and processes, the allocation of major resources, or the resolution of unprecedented problems involving adjustments in work effort, service levels, or resource requirements. The employee has complete responsibility and accountability for the achievement of established objectives and works with little or no technical guidance. The work outcome has a significant impact on the general population of the County.

The work is primarily sedentary, performed primarily in office settings, and subject to usual everyday risks.

01A.104.19.02 Examples of duties:

Plans, leads and oversees the development of policy on a variety of projects and provides analyses on numerous diverse and complex issues/problems.

Organizes and/or leads committees to develop recommendations in a variety of diverse areas and provides advice on budget, program proposals and other matters.

Works with executive level managers and appointed officials of other State and local government agencies on selected, sensitive local and regional issues.

Coordinates special projects and customer service initiatives that involve multiple public/private entities and assists in the implementation of these projects.

Performs special ad hoc assignments, researches issues, oversees studies, and provides analyses on issues and develops management recommendations.

Serves as project manager, committee chair, or task force leader to implement special projects.



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject Position Description: Special Projects Manager, Office of Chief Administrative Officer	Number 24-22
Originating Department Office of Human Resources	Effective Date

Performs related duties as required.

01A.104.19.03 Recommended qualifications:

Experience: Seven years of progressively responsible management and administrative experience involving program operations, evaluations, analysis or similar activities, four years of which are in a supervisory or executive capacity.

Education: Possession of a Master's Degree from an accredited college or university in business, business administration, or public administration or in an equivalent field.

Equivalency: An equivalent combination of education and experience may be substituted.

01A.104.19.04 Knowledge, skills, and abilities:

Knowledge of management practices and principles

Knowledge of local government functions and organizations.

Knowledge of Capital Improvements budgeting and programming, Operating budgeting and programming and related fiscal matters.

Skill in planning, developing, implementing and administering a broad range of public services across divisional and departmental lines.

Skill in negotiating agreements, a collective position, etc., in support of the execution of the program objective.

Ability to communicate effectively, orally and in writing, in a clear and concise manner.

Ability to establish and maintain effective working relationships with other governmental agencies, private organizations and the general public.

Ability to develop, present and defend program measurements related to the program.

Ability to attend meetings and perform work assignments at locations outside the office.



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject Position Description: Special Projects Manager, Office of Chief Administrative Officer	Number 24-22
Originating Department Office of Human Resources	Effective Date

01A.104.19.05 Medical protocol:

Medical History Review.

Approved:

Handwritten signature of Marc Elrich in black ink.

Marc Elrich, County Executive

January 6, 2023

Date

APPROVED AS TO FORM AND LEGALITY
OFFICE OF THE COUNTY ATTORNEY

Handwritten signature of Edward B. Lattner in blue ink.

Edward B. Lattner

December 1, 2022

Date



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject Position Description: Special Projects Manager, Office of Chief Administrative Officer	Number 24-22
Originating Department Office of Human Resources	Effective Date

Montgomery County Regulation on

POSITION DESCRIPTION: SPECIAL PROJECTS MANAGER, OFFICE OF CHIEF ADMINISTRATIVE OFFICER

Issued by: County Executive

Regulation No. 24-22

Authority: Montgomery County Code (2014) Sections 1A-104(b)(2), 2-26(e), and 2A-15(f)

Supersedes: Executive Regulation 22-08

Council Review: Method (1) under Code Section 2A-15

Register Vol. 39 No. 12

Effective Date: _____

Comment Deadline: December 15, 2022

Summary: This regulation amends the position description for the non-merit position of Special Projects Manager, Office of the Chief Administrative Officer.

Staff contact: Adrienne Craver
(240) 777-2511

Address: Office of the Chief Administrative Officer
Executive Office Building
101 Monroe Street, Third Floor
Rockville, Maryland 20850

Background: Under County Code Section 1A-104(b)(2), a person holding a position in the Executive Branch designated by law as a non-merit position must be professionally qualified under a position description established by regulation under method (1). Montgomery County Code Section 2-26(e) designates this position as a non-merit position.

COMCOR 01A.104.19 Special Projects Manager, Office of the Chief Administrative Officer

01A.104.19.01 Definition of Class:

This is senior level technical and administrative work which involves planning, developing, coordinating and implementing special projects within the Office of the Chief Administrative Officer. As this is a non-merit



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject Position Description: Special Projects Manager, Office of Chief Administrative Officer	Number 24-22
Originating Department Office of Human Resources	Effective Date

position within Montgomery County Government, the employee will be appointed by the County Executive and confirmed by the County Council. [The incumbent of this position reports to an Assistant Chief Administrative Officer (ACAO).] Key responsibilities of the position include providing oversight and leadership for the County's efforts on key new initiatives and special projects and the improvement of customer services within the Department. The incumbent will also serve as a project manager and/or task force leader to study issues and implement actions in a variety of programmatic and management areas across the County government.

The work requires mastery of a comprehensive professional or administrative field and expert application of advanced level management principles to conduct strategic, visionary, long range planning; to establish and implement innovative concepts; to determine and advise [the ACAO] on such matters as methods and processes, the allocation of major resources, or the resolution of unprecedented problems involving adjustments in work effort, service levels, or resource requirements. The employee has complete responsibility and accountability for the achievement of established objectives and works with little or no technical guidance. The work outcome has a significant impact on the general population of the County.

The work is primarily sedentary, performed primarily in office settings, and subject to usual everyday risks.

01A.104.19.02 Examples of duties:

Plans, leads and oversees the development of policy on a variety of projects and provides analyses on numerous diverse and complex issues/problems.

Organizes and/or leads committees to develop recommendations in a variety of diverse areas and provides advice on budget, program proposals and other matters [to the ACAO].

Works with executive level managers and appointed officials of other State and local government agencies on selected, sensitive local and regional issues.

Coordinates special projects and customer service initiatives that involve multiple public/private entities and assists in the implementation of these projects.

Performs special ad hoc assignments, researches issues, oversees studies, and provides analyses on issues and develops management recommendations.

Serves as project manager, committee chair, or task force leader to implement special projects.



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject Position Description: Special Projects Manager, Office of Chief Administrative Officer	Number 24-22
Originating Department Office of Human Resources	Effective Date

Performs related duties as required.

01A.104.19.03 Recommended qualifications:

Experience: Seven years of progressively responsible management and administrative experience involving program operations, evaluations, analysis or similar activities, four years of which are in a supervisory or executive capacity.

Education: Possession of a Master’s Degree from an accredited college or university in business, business administration, or public administration or in an equivalent field.

Equivalency: An equivalent combination of education and experience may be substituted.

01A.104.19.04 Knowledge, skills, and abilities:

Knowledge of management practices and principles

Knowledge of local government functions and organizations.

Knowledge of Capital Improvements budgeting and programming, Operating budgeting and programming and related fiscal matters.

Skill in planning, developing, implementing and administering a broad range of public services across divisional and departmental lines.

Skill in negotiating agreements, a collective position, etc., in support of the execution of the program objective.

Ability to communicate effectively, orally and in writing, in a clear and concise manner.

Ability to establish and maintain effective working relationships with other governmental agencies, private organizations and the general public.

Ability to develop, present and defend program measurements related to the program.



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject Position Description: Special Projects Manager, Office of Chief Administrative Officer	Number 24-22
Originating Department Office of Human Resources	Effective Date

Ability to attend meetings and perform work assignments at locations outside the office.

01A.104.19.05 Medical protocol:

Medical History Review.

Approved:

Handwritten signature of Marc Elrich in black ink.

January 6, 2023

Marc Elrich, County Executive

Date

APPROVED AS TO FORM AND LEGALITY
OFFICE OF THE COUNTY ATTORNEY

Handwritten signature of Edward B. Lattner in blue ink.

December 1, 2022

Edward B. Lattner

Date

LEGISLATIVE REQUEST REPORT

Bill XX-23

Special Projects Manager

- DESCRIPTION:** This bill revises §2-26 to create a second non-merit Special Projects Manager in the Office of the County Executive.
- PROBLEM:** The issue of digital equity needs high level oversight and coordination to ensure that Montgomery County addresses the barriers to digital equity such as access to affordable, high-speed broadband, access to a home computer or tablet and digital literacy.
- GOALS AND OBJECTIVES:** The creation of the second Special Projects Manager focusing on digital equity will elevate the focus on digital equity issues and provide a central point of the coordination and oversight of digital equity initiatives.
- COORDINATION:** Office of the Chief Administrative Officer
- FISCAL IMPACT:** Office of Management and Budget
- ECONOMIC IMPACT:** Office of Legislative Oversight
- EVALUATION:** Subject to the general oversight of the County Executive and the County Council. The Office of the County Attorney will evaluate for form and legality.
- EXPERIENCE ELSEWHERE:** Unknown
- SOURCES OF INFORMATION:** Ken Hartman, Director of Strategic Partnerships
- APPLICATION WITHIN MUNICIPALITIES:** N/A
- PENALTIES:** N/A

Fiscal Impact Statement

Office of Management and Budget

Executive Regulation 24-22

Position Description: Special Projects Manager, Office of Chief Administrative Officer

Regulation Summary

Executive Regulation 24-22 updates the position description for the non-merit Special Projects Manager position in the Office of the Chief Administrative Officer.

Fiscal Impact Summary

Currently, there is no fiscal impact due to this regulation.

Fiscal Year	0	0	0	0	0	0	Total
Personnel Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenues	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Impact	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FTE	0.00	0.00	0.00	0.00	0.00	0.00	

Fiscal Impact Analysis

There is no fiscal impact as this regulation is only a position description change. If an FTE is added to the department at a future date, then there could be additional costs, which would be reflected in any subsequent Fiscal Impact Statement.

Staff Impact

Apart from the specific changes to this position description, the regulation is not expected to impact staff time or duties.

Actuarial Analysis

The regulation is not expected to impact retiree pension or group insurance costs.

Information Technology Impact

The regulation is not expected to impact the County Information Technology (IT) or Enterprise Resource Planning (ERP) systems.

Other Information

Later actions that may impact revenue or expenditures if future spending is projected

The regulation does not authorize future spending.

Contributors

Abdul Rauf, OMB Analyst



Fiscal Impact Statement

Office of Management and Budget

Bill XX-23

Administration - Non-Merit Positions - Amendment

Bill Summary

This bill increases the number of non-merit Special Project Managers in the Office of the County Executive (CEX) from 1 to 2. As with other non-merit positions in the County Executive's Office, this position will be filled upon nomination by the County Executive and confirmation by the County Council.

Fiscal Impact Summary

FY23 costs of \$107,000 reflect half-year costs. Annualized costs are \$214,000 annually beginning in FY24.

Fiscal Year	2023	2024	2025	2026	2027	2028	Total
Personnel Costs	\$107,196	\$214,391	\$214,391	\$214,391	\$214,391	\$214,391	\$1,179,151
Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$107,196	\$214,391	\$214,391	\$214,391	\$214,391	\$214,391	\$1,179,151
Revenues	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Impact	(\$107,196)	(\$214,391)	(\$214,391)	(\$214,391)	(\$214,391)	(\$214,391)	(\$1,179,151)
FTE	1.00	1.00	1.00	1.00	1.00	1.00	

Fiscal Impact Analysis

The fiscal impact analysis assumes an annual salary of \$175,000 for the position plus benefits. For FY23, half-year costs are assumed with annualization in the out-years. To the extent that the assumed salary for this position deviates from those assumptions, the fiscal impact will adjust accordingly.

Staff Impact

The bill will have a minimal effect on staff time.

Actuarial Analysis

The bill is not expected to impact retiree pension or group insurance costs.

Information Technology Impact

The bill is not expected to impact the County Information Technology (IT) or Enterprise Resource Planning (ERP) systems.

Other Information

Later actions that may impact revenue or expenditures if future spending is projected

The bill does not authorize future spending.

Ranges of revenue or expenditures that are uncertain or difficult to project

Future compensation increases could increase the cost of this position, however, it is difficult to estimate compensation increases for non-merit positions at this time.

Contributors

Abdul Rauf, OMB Analyst





OFFICE OF THE COUNTY EXECUTIVE

Marc Elrich
County Executive

MEMORANDUM

January 6, 2023

TO: Evan Glass, President
Montgomery County Council

FROM: Marc Elrich, County Executive *Marc Elrich*

SUBJECT: Expedited Bill XX-23: Administration – Non-Merit Positions – Amendment and ER 24-22: Special Projects Manager

I am transmitting for Council introduction the attached legislation, which would create a second non-merit Special Projects Manager in the Office of the County Executive. The Special Projects Manager is a senior level position responsible for planning, developing, coordinating, and implementing projects within the Office of the Chief Administrative Officer. As a non-merit position, the employee will be appointed by the County Executive and confirmed by the County Council.

The position will provide oversight and leadership for the County's efforts on key new initiatives and special projects as well as improving customer services within the County. One major initiative for which I would like this position to be responsible is to focus our shared goal to successfully help residents leap the digital divide. The scope and complexity of these projects across multiple organizations requires elevated leadership, oversight, and coordination, which this position will provide.

The Special Projects Manager will coordinate efforts to extend the physical infrastructure needed to access high speed broadband to every corner of the County; ensuring every resident has the tools they need to leap the digital divide, including access to affordable high-speed broadband, a home computer, and digital literacy training; strategically seek and deploy grants; establish a network of digital navigators; and create a comprehensive online digital literacy resource portal.

Additionally, the Special Projects Manager will manage relationships with County Government, local educational institutions, County employers, and Worksource Montgomery to better align our efforts on equity, digital literacy, and career training.

Expedited Bill XX-23: Administration – Non-Merit Positions – Amendment and ER 18-22:
Special Projects Manager

January 6, 2023

Page 2 of 2

Montgomery County Code § 1A-104(b)(2) requires this position be supported by a position description established by executive regulation under method (1). Executive Regulations No. 24-22 (Special Project Manager) has been advertised in the December Montgomery County Register with a comment deadline of December 15, 2022, and no comments were received. A fiscal impact statement for the regulation is also attached.

I am attaching a Legislative Request Report and Fiscal Impact Statement with this proposed legislation. I appreciate the Council's introduction of this legislation, and my staff is ready to assist in any way needed.

ME/ac

Expedited Bill No. [Click - type number]
Concerning: Administration – Non-Merit
Positions - Amendment
Revised: [date] Draft No. 1
Introduced: [date]
Expires: [18 mos. after intro]
Enacted: [date]
Executive: [date signed]
Effective: [date takes effect]
Sunset Date: [date expires]
Ch. [#], Laws of Mont. Co. [year]

COUNTY COUNCIL FOR MONTGOMERY COUNTY, MARYLAND

By: Council President at the Request of the County Executive

AN EXPEDITED ACT to:

- (1) increase the number of Special Projects Managers in the Office of the County Executive; and
- (2) generally amend the law governing personnel in Montgomery County.

By amending

Montgomery County Code
Chapter 2, Administration
Section 2-26

Boldface	<i>Heading or defined term.</i>
<u>Underlining</u>	<i>Added to existing law by original bill.</i>
[Single boldface brackets]	<i>Deleted from existing law by original bill.</i>
<u>Double underlining</u>	<i>Added by amendment.</i>
[[Double boldface brackets]]	<i>Deleted from existing law or the bill by amendment.</i>
* * *	<i>Existing law unaffected by bill.</i>

The County Council for Montgomery County, Maryland approves the following Act:

Sec. 1. Section 2-26 is amended, as follows:

ARTICLE III. EXECUTIVE BRANCH.

* * *

DIVISION 1A. OFFICE OF THE COUNTY EXECUTIVE

* * *

2-26. Non-merit positions.

The following positions in the Office of the County Executive are non-merit positions:

- (a) 5 Directors of the Regional Services Centers;
- (b) Director, Office of Community Partnerships;
- (c) Director of Strategic Partnerships;
- (d) 4 Assistant Chief Administrative Officers;
- (e) 2 Special Projects [Manager] Managers; and
- (f) Chief Labor Relations Officer.

Sec. 2. Expedited Effective Date.

The Council declares that this legislation is necessary for the immediate protection of the public interest. This Act takes effect on the date on which it becomes law.

Approved:

Evan Glass, President, County Council Date

Approved:

Marc Elrich, County Executive Date

This is a correct copy of Council action.

Judy Rupp, Clerk of the Council Date

APPROVED AS TO FORM AND LEGALITY-
OFFICE OF THE COUNTY ATTORNEY



Edward B. Lattner, Associate County Attorney