

## INFORMATION

Division of Human Resources and Talent Management  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

March 20, 2026

### MEMORANDUM

To: Executive Staff  
From: Renee McCall, Acting Chief Talent Management Officer *RM*  
Subject: INFORMATION—Fiscal Years 2025–2027 Position Reclassification Study Process

The purpose of this memorandum is to relay information about the reclassification study process and timeline for Fiscal Year (FY) 2025, FY 2026 and FY 2027 for positions in the Montgomery County Business and Operations Administrators (MCBOA); Montgomery County Association of Administrators & Principals (MCAAP); and the Service Employees International Union (SEIU) Local 500.

Reclassification is the realignment or correction of a position classification in response to significant changes in duties and responsibilities. The reclassification process follows an annual cycle in which the Division of Human Resources and Talent Management (DHRTM) solicits study requests from offices that must justify the request based on documented changes to the position. The process is conducted in accordance with [Regulation GHA-RA, Maintenance of Position Classifications](#).

The reclassification cycle spans two years. The first year includes submission of requests, study of the position, notification of results and appeals. The second year allows time to incorporate the results into the proposed operating budget for the following fiscal year. For additional information about this process, please refer to the regulation referenced above or go to the classification webpage at this [link](#).

Regarding the current status of the study timeline, the FY 2025 study was initiated through a memorandum sent from this office to executive staff members in December 2023; however, the study was delayed due to the districtwide reorganization initiated in fall 2024, subsequent administrative staff changes, and budget considerations. The FY 2025 study process was approved and initiated in April 2025 and is expected to conclude in May 2026. Approved actions will be incorporated into the FY 2028 operating budget, with the effective date of July 1, 2027.

Recent revisions to [Regulation GHA-RA](#) align the reclassification study timeline with the operating budget cycle by shifting the initiation of each study year from December to May.

In consideration of the FY 2025 delay and the revised timeline set forth in Regulation GHA-RA, the FY 2026 and FY 2027 study years will be combined into a single study cycle beginning in May 2026. At that time, the Division of Human Resources and Talent Management will disseminate a memorandum to

initiate the study process. Offices will be permitted to submit study requests for positions scheduled for both FY 2026 and FY 2027 in the study positions calendar. As in previous years, additional information and a list of positions scheduled for review will be provided in the memorandum that will be sent in May.

Please share this memorandum with supervisors in offices under your supervision. If you have any questions regarding the reclassification process or timeline, please contact [Mrs. Joanne L. Causey](#) or [Mrs. Sheena G. Seegers](#), classification coordinators, Division of Human Resources and Talent Management.

RM:ml-s

Copy to:

Dr. Taylor  
Mr. Graddon  
Mrs. Causey  
Mrs. Seegers  
Dr. Handy  
Ms. Morrison