

MEMORANDUM

June 18, 2019

TO: Government Operations and Fiscal Policy Committee

FROM: Blaise DeFazio, Senior Legislative Analyst **BD**

SUBJECT: Executive Regulation 12-19, Position Description: Deputy Director for Results, Office of Management and Budget

Executive Regulation 12-19 was submitted for Method (1) Council review on April 10, 2019. Executive Regulation 12-19 creates the position description for Deputy Director for Results (DDR), a non-merit position in the Office of Management and Budget (OMB). The Council supported this position during its review of Bill 3-19, Administration – Executive Branch – Non-Merit Positions and for OMB’s FY20 operating budget.

Under Method (1), a regulation proposed under this method is not adopted until the County Council approves it. **Council staff recommends** approval of Executive Regulation 12-19.

This packet contains:	<u>Circle #</u>
Executive Memorandum	1
Proposed Executive Regulation 12-19	3
Approval Resolution	8



OFFICE OF THE COUNTY EXECUTIVE
ROCKVILLE, MARYLAND 20850

Marc Elrich
County Executive

MEMORANDUM

April 9, 2019

TO: Nancy Navarro, President
Montgomery County Council

FROM: Marc Elrich, County Executive *Marc Elrich*

SUBJECT: Executive Regulations for Executive Branch - Non-merit Positions

I am transmitting the ten (10) position descriptions addressed in Expedited Bill 3-19, Executive Branch, non-merit positions for Council's review and approval. A public hearing was held on March 5, 2019 and two subsequent work sessions. Based on the testimony at the public hearing and the work sessions; the following language was modified for the Chief Labor Relations Officer position description; 1) part-time was deleted from the first sentence; 2) small number of employees was changed to team of employees and 3) sub heading of Litigation was changed to Administrative Proceedings. There were no other recommended changes for the nine other positions descriptions.

The Expedited Bill 3-19 was advertised in the month of February 2019 issue of the Montgomery County Register, but no comments were received. The fiscal impact statement was submitted with the Expedited Bill 3-19.

The following non-merit position descriptions are submitted to Council for approval:

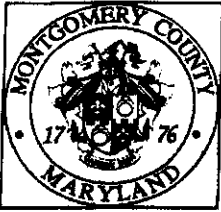
Chief Labor Relations Officer	Executive Regulation #8-19
Chief Digital Officer	Executive Regulation #9-19
Chief Equity Officer	Executive Regulation #7-19
Deputy Director, Department of Housing & Community Affairs	Executive Regulation #3-19
Deputy Director for Results, Office of Management & Budget	Executive Regulation #12-19

Nancy Navarro, President, Montgomery County Council
April 9, 2019
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Deputy Director, Department of General Services	Executive Regulation #2-19
Deputy Director of Operations, Department of Transportation	Executive Regulation #10-19
Chief Broadband Officer, Department of Technology Services	Executive Regulation #6-19
Chief Data Officer, Department of Technology Services	Executive Regulation #5-19
Transportation Policy Officer, Department of Transportation	Executive Regulation #4-19

Thank you for your continued support and attention. If you have any question or need additional information please contact Karen Plucinski at 240-777-5041.

Attachments



MONTGOMERY COUNTY EXECUTIVE REGULATION

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

Subject Position Description for Deputy Director for Results, Office of Management and Budget	Number 12-19
Originating Department Office of Human Resources	Effective Date

Montgomery County Regulation on

POSITION DESCRIPTION - DEPUTY DIRECTOR FOR RESULTS, OFFICE OF MANAGEMENT AND BUDGET

Issued by: County Executive
Regulation No. 12-19

Authority: Montgomery County Code (2014) Section 1A-104(b)(2)

Supersedes: None

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

Register Vol. 36 No. 2

Effective Date:

Comment Deadline: March 3, 2019

Summary: This regulation establishes the position description for Deputy Director for Results, Office of Management and Budget, a non-merit position.

Staff contact: Kimberly Williams, Office of Human Resources
(240) 777-5198

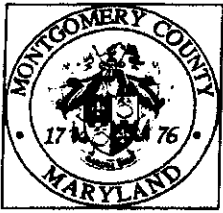
Address: Office of Human Resources
Executive Office Building
101 Monroe Street, Fifth Floor
Rockville, Maryland 20850

Background: Montgomery County Code § 1A-104(b)(2) requires that certain positions in the Executive Branch designated by law as non-merit must be supported by a position description established by executive regulation under method (1).

DEPUTY DIRECTOR FOR RESULTS, OFFICE OF MANAGEMENT AND BUDGET

DEFINITION OF CLASS:

This is an appointed, non-merit position in the County Government. This is a senior level management position serving as the Deputy Director for the Office of Management and Budget (OMB). The position reports to the Director, Office of Management and Budget and has full authority and accountability in the absence of the Director. The position works in conjunction with the Director to oversee the planning and deployment of



MONTGOMERY COUNTY EXECUTIVE REGULATION

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Subject	Position Description for Deputy Director for Results, Office of Management and Budget	Number	12-19
Originating Department	Office of Human Resources	Effective Date	

Countywide resources to carry out the mission of OMB in supporting the implementation of the County Executive's priorities and policy agenda. The position directs the preparation and transmittal of the County Executive's annual proposed operating budget and six-year fiscal plan; oversees OMB's involvement in the collective bargaining process; assists the Director in developing strategies and policies to implement the County's budget priorities; and assist the Director in the management of OMB. This is a supervisory position and has full line management responsibility for planning, developing, and implementing employee work programs, communicating expectations, and assessing the achievement of established goals.

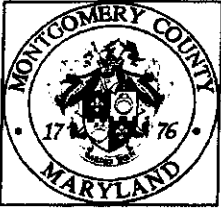
MAJOR DUTIES:

Work is performed independently under general administrative supervision and final results are evaluated for effectiveness in establishing policies and achieving goals and objectives integral to County's mission and purpose. Judgments and decisions are guided by broad guidelines within the context of regulations, legislation, and/or County policies and practices and requires full utilization of management principles and tactical as well as strategic planning within broadly outlined and complex regulations.

EXAMPLES OF DUTIES: (Illustrative Only)

Plan, develop, and lead year-long process to prepare the County's annual Operating Budget, six-year Public Services Program (PSP), and six-year Fiscal Plan. Consisting of the following functions:

- Establish the County's overall fiscal planning guidelines and specific budget guidelines to Executive Branch departments based on the County's fiscal plan and economic forecast.
- Collect information from various sources and analyze complex problems to identify options and recommend funding levels, including solutions to close budget gaps, in the County's annual operating budget consistent with the County Executive's policy priorities.
- Direct development of all budget adjustments including supplemental appropriations, budget amendments, and savings plan appropriation reductions.
- Manage the internal review of department budget requests, scheduling of budget review meetings with department directors and senior leadership including the County Executive and Chief Administrative Officer, and planning for the Council budget review and approval process.
- Negotiate changes to the Council's requirements specified in the annual appropriation resolutions with the Council Administrator and other Council Staff.
- Provide direction to staff on analyzing department and agency budget requests, in identifying and preparing options for the County Executive's decisions and making recommendations.
- Oversee preparation and transmittal of all fiscal reports to the County Council including the quarterly analysis of expenditures and revenues and the annual six-year fiscal plan.
- Coordinate fiscal planning and strategy with the manager overseeing development of the Capital Improvements Program.



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Subject	Position Description for Deputy Director for Results, Office of Management and Budget	Number	12-19
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- Manage the complex budgetary relationship between the County, agencies, and other levels of government.
- Identify efficient and effective use of County resources, including development of performance measures and performance-based budgeting in coordination with CountyStat and other departments.
- Lead cross-department groups, including department directors and designated staff, to identify efficiencies, cost reductions, and improvements in the delivery of County programs and services through more effective allocation of County resources.
- Represent the County Executive and defend budget recommendations during Council review and approval of the annual operating budget.
- Oversee responses to questions and requests for information from the County Council, other County officials, and the public.
- Oversee OMB's involvement in the collective bargaining process. This involves assessing the County's fiscal condition and developing parameters regarding the economic provisions of labor agreements. Represent the County Executive as necessary in negotiations with the County's designated employee organizations.
- Assist Department Director in developing strategies and policies to implement the County Executive's priorities.
- Build and strengthen relationships and partnerships between OMB and departments and agencies.
- Supervises a team of Management and Budget Specialists - planning, developing, and implementing work programs, communicating expectations, assessing the achievement of established goals, and mentoring and coaching.
- Serve as Department Director in the Director's absence, with authority to approve decision memos, fiscal impact statements, position exemptions, procurement exemptions, and all other actions.

MINIMUM QUALIFICATIONS:

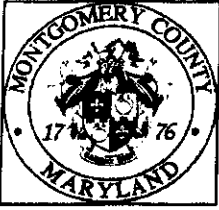
Education: Graduation from an accredited college or university with a bachelor's degree in accounting, business administration, economics, finance, public administration, or a closely related field.

Experience: Ten (10) years' professional experience in accounting, budget formulation, and/or financial management, four years of which were in a supervisory capacity.

Licenses, Registrations, Certifications, or Special Requirements: None

Knowledge, Skills, and Abilities:

Advanced knowledge of:



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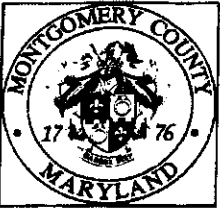
- The principles and practices of public administration with particular reference to management concepts and techniques, strategic planning principles, policy analysis, labor relations, accounting and actuarial principles, resource allocation and budgeting.
- County government's services and programs, budget process, legal requirements, human resources policies and procedures, and accounting policies and requirements.
- Program development, implementation, management and evaluation techniques, high level interagency coordination, negotiations, and conflict resolution.
- The laws, rules and regulations governing the preparation and implementation of the County's budget and fiscal planning.
- Applicable federal, State and County laws, regulations, and policies affecting the County's services and programs.

Skill in:

- Identifying, analyzing, and evaluating information concerning highly complex, varied, and often sensitive services and programs across the entire County government.
- Effectively representing the organization on policy matters and controversial questions; negotiating agreements which accommodate the conflicting interests and viewpoints of numerous groups and organizations.
- Managing processes, setting priorities, communicating expectations, anticipating problems, developing contingency plans, and monitoring achievement of broad programmatic goals, objectives, and quality standards.
- Interpersonal relations and ability to work tactfully and effectively with elected/appointed officials, Union representative, employees, supervisors and managers, outside agencies senior leadership, and community and business organization leaders.
- Expressing ideas, conclusions and recommendations clearly and concisely, both orally and in writing.

Ability to:

- Exercise judgment and independent decision making consistent with overall organizational policies and goals.
- Plan, set priorities, and organize numerous work assignments of team members to meet tight and often conflicting deadlines.



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- Lead, inspire, motivate, evaluate, and counsel subordinate supervisory staff and to delegate responsibility to them, as appropriate.

MEDICAL EXAM PROTOCOL: Medical History Review.

Approved:

Marc Elrich, County Executive

4/9/19

Date

APPROVED AS TO FORM AND LEGALITY
OFFICE OF THE COUNTY ATTORNEY

BY:

DATE: 1/15/19

Resolution No.: _____
Introduced: _____
Adopted: _____

**COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND**

Lead Sponsor: Government Operations and Fiscal Policy Committee

SUBJECT: Approval of Executive Regulation 12-19, Position Description: Deputy Director for Results, Office of Management and Budget

Background

1. The Montgomery County Code §1A-104 (b)(2) requires a person holding a position in the Executive Branch designated by law as a non-merit position to be professionally qualified for the position under a position description established by Method (1) regulation.
2. Under Method (1), the Council must approve a regulation before it is adopted, and there is no deadline for Council action.
3. On April 10, 2019, the County Council received Executive Regulation 12-19, Position Description: Deputy Director for Results, Office of Management and Budget.

Action

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

The Council approves Executive Regulation 12-19, Position Description: Deputy Director for Results, Office of Management and Budget.

This is a correct copy of Council action.

Megan Davey Limarzi, Esq.
Clerk of the Council