

MEMORANDUM

June 18, 2019

TO: Government Operations and Fiscal Policy (GO) Committee
FROM: Linda Price, ^{ep}Legislative Analyst
SUBJECT: **Executive Regulations 2-19, Position Description for the Deputy Director,
Department of General Services**
PURPOSE: Vote on recommendations for the Council's consideration

Today, the Committee will review the proposed Executive Regulation - Position Description for the Deputy Director, Department of General Services (DGS). Those expected to attend this worksession include:

Greg Ossont, Deputy Director, DGS

On March 19, the Council enacted Expedited Bill 3-19 Administration - Executive Branch - Non-Merit Positions, at the request of the County Executive. The Bill converted the position of Deputy Director, DGS from a merit to non-merit system position. The incumbent Deputy Director would have his merit system status grandfathered, but his successor would be non-merit.

Executive Regulation 2-19, Position Description for the Deputy Director of DGS, was submitted to the Council under Method (1) for review on April 10 (see © 1-2). Under Method (1), the regulation is not adopted until the Council approves it. The proposed regulation is available at © 3-6. The regulation was advertised in the February 2019 issue of the *Montgomery County Register*. No comments were received.

The Deputy Director of DGS has oversight of the Division of Building Design & Construction, the Office of Planning & Development, the Office of Energy and Sustainability, and the Office of Real Estate. The major duties identified in the position description for the Deputy Director include:

- Plan, develop, coordinate and evaluate land use and growth policies, redevelopment programs, and the use of public real estate assets.

- Direct managers in: review of planning and land use policies, capital planning and design, and maximizing the value of public real estate assets.
- Direct oversight and management of Capital Improvement Project (CIP) related design and construction and is tasked with leading the strategic direction related to sustainability in the County.

The position requires significant interaction with the business community and public and will have full authority and accountability in the absence of the Director of DGS.

The duties listed in the description seem reflective of the responsibilities being performed by the incumbent. There is one technical correction needed on © 5 to change “Statement” to “State”. **Council staff recommends approval of Executive Regulation 2-19.** A draft resolution is attached at © 7.



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

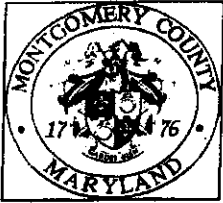


Nancy Navarro, President, Montgomery County Council
April 9, 2019
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Deputy Director, Department of General Services	Executive Regulation #2-19
Deputy Director of Operations, Department of Transportation	Executive Regulation #10-19
Chief Broadband Officer, 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, Department of General Services	Number 2-19
Originating Department Office of Human Resources	Effective Date

Montgomery County Regulation on

POSITION DESCRIPTION - DEPUTY DIRECTOR, DEPARTMENT OF GENERAL SERVICES

Issued by: County Executive

Regulation No. 2-19

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, Department of General Services, 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, DEPARTMENT OF GENERAL SERVICES

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 Department of General Services (DGS). This position reports to the Director of DGS and has full authority and accountability in the absence of the Director.

This position focuses on an approach to Countywide planning and real estate development and assists the Executive branch in working with the County Council and Planning Board on significant land use policy and



MONTGOMERY COUNTY EXECUTIVE REGULATION

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Subject Position Description for Deputy Director, Department of General Services	Number 2-19
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implementation issues. The incumbent spends a significant amount of time in public forums promoting and supporting the County's vision for a more cohesive, environmentally responsible, and cost-effective use of all facilities.

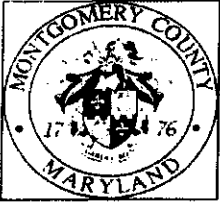
MAJOR DUTIES:

An employee in this class plans, develops, coordinates and evaluates land use and growth policies, redevelopment programs, and the use of public real estate assets. The employee directs managers in: review of planning and land use policies, capital planning and design, and maximizing the value of public real estate assets. This position has direct oversight and management of Capital Improvement Project (CIP) related design and construction and is tasked with leading the strategic direction related to sustainability in the County.

The work is performed within the context of broadly defined missions and functions and general administrative direction with little technical guidance. The employee exercises full accountability for all matters associated with completing work assignments, including determining the work to be performed and the methods used. Results of the work are considered technically authoritative and evaluated in terms of the Department's role in meeting its goals and objectives. Guidelines consist of broad policy directives and basic legislation and require the employee to use considerable judgment in interpreting the intent of the guidelines and in generating specific policies and guidance for use by managers in developing various components of the County's land use and growth policies, redevelopment and planning implementation, and use and development of county real estate assets. The complexity of the work is characterized by the need for planning, directing, and integrating a broad range of general functions, programs, and services for a wide range of diverse internal and external service recipients. The work requires consideration of public works, environmental, land use, community issues and impacts, and developing solutions which accommodate conflicting objectives from a variety of organizations, officials, groups, and individuals. These areas require substantial analysis of the legal implications for actions taken. This work directly impacts the business community and public and requires significant interaction with the public. The work is sedentary, performed in an office setting and subject to common everyday risks.

EXAMPLES OF DUTIES: (Illustrative Only)

- Provide substantial input and influence on policy to department directors, County Council, the County Executive, and the public.
- Represent higher management and/or the organizational unit(s) managed in presenting, justifying, defending, gaining compliance, obtaining or committing resources, and resolving issues of considerable consequence to the organizational unit(s).
- Develop and implement organizational strategies that integrate the County Executive's Vision Statement, and the County and State's plans for facilities and services throughout Montgomery County.



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Subject Position Description for Deputy Director, Department of General Services	Number 2-19
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- Oversee the department's implementation of the Capital Improvement Program in the design and construction of public facilities.
- Develop and oversee administration of department-wide policies and procedures.
- In the absence of the Director, or for the Director, serve as the spokesperson for the Department by responding to inquiries from the media, the County Council, and other local and State Government officials and business, communities, and citizens.

MINIMUM QUALIFICATIONS:

Education: Graduation from an accredited college or university with a Master's Degree in Planning, Public or Business Administration or related fields.

Experience: Seven (7) years' experience in the field of planning, real estate development and asset management with at least four (4) years in a managerial or supervisory capacity which included responsibility for fund and budget administration, program planning, implementation, and administration.

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

Licenses, Registrations, Certifications, or Special Requirements: None

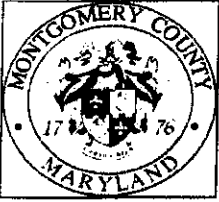
Knowledge, Skills, and Abilities:

Advanced knowledge of:

- Methods and techniques, practices, and procedures of land use planning and real estate development.
- Laws, ordinances, and regulations governing the land use and development such as zoning, subdivision regulations, historic preservation regulations, and public real estate acquisition and disposition.
- Principles and practices of accounting and financial analysis as they apply to business transactions associated with real estate functions and services.
- Principles and practices of public administration as they may apply to the management of a complex government organization.

Skill in:

- Making timely decisions in the light of conflicting priorities.
- Negotiating agreements which accommodate the conflicting interests and viewpoints of individuals, groups, and contractors with a particular emphasis on real estate transactions.
- Oral and written communication sufficient to develop positions and justifications of decisions reached.
- Making presentations to and reaching out to the public in meetings.
- Negotiating agreements, a collective position, etc., in support of the execution of the program objective.



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Ability to:

- Communicate effectively, orally and in writing, in a clear and concise manner.
- Establish and maintain effective working relationships with other governmental agencies, private organizations and the general public.
- Develop, present, and defend program measurements related to the program.
- Establish and maintain effective working relationships with government, community, business, and private individuals.
- Supervise support employees.
- Attend meetings and perform work assignments at locations outside the office.

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:

1/11/19

Resolution No.: _____
Introduced: _____
Adopted: _____

**COUNTY COUNCIL
FOR MONTGOMERY COUNTY**

Lead Sponsor: County Council

SUBJECT: Approval of Executive Regulation 2-19, Position Description for Deputy Director, Department of General Services

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 (I), 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 2-19, Position Description for Deputy Director, Department of General Services.

ACTION

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

The Council approves Executive Regulation 2-19, Position Description for Deputy Director, Department of General Services.

This is a correct copy of Council action.

Megan Davey Limarzi, Esq.
Clerk of the Council