MONTGOMERY COUNTY GOVERNMENT
POSITION PROFILE FORM

TODAY'S DATE

POSITION NUMBER

OLD POSITION NUMBER

ACTION CODE

1 EFFECTIVE DATE M D Y

2 EFFECTIVE DATE M D Y

CREATE DATE

ACTION CODES

- 01 NEW CREATION
- 02 RECLASSIFY
- 03 ABOLISH
- 04 ABOLISH/CREATE
- 05 TEMP OVERAGE
- 06 TRANSFER POSITION
- 07 MISC. DATA CHANGE

POSITION STATUS

FILLED
- F ACTIVE
- L EXTENDED LEAVE
- D DISABILITY

VACANT
- V INACTIVE
- Z FROZEN

POSITION CLASSIFICATION
- E ELECTED & APPOINTED
- N NON-MERIT
- P PERMANENT
- R TERM
- S STATE/COUNTY
- T TEMPORARY

TEMPORARY PROMOTION

INCUMBENT ASSIGNED TO POSITION NUMBER	FILLED TEMPORARY FROM POSITION NUMBER	INCUMBENT NAME

END DATE	RELEASE DATE	POSITION STATUS DATE	EMPLOYEE IDENTIFICATION

DEPARTMENT INFORMATION

DEPARTMENT NUMBER	DEPARTMENT	DIVISION

REPORTS TO POSITION (NUMBER)

POSITION WORKING TITLE (30 Characters)

FINANCIAL DISCLOSURE REQUIRED — Y YES / N NO

ESSENTIAL PERSONNEL — Y YES / N NO

SUPERVISORY POSITION (2 OR MORE FTE) — Y YES / N NO

OTHER LANGUAGE REQUIRED (FROM TABLE)

SEASONAL POSITION INDICATOR — Y YES / N NO

BACKGROUND CHECK REQUIRED — Y YES / N NO

SHIFT CODE (FROM TABLE)	HOURS (FROM TABLE)	SPECIAL PAY (FROM TABLE)		

GROUP POSITION INDICATOR — Y YES / N NO

WORK YEAR TYPE — Y YEAR ROUND / S SCHOOL YEAR

DRIVERS LICENSE REQUIRED — N NO / R REGULAR / C COMRCL.

OFFICE OF PERSONNEL

AUTHORIZED JOB CLASS

POSITION TITLE

AUTHORIZED GRADE

SALARY SCHED (FROM TABLE)

BARGAINING UNIT
- N NON-UNION
- F I. A. F. F.
- P F.O.P.

LOCAL 400
- O OPT
- S SLT

F.L.S.A. — EXEMPT / NON-EXEMPT

MEDICAL EXAM (FROM TABLE)

DRUG/ALCOHOL RISK (FROM TABLE)

OFFICE OF MANAGEMENT & BUDGET

AUTHORIZED WORK YEARS

AUTHORIZED FILL DATE

INDEX CODE

PROJECT

FUNDING SOURCE
- CG County General
- CI CIP
- CP Special/Enterprise/ISF
- GC Grant
- ST Multiple Funds

FUND TYPE
- TX Tax Supported
- NT Non-Tax Supported
- IN Internal Service Fund

Action in Budget (Please Circle One) (Y) or (N)

MCGPPF.FRM 12/05/05

DEPARTMENT DATE

PERSONNEL OFFICE DATE

O. M. B. DATE

SECOND LANGUAGE

CODE	LANGUAGE
01	SPANISH
02	CAMBODIAN
03	CHINESE
04	FARSI
05	FRENCH
06	GERMAN
07	GREEK
08	HINDI
09	ITALIAN
10	SIGN
11	AFGHANI
12	TAGALOG
13	VIETNAMESE
14	KOREAN
15	RUSSIAN

SPECIAL PAY DIFFERENTIALS

CODE	TYPE
01	SHIFT DIFFERENTIALS
11	MULTILINGUAL (PERMANENT)
21	PARAMEDIC (ASSIGNMENT PAY)
22	HAZARDOUS MATERIALS (ASSIGNMENT PAY)
23	S.C.B.A.
30	PHYSICIAN

SHIFT CODE

CODE	SHIFT
01	M–F
02	4 X 10
03	4 X 12
04	24 ON 48 OFF
05	9 X 80
06	OTHER

DRUG/ALCOHOL RISK

CODE	CATEGORY
01	LOW POTENTIAL RISK
02	HIGH POTENTIAL RISK
03	PUBLIC SAFETY
04	SAFETY SENSITIVE TRANSIT

HOURS

CODE	HOURS
48	48 HOURS
42	42 HOURS
40	40 HOURS
39	20 – 39 HOURS
19	LESS THAN 20 HOURS

SALARY SCHEDULE

CODE	TYPE
G	GENERAL
P	POLICE
F	FIRE
S	SEASONAL
O	OPT
L	SLT
W	LAW
D	STIPEND

MEDICAL EXAM

CODE	TYPE
M	MEDICAL HISTORY
CD	CORE & DRUG & ALCOHOL
MD	HISTORY & DRUG & ALCOHOL