

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 000127
Grade 26**

GAIN SHARING COORDINATOR

DEFINITION OF CLASS:

This is professional analytical work overseeing and coordinating all operations of the County's Gain Sharing Program, *Rewarding Excellence*. The work involves all aspects of overseeing the program, including providing staff support to the 8-member Review Panel that reviews and provides initial approval of gain sharing plans and proposals submitted by employees/supervisors; planning, coordination, implementation, tracking, and reporting on, and providing advisory services contributing to the operational and procedural soundness and efficiency of the Program. Primary personal contacts include department directors and staff to County departments; representatives of contractor firms retained to assist in the planning and implementation process; and union officials and representatives. The purpose of these contacts is to provide subject matter expertise, advice, and recommendations; to present and defend matters of substantive, far-reaching significance and/or controversy to top County decision-makers; to coordinate collaborative efforts; and to request from or provide information to a number of different individuals/organizations with a stake in the Program. This class of work may entail some public service/assistance, but it is incidental to the primary focus of the work.

The employee in this class is responsible for overseeing the Program; analyzing and/or assessing the current and revised procedures and methods used in Program planning and implementation; evaluating trends; coordinating and resolving issues that arise regarding the administrative aspects of the Program. The employee has full technical responsibility for the work and proceeds independently to plan and carry out the work, collaborating with internal and/or external stakeholders, as appropriate. Work results are reviewed in terms of effectiveness in meeting objectives. Guides governing the work include primarily best-practices documents from Federal, State and local organizations; and general governing County policy that frequently require interpretation, development of new approaches, and/or tailoring to meet County needs. The employee uses initiative, resourcefulness, experience and judgment in researching trends, developing and establishing new methods and precedents and their application in the conduct of the work. Job complexity involves varied duties such as advising, interviewing, investigating, analyzing, writing, and balancing numerous diverse and complex issues in an environment of conflicting requirements and deadlines. The scope and effect of the work are substantial in that they involve technical oversight responsibility for the health, stability and successful implementation and maintenance of a Program whose intent is to benefit County customers, employees, and management. The work is primarily sedentary, performed in a typical office setting, and presents no significant hazards.

EXAMPLES OF DUTIES: (Illustrative Only)

- Provides guidance, assistance, and oversight to contractors retained to assist with Program planning and implementation. Reviews and analyzes consultants' reports and other input for accuracy and appropriateness relative to overall Program goals, objectives and procedures.

- Provides guidance, assistance, and recommendations to the 8-member Program Review Panel, department heads, union officials concerning specific aspects of Program planning and implementation.
- Acts as contract administrator for various contracts for Program task completion, including collecting and analyzing technical information, preparation of requests for proposals, serving on the Qualification Selection Committee and recommending vendors for selection and monitoring and evaluating vendor performance.
- Conducts preliminary review of all gain sharing proposals submitted by employees, managers/supervisors for conformance to agreed-upon acceptance guidelines. Provides guidance and information to participants on such aspects as conformance or non-conformance to acceptance guidelines.
- Develops, defends and administers Program-related strategies.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the theories, principles and practices of compensation, organizational design, and metrics.
- Thorough knowledge of government laws, rules, regulations, and practices, particularly those governing compensation programs.
- Ability to analyze, interpret, and explain the laws, regulations, bargaining unit agreements, policies and procedures relating to compensation, especially those relating to gain sharing compensation plans.
- Ability to establish and maintain effective working relationships with union representatives, senior departmental management, OHR employees and management, County employees, and the public.
- Skill in oral and written communication and collaboration in order to train, present to, inform and influence diverse audiences and effectively resolve issues in a tactful and equitable manner.
- Proficiency in the use of information technology tools applicable to the field of human resources management, especially those directly relatable to compensation.

MINIMUM QUALIFICATIONS:

Experience: Thorough (5 years) applicable professional experience in the business administration, human resources management, or program management/development fields including one (1) year of directly-related experience in gain sharing or a similar employee incentive program.

Education: Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Human Resources Management, Organization Development, or related field.

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

LICENSE: None.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period.

Continuation in this class will be contingent upon successful completion of the probationary period

MEDICAL EXAM PROTOCOL: Medical History Review.

Class Established: November, 2008

Revised: August, 2013

September, 2014