

MONTGOMERY COUNTY ARCHIVES

**Guide to the Records of
THE PERSONNEL OFFICE**

Record Group 5: Human Resources

1967-1969

**December 2, 2014
Revised October 20, 2015
Updated 2018**

Montgomery County Archives
Montgomery County Records Center
8540 Anniversary Circle, Gaithersburg, Maryland 20877
(301) 926-5002

archive@montgomeryhistory.org

www.montgomeryhistory.org

ADMINISTRATIVE HISTORY

Throughout most of the early history of the County employment, jobs were distributed according to the patronage system. In October 1937, Democrats in Annapolis changed more than 300 Montgomery County jobs to positions obtained through civil service applications. However, the 1941 Brookings Institution survey found that most jobs remained political appointments and recommended the appointment of a three-member non-partisan Civil Service Commission. Again in 1945, Colonel E. Brooke Lee led County Congress of the United Democratic Organization delegates pushed for the placement of County employees on a competitive merit system and attained success in October 1945.

The County Personnel Office was established by the County Charter of 1948. The Classification, Compensation, Research Section is responsible for preparing “minimum job qualification requirements and handling all classifications and re-classifications for county positions.” It conducts periodic salary surveys in Baltimore, Washington, Northern Virginia, and nationwide to maintain equitable pay rates. It also assists the Personnel Board prepare revised salary surveys for submission the County Council. [Mont. Co. Operating Budget FY 62/63]

EXTENT

0.33 cubic feet: 1 letter-size Hollinger box.

SCOPE AND CONTENT

The collection comprises material dating from 1967 to 1968 originating from the Classification, Compensation, and Research Section of the Personnel Office. Materials include requests for the status of departmental employee needs, title descriptions and grade changes, budget requests, and job requirements.

The records are arranged by department and then chronologically within each folder.

SERIES DESCRIPTIONS

Series I: Subject files, 1967-1969

(0.33 cubic feet)

This collection contains memoranda and correspondence from the offices of J. P. Gaquin, Personnel Director; W. R. Kerr, Assistant Chief-of-Personnel; Mason Butcher, County Manager; and department heads. Issues discussed include staffing concerns, job descriptions, classifications, qualifications, and budgeting. Included are wage scales by grade. The files date primarily from 1967 to 1969 and are arranged alphabetically by department.

CONDITIONS GOVERNING ACCESS

This collection is open for research.

LANGUAGE

English.

PROVENANCE

These records were transferred from the Records Center in Accession #88-13, originally 1 cubic foot.

USING THESE RECORDS

To request records listed in this finding aid, the following information should be given to the archivist:

Record Group 5, **Records of the Personnel Office** Series Number and Name, Box Number and Folder Title(s).

The preferred citation for materials from these records is:

Montgomery County Archives; Gaithersburg, Maryland. Record Group 5: Human Resources.
Records Title: Records of the Personnel Office. Series number and series name. Subseries number and subseries name, if applicable. Box number and folder title, if appropriate.

PROCESSING PROCEDURES

General processing procedures consisted of discarding duplicates, unnecessary binders, and routine transmittals. If records contained oversized documents and photographs, they were removed from the original location in their assigned series and placed in separate containers. Separation sheets would then be inserted in the original location within the folder to indicate the new location of any records placed elsewhere.

PROCESSING STAFF/FINDING AID AUTHOR

MCA staff.

BOX INVENTORY

Box 1

- Department files, Community Development, 1968-1969
- Department files, General Services, 1968-1969
- Department files, Health, 1967-1969
- Department files, Libraries, 1968-1969
- Department files, Police, 1967-1969
- Department files, Public Works, 1967-1969
- Department files, Recreation, 1968
- Department files, Social Services, 1968-1969
- Department files, Various Other Departments, 1968-1969