

Maryland Judiciary | Classification & Salary Administration

Non-Competitive Reclassification / Interchangeable Listing Frequently Asked Questions

1. What is a Non-Competitive Reclassification / Interchangeable classification?

A Non-Competitive/Interchangeable Classification is the advancement from entry level to the proficient level of work in a Classification series without changing the position identification number (PIN).

2. What is an interchangeable listing?

Based on the business needs of a court or department, the following positions may be advertised at both or either level:

Code	Class Title	FLSA Status
2161	Finance Assistant I (DBF only)	Non-exempt
2162	Finance Assistant II (DBF only)	Non-exempt
1695	Grants Specialist I	Non-exempt
1699	Grants Specialist II or Associate	Non-exempt
1601	Internal Auditor I	Exempt
1602	Internal Auditor II	Exempt
1429	Media Developer I	Exempt
1430	Media Developer II	Exempt
SYA1	Systems Analyst I	Exempt
SYA2	Systems Analyst II	Exempt
0311	Webmaster I	Exempt
0312	Webmaster II	Exempt

NOTE: Employees that are advanced using this method must meet all stated minimum qualifications (to include any supplemental certifications).

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3. What is a non-competitive reclassification?

Indicated below are two classification series that can be “reclassified” if an employee is performing at a higher or greater level. These positions cannot be posted together on the same job announcement. They are separate classifications.

(1) An employee can be “reclassified” from a **Fiscal Accounts Assistant to a Fiscal Clerk** if they are performing satisfactorily above and beyond an entry-level accounting clerk role. Recommended time in position of one-year to be considered.

(2) An employee can be “reclassified” from **Land Records Clerk to a Senior Land Records Clerk** if they are performing satisfactorily above and beyond an entry-level Recordation Clerk. The work **MUST** include Recording, Indexing and Verifying of Land Record documents for at least one-year to be eligible.

Note: The above reclassification actions must be submitted to Classification & Salary Administration via CONNECT with an updated PDQ. Employee **MUST** have completed a probationary period in that position.

For assistance with other Classification & Salary Administration related questions, please contact us at (410) 260-1733.