





October 4, 2024

FISCAL AND POLICY NOTE

TO: Jennifer A. Jenkins
Council Administrator

Colette R. Gresham, Esq.
Deputy Council Administrator

=THRU: Josh Hamlin 
Director of Budget and Policy Analysis

FROM: Roger Banegas 
Legislative Budget and Policy Analyst

RE: Policy Analysis and Fiscal Impact Statement
CB-096-2024 The Classification Plan for Prince George's County

CB-096-2024 (*Proposed and presented by:* The Chair of the Council at the request of the County Executive)

Assigned to the Government Operations and Fiscal Policy (GOFP) Committee

AN ACT CONCERNING THE CLASSIFICATION PLAN FOR PRINCE GEORGE'S COUNTY for the purpose of adding classes of work to the Classification Plan of the County.

Fiscal Summary

Direct Impact:

Expenditures: While there is no impact for FY 25, as additional positions are filled under the new schedule, additional expenditures will be required.

Revenues: No revenue impact.

Indirect Impact:

None.

Legislative Summary:

CB-096-2024¹, proposed by the Chair at the request of the County Executive, was presented on September 24, 2024, and referred to the Government Operations and Fiscal Policy (GOFP) Committee. The proposed Bill will amend the County's Classification Plan to add certain exempt positions from the State's Attorney's Office - specifically, the positions of Assistant State's Attorneys I-VII and State's Attorney Investigators. In keeping with best practices and to ensure the County's workforce remains competitive and diverse, the Office of Human Resources conducted occupational studies for the Assistant State's Attorney and State's Attorney's Investigator classes of work. These new classes are reflected in the new Salary Schedule before the Council for approval in CR-086-2024².

Current Law/Background:

Section 903 of the County Charter provides that:

Salaries and wages of both classified and exempt service employees shall be determined in accordance with classification and salary plans. Except as otherwise provided herein, for such plans to become effective, they shall be submitted by the County Executive to the Council for legislative action thereon. If the Council fails to take final action upon a salary plan within sixty calendar days of its submission to the Council by the County Executive, then such plan shall stand approved. Classification plans for positions uniquely within the Legislative Branch shall be adopted by resolution of the Council.

Section 16-125 of the County Code, which governs the transmittal, review, and approval of Classification, Salary, and Executive Pay Plans, reads as follows:

- (a) Pursuant to Section 903 of Article IX of County Charter, the County's Classification and Salary Plans, and/or any proposed amendments thereto, shall be transmitted by the County Executive to the County Council for legislative action thereon. The Classification Plan and/or any proposed amendments thereto shall be transmitted in bill form. The Salary Plan and/or any proposed amendments thereto shall be transmitted in resolution form.
- (b) Upon the initial receipt of the Classification or Salary Plans and/or any proposed amendments thereto from the County Executive, the County Council

¹ [CB-096-2024](#)

² [CR-086-2024](#)

shall transmit copies thereof to the County Personnel Board for the Board's comments and recommendations thereon, if any.

- (c) The County Council may amend all or any part of the Classification or Salary Plans and/or any proposed amendments thereto, except for the addition of items thereto governing employees in the Executive Branch, prior to taking final legislative action thereon pursuant to Section 317 of Article III of County Charter. However, the Salary Plan and/or any proposed amendments thereto shall stand approved if the County Council fails to take final legislative action thereon within sixty (60) calendar days after the date of transmittal thereof by the County Executive.
- (d) The procedures stipulated in Subsections (a) and (c) of this Section as applicable to the transmittal, review, and approval of the Salary and Classification Plans and/or proposed pay amendments thereto, shall be similarly applicable to the transmittal, review, and approval of the County's Executive Pay Plan and/or any proposed amendments thereto.

In accordance with §16-125(a), the amendments to the Classification Plan proposed in CB-096-2024 are in bill form.

Resource Personnel:

- Christina Noone, Administrative Assistant, OHRM
- Gitana Y. Stewart-Ponder, Deputy Director, OHRM
- Valerie Farrar, Associate Director, OHRM

Discussion/Policy Analysis:

This Bill proposes to add certain exempt positions from the State's Attorney's Office. Specifically, the positions of Assistant State's Attorneys I-VII and State's Attorney Investigators.

In keeping with best practices and to ensure the County's workforce remains competitive and diverse, the Office of Human Resources conducted occupational studies for the Assistant State's Attorney and State's Attorney's Investigator classes of work. Upon completion of the studies, it was recommended that the Classification Specifications and grades for the Assistant State's Attorneys be modified to be in line with industry standards and it has been determined that the State's Attorney's Investigator positions should be restored to the "L" salary schedule in accordance with County Code provisions.

The new positions and salary ranges are as follows:

- 1146SAO Assistant State's Attorney I, SAO1
 - \$83,915 - \$113,110 per year.

- 1145SAO Assistant State's Attorney II, SAO2
 - \$88,100 – 139,725 per year.
 - 1144SAO Assistant State's Attorney III, SAO3
 - \$96,500 - \$153,000 per year.
 - 1143SAO Assistant State's Attorney IV, SAO4
 - \$104,670 - \$166,347 per year.
 - 1142SAO Assistant State's Attorney V, SAO5
 - \$113,260 - \$179,660 per year.
 - 1141SAO Assistant State's Attorney VI, SAO6
 - \$125,850 - \$199,625 per year.
 - 1140SAO Assistant State's Attorney VII, SAO7
 - \$138,435 - \$219,590 per year.
 - 3241L Assistant State's Investigator, L02
 - \$67,391 - \$116,994 per year.
 - 3242L Assistant State's Investigator Supervisor, L03
 - \$72,191 - \$125,327 per year.
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Fiscal Impact:

- *Direct Impact*

Enactment of CB-096-2024 will not have a direct adverse fiscal impact on the County, as the Office of Management and Budget states that all the current incumbents' salaries are above the minimum salary range. However, this does not mean that the State's Attorney will not ask for salary adjustments for staff. OMB states that there are 7 out of 12 State's Attorney's Investigators personnel who will have a salary adjustment equating to **\$60,833**. The other 5 will not need adjustments. The State's Attorney's Investigators follow the same salary schedule as the sworn Police personnel.

- *Indirect Impact*

Enactment of CB-096-2024 should not have an indirect fiscal impact on the County.

- *Appropriated in the Current Fiscal Year Budget:*

Yes.

Effective Date:

CB-096-2024 shall be effective forty-five (45) calendar days after it becomes law.

If you require additional information or have questions about this fiscal impact statement, please email me.