



Angela D. Alsobrooks
County Executive

PRINCE GEORGE'S COUNTY GOVERNMENT

OFFICE OF THE COUNTY EXECUTIVE

September 22, 2023

The Honorable Thomas E. Dernoga
Chair
Prince George's County Council
Wayne K. Curry County Administration Building
1301 McCormick Drive
Largo, Maryland 20774

Dear Chair Dernoga:

Enclosed for the County Council's consideration is a resolution to amend the authorized staffing count and/or grade classifications of positions in 11 agencies. The agencies include the Legislative Branch, Office of Human Rights, Office of Human Resources Management, Office of Central Services, Department of Family Services Police Department, Fire/EMS Department, Office of the Sheriff, Department of Permitting, Inspections and Enforcement, Health Department and the Department of Housing and Community Development. Pursuant to Section 815 of the Charter, during any fiscal year, no agency of County government may exceed the number of positions in each grade for that agency as approved in the operating budget without the prior approval of the Council. The changes included in the resolution are for full-time (FT) and limited term grant funded (LTGF) positions.

The Legislative Branch is requesting reallocate one position in the General Fund. This includes an upward reallocation of an Administrative Specialist 1G (FT – G29) position to an Administrative Specialist 2G (FT – G31) position to meet the Branch's operational needs. The overall authorized staffing count does not change.

Office of Human Rights is requesting reallocate one General Fund position in FY 2024. This includes a reallocation of a Community Developer 2G (FT – G21) position to an Administrative Specialist 1G (FT – G29) position to meet agency operational needs. The overall authorized staffing count does not change.

The Office of Human Resources is requesting the reallocation of one position in FY 2024 in the General Fund. This includes a grade increase of an Administrative Specialist 2G (FT – G31) position to an Administrative Specialist 3G (FT – G33) position to meet the Office's operational needs. The overall authorized staffing count does not change.

The Office of Central Services is requesting to reallocate three positions in the General Fund. Two Contract Project Manager 3G (FT – G24) are being reallocated to Contract Project Manager 4G (FT – G27) positions to meet agency operational needs. Lastly, an upward reallocation of a Contract Project Manager 3G (FT – G24) position to an Administrative Specialist 1G (FT – G29) position. The overall authorized staffing count does not change.

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The Department of Family Services is requesting a grade increase of four positions within the General Fund and Grant Fund. The overall authorized staffing count does not change.

General Fund:

- Grade increase of an Administrative Aide 4A (FT – A19) position to an Administrative Specialist 1G (FT – G29) position to fill a critical and immediate need to support the Office of the Director in an executive capacity.

Grant Fund:

- Grade increase in of two positions in the Medicaid Waiver grant from a Community Development Assistant 3G (LTGF – G17) to a Community Developer 1G (LTGF – G18) to allow increased billing to serve clients.
- Upward reallocation of a Community Developer 2A (FT – A21) to a Community Developer 3A (FT – A24) to comply with existing department standards for program coordinators within the Retired Senior Volunteer Program grant program.

The Police Department is requesting the reallocation of one position in the General Fund. The request is to reallocate an Administrative Aide 4P (FT– P19) position to an Executive Administrative Aide (FT – P21) position to provide a higher level of support to the Assistant Chief of Police. The overall authorized staffing count does not change.

The Fire/EMS Department request reflects the reclassification of five positions to align with changes in the County’s classification plan. Additionally, one LTGF position is added to reflect a position that was omitted from CB–63–2023. The overall authorized staffing count will change by one LTGF position.

General Fund:

- Request to reallocate a Director (FT – Y38) position to a Fire Chief (FT – G39). This change is to correct an error in the budget ordinance exhibit to comply with CB–100–2022.
- Reallocate four Deputy Director (FT – Y35) positions to a Deputy Chief (FT – G36) positions. This change corrects an error in the budget ordinance exhibit to comply with CB–100–2022.

Grant Fund:

- One Counselor 3G (LTGF – G24) position was inadvertently omitted from the position by grade exhibit for FY 2024.

The Office of the Sheriff is requesting to reallocate one General Fund position in FY 2024. The request reflects the reallocation of an Administrative Aide 2Z (FT – Z13) position to an Administrative Aide 4Z (FT – Z19) position to provide critical administrative support within the Bureau of Administration. This bureau requires handling information with a higher degree of confidentiality therefore a higher–grade employee is warranted. The overall authorized staffing count does not change.

The Department of Permitting, Inspections, and Enforcement is requesting to reallocate three positions within the General Fund. The first request includes the reallocation of two Construction Standard Inspector 1A (FT – A16) positions to Construction Standard Inspector 3A (FT – A20) positions to meet agency operational needs. The second request reflects the upward reallocation of a Permits Specialist 2A (FT – A13) position to an Engineer Technician 5G (FT – G26) position to meet agency operational needs. The authorized staffing count does not change.

The Health Department is requesting to reallocate grades for 11 positions within the General and Grant funds. The overall authorized staffing count does not change.

General Fund

- Request to reallocate a Community Health Nurse 2A (FT – A21) position to a Nurse Practitioner 2A (FT – A25) position to support the Medication Assisted Treatment program critical to provide direct assistance to the Cheverly Medical Director and coordination of care for those suffering from opioid abuse.
- Reallocation of a Counselor 1A (FT – A18) position to a Public Health Program Chief (FT– G29) position to support the Local Behavioral Health Authority. This position is needed to establish the department’s strategic direction and provide supervision to the Counselor 4A positions.
- Request to reallocate an Administrative Aide 2A (FT– A15) position to an Administrative Aide 4A (FT – A19) position to support the Adolescent Health Program within the Family Health Services Division.
- Upward reallocation of a Physician Assistant 2A (FT – A25) position to a Community Health Nurse 4A (FT – A27) position to support the Clinical Care program within the Family Health Services Division.
- Request to reallocate a Systems Analyst 2A (FT – A17) position to a Procurement Officer 3G (FT – G24) position to support the Office of Administration.

Grant Fund

- Upward reallocation of a Disease Control Specialist 1A (FT– A18) position to a Disease Control Specialist 3A (FT– A24) position to support the STD Caseworker program.
- Request to reallocate from an Administrative Aide 2A (FT – A15) position to a Social Worker 1A (FT – A18) position to support the Adult Evaluation and Review Services program.
- Request to reallocate an Administrative Aide 1A (FT – A13) position to a Community Health Nurse 1A (FT – A18) position to support the General Medical Assistance Transportation program.

- Request to reallocate a Disease Control Specialist 3A (FT – A24) position to a Compliance Specialist 4A (FT – A27) position to support the Ending the HIV Epidemic program within the Family Health Services Division.
- Request to reallocate a Community Health Nurse 2A (FT – A21) position to a Disease Control Specialist 5G (FT – G29) position to support the STD Caseworkers program ensuring compliance with State and local guidelines and procedures are followed as a condition of the grant award.
- Upward reallocation of a Counselor 1G (FT – G18) position to an Administrative Assistant 4G (FT – A27) position to continue administrative management of the Health Assures program.

The Department of Housing and Community Development is requesting to reallocate two positions within the General Fund and Housing Investment Trust Special Revenue Fund. The overall authorized staffing count does not change.

General Fund

- Request includes a grade increase of an Executive Director–G (FT – G33) to a Deputy Director–G (FT – G35) to meet agency operational needs in the management of the Redevelopment Authority.

Special Revenue Fund

- The department is requesting a status and grade change of an Administrative Aide 1G (LTGF – G13) to an Administrative Aide 1A (FT – A13) to support operations within the Housing Investment Trust Fund.

The Council's favorable consideration of this legislation is greatly appreciated. If you have any questions, please contact my office or Stanley Earley Director, Office of Management and Budget (OMB), at (301) 952–3300.

Sincerely,



Angela D. Alsobrooks
County Executive

Enclosures