



THE PRINCE GEORGE'S COUNTY GOVERNMENT

Office of Audits and Investigations

October 6, 2015

MEMORANDUM

TO: Robert J. Williams, Jr.
Council Administrator

William M. Hunt
Deputy Council Administrator

THRU: David H. Van Dyke *DHV*
County Auditor

FROM: Inez N. Claggett *INC*
Legislative Auditor

RE: Fiscal Impact Statement
CB-63-2015 The Classification Plan for Prince George's County

Pursuant to your request, we have reviewed CB-63-2015 to estimate its fiscal impact on Prince George's County, Maryland.

CB-63-2015 will amend and upgrade existing classes of work for the Emergency Dispatch Aide and Emergency Dispatcher class series, will add a supervisor level position to the Emergency Dispatch Aide class series, and will add the Public Information Officer class series to the Prince George's County Classification Plan (Classification Plan).

The Office of Human Resources Management (OHRM) conducted a Classification/Compensation study for the Office of Homeland Security and findings from the study indicated the need to create a career track for call takers within the Public Safety Communications Division, the need to upgrade and modify current class specifications to current standards for several class series, and the need to re-align the Public Safety Emergency Dispatcher class. OHRM is proposing the following changes:

- The Emergency Dispatch Aide class series position title is being modified to Public Safety Emergency Call Taker and a career track is being established with the addition of the Public Safety Emergency Call Taker III. The negotiated agreement governing the position requires a five (5) year term of service before promotion to the Senior level position. Should the proposed Bill be passed, the County and Union have agreed to strike the five (5) year requirement and have agreed to a one (1) year term of service before promotion to the Senior level position. The projected fiscal impact is \$54,414 upon enactment of the Bill.

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Five (5) employees will also receive a 5% increase equating to an \$8,202 fiscal impact upon the County.

- The Emergency Dispatcher I, II and III position titles are being modified to Public Safety Emergency Dispatcher I, II and III, respectively. The minimum qualifications for the positions are being upgraded and modified to current standards.
- The Emergency Dispatcher IV position title will be modified to Public Safety Emergency Shift Supervisor. This position will provide supervision oversight of unit operations, will designate work assignments and will provide performance assessments of unit subordinates.
- The Public Safety Emergency Communications Operations Supervisor is being created to reduce the use of the Administrative Assistant class of work.
- The Public Information Officer class series is being created to reduce the use of Administrative Assistant, Community Developer and other less standard classes of work that are fulfilling the duties of this classification of work.

Enactment of CB-63-2015 will have a negative fiscal impact on the County as a result of the modification made to the Emergency Dispatch Aide classification of work. The estimated fiscal impact is \$62,616 on the County's General Fund.

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