

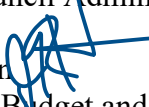



September 25, 2024

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
CR-082-2024 Adjustments to Approved Position Grades

CR-082-2024 (*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

A RESOLUTION CONCERNING ADJUSTMENTS TO APPROVED POSITION GRADES for the purpose of adjusting the number of positions in certain grades in the Office of Information Technology, Office of Law, Circuit Court, Police Department, Fire/EMS Department, Office of Homeland Security, Department of Environment, Department of Permitting, Licensing and Enforcement, Department of Social Services, and the Health Department.

Fiscal Summary

Direct Impact:

Expenditures: Impact on expenditures likely as adjustments of position grades are accounted for in the budget.

Revenues: No impact on revenues.

Indirect Impact:

None.

Legislative Summary:

CR-082-2024¹, proposed by the Chair at the request of the County Executive and sponsored by Council Members Ivey, Harrison, Hawkins, and Oriadha, was presented on September 17, 2024, and referred to the Government Operations and Fiscal Policy Committee. CR-082-2024 would amend the Position by Grade Attachments (Attachments A) to the Annual Budget and Appropriation Ordinance of Prince George’s County for FY 2025 (CB-045-2024)². CR-082-2024 will amend the authorized staffing count and grade classification of positions in ten (10) agencies. These agencies include the Office of Information Technology, Office of Law, Circuit Court, Police Department, Fire/EMS Department, Office of Homeland Security, Department of Environment, Department of Permitting, Licensing and Enforcement, Department of Social Services, and the Health Department.

Current Law/Background:

Section 815(b)³ of the County Charter provides that:

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.

Council Bill 45-2024 set forth the Annual Budget and Appropriation Ordinance of Prince George’s County for Fiscal Year 2025. CB-045-2024 adopted an appropriation amount for the County’s General Fund portion of the budget of \$4.589 billion, which was \$75 million, or 1.7% over the approved FY 2024 budget of \$4.514 billion. Overall, 64.8% of all General Funds are appropriated for Education (Board of Education, Community College, and Memorial Library), while Public Safety receives 19.9% of available funds. Of the remaining 15.3% of County General Funds, 9.6% goes to pay for fixed charges and debt service, leaving 5.7% for Human Services, Public Works, Environment, and General Government.

In accordance with §815(a), the amendments to the Approved Position Grades in Attachment A⁴ enacted by CB-045-2024 are being proposed through a Council Resolution.

¹ [CR-082-2024](#)

² [CB-045-2024](#)

³ [Section 815 - Supplementary Appropriations; Staffing Level Increases.](#)

⁴ [CR-082-2024 - Attachment A](#)

Resource Personnel:

- Amber C. Hendricks, Office of Management and Budget
 - Stanley A. Early, Office of Management and Budget
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Discussion/Policy Analysis:

CR-082-2024 provides adjustments to approved position grades for Fiscal Year 2025 set forth by CB-045-2024. **Attachment A** provides the revised adjustments, and they are as follows:

- **157 – Office of Homeland Security**
 - The Office of Homeland Security is requesting to reallocate one position. The authorized staffing count does not change.
 - ❖ General Fund:
 - Grade increase of an Administrative Aide 2P (FT - P15) position to an Administrative Aide 3P (FT - P17) position due to the result of a position classification review audit approved by OHRM.
- **105 – Circuit Court**
 - The Circuit Court is requesting to reallocate three positions. The overall authorized staffing count does not change.
 - ❖ General Fund:
 - Reallocation of a Facilities Manager G (FT – G28) position to an Administrative Specialist 2G (FT- G31) position to meet agency operational needs.
 - Grade increase of an Administrative Aide 3G (FT – G17) position to an Administrative Assistant (FT- G21) position to meet agency operational needs.
 - Upward reallocation of a General Clerk 2G (FT – G08) position to an Administrative Aide 2G (FT- G15) position to meet agency operational needs.
- **154 – Department of the Environment**
 - The Department of the Environment is requesting to reallocate seven positions. The overall authorized staffing count does not change.
 - ❖ General Fund:
 - Grade increase of **two** Animal Control Officer 1A (FT – A15) positions to an Animal Control Officer 3A (FT- A19) positions to maintain an organizational structure that is aligned with the Department’s strategic goals.
 - Grade increase of an Administrative Assistant 4G (FT – G27) position to an Administrative Specialist 1G (FT- G29) position due

to the results of a position classification review audit approved by OHRM.

- Upward reallocation of an Animal Control Officer 1A (FT – A15) position to an Animal Control Officer 4G (FT- G22) position to provide the appropriate leadership at the animal shelter to achieve established initiatives and priorities.

❖ Solid Waste Fund:

- Grade increase of a Property Standards Inspector 4A (FT – A25) position to a Refuse Collection Supervisor G (FT- G26) position to provide the appropriate supervisory leadership and management of existing and proposed resources supporting the waste collection program priorities and initiatives in the Resource Recovery Division.

❖ Stormwater Management Fund:

- Grade increase of an Engineer 3G (FT – G28) position to an Administrative Specialist 1G (FT- G29) position to provide financial and project expertise and program leadership to support the Clean Water Partnership Program.
- Upward reallocation of an Engineering Technician 4A (FT – A22) position to an Engineer 1G (FT- G23) position to meet the agency’s organizational needs.

○ **123 – Office of Information Technology**

- The Office of Information Technology is requesting a technical correction regarding one position. The authorized staffing count does not change.

❖ Internal Service Fund:

- Correction to grade for one Administrative Specialist 4G position from a G-33 to a G-35 position based on the County’s classification plan. This position was incorrectly identified as a G-33 position in Exhibit 6 of the budget ordinance.

○ **151 – Fire/EMS Department**

The Fire/EMS Department is requesting to add seven new positions and reallocate two positions. The overall staffing count increases by seven.

❖ General Fund:

- Upward reallocation of an Administrative Specialist 1G (FT – G29) position to an Administrative Specialist 2G (FT – G31) position due to the results of a position classification audit review from OHRM.
- Increase in staffing by seven Fire Fighter 1Y (FT-Y01) positions as a technical correction to the FY 2025 approved budget authorized staffing count.

- Upward reallocation of a Fire Fighter 2Y (FT-Y02) position to a Fire Fighter Medic Technician-Y (FT-Y13) position to meet agency operational needs.
- **121 – Office of Law**
 - The Office of Law is requesting to create one new general fund position. The overall authorized staffing count will increase by one position in FY 2025.
 - ❖ General Fund:
 - Creating one new Attorney 5G (FT-G33) position to support the Housing Authority. The total number of Attorney 5G (FT-G33) positions increases from eight to nine.
- **168 – Department of Permitting, Licensing and Enforcement**
 - The Department of Permitting, Licensing and Enforcement is requesting to reallocate one position. The overall authorized staffing count does not change.
 - ❖ General Fund:
 - Upward grade reallocation of a Permits Specialist 2A (FT – A13) position to an Engineering Technician 4A (FT- A22) position to meet agency operational needs.
- **150 – Police Department**
 - The Police Department is requesting to reallocate three positions. The overall authorized staffing count does not change.
 - ❖ General Fund:
 - Reallocation of a Forensic Latent Print Examiner 4G (FT – G29) position to a Laboratory Manager-G (FT- G31) position based on an Office of Human Resources Management (OHRM) desk audit.
 - Grade increase of a General Clerk 4P (FT – P12) position to an Administrative Aide 1P (FTP13) position based on an OHRM desk audit.
 - Upward reallocation of a Forensic Chemist 3P (FT – P24) position to a Forensic Chemist 4G (FT- G29) position based on an OHRM desk audit.
- **170 – Health Department**
 - The Health Department is requesting to reallocate 10 positions and create one new position. The overall authorized staffing will increase by one position in FY 2025.
 - ❖ Grant Fund:
 - Grade increase of a Community Developer 2G (FT-A21) position to a Community Developer 4G (FT-A27) position to support the Maryland Opioid Rebate Fund grant program. This position is

essential to assignments in the areas of community liaison development/advocacy or social services among client populations.

- Upward reallocation of an Administrative Assistant 2A (FT-A21) position to a Community Developer 4A (FT-A27) position to support the successful implementation of the System of Care grant over the next five years.
 - Grade increase of a Community Development Assistant 2A (FT-A21) position to a Community Developer 3A (FT-A27) position to support the continued administrative operations of the Federal Fund Adult Treatment Grant, Reentry Support Program.
 - Increase in staffing by one new Community Developer 4A (FT-A27) position. This position will support the successful implementation of the System of Care grant over the next five years.
 - Reallocation of an Administrative Specialist (LTGF-G29) position to a Public Health Program Chief-G (FT-G29) to support the provision of services required for the Prince George's County Community Case Management related programs.
 - Upward reallocation of a Planner 1A (FT-A18) position to a Planner 4G (FT-G27) position to aid in the progress and success of agency efforts toward accreditation for the Public Health Infrastructure grant program.
 - Grade increase of a Community Development Assistant 1G (LTGF-G12) position to a Community Development Assistant 3G (LTGF-G17) position to support the enrollment of patients into the National Diabetes Prevention Program and Medicare Diabetes Prevention Program for the Prevention Link grant program.
 - Reallocation of a Community Developer 2A (FT-A21) position to a Community Developer 3A (FT-A24) position to assist with project planning, coordination, and program monitoring for the Local Behavioral Health Authority Core Services Administrative Grant program.
 - Grade increase of a General Clerk 3A (FT-A10) position to a Community Development Assistant 2A (FT-A14) position to screen, interview clients to determine program eligibility, collect and analysis data for the General Medical Assistance Transportation grant program.
 - Upward reallocation of a General Clerk 3A (FT-A10) position to a Community Development Assistant 2A (FT-A14) position to screen, interview clients to determine program eligibility, collect and analysis data for the General Medical Assistance Transportation grant program.
 - Grade increase of an Account Clerk 4A (LTGF-A15) position to a Planner 2G (LTGF-G21) position to support continued programmatic operations in the Public Health Emergency Preparedness grant program.
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Fiscal Impact:

Direct Impact

Adoption of CR-082-2024 will have an minimal adverse fiscal impact on the county, but it will be absorbed by the respective agencies within their approved FY 2025 budget.

Indirect Impact

Adoption of CR-082-2024 should not have an indirect fiscal impact on the County.

Appropriated in the Current Fiscal Year Budget:

Yes.

Effective Date:

The proposed Resolution shall be effective on the date of adoption.

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