





June 2, 2023

FISCAL AND POLICY NOTE

TO: Jennifer A. Jenkins
Council Administrator

William M. Hunt
Deputy Council Administrator

THRU: Josh Hamlin p.p. 
Director of Budget and Policy Analysis

FROM: Roger Banegas 
Legislative Budget and Policy Analyst

RE: Policy Analysis and Fiscal Impact Statement
CR-049-2023, Adjustments to Approved Position Grades

CR-049-2023 (*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 Central Services, Department of the Environment, Office of Law, Fire/EMS Department, Circuit Court, Department of Public Works and Transportation, and the Department of Family Services.

Fiscal Summary

Direct Impact:

Expenditures: No impact on expenditures as adjustments of position grades are accounted for in the budget.

Revenues: No impact on revenues.

Indirect Impact:

None.

Legislative Summary:

CR-049-2023, proposed by the Chair at the request of the County Executive and sponsored by Council Members Watson, Harrison, Hawkins, Fisher, and Franklin, was presented on May 16, 2023, and referred to the Government Operations and Fiscal Policy (GOFP) Committee. CR-049-2023 would amend the Position by Grade Attachments (Attachments A) to the Annual Budget and Appropriation Ordinance of Prince George’s County for FY 2023 (CB-56-2022)¹. CR-049-2023 will amend the authorized staffing count and grade classification of positions in the Circuit Court, Fire/EMS Department, Office of Law, Office of Central Services, Department of Family Services, Department of Environment, and Department of Public Works and Transportation.

Current Law/Background:

Section 815(b)² 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 56-2022 set forth the Annual Budget and Appropriation Ordinance of Prince George’s County for Fiscal Year 2023. CB-056-2023 adopted an appropriation amount for the County’s General Fund portion of the budget of \$4.226 billion, which was \$432 million, or 11.4% over the approved FY 2022 budget of \$3.795 billion. Overall, 66.1% of all General Funds are appropriated for Education (Board of Education, Community College, and Memorial Library), while Public Safety receives 19.6% of available funds. Of the remaining 14.3% of County General Funds, 8.6% 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 Exhibit 6³ enacted by CB-056-2022 are being proposed through a Council Resolution.

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:

¹ [CB-056-2023](#)

² [Section 815 - Supplementary Appropriations; Staffing Level Increases.](#)

³ [CB-056-2022 - Exhibit 6](#)

CR-049-2023 provides adjustments to approved position grades for Fiscal Year 2023 set forth by CB-056-2022. **Attachment A** provides the revised adjustments, and they are as follows:

- **166 – Department of Public Works and Transportation**
 - DPW&T is requesting the reallocation of 33 positions between various grades within the General Fund and Stormwater Management Fund to support operational needs. The overall authorized staffing count does not change.
 - ❖ General Fund:
 - Grade increase of a Planner 2A (A21) to a Planner 3A (A24) position within the Office of Transportation – Transit Planning to support critical programmatic support.
 - Upward reallocation of an Administrative Aide 3A (A17) to Administrative Aide 4A (A19) within the Office of Highway Maintenance.
 - Reallocation of a Community Developer 2A (A21) to Administrative Aide III (A17) position within the Office of Administrative Services – Grants Administration.
 - A grade increase of a Community Developer 2A (A21) position to a Community Developer 4A (A27) position within the Office of Transportation – Transit Innovation.
 - A grade change of an Engineering Technician 2A (A18) position to an Administrative Assistant III (A24) position within the Office of Transportation – Transit Innovation.
 - Upward reallocations of four Equipment Operator 1A (A13) to Equipment Operator 2A (A15) positions within the Office of Highway Maintenance – D’Arcy Road.
 - Position reallocation of a General Clerk 3A (A10) to Administrative Aide 2A (A15) to address critical need for administrative program support required in the Multi-Modal Transportation Division.
 - A grade increase of an Investigator 2A (A21) to Investigator 3A (A24) position to address critical administrative program support needs required in the Office of Transportation – Taxi Administration.
 - Reallocation of a Laborer 2A (A08) to Traffic Service Worker 2A (FT - A10) within the Office of Highway Maintenance – TRIPP - Signal Team.
 - A grade increase of two Laborer 2A (A08) positions to Trades Helper 2A (A09) positions within the Office of Storm Drain Maintenance.
 - ❖ Enterprise Funds (Stormwater Fund):
 - Upward reallocation of 10 Equipment Operator 1A (A13) positions to Equipment Operator 2A (A15) positions within the Office of Highway Maintenance – D’Arcy Road.

- Grade increase of a Laborer 1A (A08) to Trades Helper 2A (A09) position within the Office of Highway Maintenance – TRIPP - Signal Team.
 - The reallocation of seven Laborer 2A (A08) positions to Trades Helper 2A (A09) positions within the Office of Storm Drain Maintenance and Office of Highway Maintenance.
 - Reallocation of a Construction Standards Inspector 2A (A18) to Construction Standards Inspector 3A (A20) within the Office of Storm Drainage Maintenance.
- **151 – Fire/EMS Department**
 - The Fire/EMS Department is requesting an increase in the authorized General Fund staffing count by 20 Fire Fighter 1Y (Y01) positions to allow the Fire department more flexibility for training new recruits.
 - The reallocation of an Administrative Assistant 3H (H24) to Administrative Assistant 4H (H27) position to support operations.
 - A Fire Fighter-Medic Major-Y (Y07) position is being reclassified to an Administrative Specialist 2G position (G31).
 - **131 – Office of Central Services**
 - The Office of Central Services is requesting a reclassification of one General Clerk 4G (G12) to an Administrative Aide 1G (G13) to recruit better candidates for an increased workload in the General Services Division. The overall authorized staffing count does not change.
 - **121 – Office of Law**
 - The Office of Law is requesting the reallocation of three positions in FY 2023. The overall authorized staffing count does not change. This includes an upgrade of an Attorney 2G (G24) to an Attorney 4G (G30) to obtain an experienced staff person to serve as a liaison between the Police Department and Office of Law.
 - A grade increase of an Attorney 3G (G27) to an Attorney 5G (G33) to handle critical legal and investigation matters.
 - an upward reallocation of an Attorney 3G (G27) to an Attorney 4G (G30) to handle support office operations.
 - **154 – Department of the Environment**
 - The Department of Environment is requesting grade reallocations of six positions within the General Fund, Solid Waste and Stormwater Enterprise Funds to support operations. The overall authorized staffing count for the department does not change.
 - ❖ **General Fund:**
 - Reallocation of an Administrative Aide 2A (A15) to Investigator 3G (G24) within the Strategic Services Division to provide oversight to the Boards and Commissions and towing enforcement program activities in the County.

- An Animal Care Attendant Supervisor (G16) position is being reallocated to an Associate Director (G33) position within the Animal Services Division to administer and manage operations in the division.
 - ❖ Enterprise Funds (Solid Waste):
 - Reallocation of a General Clerk 3A (A10) to an Administrative Aide 1A (A13) within the Resource Recovery Division to support operational activities in the division.
 - Reallocation of a Laborer 2A (A08) to a Refuse Collection Inspector 2A (A12) within the Resource Recovery Division to support the inspection, enforcement, code compliance, and record keeping of various programs.
 - ❖ Enterprise Funds (Stormwater Fund):
 - Grade increase of an Engineer 3G (G28) to an Engineer 4G (G30) within the Sustainability Division to manage stormwater quantity control program activities and agency initiatives.
 - Grade increase of a Planner 3A (A24) to a Planner 4G (G27) within the Sustainability Division to support urban and environmental planning within the division.
 - **137 – Department of Family Services**
 - The Department of Family Services is requesting a grade increase of a Compliance Specialist 2G (G21) to a Budget Management Analyst 3G (G24) position in the Management Services Division to support budgetary work within the division. The overall authorized staffing count does not change.
 - **105 – Circuit Court**
 - The Circuit Court is requesting to reclassify one Administrative Aide 4G (G19) to an Executive Administrative Aide (G21) position to support the new Administrative Judge. The overall authorized staffing count does not change.
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Fiscal Impact:

Direct Impact

Adoption of CR-049-2023 should not have an adverse fiscal impact on the County.

Indirect Impact

Adoption of CR-049-2023 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 call me.