

**PRINCE GEORGE'S COUNTY COUNCIL  
AGENDA ITEM SUMMARY**

**Meeting Date:** 5/2/95

**Reference No.:** CR-15-1995

**Proposer:** County Executive

**Draft No.:** 2

**Sponsors:** MacKinnon

**Item Title:** To suspend submission, processing, and implementation of classification review requests of encumbered positions (desk audits) for Fiscal Years 1994, 1995, and 1996

**Drafter:** Danny Chowbay  
Office of Personnel

**Resource Personnel:** Karyn T. Lynch  
Office of Personnel

**LEGISLATIVE HISTORY:**

**Date Presented:** \_\_\_/\_\_\_/\_\_\_

**Executive Action:** \_\_\_/\_\_\_/\_\_\_ \_\_\_

**Committee Referral:**(1) 3/28/95 PSFM

**Effective Date:** \_\_\_/\_\_\_/\_\_\_

**Committee Action:**(1) 4/6/95 FAV(A)

**Date Introduced:** 3/28/95

**Pub. Hearing Date:** (1) \_\_\_/\_\_\_/\_\_\_ \_\_\_:\_\_\_ \_\_\_

**Council Action:** (1) 5/2/95 Adopted

**Council Votes:** AMc:A, DB:A, SD:A, JE:A, IG:A, WM:A, RVR:A, AS:A, MW:A

**Pass/Fail:** P

**Remarks:** \_\_\_\_\_

Public Safety and Fiscal Management Committee Report

Date: 4/6/95

Committee Vote: Favorable with amendments, 4-0 (In favor: Council Members Estepp, Gourdine, Maloney and Russell)

This Resolution will suspend the implementation of Desk Audits for FY 95 and FY96. A desk audit is a review to determine if the proper duties and responsibilities have been assigned the employee's position. The audit may be requested by the appointing authority or an employee, no more than once a year. The procedures governing the submission, processing and implementation of the review are outlined in Administrative Procedures 244 and 244-B. The submission period for the desk audit is June for employee requests and December for management requests.

The Legislative Officer recommended listing the actual cycles which are suspended, i.e., June 1995 submission. The technical amendments were approved.

On page 2, line 13, delete "for Fiscal Year 1994, Fiscal Year 1995 and Fiscal Year 1996" and insert "for the following cycles are hereby suspended: June 1994, June 1995, December 1995, and June 1996."

On Page 2, line 15, insert the following:

"BE IT FURTHER RESOLVED that the Personnel Officer shall provide a report to the Council regarding the necessity of continuing the suspension of the June 1996 employee-requested desk audit no later than April 30, 1996."

The adoption of CR-15-1995 will have a positive fiscal impact on the County in the amount of approximately \$325,000 for FY95. This amount is related to the June 1994 submissions of desk audits. There will be additional positive fiscal impact for suspensions in FY95 and FY96 Desk Audits.

#### **BACKGROUND INFORMATION/FISCAL IMPACT**

**(Includes reason for proposal, as well as any unique statutory requirements)**

This resolution will suspend the submission, processing and implementation of classification review requests of encumbered positions (desk audits) for Fiscal Year 1994, Fiscal Year 1995 and Fiscal Year 1996. In light of the budget constraints currently confronting the County government, this legislation is necessary to avoid an unbudgeted compensation expense estimated at approximately \$325,000 for Fiscal Year 1994 (June 1994 submission) and perhaps higher for Fiscal Year 1995 and Fiscal Year 1996.

#### **CODE INDEX TOPICS:**