



**THE PRINCE GEORGE'S COUNTY GOVERNMENT**  
**Office of Audits and Investigations**

September 16, 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-52-2015 The Classification Plan for Prince George's County

Pursuant to your request, we have reviewed CB-52-2015 to estimate its fiscal impact on Prince George's County, Maryland.

CB-52-2015 will amend and upgrade existing classes of work for the Buyer class series, will amend position titles for the Environmental Sanitarian class series, and will add the Weapons Instructor 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 Buyer class series. Findings from the study indicated a need to upgrade the nature of work, examples of work and the knowledge, skills and abilities needed to make the class series relevant for the current workforce. OHRM is proposing the following changes:

- Change and update the classification of Buyer I (G15) and Buyer II (G17) to Procurement Assistant I (G15) and Procurement Assistant II (G17). The two (2) classes will remain at the para-professional level of work, but the minimum qualifications will be Associate of Art's Degree in Purchasing/Procurement, Merchandising, Business Administration, Retailing and Distribution, Marketing, Economics or related, plus one (1) year of para-professional procurement/buyer occupational experience for Procurement Assistant II.

- The Procurement Officer I (G18) class will be added and duties of the position will be considered entry level, professional. After one (1) year of work, the position will be duly allocated to the Procurement Officer II (G21) class. Minimum qualifications for the Procurement Officer I (G18) will be a Bachelor's Degree in Business Administration, Marketing, Economics, Retailing and Distribution or related field, plus one (1) year professional procurement experience.
- The Buyer III (G21) class will be changed and updated to Procurement Officer II (G21) and the duties of the position will be considered full performance professional class of work. The minimum qualification of the Procurement Officer II (G21) will be a Bachelor's Degree in Business Administration, Marketing, Economics, Retailing and Distribution or related field, plus two (2) years professional procurement experience. A certification may also be requested, by the hiring authority, to be held by applicants. The certification request will be a preferred qualification and may not be used to disqualify an applicant from meeting minimum qualifications.
- The Buyer IV (G24) class will be changed and updated to Procurement Officer III (G24) with the duties of the position considered senior level professional class of work. The minimum qualifications for the position will be a Bachelor's Degree in Business Administration, Marketing, Economics, Retailing and Distribution or a related field. Applicants will be expected to demonstrate three (3) years of professional procurement experience and must have obtained a professional public buyer/procurement certification.
- There are currently five (5) filled positions in the Buyer class affected by this change.

OHRM, in cooperation with the Health Department, also conducted a Classification/Compensation study for the Environmental Sanitarian class series. Findings from the study indicated that the class specifications are updated and meet the State of Maryland's certification requirements, however, the nature of work, examples of work and the knowledge, skills and abilities of the class series positions need to be revised to be relevant for today's workforce. OHRM also recommends a title change to Environmental Health Specialist, for the entire class series, to make the job titles consistent with those used by the State.

There are currently twenty-nine (29) filled positions in the Environmental Sanitarian class affected by this change.

A job analysis performed by OHRM revealed a need to add the Weapons Instructor class series to the County's Classification Plan because Weapons Instructors must maintain a MPCTC certification. Currently, individuals performing weapon instructor duties are classified as Administrative Assistants; which is considered a generic class of work and does not allow for certifications. OHRM anticipates that the Police Civilian Employees Association may bring the Weapons Instructor class of work before the Public Employee Relations Board for consideration to be added to their union.

There are currently six (6) filled positions in the Administrative Assistant class affected by this change.

Enactment of CB-52-2015 should not have an adverse fiscal impact on the County, since there will be no salary or benefit adjustments related to the changes, amendments and additions made to the Classification Plan.

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