



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

March 14, 2019

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*
Senior Legislative Auditor

RE: Fiscal Impact Statement
CB-003-2019 DR-1 The Classification Plan for Prince George's County

Legislative Summary

CB-003-2019 seeks to amend the Classification Plan for Prince George's County in response to findings from analysis of job duties and responsibilities conducted by the Office of Human Resources Management.

Background/Current Law

Pursuant to Section 903 of the Prince George's County Charter, and Section 16-125(a) of the Subtitle of the Prince George's County Code, the County Executive is authorized to recommend to the County Council amendments to the Classification Plan for Prince George's County.

Resource Personnel

Shawn Stokes, Director, Office of Human Resources Management (OHRM)

Assumptions and Methodology

The Office of Human Resources Management conducted an analysis of job duties and responsibilities of the Fingerprint Specialist, Fingerprint Assistant, Quality Assurance Analyst, Budget Aide, State’s Attorney Investigator, Switchboard Operator, and Correctional Officer, classes of work. The classification review assessed and evaluated the duties, tasks and responsibilities of the classes of work, as well as determined if the rates of pay for the positions were competitive and supported the County’s ability to attract and retain qualified individuals. The Director of OHRM provided the following proposed changes to the Classification Plan for Prince George’s County as a result of the requested classification review.

- Titles and grades for Fingerprint Specialist are proposed to be changed as indicated below:

From Class Code	From Class Title/Grade	To Class Code	To Class Title/Grade	# of Incumbents	Fiscal Impact
3233P	Fingerprint Specialist I/ P16	3233P	Forensic Latent Print Examiner I / P20	1	\$0
3234P	Fingerprint Specialist II/ P17	3234P	Forensic Latent Print Examiner II / P22	1	\$0
3235P	Fingerprint Specialist III/ P19	3235P	Forensic Latent Print Examiner III / P24	0	\$0
3238P	Fingerprint Specialist IV/ P20	3238G	Forensic Latent Print Examiner IV / G29	1	\$0
3231P	Fingerprint Assistant I/P11	Null	Abolish	0	\$0
3232P	Fingerprint Assistant II/ P13	Null	Abolish	0	\$0

- Class title changes for various classes are proposed to be changed as indicated below:

From Class Code	From Class Title/Grade	To Class Code	To Class Title/Grade	# of Incumbents	Fiscal Impact
2490G	Quality Assurance Analyst I/G18	2490G	Compliance Specialist I/G18	2	\$0
2491G	Quality Assurance Analyst II/G21	2491G	Compliance Specialist II/G21	6	\$0
2492G	Quality Assurance Analyst III/G24	2492G	Compliance Specialist III/G24	7	\$0
2493G	Quality Assurance Analyst IV/G27	2493G	Compliance Specialist IV/G27	2	\$0
2102G	Budget Aide I/G13	2102G	Budget Assistant I/G13	1	\$0
2102A	Budget Aide I/A13	2102A	Budget Assistant I/A13	0	\$0
2102P	Budget Aide I/P13	2102P	Budget Assistant I/P13	0	\$0
2103G	Budget Aide II/G15	2103G	Budget Assistant II/G15	0	\$0
2103A	Budget Aide II/A15	2103A	Budget Assistant II/A15	2	\$0
2103P	Budget Aide II/P15	2103G	Budget Assistant II/P15	0	\$0
2104G	Budget Aide III/G17	2104G	Budget Assistant III/G17	1	\$0
2104A	Budget Aide III/A17	2104G	Budget Assistant III/A17	0	\$0
2104P	Budget Aide III/P17	2104G	Budget Assistant III/P17	1	\$0

- Abolishment of certain classes of work are recommended as indicated below:

From Class Code	From Class Title/Grade	To Class Code	To Class Title/Grade	# of Incumbents	Fiscal Impact
3028G	Associate Director, Health Dept./G31	Null	Abolish	0	\$0
3241L	State's Attorney Investigator I/L02	Null	Abolish	0	\$0
3242L	State's Attorney Investigator II/L03	Null	Abolish	0	\$0
3243L	State's Attorney Investigator III/L04	Null	Abolish	0	\$0
3244L	State's Attorney Investigator IV/L05	Null	Abolish	0	\$0
0202A	Switchboard Operator I/A06	Null	Abolish	0	\$0
0202P	Switchboard Operator I/P06	Null	Abolish	0	\$0
0202G	Switchboard Operator I/G06	Null	Abolish	0	\$0
0203G	Switchboard Operator II/A08	Null	Abolish	0	\$0
0203P	Switchboard Operator II/P08	Null	Abolish	0	\$0
0203G	Switchboard Operator II/G08	Null	Abolish	0	\$0
2712G	Correctional Officer, Lieutenant/G20	Null	Abolish	0	\$0
2714G	Correctional Officer, Captain/G22	Null	Abolish	0	\$0
2715G	Correctional Officer, Major/G26	Null	Abolish	0	\$0

Please note: The Correctional Officer class titles are being abolished from the General Schedule (Salary Schedule G), as they are now classes of work on the Prince George's Correctional Officers' Association (Salary Schedule D).

Fiscal Impact

- Direct Impact

Enactment of CB-003-2019 should not have an adverse fiscal impact on the County.

Effective Date

Forty-five (45) calendar days after it becomes law.

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