



Angela D. Alsobrooks
County Executive

PRINCE GEORGE'S COUNTY GOVERNMENT

OFFICE OF THE COUNTY EXECUTIVE

March 12, 2024

The Honorable Jolene Ivey
Chair
Prince George's County Council
Wayne K. Curry Administration Building
1301 McCormick Drive
Largo, Maryland 20774

Dear Chair Ivey:

Enclosed for the County Council's consideration is a resolution to amend the authorized staffing count and/or grade classifications of positions in 12 agencies. The agencies include the Office of Human Rights, Office of Law, Office of Finance, Health Department, Department of Family Services, Office of Community Relations, Circuit Court, Department of Permitting, Licensing and Enforcement, Department of Environment, Office of the Sheriff, Department of Corrections, and the Legislative Branch. Pursuant to Section 815 of the Charter, 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. The changes included in the resolution are for full-time (FT) and limited term grant funded (LTGF) positions.

The Office of Human Rights is requesting to a technical correction regarding a LTGF position. The authorized staffing count will increase by one position in FY 2024.

Grant Funds

- Increase in staffing by one Community Development Assistant 3G (LTGF - G17) position to correct an error in the FY 2024 position by grade report.

The Office of Law is requesting several technical corrections to properly reflect the current staffing complement. The authorized staffing count does not change.

General Fund

- Increase the total number of Attorney 5G (FT-G33) positions from six to eight.
- Decrease in the number of Attorney 4G (FT – G30) positions from 10 to nine.
- Downward reallocation of a Paralegal Supervisor (FT-G18) to Paralegal 3G (FT-G17).
- Increase the count of the Clerk Typist 2G (FT-G10) classification by one.

The Office of Finance is requesting a technical correction of one position and the creation of a new full-time position in the General Fund.

General Fund

- Technical correction to reflect the appropriate grade of a Systems Analyst 3G (FT - G24) position to a Systems Analyst 3G (FT- G20) position. This change aligns with the County's job class specification.
- Increase for a new Administrative Assistant 3G (FT – G24) position to support the implementation of the Fair Election Fund. The authorized staffing count will increase by one position in FY 2024.

The Health Department is requesting to reallocate three positions including two positions in the General Fund and one Grant position. The overall authorized staffing count will remain unchanged for FY 2024.

General Fund

- Upward reallocation of a Human Resource Analyst 2A (FT – A21) to a Human Resource Analyst 3G (FT – G24) to support recruitment efforts and the State processing and new hire orientation onboarding.
- Classification and grade change of a System Analyst 4A (FT – A23) to an Information Tech Project Coordinator 5G (FT – G29) position to supervise staff augmentation resources and many departmental IT initiatives.

Grant Funds

- Classification and grade change of a Counselor 1G (FT – G18) to an Administrative Assistant 4A (FT - A27) to support the Health Assures program.

The Department of Family Services is requesting to create one new LTGF position. The authorized staffing count will increase by one position in FY 2024.

Grant Funds

- Increase in staffing by one Administrative Aide 1G (LTGF - G13) position not included on the FY 2024 approved position by grade report for FY 2024.

The Office of Community Relations is requesting to reallocate one position. The overall authorized staffing count does not change.

General Fund

- Grade increase of an Administrative Assistant 3G (FT - G24) to an Administrative Specialist to 4G (FT - G35) to meet agency operational needs.

The Circuit Court is requesting to create three new full-time grant funded positions. The overall authorized staffing count will increase by three positions in FY 2024.

Grant Funds

- Increase in staffing by one Administrative Assistant 3G (FT - G24) position to support the Family Grant program.
- Two new Administrative Assistant 2G positions (FT – G21) to support the Office of Problem-Solving Courts grant program.

The Department of Permitting, Licensing, and Enforcement is requesting to reallocate two positions. The overall authorized staffing count does not change.

General Fund

- Grade increase of an Engineering Technician 2A (FT – A18) to an Engineering Technician 3A (FT- A20) position to meet agency operational needs.
- Classification and grade change of an Engineer 4G (FT – G30) to an Associate Director - G (FT - G33) position to meet agency operational needs.

The Department of the Environment is requesting to reallocate three positions. The overall authorized staffing count does not change.

General Fund

- Grade change from an Animal Control Officer 1A (FT - 15) to an Animal Control Officer 4G (FT – G22) to meet agency operational needs.

Solid Waste Enterprise Fund

- Grade change of an Equipment Operator 2A (FT – A15) to an Equipment Operator 3A (FT – A17) to meet agency operational needs.

The Office of the Sheriff is requesting to reallocate five positions to improve overall agency operational needs. The overall authorized staffing count does not change.

General Fund

- Classification and grade change of a Community Developer Assistant 2Z (FT-Z14) to a Community Developer 4G (FT-G27).
- Classification and grade change of two Deputy Sheriff Corporal (FT- W24) positions to two Deputy Sheriff Major (FT - W34) positions.
- Classification and grade change of a Deputy Sheriff Corporal (FT - W24) to an Instructor 4G (FT- G27).
- Classification and grade change of a Community Developer 2Z (FT – Z21) to a Community Developer 3Z (FT-Z24).

The Department of Corrections is requesting to reallocate one position. The overall authorized staffing count does not change.

General Fund

- Reallocate a Correctional Officer Lieutenant (FT-D27) to a Correctional Officer Captain (FT- D29) due to a change in supervisory needs.

The Legislative Branch is requesting to reallocate one position. The overall authorized staffing count does not change.

General Fund

- Grade increase of an Administrative Aide 1G (FT – G13) to an Accounting Technician-G (FT- G17) to meet agency operational needs.

The Council's favorable consideration of this legislation is requested. If you have any questions, please contact Stanley Earley Director, Office of Management and Budget at (301) 952–3300.

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Sincerely,



Angela D. Alsobrooks
County Executive

Enclosures