



THE MARYLAND-NATIONAL CAPITAL  
Park and Planning Commission

# **SPECIAL MEETING of the M-NCPPC**

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**February 2, 2023  
10:00 - 10:15 a.m.**

**The Commission will be meeting by teleconference**

**Topic of Discussion  
Resolution 23-01-A**

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**MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION  
SPECIAL SESSION AGENDA  
Thursday, February 2, 2023**

			<u>ACTION</u>	
			Motion	Second
1. <b>Approval of Commission Agenda (10:00 a.m.)</b>	(*)	Page 1		
2. <b>Action Items (10:05 a.m.)</b>				
a) Resolution 23-01-A, Revised Amendments to the MCGEO Trades and Office/Clerical Pay Schedules (Chiang-Smith/Harvin)	(*)	Page 3		

(\*) Vote    (LD) Late Delivery    (H) Handout    (D) Discussion Only

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THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION  
6611 Kenilworth Avenue • Riverdale, Maryland 20737

February 2, 2023

To: The Commission

Via: Asuntha Chiang-Smith, Executive Director

From: Tracey Harvin, Director, Corporate Policy and Management Operations (CPMO)  
Division

Subject: Revised Amendments to the MCGEO Trades and Office/Clerical Pay Schedules

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**Request Action**

The Commission is asked to approve and adopt proposed M-NCPPC Resolution 23-01-A, Revised Amendments to the MCGEO Trades and Office/Clerical Pay Schedules (Attachment A), in order to advance the implementation of amendments to impacted Pay Schedules from April 2, 2023 to January 18, 2023.

**Background**

At the January 18, 2023 meeting, the Commission approved and adopted M-NCPPC Resolution 23-01, Amendments to the MCGEO Trades and Office/Clerical Pay Schedules (Attachment B) to add an additional grade to the impacted Pay Schedules. During the Commission meeting, a motion was also adopted to make the Pay Schedule amendments effective April 2, 2023.

The Resolution was proposed to assist the agency in resolving difficulties in recruiting and retaining qualified Electricians, HVAC-R Mechanics, Plumbers, Automotive/Equipment Mechanics, and Park Police Communications personnel.

The agency's Classification and Compensation Office performed an analysis which included salary data obtained from the Local Government Personnel Association's (LGPA's) Fiscal Year 2022 Compensation and Benefits survey which reports positions similar to those utilized by the Commission. The review and analysis concluded that the pay ranges of the impacted Pay Schedules were particularly low as compared to other surrounding jurisdictions.

These impacted positions, in particular, play an important role in developing, restoring, and maintaining Commission facilities, as well as, in providing support to our Park Police Officers, who in turn, provide a safe environment for our residents and patrons who utilize M-NCPPC amenities and parks.

The Commission now desires to advance the implementation of the amendments to the MCGEO Trades and Office/Clerical Pay Schedules from April 2, 2023 to January 18, 2023, to immediately facilitate these recruitment efforts.

**Attachments:**

**A:** M-NCPPC Resolution 23-01-A, Revised Amendments to the MCGEO Trades and Office/Clerical Pay Schedules

**B:** M-NCPPC Resolution 23-01, Amendments to the MCGEO Trades and Office/Clerical Pay Schedules



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

## **M-NCPPC Resolution 23-01-A**

### **REVISED AMENDMENTS TO THE MCGEO TRADES AND OFFICE/CLERICAL PAY SCHEDULES**

WHEREAS, the Maryland-National Capital Park and Planning Commission ("M-NCPPC" or "Agency") has a Classification Plan for its employees that provides for the analysis and evaluation of positions on the basis of work-related job factors and includes a listing of occupational classifications and the assigned pay grade for each class of positions;

WHEREAS, the listing of the assigned pay grade for each class of position for employees represented by the Municipal and County Government Employees Organization (MCGEO) for Trades and Office/Clerical positions, is referred to as the Trades Bargaining Unit Pay Schedule and Office/Clerical Bargaining Unit Pay Schedule, respectively;

WHEREAS, the Commission is continuing to face challenges attracting and retaining employees to fill certain positions;

WHEREAS, a review and analysis performed by the agency's Classification and Compensation Office as part of the ongoing Classification Study concluded that pay ranges of certain classifications represented by The Municipal and County Government Employees Organization (MCGEO) were particularly low as compared to other local jurisdictions;

WHEREAS, the analysis performed by the Classification and Compensation Office included salary data obtained from the Local Government Personnel Association's (LGPA) Fiscal Year 2022 Compensation and Benefits Survey which reports many positions similar to those utilized by the Commission, including: Electricians, HVAC-R Mechanics, Plumbers, Automotive/Equipment Mechanics and, Park Police Communications;

WHEREAS, Electricians, HVAC-R Mechanics, and Plumber classifications play an important role in the development, restoration, and maintenance of Commission facilities;

**M-NCPPC Resolution 23-01-A**

WHEREAS, Park Police Communications and Automotive/ Equipment Mechanics are both critical in providing support to our Park Police Officers, who in turn, provide a safe environment for our citizens who utilize our amenities and parks;

WHEREAS, in order to remedy the hiring situation faced by the agency, the Classification and Compensation Office recommends adding an additional grade to the impacted Pay Schedules, as shown in Exhibit A as T05 and C07;

WHEREAS, upon effectiveness of the amended Trades Bargaining Unit Pay Schedule and Office/Clerical Bargaining Unit Pay Schedule, the Classification and Compensation Office will submit to the Merit System Board for approval, the reclassification of Electrician I, HVAC-R Mechanic I, Plumber I, and Automotive/Equipment Mechanic I to a grade T04 and the reclassification of Electrician II, HVAC-R Mechanic II, Plumber II, and Automotive/Equipment Mechanic II to a grade T05;

WHEREAS, a new Public Safety Communications job family will be submitted to the Merit System Board, for approval, after its current review by Department Heads and the Union is complete, and the impacted employees will be allocated into the new series as part of the Classification Study project;

WHEREAS, at their January 18, 2023 meeting, the Commission approved and adopted the amended Pay Schedules with an effective date of April 2, 2023; and

WHEREAS, the Commission now desires to advance the implementation of the amendments to the MCGEO Trades and Office/Clerical Pay Schedules from April 2, 2023 to January 18, 2023.

NOW THEREFORE BE IT RESOLVED, the Commission does hereby approve and adopt the recommended amendments to the Trades Bargaining Unit Pay Schedule and Office/Clerical Bargaining Unit Pay Schedule, attached as Exhibit A, to be effective January 18, 2023.

BE IT FURTHER RESOLVED that upon the effectiveness of the changes all previous versions of the Trades Bargaining Unit Pay Schedule and Office/Clerical Bargaining Unit Pay Schedule be shall be rescinded; and

BE IT FURTHER RESOLVED that the Commission does hereby authorize the Executive Director and/or her designee(s) to take action as may be necessary to implement this resolution.



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This is to certify that the foregoing is a true and correct copy of a resolution adopted by the Maryland-National Capital Park and Planning Commission on motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, with Commissioners \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ voting in favor of the motion, (note absence of any Commissioner), at its regular meeting held on \_\_\_\_\_, \_\_\_\_\_, 2023, virtually and in person at the \_\_\_\_\_ Auditorium in \_\_\_\_\_, Maryland.

\_\_\_\_\_  
Asuntha Chiang-Smith  
Executive Director

REVIEWED AND APPROVED FOR LEGAL SUFFICIENCY:

s\ Debra S. Borden, General Counsel

January 26, 2023

**Trades Pay Schedule (effective January 18, 2023)**

<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>	<b>Longevity</b>
T01	\$28,892	\$40,031	\$51,169	\$52,832
T02	\$33,937	\$47,019	\$60,101	\$62,055
T03	\$37,549	\$52,024	\$66,500	\$68,661
T04	\$42,133	\$58,377	\$74,621	\$77,047
<b>T05</b>	<b>\$45,524</b>	<b>\$63,075</b>	<b>\$80,625</b>	<b>\$83,447</b>

**Office/Clerical Pay Schedule (effective January 18, 2023)**

<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>	<b>Longevity</b>
C01	\$27,048	\$37,476	\$47,904	\$49,461
C02	\$28,892	\$40,031	\$51,169	\$52,832
C03	\$30,206	\$43,203	\$56,199	\$58,026
C04	\$33,937	\$47,019	\$60,101	\$62,055
C05	\$37,549	\$52,025	\$66,502	\$68,663
C06	\$42,133	\$58,377	\$74,621	\$77,047
<b>C07</b>	<b>\$45,524</b>	<b>\$63,075</b>	<b>\$80,625</b>	<b>\$83,447</b>



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

## **M-NCPPC Resolution 23-01**

### **AMENDMENTS TO THE MCGEO TRADES AND OFFICE/CLERICAL PAY SCHEDULES**

WHEREAS, the Maryland-National Capital Park and Planning Commission ("M-NCPPC" or "Agency") has a Classification Plan for its employees that provides for the analysis and evaluation of positions on the basis of work-related job factors and includes a listing of occupational classifications and the assigned pay grade for each class of positions;

WHEREAS, the listing of the assigned pay grade for each class of position for employees represented by the Municipal and County Government Employees Organization (MCGEO) for Trades and Office/Clerical positions, is referred to as the Trades Bargaining Unit Pay Schedule and Office/Clerical Bargaining Unit Pay Schedule, respectively;

WHEREAS, the Commission is continuing to face challenges attracting and retaining employees to fill certain positions;

WHEREAS, a review and analysis performed by the agency's Classification and Compensation Office as part of the ongoing Classification Study concluded that pay ranges of certain classifications represented by The Municipal and County Government Employees Organization (MCGEO) were particularly low as compared to other local jurisdictions;

WHEREAS, the analysis performed by the Classification and Compensation Office included salary data obtained from the Local Government Personnel Association's (LGPA) Fiscal Year 2022 Compensation and Benefits Survey which reports many positions similar to those utilized by the Commission, including: Electricians, HVACr Mechanics, Plumbers, Automotive/Equipment Mechanics and, Park Police Communications;

WHEREAS, Electricians, HVACr Mechanics, and Plumber classifications play an important role in the development, restoration, and maintenance of Commission facilities;

**M-NCPPC Resolution 23-01**

WHEREAS, Park Police Communications and Automotive/ Equipment Mechanics are both critical in providing support to our Park Police Officers, who in turn, provide a safe environment for our citizens who utilize our amenities and parks;

WHEREAS, in order to remedy the hiring situation faced by the agency, the Classification and Compensation Office recommends adding an additional grade to the impacted pay schedules, as shown in Exhibit A as T05 and C07;

WHEREAS, upon effectiveness of the amended Trades Bargaining Unit Pay Schedule and Office/Clerical Bargaining Unit Pay Schedule, the Classification and Compensation Office will submit to the Merit System Board for approval, the reclassification of Electrician I, HVACr Mechanic I, Plumber I, and Automotive/Equipment Mechanic I to a grade T04 and the reclassification of Electrician II, HVACr Mechanic II, Plumber II, and Automotive/Equipment Mechanic II to a grade T05; and

WHEREAS, a new Public Safety Communications job family will be submitted to the Merit System Board, for approval, after its current review by Department Heads and the Union is complete, and the impacted employees will be allocated into the new series as part of the Classification Study project.

NOW THEREFORE BE IT RESOLVED, the Commission does hereby approve and adopt the recommended amendments to the Trades Bargaining Unit Pay Schedule and Office/Clerical Bargaining Unit Pay Schedule, attached as Exhibit A, to be effective on April 2, 2023.

BE IT FURTHER RESOLVED that upon the effectiveness of the changes all previous versions of the Trades Bargaining Unit Pay Schedule and Office/Clerical Bargaining Unit Pay Schedule be shall be rescinded; and

BE IT FURTHER RESOLVED that the Commission does hereby authorize the Executive Director and/or her designee(s) to take action as may be necessary to implement this resolution.

**M-NCPPC Resolution 23-01**

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This is to certify that the foregoing is a true and correct copy of a resolution adopted by the Maryland-National Capital Park and Planning Commission on motion of Commissioner Geraldo, seconded by Vice Chair Zyontz, with Commissioners Branson, Doerner, Geraldo, Hill, Pinero, Presley, Shapiro and Zyontz voting in favor of the motion, Commissioners Bailey and Washington being absent for the vote, at its regular meeting held on January 18, 2023, virtually and in person at the Prince George's Department of Parks and Recreation Auditorium in Riverdale, Maryland.

  
Asuntha Chiang-Smith  
Executive Director

REVIEWED AND APPROVED FOR LEGAL SUFFICIENCY:

s\ Debra S. Borden, General Counsel

January 12, 2023

**EXHIBIT A**

Trades Pay Schedule (effective April 2, 2023)

Grade	Minimum	Midpoint	Maximum	Longevity
T01	\$28,892	\$40,031	\$51,169	\$52,832
T02	\$33,937	\$47,019	\$60,101	\$62,055
T03	\$37,549	\$52,024	\$66,500	\$68,661
T04	\$42,133	\$58,377	\$74,621	\$77,047
T05	\$45,524	\$63,075	\$80,625	\$83,447

Office/Clerical Pay Schedule (effective April 2, 2023)

Grade	Minimum	Midpoint	Maximum	Longevity
C01	\$27,048	\$37,476	\$47,904	\$49,461
C02	\$28,892	\$40,031	\$51,169	\$52,832
C03	\$30,206	\$43,203	\$56,199	\$58,026
C04	\$33,937	\$47,019	\$60,101	\$62,055
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