

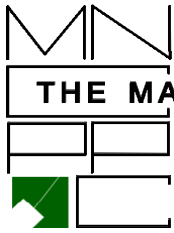
---

# Personnel Management Review Employee Demographic Profile Fiscal Year 2021



Prepared by  
The Department of Human Resources and Management  
April 2022





**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**

6611 Kenilworth Avenue • Riverdale, Maryland 20737

TO: Casey Anderson, Chair  
Peter A. Shapiro, Vice-Chair

FROM: Asuntha Chiang-Smith, Executive Director

SUBJECT: Personnel Management Review (PMR), Fiscal Year 2021

I am pleased to submit the Commission's 28<sup>th</sup> edition of the Personnel Management Review (PMR) for the fiscal year 2021. This document is a valuable tool for both workforce planning and budget work sessions with the County Councils. The PMR is organized into the following sections:

- ***M-NCPCC Workforce Snapshot*** section provides information on all career and non-permanent employees including gender, race/ethnicity, employment category, age, and distribution of employees by department.
- ***Career Workforce Highlights*** section provides an overview of key information about our career workforce including gender, full and part-time employees, race/ethnic identification, career workforce as compared to county workforce demographics, job category, age, length of service, union representation, and distribution of employees by department. Additionally, we have included details on our hires, promotions, average salary and top of grade statistics, tuition assistance program usage, language and literacy proficiency program participation, medical health plan participation by provider, retirement plan participation, cost of living adjustment comparisons, and turnover information.
- ***Trends in Career Employee Lifecycle*** section examines tendencies in our workplace and how we compare to external sources.
- ***Non-Permanent Workforce Profile*** section presents demographics on seasonal/intermittent, temporary, and term contract employees.
- ***Department and Bi-County Corporate Operations Demographics*** sections include career employee composition and length of service statistics.
- ***Appendix*** section includes a listing of race/ethnic identifications and job categories.

The PMR is available for internal review on inSite, and the public can access it on the Internet at [www.mncppc.org](http://www.mncppc.org). The Commission remains committed to delivering an informative report. We welcome your feedback! Please address comments/questions to [Boni.King@mncppc.org](mailto:Boni.King@mncppc.org) or [Cristina.Ramirez@mncppc.org](mailto:Cristina.Ramirez@mncppc.org).

# THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

## Personnel Management Review Fiscal Year 2021

### Employee Demographic Profile



### THE COMMISSION

Casey Anderson, Chair  
Peter A. Shapiro, Vice-Chair

#### MONTGOMERY COUNTY PLANNING BOARD

Casey Anderson, Chair  
Gerald Cichy  
Carol Rubin  
Tina Patterson  
Partap Verma

#### PRINCE GEORGE'S COUNTY PLANNING BOARD

Peter A. Shapiro, Chair  
Dorothy Bailey  
William Doerner  
Manuel Geraldo  
A. Shuanise Washington

### OFFICERS

Asuntha Chiang-Smith, Executive Director  
Adrian R. Gardner, General Counsel  
Gavin Cohen, Secretary-Treasurer

### DIRECTORS

Andree Checkley, Prince George's County Planning Director  
Bill Tyler, Prince George's County Parks and Recreation Director  
Michael Riley, Montgomery County Parks Director  
Gwen Wright, Montgomery County Planning Director

[www.mncppc.org](http://www.mncppc.org)



# M-NCPPC Personnel Management Review Fiscal Year 2021

## TABLE OF CONTENTS

	Page
<b>Employee Workforce Snapshot</b> .....	1-5
<b>Career Workforce Highlights</b> .....	6-28
<b>Trends in the Career Lifecycle</b> .....	33-39
<b>Non-Permanent Workforce Highlights</b> .....	40-44
 <b>Montgomery County Career Employee Profile</b>	
<b>Montgomery County Commissioners' Office</b>	
Job Category Distribution.....	46
Job Category, Gender, & Race/Ethnicity Distribution.....	47
Race/Ethnicity Distribution .....	48
Length of Service Distribution, Average Length of Service by Job Category.....	49
 <b>Montgomery County Department of Planning</b>	
Job Category Distribution.....	50
Job Category, Gender, & Race/Ethnicity Distribution.....	51
Race/Ethnicity Distribution .....	52
Length of Service Distribution, Average Length of Service by Job Category.....	53
 <b>Montgomery County Department of Parks</b>	
Job Category Distribution.....	54
Job Category, Gender, & Race/Ethnicity Distribution.....	55
Race/Ethnicity Distribution .....	56
Length of Service Distribution, Average Length of Service by Job Category.....	57
 <b>Prince George's County Merit System Employee Profile</b>	
<b>Prince George's Commissioners' Office</b>	
Job Category Distribution.....	59
Job Category, Gender, & Race/Ethnicity Distribution.....	60
Race/Ethnicity Distribution .....	61
Length of Service Distribution, Average Length of Service by Job Category.....	62
 <b>Prince George's Department of Planning</b>	
Job Category Distribution.....	63
Job Category, Gender, & Race/Ethnicity Distribution.....	64
Race/Ethnicity Distribution .....	65
Length of Service Distribution, Average Length of Service by Job Category.....	66
 <b>Prince George's Department of Parks and Recreation</b>	
Job Category Distribution.....	67
Job Category, Gender, & Race/Ethnicity Distribution.....	68
Race/Ethnicity Distribution .....	69
Length of Service Distribution, Average Length of Service by Job Category.....	70

**Bi-County Corporate Operations Merit System Employee Profile**

**Bi-County Corporate Operations**

Job Category Distribution.....72  
Job Category, Gender, & Race/Ethnicity Distribution .....73  
Race/Ethnicity Distribution .....74  
Length of Service Distribution, Average Length of Service by Job Category.....75

**Appendix**

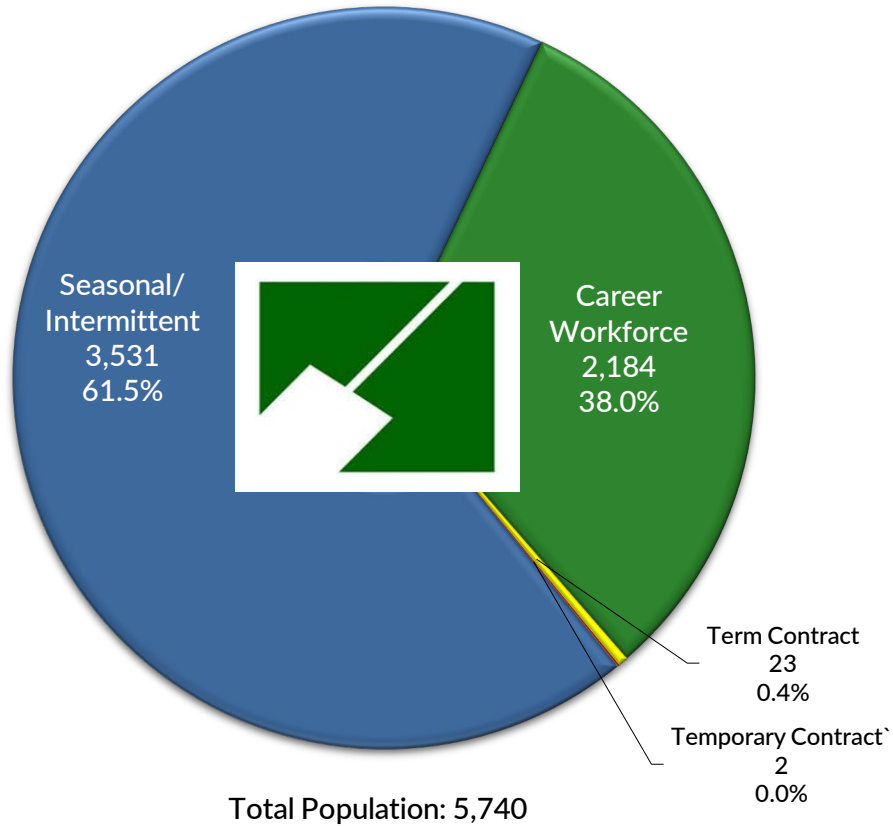
Equal Employment Opportunity Commission (EEOC) Definitions of Race/Ethnicity .....77  
EEOC Description of Job Categories .....78  
Credits .....79



# *M-NCPPC Workforce Snapshot*

M-NCPPC WORKFORCE SNAPSHOT

# M-NCPPC WORKFORCE SNAPSHOT

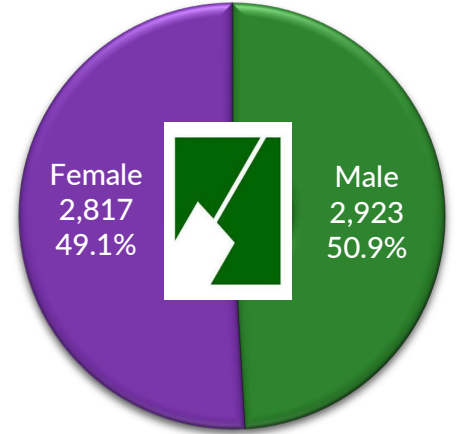


# M-NCPPC WORKFORCE SNAPSHOT

The M-NCPPC Workforce Snapshot reflects the Agency’s entire workforce, both career, and non-permanent employees. Additional information concerning the Agency’s career employees begins on page 5 and information concerning the Agency’s non-permanent employees begins on page 34.

All data reported is based on employees, not positions.

- The gender composition of the entire workforce in FY21 was 49.1% female and 50.9% male



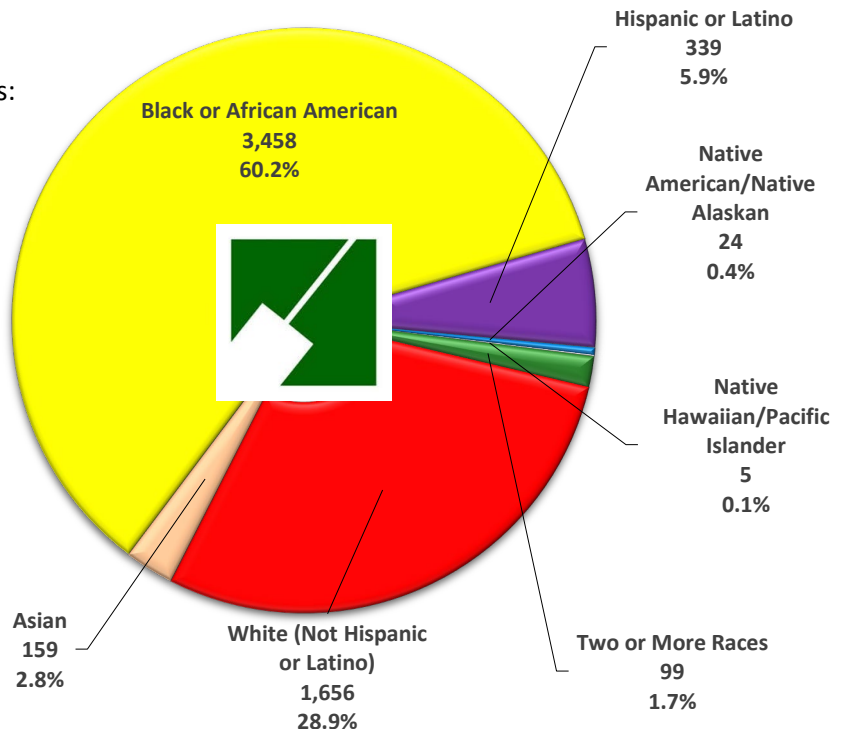
Total Population: 5,740

## Distribution of All Employees by Department

Bi-County Corporate Operations	147	2.6%
Montgomery County Commissioners' Office	4	0.1%
Montgomery County Planning	145	2.5%
Montgomery County Parks	1,055	18.4%
Prince George's County Commissioners' Office	11	0.2%
Prince George's County Planning	189	3.3%
Prince George's County Parks and Recreation	4,189	73.0%
<b>M-NCPPC Career Employees Total</b>	<b>5,740</b>	<b>100.0%</b>

Note: Career employee totals exclude 13 employees defined as: 10 Appointed Commissioners (5 in Montgomery County and 5 in Prince George's County), and 3 Merit System Board Members.

- The racial/ethnic composition of the entire workforce in FY21 was as follows:

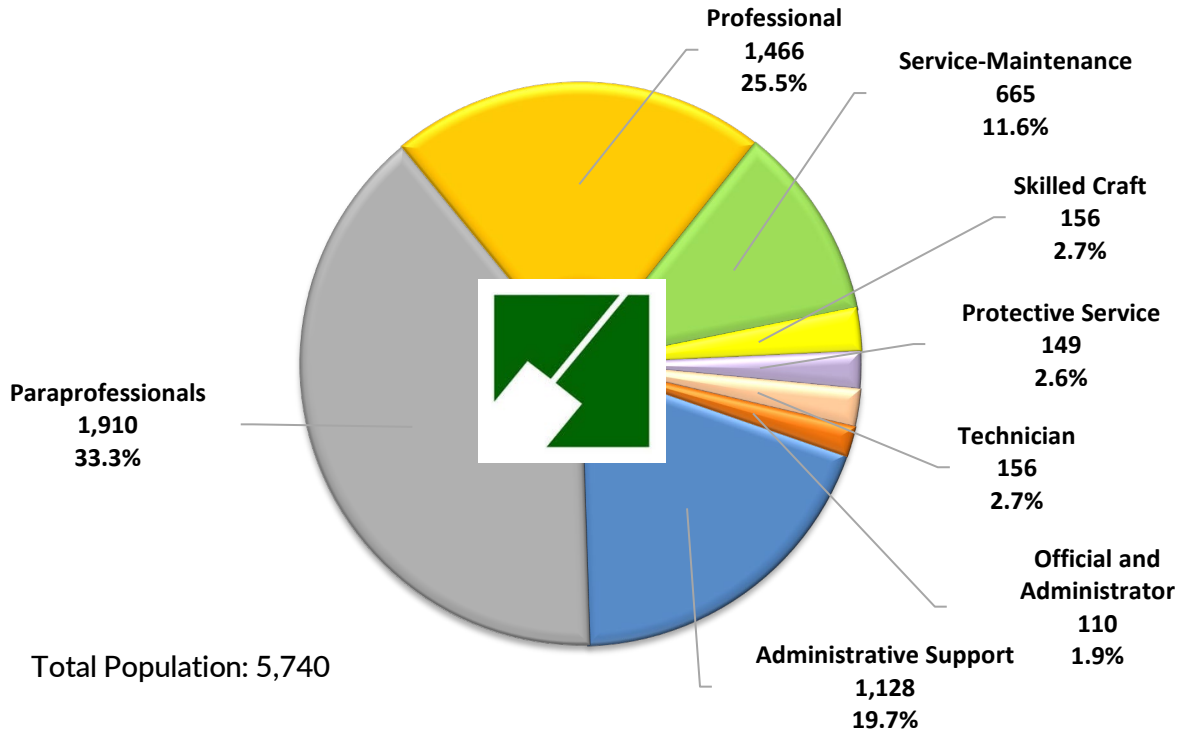


Total Population: 5,740

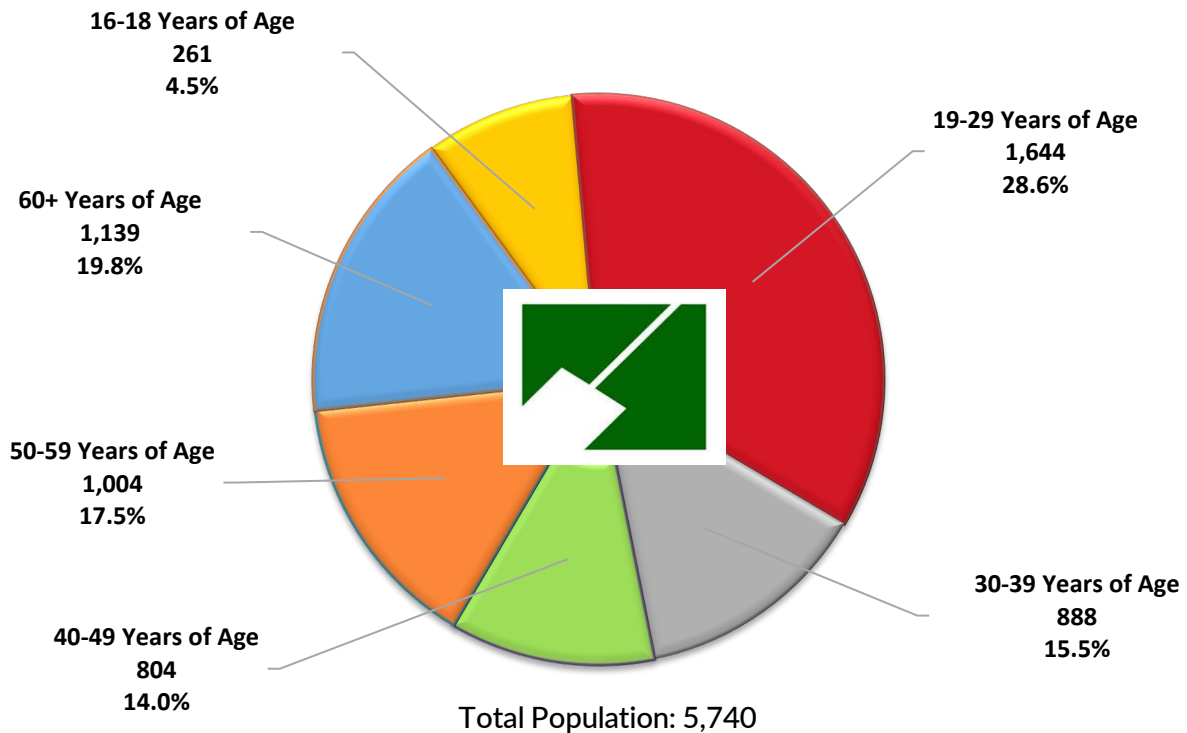


# M-NCPPC WORKFORCE SNAPSHOT

- The EEO-4 Job Category composition of the entire workforce in FY21 was as follows:



- The age composition of the entire workforce in FY21 was as follows:



# M-NCPPC WORKFORCE SNAPSHOT

- Various EEO-4 Job Titles for each Job Category composition of the entire workforce in FY21 were as follows:

## **Administrative Support Category**

Administrative Assistant I  
Park Police Property/Evid Spec  
Park Police Comm Tech  
Permitting & Information Technician  
Sr Clerk/Inv Ops Assistant

## **Official Administrator Category**

Park Police Commander  
Special Program Coordinator  
Parks & Recreation Division Chief  
Manager, Design & Construction  
Regional Operations Manager

## **Para-Professionals Category**

Administrative Specialist I  
Writer/Editor, Senior  
IT/Telecom Support Technician  
Human Resources Tech, Senior  
Legal Assistant

## **Professional Category**

Park Police Captain  
Corporate Accountant I  
Administrative Specialist III  
Department Program Manager  
Senior Exhibits Specialist

## **Protective Service Category**

Park Police Officer Candidate  
Park Police Officer IV  
Park Police Officer Academy Graduate  
Park Police Officer II-Adv Entry  
Park Ranger

## **Service/Maintenance Category**

PG Maintenance Worker  
Tree Climber/Maintenance Worker  
PG Maintenance Leader  
Tree Worker/Climber Leader  
Golf Course Maintenance Leader

## **Skilled Craft Category**

Locksmith  
Carpenter II  
Mason II  
Electrician III  
Plumber III

## **Technician Category**

CADD/GIS Technician  
Visual Media & Imaging Spec I  
Planning Technician III  
Greenhouse/Nursery Tech, Prin  
Design Technician II

# *Career Workforce Highlights*

**CAREER WORKFORCE HIGHLIGHTS**

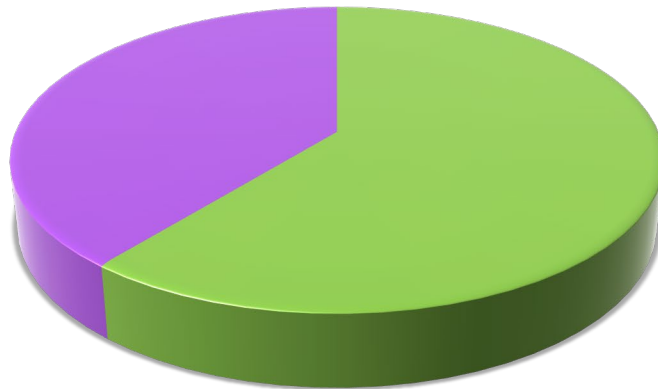
# CAREER WORKFORCE HIGHLIGHTS:

## Highlighting Career Employee Workforce Information and Statistics

### Career Workforce Demographics

### Career Employees by Gender

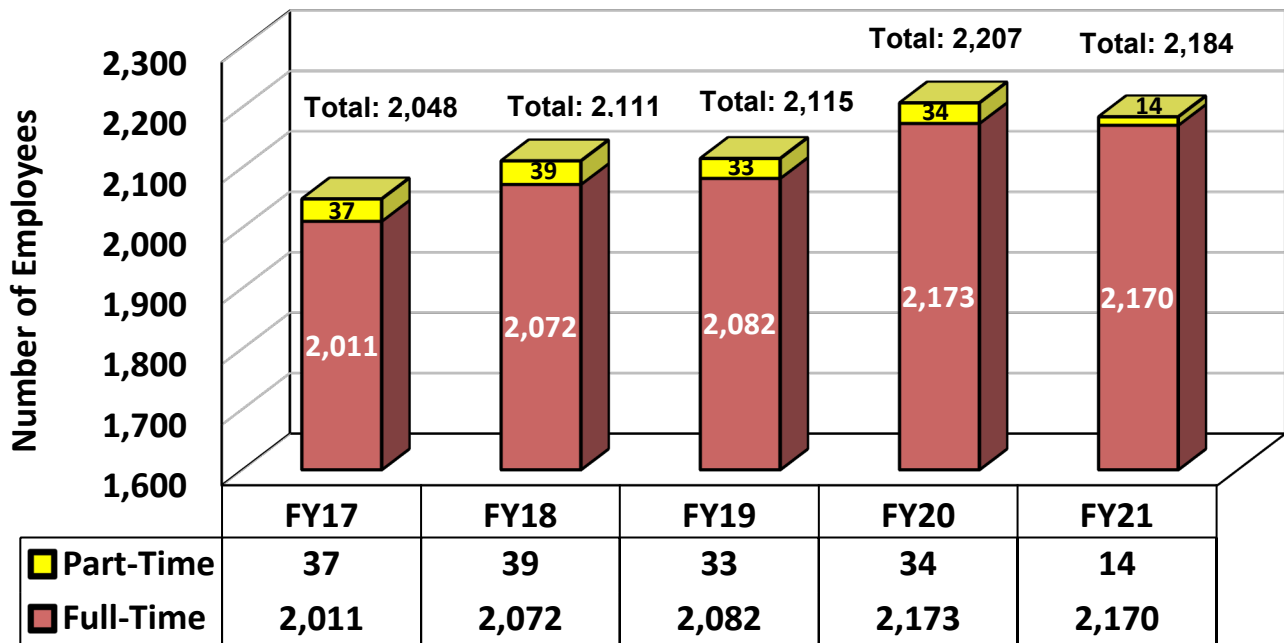
**Female**  
860  
39.4%



**Male**  
1,324  
60.6%

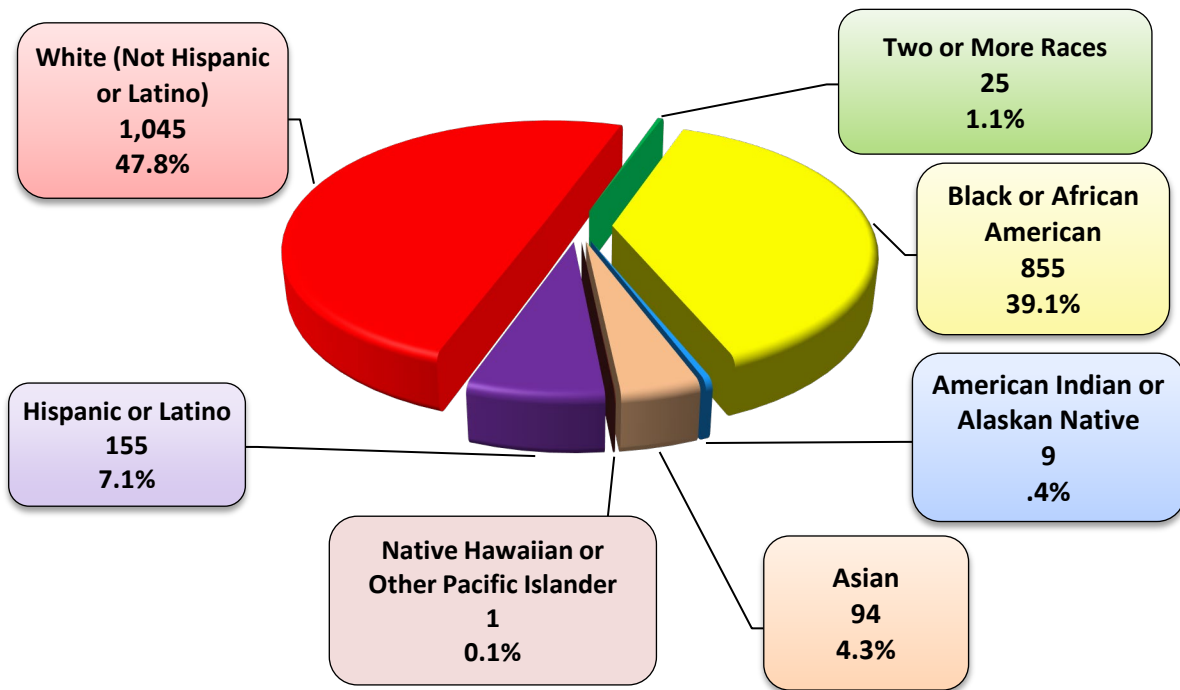
Total Career Employees: 2,184

### Full-Time & Part-Time Career Employees



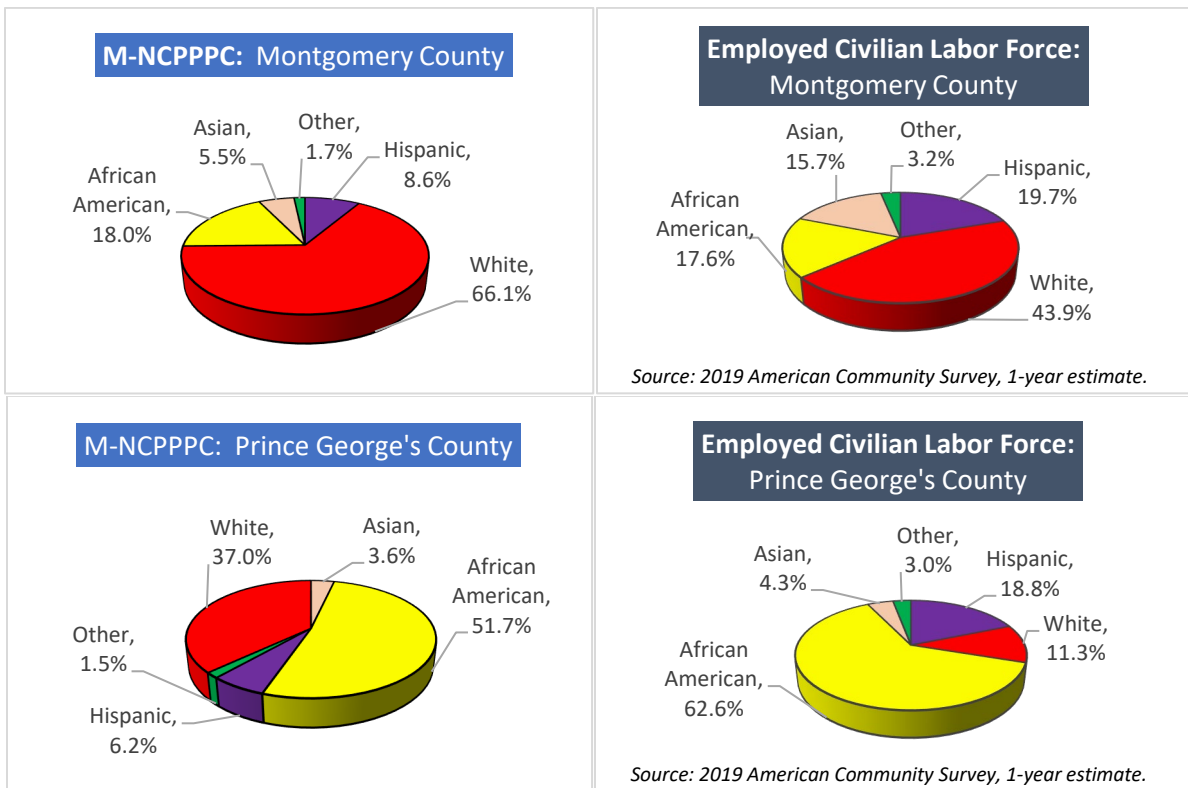
Total Employees: 2,184

# Career Employees by EEO-4 Race/Ethnic Identification



**Total Career Employees: 2,184**

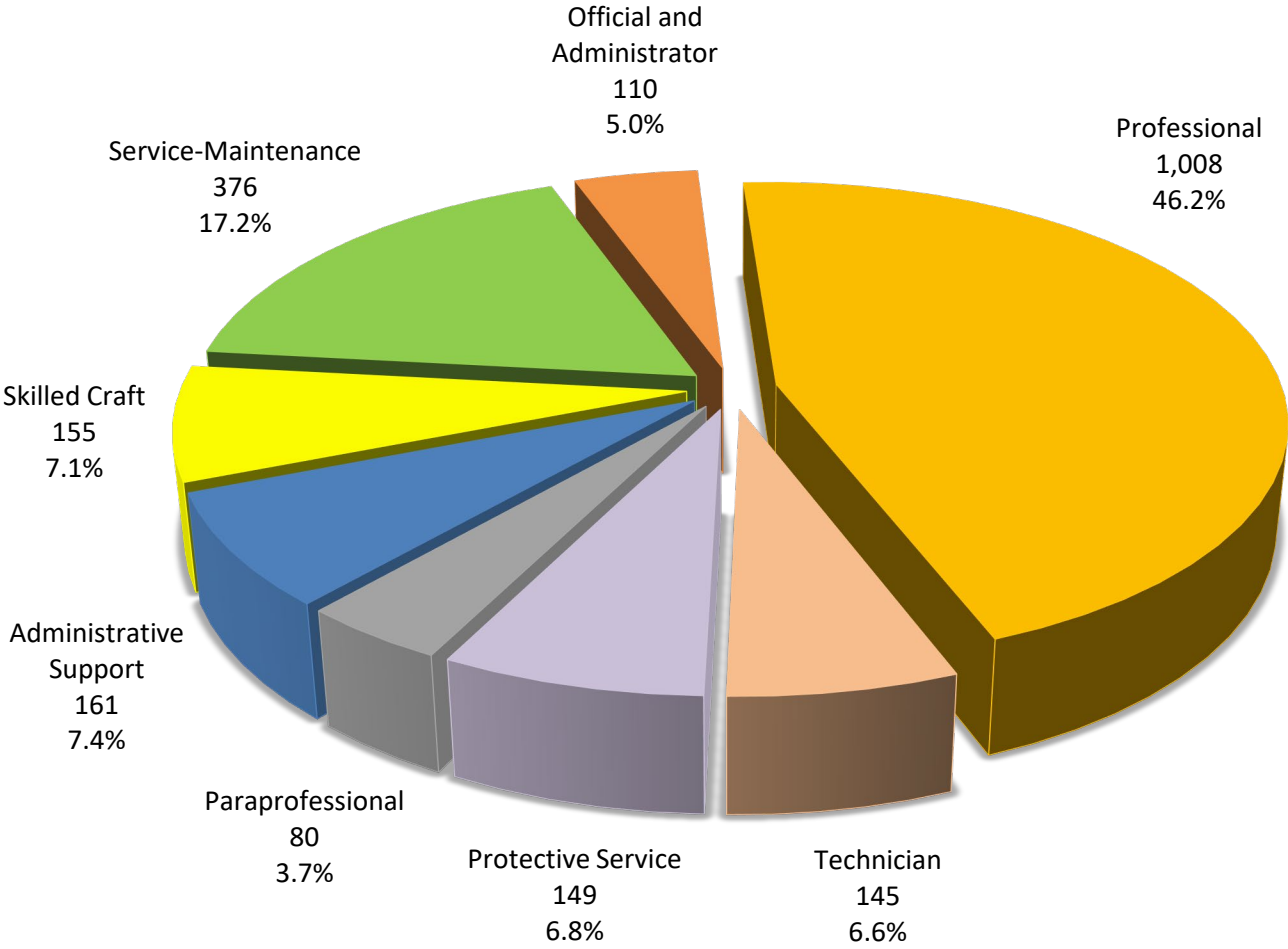
- The charts below reflect M-NCPPC career workforce distribution by race/ethnicity in Montgomery County and Prince George's County, compared to the broader employed civilian labor force within the region.



Source for County Demographics: 2019 American Community Survey 1-year estimates. Tables S0201 and S2301 U.S. Census Bureau; Research & Special Projects, Montgomery County Planning Department (11/10/20). The charts represent the employed civilian labor by race and Hispanic origin, 2019. Prince George's County includes CAS Departments.

- In FY21 the largest number and percent of employees at M-NCPPC fell into the Professional category with 1,008 employees or 46.2% of the workforce followed by the Service-Maintenance category with 376 employees or 17.2% of the workforce.

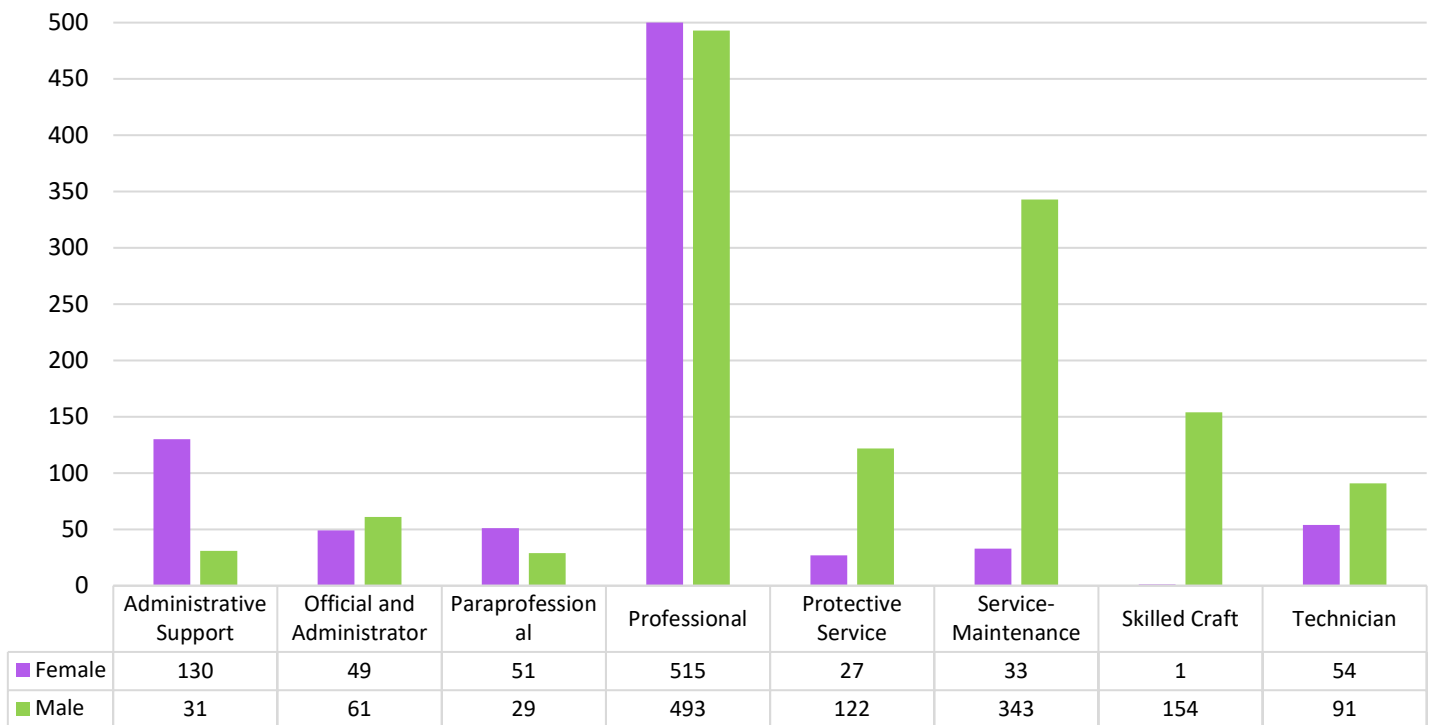
**Career Employees by EEO-4 Job Category**



Total Career Employees: 2,184

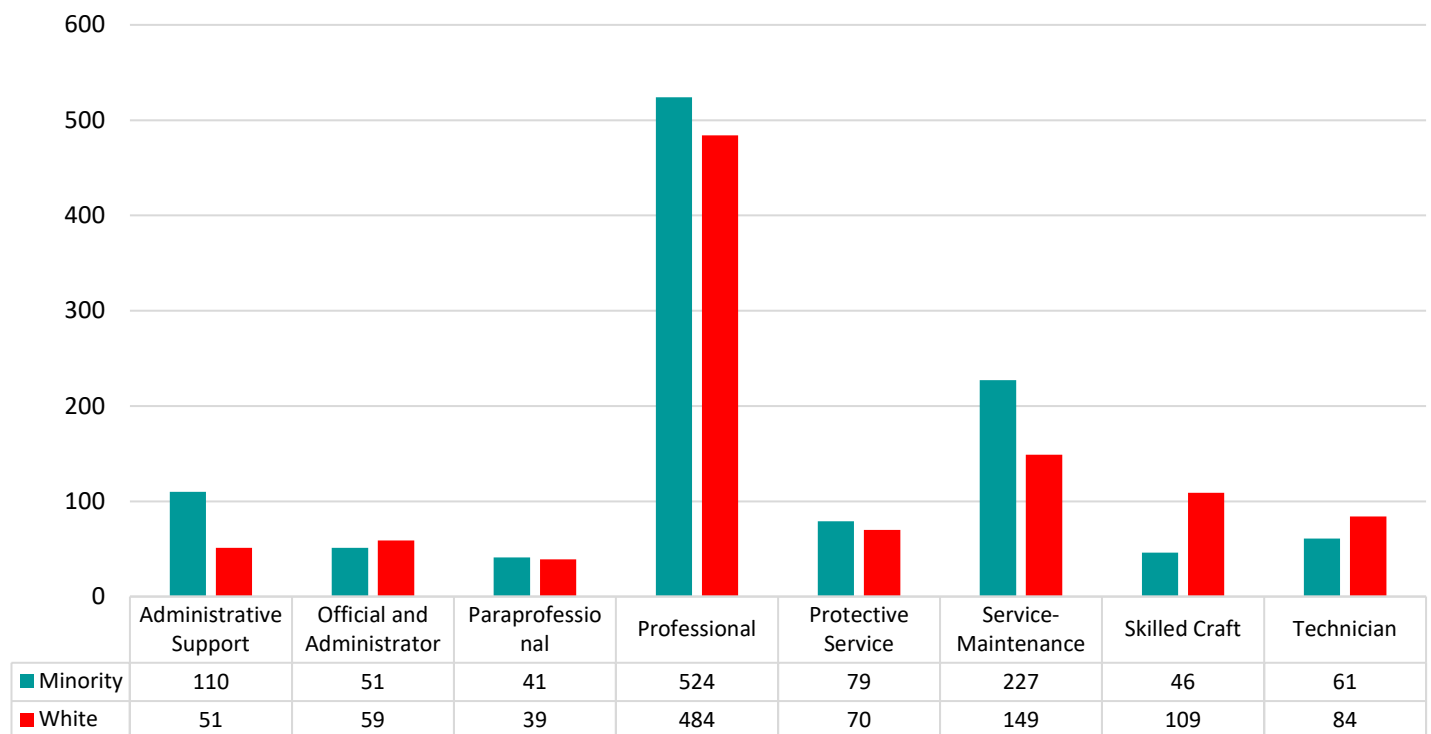
# Career Employees by EEO-4 Job Category, Gender and Race/Ethnicity

### Career Employees by EEO-4 Job Category and Gender



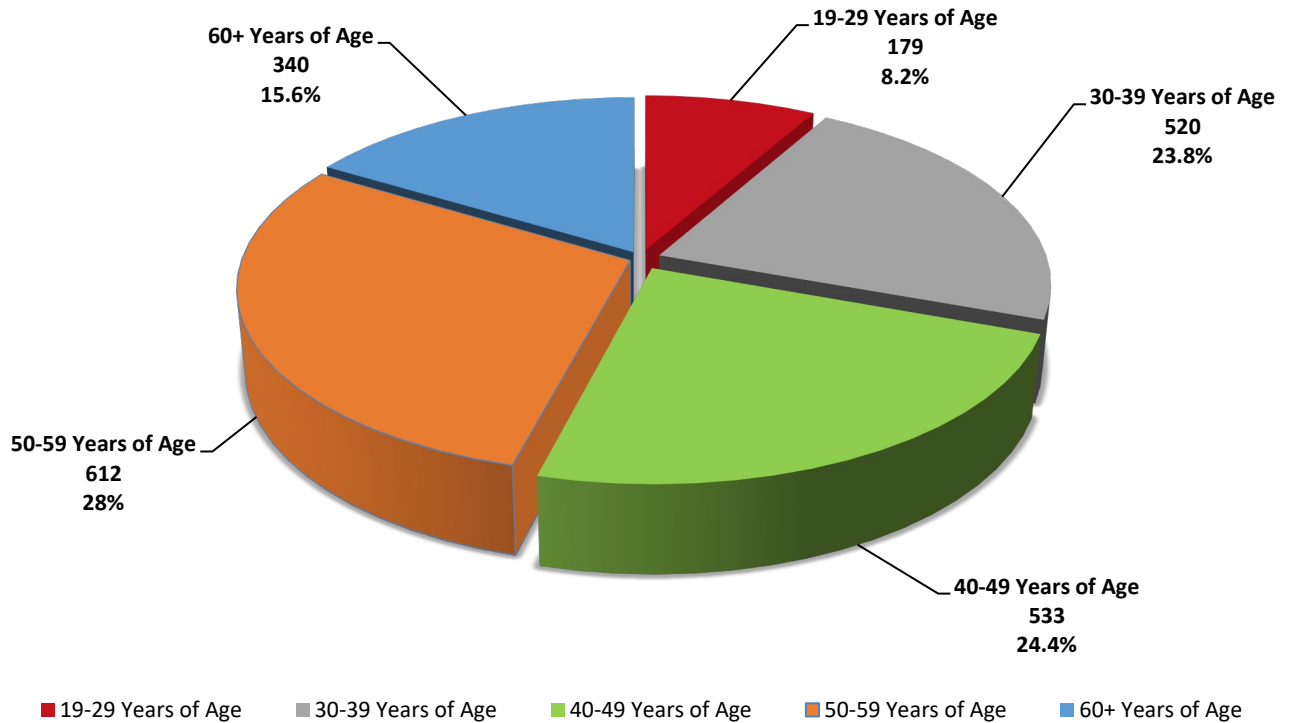
Total Career Employees: 2,184

### Career Employees by EEO-4 Job Category and Race/Ethnicity



Total Career Employees: 2,184

## Distribution of Career Employees by Age



Total Career Employees: 2,184

## Distribution of Career Employees by Department

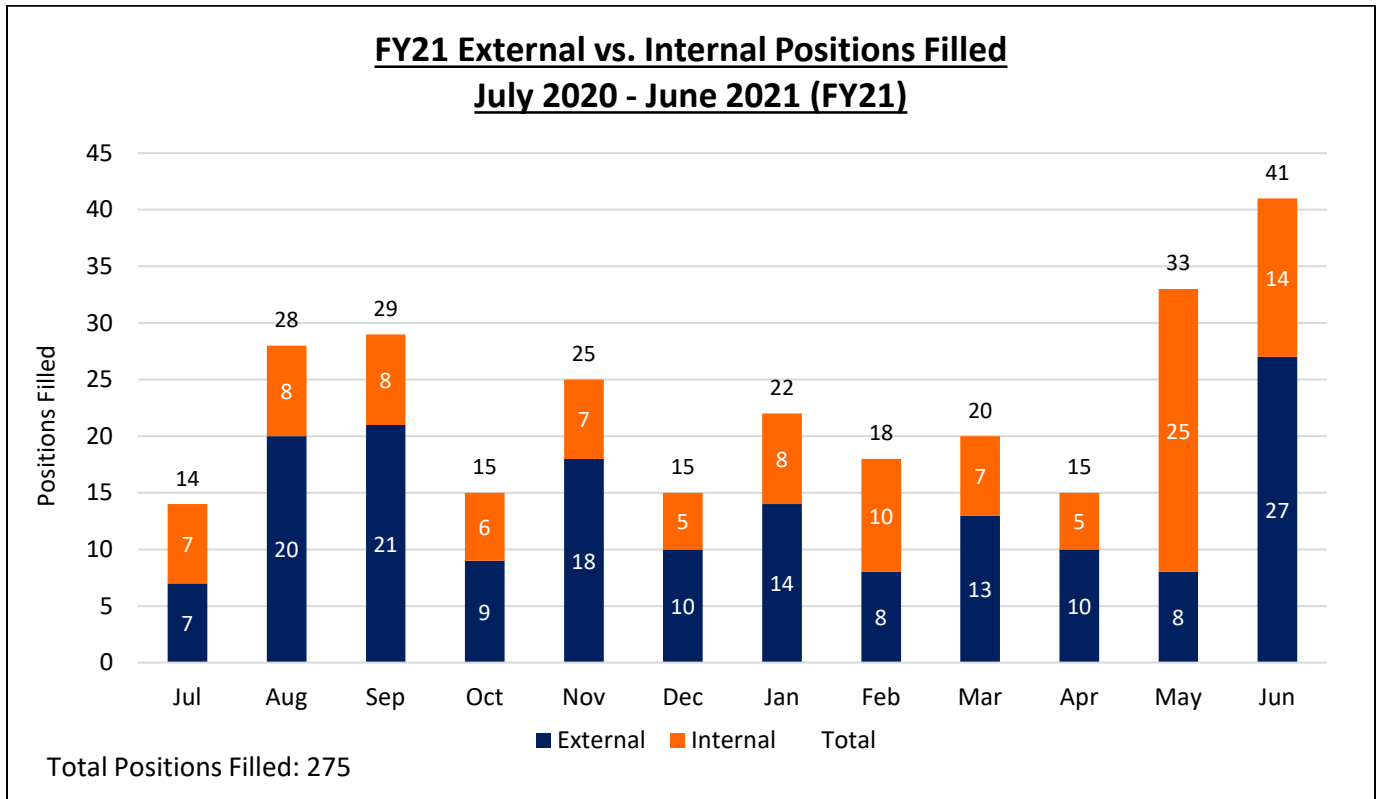
<b>Bi-County Corporate Operations</b>	<b>137</b>	6.3%
<b>Montgomery County Commissioners' Office</b>	<b>4</b>	0.2%
<b>Montgomery County Planning</b>	<b>136</b>	6.2%
<b>Montgomery County Parks</b>	<b>675</b>	30.9%
<b>Prince George's County Commissioners' Office</b>	<b>9</b>	0.4%
<b>Prince George's County Planning</b>	<b>177</b>	8.1%
<b>Prince George's County Parks and Recreation</b>	<b>1,046</b>	47.9%
<b>M-NCPPC Career Employees Total</b>	<b>2,184</b>	100.0%

Note: Career employee totals exclude 13 employees defined as: 10 Appointed Commissioners (5 in Montgomery County and 5 in Prince George's County), and 3 Merit System Board Members.



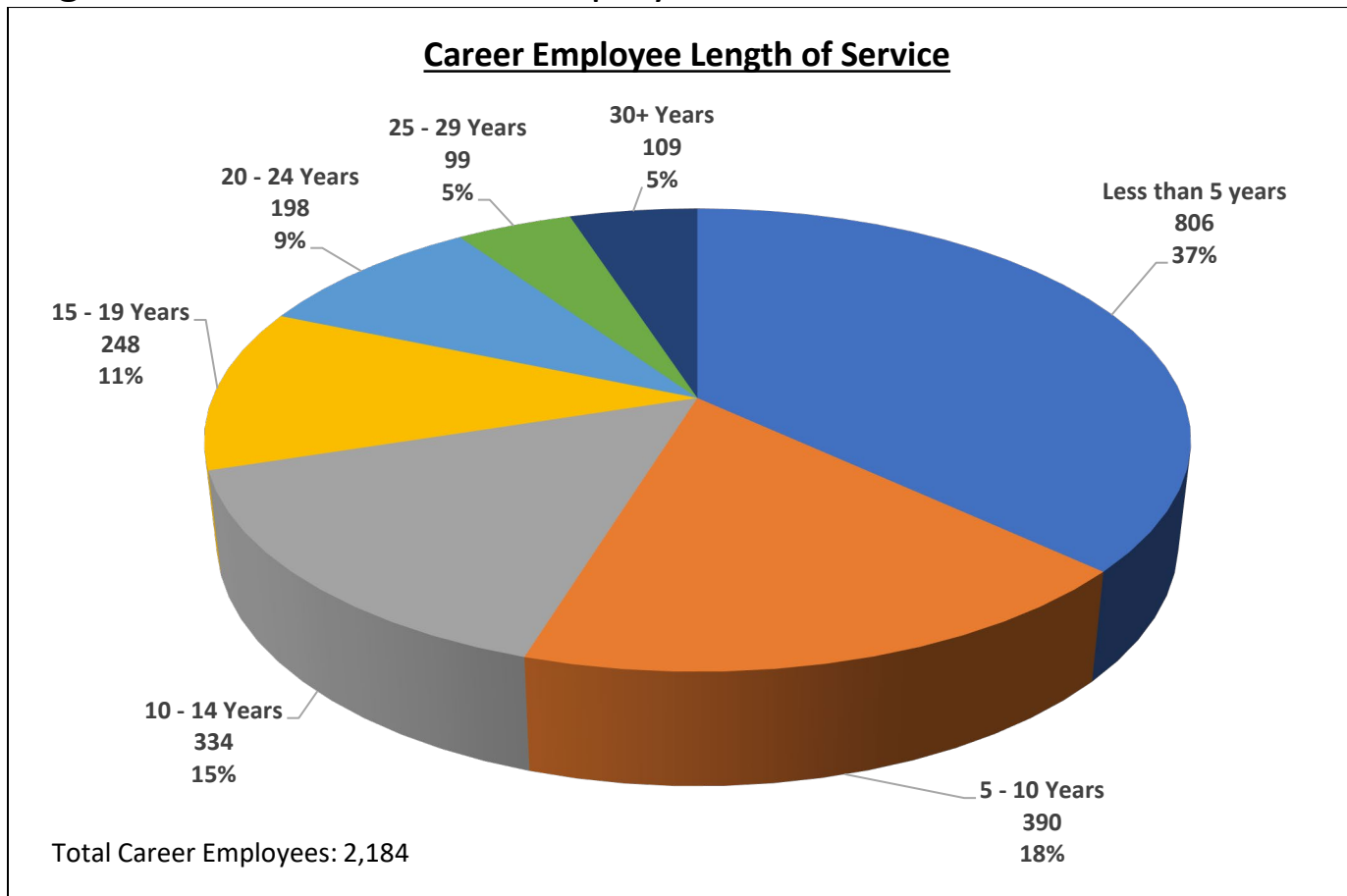
## Recruitment of Career Employees

In FY21, the Recruitment and Selection Services Division filled 275 career positions. Of these 275 positions, 165 were filled by external candidates, and 110 positions were filled by internal candidates via promotion, demotion, or lateral reassignment (these figures do not include positions filled through reclassification, appointment, or the Park Police rank promotional process).

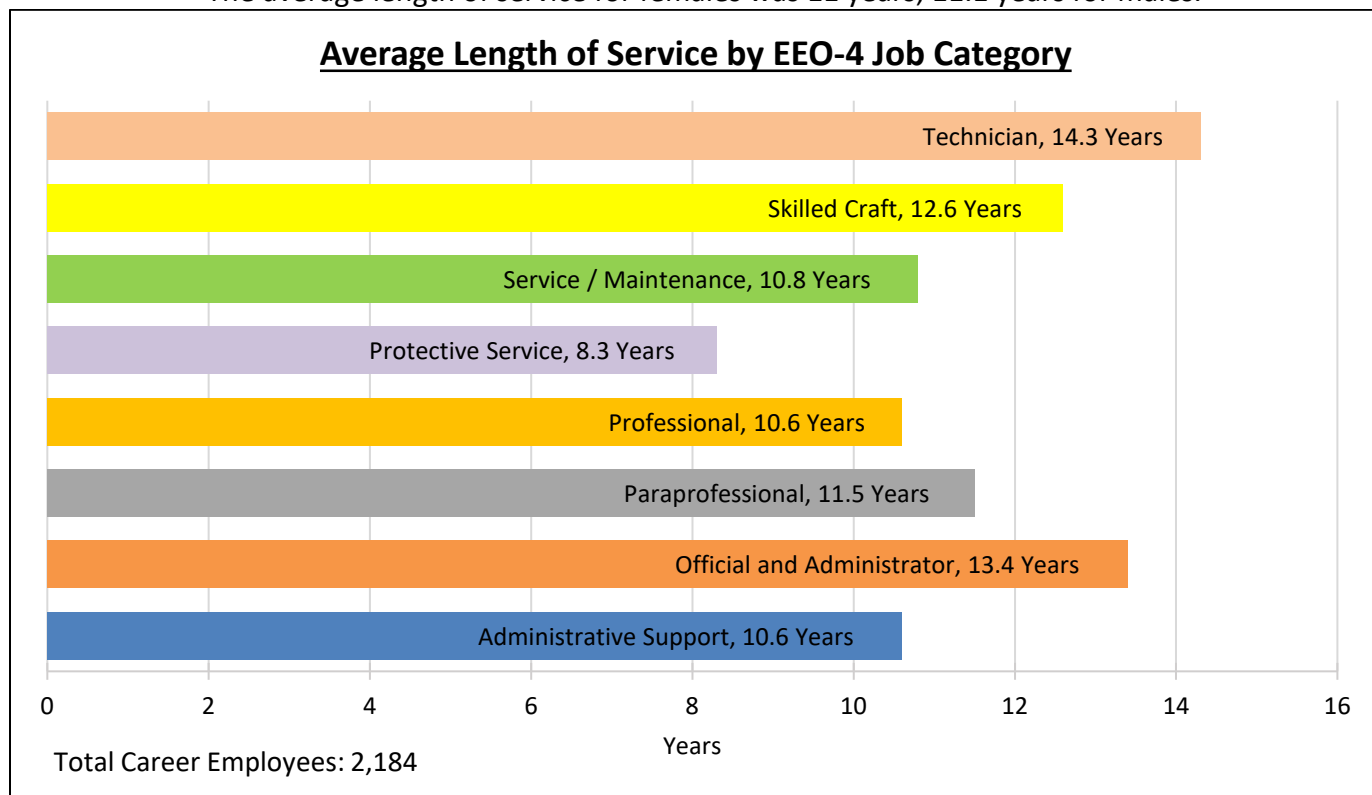


The average salary for an FY21 external career new hire was \$65,920 compared to an FY20 average of \$63,720.

## Length of Service for Career Employees



- The average length of service for females was 11 years; 11.1 years for males.

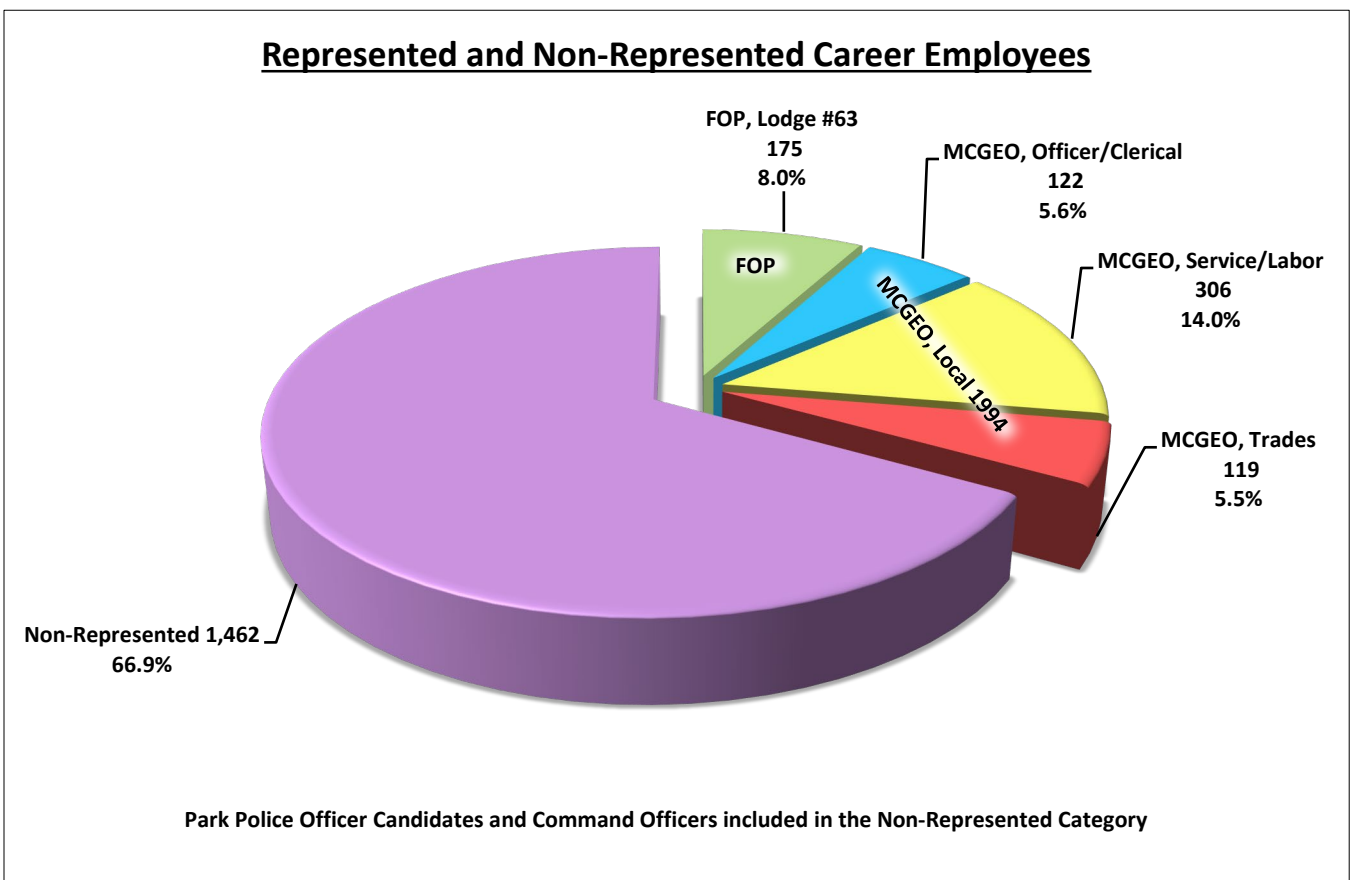


- The average length of service for all career employees was 11.1 years.

# Collective Bargaining

In FY21, 33.0% of the Commission’s career workforce was represented by a union.

Union	Number of Members FY21	% of Career Employees
United Food and Commercial Workers Union, Local 1994/Municipal and County Government Workers Union (MCGEO) representing office/clerical, service/ labor, and trade positions	547	25.0%
Fraternal Order of Police. Lodge #63 (FOP) representing police ranked sergeant and below	175	8.0%

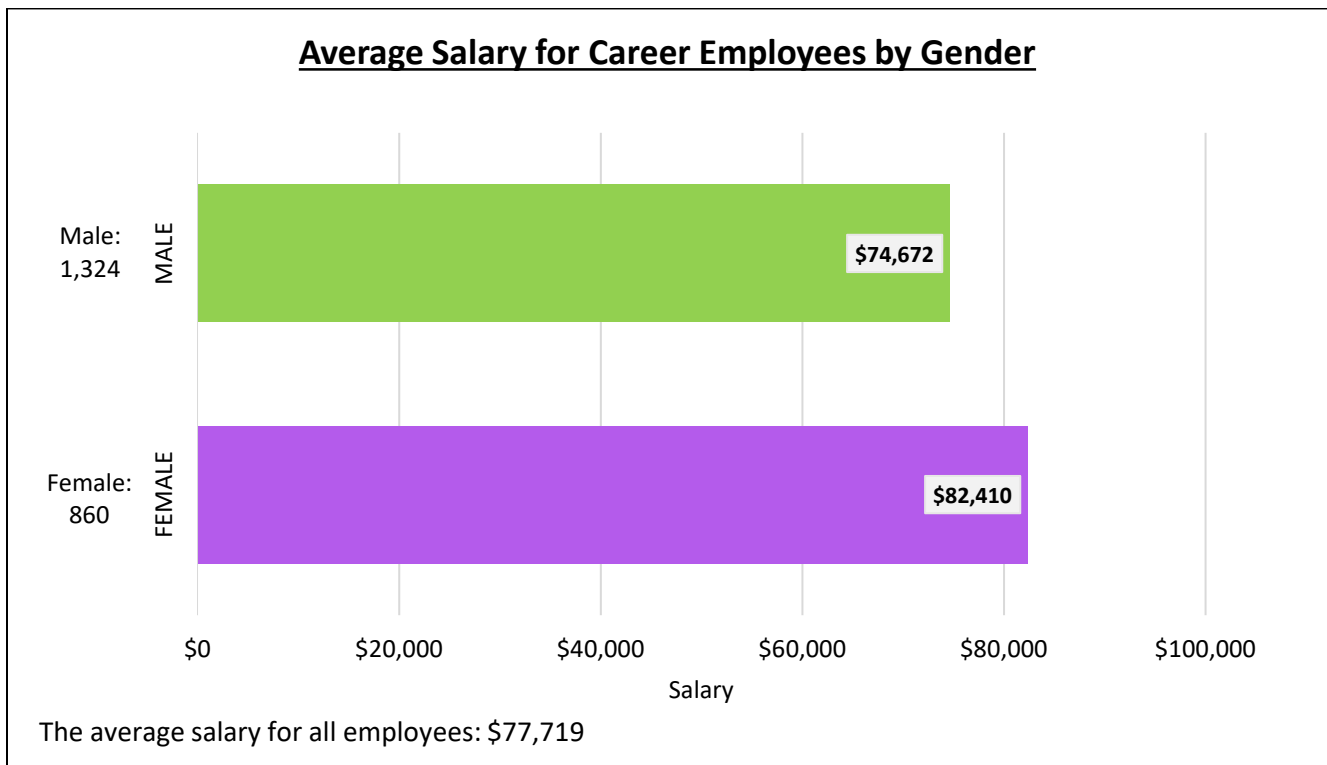


According to the Bureau of Labor Statistics (BLS), 12.3% of employed workers in Maryland were in positions represented by unions. Additionally, BLS reports that 33.1% of state government workers are unionized. The higher numbers for union membership attributed to local government workers are the result of heavily unionized occupations such as teachers, police officers, and firefighters.

Source: U.S. Department of Labor Bureau of Labor Statistics, Economic News Release, Table 5. “Union affiliation of employed wage and salary workers by state, 2020-2021 annual averages”.

# Compensation

- M-NCPPC compensates and rewards its employees utilizing either pay ranges or step pay schedules.
  - There are six separate pay range schedules for career employees, 3 for non-represented employees (General Service, IT, Command Staff), and 3 for represented employees (Service/Labor, Office/Clerical, Trades). Each range consists of a minimum, midpoint, and maximum salary. Schedules for represented employees also have a longevity increment.
  - A step pay schedule is utilized to compensate employees in the FOP Bargaining Unit. This pay schedule includes two additional increments for longevity.
- The average salary for all career employees (full-time and part-time) was \$77,719. The average salary for male employees was \$74,672; for female employees was \$82,410.



For career employee annual salary distribution by demographics and job categories, see pages 16-17.

## Average Career Employee Salaries by EEO-4 Job Category, Race/Ethnicity, and Gender

### Administrative Support

Gender	Race/Ethnicity						
	American Indian/ Alaska Native	Asian	Black/African American	Hispanic/ Latino	Native Hawaiian/Other	White (Non Hispanic/Latino)	Two or More Races
Female	N/A	\$62,551	\$60,014	\$54,668	N/A	\$61,324	\$46,392
Male	N/A	N/A	\$58,171	\$56,037	N/A	\$55,115	N/A

Average Salary Admin Support: \$59,241

Average Admin Support New Hire Salary: \$50,424

### Official and Administrator

Gender	Race/Ethnicity						
	American Indian/ Alaska Native	Asian	Black/African American	Hispanic/ Latino	Native Hawaiian/Other	White (Non Hispanic/Latino)	Two or More Races
Female	\$141,665	\$164,107	\$142,340	\$175,695	N/A	\$141,373	N/A
Male	N/A	N/A	\$139,580	\$127,871	N/A	\$141,244	\$110,360

Average Salary Official/Administrator: \$141,935

Average Official/Administrator New Hire Salary: \$123,190

### Paraprofessional

Gender	Race/Ethnicity						
	American Indian/ Alaska Native	Asian	Black/African American	Hispanic/ Latino	Native Hawaiian/Other	White (Non Hispanic/Latino)	Two or More Races
Female	N/A	\$67,170	\$72,639	\$70,227	N/A	\$72,316	N/A
Male	N/A	N/A	\$52,123	\$68,079	N/A	\$63,597	N/A

Average Salary Paraprofessional: \$67,917

Average Paraprofessional New Hire Salary: \$60,162

### Professional

Gender	Race/Ethnicity						
	American Indian/ Alaska Native	Asian	Black/African American	Hispanic/ Latino	Native Hawaiian/Other	White (Non Hispanic/Latino)	Two or More Races
Female	N/A	\$95,565	\$84,141	\$82,881	\$67,243	\$90,029	\$71,748
Male	\$96,014	\$97,980	\$83,863	\$85,527	N/A	\$88,731	\$71,360

Average Salary Professional: \$87,116

Average Professional New Hire Salary: \$74,595

### Protective Service

Gender	Race/Ethnicity						
	American Indian/ Alaska Native	Asian	Black/African American	Hispanic/ Latino	Native Hawaiian/Other	White (Non Hispanic/Latino)	Two or More Races
Female	N/A	\$43,586	\$66,365	\$71,823	N/A	\$75,003	\$55,378
Male	\$83,210	\$82,275	\$73,051	\$79,844	N/A	\$77,720	\$54,956

Average Salary Protective Service: \$74,955

Average Protective Service New Hire Salary: \$53,542

Commission Career Salary Percentages are based on total number of employees: 2,184

Average Commission Career Salary (includes full-time and part-time annualized salaries): \$77,719

## Average Career Employee Salaries by EEO-4 Job Category, Race/Ethnicity, and Gender

### Service-Maintenance

Gender	Race/Ethnicity						
	American Indian/ Alaska Native	Asian	Black/African American	Hispanic/ Latino	Native Hawaiian/Other	White (Non Hispanic/Latino)	Two or More Races
Female	N/A	N/A	\$47,729	\$43,715	N/A	\$49,639	N/A
Male	\$44,716	\$57,484	\$48,751	\$49,615	N/A	\$50,451	\$41,937

Average Salary Service-Maintenance: \$49,471

Average Service-Maintenance New Hire Salary: \$39,920

### Skilled Craft

Gender	Race/Ethnicity						
	American Indian/ Alaska Native	Asian	Black/African American	Hispanic/ Latino	Native Hawaiian/Other	White (Non Hispanic/Latino)	Two or More Races
Female	N/A	N/A	N/A	N/A	N/A	\$74,441	N/A
Male	\$75,322	\$62,580	\$64,898	\$66,223	N/A	\$67,588	\$54,000

Average Salary Skilled Craft: \$66,840

Average Skilled Craft New Hire Salary: \$54,735

### Technician

Gender	Race/Ethnicity						
	American Indian/ Alaska Native	Asian	Black/African American	Hispanic/ Latino	Native Hawaiian/Other	White (Non Hispanic/Latino)	Two or More Races
Female	N/A	\$74,441	\$67,802	\$88,032	N/A	\$74,370	\$59,355
Male	\$81,607	\$102,931	\$76,346	\$66,728	N/A	\$81,231	N/A

Average Salary Technician: \$77,327

Average Technician New Hire Salary: \$65,779

### Total Population

Gender	Race/Ethnicity						
	American Indian/ Alaska Native	Asian	Black/African American	Hispanic/ Latino	Native Hawaiian/Other	White (Non Hispanic/Latino)	Two or More Races
Female	\$141,665	\$97,503	\$79,214	\$70,092	\$67,243	\$86,140	\$65,634
Male	\$64,377	\$87,112	\$71,911	\$65,031	N/A	\$77,428	\$65,244

Average Salary: \$77,719

Average New Hire Salary: \$66,151

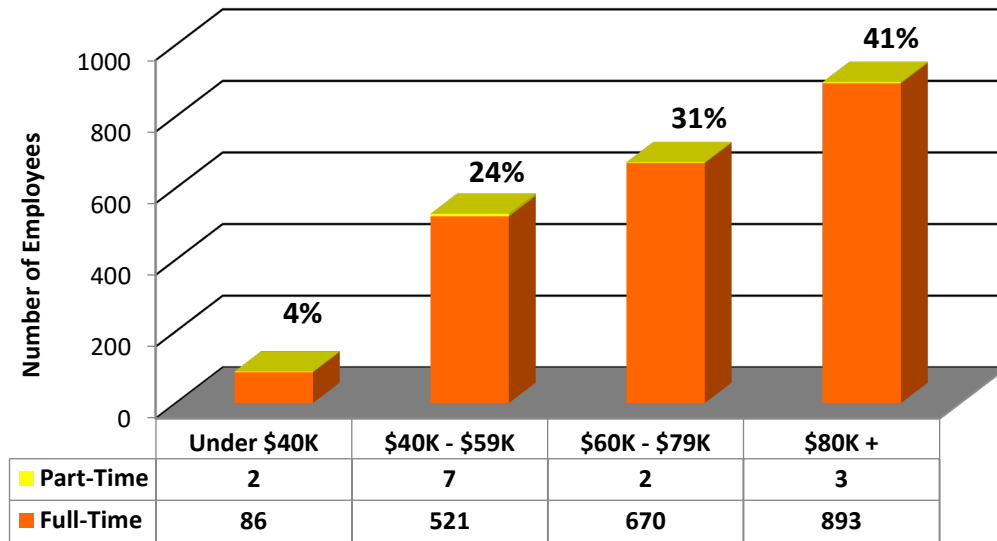
Commission Career Salary Percentages are based on total number of employees: 2,184

Average Commission Career Salary (includes full-time and part-time annualized salaries): \$77,719

The greatest number of employees are in the Professional EEO Job Category. The Official and Administrator and Professional Categories also have the highest average annual salaries.

- Employee salaries and benefits (personnel services) represent 72.2% of the FY21 adopted budget expenditures.

### Annual Salary Full-Time and Part-time Career Employees

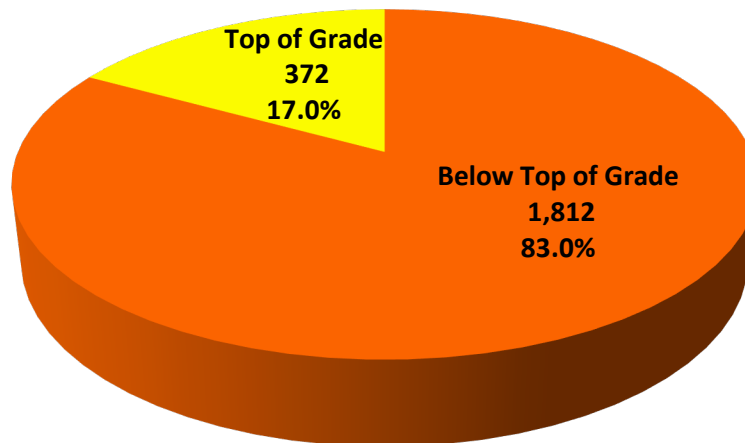


Total Full-Time Employees: 2,170

Total Part-Time Employees: 14

Average Salary for all Employees (2,184): \$77,719 (includes part-time annualized salaries)

### Career Employees at Top of Grade (TOG)



TOG is defined as the maximum salary (\$) of a position's grade salary range. Employees at TOG identified are within \$10.00 of their position's grade maximum.

## **COLA, Merit Increase, and Lump Sum**

- In FY21, **non-represented** and **MCGEO represented** career employees did not receive either a COLA or Merit increase. MCGEO represented employees were eligible to receive a longevity increase if they had reached the top of the grade and met the requirements for years of service.
- **FOP, Park Police Command Staff, and Candidates** received a .75% COLA. These career employees did not receive a Merit increase

For COLA adjustments and county comparisons, see page 20.



## Comparison of Cost-of-Living Adjustments FY11 - FY21 (Percent of Increase)

Fiscal Year	M-NCPPC			MONTGOMERY COUNTY GOVERNMENT			PRINCE GEORGE'S COUNTY GOVERNMENT		
	Park Police FOP	Ser/Labor Trades Office (MCGEO)	Non-Rep Employees	Police (FOP)	OPT & SLT (MCGEO)	Non-Rep Employees	Police (FOP)	Ser/Labor Trades Office (AFSCME)++	Non-Rep Employees
2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(u)	(u)
2013	(v)	(v)	(v)	(v)	(v)	(v)	0.00 (ac)	(u)	(u)
2014	2.50	2.75 (w2)	3.00 (w3)	2.10	3.25	3.25	0.00 (x)	2.50 (y)	2.50
2015	1.75 (w1)	2.00 (w4)	1.50 (w3)	2.10	3.25	3.25	0.00	2.50 (yy)	2.50 (z)
			1.50 (w3)						
2016	1.75	1.75	1.75	2.00	2.00	2.00	1.00	0.00	0.00
2017	0.50 (aa)	1.75	1.75	1.00	1.00	1.00 (ab)	0.00	3.00	3.00
2018	1.50	1.50	1.50	2.00	2.00	2.00	0.00	1.00	1.00
2019	1.50	1.50	1.50	2.00	2.00	2.00	0.00	2.00	2.00
2020	1.00	1.50	1.50	0.00	2.25	2.25	1.50	1.50	2.00
2021	0.75	0.00	0.00	1.50 (ad)	1.50 (ad)	1.50 (ad)	1.50	1.50	0.00
<b>Cumulative Impact on Salary (10 years)</b>	11.8%	13.5%	17.2%	13.4%	18.6%	18.6%	4.1% (ac)	14.6%	13.7%

++Closely matches classes represented by MCGEO Local 1994 at M-NCPPC

(q) Salary schedule adjusted by \$3,151 - equivalent to 7.5%, effective 7/1/07

(r) FY09 COLA of 4.5% for Service/Labor, Trades and Office Units, and Non-represented

(s) FY09 one-time 2% longevity for employees with performance ratings of exceptional or highly successful in 2 most recent years and at top of grade with 20 years of service

(t) FY10 \$1,420 lump sum wage adjustment with \$640 representing COLA

(u) FY12 \$1,000 lump sum not added to base; FY13 \$1.250 lump sum not added to base

(v) FY13 \$2,000 lump sum not added to base

(w1) FY15 COLA 1.75%, effective 7/1/15

(w2) FY14 COLA for MCGEO employees was phased in with 1.25% effective 10/13 and 1.25% effective 1/14. Employees at top of grade received 2.75%

(w3) FY14 COLA 3.0% for Non-represented whose base salary was at or within 2.999% of top of grade effective 10/13 and 1.5% for Non-represented whose base salary was not at or within 2.999% of top of grade effective 10/13 and 1.5% effective 1/14

(w4) FY15 2.0% COLA, effective 9/14/14, plus 0.5% lump sum for employees not at top of grade or 1.0% lump sum for those at top of grade

(w5) FY15 - 1.0% lump sum of base pay for employees at top of grade and 0.5% of base pay for employees who will receive a merit increase, effective 7/6/14

(x) FY14 Adding new step

(y) FY14 2.5% COLA, effective 7/1/13

(yy) FY14 2.5% COLA, effective 3/1/14

(z) FY14 2.5% COLA, effective 8/25/13

(zz) FY14 2.5% COLA, effective 3/9/14

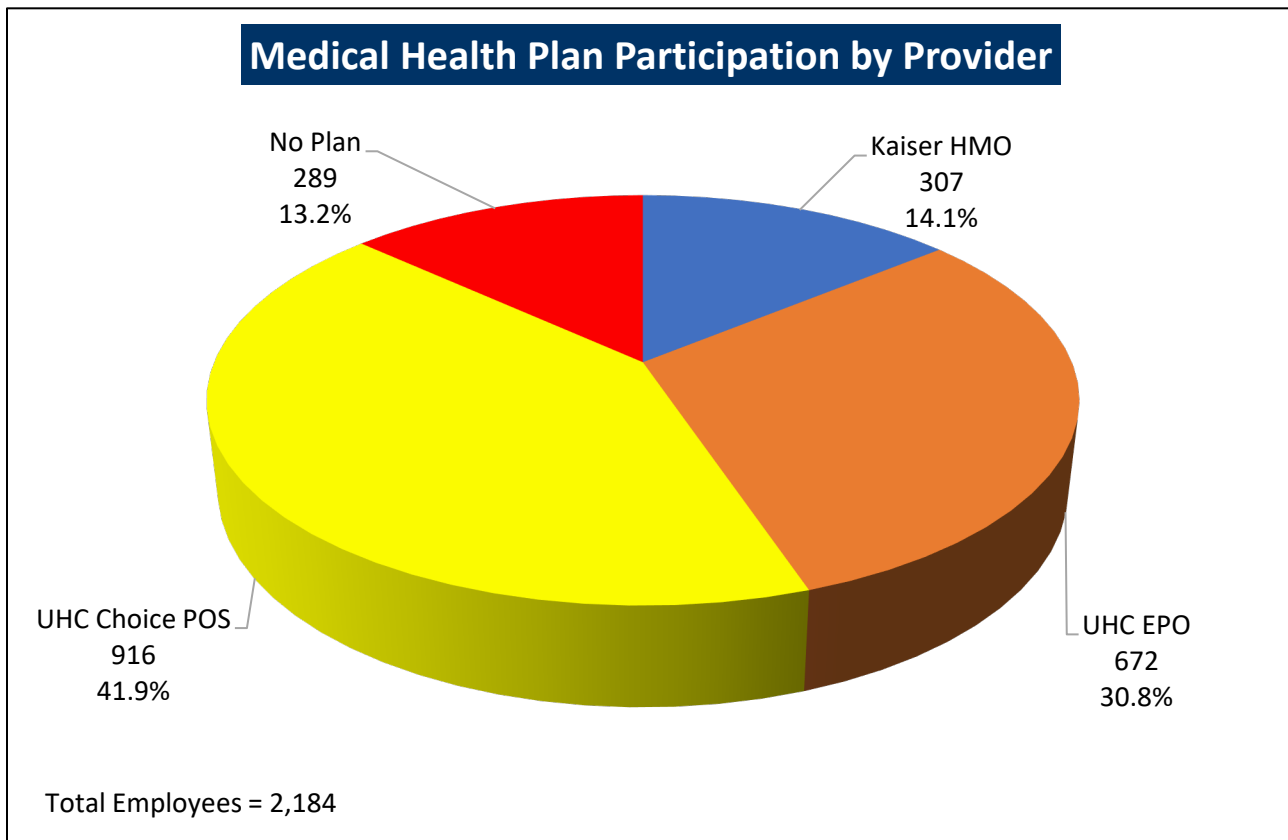
(aa) FY17 included 3.5% Merit increases for FOP, and 1.75% for MCGEO & Non-Represented 0.5% on July

(ac) FY13 included 12% in Merit increases, including 3% for FY10, FY11, FY12, and FY13

(ad) GWA was approved effective 6/20/21

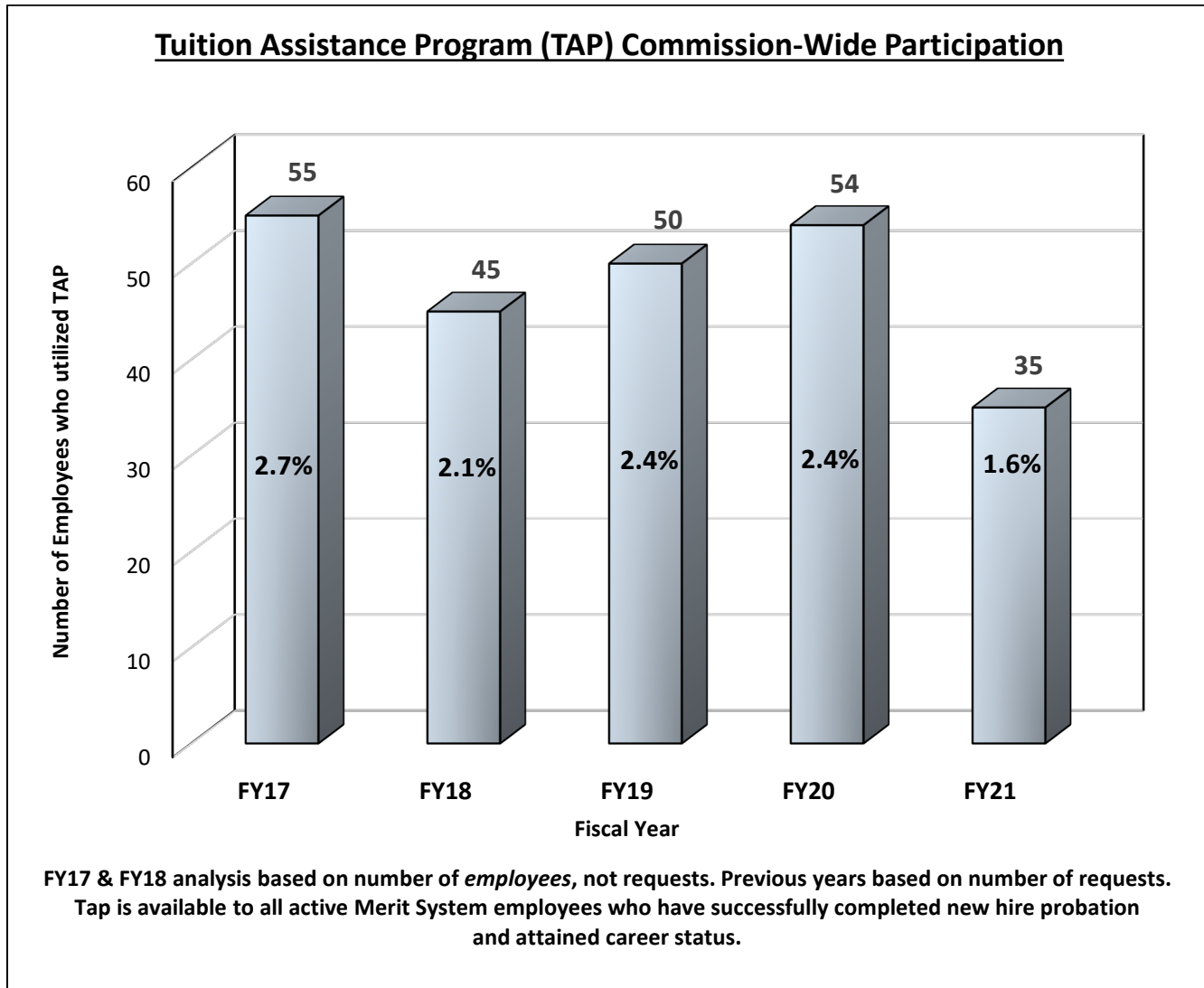
## Health Benefits – Career Employees

- The Commission offered career employees medical, vision, prescription, and dental plans; basic life and accidental death and dismemberment (AD&D) insurance, long term disability insurance (LTD), and employee assistance program (EAP); as well as fully employee-funded benefits such as spouse and dependent life insurance, 457 deferred compensation, legal services, flexible spending accounts, and long-term care benefits.
- Career Employees selected from three health plans for medical insurance coverage. These included a Point of Service (POS) plan, an Exclusive Provider Organization (EPO) plan, and a Health Maintenance Organization (HMO) plan.

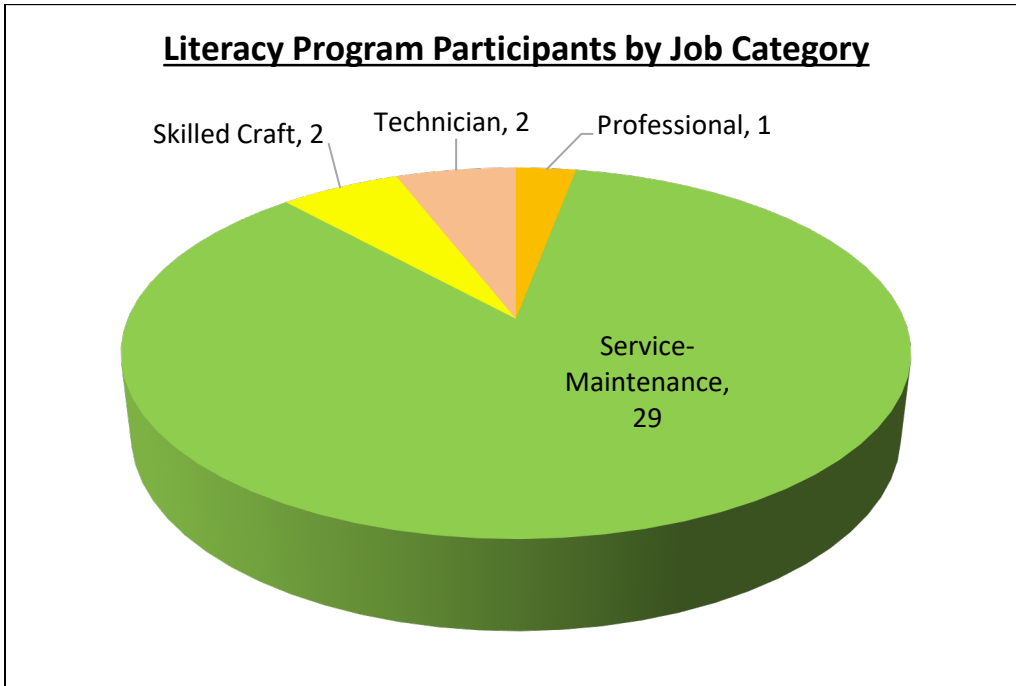


## Other Benefits

The agency offers career employees the opportunity to utilize the Tuition Assistance Program for professional development through funding for college and technical training. In FY21, 35 career employees utilized the Tuition Assistance Program.



The Commission offered career employees the opportunity to participate in the Literacy and Language Program which teaches communication and job skills to native and non-native English-speaking employees, therefore advancing professional opportunities. In FY21, 34 employees utilized the Literacy and Language Proficiency Program.



Department	Number of Participants
Montgomery Parks	24
Prince George's County Parks and Recreation	9
Bi-County Corporate Operations	1
<b>Total</b>	<b>34</b>

## MNCPPC Response to COVID-19 – Leave Provisions, Etc.

In compliance with the Family First Coronavirus Response Act (FFCRA) that was enacted on May 18, 2020, and ended on December 31, 2020, M-NCPPC provided eligible employees with:

- Up to two (2) weeks of paid sick leave at their regular pay rate (up to \$511 per day) for immediate use for hours unable to work due to their quarantine/isolation due to symptoms of COVID-19, and
- Up to two (2) weeks of paid expanded family and medical leave at two-thirds of their regular rate of pay (up to \$200 per day) if unable to work in order to care for someone in quarantine/isolation or due to the COVID-19 related closure of their child’s school or daycare facility.

Out of 343 applicants for leave under FFCRA, 255 were approved. The amount paid to these employees as of 1/1/2021 totaled \$324,982.63.

In addition to the paid sick leave and paid expanded family and medical leave mandated under FFCRA, the agency implemented several measures to provide employees with flexibility through telework and additional paid leave opportunities to address their COVID-19 needs such as their own health-related issues and those of family members and childcare, including paid time off in relation to vaccines and boosters. These measures also served to minimize the financial impact of COVID-19 on employees; preserving their regular paid leave accrued hours.

<b>Telework</b>
The agency’s Continuation of Operations Plan (COOP) provided the implementation of Telework in instances when an employee’s current worksite was not accessible due to COVID-19. A Telework Screening Survey and Agreement would not be required.
Notice 20-06 (Issued 3/10/2020), <a href="#">Coronavirus Telework Program Update</a>

<b>Telework-Social Distancing-Liberal Leave</b>
<ul style="list-style-type: none"> <li>• <b>Telework</b> - Supervisors were encouraged to maximize appropriate telework available on an ad hoc basis without a telework agreement in place with the supervisor’s approval. (In June 2021 employees were asked to complete Telework applications requesting continued use of telework, subject to their supervisor’s approval. )</li> <li>• <b>Social Distancing Leave</b> – Temporary paid leave to give employees the flexibility to take time off to deal with disruption in their personal lives caused by COVID-19, including their own care, child care, and other needs               <ul style="list-style-type: none"> <li>○ Up to 80 hours of paid leave for Merit System and “Term” Contract employees to use at any time through June 30, 2022.</li> <li>○ For the period March 16-21, 2020, supervisors could grant Seasonal/Intermittent and “Temporary” Contract employees up to 40 hours of pay for regular scheduled work hours that could not be carried out due to COVID-19 response.</li> </ul> </li> <li>• <b>Liberal Leave</b> - In addition to the use of available Commission-issued Social Distancing leave/pay, the agency’s employees were permitted to use their own accrued leave to care for their own health or other personal concerns. Employees could use available annual, sick, personal, or other available leave balances, as necessary.</li> <li>• <b>Accrued Leave</b> (Effective 4/4/20) - Employees could request the use of their own accrued leave to care for their own health or other personal concerns. Accrued leave includes annual, sick, personal, or other available leave balances, as necessary.</li> </ul>

- [Notice 20-09 \(Issued March 17, 2020\) Modified Telework, Social Distancing, and Liberal Leave Directives in Response to COVID-19 Attachment - Memorandum: Update to Paper, Kronos Timecard, and Attendance](#)
- [Notice 20-10 \(Issued April 4, 2020\) Modified Telework, Social Distancing, and Leave Use Directives in Response to COVID-19](#)
- [Notice 20-10-A1, Telework, Social Distancing, and Leave Use Directives in Response to COVID-19 Updated as of January 1, 2021](#)
- [Notice 20-10-A2 , Telework and Leave Use in Response to COVID-19 \(Issued April 17, 2020\) Updated 6/14/2021](#)
- [Notice 20-10-A3, Telework and Leave Use in Response to COVID-19 \(Issued December 23, 2021\)](#)
- [Notice 20-19 \(Issued 11/8/2020\), Updated Expiration Date for the Use of Social Distancing Leave](#)
- [Notice 21-05 \(Issued 5/5/2021\), Extension-of-Social-Distancing-Love-Final](#)

### **Accommodations for “At-Risk” Employees in Response to COVID-19**

“At-Risk” employees are defined as individuals who have severe underlying medical conditions such as lung disease, diabetes, cancer, or other immune-compromised conditions, etc. that may make that employee more vulnerable to COVID-19 and result in a medical provider recommending isolation or quarantine. “At-Risk” employees were able to request consideration from the agency, with support of medical documentation of the accommodations below, in the following order:

1. Telework from home.
2. Back-facing work assignment; moving the employee to another location that provided adequate social distancing.
3. COVID-19 Social Distancing and FFCRA Leave.
4. COVID-19 Administrative Leave. If telework from home, back-facing work assignments were not feasible and available Social Distancing Leave and the two weeks of FFCRA Leave for their own quarantine/isolation had been exhausted, an “At-Risk” employee could apply for “At-Risk” Administrative Leave at 75% of their regular pay rate, beginning 4/23/2020 for the period during which M-NCPPC was affected the Maryland State of Emergency or May 29, 2021, whichever came first.

As of May 29, 2021, sixteen (16) unique employees had applied for “At-Risk” Administrative Leave; nine (9) were approved.

- [Notice 20-14 \(Issued 4/23/2020\), Accommodations for "At-Risk" Employees in Response to COVID-19](#)
- [Notice 20-15 \(Issued 6/30/2020\), Updated Guidance on Accommodations for “At-Risk” Employees in Response to COVID-19](#)
- [Notice 20-16 \(Issued 6/30/2020\), Updated Guidance on Accommodations for “At-Risk” Employees in Response to COVID-19](#)
- [Notice 20-18-A1 \(Issued 1/1/2021\), Third Update to Guidance on Accommodations for “At-Risk” Employees in Response to COVID-19](#)
- [Notice 20-18-A2 \(Issued 3/19/2021\), Fourth Update to Guidance on Accommodations for “At-Risk” Employees in Response to COVID-19](#)
- [Notice 20-18-A3 \(Issued 5/1/2021\), Fifth Update to Guidance on Accommodations for “At-Risk” Employees in Response to COVID-19](#)

**Administrative Leave to Recover from Adverse Side-Effects Caused by Receipt of the COVID-19 Vaccine**

Employees were provided with up to one (1) day (up to 10 hours for individuals regularly working 10-hour shifts) of Administrative Leave to take time off to recover from any adverse side effects caused by receipt of the vaccine.

Employees could request this Administrative Leave only for the day, immediately following receipt of their second dose (of a two-dose vaccine) or first dose (of a one-dose vaccine), if they had scheduled work hours.

- Notice 21-08 (Issued 10/6/2021), Administrative Leave to Recover from Adverse Side-Effects Caused by Receipt of the COVID-19 Vaccine
- Notice 21-08-A1 (Issued 12/1/2021), Updated Administrative Leave to Recover from Adverse Side-Effects Caused by Receipt of the COVID-19 Vaccine and Booster Shot

**Administrative Leave for Positive COVID-19 Test Results and Quarantining**

Effective January 24, 2022, through the end of February 28, 2022, supervisors could provide non-represented Merit System employees, and Term Contract employees either telework, or up to five (5) days of administrative leave, if the employee:

1. Tested positive for COVID-19 and it is reported to the agency's Risk Management Office, or
  2. Was advised by the agency's Risk Management Office to quarantine due to exposure to COVID-19.
- Eligible employees could receive a maximum of five (5) days of administrative leave, regardless of the number of qualifying events that they may experience during this time period.

Notice 22-01 (Issued 1/25/2021), Administrative Leave for Positive COVID-19 Test Results and Quarantining

**COVID-19 Employee Benefit Plan Relief Measures Authorized/Adopted by M-NCPPC**

The federal government also recognized the impact of COVID-19 on employee's finances, fluctuating need for coverage under sponsored employer healthcare plans and the unanticipated shifts in the availability of certain medical care and dependent care. Therefore, several COVID-19 relief measures were put in place that employers had the option to authorize/adopt: the Coronavirus Aid, Relief, and Economic Security Act (CARES), IRS Notices 2020-29/2021-15 and the American Rescue Plan Act of 2021 (ARPA).

- **The Coronavirus Aid, Relief, and Economic Security Act (CARES)** signed into law on March 27, 2020:
  - Made provisions to allow eligible employees impacted by COVID-19 who may benefit by liquidity of their funds to take a Coronavirus Related Distribution (CRD) of up to \$100,000 total from their 457(b), 401(a), 401(k), 403(b) and IRA accounts during calendar year 2020. Participants were eligible to request a CRD if:
    - 1) They tested positive for COVID-19, or
    - 2) Their spouse or beneficiary had tested positive for COVID-19, or
    - 3) They experienced one or more of a wide range of adverse financial consequences including being quarantined, furloughed or laid-off, had work hours reduced, or were unable to work due to lack of childcare as a result of the COVID-19 pandemic; or the closing or reduction in hours of a business that the employee owned or operated due to COVID-19.

M-NCPPC authorized our 457(b) Plan Administrator, MissionSquare 457(b) plan (formerly ICMA-RC) to offer CRDs to employees. During calendar year 2020, MissionSquare issued 34 CRDs totaling \$388,744.00.

- CARES also removed the need for a prescription in order for over-the-counter drugs and medications to be eligible expenses under the healthcare flexible spending account (HCFSAs) and added feminine hygiene products to the list of expenses eligible for reimbursement under the HCFSAs. These provisions were retroactive to January 1, 2020.

- **IRS Notice 2020-29 (May 12, 2020) and IRS Notice 2021-15 (February 18, 2021) allowed temporary changes to Section 125 cafeteria plans.**

Section 125 Cafeteria plans are benefits packages that allow employees to choose from a variety of pretax programs such as employer sponsored healthcare plans, healthcare flexible spending accounts (HCFSAs) and dependent care flexible spending accounts (DCFSAs).

The allowed changes to Section 125 cafeteria plans:

- Relaxed the rules for mid-year election changes for employer sponsored healthcare plans and healthcare and dependent care flexible spending accounts to assist employees in meeting the needs of themselves and their family during the pandemic. Employees were able make changes to their employer sponsored healthcare plan elections (enroll in, cancel, switch plans, or add/delete dependents) and change their flexible spending account contribution election (increase, decrease, stop) at any time and for any reason during the plan year. Without the relaxed rules, employees could not make election changes during the plan year unless they experienced a qualifying life event such as marriage, newborn or divorce. The relaxed rules for mid-year election changes applied to calendar years 2020 and 2021.
- Extended the grace period to incur eligible expenses and to file claims for reimbursement for unused plan year-end funds in healthcare flexible spending accounts and dependent care flexible spending accounts. The grace period for incurring eligible expenses for M-NCPPC FSA plans was extended from March 15<sup>th</sup> of the following year to December 31<sup>st</sup> of the following year and the grace period for filing claims was extended from March 31<sup>st</sup> of the following year to January 31<sup>st</sup> of the following year. Unused funds were forfeited at the end of grace period for filing claims. This applied to plan years 2019, 2020 and 2021. See the chart below.



IRS Extended Flexible Spending Account Grace Periods			
Plan Year	Incur Eligible Expenses on or before.....	File Claims for Reimbursement no later than.....	Forfeiture (Loss) of Unused Funds
January 1,2019-December 31, 2019 (Grace period normally ended 3/15/2020)	12/31/2020	1/31/2020	2/1/2020
January 1, 2020-December 31, 2020 (Grace period normally ended 3/15/2021)	12/31/2021	1/31/2021	2/1/2021
January 1, 2021-December 31, 2021 (Grace period normally ended 3/15/2022)	12/31/2022	1/31/2022	2/1/2022

M-NCPPC amended its Section 125 Cafeteria Plan to adopt the temporary measures for mid-year employer sponsored healthcare plan and FSA plan elections and the extension of the FSA grace period for incurring eligible expenses and filing claims for reimbursement of unused year-end funds accordingly.

- **The American Rescue Plan Act of 2021 (ARPA), effective March 11, 2021:**

- Provided a one-year increase to the dependent care FSA limit. For calendar year 2021, the dependent care FSA limit was increased to \$10,500 (\$5,250 for married individuals filing separately). Employees could take advantage of this provision through December 31, 2021.

M-NCPPC amended its Section 125 Cafeteria Plan to adopt the increase in the dependent care FSA limit for calendar year 2021.

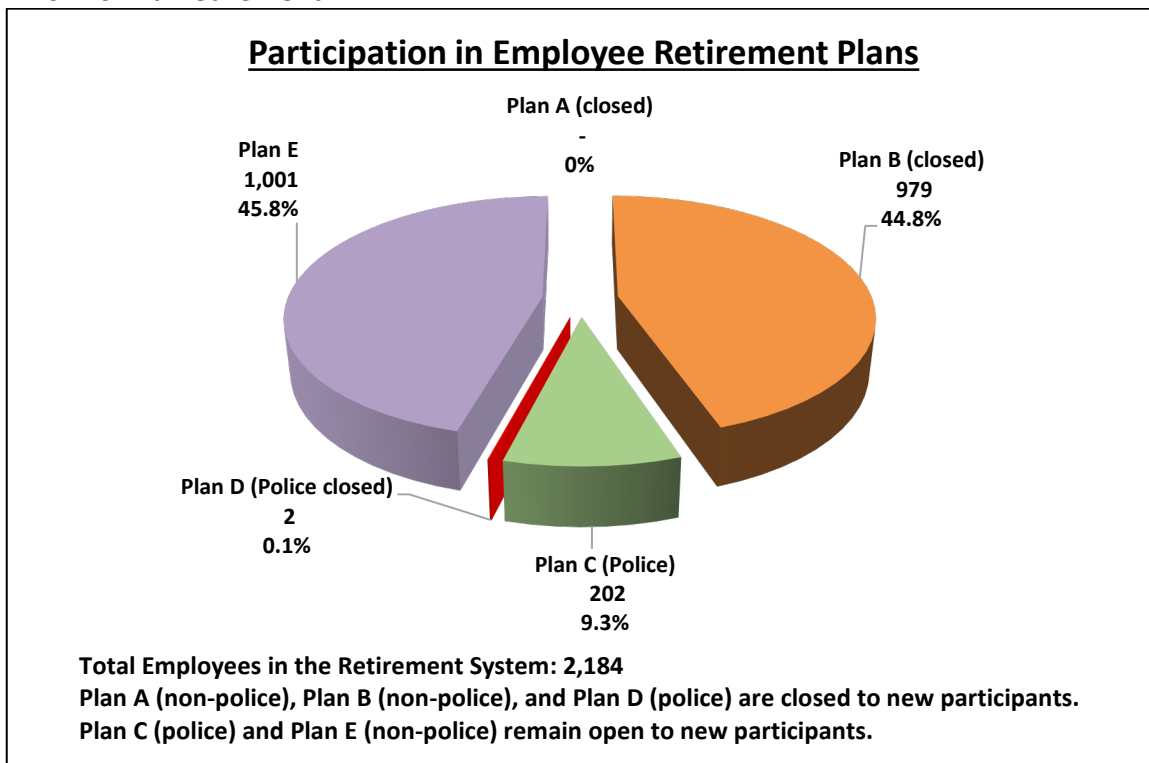
- ARPA also included full (100%) COBRA subsidies from April 1, 2021 through September 30, 2021 to pay the premium for continued healthcare for employees and family members who lost group healthcare plan coverage due to an involuntary termination of employment or reduction in hours because of involuntary termination of employment or reduction of hours. Normally, the COBRA premium for continued healthcare would be 102% of the full monthly rate for the applicable healthcare plan.

- CARES ACT (2020)
- IRS Notice 2020-29 and IRS Notice 2021-15
- American Rescue Plan Act of 2021

## Retirement Benefits – Career

Since 1978, the Commission has offered a pension program to its career workforce. Enrollment is mandatory, and plans are jointly funded through employer and employee contributions. There are five defined benefit plans:

1. Plan A is non-integrated with Social Security and has been closed to new membership since December 31, 1978. There are no active career employees in Plan A.
2. Plan B is integrated with Social Security; 44.8% of the workforce, or 979 active employees are in Plan B. This plan was closed to new membership on December 31, 2012. Normal retirement for employees in both Plan A and Plan B is age 60 with at least five years of credited service or 30 years of credited service regardless of age.
3. Plans C and D are the retirement plans for the Park Police and account for 9.3% of active employee retirement plan membership. Plan C has 9.3% or 202 members and Plan D has less than .09% or 2 members. Plan D was closed to new membership in July 1993.
4. Normal retirement for employees in Plan C is 25 years of credited service or age 55 with at least five years of service.
5. Normal retirement for employees in Plan D is 22 years of credited service or age 55 with at least five years of service.
6. Plan E is mandatory for all full-time and part-time Merit System employees (except Park Police), for individuals employed by Employees' Retirement System, Appointed Officials, and employees exempted from the Merit System who are employed or appointed on or after January 1, 2013. Plan E has 45.8% of the career workforce or 1,001 members.
7. Normal retirement for employees in Plan E is age 62 with at least 10 years of credited service, or 30 years of credited service regardless of age.
8. Employees are eligible to convert accumulated sick leave into credited service at the time of retirement. Employees may use a maximum of 14 months of sick leave to qualify for early or normal retirement.

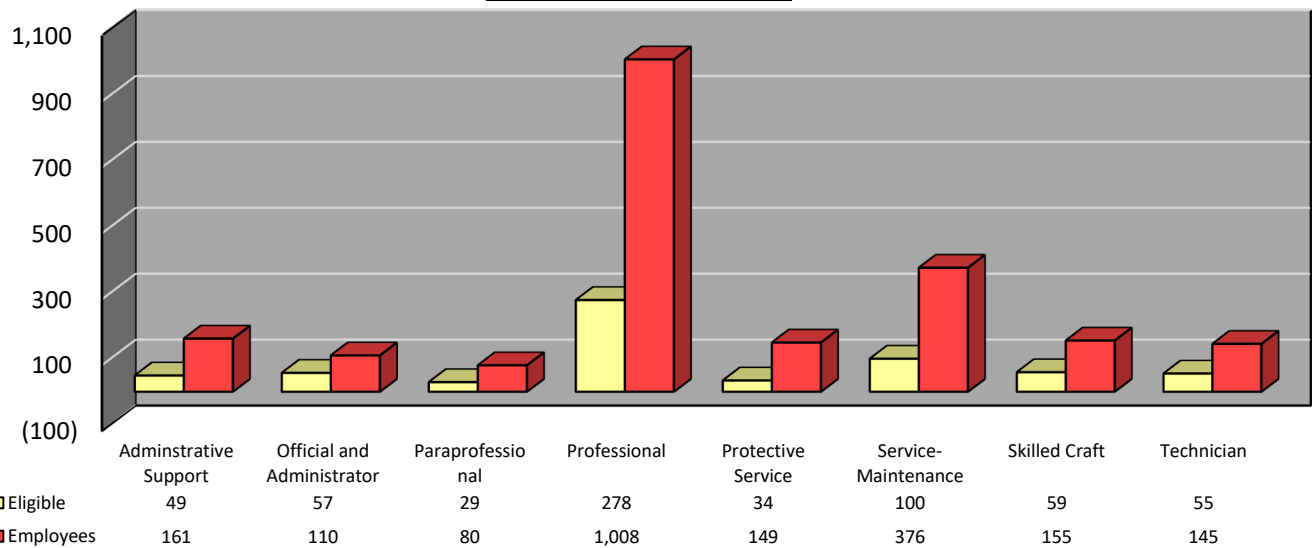


For retirement eligibility statistics see page 30.

**Career Employees Eligible for Normal Retirement  
Between FY22 and FY26**

	FY22	FY23	FY24	FY25	FY26	Total
<b>PGC Commissioners' Office</b>	8	0	1	0	0	9
<b>PGC Parks and Recreation</b>	32	3	7	4	8	54
<b>PGC Planning</b>	181	44	27	41	24	317
<b>PGC Sub Total</b>	221	47	35	45	32	380
<b>CAS</b>	36	4	3	4	10	57
<b>MS Commissioners' Office</b>	1	0	0	0	0	1
<b>MC Parks</b>	26	3	4	3	3	39
<b>MC Planning</b>	107	15	16	24	22	184
<b>MC Sub Total</b>	134	18	20	27	25	224
<b>Commission Total</b>	391	69	58	76	67	661

**Career Employees Eligible for Retirement Between FY22 and FY26  
(Commission-Wide)**



Between FY22 through FY26, 661 out of 2,184 (30.3%) of current employees will reach normal retirement eligibility. This is an average of 132 employees for each of those years. Based on the number of employees, by EEO category this represents:

- 30.4% of the Administrative Support category
- 51.8% of the Official and Administrator category
- 36.3% of the Paraprofessional category
- 27.6% of the Professional category
- 22.8% of the Protective Service category
- 26.6% of the Service-Maintenance category
- 38.1% of the Skilled Craft category
- 37.9% of the Technician category

## Turnover – Career

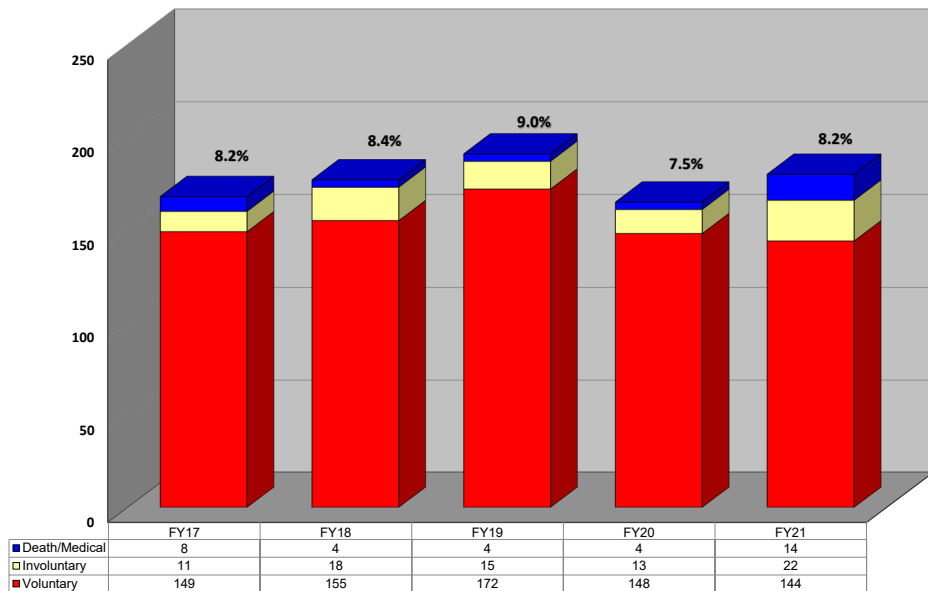
Turnover rate in FY21 was 8.2% or 180 employees. The average turnover rate for the past five fiscal years (FY17 – FY21) is 8.4%.

- In FY21, 61.7% of employees who separated employment were male and 38.3% were female.
- In FY21, the composition of separating employees was:
  - 2.8% Asian
  - 30.6% Black or African American
  - 8.3% Hispanic or Latino
  - 0.5% Two or More Races
  - 57.8% White (Not Hispanic or Latino)
- In FY21, the three primary reasons for separations were normal retirement, a new job, and personal reasons. For all separations statistics by reason see page 32.

## Number of Separations by Reason and Fiscal Year

		FY17	FY18	FY19	FY20	FY21
<b>Voluntary</b>	New Job	41	41	32	35	32
	Relocation	7	3	8	7	4
	Personal Reasons	24	24	37	28	35
	Return to School	2	1	1	0	0
	Early Retirement	7	9	0	10	7
	Normal Retirement	67	74	88	64	62
	Quit Without Notice (No Show)	1	2	6	4	4
	Other	0	1	0	0	0
<b>Involuntary</b>	Violation of Rules	7	6	10	7	14
	Background	0	0	0	0	1
	Unsatisfactory Performance	4	10	5	4	7
	Reduction in Force (RIF)	0	0	0	0	0
	Dismissal/Job Abandonment	0	2	0	2	0
<b>Other</b>	Death	3	3	4	4	14
	Not Specified	0	0	0	0	0
	Disability Medical	0	0	0	0	0
	Resign Medical	5	1	0	0	0
<b>Total Separations</b>		<b>168</b>	<b>177</b>	<b>191</b>	<b>165</b>	<b>180</b>
<b>Turnover Rate</b>		<b>8.2%</b>	<b>8.4%</b>	<b>9.0%</b>	<b>7.5%</b>	<b>8.2%</b>

**Career Turnover By Separation Reason FY17-FY21**



*Trends in the Career Employee*  
*Lifecycle*  
*Recruitment, Salary,*  
*Demographics, Retirement,*  
*and Turnover Trends*

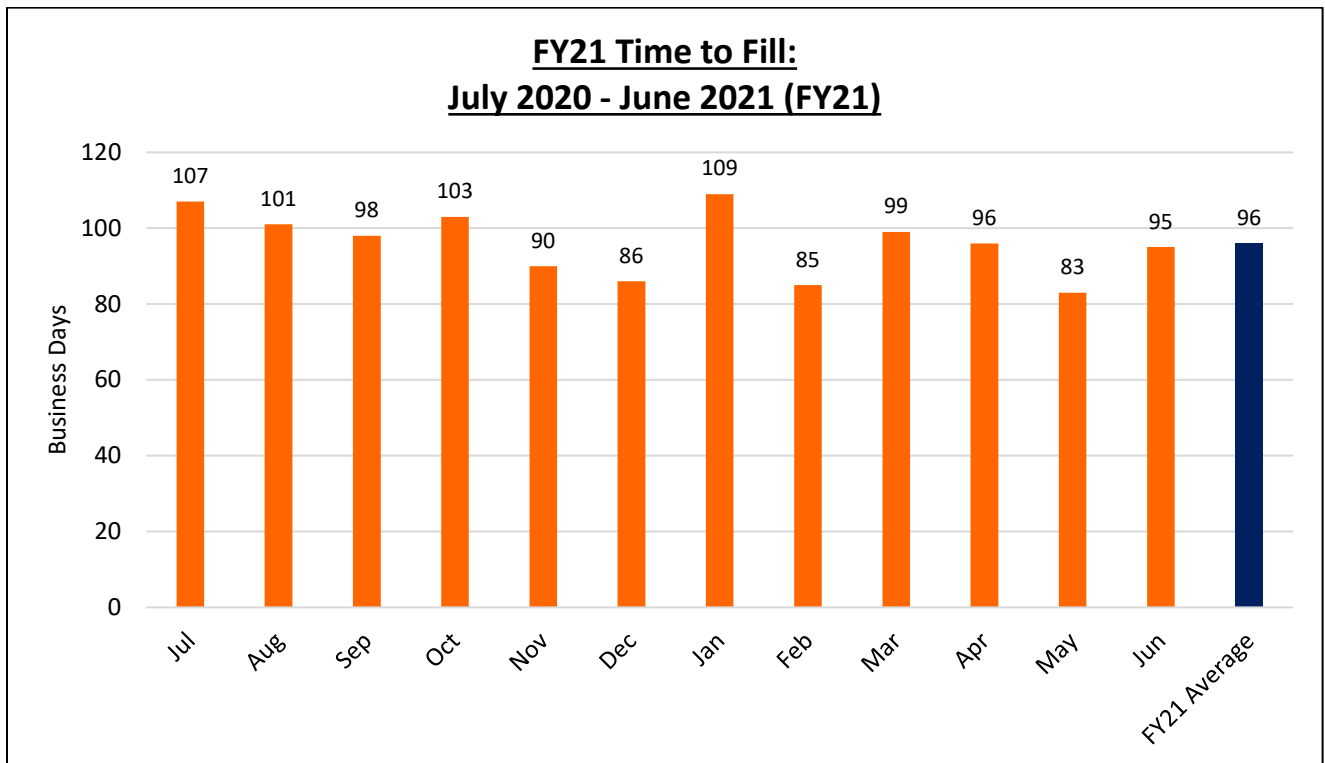
TRENDS IN THE CAREER EMPLOYEE LIFECYCLE

# FY21 PERSONNEL MANAGEMENT REVIEW: TRENDS IN THE CAREER EMPLOYEE LIFECYCLE

## Recruitment, Salary, Demographics, Retirement, and Turnover Trends

### 1. Recruitment Trends

The average number of days to fill a position indicates the time between the date a position is posted/advertised and the date of hire. In FY21, it took an average of 96 days to fill a position by these metrics. Many variables contribute to the average number of days it takes to fill positions. The chart includes positions filled by both internal employees and external candidates. The chart excludes appointed positions and Park Police selections that follow specific hiring and promotional requirements.



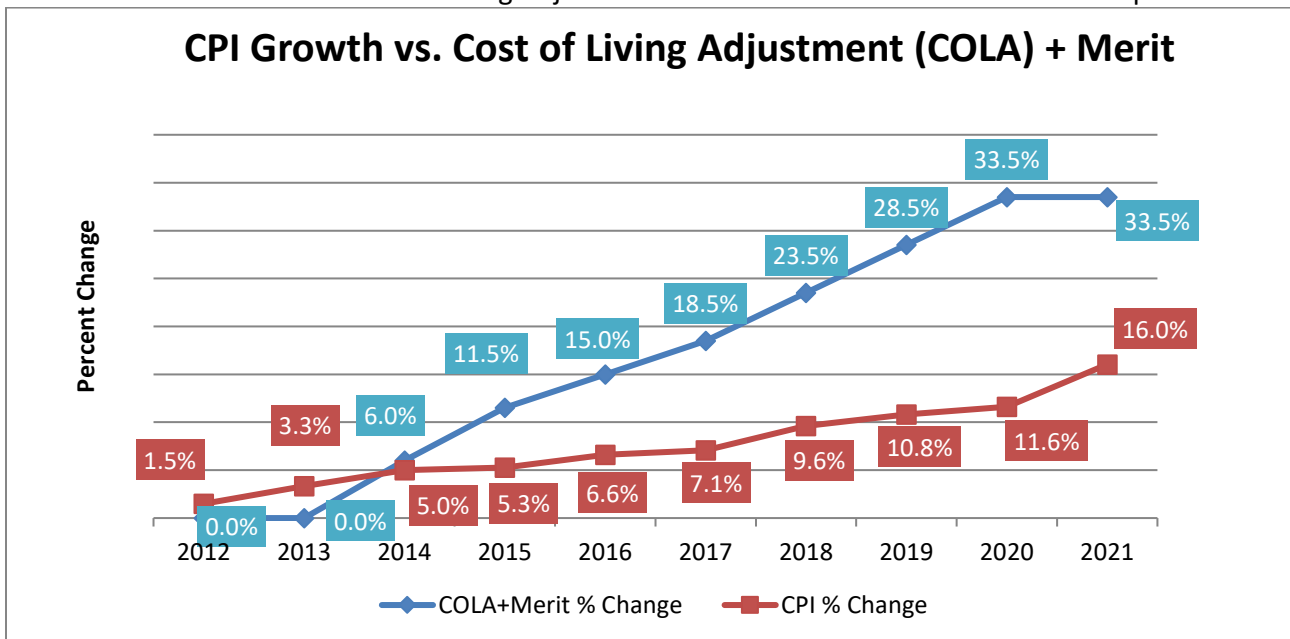
## 2. Cost of Living Adjustment and Merit Increase Trends

In FY21, only Park Police, Park Police Command Officers, and Park Police candidates received a .75% cost of living adjustment effective November 2020. MCGEO employees were eligible for longevity only. No other employees received cost of living adjustments or merit increases.

**M-NCPPC Five-Year COLA and Merit Increases**

	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
<b><u>Non-Represented</u></b>					
Increment (Merit)	1.75%	3.50%	3.5%	3.5%	0.0%
General Adjustment (COLA) (effective date)	1.75% 9/16	1.50% 8/17	1.50% 10/18	1.50% 7/19	.75%* 11/20
Lump-sum Payment	.5% for Ees at TOG and not eligible for merit or longevity	.5% for Ees at TOG and not eligible for merit or longevity			*Command Officers and Candidates only. No other increases
<b><u>MC GEO Local 1994</u></b>					
Increment (Merit)	1.75%	3.50%	3.5%	3.5%	0.0%*
General Adjustment (COLA) (effective date)	1.75% 9/16	1.50% 8/17	1.5% 10/18	1.5% 7/19	0.0%
Lump-sum Payment	.5% for Ees at TOG and not eligible for merit or longevity	.5% for Ees at TOG and not eligible for merit or longevity			*MCGEO employees eligible for longevity only.
<b><u>FOP Lodge 30</u></b>					
Increment (Merit)	3.50%	3.50%	3.5%	3.5%	0.0%
General Adjustment (COLA) (effective date)	.5% 7/16	1.5% 7/17	1.0% 7/18	1.0% 7/19	.75% 11/20
Lump-sum Payment					

The red line on the chart below depicts the cumulative growth of the Consumer Price Index (CPI) over the last 10 years (FY12 – FY21). The blue line, in comparison, represents the cumulative M-NCPPC career General Service workforce’s Cost of Living Adjustments and Merit increases over that same period.



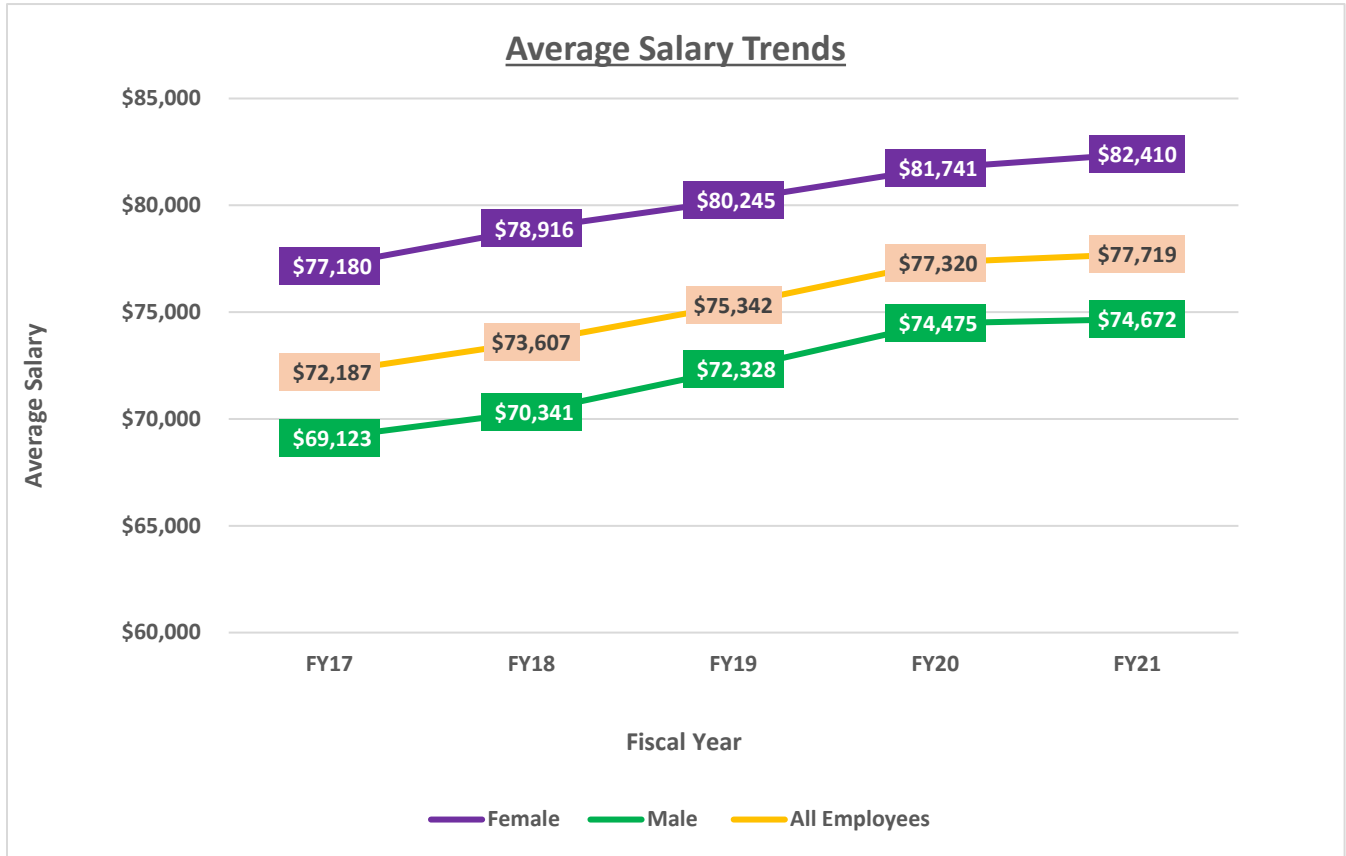
Source: U.S. Department of Labor Consumer Price Index for all Urban Consumers, Washington-Arlington-Alexandria, DC-MD-VA-WV.

Note: In January 2018, BLS introduced a new geographic area for the Consumer Price Index (CPI). Washington DC and Baltimore now have separate indexes. Montgomery County and Prince George’s County now both fall in Washington-Arlington-Alexandria, DC-MD-VA-WV geographic area.



### 3. Employee Salary Trends

In FY21 the Commission’s average salary for all career employees increased by .5% from \$77,320 in FY20 to \$77,719 in FY21.



### 4. Top of Grade Trends

Top of Grade means a salary is at the maximum of the pay grade. In FY21, the percentage of career employees at top of grade was 17.0%. This is a decrease from the percentage of employees at top of grade in FY20 at, 19.3%.

**Five-Year Top of Grade Distribution Trends**

Top of Grade	FY17	FY18	FY19	FY20	FY21
# of EEs	331	370	353	425	372
% of Career EEs	16.2%	17.5%	16.7%	19.3%	17.0%

## 5. Five-Year Demographic Trends

In the past five fiscal years, there have been incremental changes in the Commission’s career workforce demographics. The Hispanic or Latino category reflects a 15.7% increase between FY17 and FY21. The gender composition has increased by 10.4% for females and 4.3% for males.

**Five-Year Demographic Distribution by Race/Ethnicity and Gender:  
FY2017 – FY2021**

	FY17	FY18	FY19	FY20	FY21	% Change over 5 years
<b>Race/Ethnicity</b>						
American Indian or Alaska Native	9	10	8	10	9	0.0%
Asian	87	90	87	91	94	8.0%
Black or African American	757	790	810	847	855	13.0%
Hispanic or Latino	134	150	149	153	155	15.7%
Native Hawaiian or Other Pacific Islander	1	1	1	1	1	0.0%
Two or More Races <sup>1</sup>	0	3	7	21	25	Footnote <sup>1</sup>
White	1,060	1,067	1,053	1,084	1,045	-1.5%
Minority Combined Total	988	1,044	1,062	1,123	1,139	14.2%
<b>Gender</b>						
Women	779	804	805	864	860	10.4%
Men	1,269	1,307	1,310	1,343	1,324	4.3%
Total Career Workforce	2,048	2,111	2,115	2,207	2,184	6.6%

<sup>1</sup> This Ethnic/Race Identification Category has been added to Federal EEO-4 survey forms, M-NCPPC ethnicity selection forms, and the Human Capital Management System (HCM) in FY18.

## 6. Five-Year Age Distribution Trends

In the past five fiscal years, the percentage of employees in the 60+ age category has grown from 14.3% to 15.6% of the career workforce.

**Five-Year Demographic Distribution by Age: FY2017 – FY2021**

	FY17		FY18		FY19		FY20		FY21	
<b>Age / % of Population</b>										
60+ Years of Age	292	14.3%	316	15.0%	347	16.4%	334	15.1%	340	15.6%
50-59 Years of Age	664	32.4%	664	31.5%	624	29.5%	623	28.2%	612	28.0%
40-49 Years of Age	519	25.3%	501	23.7%	498	23.5%	535	24.2%	533	24.4%
30-39 Years of Age	410	20.0%	443	21.0%	472	22.3%	500	22.7%	520	23.8%
19-29 Years of Age	163	8.0%	187	8.9%	174	8.2%	215	9.7%	179	8.2%
Total Career Workforce	2,048		2,111		2,115		2,207		2,184	

## 7. Retirement Eligibility and Projection Trends

Over the past five fiscal years, the percentage of employees eligible for normal retirement has remained somewhat consistent, with slight increases and decreases in the percentage.

Fiscal Year	Five-Year Trend
FY21	30.3%
FY20	30.0%
FY19	30.4%
FY18	31.9%
FY17	33.2%

In FY22, 391 out of 2,184 employees (17.9% of the workforce) *will be* eligible for normal retirement. Between FY22 and FY26, 661 out of 2,184 employees, 30.3%, of all career employees (full-time and part-time) will be eligible for normal retirement.

### Employees Reaching Normal Retirement Eligibility- Projections by EEO Job Category

EEO Job Category	FY2022	FY2023	FY2024	FY2025	FY2026	5-year total	% of EEO Category
Official and Administrator	37	6	2	4	8	57	51.8%
Professional	170	26	25	32	25	278	27.6%
Technician	31	8	5	6	5	55	37.9%
Protective Service	13	3	5	6	7	34	22.8%
Paraprofessional	17	2	5	2	3	29	36.3%
Admin Support	31	6	6	2	4	49	30.4%
Skilled Craft	37	2	4	9	7	59	38.1%
Service-Maintenance	55	16	6	15	8	100	26.6%
<b>Total</b>	391	69	58	76	67	661	<b>30.3%</b>

## 8. Retirement Trends

### Five-Year Retirement Separations

Fiscal Year	Number Retired	% of Workforce Retired
FY21	69	3.2%
FY20	74	3.4%
FY19	88	4.2%
FY18	83	3.9%
FY17	85	4.2%

## 9. Turnover Trends

The turnover rate for career employees in FY21 was 8.2%.

**Five-Year Turnover Rates**

<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
8.2%	8.4%	9.0%	8.2%	8.2%

Turnover rates as reported by the Local Government Personnel Association for FY21. M-NCPPC is at the median of organizations that reported this data.

<b>Organization</b>	<b>Turnover Rate</b>
District of Columbia	14.9%
Alexandria City	12.5%
Arlington County	12.0%
Maryland State	10.0%
Charles County	10.0%
Prince George's County	9.9%
<b>M-NCPPC</b>	<b>8.2%</b>
Montgomery County	7.0%
Howard County	6.8%
Anne Arundel County	6.0%
City of College Park	6.0%
Baltimore County	4.7%
Fairfax County	4.2%

# *Non-Permanent Workforce Highlights*

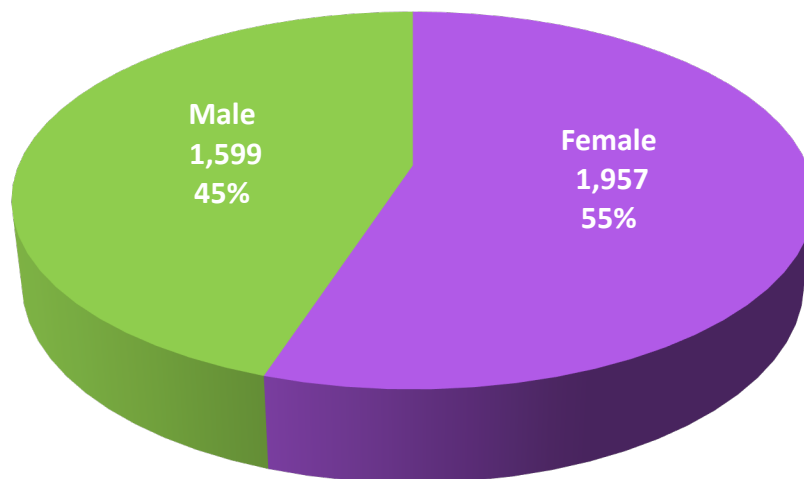
## Non-Permanent (Seasonal/Intermittent, Temporary, and Term Contract) Workforce Composition, Demographics, & Benefits

- In FY21, the non-career workforce totaled 3,556 employees (as of 6/30/2021). Of this number, 99.3% (3,531) were Seasonal/Intermittent Contract, .6% (23) were Term Contract and .1% (2) were Temporary Contract.
- Of non-permanent/seasonal employees, 88.4% worked in Prince George’s County Department of Parks and Recreation and 10.7% worked in Montgomery County Department of Parks.

Non-Permanent/Seasonal Employee Distribution by Department		
Bi-County Corporate Operations	10	0.3%
Montgomery County Commissioners' Office	0	0.0%
Montgomery County Planning	9	0.3%
Montgomery County Parks	380	10.7%
Prince George's County Commissioners' Office	2	0.1%
Prince George's County Planning	12	0.3%
Prince George's County Parks and Recreation	3,143	88.4%
<b>M-NCPPC Non-Permanent/Seasonal Employees Total</b>	<b>3,556</b>	<b>100.0%</b>

- The gender composition of non-career employees in FY21 was 55.0% female and 45.0% male.

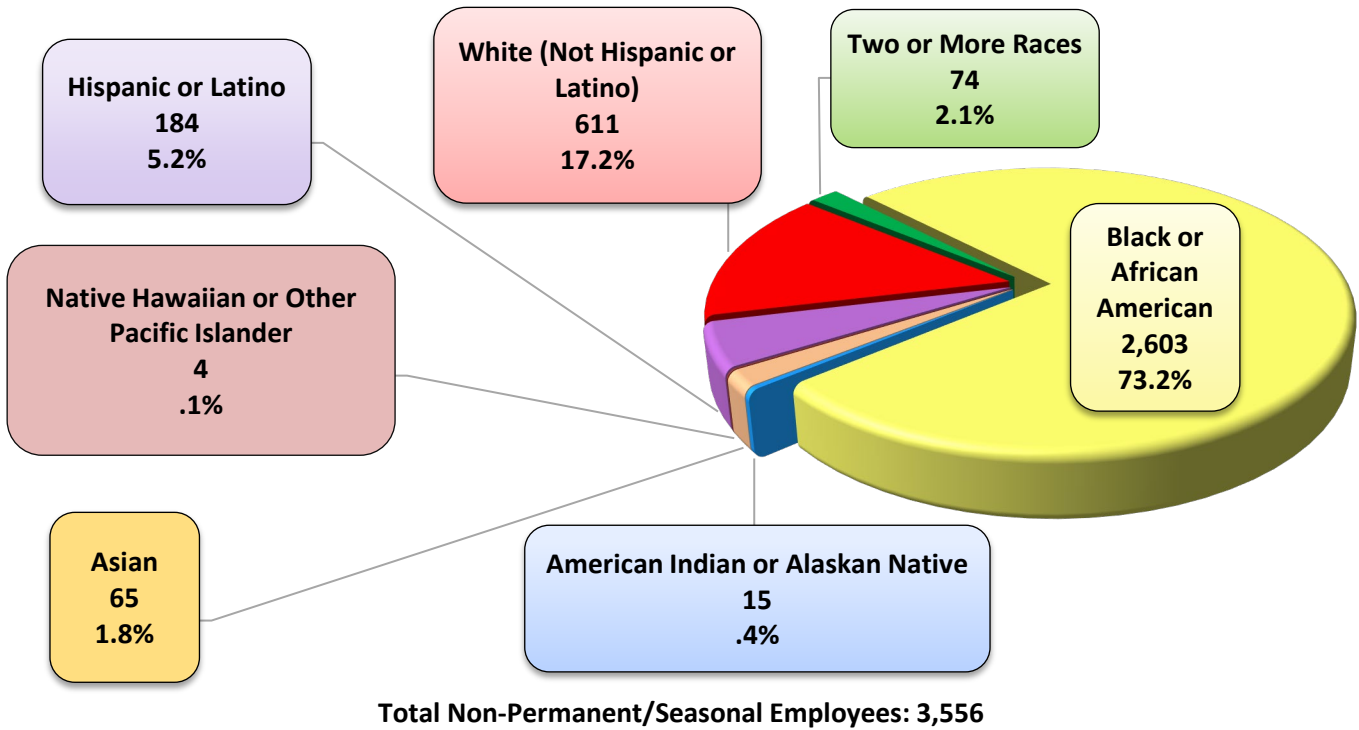
### Non-Permanent Seasonal Employees by Gender



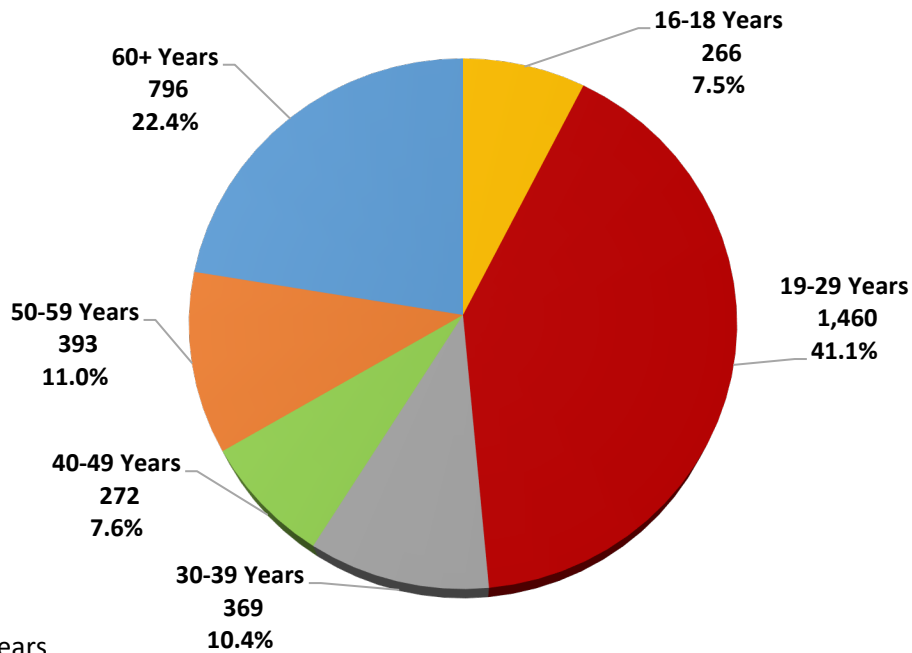
**Total Non-Permanent Employees: 3,556**

- In FY21, the racial/ethnic composition of non-career employees was as follows:

### Non-Permanent/Seasonal Employees by EO-4 Race/Ethnic Identification



### Distribution of Non-Permanent Employees by Age



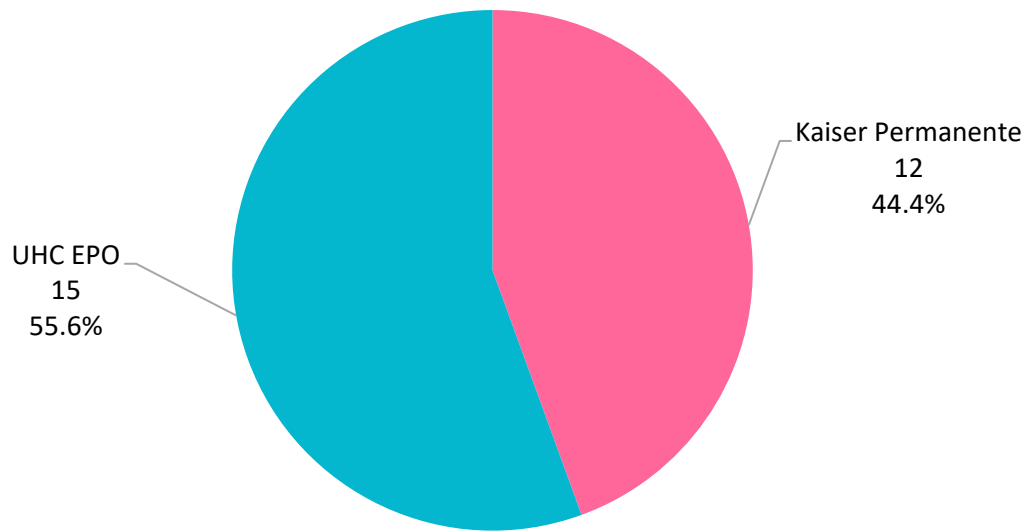
Average Age: 39 Years

Total Non-Permanent Employees: 3,556

- **Seasonal/Intermittent** Employees are eligible for:
  - FMLA (subject to meeting minimum service and work-hour requirements)
  - Leave without pay
  - Direct Deposit
  - Medical health benefits as long as they meet the requirements for the Affordable Care Act as they apply to M-NCPPC and the employee works, on average, a minimum of 30 hours per week over the course of a twelve (12) month period as defined by the Affordable Care Act.
  - In FY18, with the passage of the Maryland Healthy Working Families Act employees who work at least 24 hours, per bi-weekly pay period, are eligible to earn up to 40 hours of sick leave each calendar year.
  - Seasonal/Intermittent employees are eligible for medical health benefits as long as they meet the requirements for the Affordable Care Act as they apply to M-NCPPC and the employee works, on average, a minimum of 30 hours per week over the course of a twelve (12) month period as defined by the Affordable Care Act.
  
- **Term Contract** Employees are eligible for:
  - Leave Benefits: Up to 2 weeks of paid generic leave, Paid holiday leave, Administrative leave, Holiday pay when working a holiday, FMLA (subject to meeting minimum service and work-hour requirements), and Leave without pay.
  - General Benefits: Direct deposit, Membership in Credit Union, Deferred Compensation Plan, and workers' compensation benefits.
  - Medical Benefits: Medical Health Insurance, prescription plan, flexible spending accounts, and retirement programs including traditional and Roth IRA.
  - Term Contract Employees are eligible at the time of hire for medical health insurance, prescription plan, flexible spending accounts, and retirement programs including Traditional and Roth IRA Deferred Compensation IRC 457, and flexible spending accounts
  
- **Temporary** Employees are eligible for:
  - FMLA (subject to meeting minimum service and work-hour requirements)
  - Leave without pay
  - Direct Deposit
  - In FY18, with the passage of the Maryland Healthy Working Families Act employees who work at least 24 hours, per bi-weekly pay period, are eligible to earn up to 40 hours of sick leave each calendar year.
  - Temporary employees are not eligible for health benefits



## Non-Permanent/Seasonal Employee Medical Health Plan Participation



Total Number of Non-Permanent Medical Health Plan Participants:  
27 (0.76% of all Non-Permanent Employees)  
11 Term-Contract Medical Health Plan Participants  
16 Seasonal/Intermittent Medical Health Participants

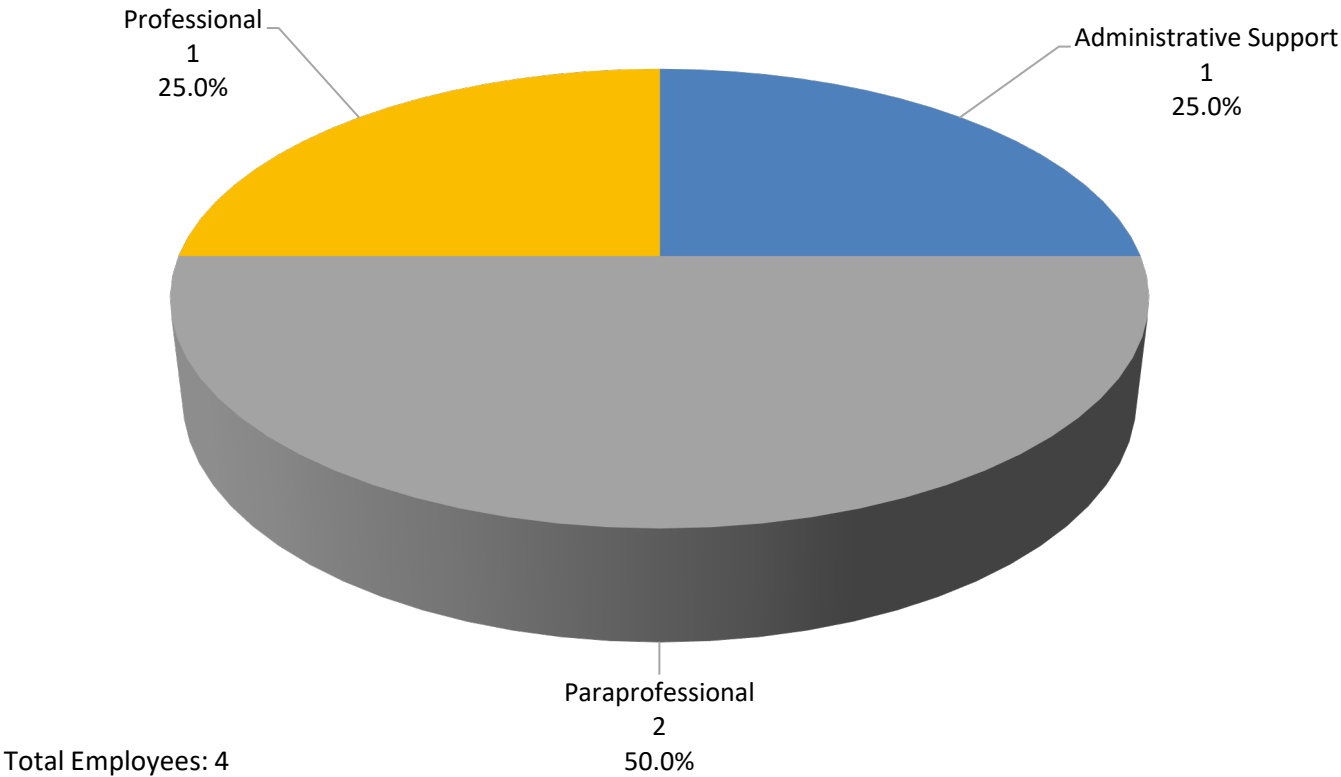
Note: In FY18 the passage of the Maryland Health Working Families Act made up to 40 hours of sick leave benefits available to Seasonal/Intermittent and Temporary Contract employees who work at least 24 hours in a bi-weekly pay period.

*M-NCPPC Montgomery County*

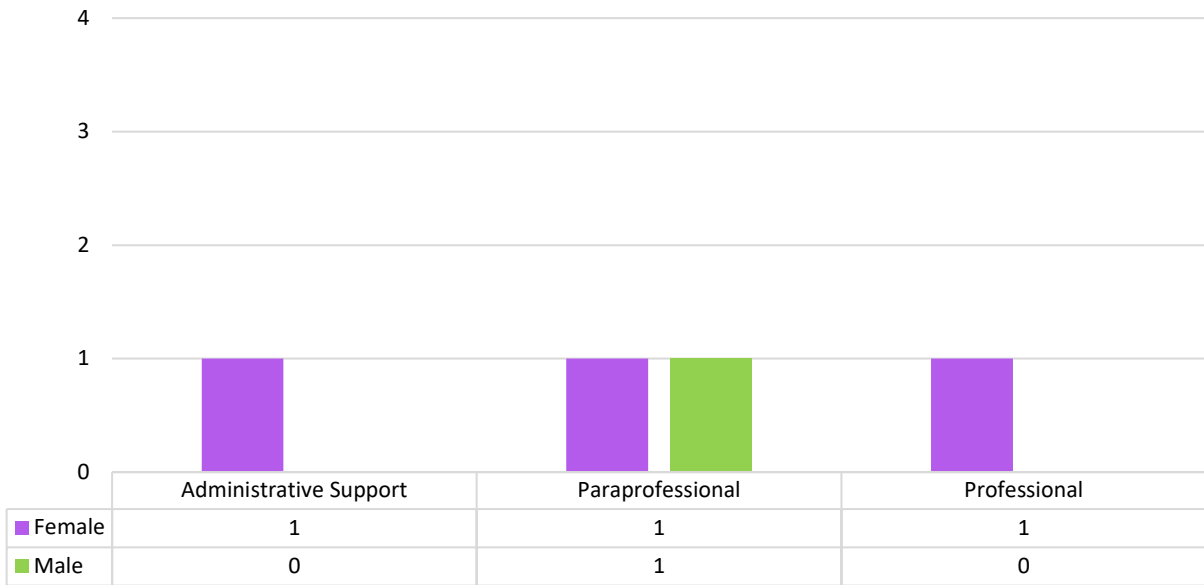
*Commissioners' Office  
Department of Planning  
Department of Parks*

M-NCPPC MONTGOMERY COUNTY

**Career Employees by EEO-4 Job Category:**  
**Montgomery County Commissioners' Office**

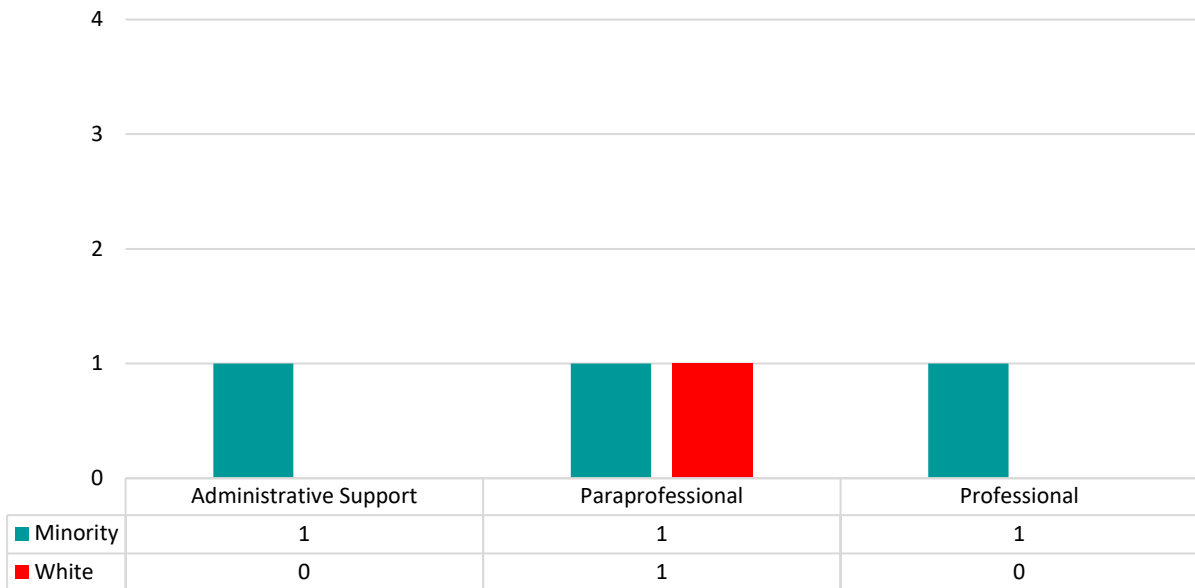


### Distribution by EEO-4 Job Category and Gender



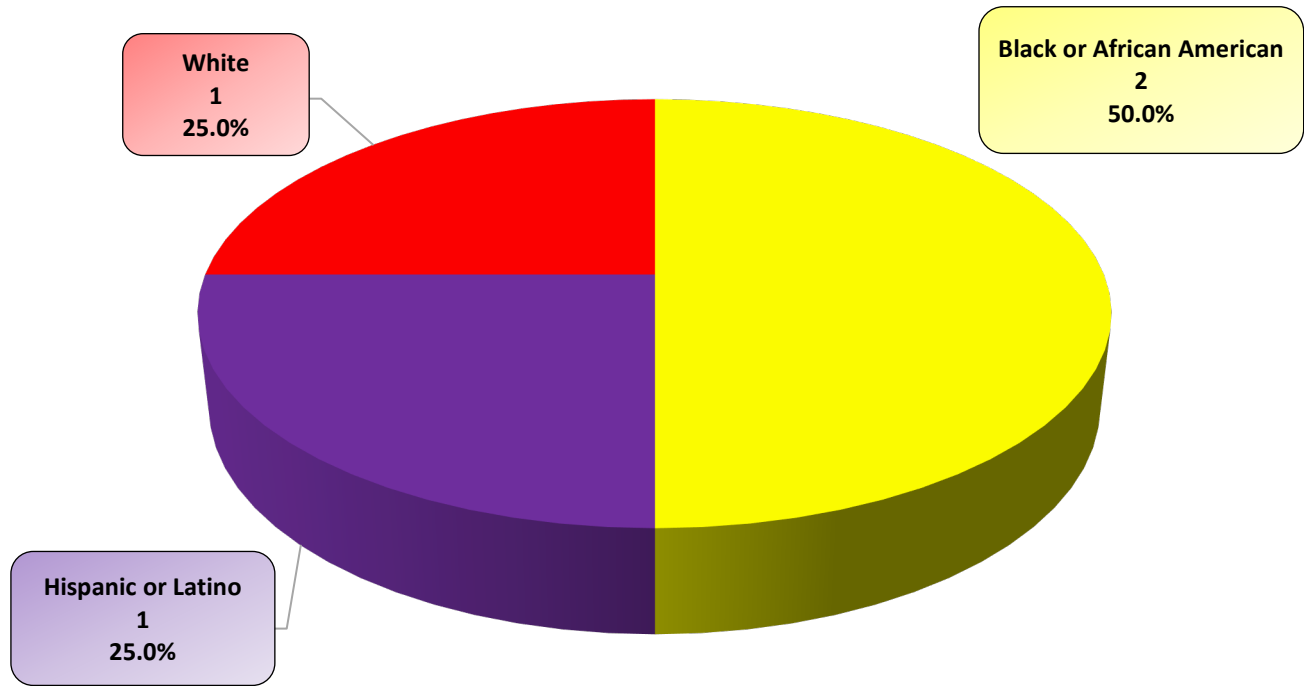
Total MCCO Employees: 4

### Distribution by EEO-4 Job Category and Race/Ethnicity



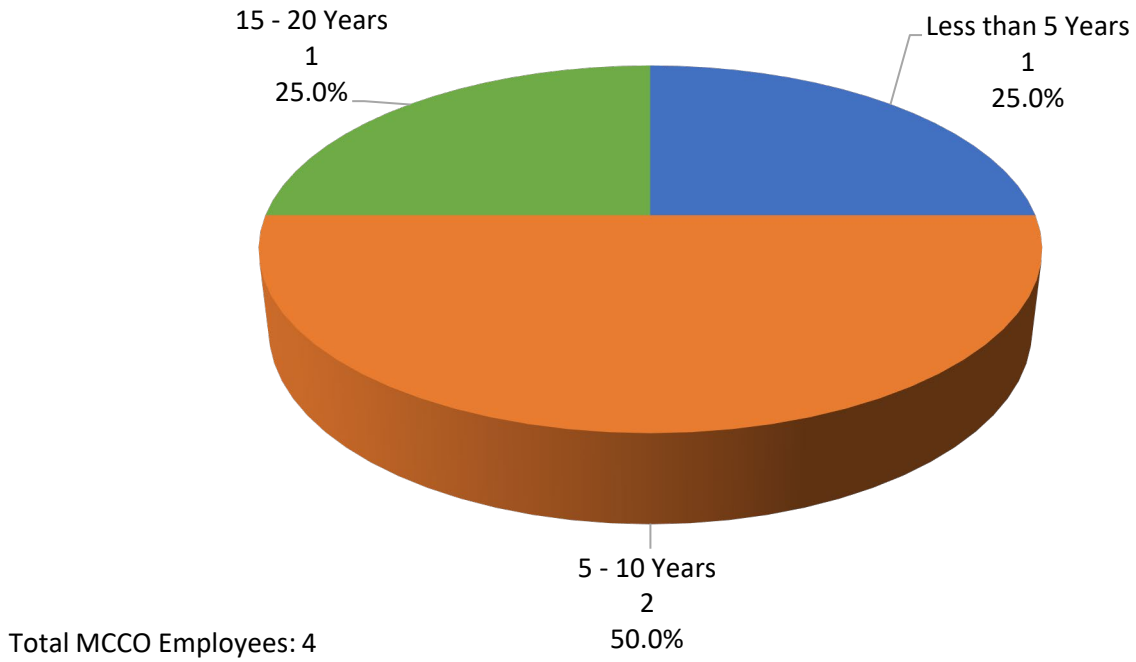
Total MCCO Employees: 4

**EEO-4 Race/Ethnic Identification, Career Employees**  
**Montgomery County Commissioners' Office**

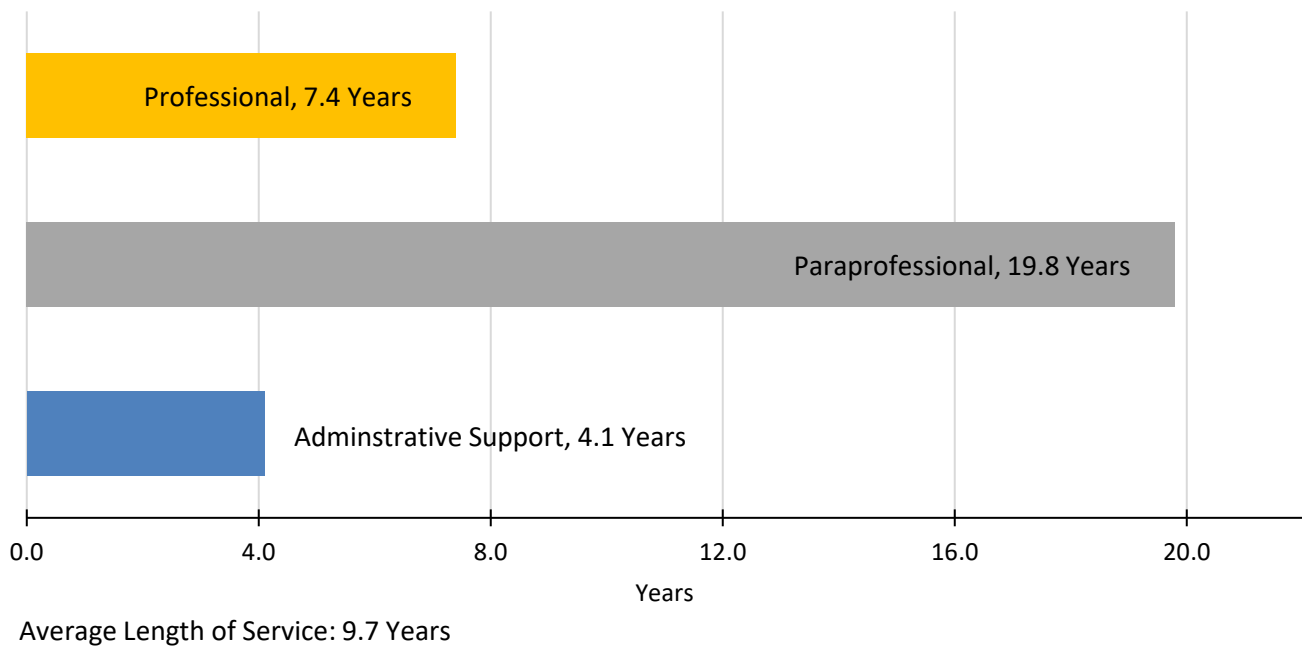


Total MCCO Employees: 4

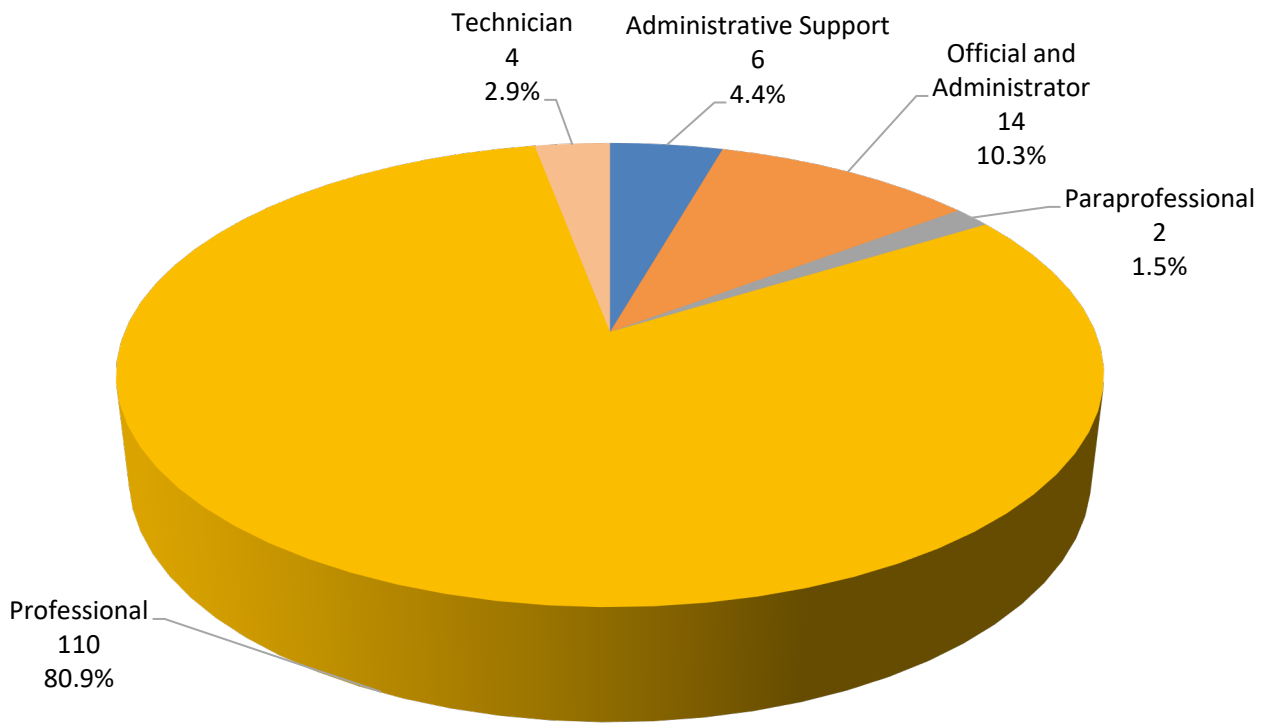
**Length of Service for Career Employees:  
Montgomery County Commissioners' Office**



**Average Length of Service by EEO-4 Job Category:  
Montgomery County Commissioners' Office**

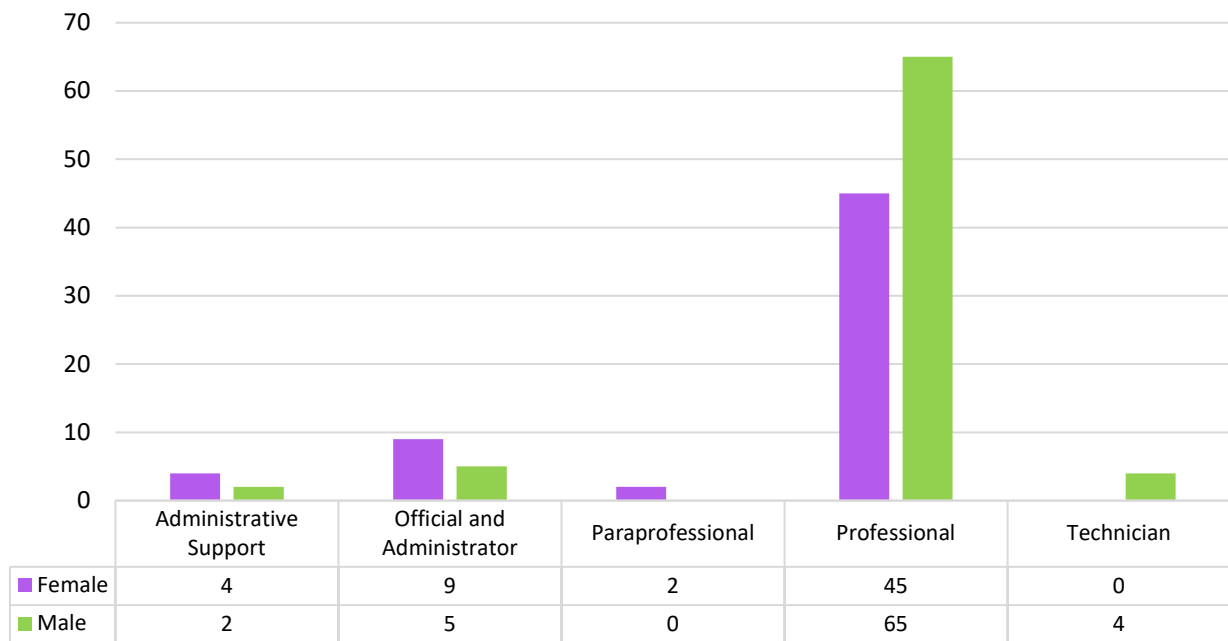


**Career Employees by EEO-4 Job Category:**  
**Montgomery County Planning**



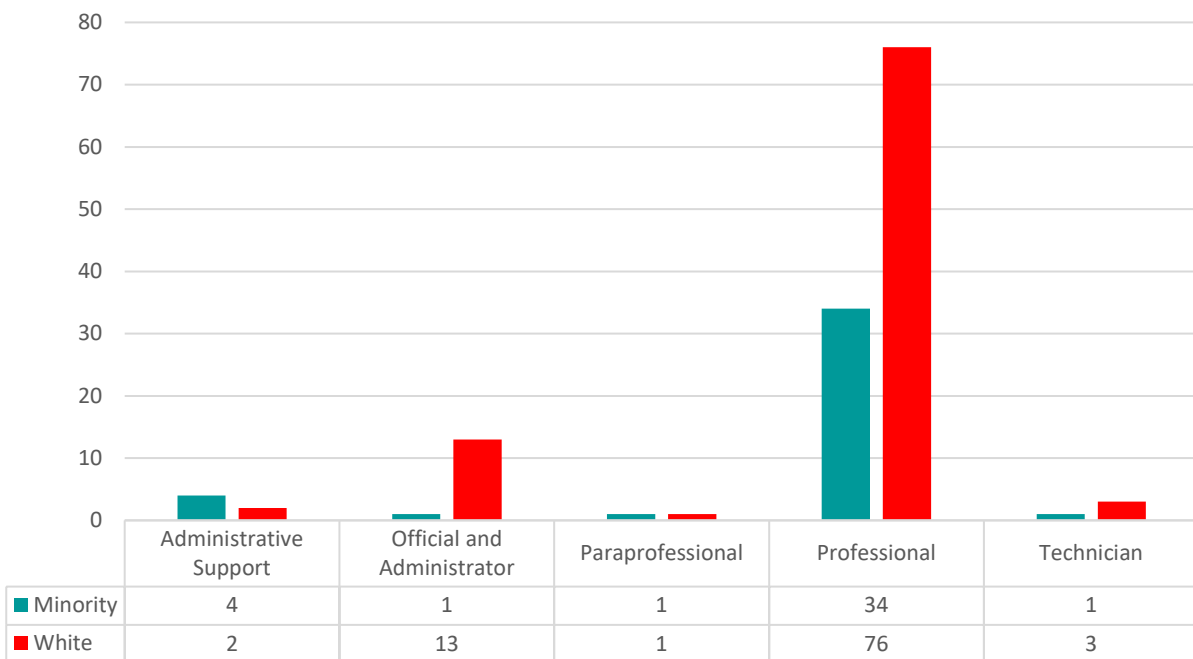
Total Career Employees: 136

### Distribution by EEO-4 Job Category and Gender



Total MCPL Employees: 136

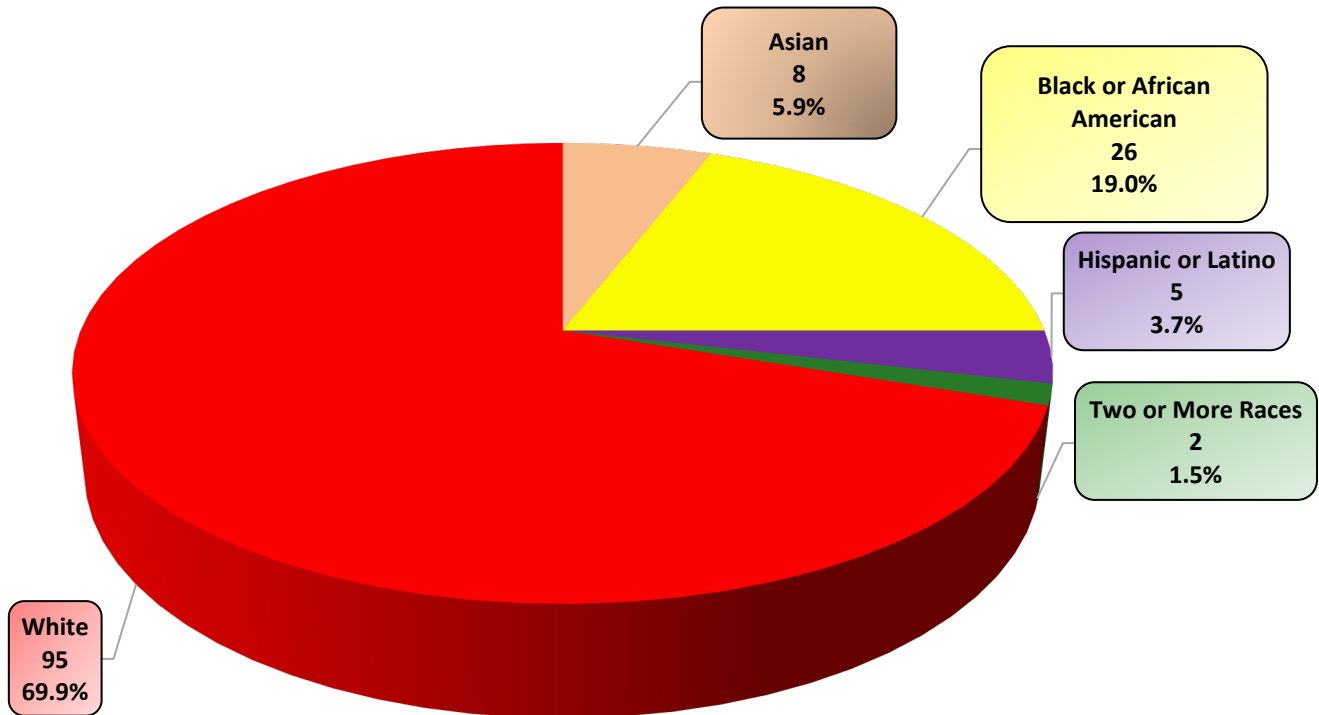
### Distribution by EEO-4 Job Category and Race/Ethnicity



Total MCPL Employees: 136

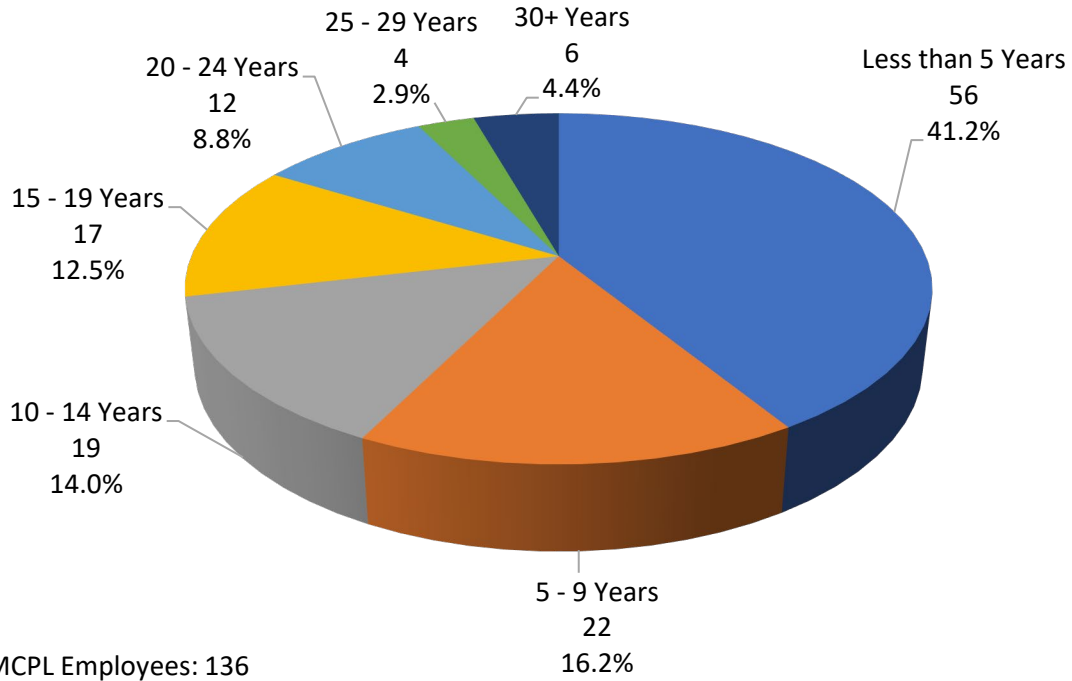


**EEO-4 Race/Ethnic Identification, Career Employees:**  
**Montgomery County Planning**

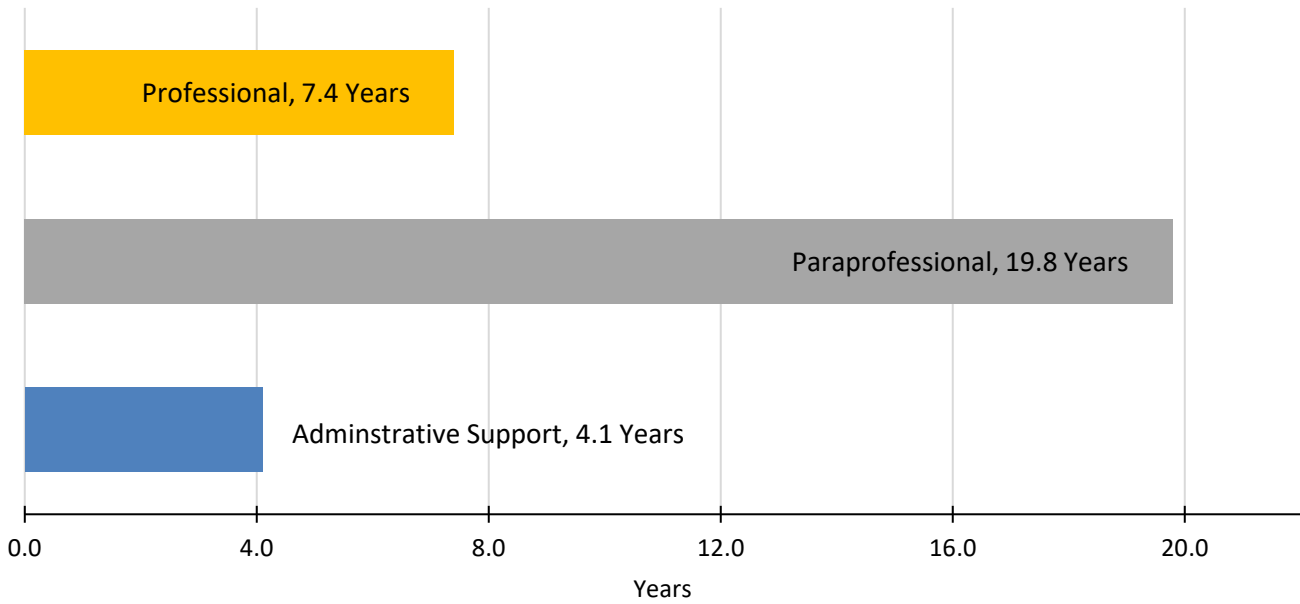


Total MCPL Employees: 136

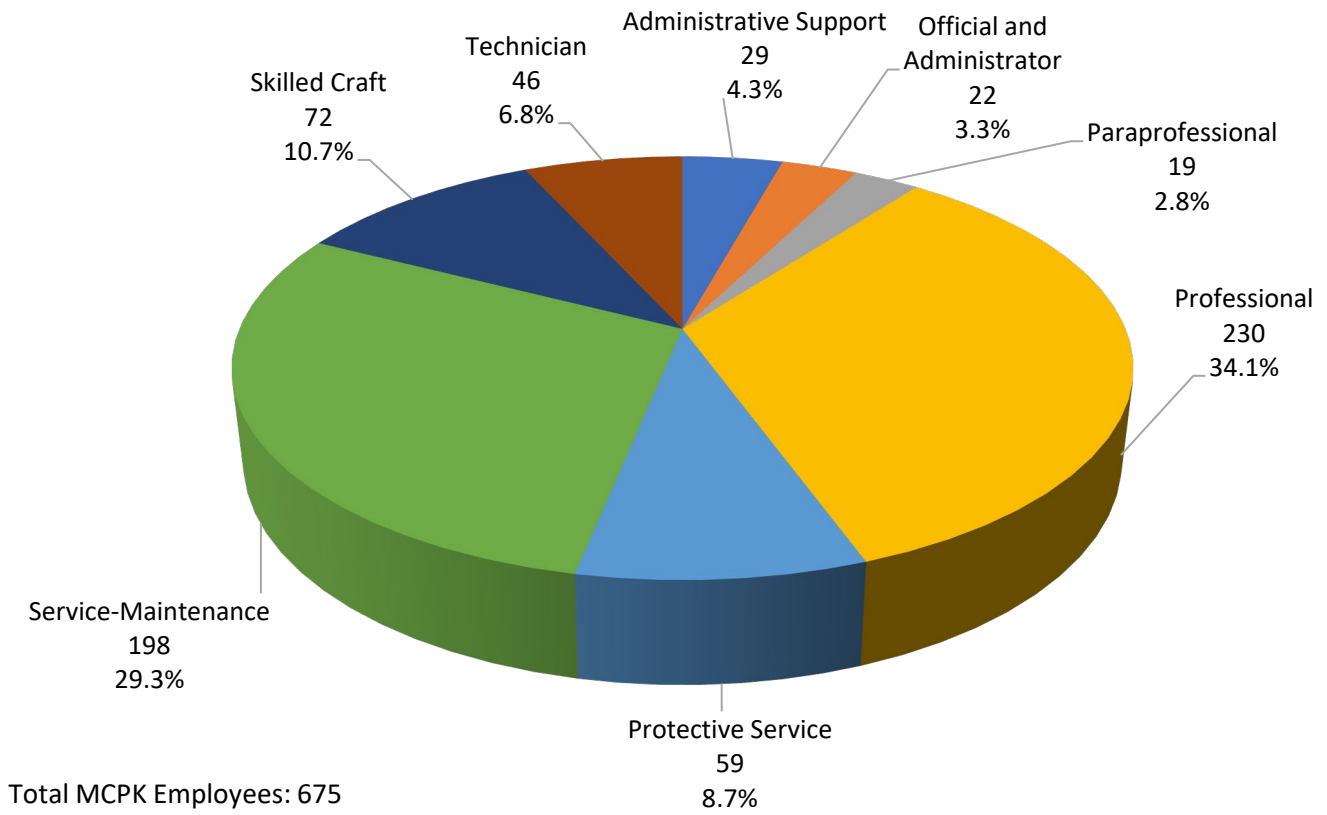
**Length of Service for Career Employees:**  
**Montgomery County Planning**



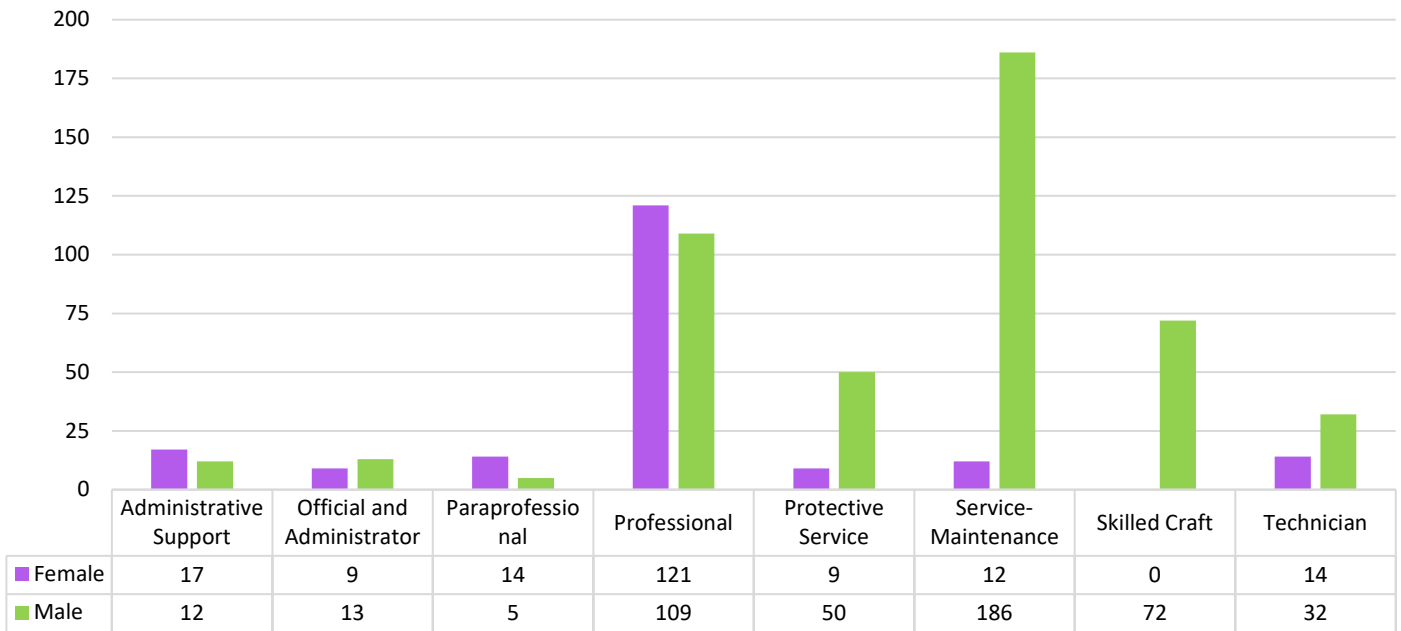
**Average Length of Service by EEO-4 Job Category:**  
**Montgomery County Commissioners' Office**



**Career Employees by EEO-4 Job Category:**  
**Montgomery County Parks**

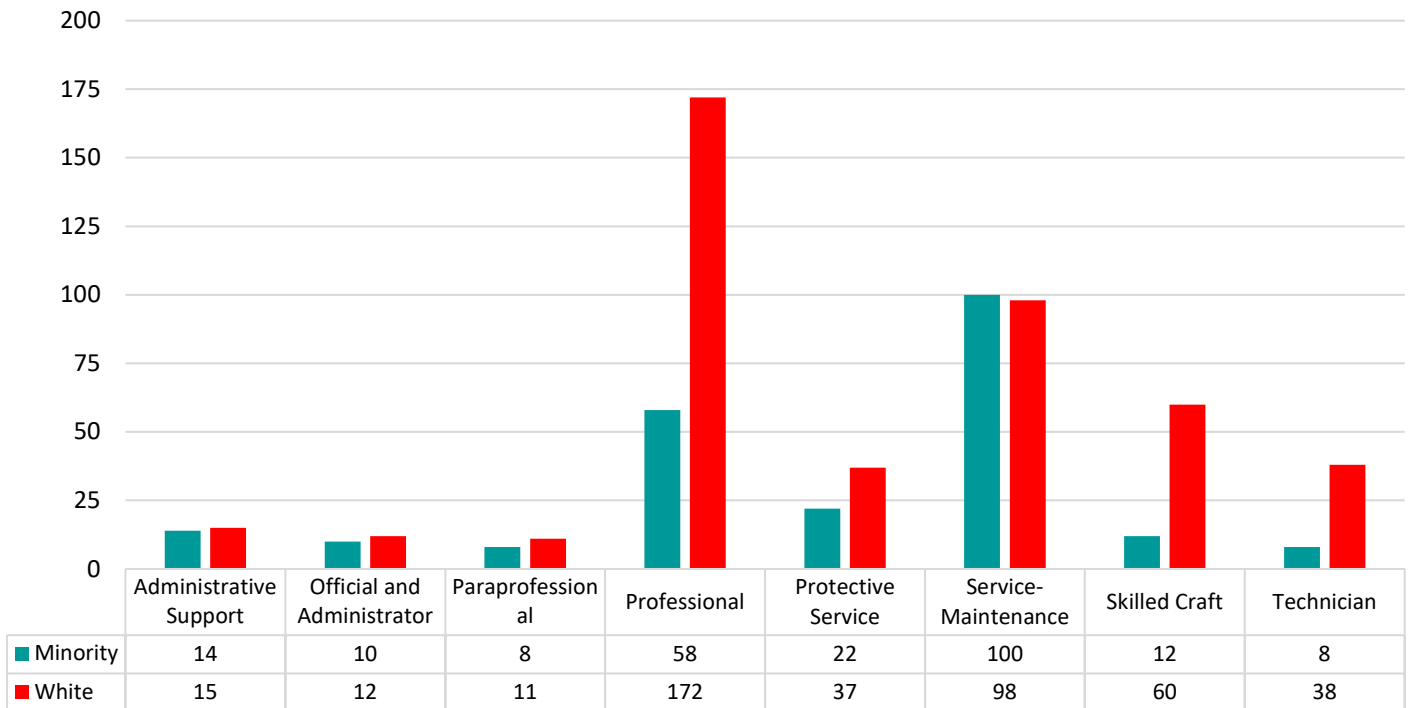


### Distribution by EEO-4 Job Category and Gender



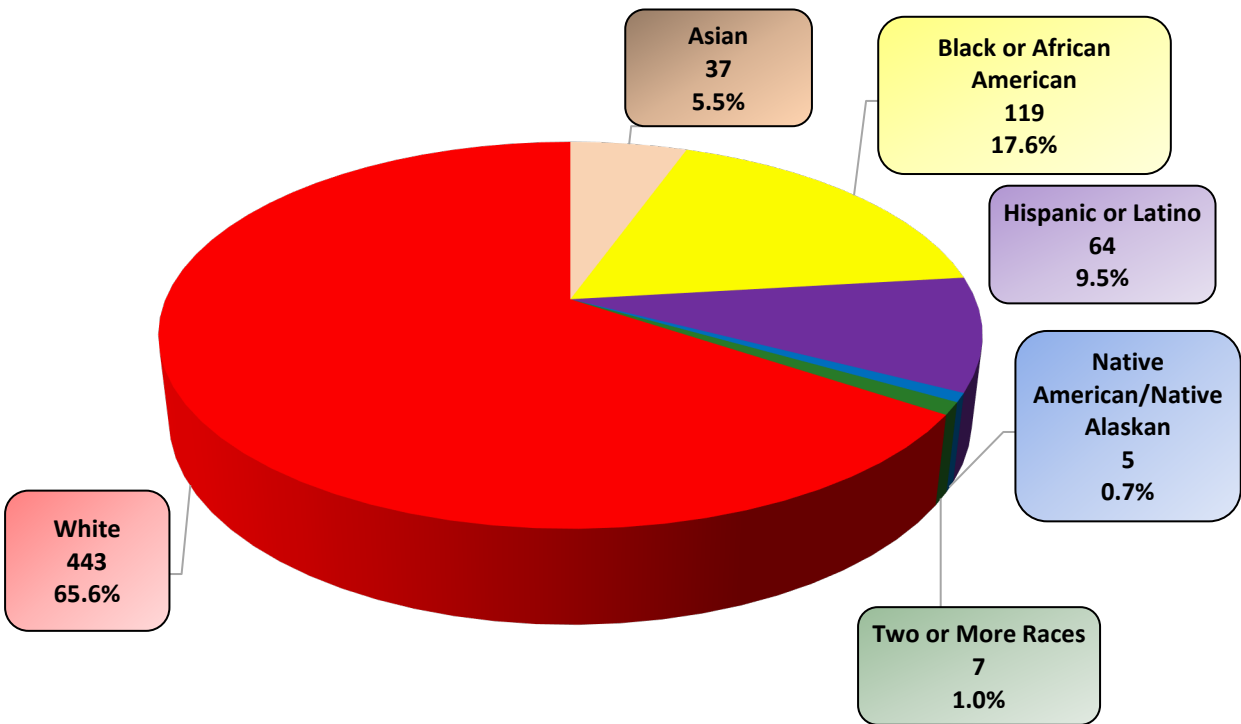
Total MCPK Employees: 675

### Distribution by EEO-4 Job Category and Race/Ethnicity



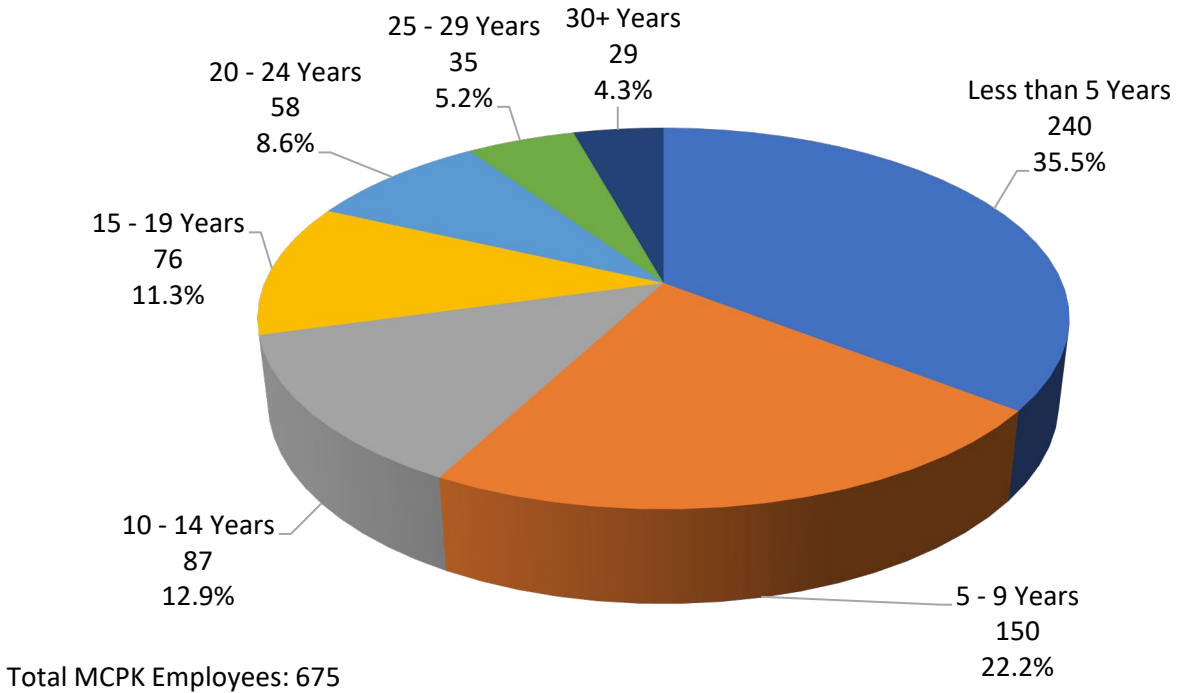
Total MCPK Employees: 675

**EEO-4 Race/Ethnic Identification, Career Employees:**  
**Montgomery County Parks**

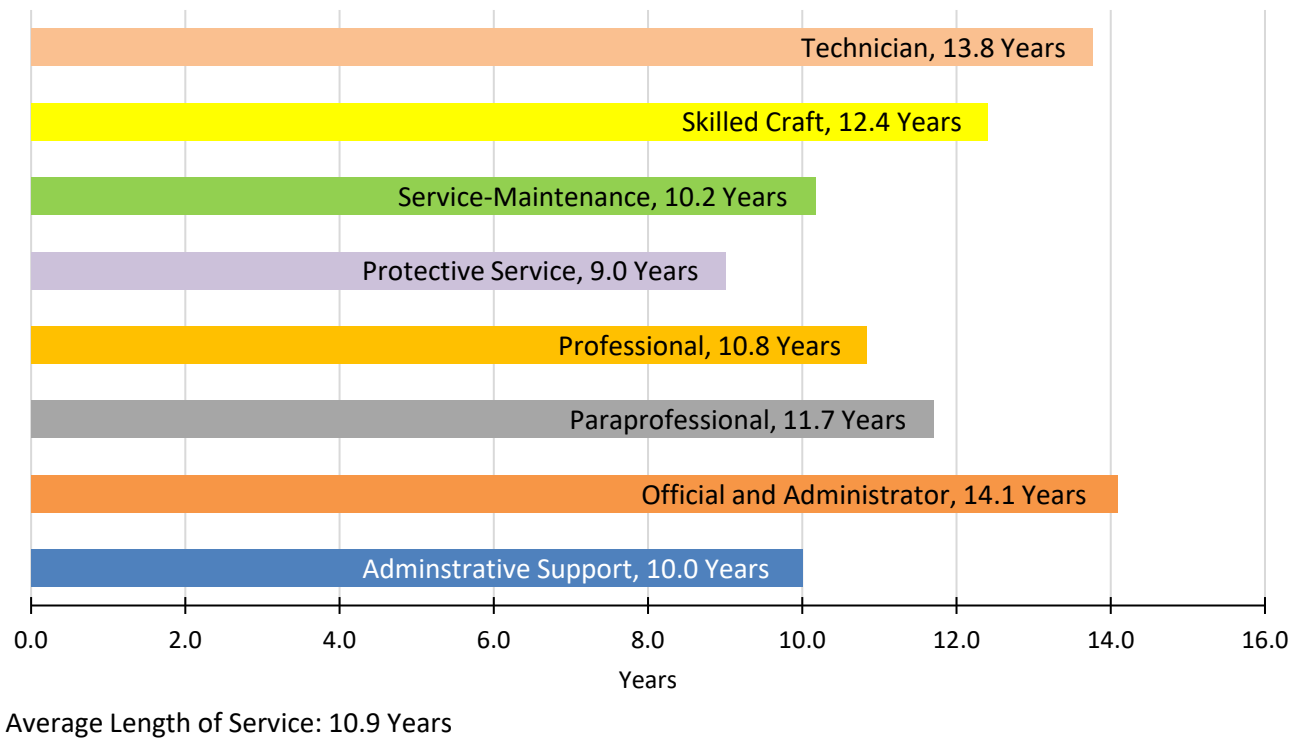


Total MCPK Employees: 675

**Length of Service for Career Employees:**  
**Montgomery County Parks**



**Average Length of Service by EEO-4 Job Category:**  
**Montgomery County Parks**



*M-NCPPC Prince George's County*

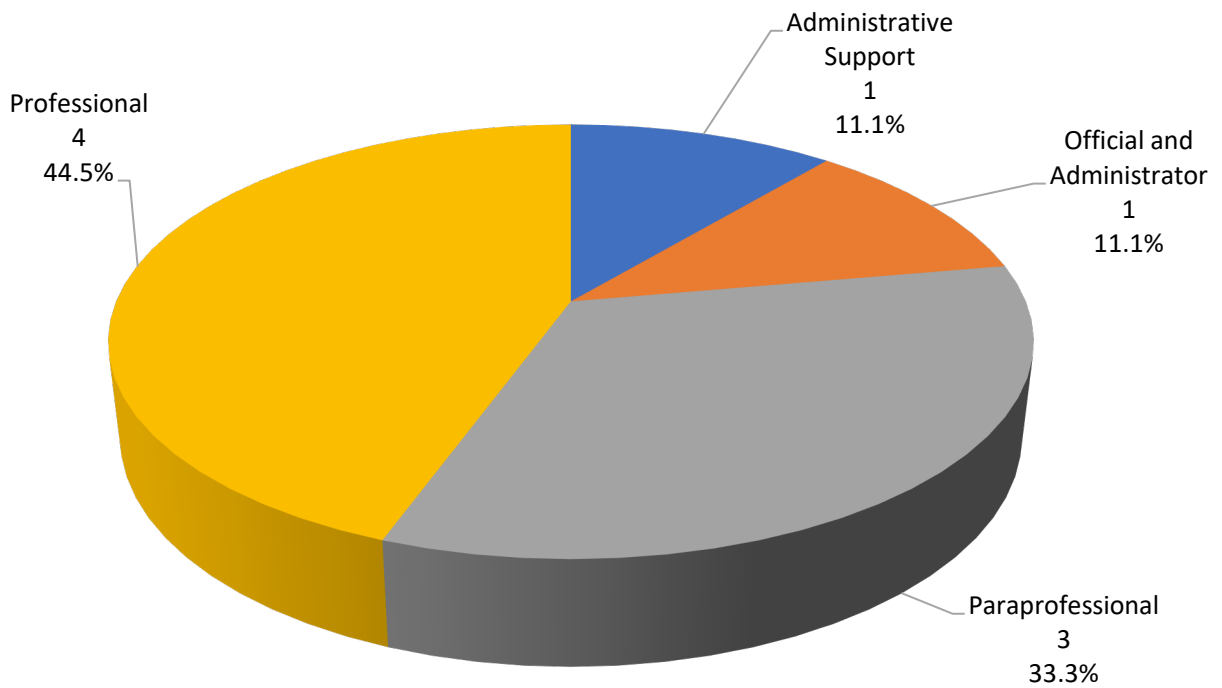
*Commissioners' Office*

*Department of Planning*

*Department of Parks and Recreation*

**M-NCPPC PRINCE GEORGE'S COUNTY**

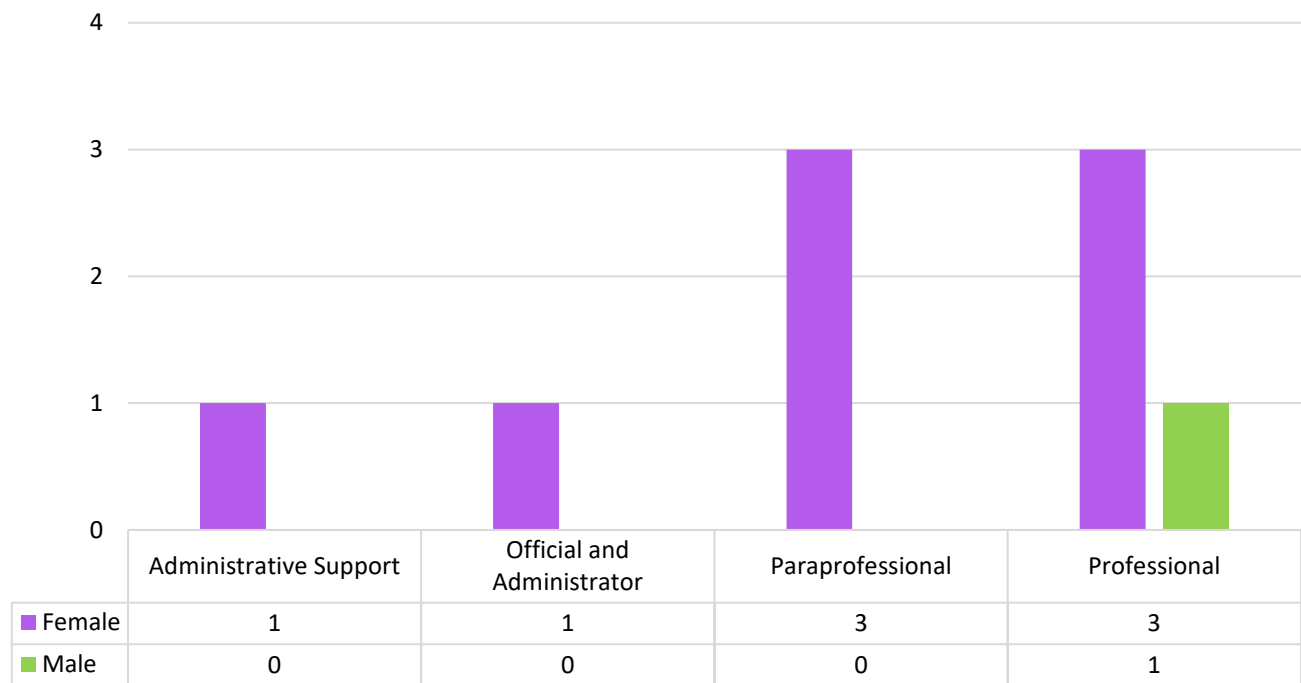
**Career Employees by EEO-4 Job Category:**  
**Prince George's County Commissioners' Office**



Total PGCCO Employees: 9

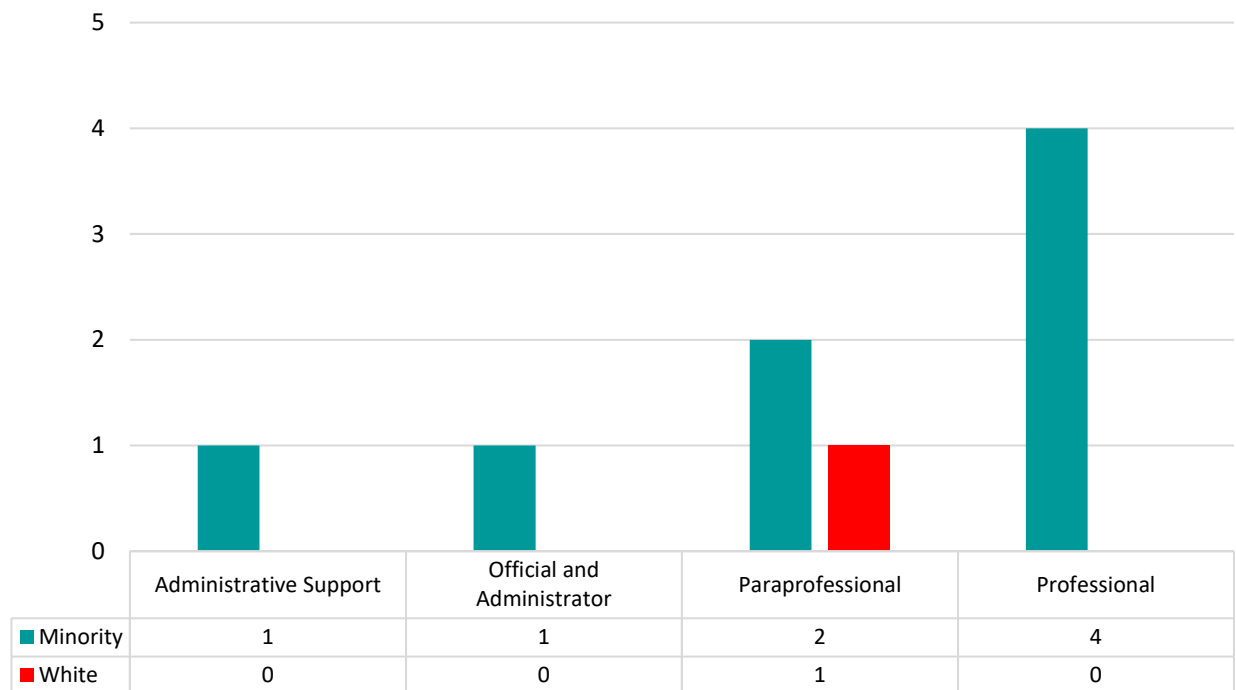


### Distribution by EEO-4 Job Category and Gender



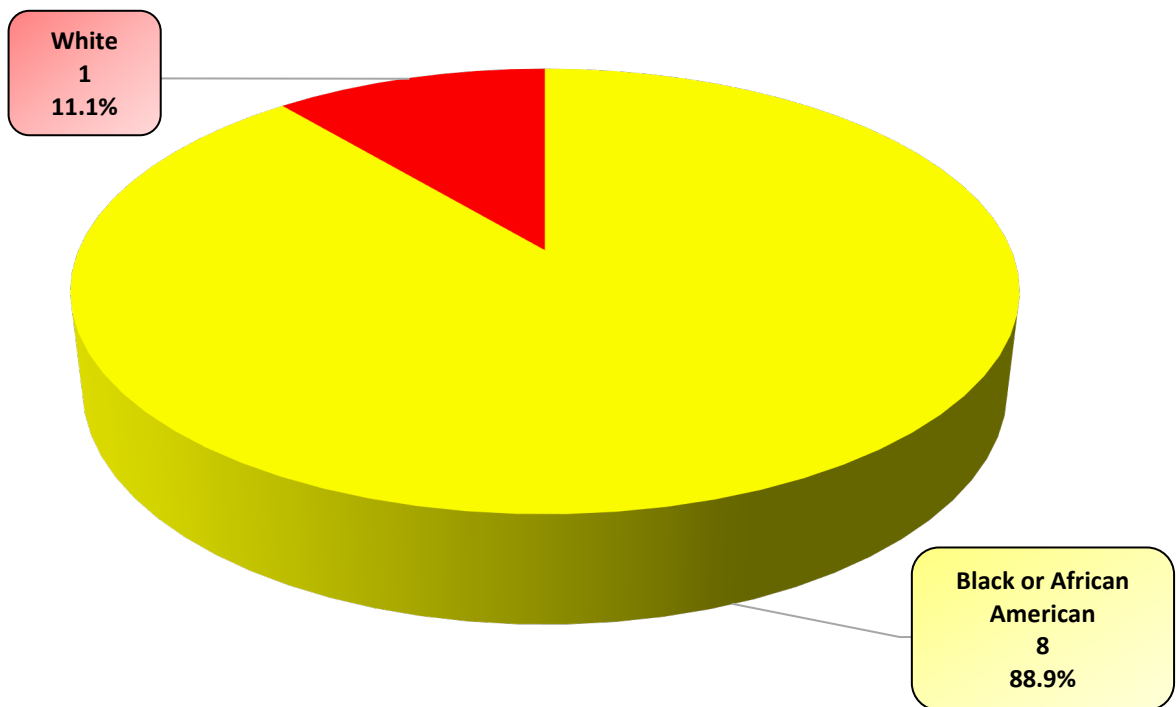
Total PGCCO Employees: 9

### Distribution by EEO-4 Job Category and Race/Ethnicity



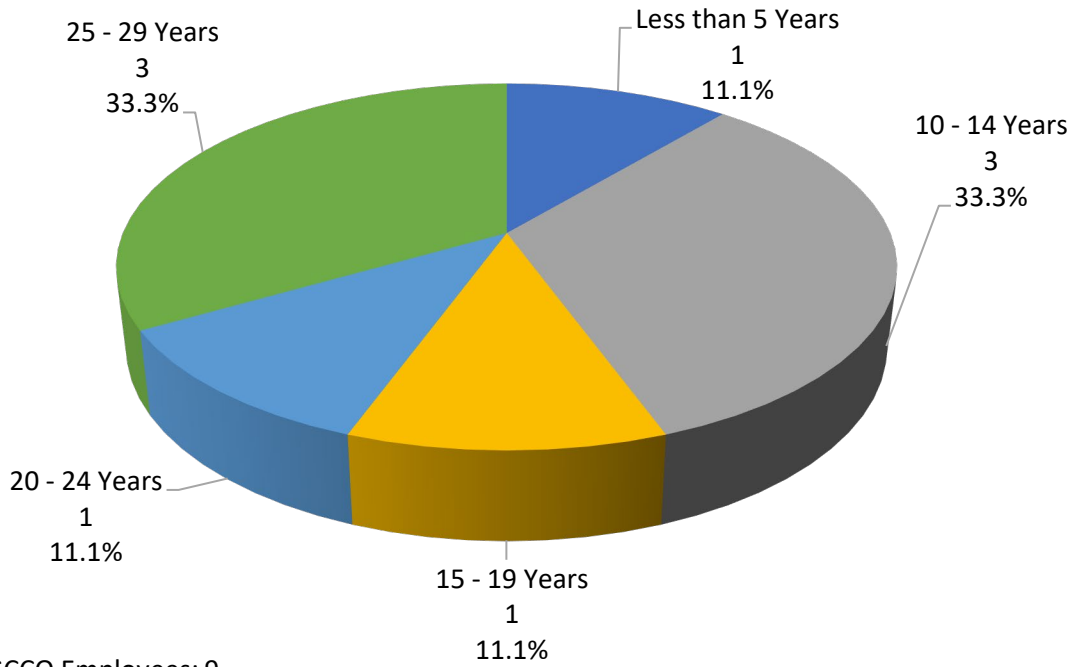
Total PGCCO Employees: 9

**EEO-4 Race/Ethnic Identification, Career Employees:**  
**Prince George's County Commissioners' Office**

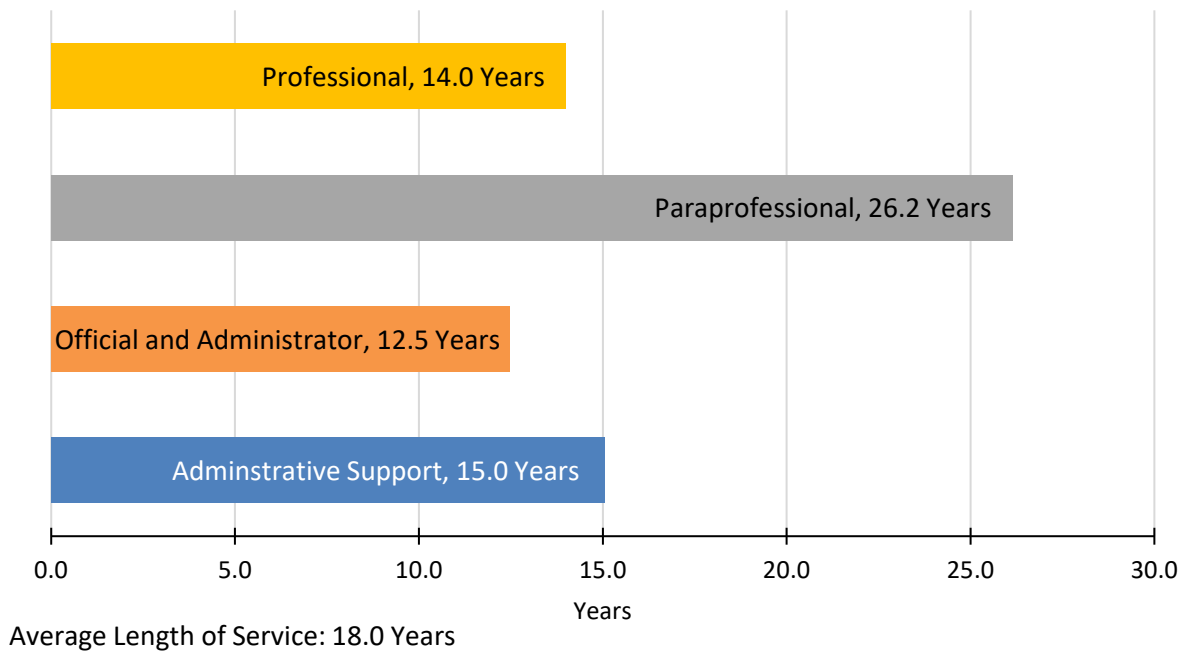


Total PGCCO Employees: 9

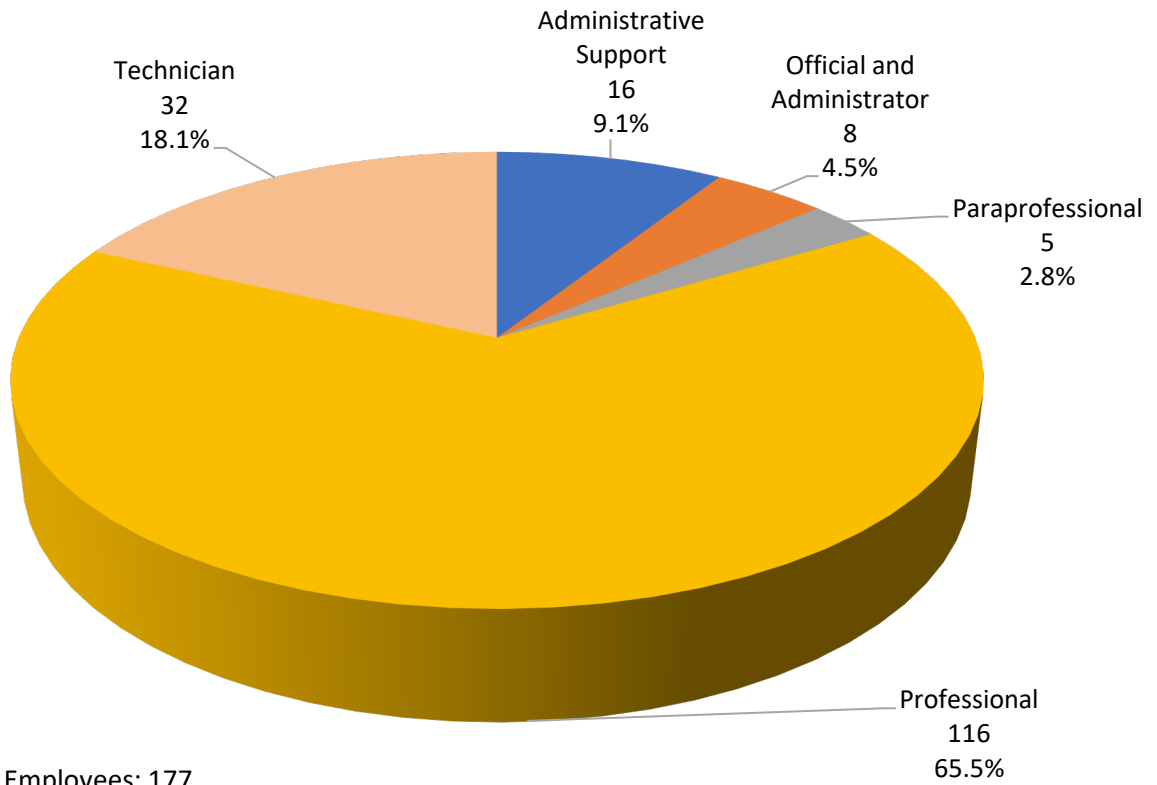
**Length of Service for Career Employees:**  
**Prince George's County Commissioners' Office**



**Average Length of Service by EEO-4 Job Category:**  
**Prince George's County Commissioners' Office**

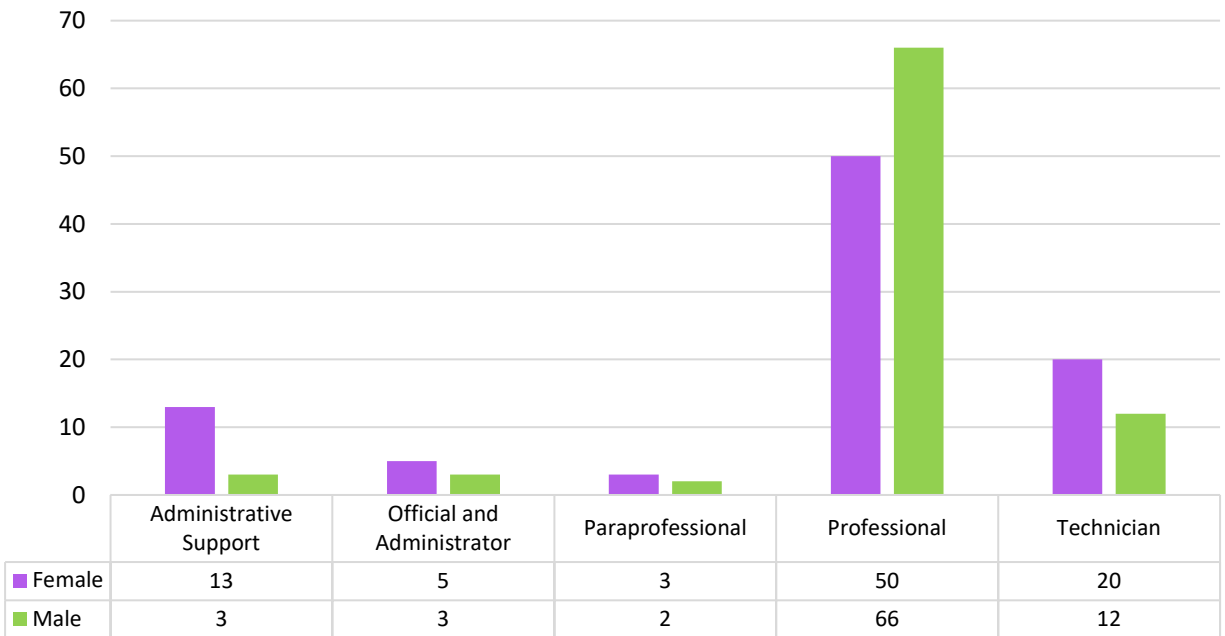


**Career Employees by EEO-4 Job Category:**  
**Prince George's County Planning**



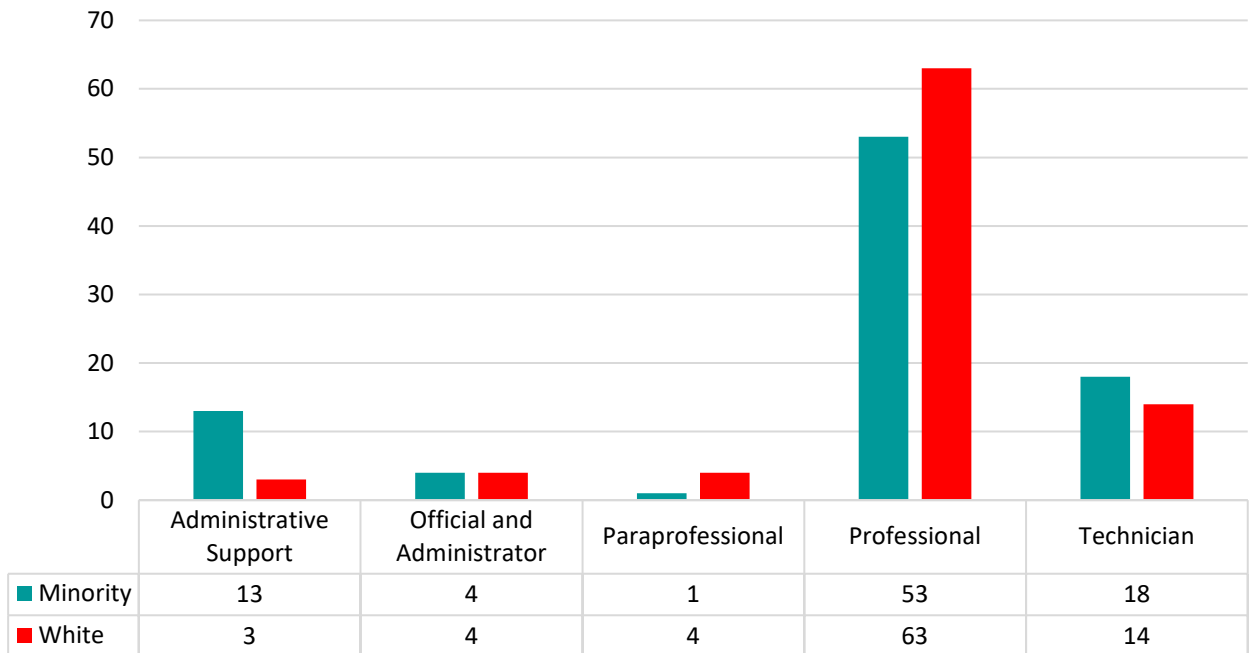
Total PGPL Employees: 177

### Distribution by EEO-4 Job Category and Gender



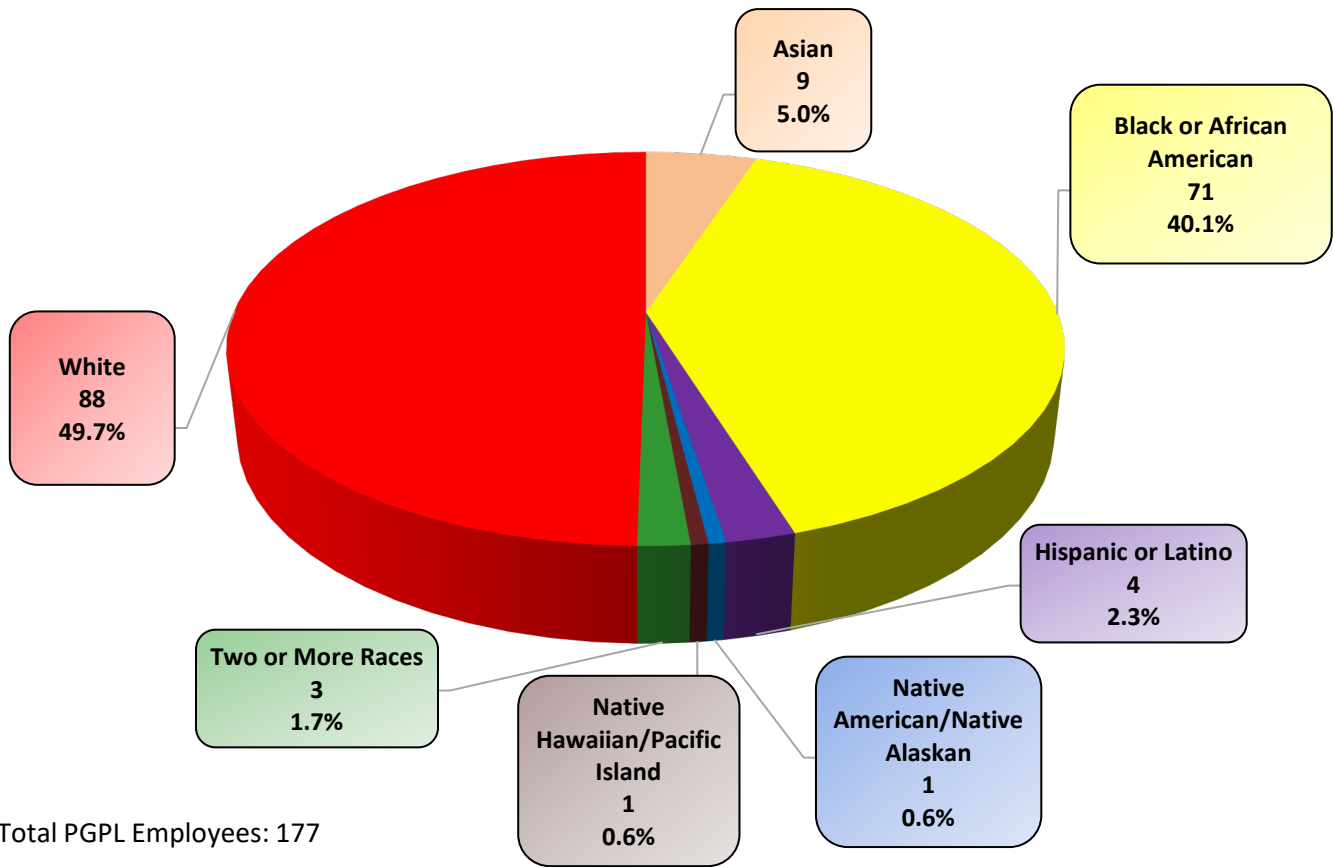
Total PGPL Employees: 177

### Distribution by EEO-4 Job Category and Race/Ethnicity

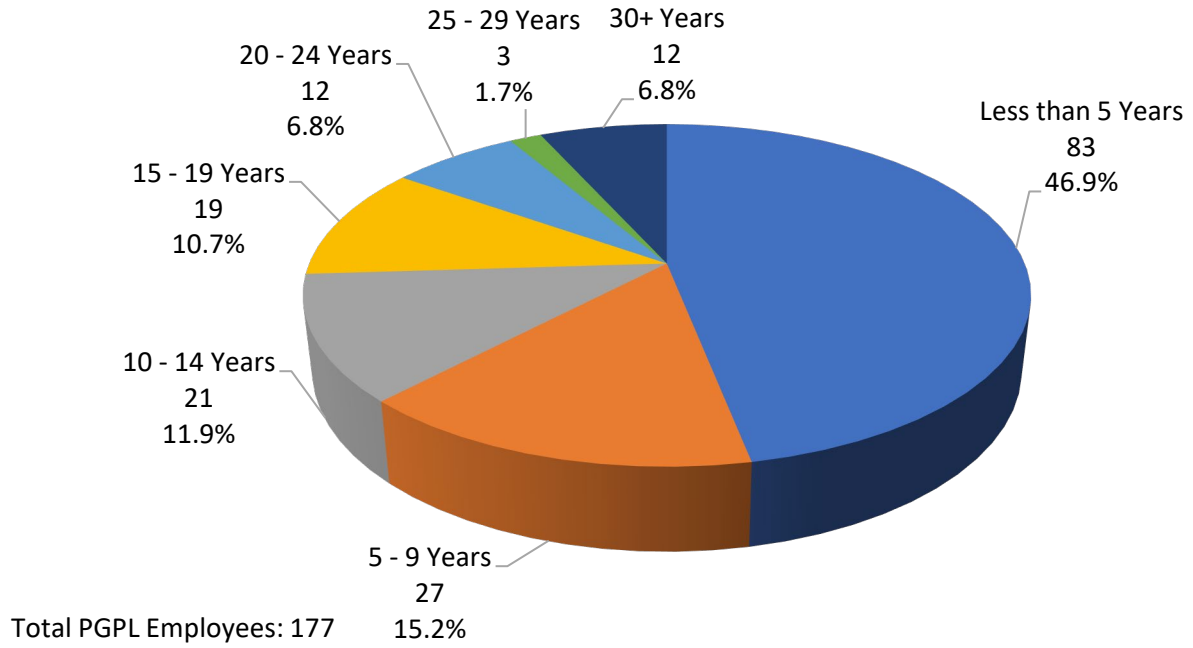


Total PGPL Employees: 177

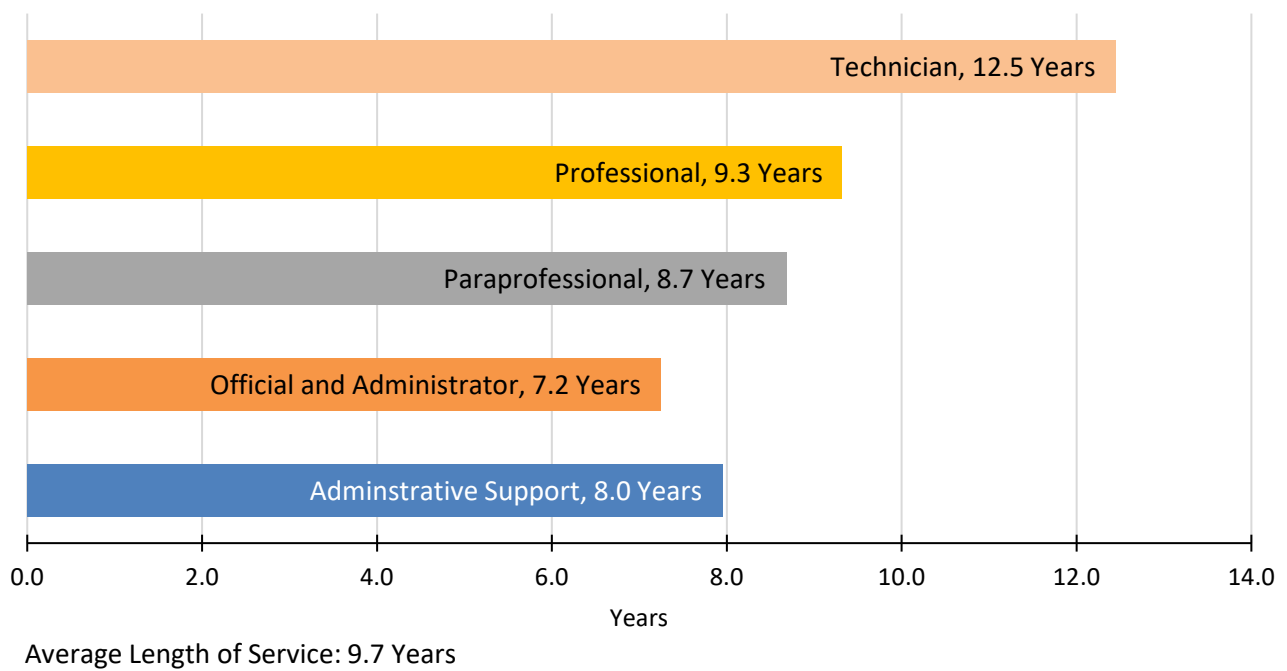
**EEO-4 Race/Ethnic Identification, Career Employees**  
**Prince George's County Planning**



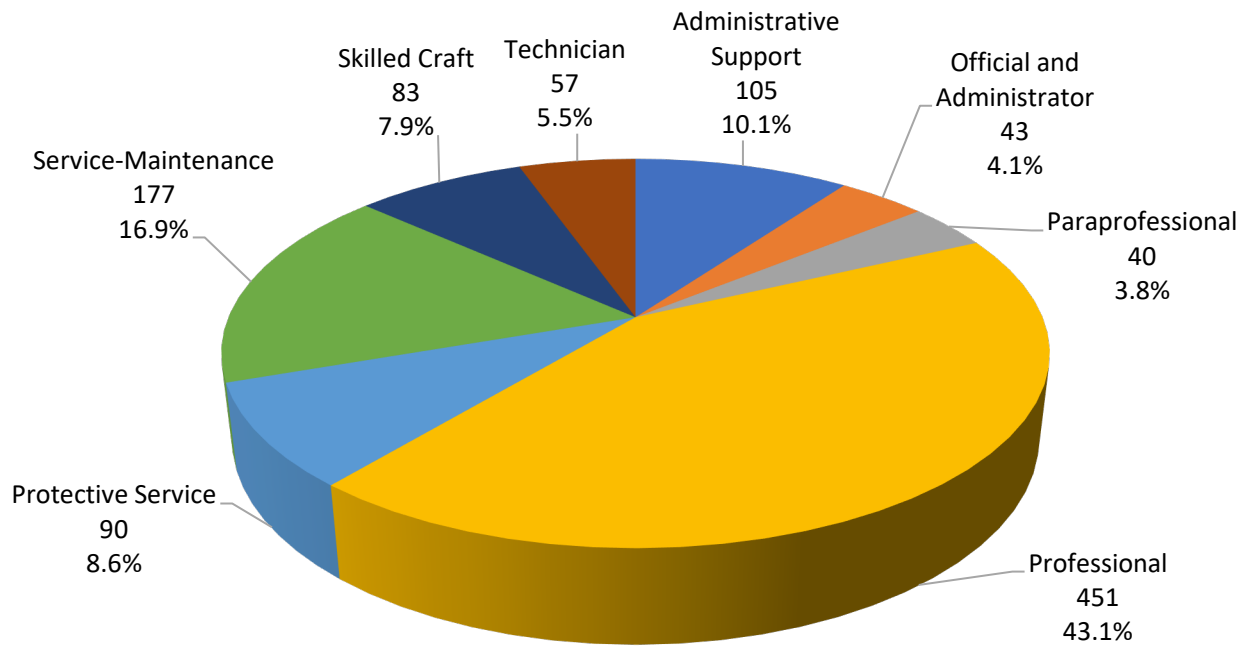
**Length of Service for Career Employees:**  
**Prince George's County Planning**



**Average Length of Service by EEO-4 Job Category:**  
**Prince George's County Planning**



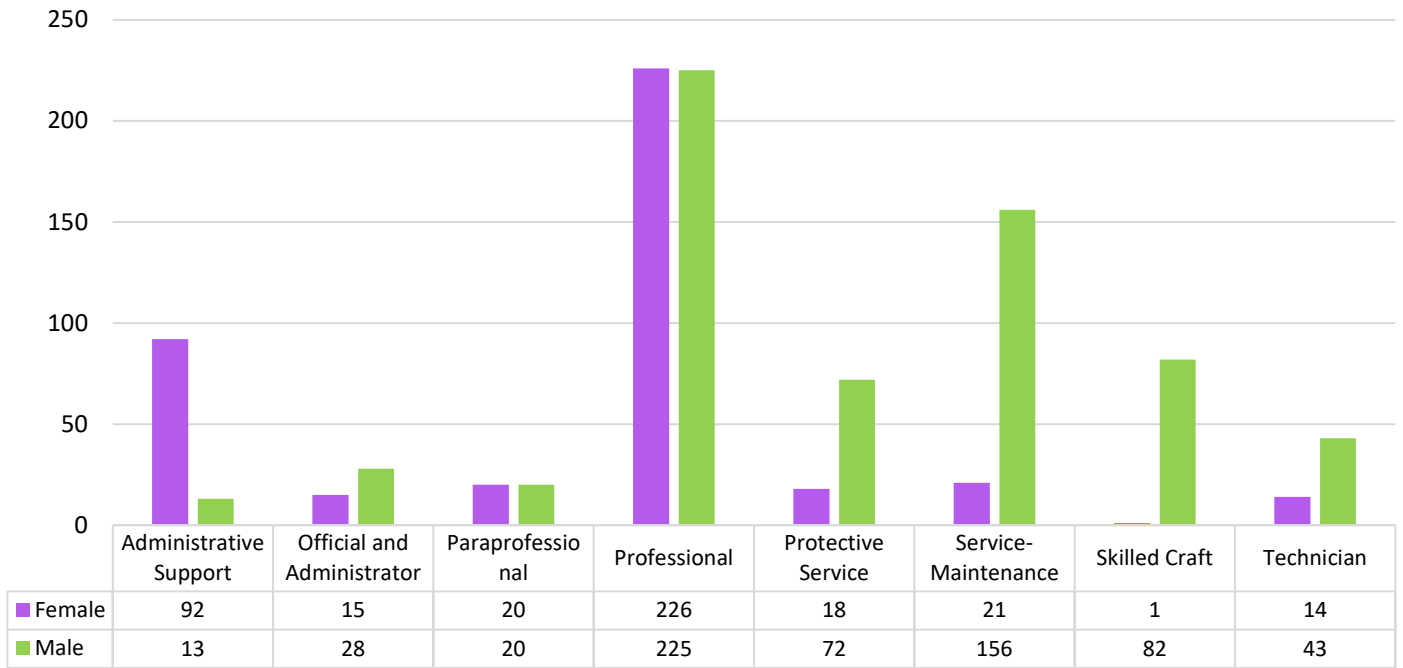
**Career Employees by EEO-4 Job Category:**  
**Prince George's County Parks and Recreation**



Total PGPR Employees: 1,046

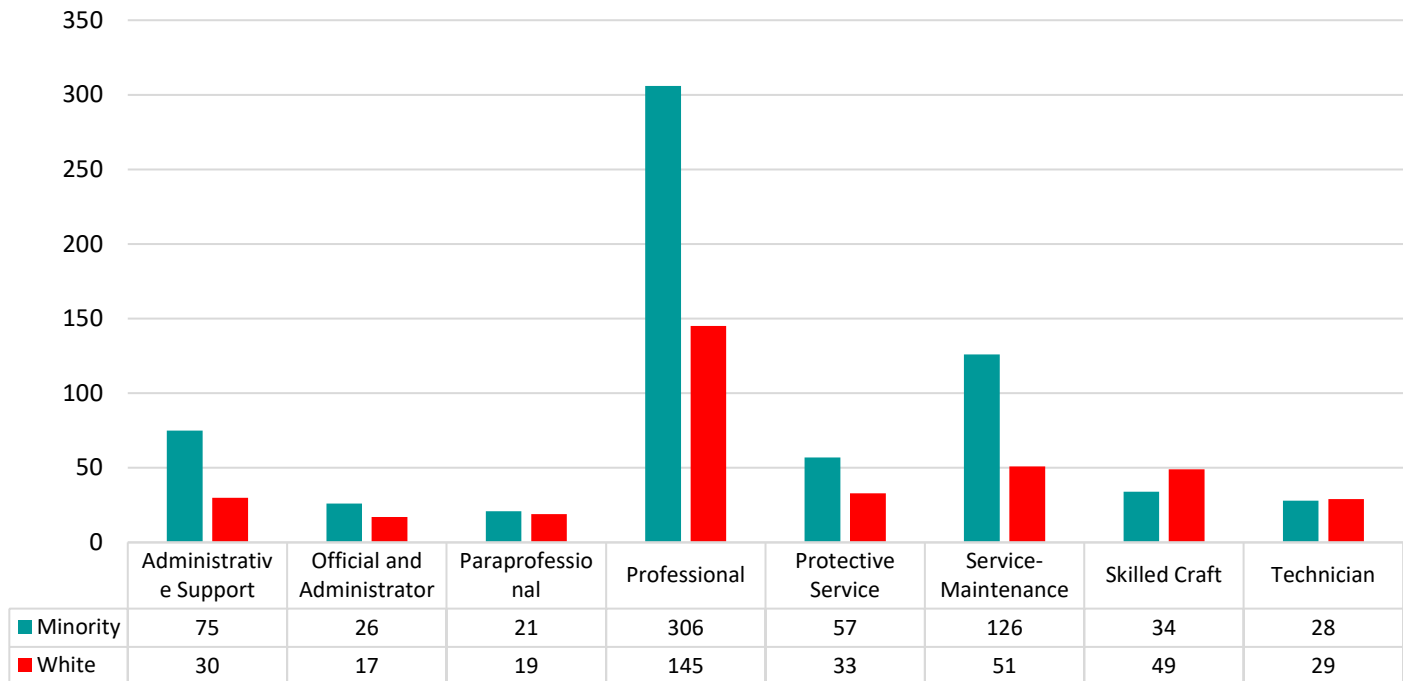


### Distribution by EEO-4 Job Category and Gender



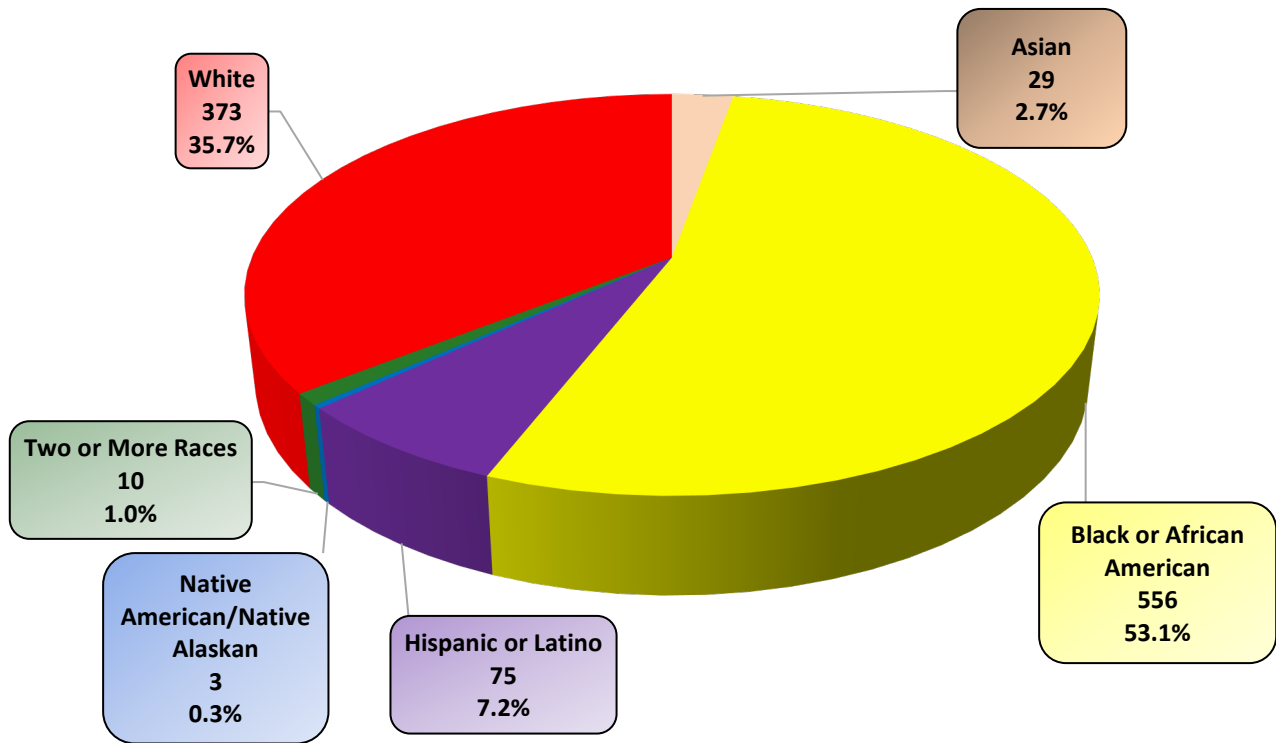
Total PGPR Employees: 1,046

### Distribution by EEO-4 Job Category and Race/Ethnicity



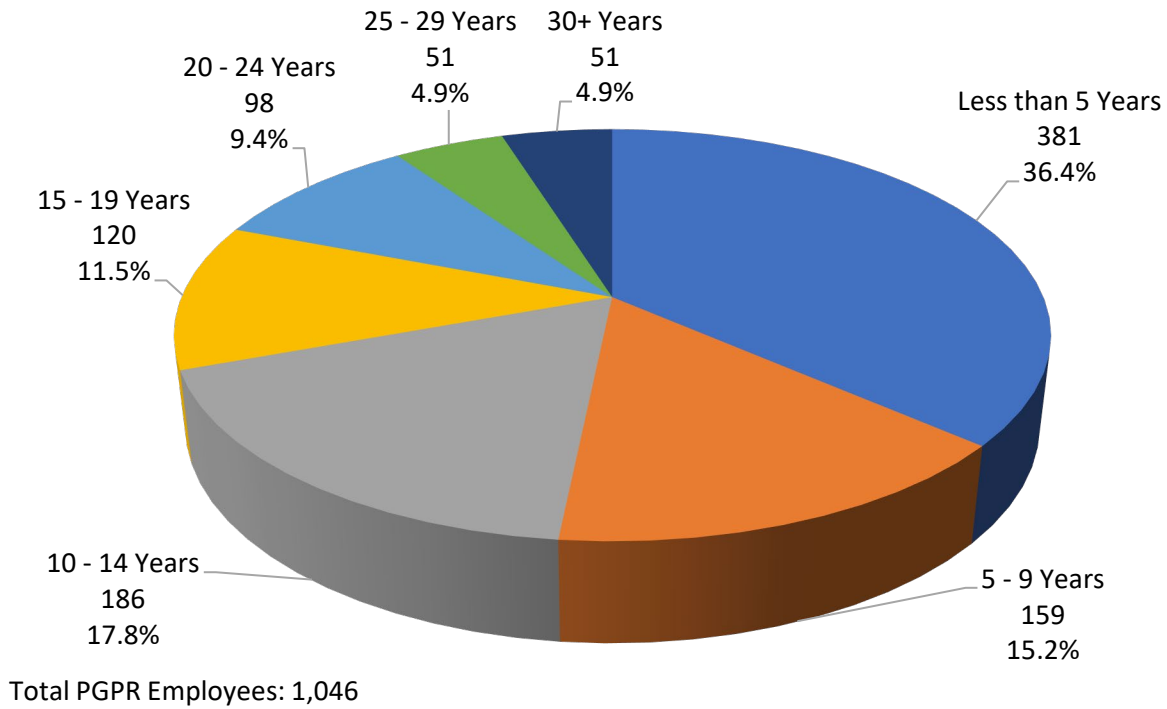
Total PGPR Employees: 1,046

**EEO-4 Race/Ethnic Identification, Career Employees:**  
**Prince George's County Parks and Recreation**

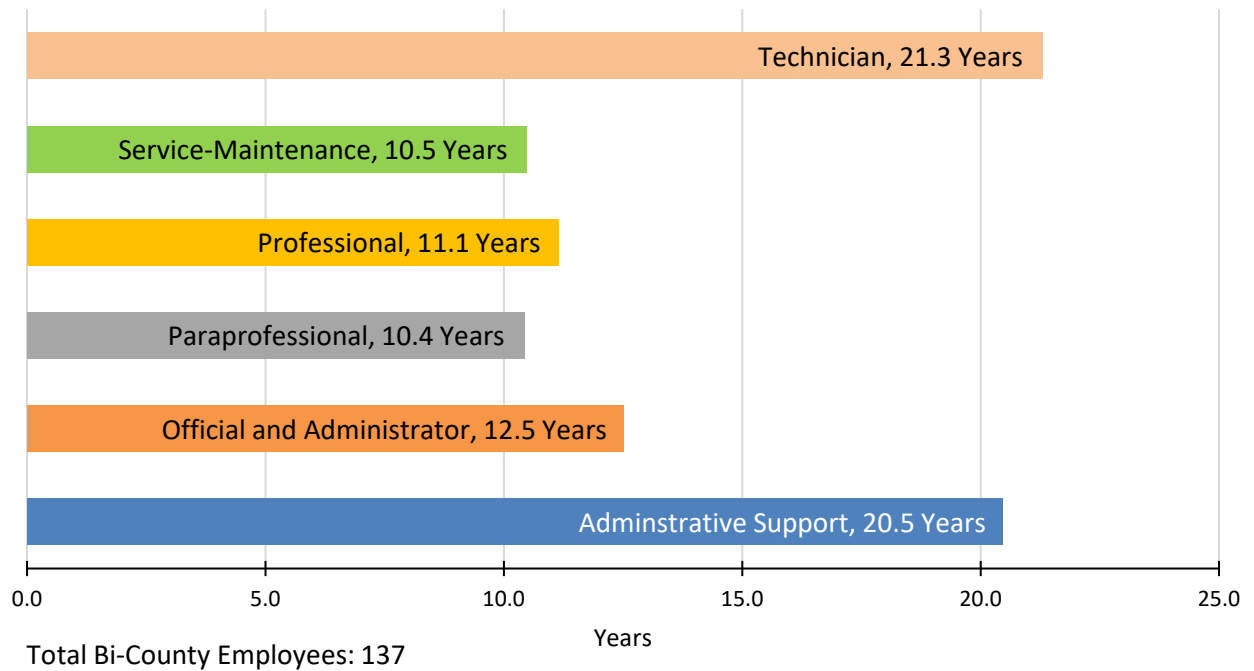


PGPR Total Employees: 1,046

**Length of Service for Career Employees:  
Prince George's County Parks and Recreation**



**Average Length of Service by EEO-4 Job Category:  
Bi-County Corporate Operations**



*M-NCPPC Bi-County Corporate Operations*

*Department of Finance*

*Department of Human Resources and Management*

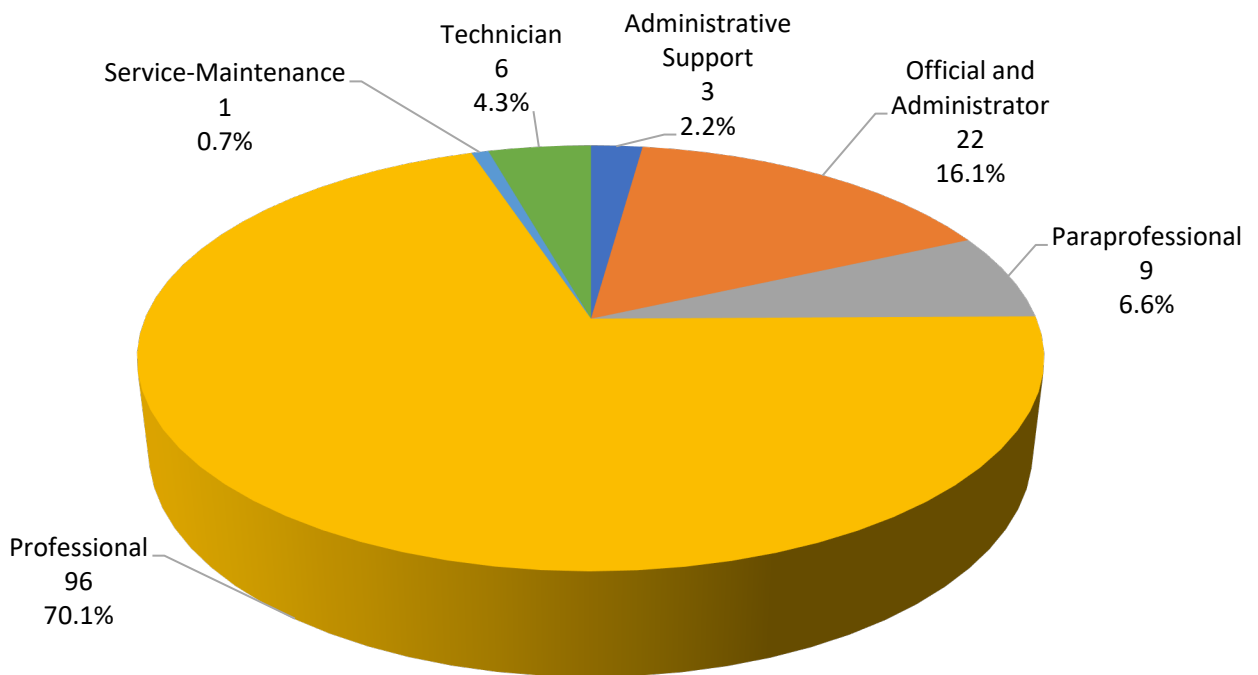
*Legal Department*

*Office of Chief Information Officer*

*Office of the Inspector General*

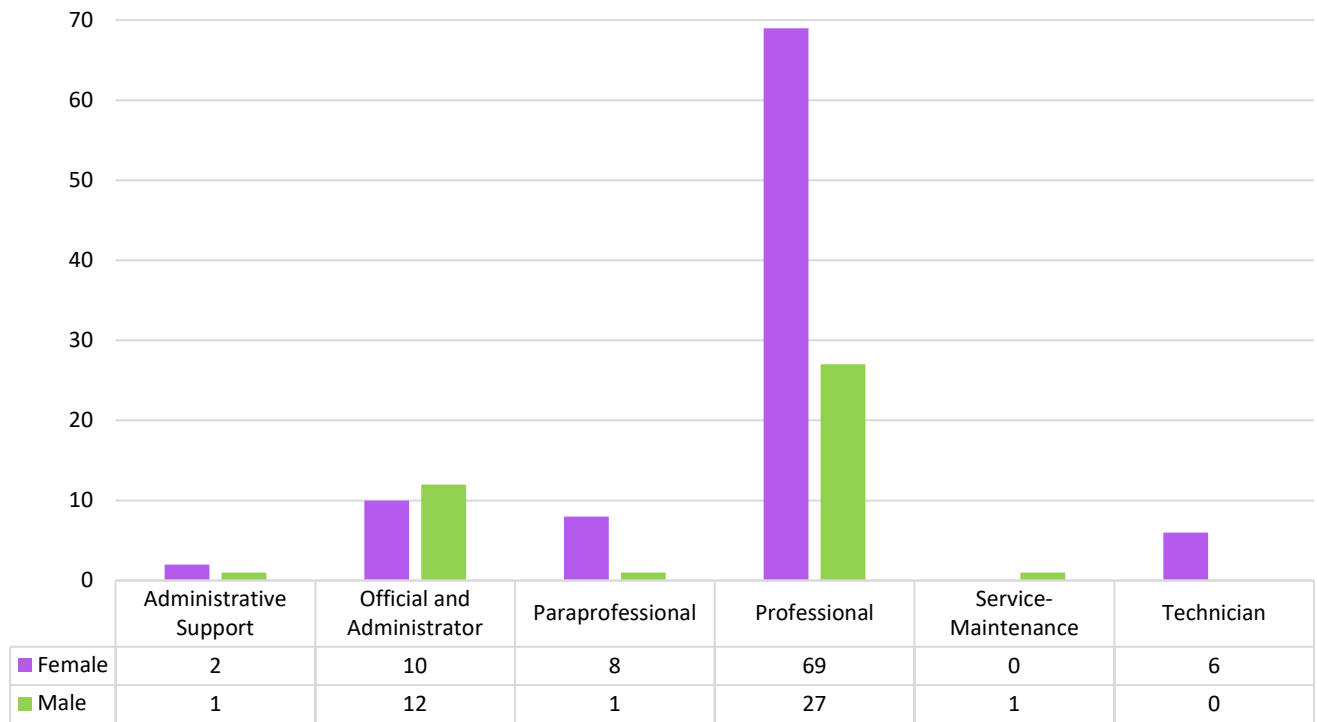
*Merit Board System*

**Career Employees by EEO-4 Job Category:**  
**Bi-County Corporate Operations**



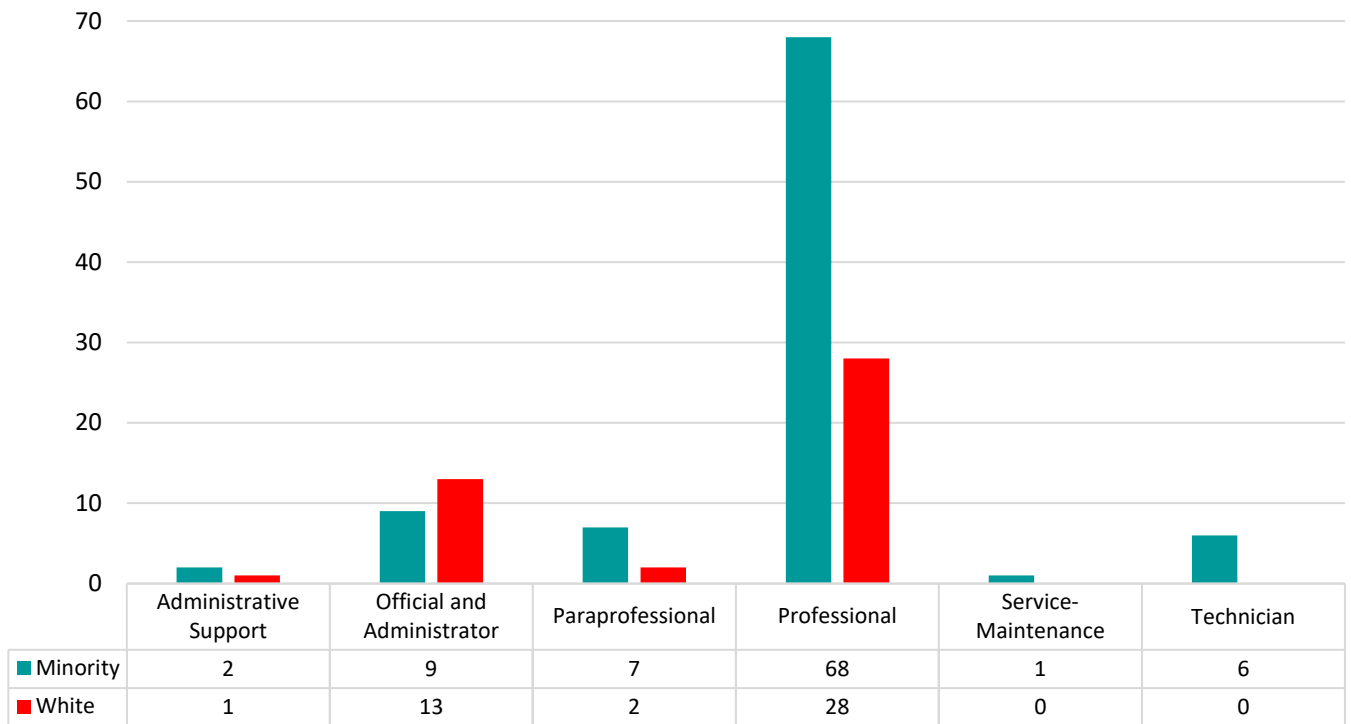
Total Bi-County Employees: 137

### Distribution by EEO-4 Job Category and Gender



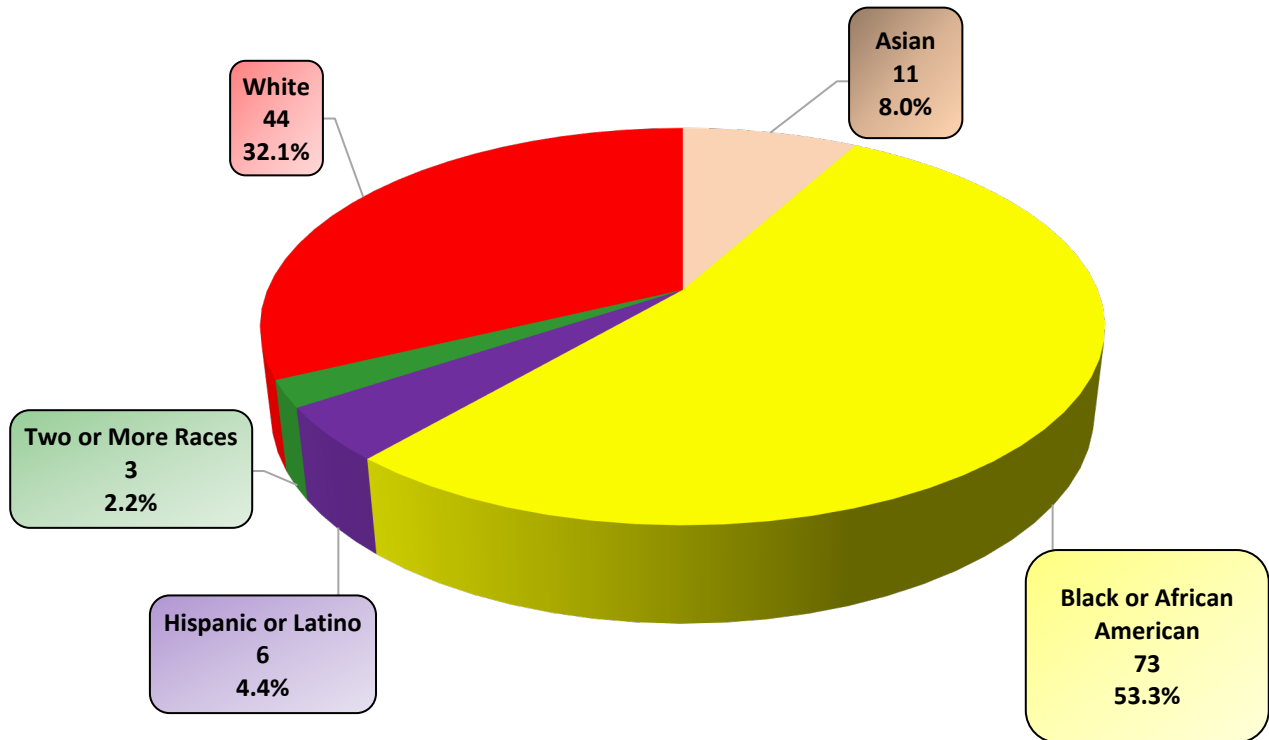
Total Bi-County Employees: 137

### Distribution by EEO-4 Job Category and Race/Ethnicity



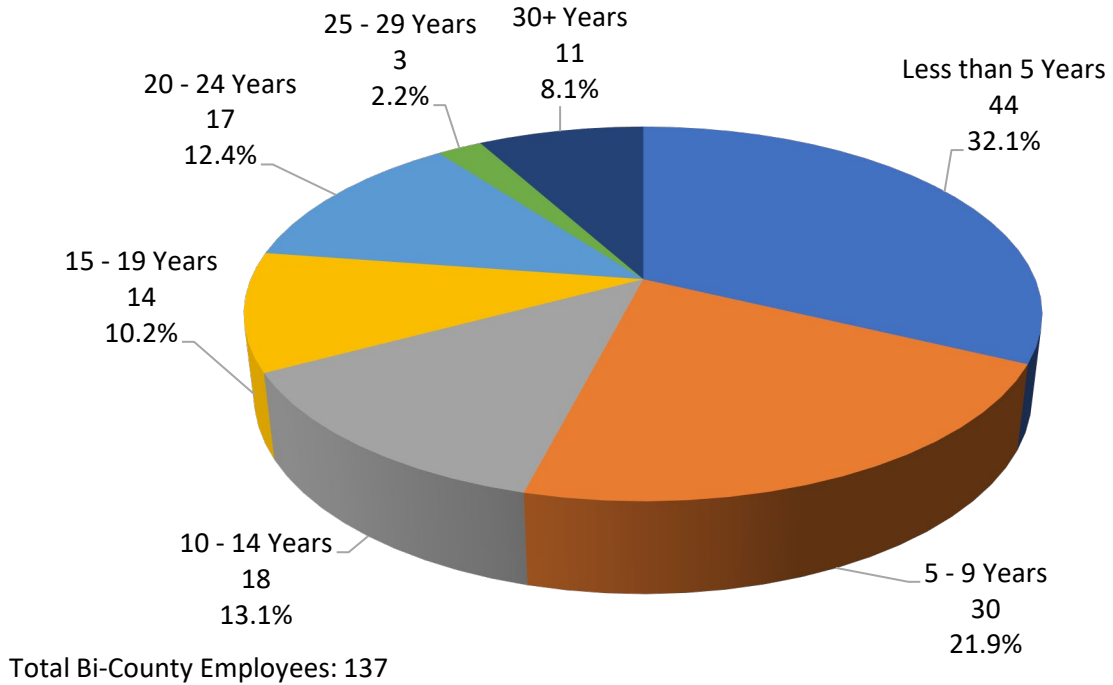
Total Bi-County Employees: 137

**EEO-4 Race/Ethnic Identification, Career Employees:**  
**Bi-County Corporate Operations**

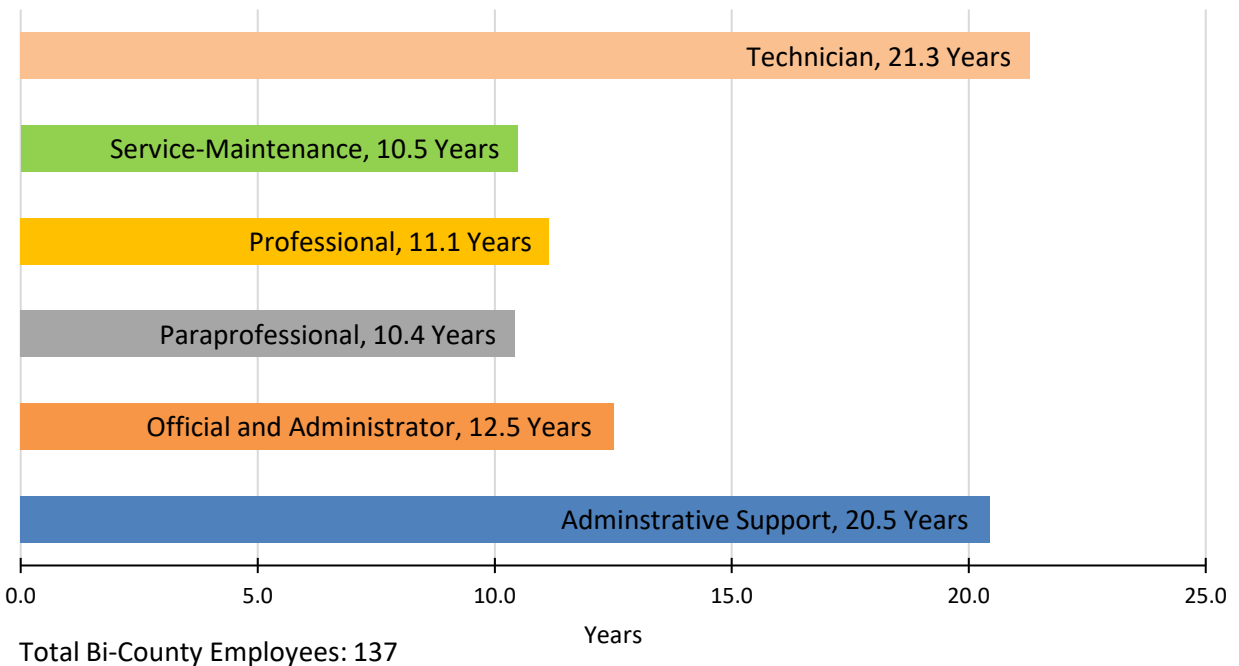


Total Bi-County Employees: 137

**Length of Service for Career Employees:**  
**Bi-County Corporate Operations**



**Average Length of Service by EEO-4 Job Category:**  
**Bi-County Corporate Operations**





*Appendix*  
*EEOC Definitions*

**Excerpt from U.S. Equal Employment Opportunity Commission's EEOC Form 164, State and Local Government Information (EEO-4), Instruction Booklet.**

**RACE/ETHNIC IDENTIFICATION**

An employer may acquire the race/ethnic information necessary for this section either by visual surveys of the workforce or from post-employment records as to the identity of employees. Since visual surveys are permitted, the fact that race/ethnic identifications are not present on agency records is not an excuse for failure to provide the data called for. However, although the Commission does not encourage direct inquiry as a method of determining racial or ethnic identity, this method is not prohibited in cases where it has been used in the past, or where other methods are not practical, provided it is not used for purposes of discrimination.

Moreover, the fact that employees may be located at different addresses does not provide an acceptable reason for failure to comply with the reporting requirements. In such cases, it is recommended that visual surveys be conducted for the employer by persons such as supervisors who are responsible for the work of the employees or to whom the employees report for instruction or otherwise.

Please note that the General Counsel of the Commission has ruled, based on court decisions, that the Commission has the authority to require the racial and ethnic identification of employees, regardless of any possible conflicting state or local laws.

The concept of race as used by the Equal Employment Opportunity Commission does not denote clear cut scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be counted in more than one race/ethnic category.

NOTE: The category "HISPANIC", while not a race identification, is included as a separate race/ethnic category because of the employment discrimination often encountered by this group; for this reason, do not include HISPANIC under either "white" or "black".

For the purposes of the report, the following race/ethnic categories will be used:

- a. White (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- b. Black (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.
- c. Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- d. Asian or Pacific Islander: All persons having origins in any of the original people of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- e. American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

*Note to the reader: Category "Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands," has been added to EEO-1 Reporting requirements and has been elected for utilization within M-NCPPC EEO-4 reporting as of FY17.*

## DESCRIPTION OF JOB CATEGORIES

- a. **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for the execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district, or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and- housing, fire, A.B.C. Board, license, dairy, livestock, transportation), assessors, tax appraisers, and investigators, coroners, farm managers, and kindred workers.
- b. **Professionals:** Occupations that require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dieticians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.
- c. **Technicians:** Occupations that require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.
- d. **Protective Service Workers:** Occupations in which workers are entrusted with public safety, security, and protection from destructive forces. Includes: police patrol officers, firefighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), and kindred workers.
- e. **Paraprofessionals:** Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Included: research assistants, medical aides, child support workers, policy auxiliary welfare service aides, recreation assistants, homemakers' aides, home health aides, library assistants, and clerks, ambulance drivers and attendants, and kindred workers.
- f. **Administrative Support (Including Clerical and Sales):** Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information, and other paperwork required in an office. Includes: bookkeepers, messengers, clerk-typist, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.
- g. **Skilled Craft Workers:** Occupations in which workers perform jobs that require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, and kindred workers.
- h. **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene, or safety of the general public or which contribute to the upkeep and care of buildings, facilities, or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry-cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners, and groundkeepers, refuse collectors, construction laborers, park rangers (maintenance), farmworkers (except managers), craft apprentices/trainees/helpers, and kindred workers.

# THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

## **Personnel Management Review Fiscal Year 2021**

### **Credits**

Asuntha Chiang-Smith  
Executive Director

William Spencer  
Human Resources Director

Boni King  
PMR Project Advisor

Cristina Ramirez  
PMR Project Manager