



Personnel Management Review
Employee Demographic Profile
Fiscal Year 2018



Prepared by
The Department of Human Resources and Management
July 2019



Personnel Management Review

This year marks the 25th edition of our Personnel Management Review. The report, which is attached, presents information on the Maryland-National Capital Park and Planning Commission's ("M-NCPPC") workforce demographics for fiscal year 2018 along with trends on hires and promotions that reflect our efforts to promote diversity.

- As of 2018, the agency employed nearly 7500 employees, with 74.4% representing one or more minority groups.
- The overall workforce is 49.5% male and 50.5% female.

This Personnel Management Review presents:

- Overall workforce demographics (career and seasonal/non-permanent workforce)
- Career workforce demographics and trends (overall and by department/operation)
- Seasonal/non-permanent workforce demographics

The M-NCPPC has a longstanding commitment to workforce diversity and inclusion. The agency values the unique perspectives and contributions of the individuals comprising our workforce. Having a workforce which reflects a diverse population allows our agency to better connect with, understand, and deliver meaningful services to our communities.

Our commitment to diversity has gained us community, statewide, and national recognition. In 2000, the M-NCPPC became one of only two public employers in Maryland to receive the coveted Workplace of Excellence Award from the national Alliance for Workplace Excellence for forward thinking and progressive policies and programs. The agency continues to be recognized as a leader in the community earning the following awards in 2017-2018:

- The Diversity Champion award from the Alliance of Workplace Excellence;
- Employer of the Year Award from the Prince George's Provider Council for commitments to the disabled community;
- Age-Friendly Employer award from the Alliance of Workplace Excellence;
- Health and Wellness Trailblazer award from the Alliance of Workplace Excellence;
- Employment Trailblazer Award from Seeking Empowerment, Employment and Community (a progressive nonprofit organization in Montgomery County) for supporting to help people with developmental disabilities; and,
- Eco-Leadership award from the Alliance of Workplace Excellence.

Some of the M-NCPPC's efforts, which are highlighted in this brief, have become models of forward-thinking practices utilized by other agencies.

Strategies to Attract a Diverse Population

The M-NCPPC actively partners with County agencies, associations, diversity job networks, and community organizations to attract a diverse workforce and help enhance job skills.

A few community partnerships include:

- Montgomery and Prince George's County high school and community colleges;
- CASA Maryland organization and Bilingual Latino job fairs;
- Prince George's Provider Council, the ARC, and Project SEARCH/Montgomery to enhance opportunities and mentoring for individuals with disabilities;
- MobilizeGreen Diversity;
- Regional/WorkSource Montgomery County;
- Regional law enforcement associations;
- Congresswoman Eleanor Holmes Norton's outreach programs; and,
- The American Indian Festival

In addition to traditional placement of job advertisements, the M-NCPPC regularly posts openings on sites such as Diversityjobs.com, AllHispanicsJobs.com, LatinoJobs.org, AfricanAmericanHires.com, AllLGBTjobs.com, WeHireWomen.com, AsianHires.com, Disabilityjobs.net, and Veteransjobs.net. In the last year, these job postings reached more than 20,000 viewers and resulted in 4,259 applicants.

Progressive Policies: The M-NCPPC is proud of its innovative and progressive workforce policies, many of which have become models for other agencies. A few of our achievements include:

- Award-winning work/life programs to attract and retain highly qualified individuals while also recognizing shifting workforce demographics, working parents, and stewardship of the environment;
- Pioneering policies to add domestic partner benefits in recognition of our LGBTQ community;
- Literacy and Language Proficiency Program to remove barriers and provide greater opportunities to native and non-native English-speaking employees; and,
- Robust internship program to mentor students and graduates and develop skills for future opportunities.

The Personnel Management Review (PMR) is available on InSite, and the public can access it at www.mncppc.org. The M-NCPPC remains committed to delivering an informative report. We welcome your feedback! Please address comments/questions to Boni.King@mncppc.org.



Anju Bennett
Acting Executive Director

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Personnel Management Review Fiscal Year 2018

Employee Demographic Profile



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Casey Anderson, Vice-Chair

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Darin Conforti, Prince George's County Parks and Recreation Acting Director

Mike Riley, Montgomery County Parks Director

Gwen Wright, Montgomery County Planning Director

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M-NCPPC Personnel Management Review Fiscal Year 2018

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Bi-County Corporate Operations

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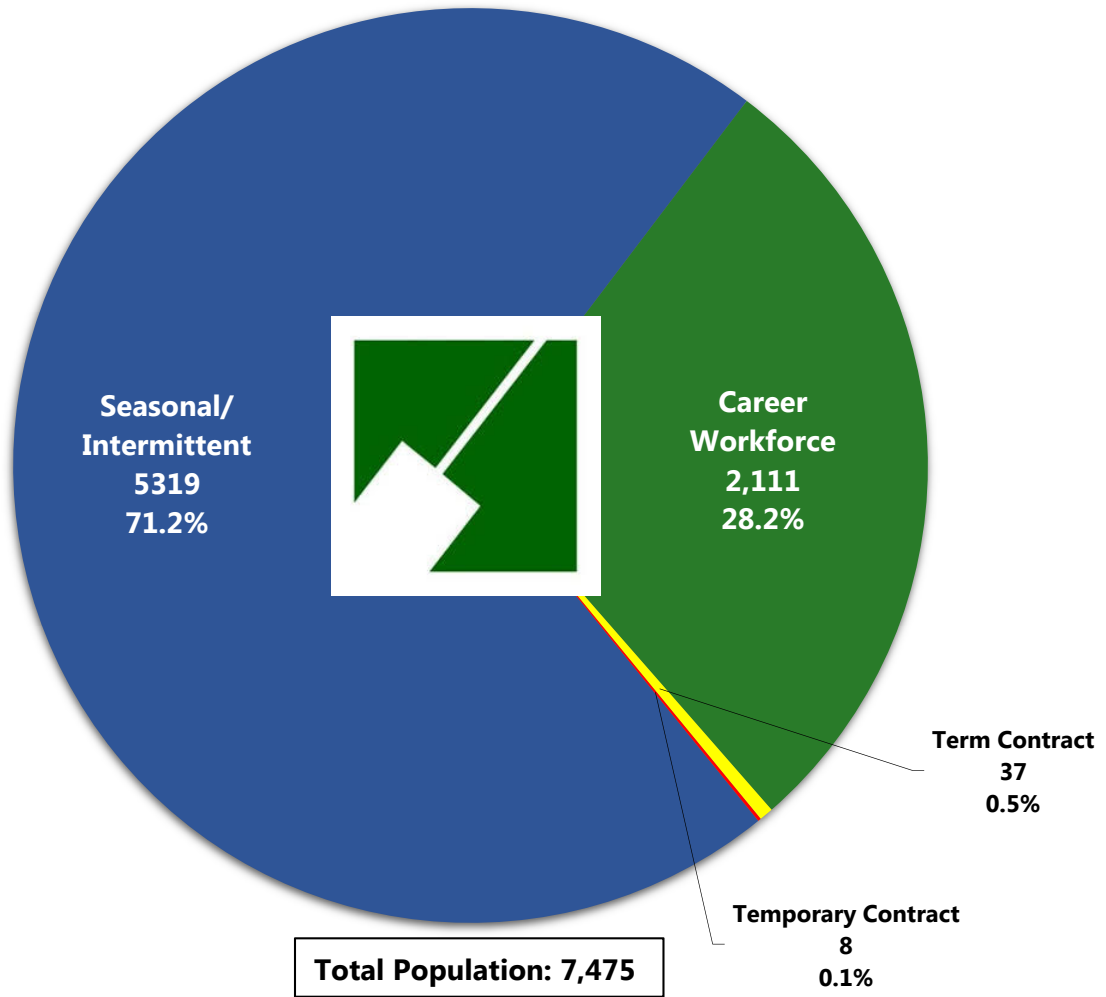
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M-NCPPC Workforce Snapshot

M-NCPPC WORKFORCE SNAPSHOT

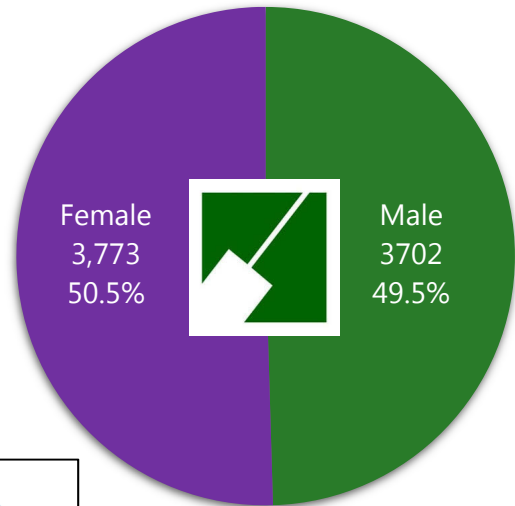


M-NCPPC WORKFORCE SNAPSHOT

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 26.

All data reported is based on employees, not positions.

- The gender composition of the entire workforce in FY18 was 50.5% female and 49.5% male



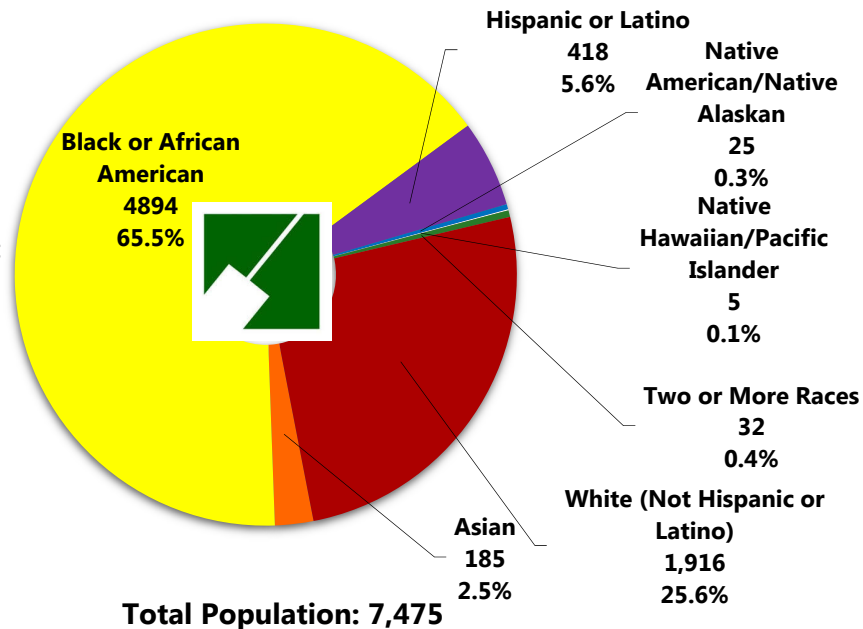
Total Population: 7,475

Distribution of All Employees by Department

Bi-County Corporate Operations	147	2.0%
Montgomery County Commissioners' Office	6	0.1%
Montgomery County Planning	139	1.9%
Montgomery County Parks	1210	16.2%
Prince George's County Commissioners' Office	9	0.1%
Prince George's County Planning	165	2.2%
Prince George's County Parks and Recreation	5799	77.6%
M-NCPPC Employees Total	7,475	100.0%

Note: 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.

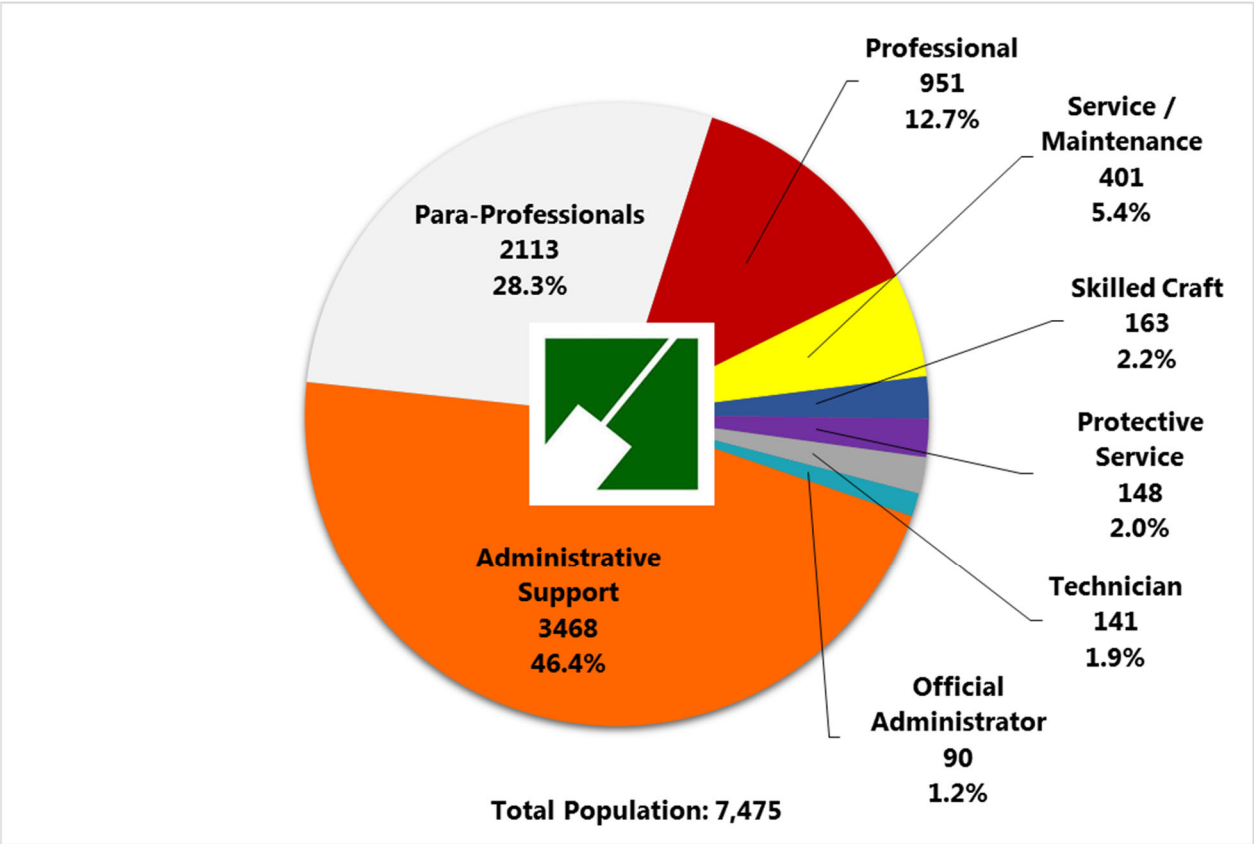
- The racial/ethnic composition of the entire workforce in FY18 was as follows:



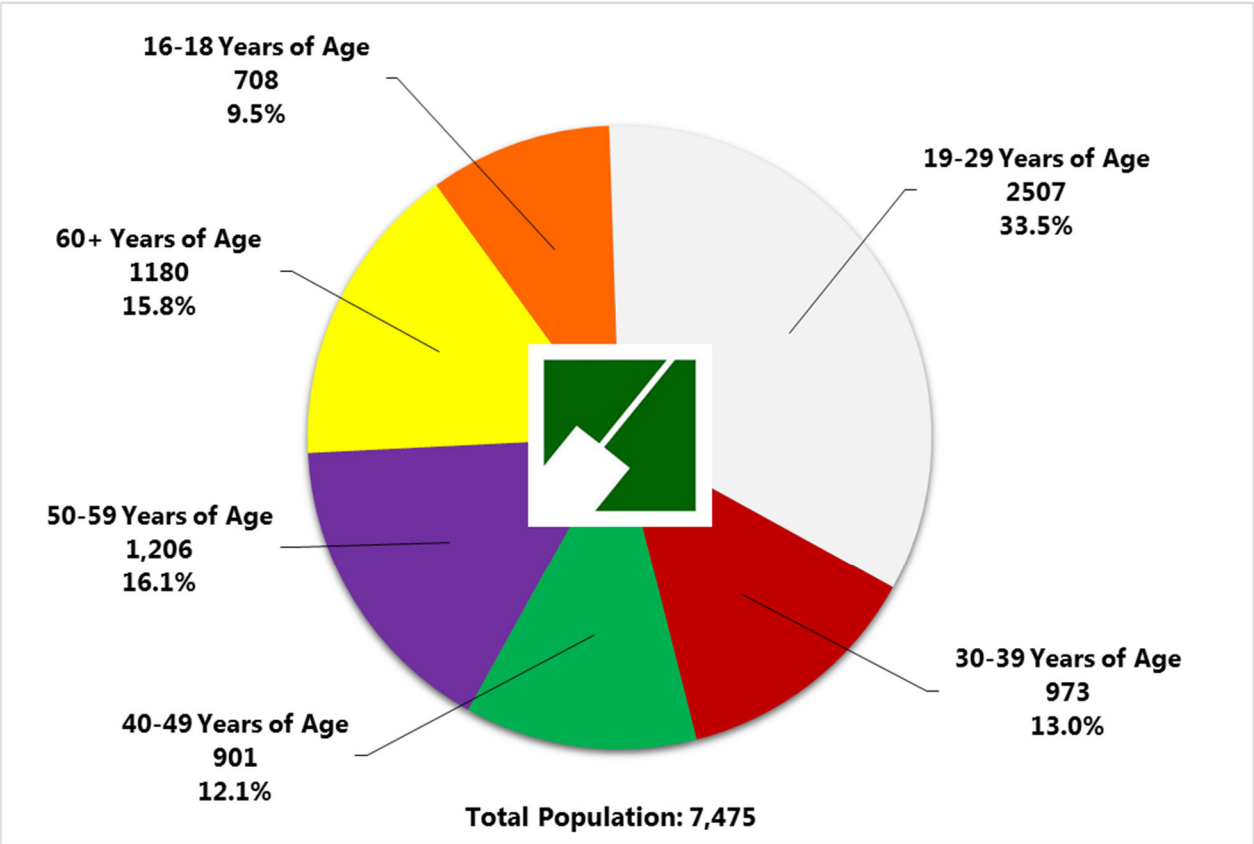
Total Population: 7,475

M-NCPPC WORKFORCE SNAPSHOT

- The EEO-4 Job Category composition of the entire workforce in FY18 was as follows:



- The age composition of the entire workforce in FY18 was as follows:

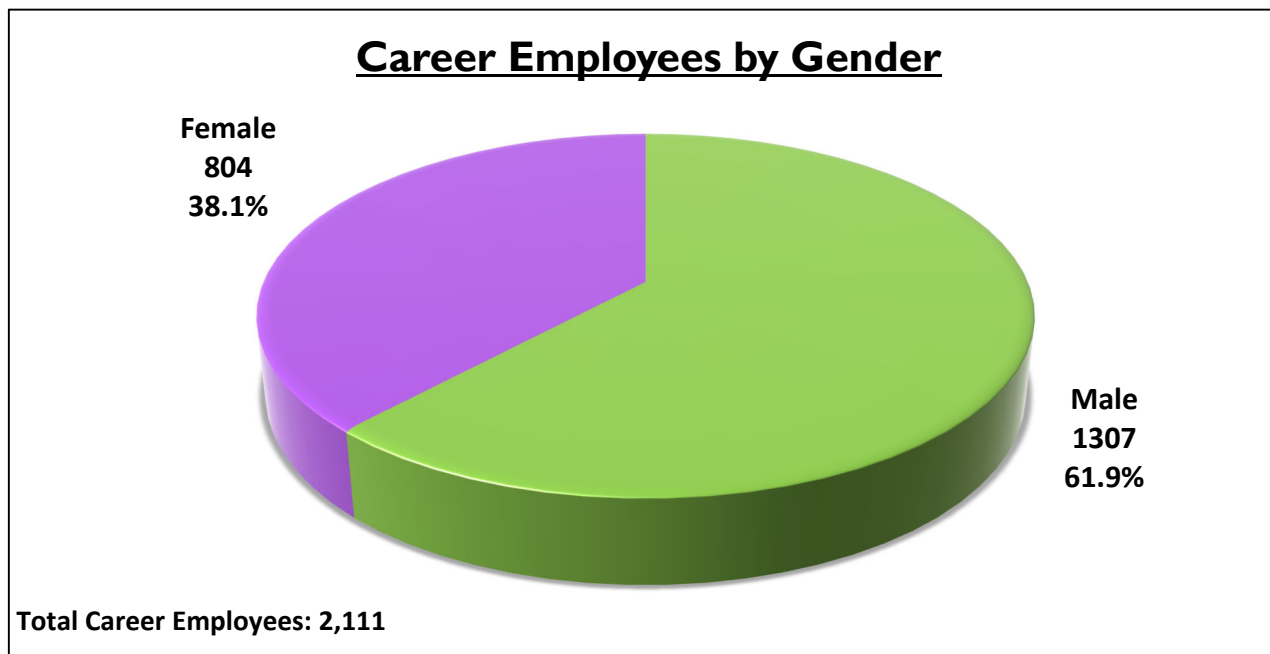


Career Workforce Highlights

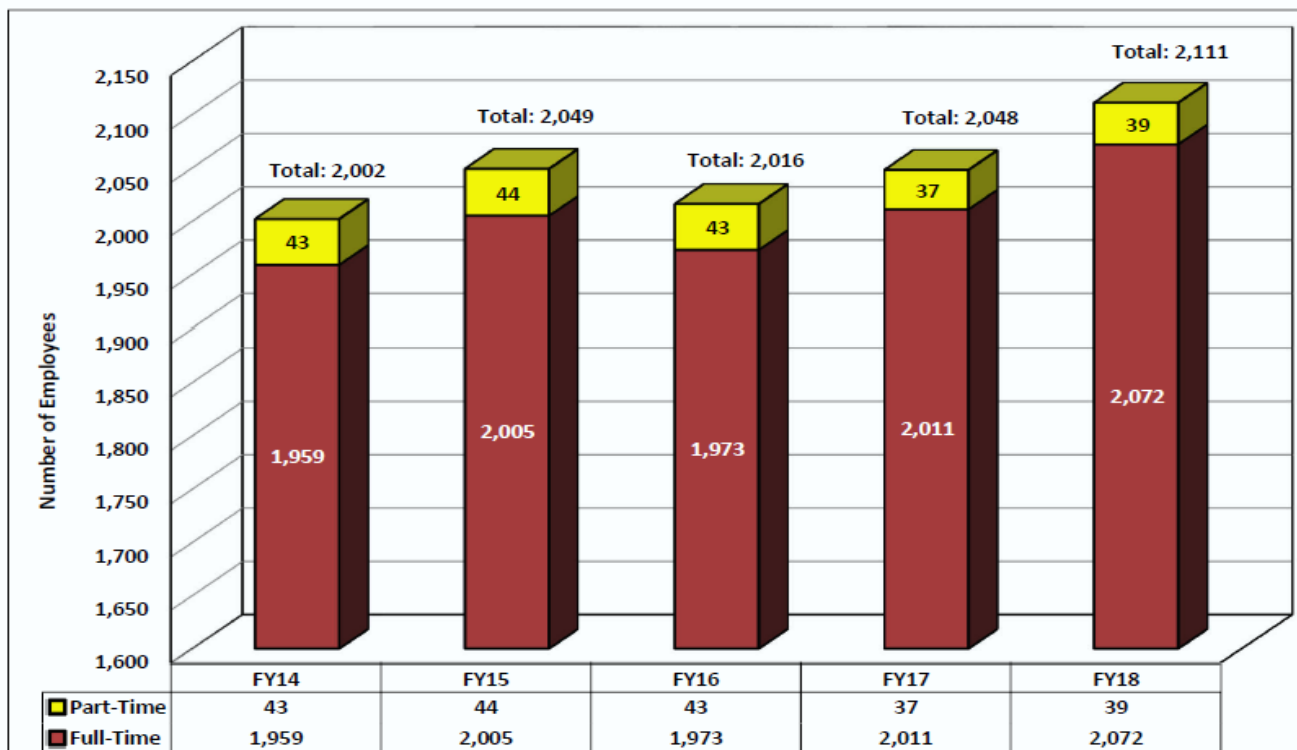
CAREER WORKFORCE:

Highlighting Career Employee Workforce Information and Statistics

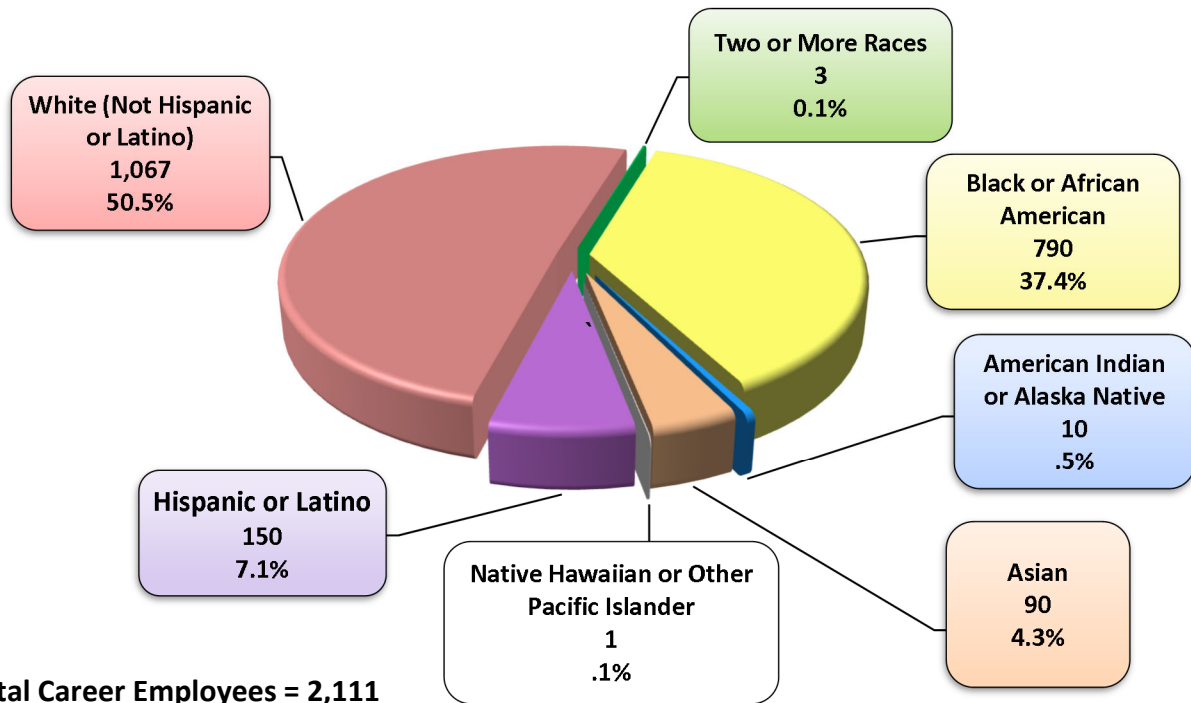
Career Workforce Demographics



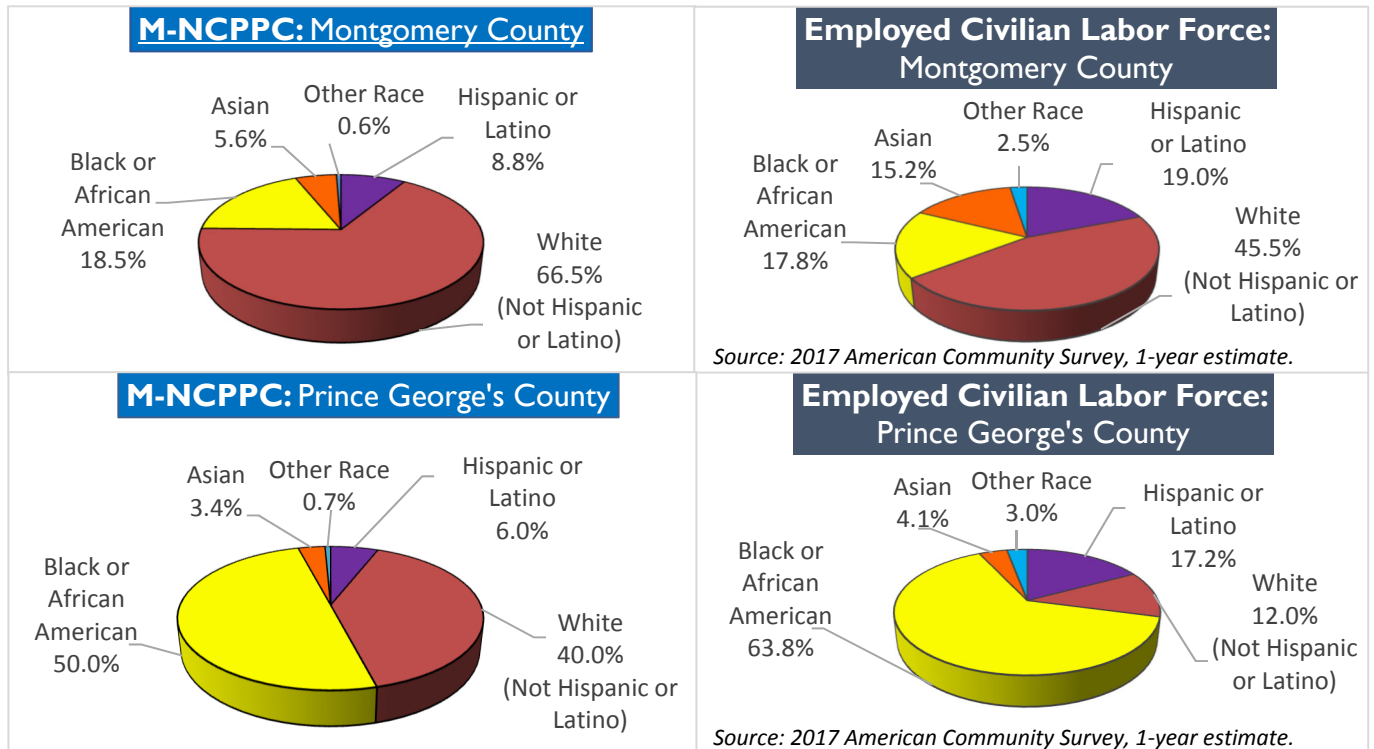
Full-Time & Part-Time Career Employees



Career Employees by EE0-4 Race/Ethnic Identification



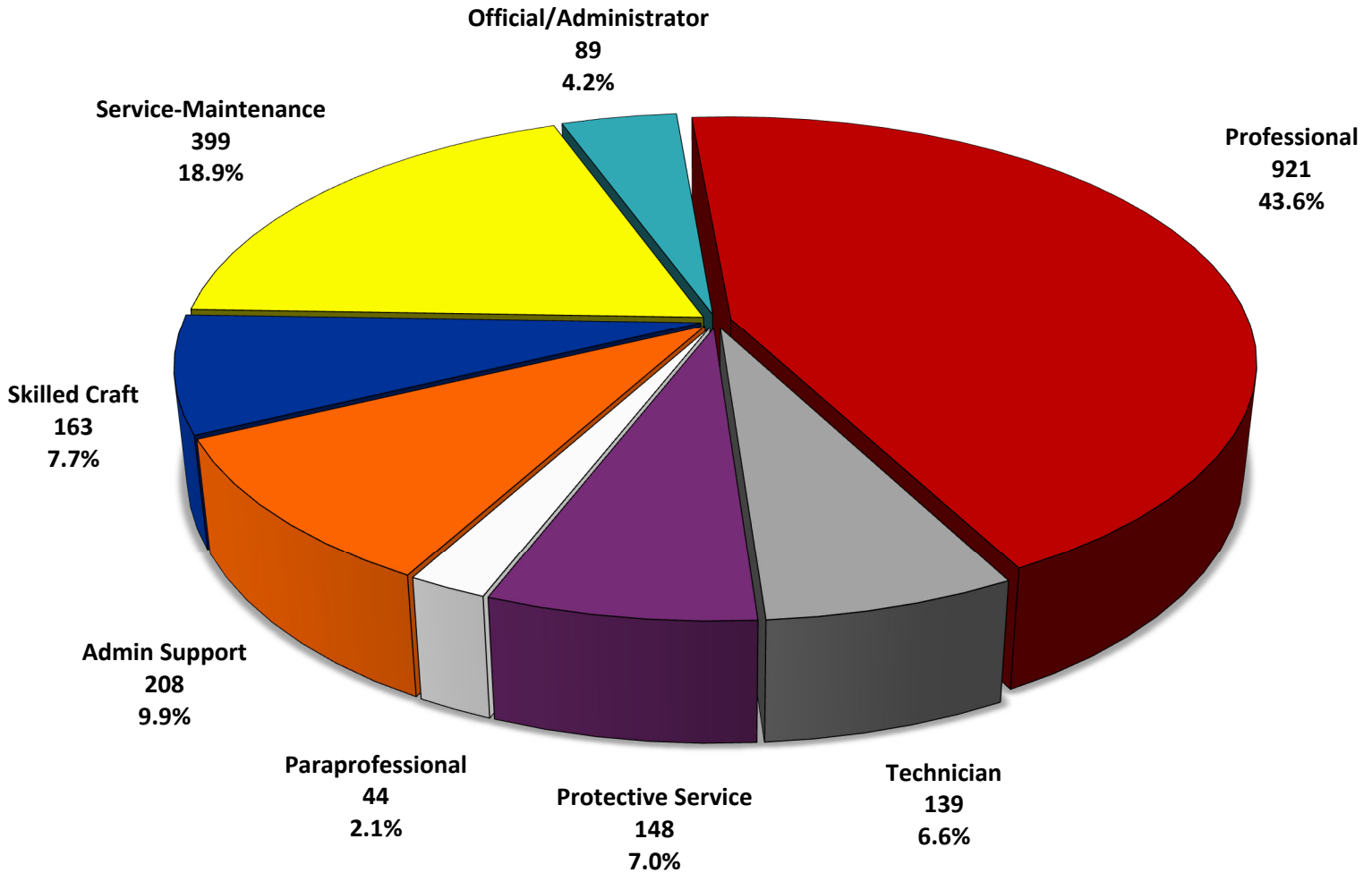
- The charts below reflect M-NCPPC career workforce distribution by race/ethnicity in Montgomery County and Prince George's County, compared to the broader employed civilian labor force within the region.



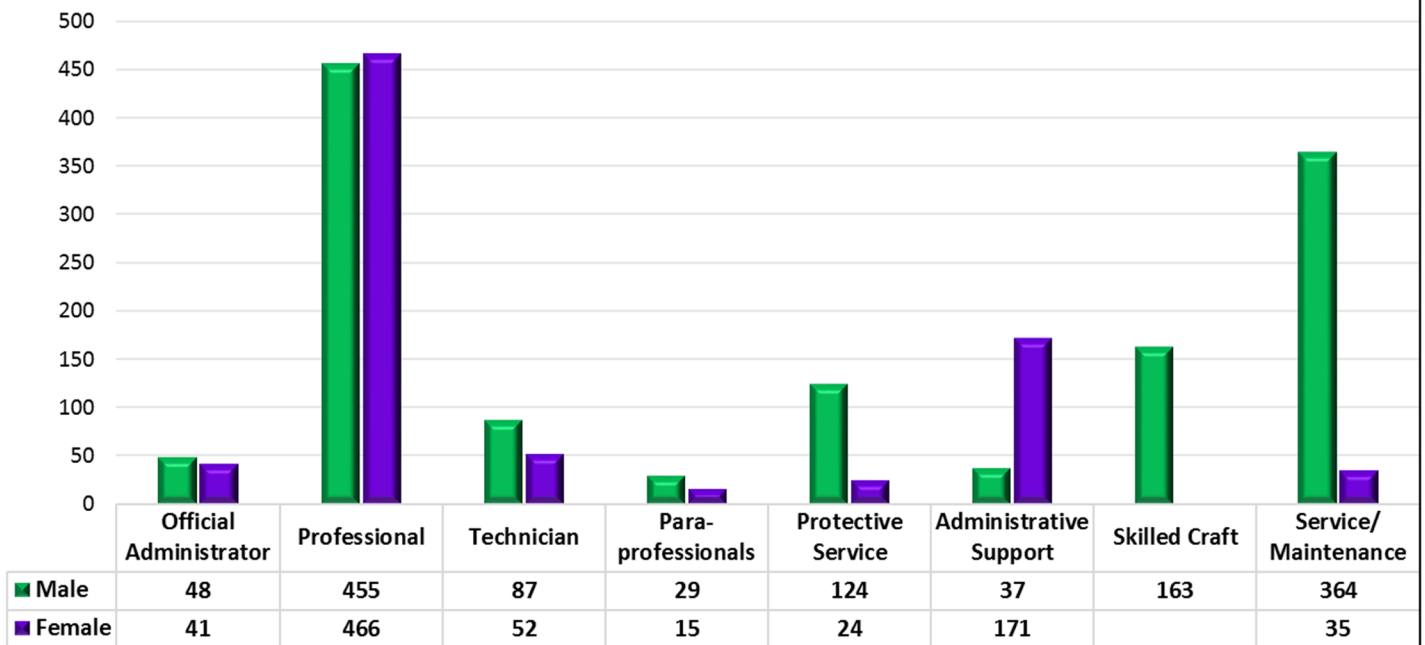
Source for County Demographics: 2017 American Community Survey 1-year estimates. Tables S0201 and S2301 U.S. Census Bureau; Research & Special Projects, Montgomery County Planning Department (2/25/19). The charts represent the employed civilian labor force by race and Hispanic origin, 2017. Prince George's County includes CAS Departments.

- In FY18, the largest number and percent of employees at M-NCPPC fell into the Professional category with 921 employees or 43.6% of the workforce, followed by the Service-Maintenance category with 399 employees or 18.9% of the workforce.

Career Employees by EEO-4 Job Category

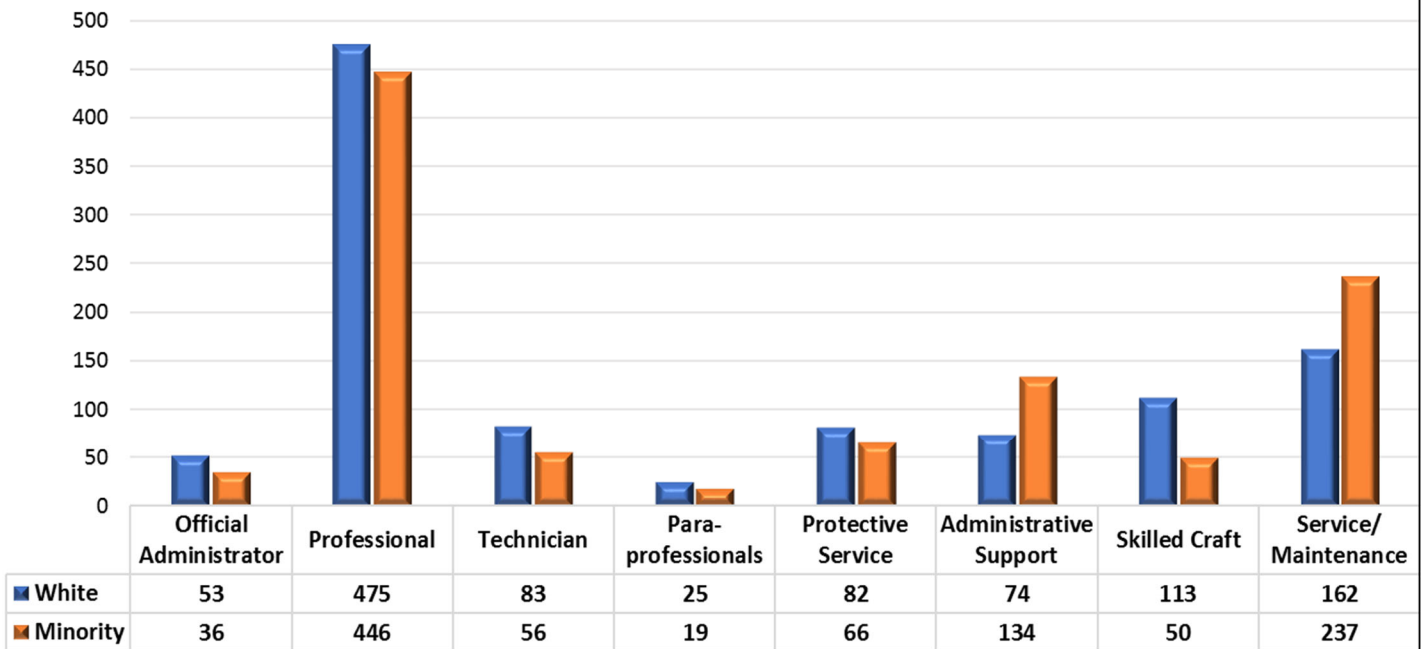


Career Employees by EEO-4 Job Category and Gender



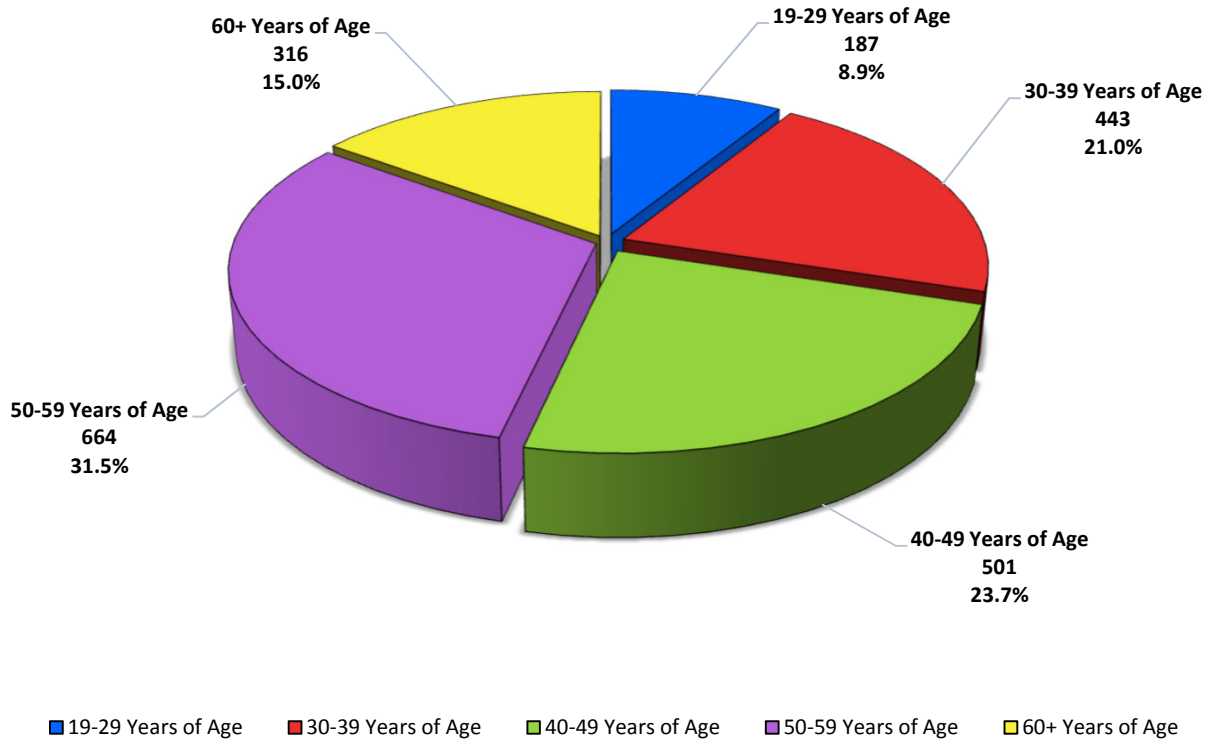
Total Career Employees: 2,111

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



Total Career Employees: 2,111

Distribution of Career Employees by Age



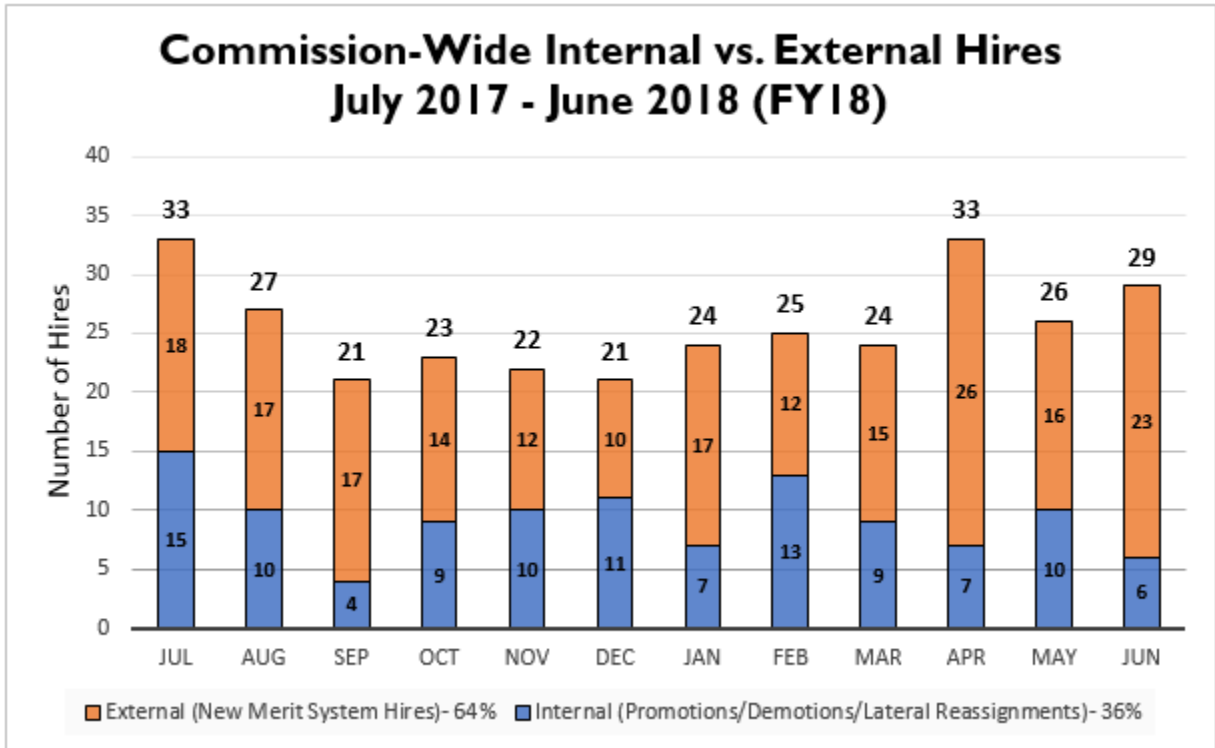
Distribution of Career Employees by Department

Bi-County Corporate Operations	137	6.5%
Montgomery County Commissioners' Office	5	0.2%
Montgomery County Planning	131	6.2%
Montgomery County Parks	706	33.4%
Prince George's County Commissioners' Office	8	0.4%
Prince George's County Planning	154	7.3%
Prince George's County Parks and Recreation	970	45.9%
M-NCPPC Career Employees Total	2,111	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.

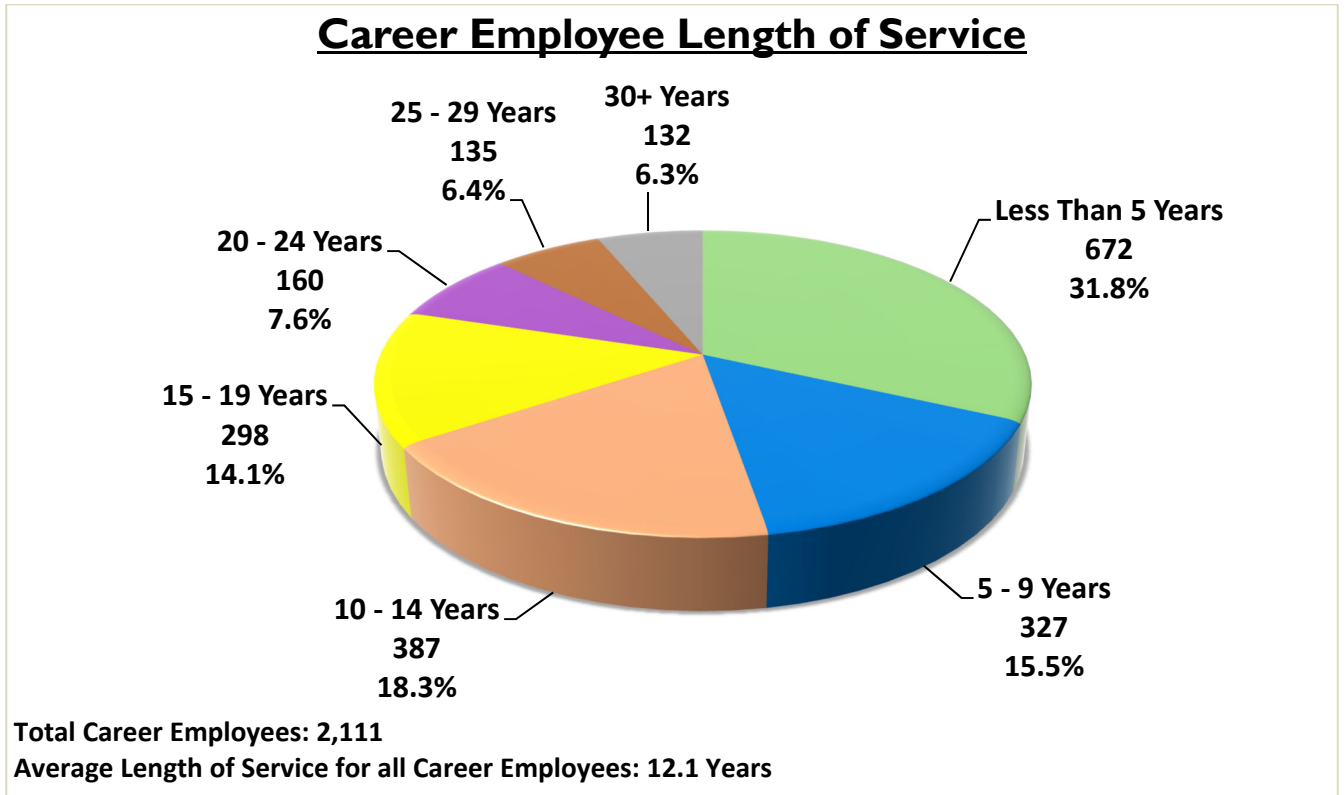
Recruitment of Career Employees

In FY18, the Recruitment and Selection Services Division filled 308 career positions. Of these 308 positions, 197 were filled by external candidates, and 111 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).



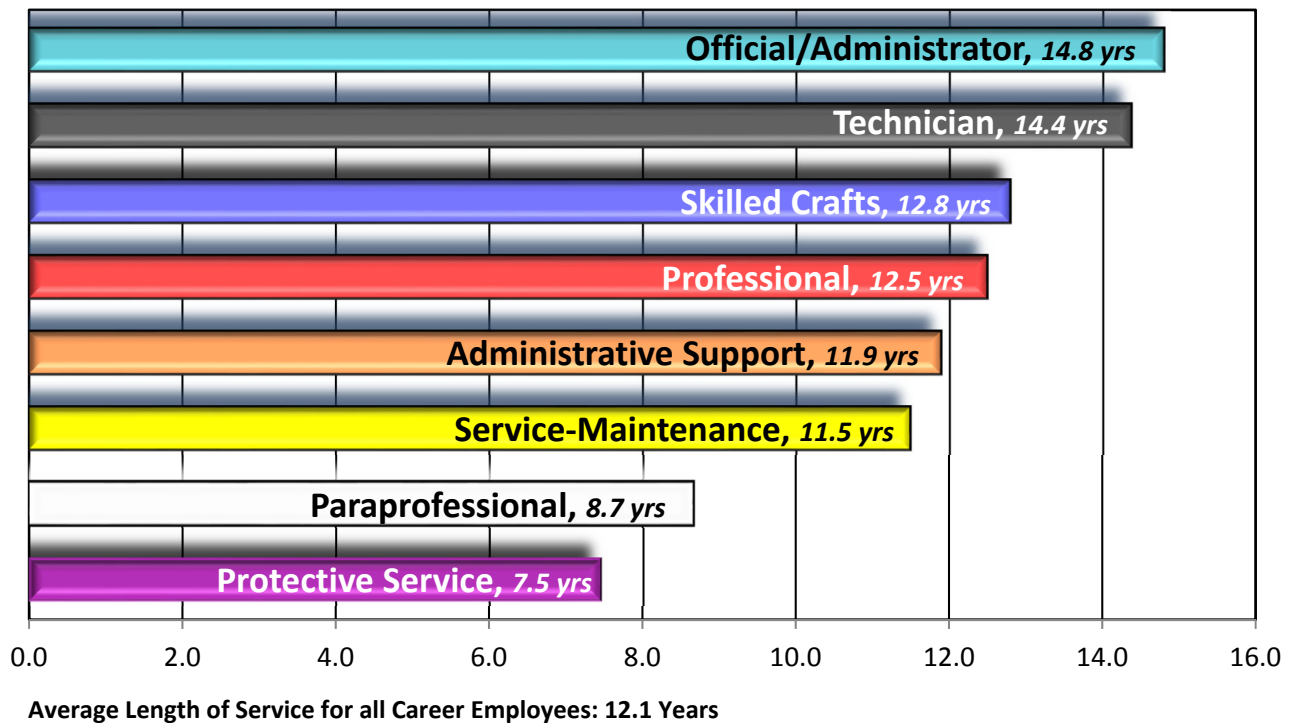
The average salary for a FY18 external career new hire was \$60,532, compared to a FY17 average of \$60,636.

Length of Service for Career Employees



- The average length of service for females was 12.5 years; and 11.8 years for males.

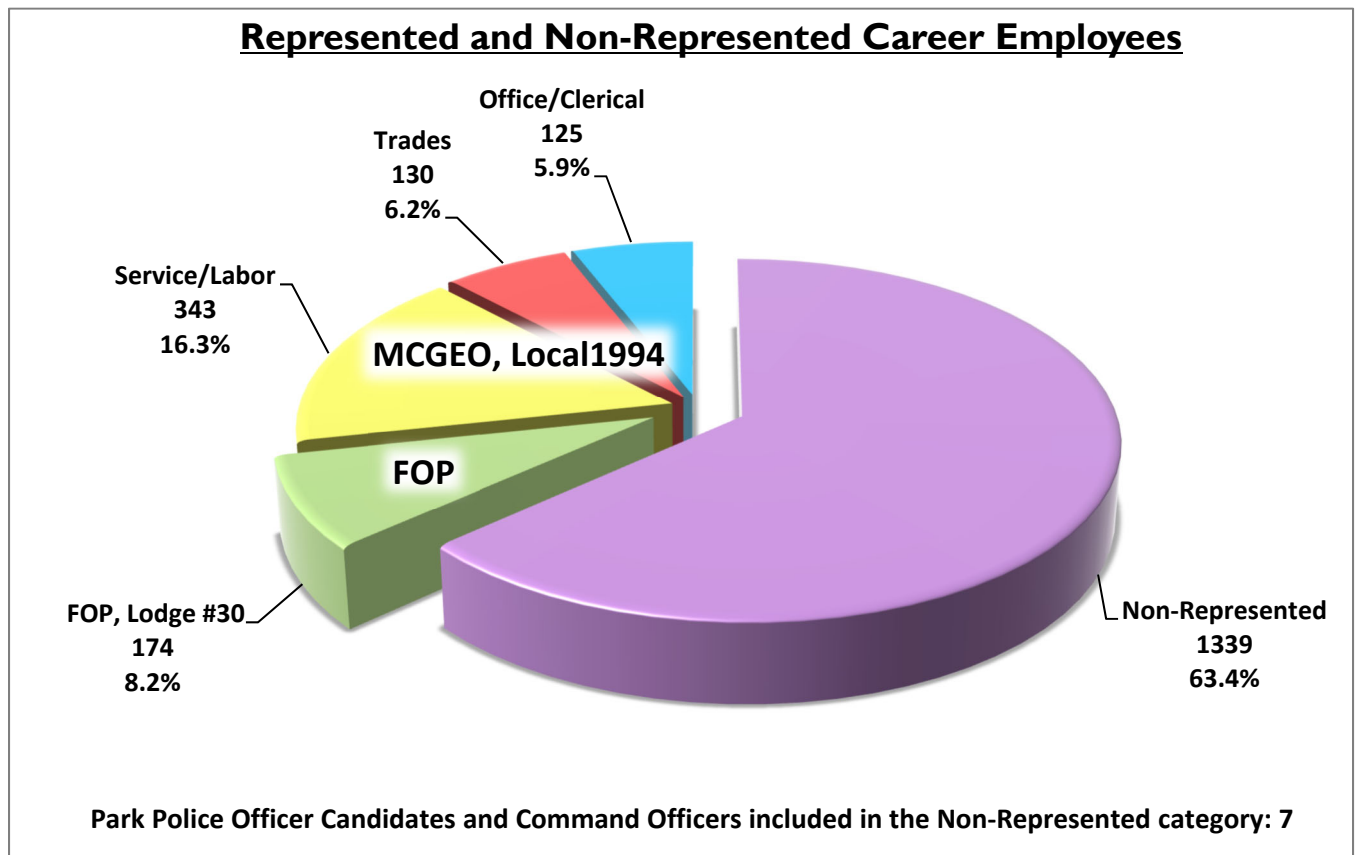
Average Length of Service by EEO-4 Job Category



Collective Bargaining

In FY18, 36.6% of the Commission’s career workforce was represented by a union.

Union	Number of Members FY17	% of Career Employees
United Food and Commercial Workers Union, Local 1994/Municipal and County Government Workers Union (MCGEO) representing service/labor, trades, and office/clerical positions	598	28.3%
Fraternal Order of Police. Lodge #30 (FOP) representing police ranked sergeant and below	174	8.2%

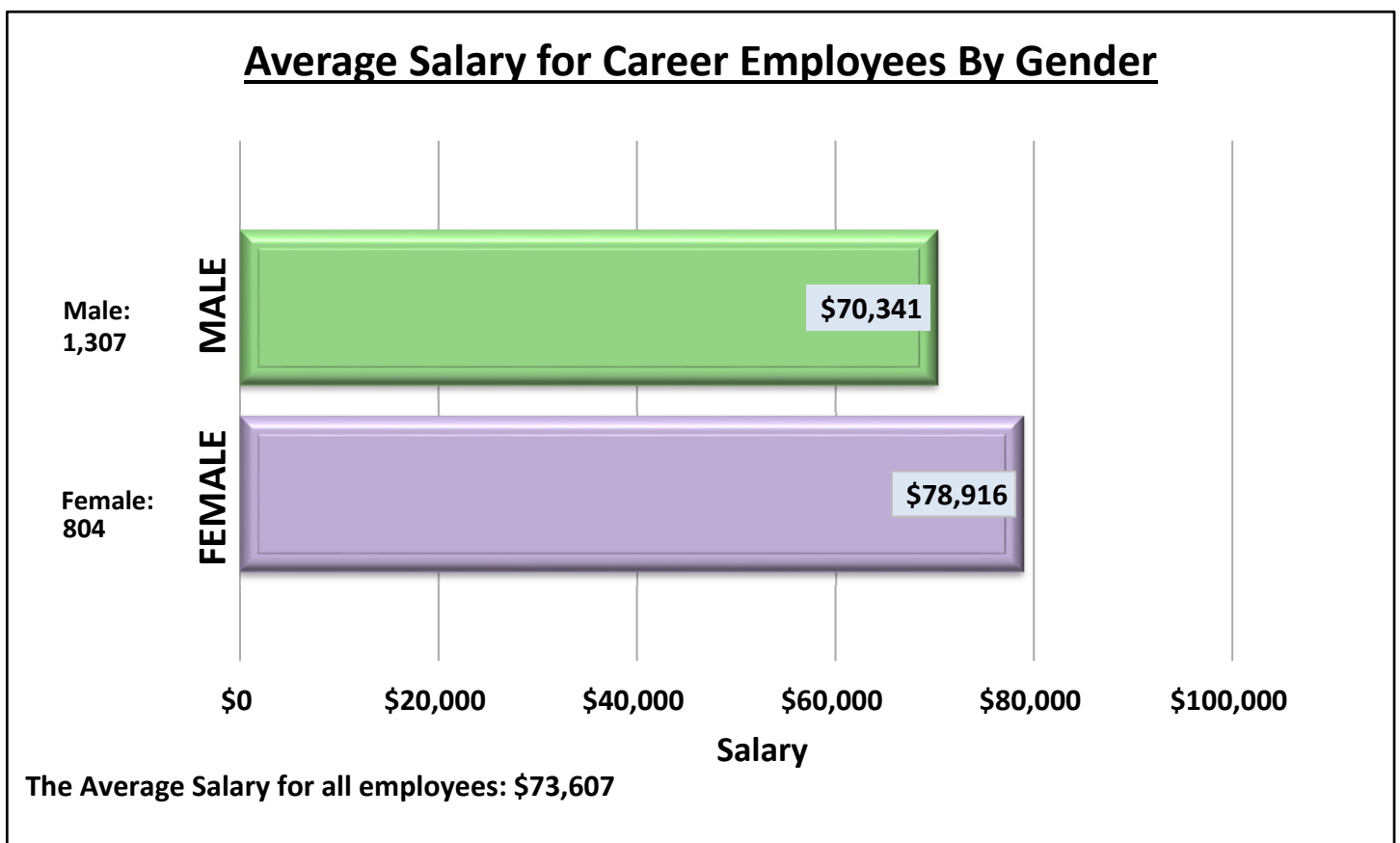


According to the Bureau of Labor Statistics (BLS), 12.1% of employed workers in Maryland were in positions represented by unions. Additionally, BLS reports that 31.8% of state government workers are unionized. The higher numbers for union membership attributed to local government workers is the result 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, 2017-2018 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. (See Appendix for all FY18 Pay Schedules)
- The average salary for all career employees (full-time and part-time) was \$73,607. The average salary for male employees was \$70,341; female employees was \$78,916.



*For career employee annual salary distribution by demographics and job categories, see pages 13-14.

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

Official/Administrator

Race/Ethnicity

Gender	American Indian/ Alaska Native	Asian	Black/African American	Hispanic/ Latino	Native Hawaiian/Other	White (Non Hispanic/Latino)	Two or More Races
Female	\$128,366	\$135,682	\$137,190	\$122,930	N/A	\$137,988	N/A
Male	N/A	\$153,307	\$137,986	\$133,121	N/A	\$135,237	\$100,000

Average Salary Official/Administrator: \$136,200

Average Official/Administrator New Hire Salary: \$124,471

Professional

Race/Ethnicity

Gender	American Indian/ Alaska Native	Asian	Black/African American	Hispanic/ Latino	Native Hawaiian/Other Pacific Islander	White (Non Hispanic/Latino)	Two or More Races
Female	\$66,080	\$89,037	\$82,144	\$83,245	\$60,930	\$86,765	\$82,000
Male	\$88,519	\$101,952	\$82,040	\$80,575	N/A	\$85,662	N/A

Average Salary Professional: \$84,840

Average Professional New Hire Salary: \$72,182

Technician

Race/Ethnicity

Gender	American Indian/ Alaska Native	Asian	Black/African American	Hispanic/ Latino	Native Hawaiian/Other Pacific Islander	White (Non Hispanic/Latino)	Two or More Races
Female	N/A	\$72,081	\$67,987	\$82,082	N/A	\$69,232	N/A
Male	\$79,213	\$80,302	\$71,500	\$72,224	N/A	\$76,005	N/A

Average Salary Technician: \$72,743

Average Technician New Hire Salary: \$56,999

Protective Service

Race/Ethnicity

Gender	American Indian/ Alaska Native	Asian	Black/African American	Hispanic/ Latino	Native Hawaiian/Other Pacific Islander	White (Non Hispanic/Latino)	Two or More Races
Female	N/A	N/A	\$63,794	\$62,864	N/A	\$71,653	N/A
Male	\$68,213	\$72,640	\$70,573	\$70,310	N/A	\$72,015	N/A

Average Salary Protective Service: \$70,951

Average Protective Service New Hire Salary: \$54,251

Paraprofessional

Race/Ethnicity

Gender	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	\$75,763	N/A	N/A	\$65,960	N/A
Male	N/A	\$40,877	\$50,172	\$48,240	N/A	\$62,047	N/A

Average Salary Paraprofessional: \$61,896

Average Paraprofessional New Hire Salary: \$52,249

(See Next Page)

Percentages are based on total number of employees: 2,111

Average Commission Career Salary (includes full-time and part-time annualized salaries): \$73,607

Admin Support

Race/Ethnicity

Gender	American Indian/ Alaska Native	Asian	Black/African American	Hispanic/ Latino	Native Hawaiian/Other	White (Non Hispanic/Latino)	Two or More Races
Female	N/A	\$64,650	\$60,648	\$58,145	N/A	\$60,333	N/A
Male	N/A	N/A	\$55,289	\$51,883	N/A	\$56,202	N/A

Average Salary Admin Support: \$59,599

Average Admin Support New Hire Salary: \$48,109

Skilled Craft

Race/Ethnicity

Gender	American Indian/ Alaska Native	Asian	Black/African American	Hispanic/ Latino	Native Hawaiian/Other Pacific Islander	White (Non Hispanic/Latino)	Two or More Races
Female	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Male	\$65,000	\$65,505	\$60,230	\$66,129	N/A	\$64,134	N/A

Average Salary Skilled Craft: \$63,244

Average Skilled Craft New Hire Salary: \$49,764

Service-Maintenance

Race/Ethnicity

Gender	American Indian/ Alaska Native	Asian	Black/African American	Hispanic/ Latino	Native Hawaiian/Other Pacific Islander	White (Non Hispanic/Latino)	Two or More Races
Female	N/A	N/A	\$51,170	\$40,371	N/A	\$47,842	N/A
Male	\$48,997	\$50,704	\$47,320	\$46,581	N/A	\$48,740	\$38,000

Average Salary Service-Maintenance: \$47,827

Average Service-Maintenance New Hire Salary: \$37,829

Total Population

Race/Ethnicity

Gender	American Indian/ Alaska Native	Asian	Black/African American	Hispanic/ Latino	Native Hawaiian/Other Pacific Islander	White (Non Hispanic/Latino)	Two or More Races
Female	\$86,842	\$89,069	\$75,790	\$67,744	\$60,930	\$81,972	\$82,000
Male	\$69,637	\$81,004	\$67,836	\$59,182	N/A	\$72,897	\$69,000

Average Salary: \$73,607

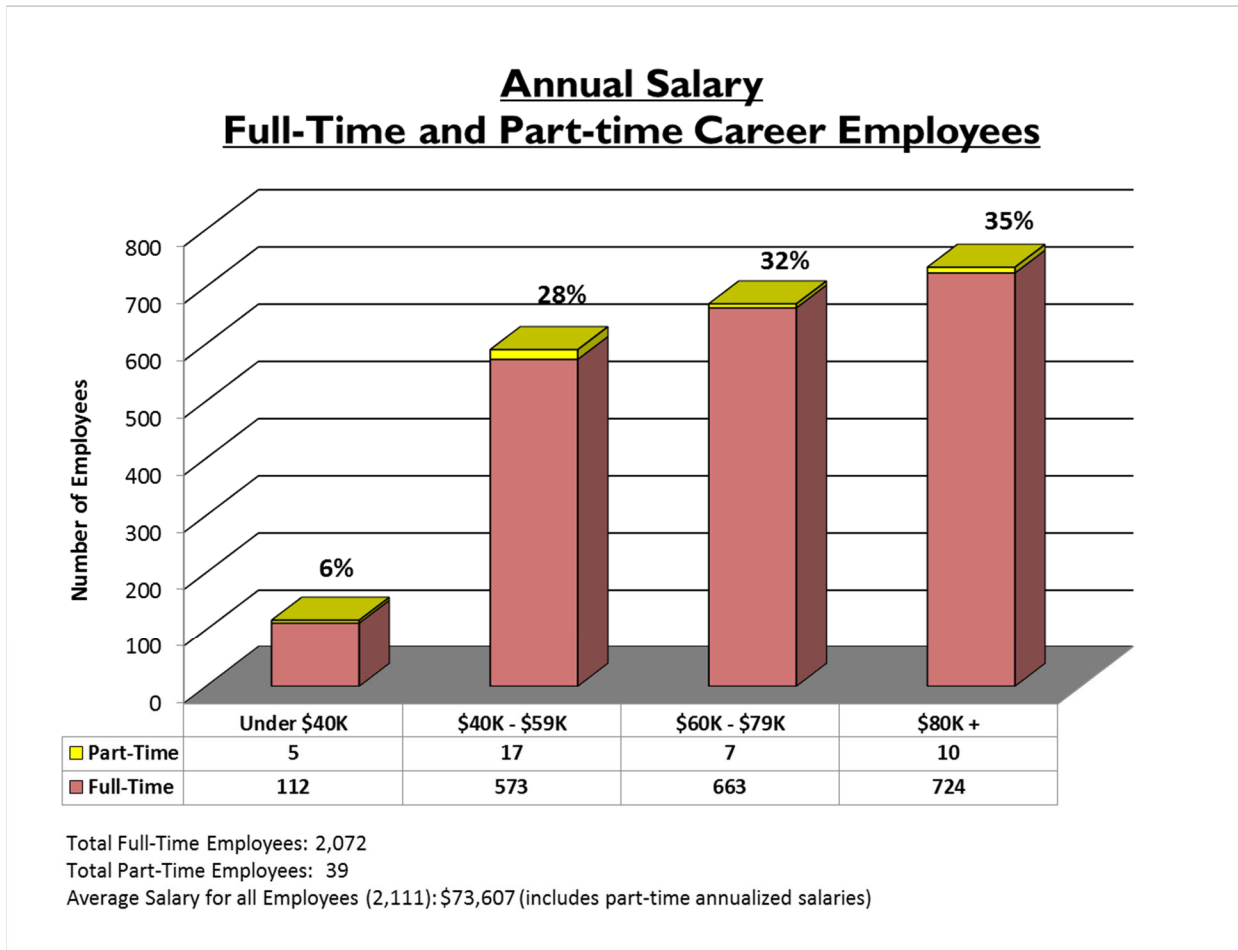
Average New Hire Salary: \$60,532

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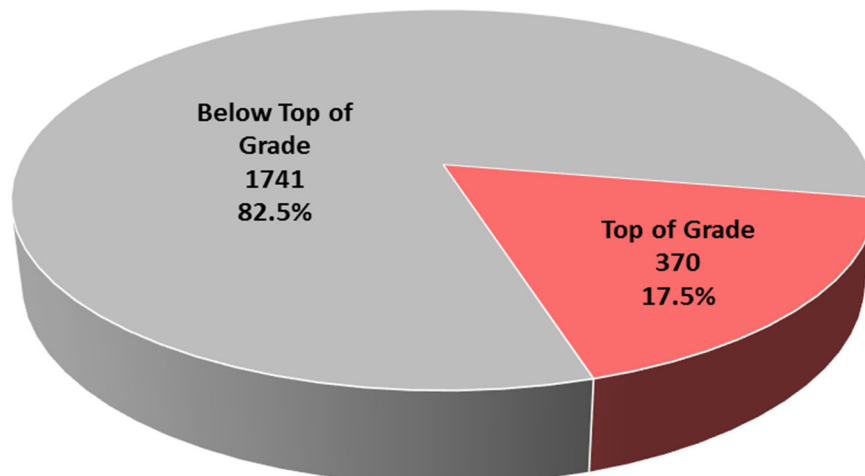
Percentages are based on total number of employees: 2,111

Average Commission Career Salary (includes full-time and part-time annualized salaries): \$73,607

- The greatest number of employees are in the Professional EEO Job Category. The Official/Administrative and Professional categories also have the highest average annual salaries.
- Employee salaries and benefits (personnel services) represent 51% of the FY18 adopted budget expenditures.



Career Employees at Top of Grade (TOG)



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

COLA, Merit Increase, and Lump Sum

- In FY18, **non-represented** and **MCGEO represented** career employees received a 1.5% COLA. Non-represented and MCGEO represented career employees received a 3.5% Merit increase. Employees not eligible to receive a Merit increase (or longevity increase for union employees) because they were at top of grade received a lump sum of one-half percent (0.5%) of base pay.
- **FOP, Park Police Command Staff** and **Candidates** received a 1.5% COLA. These career employees received a 3.5% Merit increase.

*For COLA adjustments and county comparisons, see page 17.

Comparison of Cost-of-Living Adjustments FY10 - FY19 (Percent of Increase)

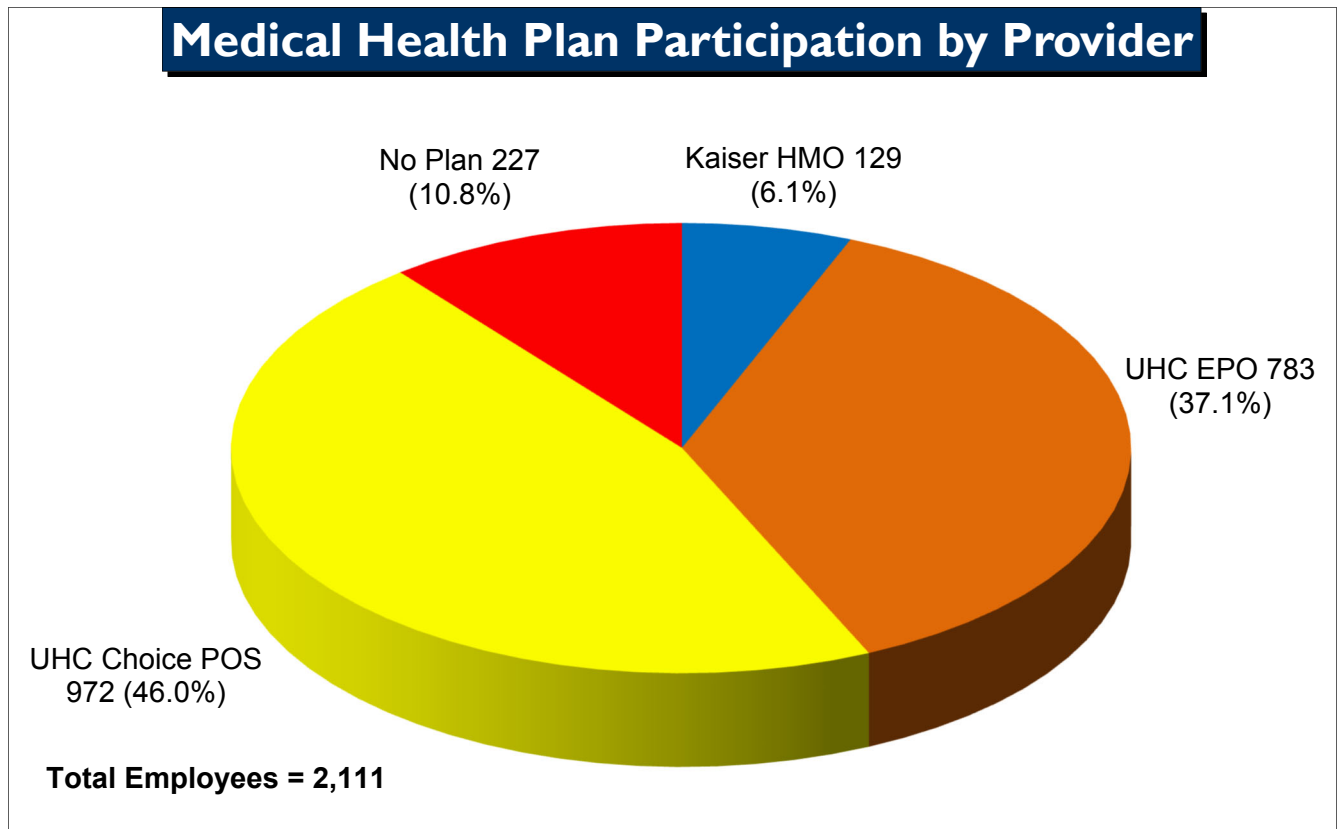
Fiscal Year	M-NCPPC			MONTGOMERY COUNTY GOVERNMENT			PRINCE GEORGE'S COUNTY GOVERNMENT		
	Park Police FOP	Ser/Labor Trades Office (Local 1994)	Non-Rep Employees	Police (FOP)	OPT & SLT (1994)	Non-Rep Employees	Police (FOP)	Ser/Labor Trades Office (AFSCME)++	Non-Rep Employees
2010	3.75	(t)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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 (v)	2.50 (z)
			1.50 (w3)					2.50 (vy)	2.50 (zz)
2015	1.75 (w1)	2.00 (w4)	2.00 (w4)						
2016	1.75	1.75	1.75	2.10	3.25	3.25	0.00	0.00	0.00
2017	0.50 (aa)	1.75	1.75	2.00	2.00	2.00	1.00	0.00	0.00
2018	1.50	1.50	1.50	1.00	1.00	1.00 (ab)	0.00	3.00	3.00
2019	1.50	1.50	1.50	2.00	2.00	2.00	0.00	1.00	1.00
			1.50	2.00	2.00	2.00	0.00	2.00	2.00
Cumulative Impact on Salary (10 years)	14.0%	11.8%	12.1%	11.7%	14.3%	14.3%	1.0% (ac)	11.5%	11.5%

++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 a 3.5% Merit increase for FOP, and 1.75% for MCGEO and Non-Represented
- (ab) FY17 COLA was 0.5% on July 10, 2016, and 0.5% on January 8, 2017, for General Salary Schedule employees.
- (ac) FY13 included 12% in Merit increases, including 3% for FY10, FY11, FY12, and FY13

Health Benefits – Career Employees

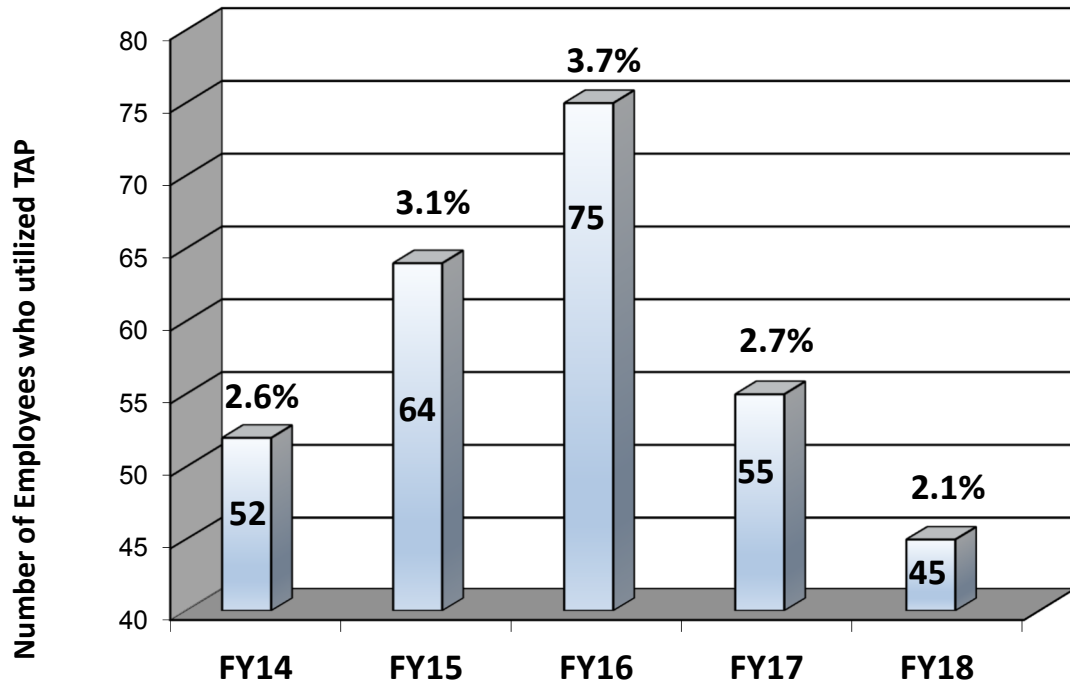
- The Commission offered career employees medical, vision, prescription, and dental plans; basic life and accidental death and dismemberment (AD&D) insurance, long term disability insurance (LTD), and employee assistance program (EAP); as well as fully employee-funded benefits such as spouse and dependent 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 FY18, 45 career employees utilized the Tuition Assistance Program.

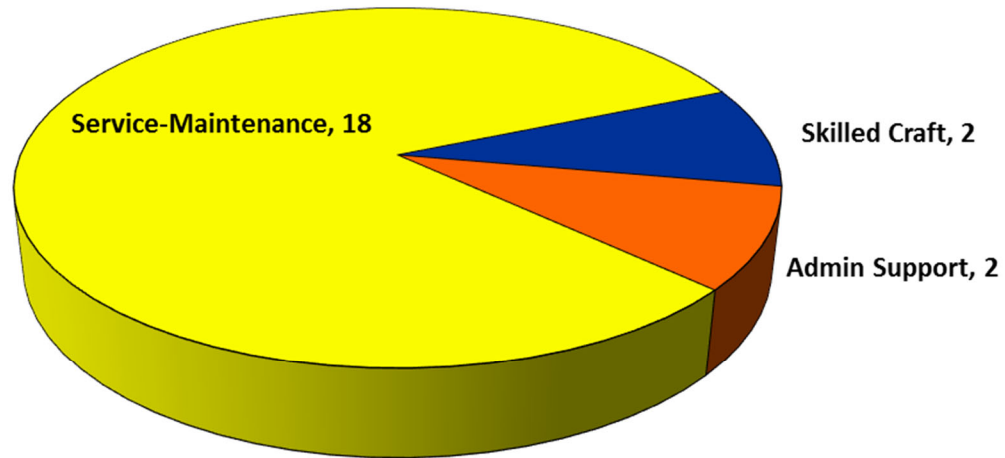
Tuition Assistance Program (TAP) Commission-Wide Participation



FY17 & FY18 analysis based on number of *employees who utilized TAP*, not the number of TAP requests. FY14-FY16 based on number of requests. Many employees submitted requests to utilize TAP twice or more in FY18, on a semester-to-semester basis).

- 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. Over 2016-2017, employees completing the program were promoted at a rate of 7%, as compared to the 5.5% promotional rate within the general workforce. In FY18, 22 employees utilized the Literacy and Language Proficiency Program.

Literacy Program Participants by Job Category



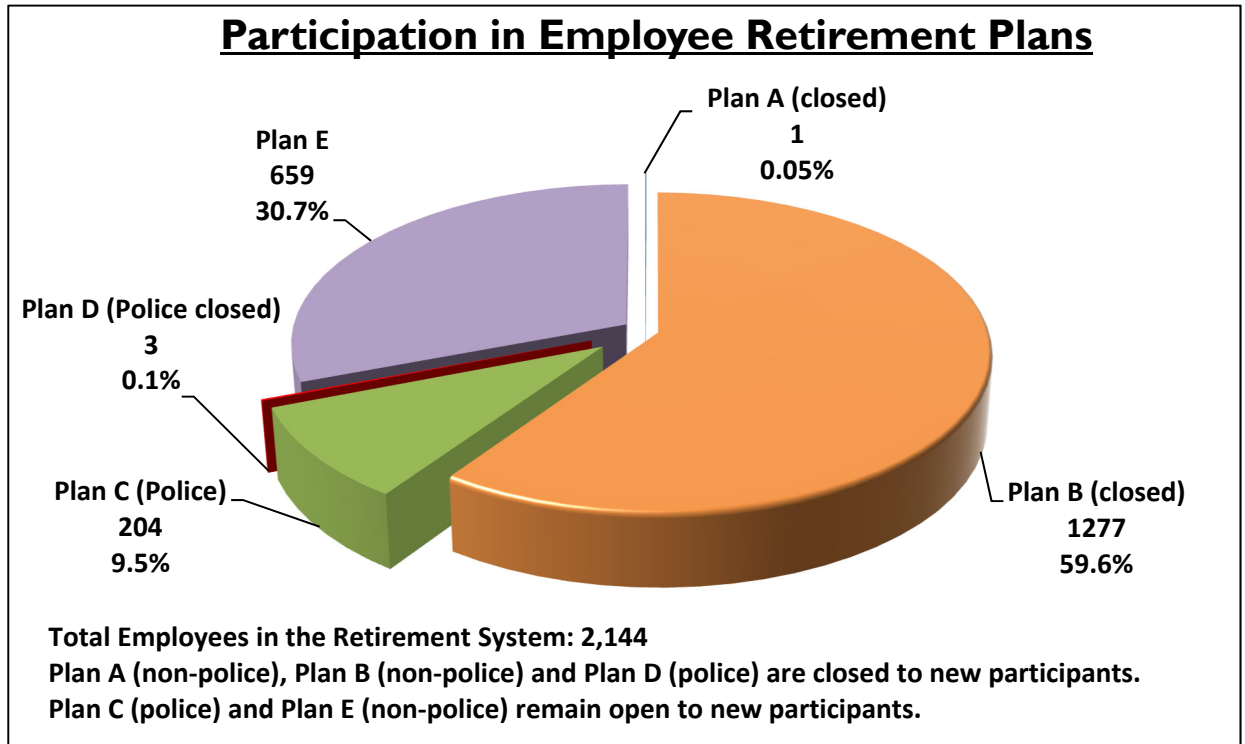
Department	Number of Participants
Montgomery County Parks	8
Prince George’s County Parks and Recreation	13
Bi-County Corporate Operations	1
Total	22

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; less than 1% (.05%), 1 active career employee is in Plan A.
2. Plan B is integrated with Social Security; 59.6% of the workforce, or 1,277 active employees are in Plan B. This plan was closed to new membership on December 31, 2012.

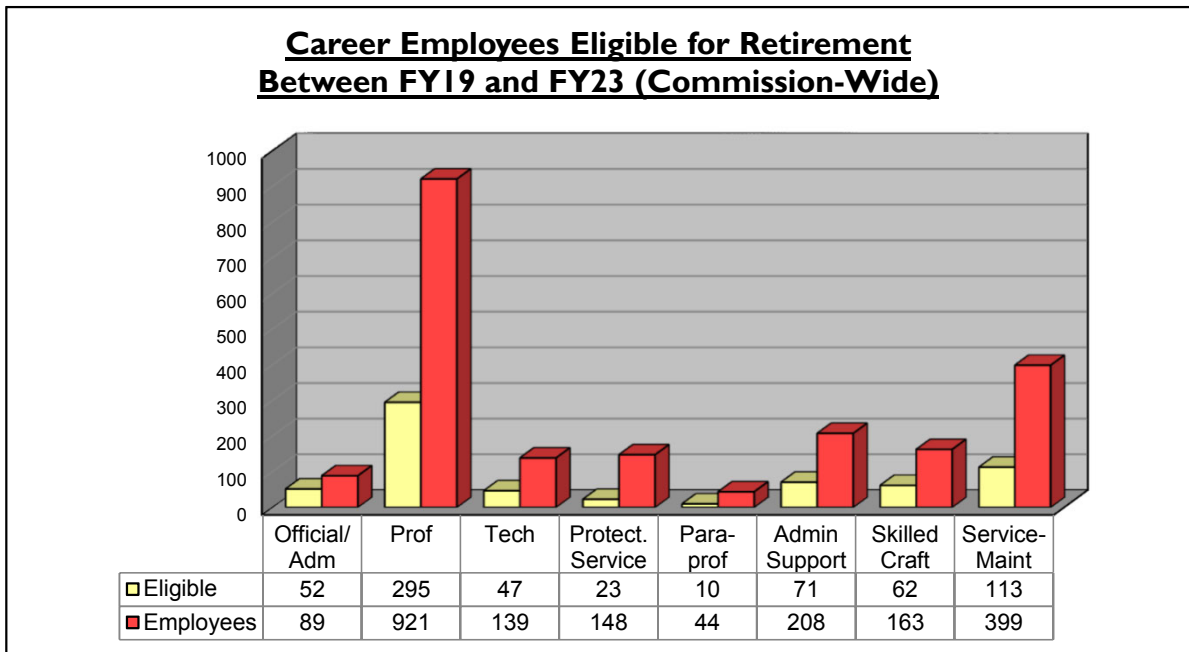
3. Normal retirement for employees in both Plan A and Plan B is age 60 with at least five years of credited service or 30 years of credited service regardless of age.
4. Plans C and D are the retirement plans for the Park Police and account for 9.6% of active employee retirement plan membership. Plan C has 9.5% or 204 members and Plan D has less than 1% (.1%) or 3 members. Plan D was closed to new membership in July 1993.
5. Normal retirement for employees in Plan C is 25 years of credited service, or age 55 with at least five years of service.
6. Normal retirement for employees in Plan D is 22 years of credited service, or age 55 with at least five years of service.
7. 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 30.7% of the career workforce, or 659 members.
8. 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.
9. 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 22.

Career Employees Eligible for Normal Retirement Between FY19 and FY23

	FY18	FY19	FY20	FY21	FY22	Total
PGC Commissioners' Ofc	6		1	1		8
PGC Parks and Recreation	184	26	21	30	46	307
PGC Planning	38	6	3	3	2	52
PGC Sub Total	228	32	25	34	48	367
CAS	34	4	4	2	3	47
MC Commissioners' Ofc	3					3
MC Parks	127	23	20	19	22	211
MC Planning	32		5	3	5	45
MC Sub Total	162	23	25	22	27	259
Commission Total	424	59	54	58	78	673



FY19 through FY23, 673 out of 2,111 (31.9%) of current employees will reach normal retirement eligibility. This is an average of 135 employees for each of those years. Based on the current number of employees, by EEO category, this represents:

- 58.4% of the Official/Administrator category
- 32.0% of the Professional category
- 33.8% of the Technician category
- 15.5% of the Protective Service category
- 22.7% of the Paraprofessional category
- 34.1% of the Administrative Support category
- 38.0% of the Skilled Craft category
- 28.3% of the Service-Maintenance category

(Excludes Commissioners and employees in Long Term Disability status.)

Turnover – Career

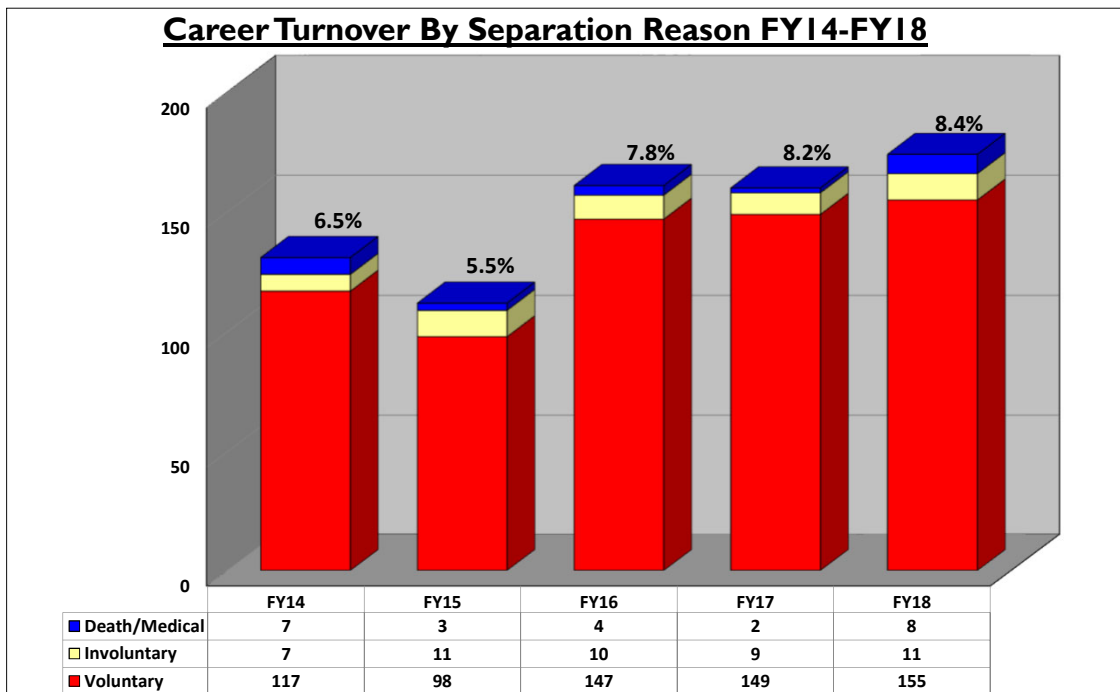
- Turnover rate in FY18 was 8.4% or 177 employees. The average turnover rate for the past five fiscal years (FY14 – FY18) is 7.3%.
- In FY18, 61% of employees who separated employment were male and 39% were female.
- In FY18, the composition of separating employees was:
 - 55.4% White (Not Hispanic or Latino)
 - 39.0% Black or African American
 - 2.3% Asian
 - 2.8% Hispanic or Latino
 - 0.6% American Indian or Alaska Native
- Of the 177 separated employees, the highest turnover percentage occurred in the Officials/ Administrative job category, with a turnover of 12.4% (11 separations of 89 total). The Skilled Craft job category had the second highest turnover, 10.4% (17 separations out of 163 total), followed by a Service-Maintenance job category, with turnover of 9.3% (37 out of 399 total), and then the Professional job category turnover of 8.7% (80 out of 921 total).
- In FY18, the three primary reasons for separations were normal retirement, a new job, and personal reasons.

*For separations statistics see page 24.

Number of Separations by Reason and Fiscal Year

		FY14	FY15	FY16	FY17	FY18
Voluntary	New Job	31	21	45	41	41
	Relocation	5	3	11	7	3
	Personal Reasons	32	21	21	24	24
	Return to School	1	1	0	2	1
	Early Retirement	1	2	0	7	9
	Normal Retirement	45	*48	67	67	74
	Quit Without Notice (No Show)	1	0	1	1	2
	Other	1	3	2	0	1
Involuntary	Violation of Rules	6	4	7	7	6
	Unsatisfactory Performance	5	5	2	4	10
	Reduction in Force (RIF)	0	0	0	0	0
	Dismissal/Job Abandonment	0	1	0	0	2
Other	Death	3	2	2	3	3
	Not Specified	0	1	0	0	0
	Disability Medical	0	0	0	0	0
	Resign Medical	0	0	0	5	1
Total Separations		131	112	158	168	177
Turnover Rate		6.5%	5.5%	7.8%	8.2%	8.4%

*This data represents employees who completed an exit interview.



Trends in the Career Employee Lifecycle

*Recruitment, Salary,
Demographics, Retirement,
and Turnover Over Time*

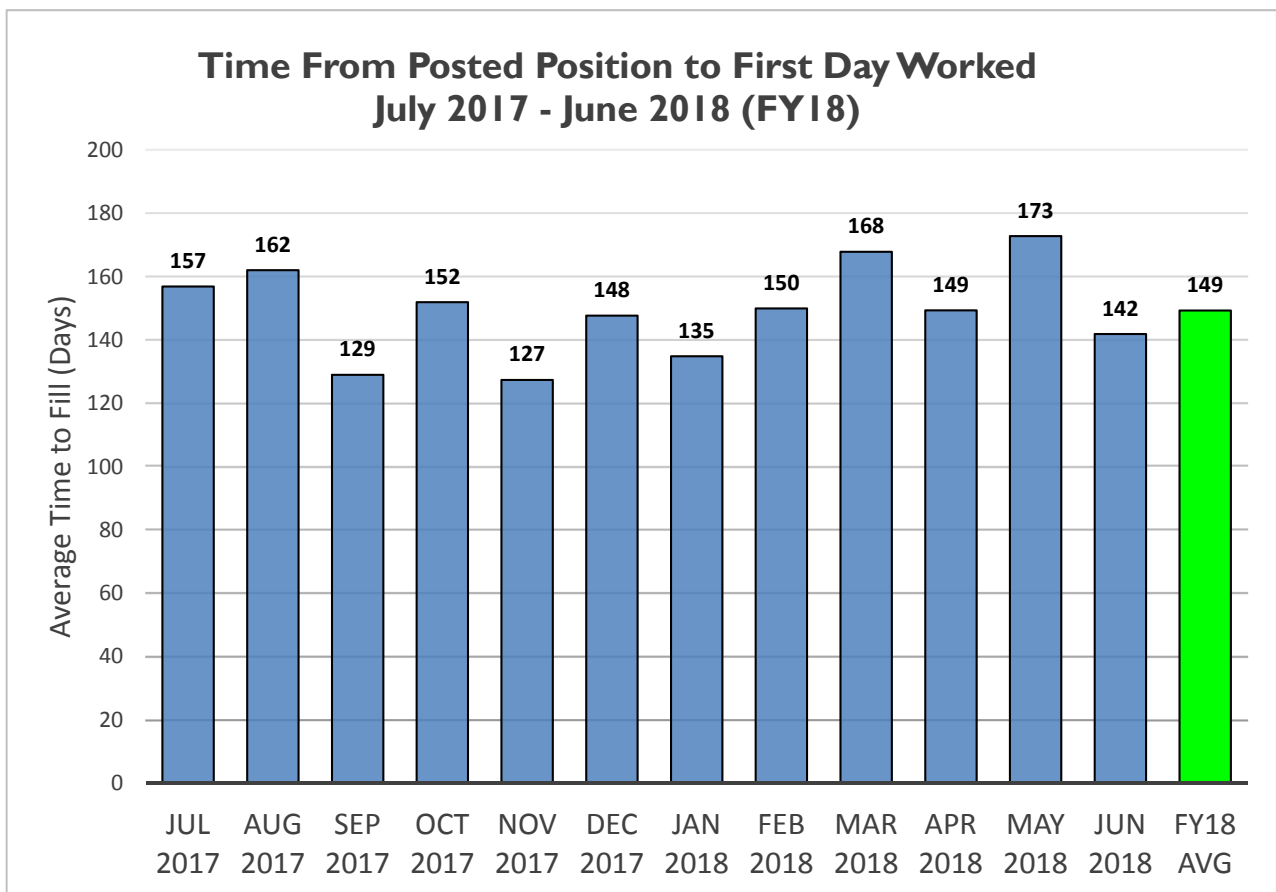
TRENDS IN THE CAREER EMPLOYEE LIFECYCLE

FY18 PERSONNEL MANAGEMENT REVIEW: TRENDS IN THE CAREER EMPLOYEE LIFECYCLE

Recruitment, Salary, Demographics, Retirement, and Turnover Over Time

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 FY18, it took an average of 149 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 which follow specific hiring and promotional requirements.



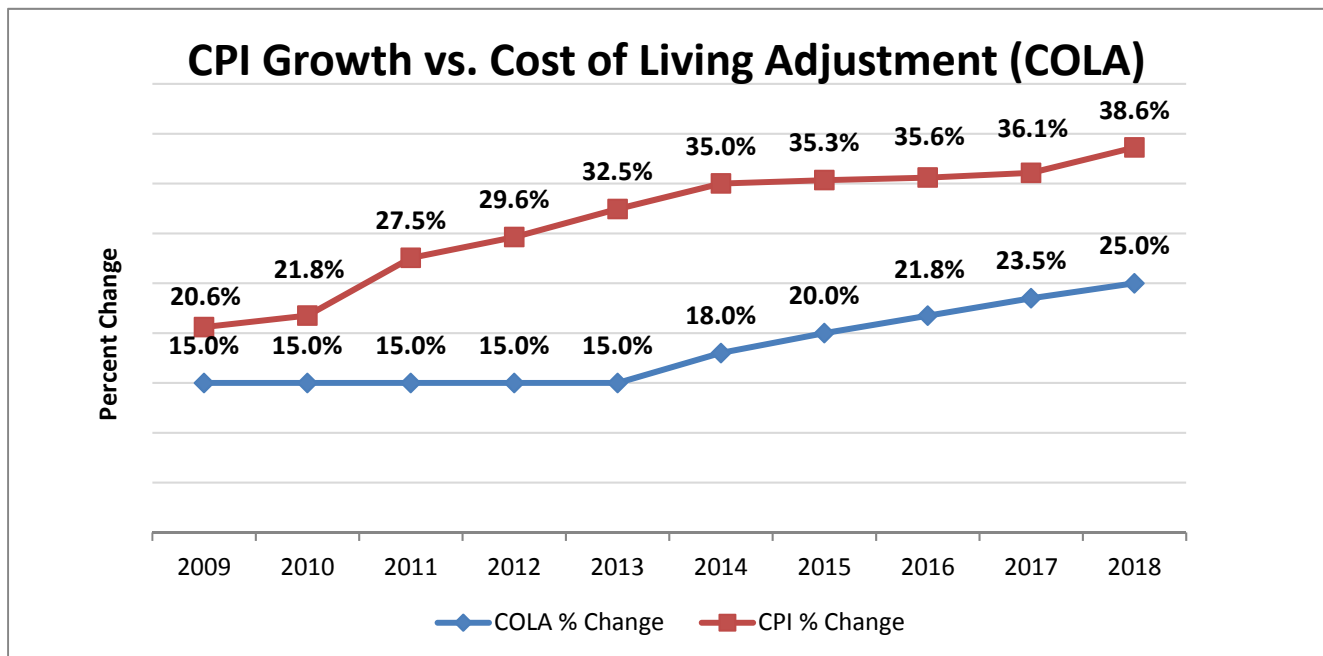
2. Cost of Living Adjustment and Merit Increase Trends

In FY18, career employees received a 1.5% cost of living adjustment and a 3.5% merit increment.

M-NCPPC Five-Year COLA and Merit Increases

	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>
<u>Non-Represented</u>					
Increment (Merit)	3.00%	3.50%	1.75%	1.75%	3.50%
General Adjustment (COLA)	3.00%	2.00%	1.75%	1.75%	1.50%
(effective date)	7/13	9/14	9/15	9/16	8/17
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	.5% for EEs at TOG and not eligible for merit or longevity
<u>MC GEO Local 1994</u>					
Increment (Merit)	3.50%	3.50%	1.75%	1.75%	3.50%
General Adjustment (COLA)	2.75%	2.00%	1.75%	1.75%	1.50%
(effective date)	7/13	9/14	9/15	9/16	8/17
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	.5% for EEs at TOG and not eligible for merit or longevity
<u>FOP Lodge 30</u>					
Increment (Merit)	3.50%	3.5% + make-up merit	3.50%	3.50%	3.50%
General Adjustment (COLA)	2.50%	1.75%	1.75%	.5%	1.5%
(effective date)	7/13	7/14	7/15	7/16	7/17
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 (FY09 – FY18). The blue line, in comparison represents the cumulative M-NCPPC career workforce cost of living adjustments over that period.

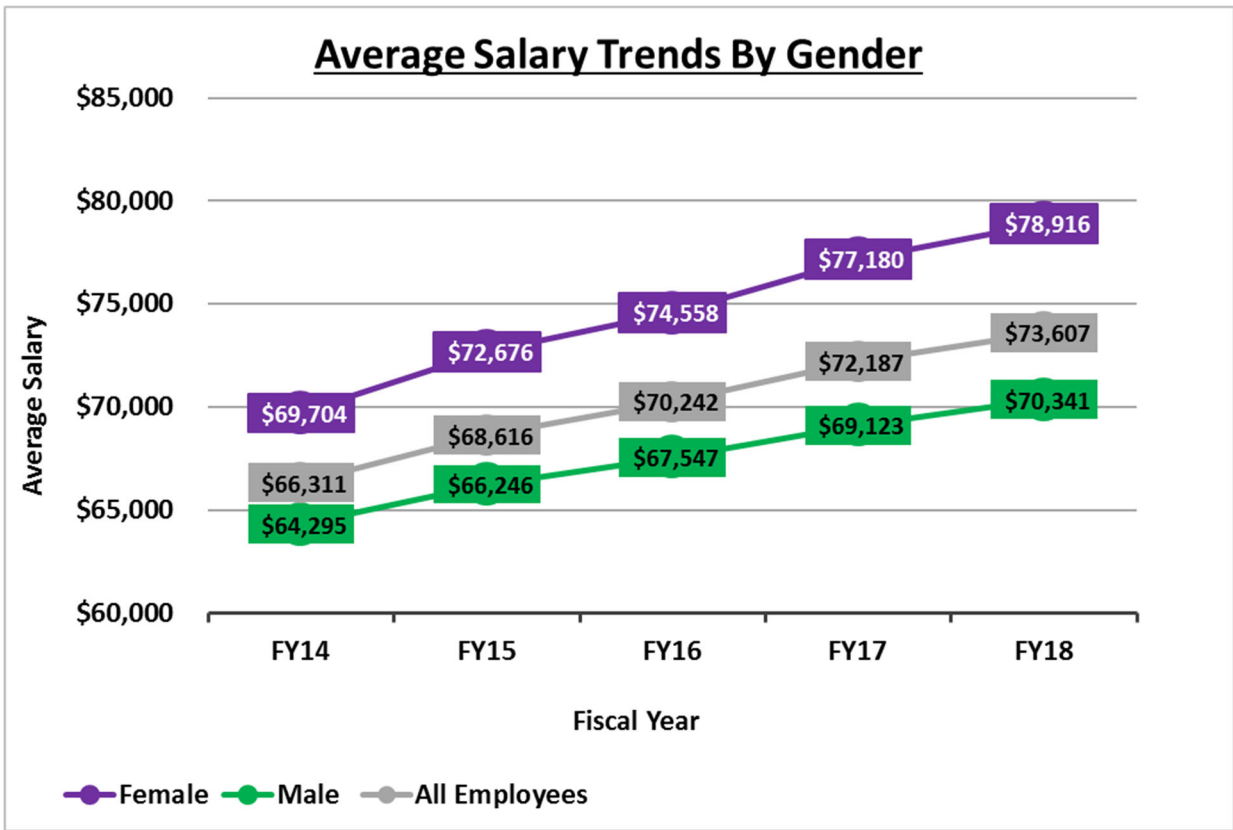


Source: U.S. Department of Labor Consumer Price Index for all Urban Consumers, Washington-Arlington-Alexandria, DC-MD-VA-WV.

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 the Washington-Arlington-Alexandria, DC-MD-VA-WV geographic sample area.

3. Employee Salary Trends

In FY18, the Commission’s average salary for all career employees increased by 2%, from \$72,187 in FY17 to \$73,607. Average salary figures include annualized part-time employees’ salaries.



4. Top of Grade Trends

Top of Grade means a salary is at the maximum of the pay grade. In FY18, the percentage of employees at top of grade was 17.5%. This was a slight increase from the percentage of employees at top of grade in FY17, 16.2%.

Five-Year Top of Grade Distribution Trends

Top of Grade	FY14	FY15	FY16	FY17	FY18
# of EEs	296	411	458	331	370
% of Total Populations	14.7%	20.0%	22.6%	16.2%	17.5%

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 1% increase between FY14. The Asian category saw a .5% increase. The gender composition has remained fairly stable.

Five-Year Demographic Distribution by Race/Ethnicity and Gender: FY2014 – FY2018

	FY14	FY15	FY16	FY17	FY18	% Change over 5 years
Race/Ethnicity						
American Indian or Alaska Native	11	13	10	9	10	-9.1%
Asian	77	81	86	87	90	16.9%
Black or African American	752	756	732	757	790	5.1%
Hispanic or Latino	123	126	126	134	150	22.0%
Native Hawaiian or Other Pacific Islander	0	0	0	1	1	100.0%
Two or More Races ¹	0	0	0	0	3	Footnote ¹
White	1039	1073	1062	1060	1067	2.7%
Minority Combined Total	963	976	954	988	1044	8.4%
Gender						
Women	768	777	775	779	804	4.7%
Men	1234	1272	1241	1269	1307	5.9%
Total Career Workforce	2,002	2,049	2,016	2,048	2,111	5.4%

¹ This Ethnic/Race Identification Category has been added to Federal EEO-4 survey forms, to M-NCPPC ethnicity selection forms, and to the human capital management system (Lawson) 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 12.6% to 15% of the career workforce.

Five-Year Demographic Distribution by Age: FY2013 – FY2017

	FY14		FY15		FY16		FY17		FY18	
Age / % of Population										
60+ Years of Age	252	12.6%	272	13.3%	283	14.0%	292	14.3%	316	15.0%
50-59 Years of Age	682	34.1%	676	33.0%	660	32.7%	664	32.4%	664	31.5%
40-49 Years of Age	561	28.0%	556	27.1%	533	26.4%	519	25.3%	501	23.7%
30-39 Years of Age	374	18.7%	389	19.0%	393	19.5%	410	20.0%	443	21.0%
19-29 Years of Age	133	6.6%	156	7.6%	147	7.3%	163	8.0%	187	8.9%
Total Career Workforce	2002		2049		2016		2048		2111	

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
FY18	31.9%
FY17	33.2%
FY16	34.4%
FY15	33.6%
FY14	36.5%

In FY19, 424 out of 2,111 employees (20% of the workforce) *will be* eligible for normal retirement. Between FY19 and FY23, 673 out of 2,111 employees, 31.9%, 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	FY2019	FY2020	FY2021	FY2022	FY2023	5-year total	% of EEO Category
Official Administrator	34	2	4	8	4	52	58.4%
Professional	191	25	24	22	33	295	32.0%
Technician	30	7	3	2	5	47	33.8%
Protective Service	9	2	4	3	5	23	15.5%
Para-professionals	5	0	2	1	2	10	22.7%
Admin Support	48	7	3	5	8	71	34.1%
Skilled Craft	38	8	8	5	3	62	38.0%
Service/Maintenance	69	8	6	12	18	113	28.3%
Total	424	59	54	58	78	673	31.9%

8. Retirement Trends

Five-Year Retirement Separations

Fiscal Year	Number Retired	% of Workforce Retired
FY18	83	3.9%
FY17	85	4.2%
FY16	67	3.6%
FY15	51	2.5%
FY14	45	2.0%
FY13	58	3.0%

9. Turnover Trends

The turnover rate for career employees in FY18 was 8.4%. The above average retirement rates in FY16, FY17, and FY18, as presented previously, contributed to the increases in turnover percentages.

Five-Year Turnover Rates

FY14	FY15	FY16	FY17	FY18
6.5%	5.5%	7.8%	8.2%	8.4%

Turnover rates as reported by the Local Government Personnel Association for FY18. M-NCPPC is near the median for organizations that reported this data.

Organization	Turnover Rate
Baltimore County	12.3%
Arlington County	10.6%
District of Columbia	10.2%
Maryland State	10%
Alexandria City	9.7%
M-NCPPC	8.4%
Howard County	6.8%
City of College Park	6%
Anne Arundel County	5.4%
Charles County	5%
Prince George's County	5%
Fairfax County	4.2%

Note: Montgomery County Government reported 9% for Police and 7.6% for Fire, but did not report "other" employees.

Non-Permanent Workforce Highlights

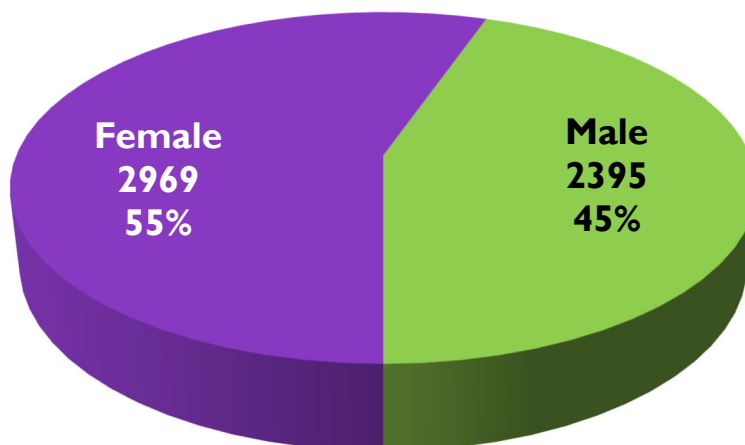
Non-Permanent (Seasonal/Intermittent, Temporary, and Term Contract) Workforce Composition, Demographics, & Benefits

- In FY18, the non-career workforce totaled 5,364 employees (as of 6/30/2018). Of this number, 99% (5,319) were Seasonal/Intermittent Contract, .7% were Term Contract (37), and .1% (8) were Temporary Contract.
- Of non-permanent/seasonal employees, 90.0% worked in Prince George’s County Department of Parks and Recreation and 9.4% worked in Montgomery County Department of Parks.

Non-Permanent/Seasonal Employee Distribution by Department		
Bi-County Corporate Operations	10	0.2%
Montgomery County Commissioners' Office	1	0.0%
Montgomery County Planning	8	0.1%
Montgomery County Parks	504	9.4%
Prince George's County Commissioners' Office	1	0.0%
Prince George's County Planning	11	0.2%
Prince George's County Parks and Recreation	4829	90.0%
M-NCPPC Non-Permanent/Seasonal Employees Total	5364	100.0%

- The gender composition of non-career employees in FY18 was 55% female and 45% male.

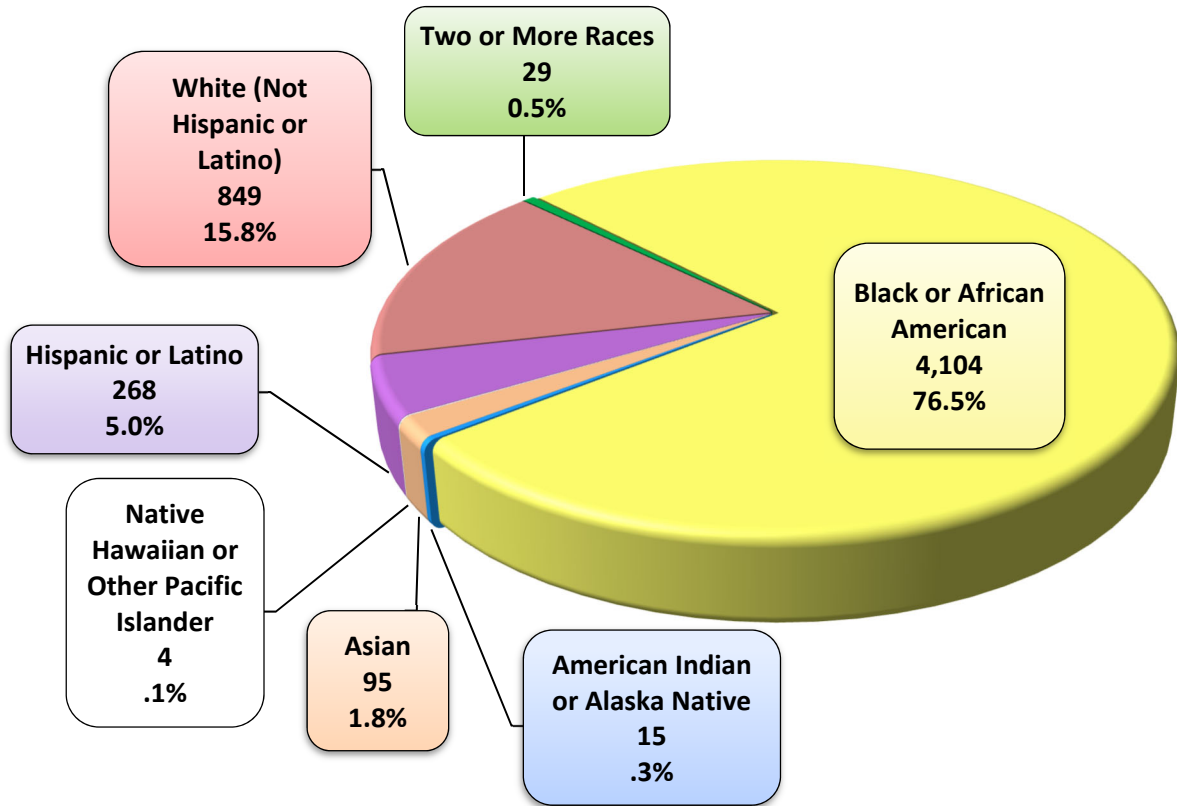
Non-Permanent/Seasonal Employees by Gender



Total Non-Permanent/Seasonal Employees: 5,364

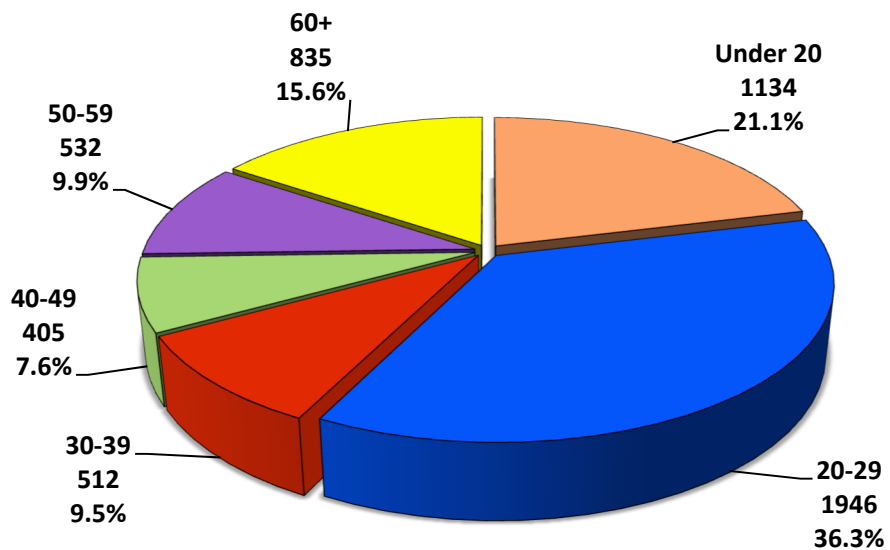
- In FY18, the racial/ethnic composition of non-career employees was as follows:

Non-Permanent/Seasonal Employees by EE0-4 Race/Ethnic Identification



Total Non-Permanent/Seasonal Employees: 5,364

Distribution of Non-Permanent/Seasonal Employees by Age



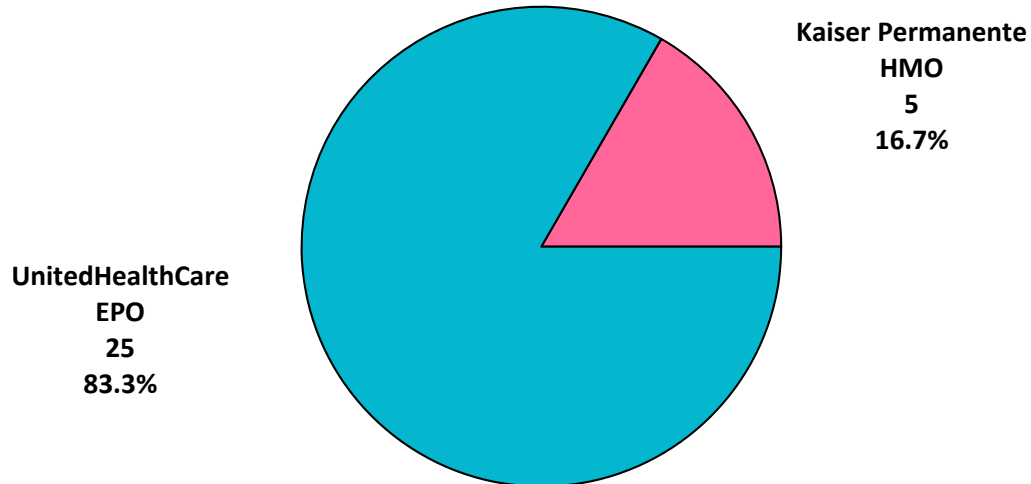
Average Age : 35 years old
Total Non-Permanent/Seasonal Employees: 5,364

- **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, 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 time of hire for medical health insurance, prescription plan, flexible spending accounts, and retirement programs including Traditional and Roth IRA, Deferred Compensation IRC 457, 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, 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



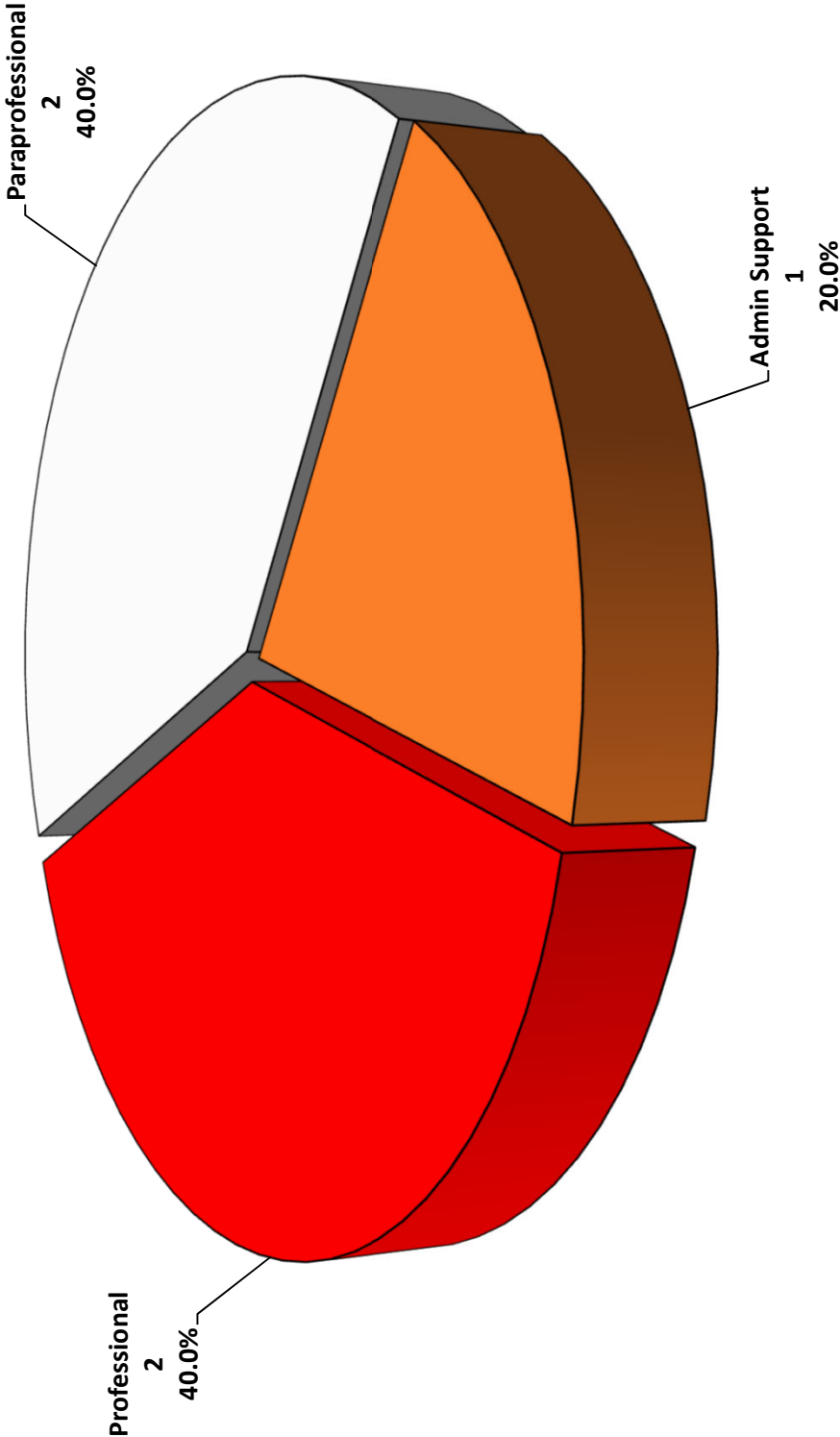
Total Number of Non-Permanent/Seasonal Medical Health Plan Participants:
30 (.56% of all Non-Permanent/Seasonal Employees)
19 Term Contract Medical Health Plan Participants
11 Seasonal/Intermittent Medical Health Plan Participants

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

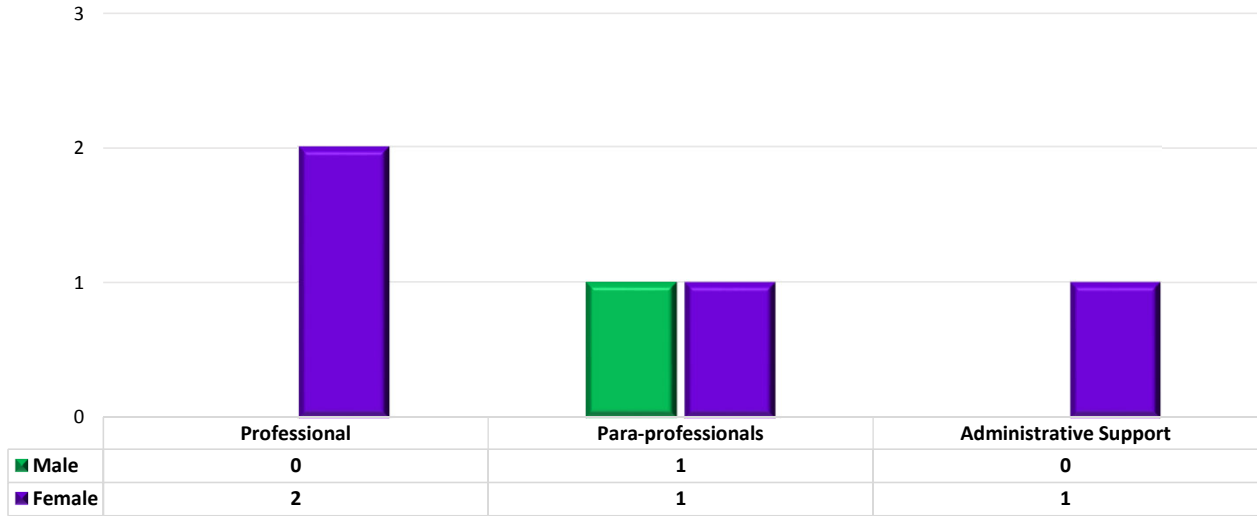
*Commissioners' Office
Department of Planning
Department of Parks*

Career Employees by EEO-4 Job Category: Montgomery County Commissioner's Office



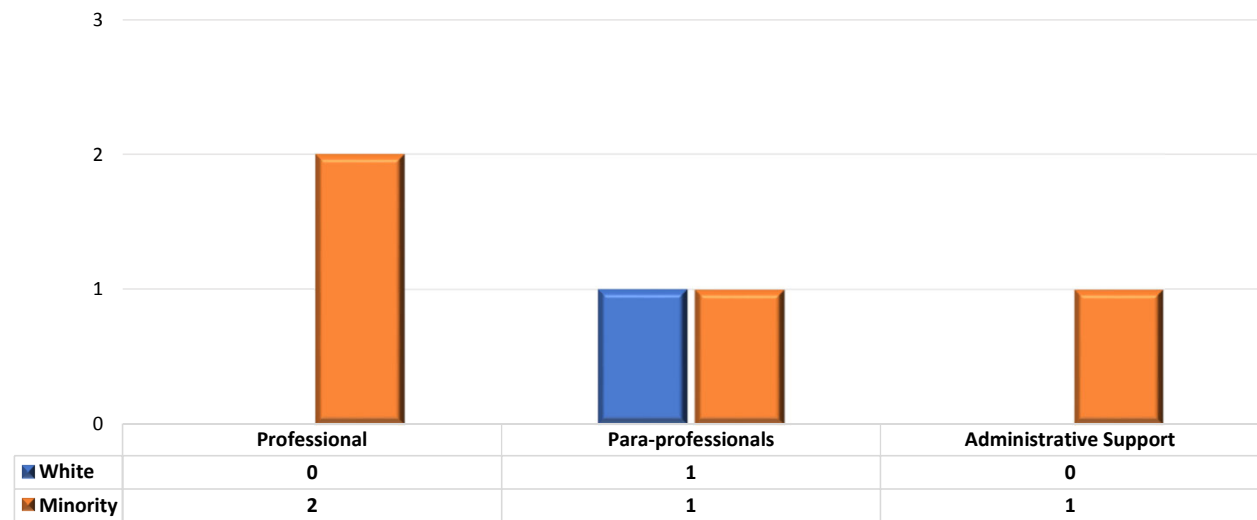
Total Employees = 5

Distribution by EEO-4 Job Category and Gender



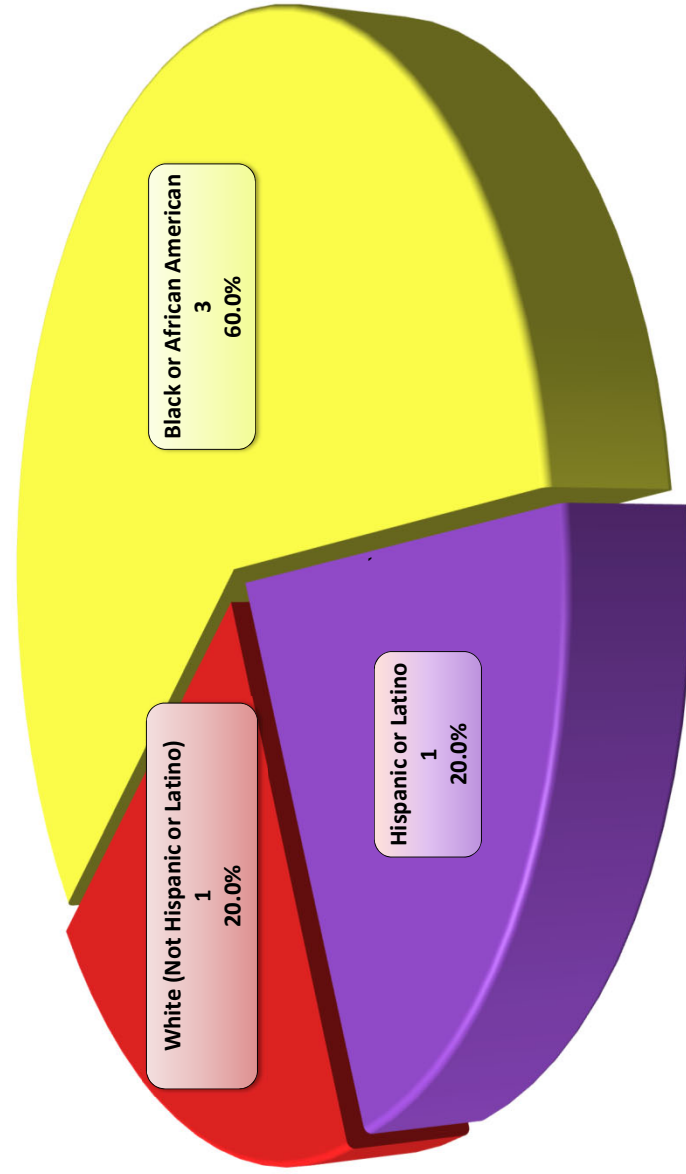
Total MCCO Employees: 5

Distribution by EEO-4 Job Category and Race/Ethnicity



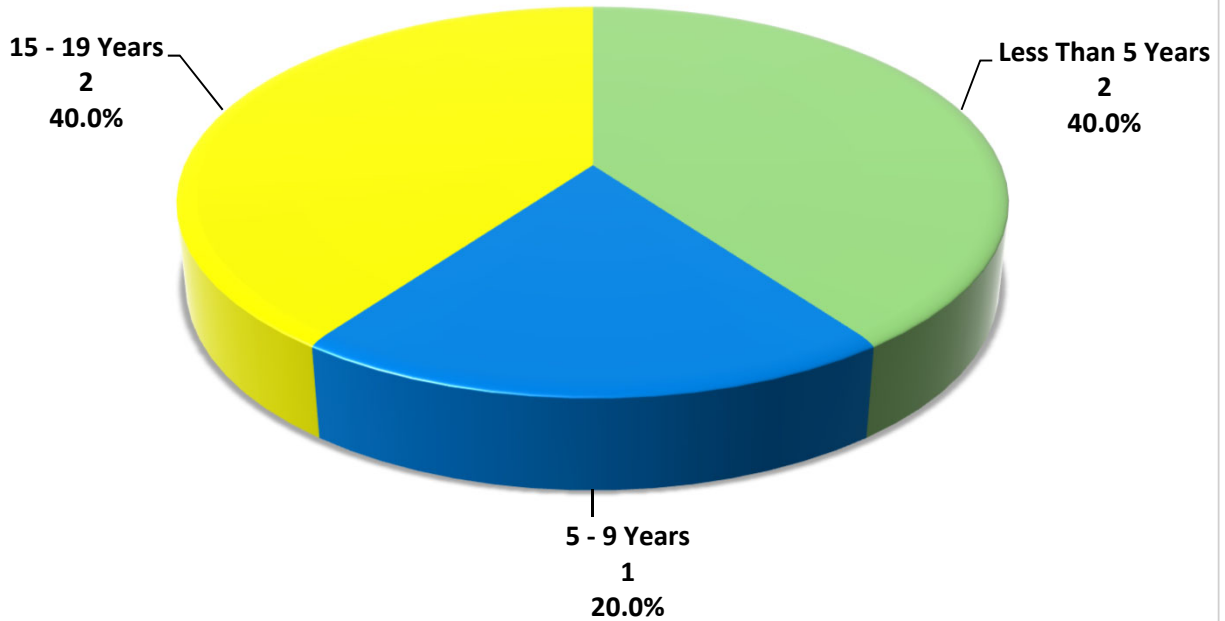
Total MCCO Employees: 5

**EE0-4 Race/Ethnic Identification, Career Employees
Montgomery County Commissioners' Office**



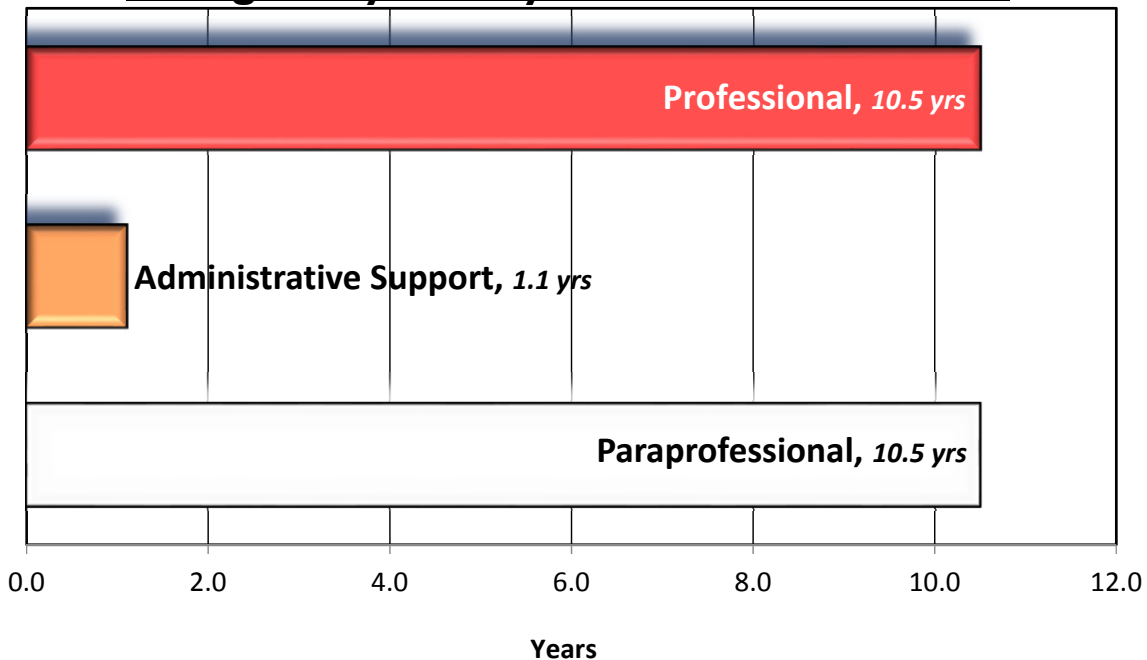
Total Career Employees: 5

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



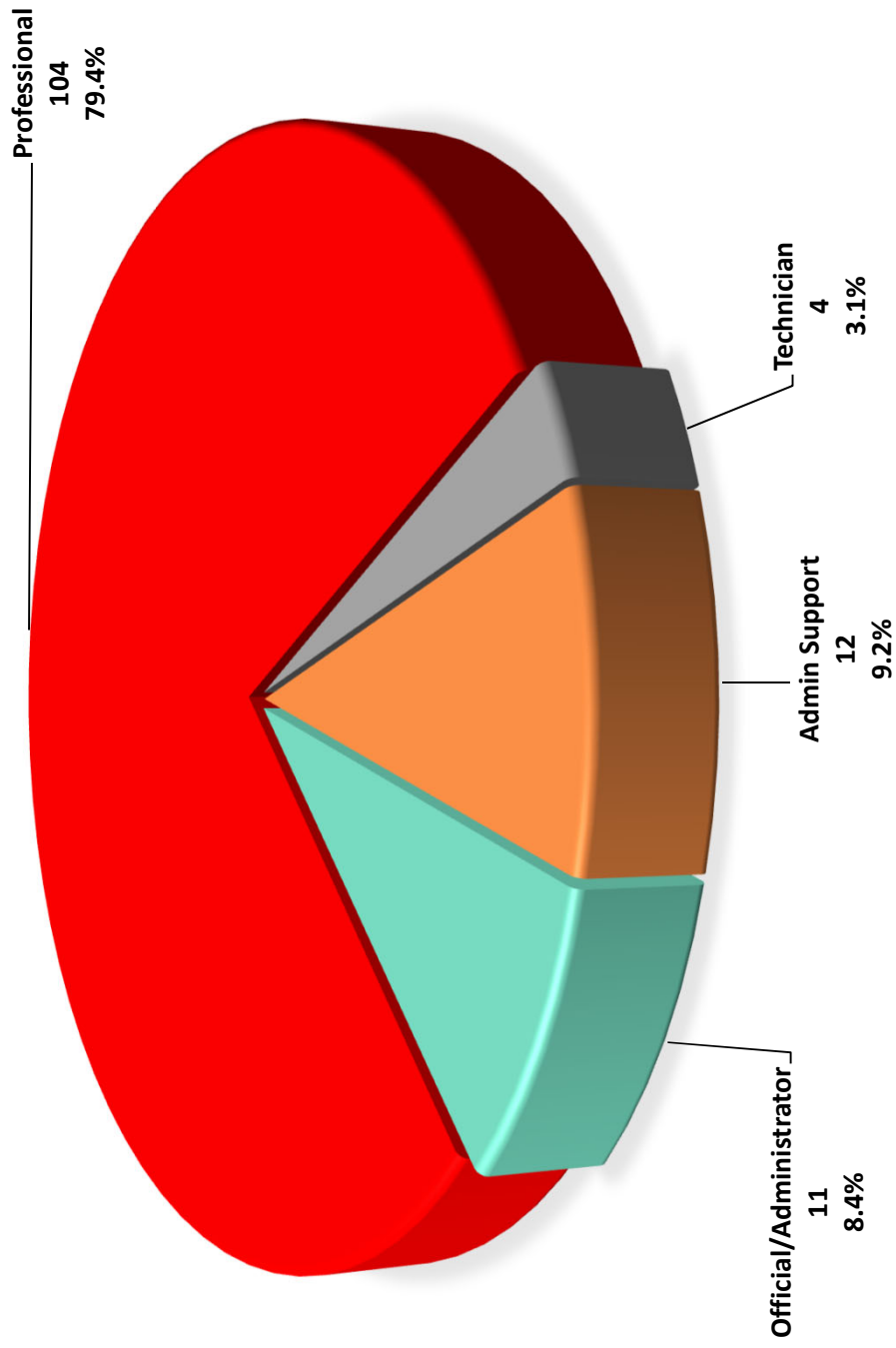
Total MCCO Employees: 5

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



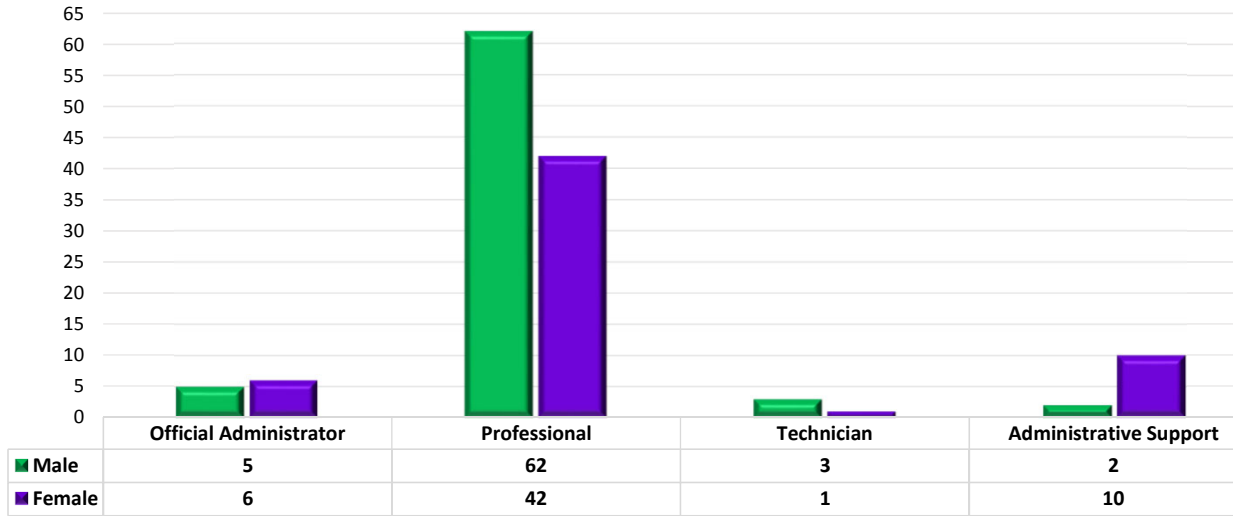
Average Length of Service for Employees: 8.6 Years

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



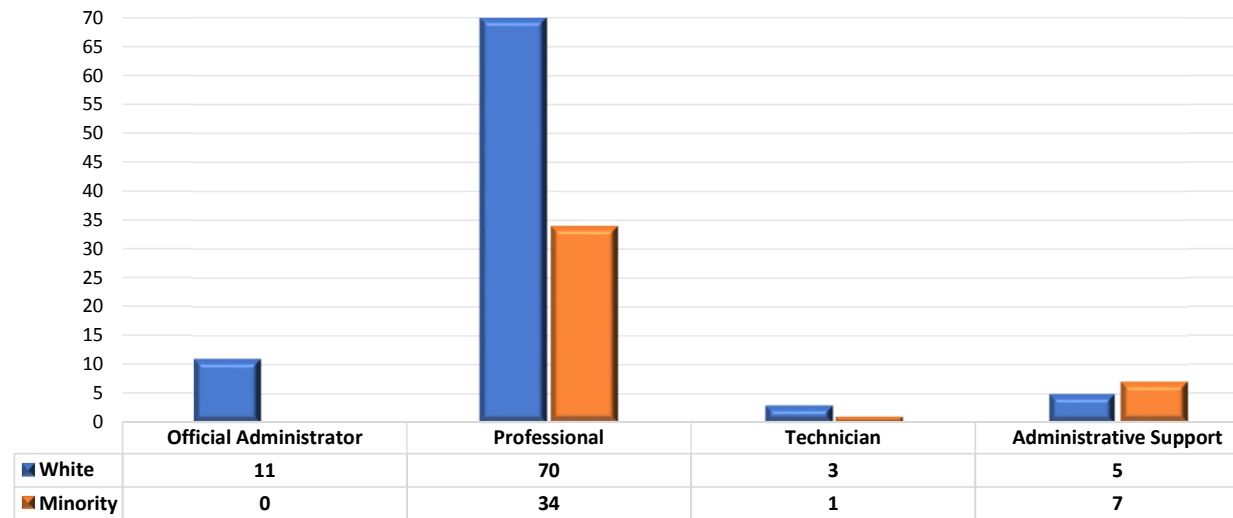
Total Employees = 131

Distribution by EEO-4 Job Category and Gender



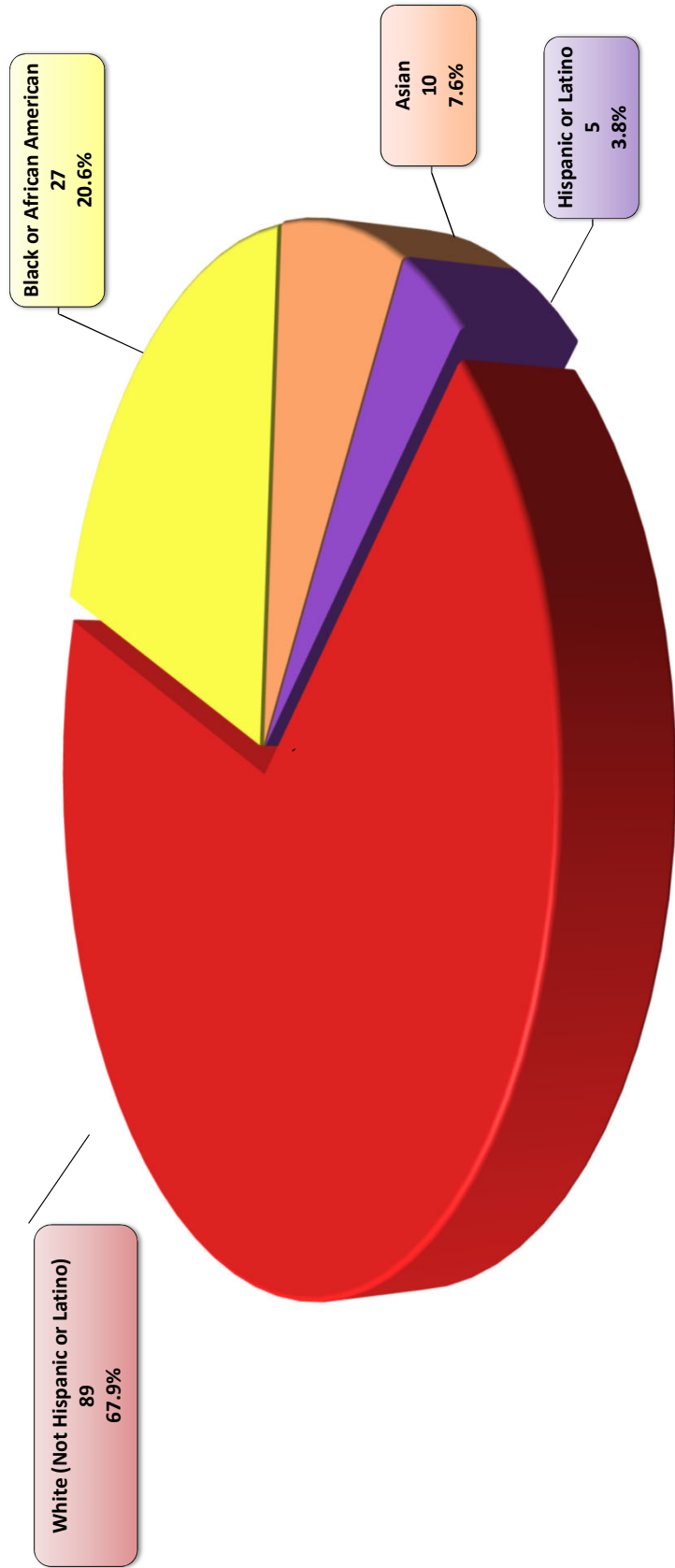
Total MCPL Employees: 131

Distribution by EEO-4 Job Category and Race/Ethnicity



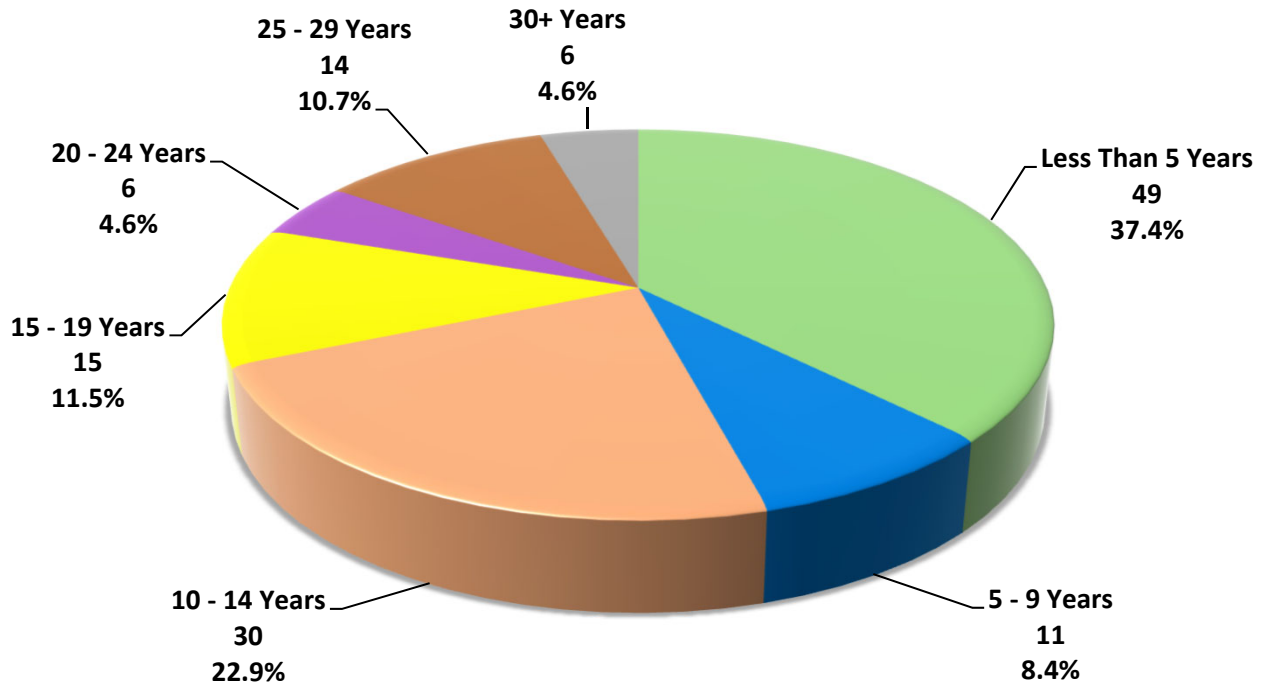
Total MCPL Employees: 131

EE0-4 Race/Ethnic Identification, Career Employees
Montgomery County Planning



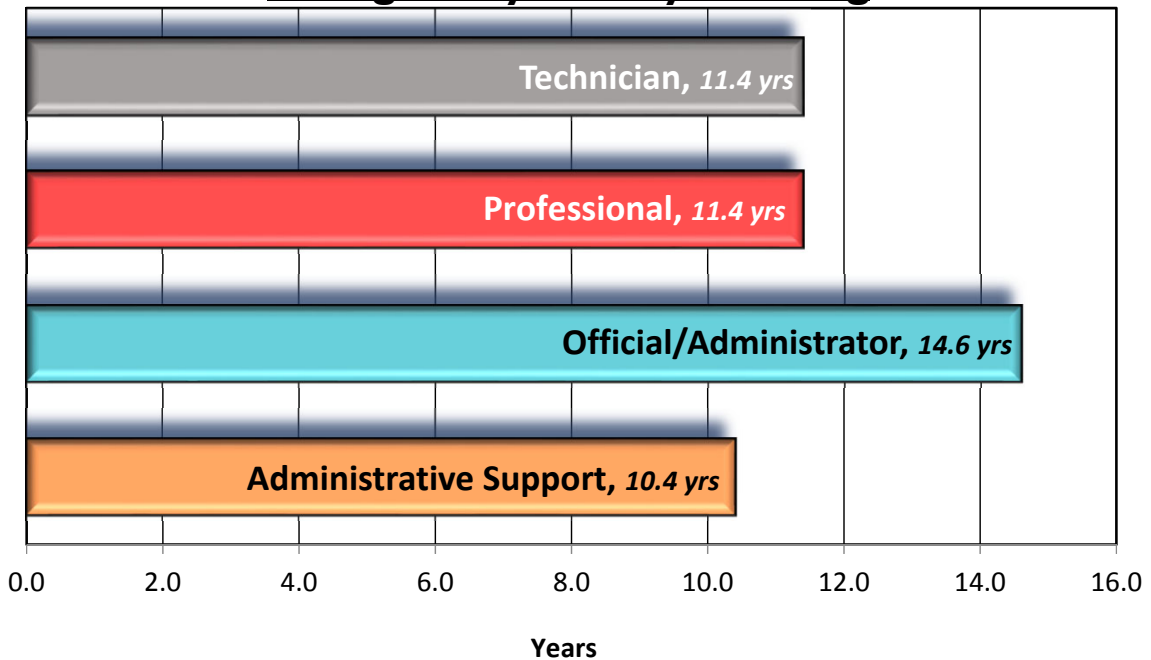
Total Career Employees: 131

Length of Service for Career Employees: Montgomery County Planning



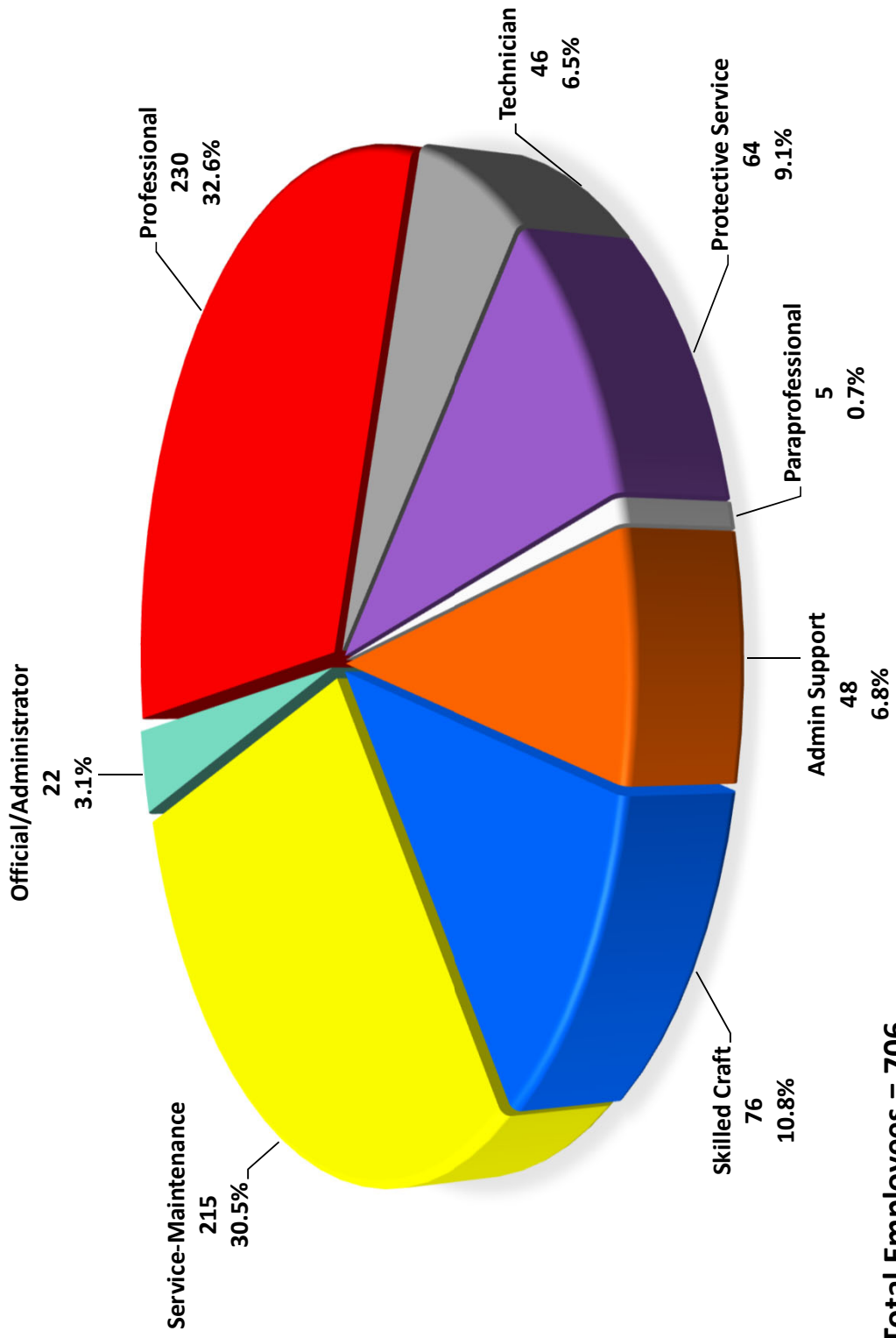
Total MCPL Employees: 131

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



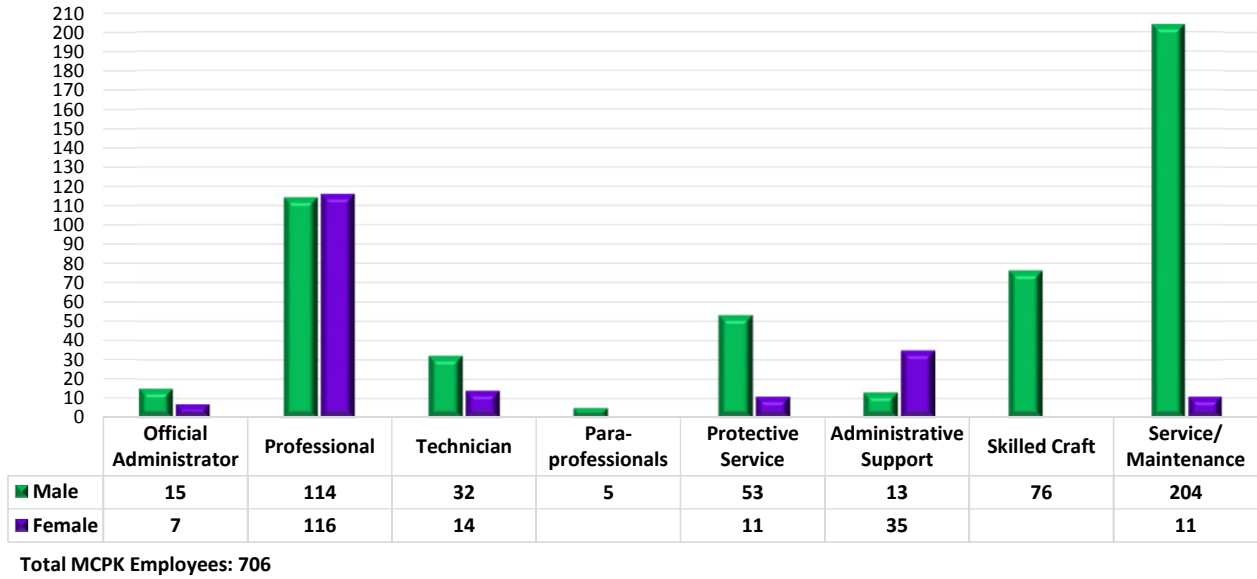
Average Length of Service for Employees: 11.6 Years

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

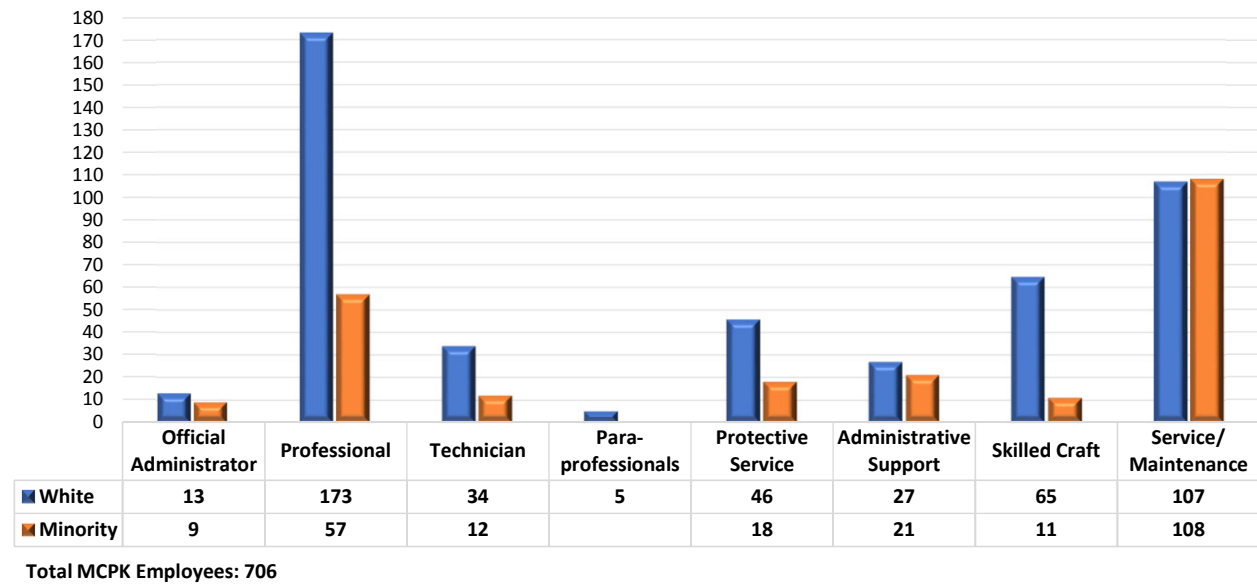


Total Employees = 706

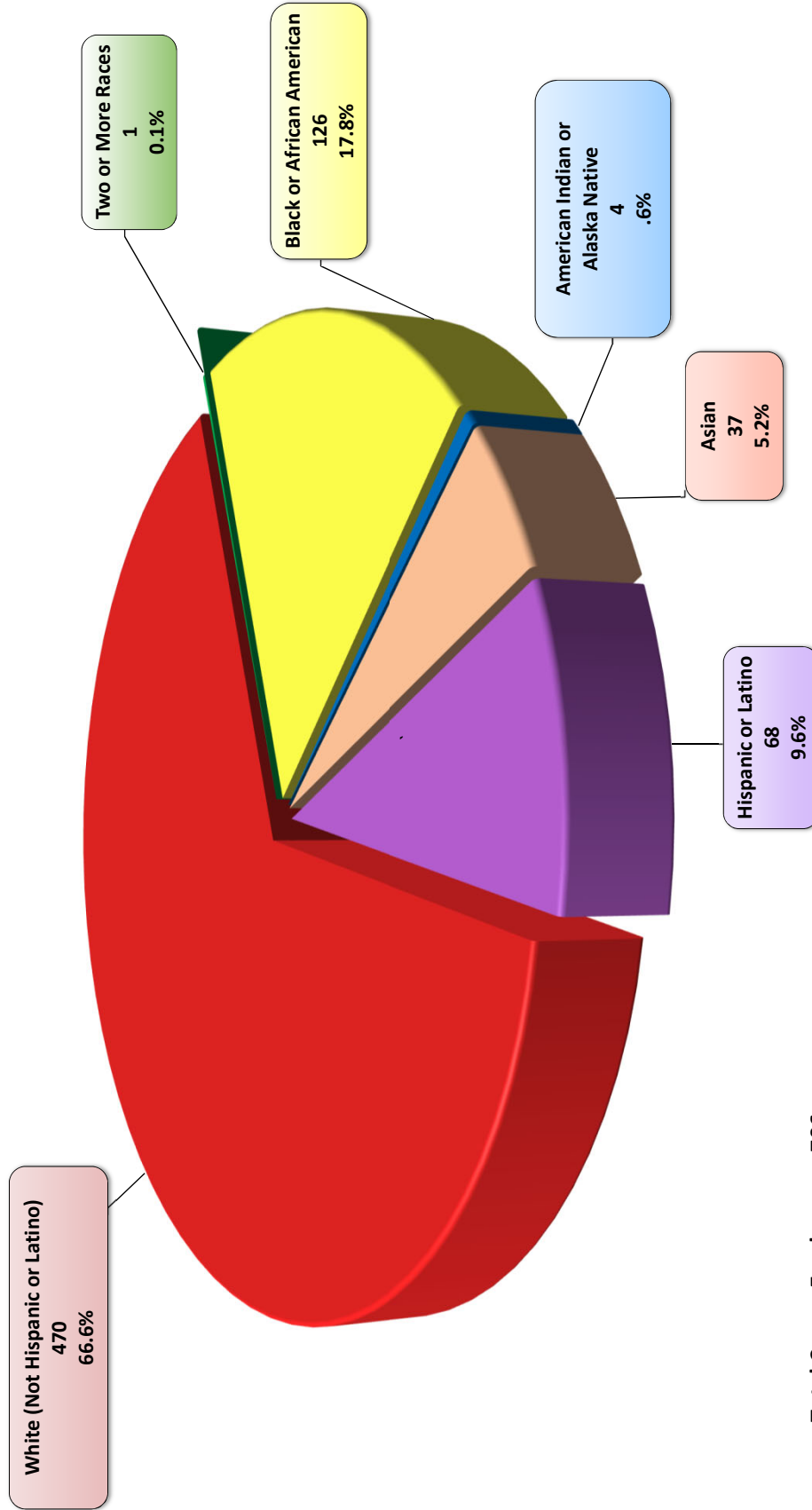
Distribution by EEO-4 Job Category and Gender



Distribution by EEO-4 Job Category and Race/Ethnicity

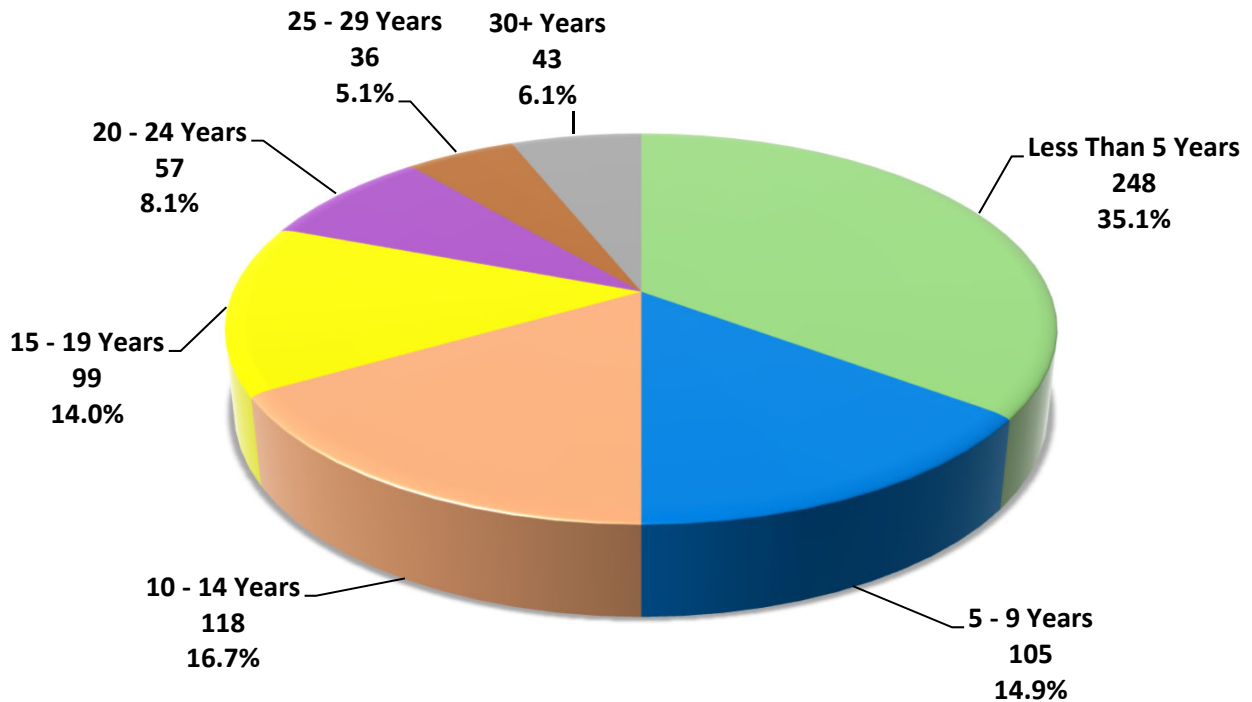


EE0-4 Race/Ethnic Identification, Career Employees Montgomery County Parks



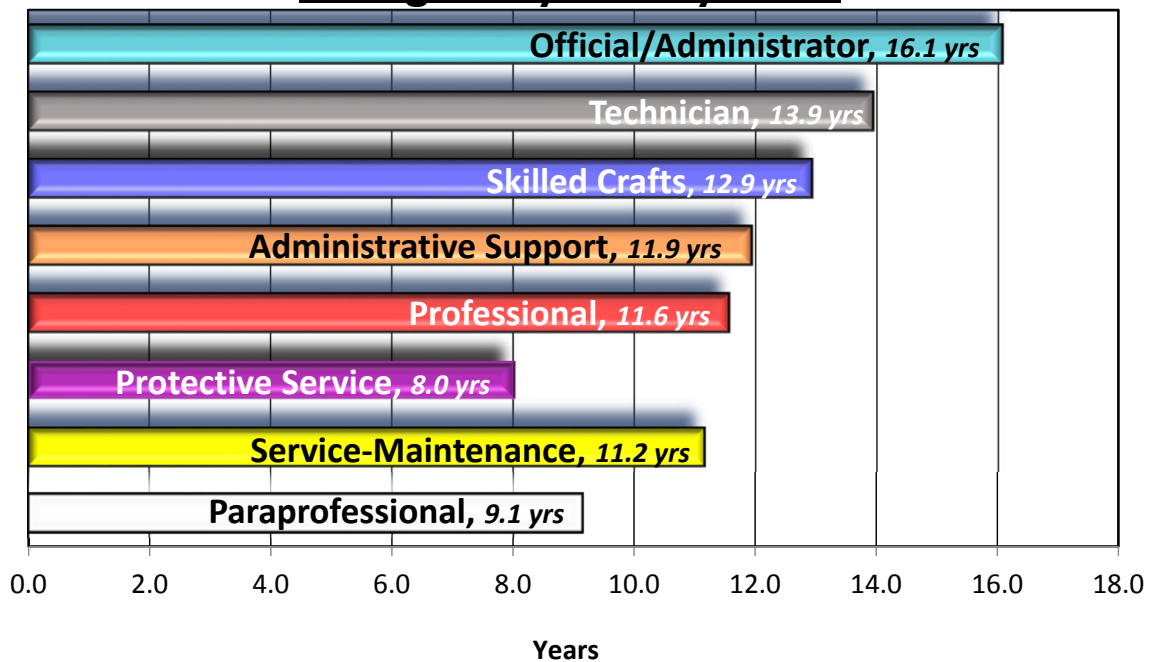
Total Career Employees = 706

Length of Service for Career Employees: Montgomery County Parks



Total MCPK Employees: 706

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



Average Length of Service for Employees: 11.6 Years

M-NCPPC Prince George's County

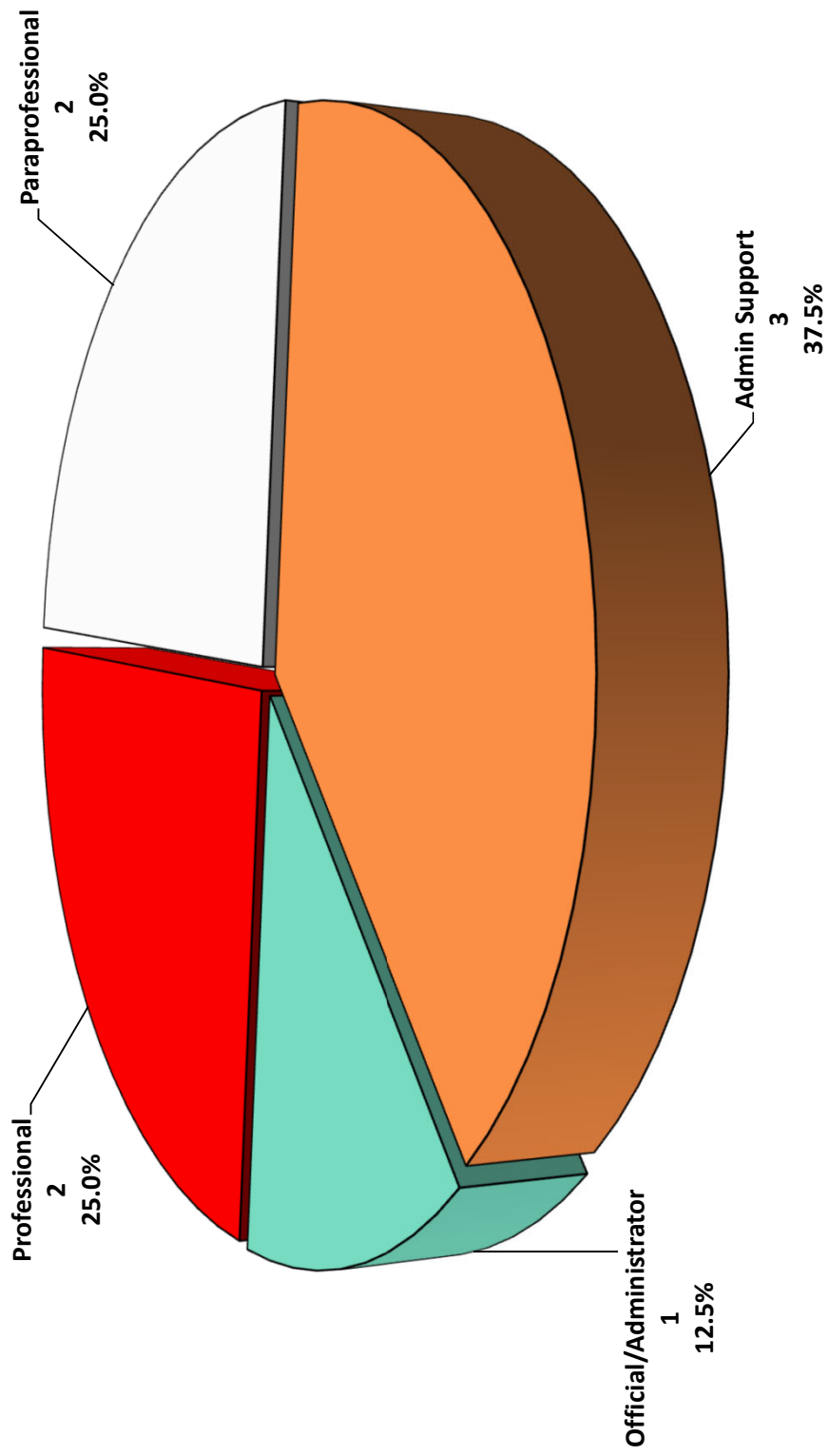
Commissioners' Office

Department of Planning

Department of Parks and Recreation

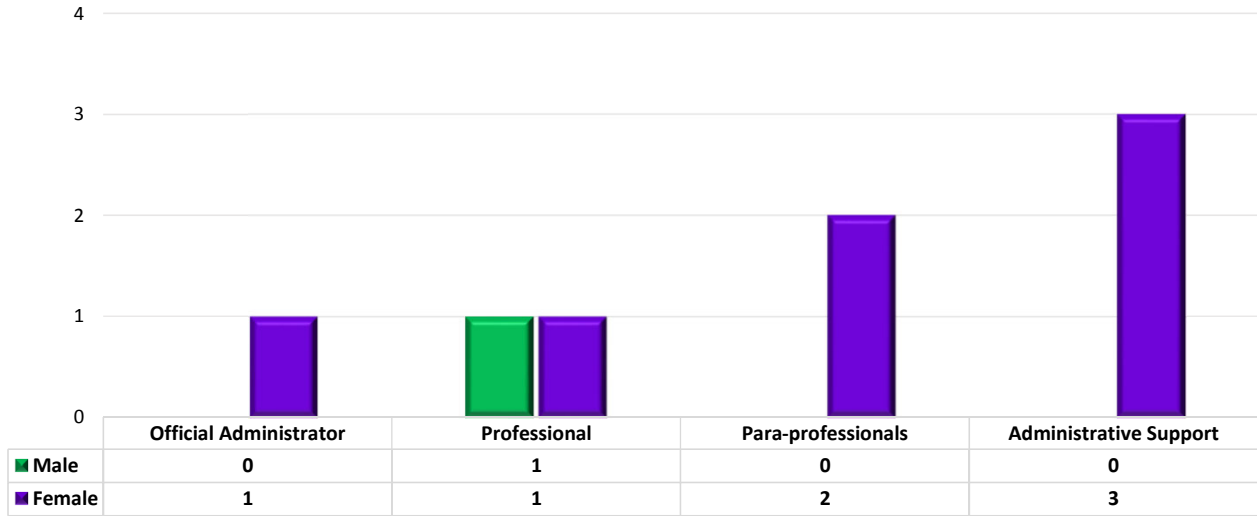
M-NCPPC PRINCE GEORGE'S COUNTY CAREER EMPLOYEE PROFILE

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



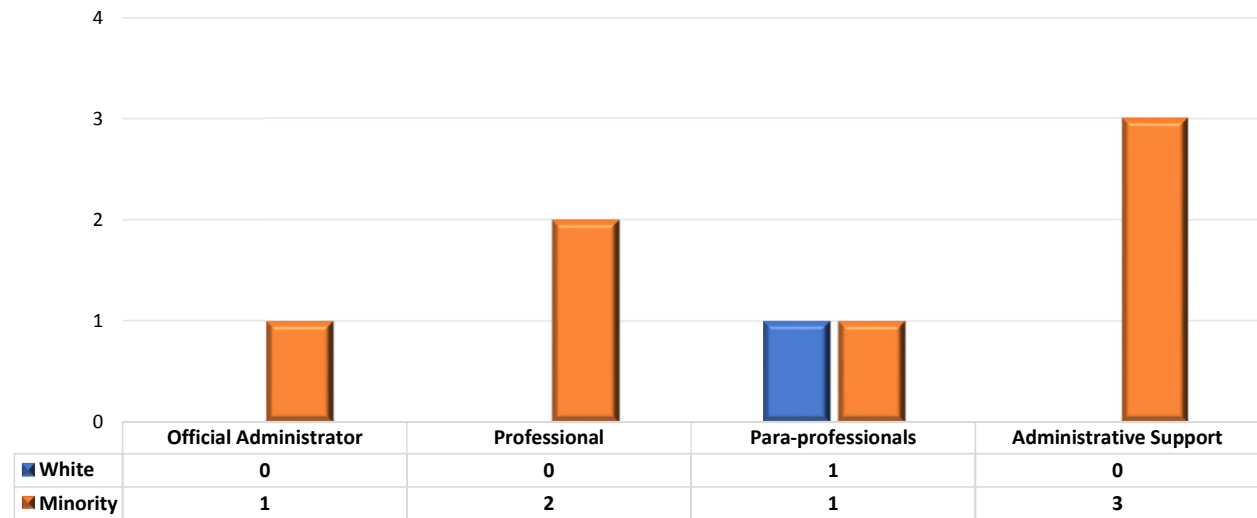
Total Employees = 8

Distribution by EEO-4 Job Category and Gender



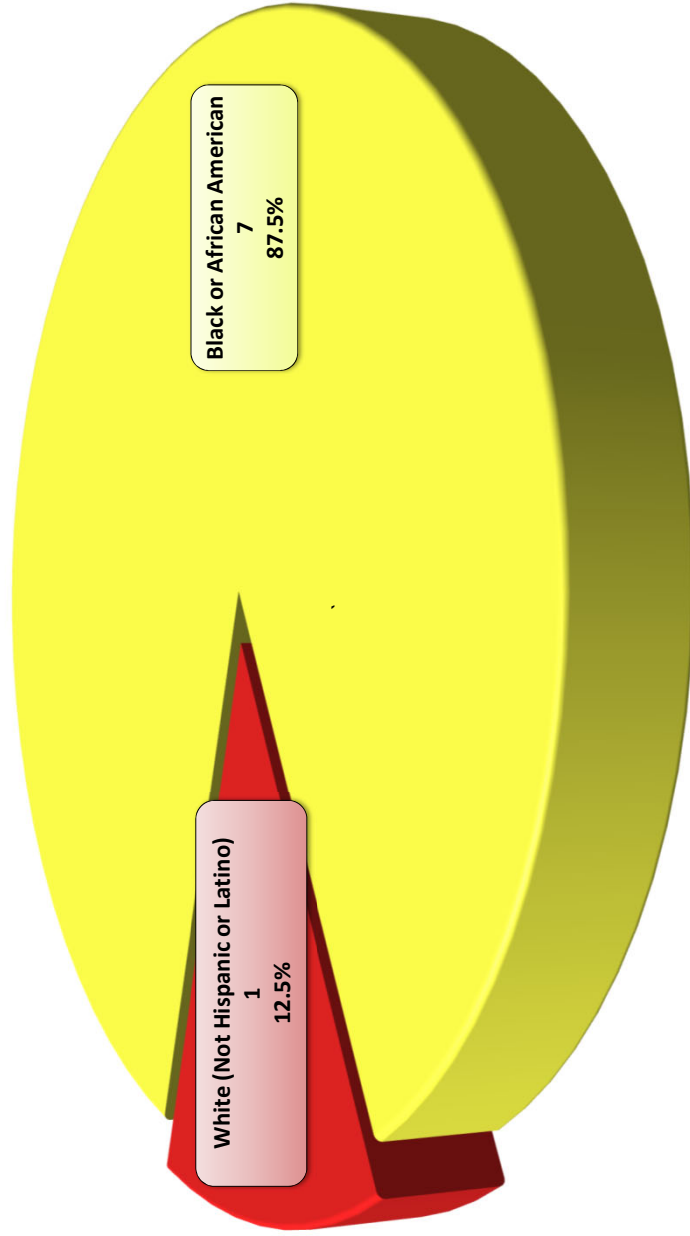
Total PGCCO Employees: 8

Distribution by EEO-4 Job Category and Race/Ethnicity



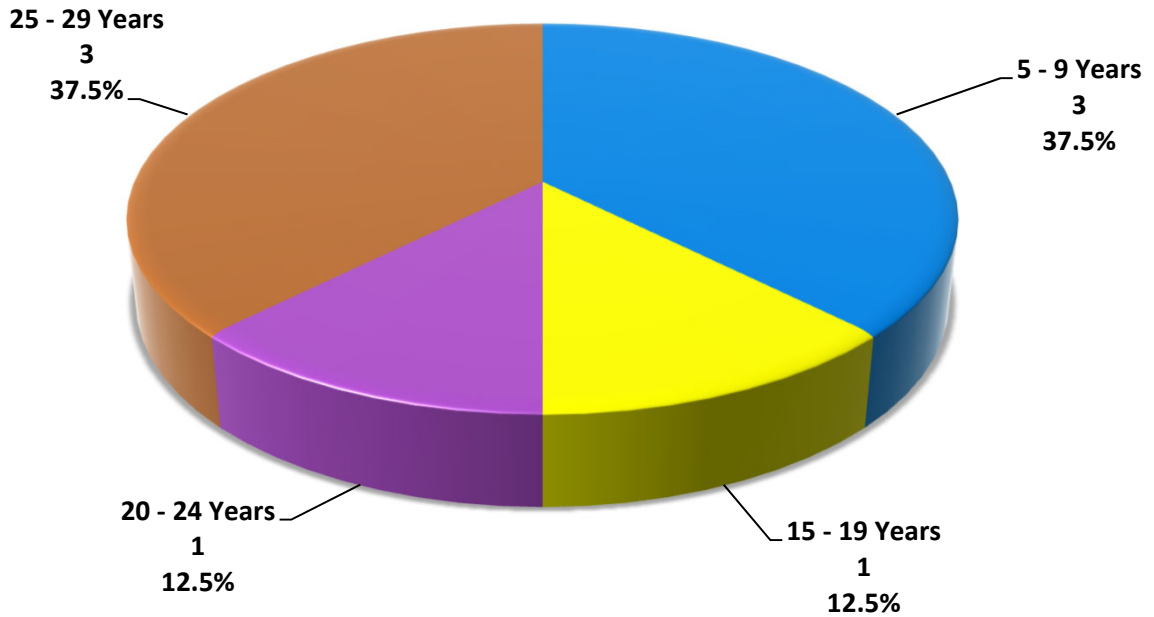
Total PGCCO Employees: 8

EE0-4 Race/Ethnic Identification, Career Employees
Prince George's County Commissioners' Office



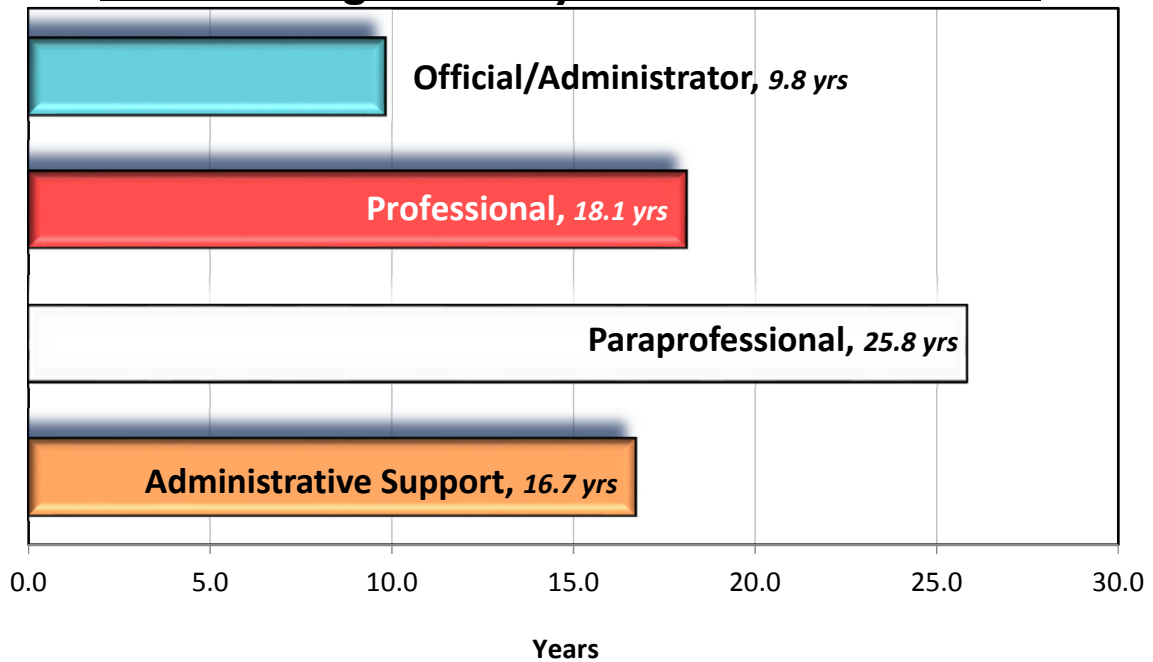
Total Career Employees: 8

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



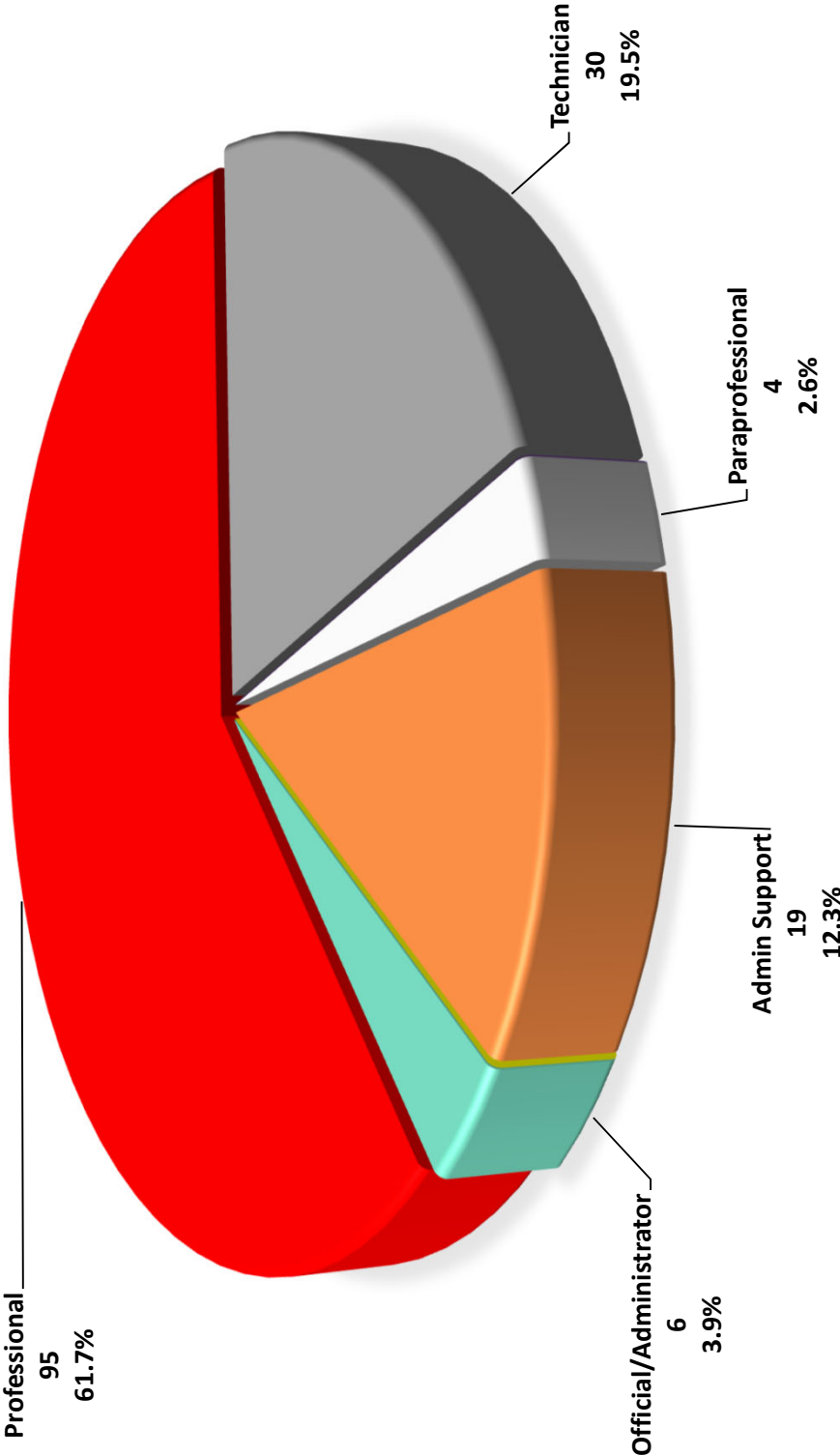
Total PGCCO Employees: 8

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



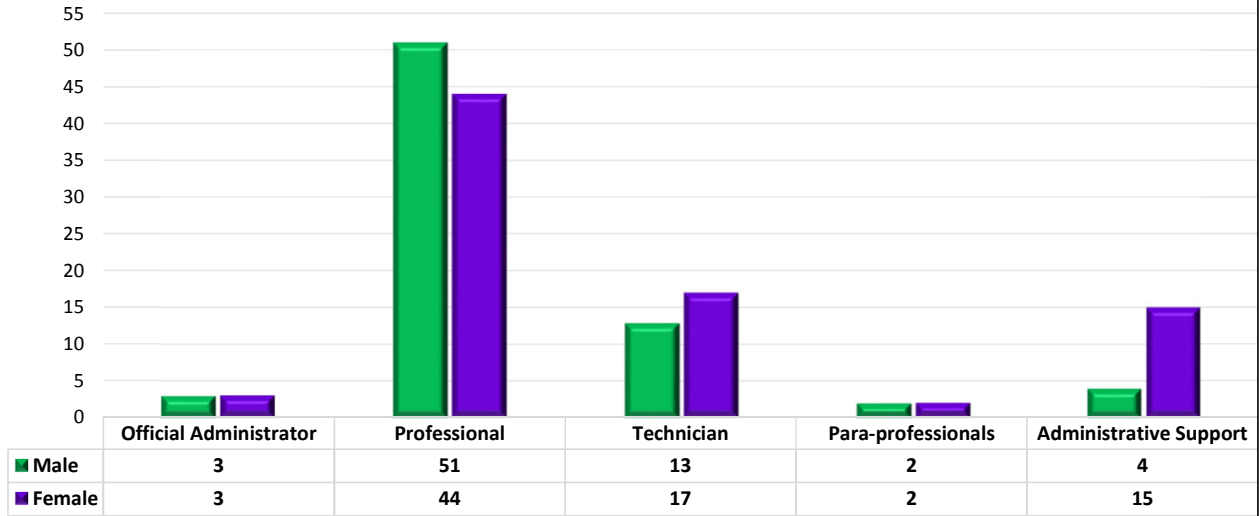
Average Length of Service for Employees: 18.5 Years

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



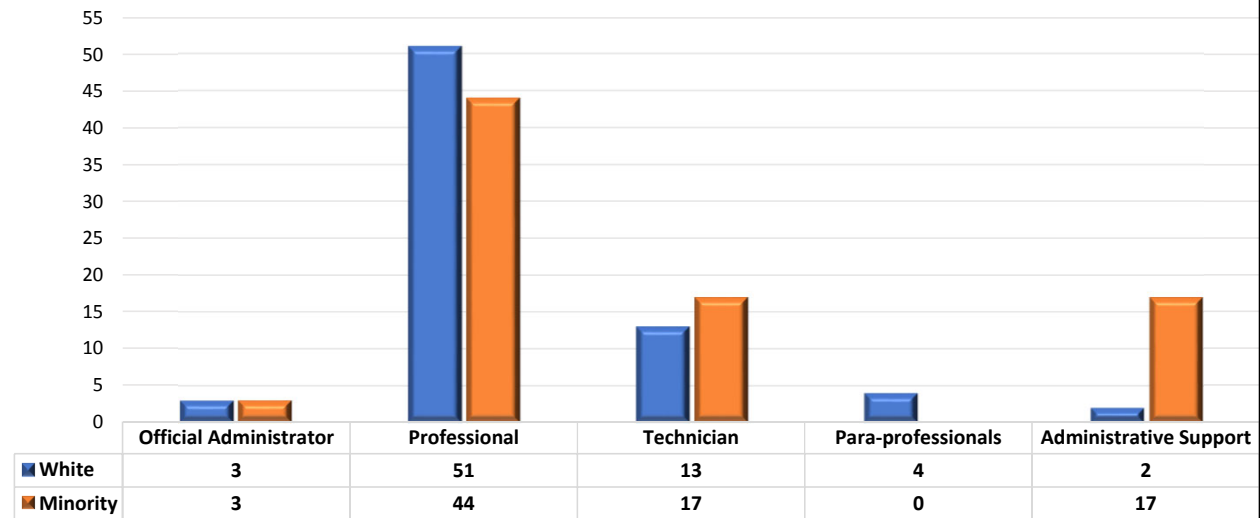
Total Employees = 154

Distribution by EEO-4 Job Category and Gender



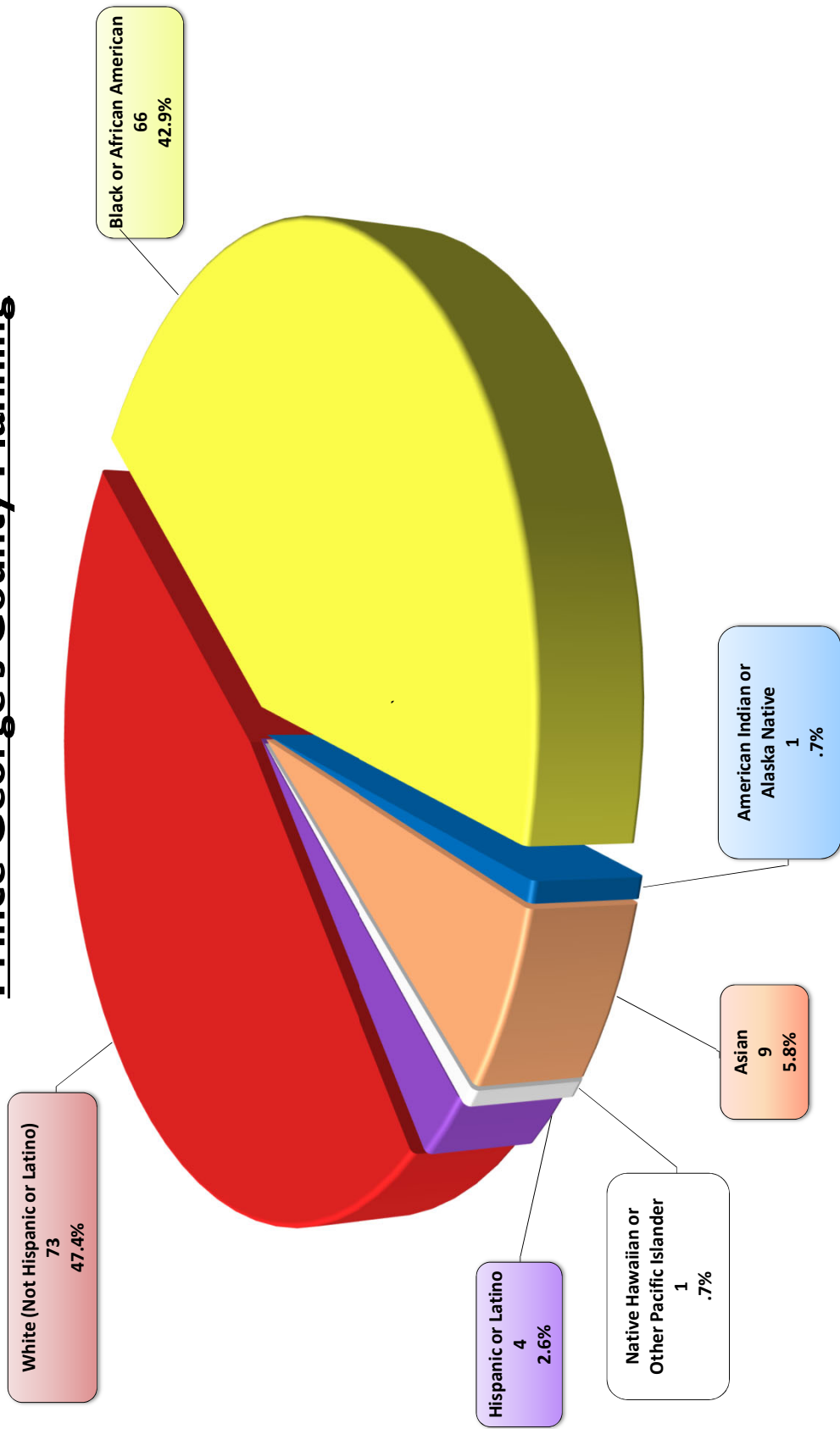
Total PGPL Employees: 154

Distribution by EEO-4 Job Category and Race/Ethnicity



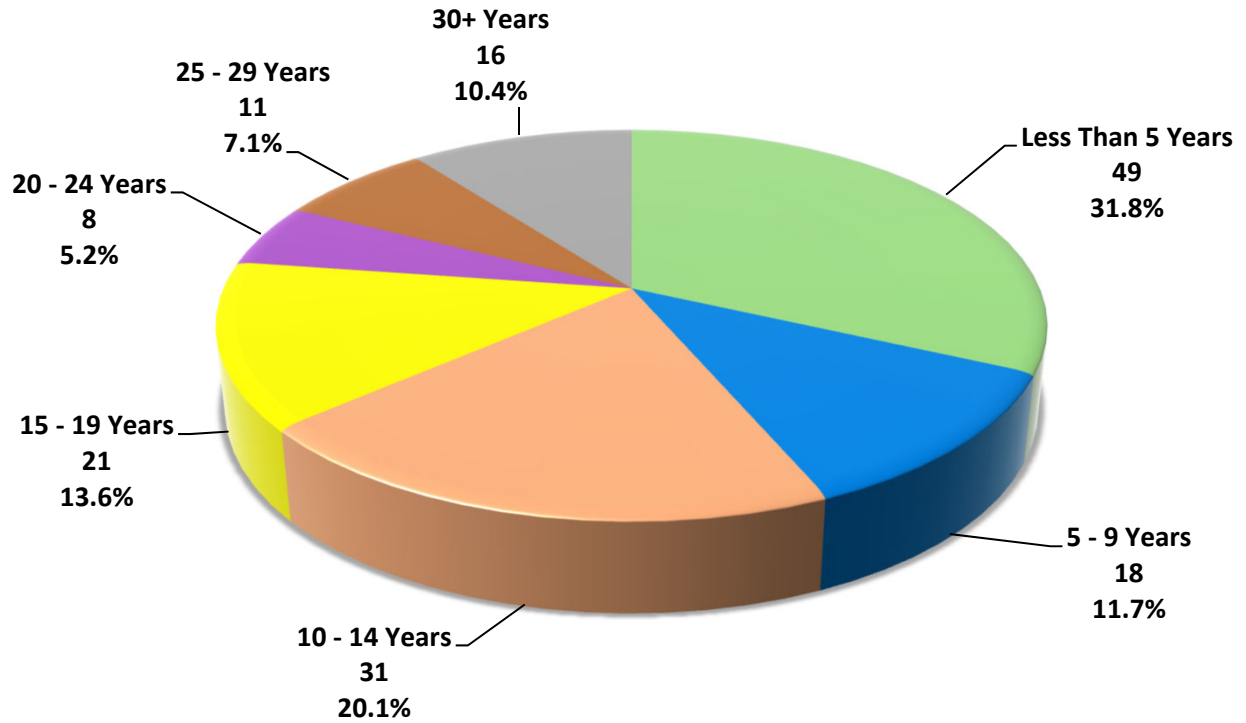
Total PGPL Employees: 154

EE0-4 Race/Ethnic Identification, Career Employees Prince George's County Planning



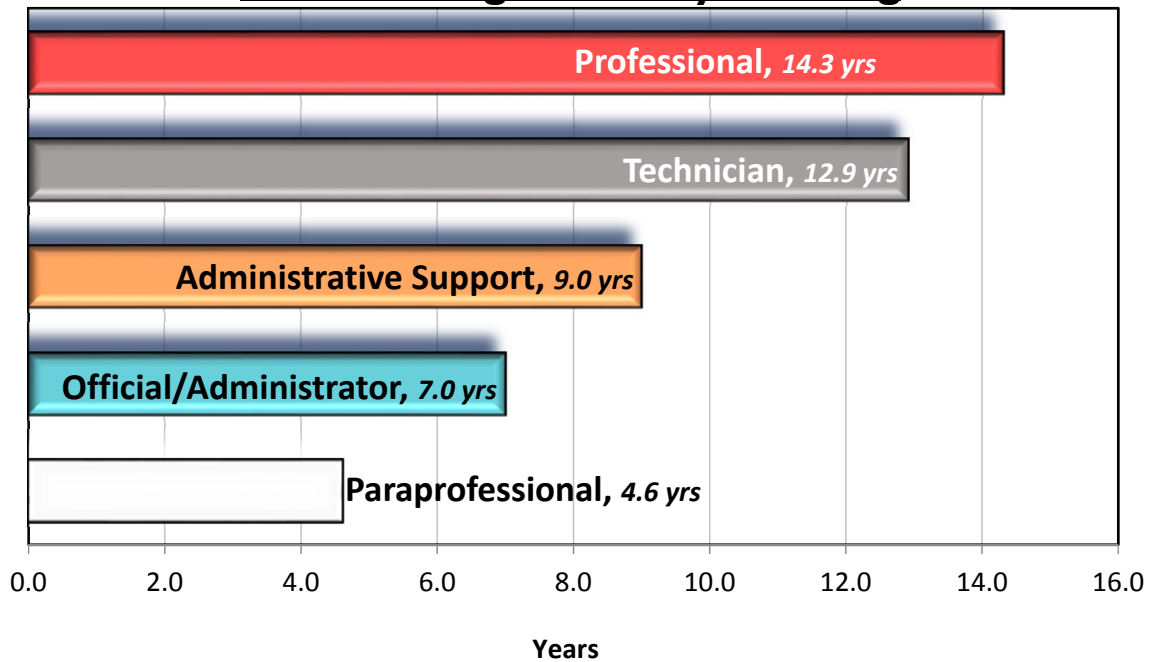
Total Career Employees = 154

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



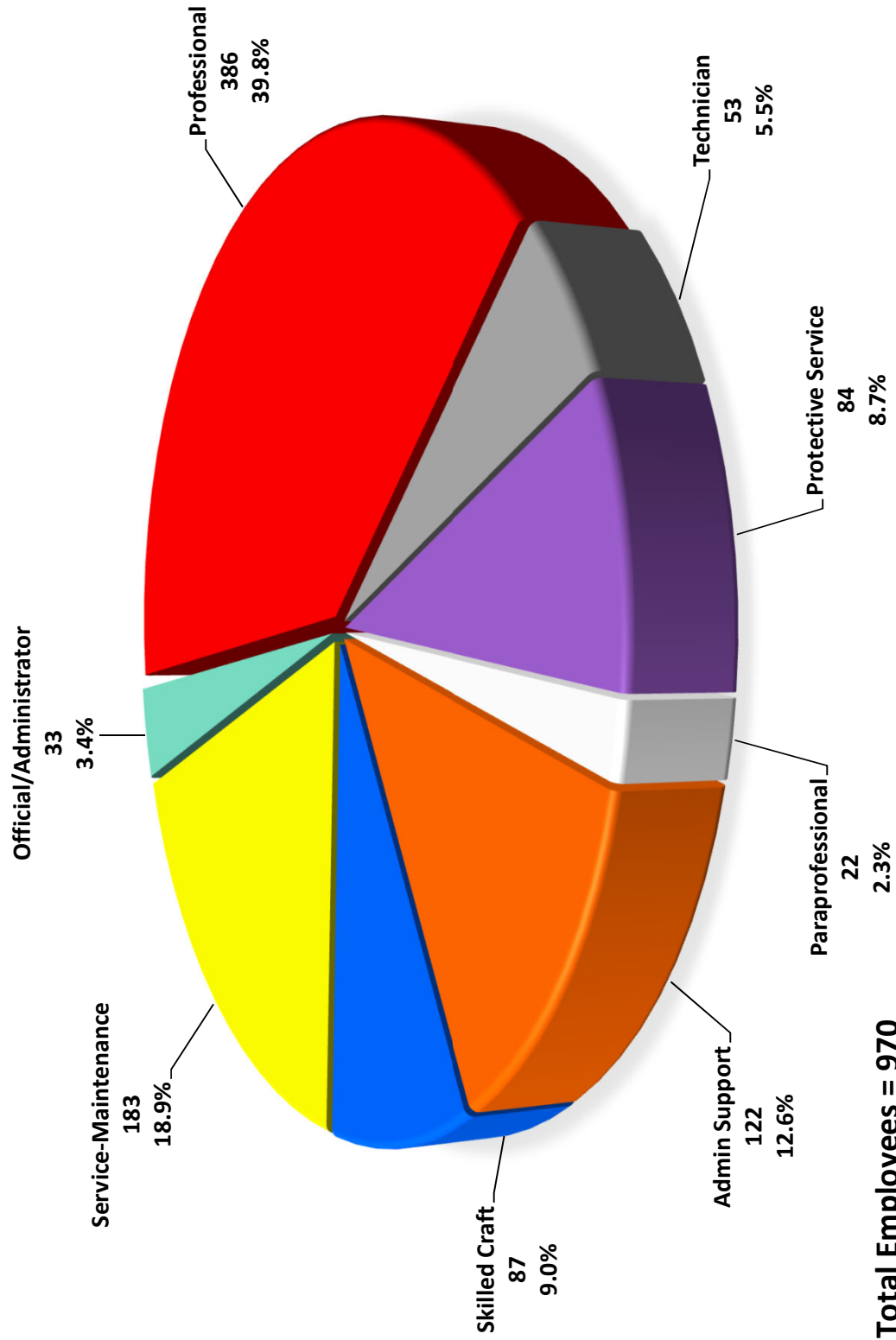
Total PGPL Employees: 154

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

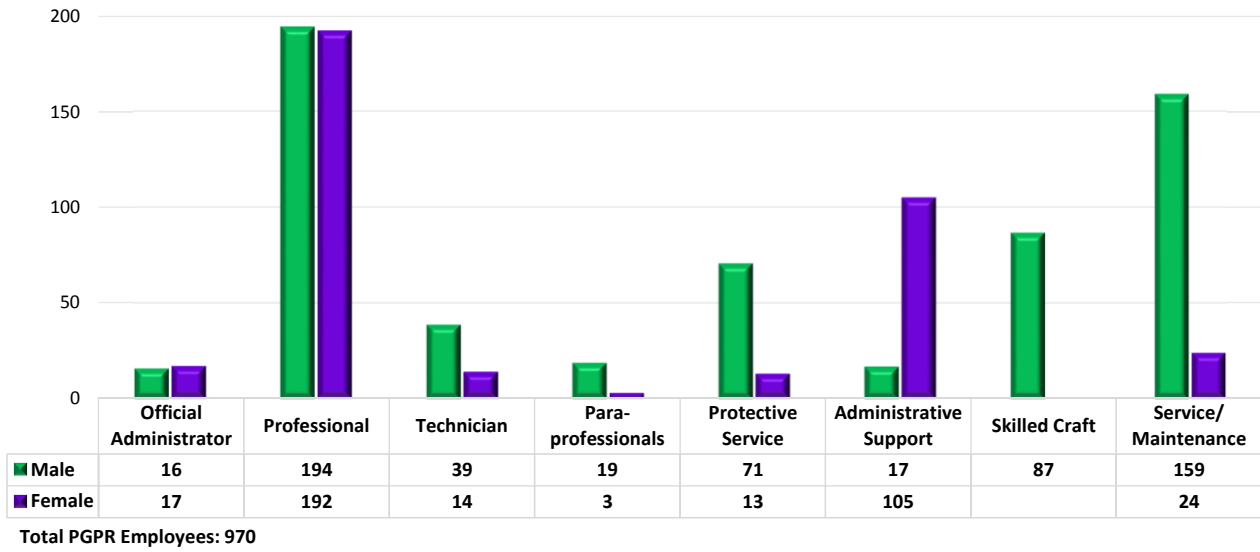


Average Length of Service for Employees: 12.8 Years

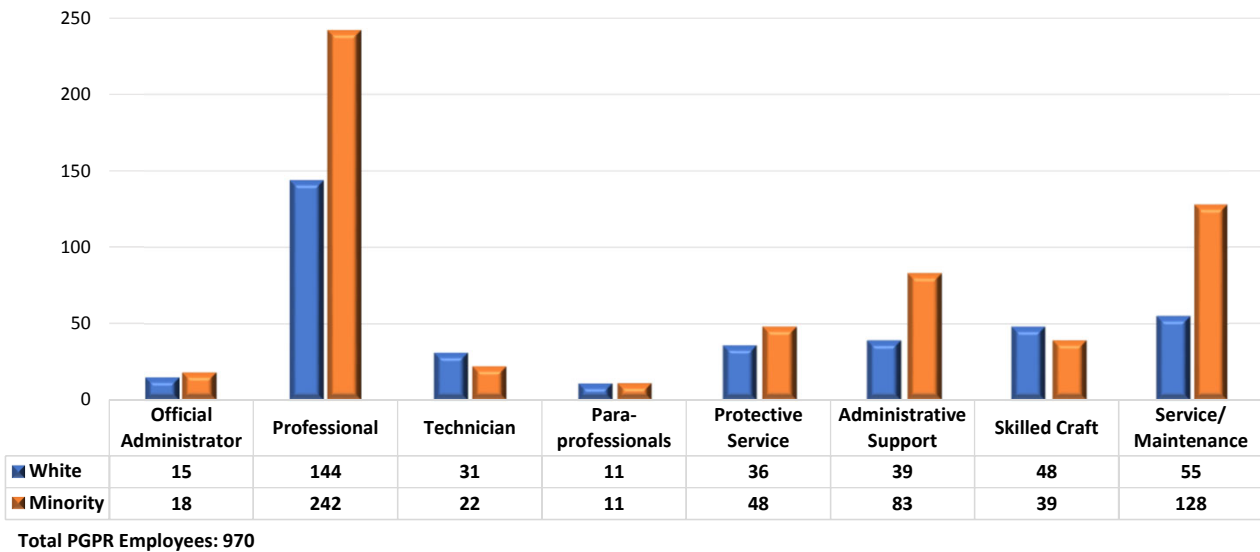
Career Employees by EEO-4 Job Category: Prince George's County Parks and Recreation



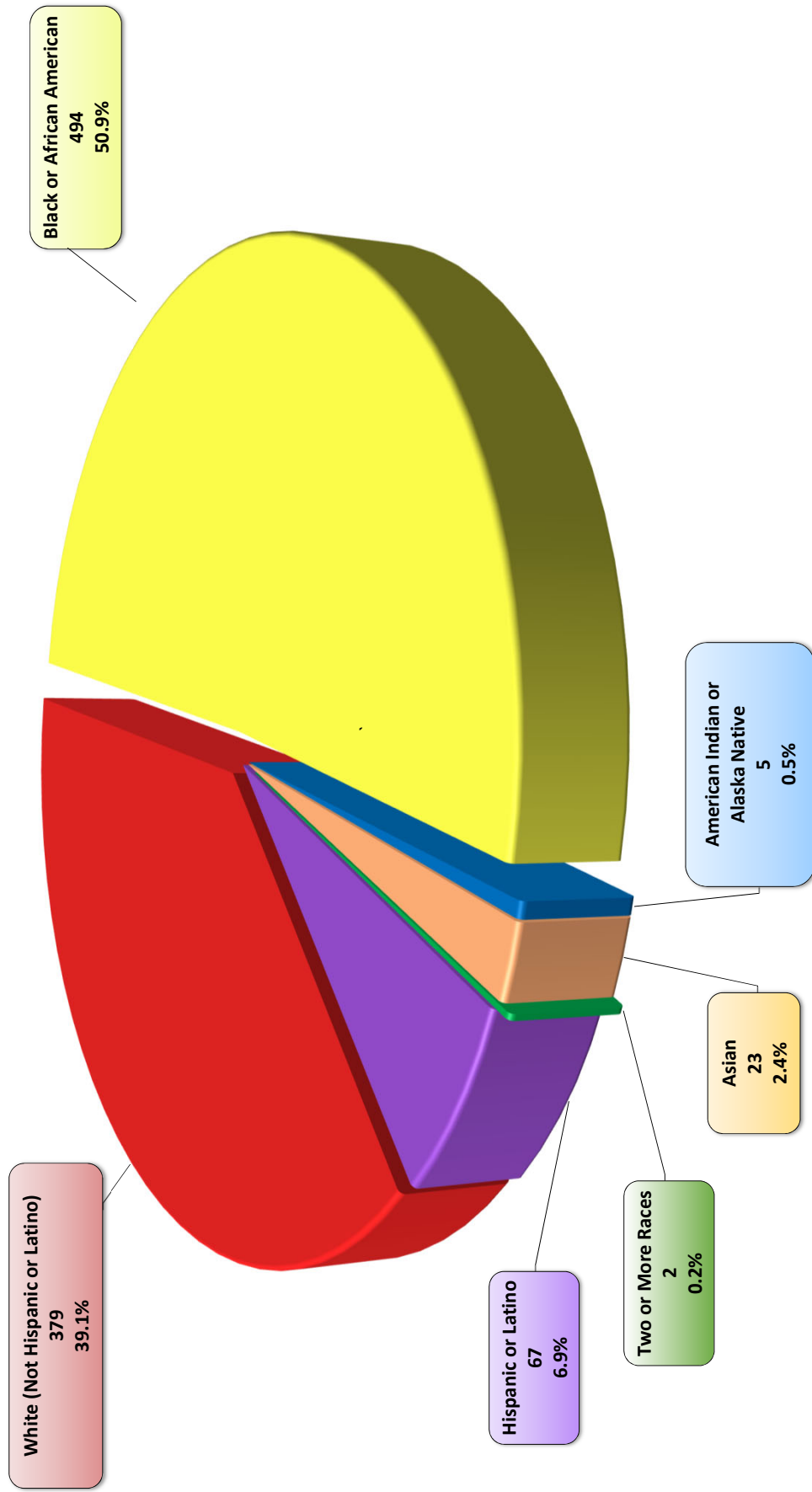
Distribution by EEO-4 Job Category and Gender



Distribution by EEO-4 Job Category and Race/Ethnicity

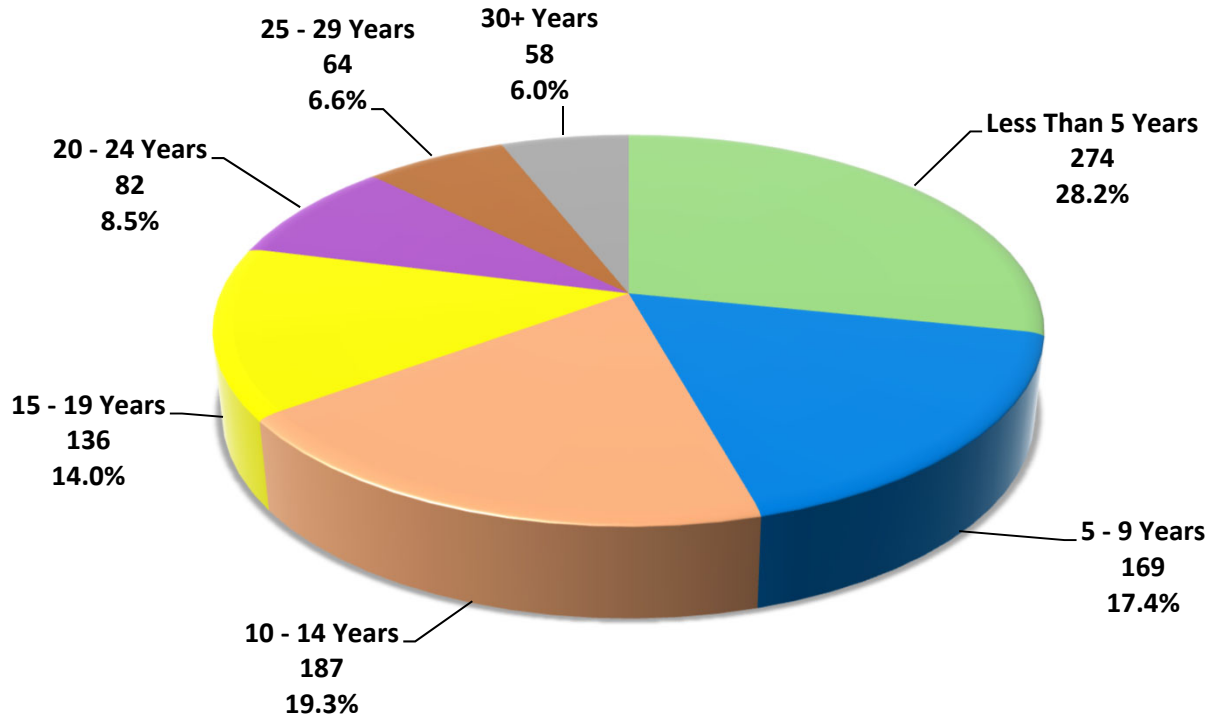


EE0-4 Race/Ethnic Identification, Career Employees Prince George's County Parks and Recreation



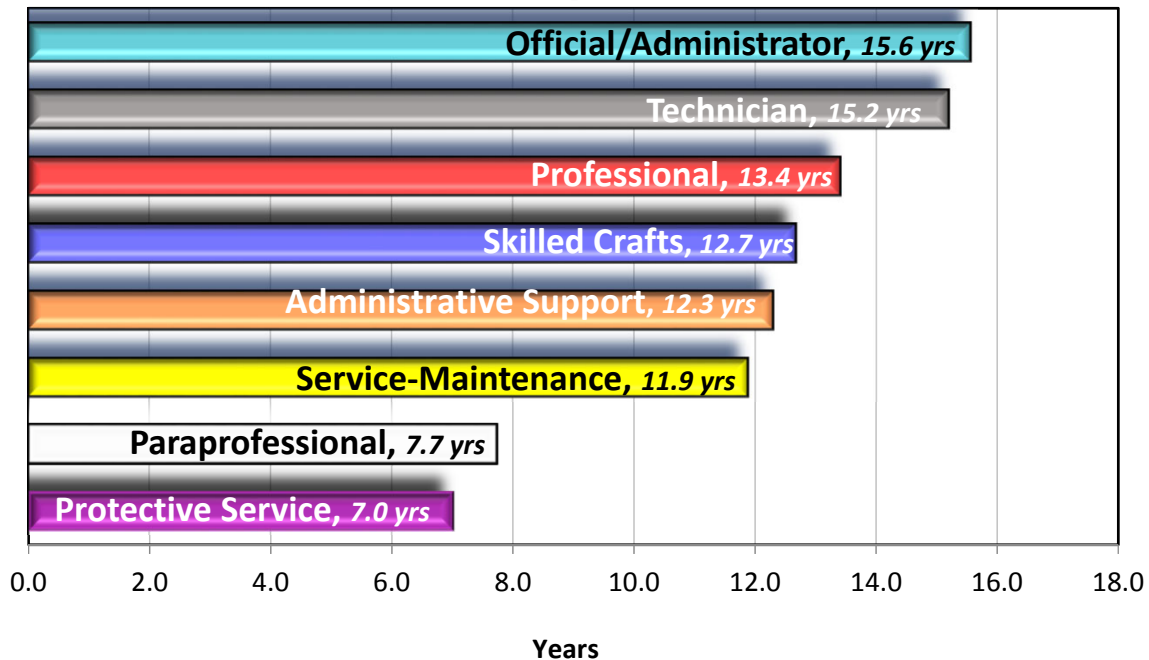
Total Career Employees = 970

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



Total PGPR Employees: 970

Average Length of Service by EEO-4 Job Category: Prince George's County Parks and Recreation

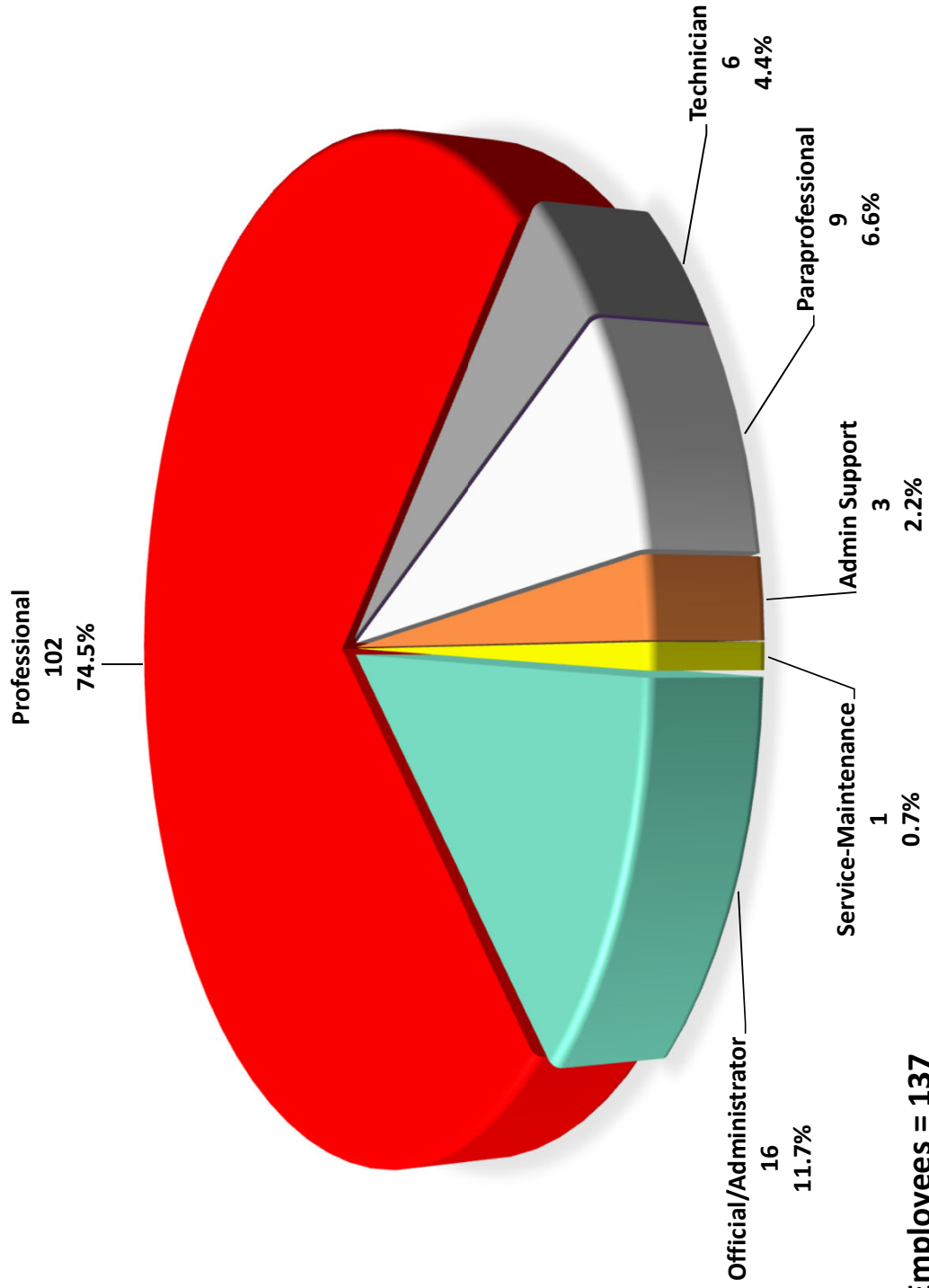


Average Length of Service for Employees: 12.4 Years

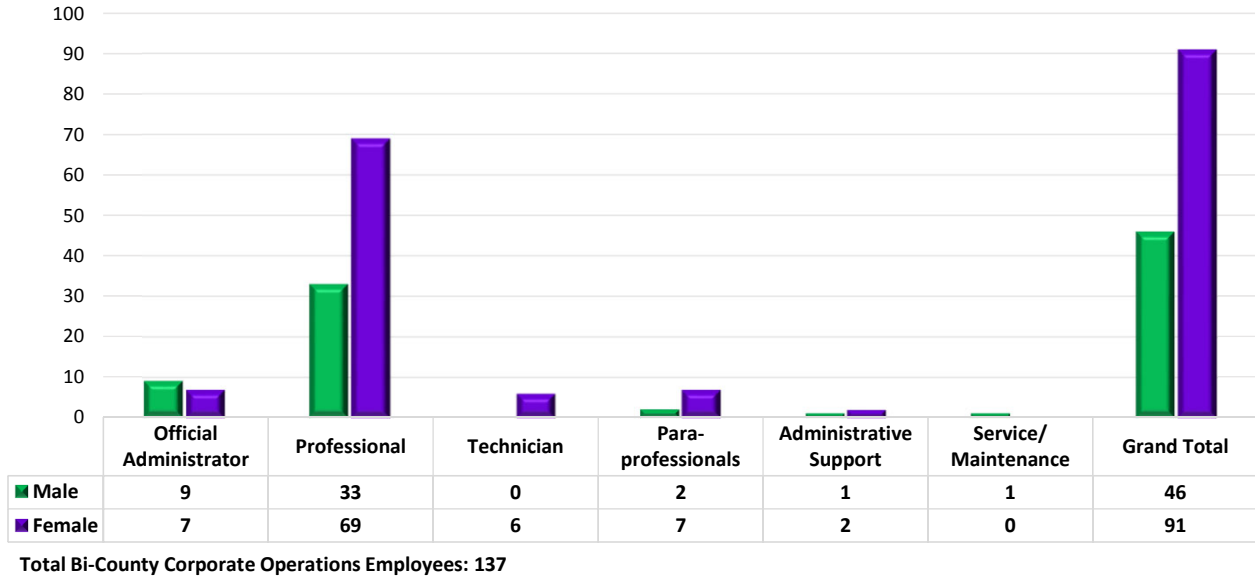
Bi-County Corporate Operations

Department of Finance
Department of Human Resources and Management
Legal Department
Office of the Chief Information Officer
Office of the Inspector General
Merit Board System

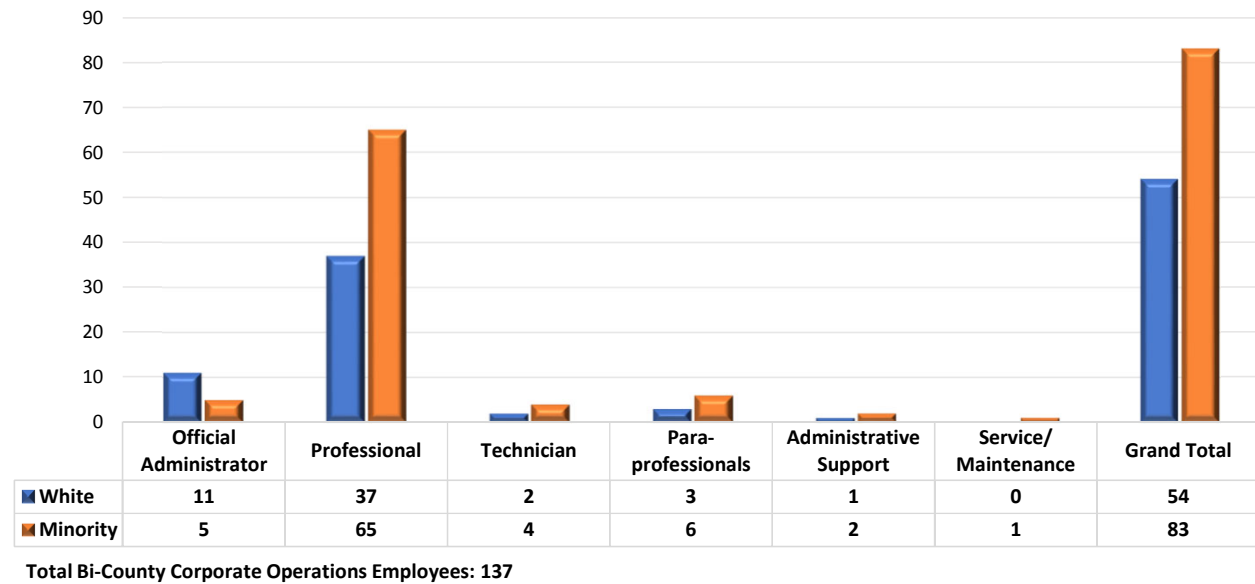
Career Employees by EEO-4 Job Category: Bi-County Corporate Operations



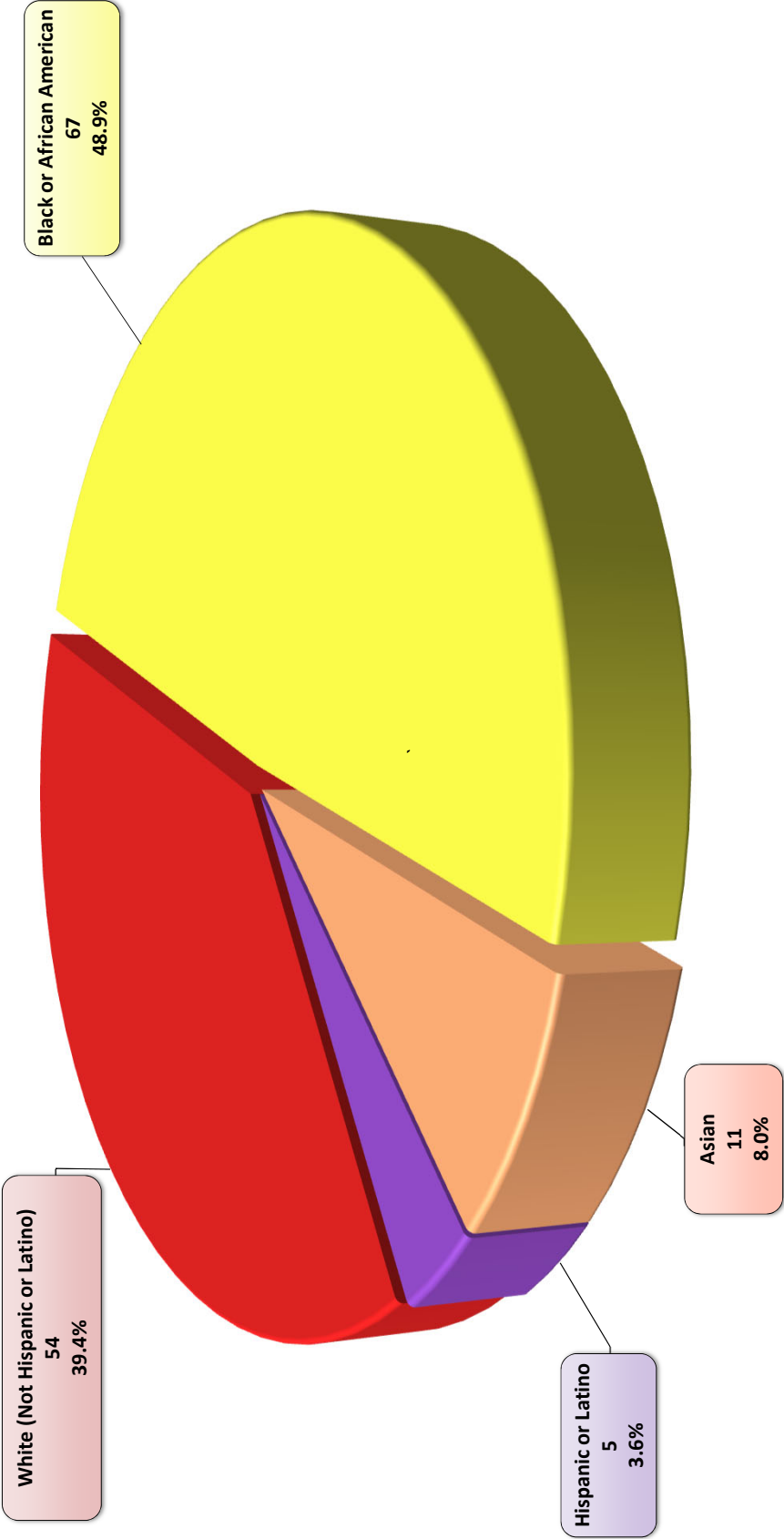
Distribution by EEO-4 Job Category and Gender



Distribution by EEO-4 Job Category and Race/Ethnicity

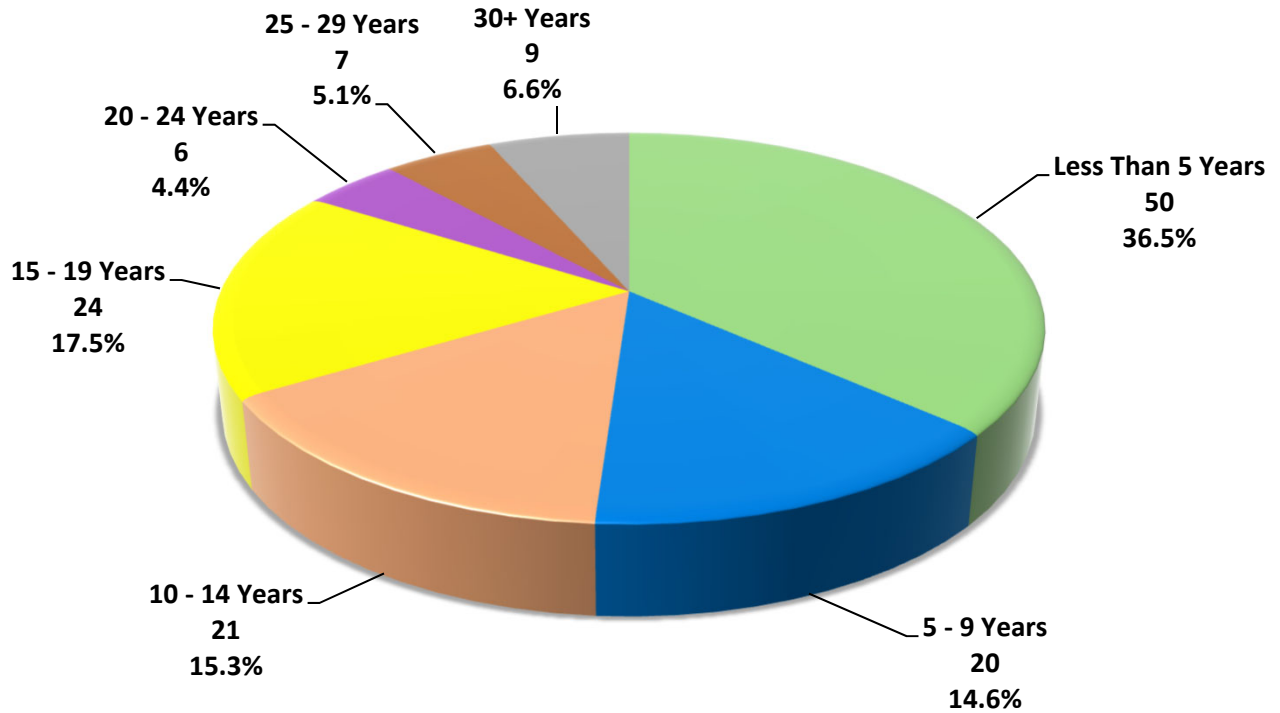


EE0-4 Race/Ethnic Identification, Career Employees
Bi-County Corporate Operations



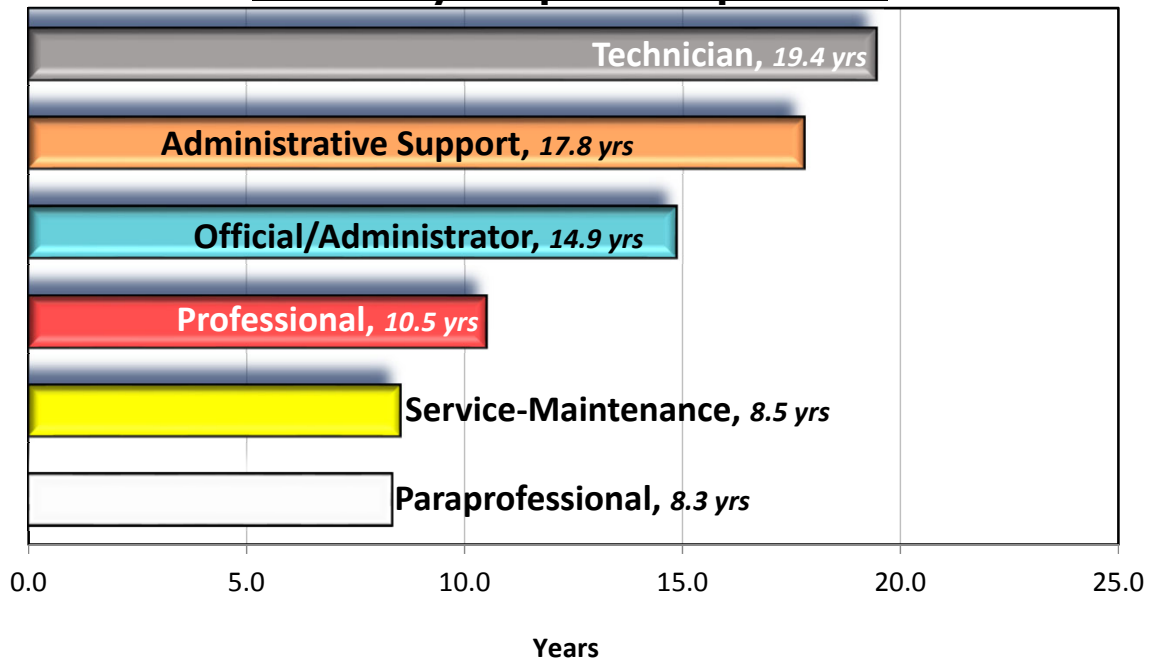
Total Career Employees: 137

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



Total Bi-County Corporate Operations Employees: 137

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



Average Length of Service for Employees: 11.4 Years

Appendix

EEOC Definitions / Pay Scales *Health Plan Premium Rates*

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 work force, or from post-employment records as to the identity of employees. Since visual surveys are permitted, and 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, on the basis of 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 peoples 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 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 which 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, dietitians, 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 which 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 which 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 which 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), farm workers (except managers), craft apprentices/trainees/helpers, and kindred workers.

**The Maryland-National Capital Park and Planning Commission
General Service Pay Schedule
Effective August 13, 2017
1.5% COLA**

<u>New Grade</u>	<u>Lawson Grade</u>	<u>ePersonality Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
10	HC	C	\$29,306 \$14.0894	\$40,994 \$19.7087	\$52,680 \$25.3269
12	HD	D	\$32,925 \$15.8293	\$44,632 \$21.4577	\$56,339 \$27.0861
14	HE	E	\$36,428 \$17.5135	\$49,381 \$23.7409	\$62,334 \$29.9683
16	HF	F	\$40,877 \$19.6524	\$55,412 \$26.6404	\$69,946 \$33.6279
18	HG/EG	G	\$46,293 \$22.2563	\$62,753 \$30.1697	\$79,213 \$38.0832
20			\$48,607 \$23.3688	\$65,892 \$31.6788	\$83,175 \$39.9880
22	HH/EH	H	\$52,480 \$25.2308	\$71,139 \$34.2014	\$89,803 \$43.1745
24			\$55,103 \$26.4918	\$74,696 \$35.9115	\$94,288 \$45.3308
26	EI	I	\$59,434 \$28.5740	\$80,667 \$38.7822	\$101,900 \$48.9904
28			\$63,412 \$30.4865	\$86,959 \$41.8072	\$110,506 \$53.1279
30	EJ	J	\$69,175 \$33.2572	\$94,868 \$45.6096	\$120,559 \$57.9611
32			\$76,838 \$36.9413	\$104,123 \$50.0591	\$131,408 \$63.1769
34	EK	K	\$82,841 \$39.8274	\$112,297 \$53.9889	\$141,754 \$68.1510
36			\$91,661 \$44.0678	\$124,254 \$59.7375	\$156,848 \$75.4077
38	EL	L	\$100,481 \$48.3082	\$136,211 \$65.4861	\$171,942 \$82.6644
40			\$110,528 \$53.1385	\$145,534 \$69.9683	\$180,538 \$86.7971

Approved by the Commission
May 17, 2017

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Special Salary Range Pay Schedule for Select Career IT Positions ONLY
Effective August 13, 2017
1.5% COLA

<u>Lawson Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
EGT	\$48,607 \$23.3688	\$64,486 \$31.0029	\$83,175 \$39.9880
EHT	\$55,103 \$26.4918	\$73,101 \$35.1447	\$94,288 \$45.3308
EIT	\$62,404 \$30.0019	\$82,891 \$39.8514	\$106,994 \$51.4394
EJT	\$75,402 \$36.2510	\$101,184 \$48.6462	\$131,408 \$63.1769

<u>TITLE</u>	<u>GRADE</u>
Programmer/Analyst I	EGT
GIS Specialist I	EGT
IT Telecommunications Spec I	EGT
Programmer/Analyst II	EHT
GIS Specialist II	EHT
Senior IT Support Specialist	EIT
Programmer/Analyst III	EIT
GIS Specialist III	EIT
IT Systems Manager/Leader	EJT

Approved by the Commission
May 17, 2017

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Office/Clerical Bargaining Unit Pay Schedule
Effective August 13, 2017
1.5% COLA

<u>Legacy Grade</u>	<u>Lawson Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
C01	HC1	\$26,254 \$12.6221	\$35,590 \$17.1106	\$44,926 \$21.5990	\$46,275 \$22.2476
C02	HC2	\$28,044 \$13.4827	\$38,017 \$18.2774	\$47,988 \$23.0712	\$49,428 \$23.7635
C03	HC3	\$29,320 \$14.0962	\$41,013 \$19.7178	\$52,706 \$25.3394	\$54,288 \$26.1000
C04	HC4	\$32,941 \$15.8370	\$44,654 \$21.4683	\$56,366 \$27.0990	\$58,057 \$27.9120
C05	HC5	\$36,447 \$17.5226	\$49,406 \$23.7529	\$62,367 \$29.9841	\$64,236 \$30.8827
C06	HC6	\$40,897 \$19.6620	\$55,439 \$26.6534	\$69,983 \$33.6457	\$72,081 \$34.6543

Approved by the Commission
April 19, 2017

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Trades Bargaining Unit Pay Schedule
Effective August 13, 2017
1.5% COLA

<u>Legacy Grade</u>	<u>Lawson Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
T01	HT1	\$28,044 \$13.4827	\$38,017 \$18.2774	\$47,988 \$23.0712	\$49,428 \$23.7635
T02	HT2	\$32,941 \$15.8370	\$44,654 \$21.4683	\$56,366 \$27.0990	\$58,057 \$27.9120
T03	HT3	\$36,447 \$17.5226	\$49,406 \$23.7529	\$62,366 \$29.9837	\$64,236 \$30.8827
T04	HT4	\$40,897 \$19.6620	\$55,439 \$26.6534	\$69,983 \$33.6457	\$72,082 \$34.6548

Approved by the Commission
April 19, 2017

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Service/Labor Bargaining Unit Pay Schedule
Effective August 13, 2017
1.5% COLA

<u>Legacy Grade</u>	<u>Lawson Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
L01	HL1	\$26,176 \$12.5846	\$35,485 \$17.0601	\$44,795 \$21.5361	\$46,138 \$22.1817
L02	HL2	\$29,234 \$14.0548	\$40,892 \$19.6596	\$52,551 \$25.2649	\$54,127 \$26.0226
L03,L04	HL3/HL4	\$32,845 \$15.7909	\$44,524 \$21.4058	\$56,203 \$27.0207	\$57,890 \$27.8317
L05,L06	HL5/HL6	\$36,340 \$17.4712	\$49,262 \$23.6837	\$62,184 \$29.8962	\$64,049 \$30.7928
L07	HL7	\$40,777 \$19.6043	\$55,278 \$26.5760	\$69,777 \$33.5466	\$71,871 \$34.5534

Approved by the Commission
April 19, 2017

The Maryland-National Capital Park and Planning Commission
 FOP Park Police
 Effective July 2, 2017 (1.5% COLA)

Rank	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
P02 (annual) (hourly)	\$51,800 \$24,9038	\$53,618 \$25,7779	\$55,495 \$26,6803	\$57,436 \$27,6135	\$59,443 \$28,5784	\$61,527 \$29,5803	\$63,679 \$30,6149	\$65,907 \$31,6861	\$68,213 \$32,7947	\$70,605 \$33,9447	\$73,077 \$35,1332	\$75,630 \$36,3606	\$76,277 \$37,6332	\$78,018 \$38,9510		
P03 (annual) (hourly)	\$51,778 \$24,8933	\$54,392 \$26,1500	\$56,299 \$27,0668	\$58,276 \$28,0173	\$60,307 \$28,9938	\$62,412 \$30,0058	\$64,602 \$31,0587	\$66,862 \$32,1452	\$69,208 \$33,2731	\$71,627 \$34,4361	\$74,134 \$35,6413	\$76,732 \$36,8904	\$79,419 \$38,1822	\$82,192 \$39,5154	\$85,069 \$40,8986	
P04 (annual) (hourly)	\$54,367 \$26,1380	\$57,109 \$27,4563	\$59,114 \$28,4202	\$61,182 \$29,4144	\$63,320 \$30,4423	\$65,539 \$31,5091	\$67,831 \$32,6111	\$70,203 \$33,7514	\$72,664 \$34,9346	\$75,203 \$36,1553	\$77,839 \$37,4226	\$80,565 \$38,7332	\$83,382 \$40,0875	\$86,302 \$41,4913	\$89,325 \$42,9447	
P05 (annual) (hourly)	\$59,939 \$28,8168	\$62,970 \$30,2740	\$65,171 \$31,3322	\$67,452 \$32,4288	\$69,810 \$33,5625	\$72,255 \$34,7380	\$74,784 \$35,9538	\$77,405 \$37,2139	\$80,115 \$38,5168	\$82,915 \$39,8630	\$85,821 \$41,2601	\$88,828 \$42,7058	\$91,930 \$44,1971	\$95,148 \$45,7442	\$98,475 \$47,3438	\$100,939 \$48,5284

Rank ASI 1* ASI 2**

P02 (annual) \$83,449 \$86,161
 (hourly) \$40,1197 \$41,4236

P03 (annual) \$87,621 \$90,469
 (hourly) \$42,1255 \$43,4947

P04 (annual) \$92,005 \$94,995
 (hourly) \$44,2332 \$45,6707

P05 (annual) \$103,967 \$107,346
 (hourly) \$49,9841 \$51,6087

*ASI 1 Applies to all officers on the first anniversary date on which the officer has completed 16 years.
 **ASI 2 Applies to all officers on the first anniversary date on which the officer has completed 19 years.

Approved by the Commission June 21, 2017

**Park Police Command Officers
Effective July 2, 2017
1.5% COLA**

Title	Minimum	Midpoint	Maximum
Lieutenant [P06]	\$69,872 \$ 33.5923	\$94,411 \$ 45.3899	\$118,953 \$ 57.1889
Captain [P07]	\$80,838 \$ 38.8644	\$109,225 \$ 52.5120	\$137,613 \$ 66.1601
Commander [P09]	\$98,753 \$ 47.4774	\$128,345 \$ 61.7043	\$157,932 \$ 75.9288

**Officer Candidate Pay Scale
Effective July 2, 2017
1.5% COLA**

<u>Position</u>	<u>Scale</u>
Candidate [PC]	\$50,171 \$ 24.1207

Approved by the Commission June 21, 2017

**The Maryland-National Capital Park and Planning Commission
Aquatics Seasonal/Intermittent Pay Schedule
Effective First Full Pay Period in October 2017
Minimum Wage and Schedule Adjustments**

<u>Grade</u>	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
A02	\$11.50	\$12.05	\$12.60
A03	\$11.55	\$12.40	\$13.25
A04	\$12.00	\$13.18	\$14.35
A05	\$13.55	\$14.70	\$15.85
A06	\$15.60	\$16.93	\$18.25
A07	\$17.90	\$19.40	\$20.90

Approved by Commission on October 18, 2017

**The Maryland-National Capital Park and Planning Commission
 Aquatics Seasonal/Intermittent Pay Schedule
 Effective May 13, 2018
 Pay Schedule Adjustments and New Grade**

<u>Grade</u>	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>	<u>Fourth Year</u>
AQ2	\$12.00	\$12.61	\$13.23	\$13.89
AQ3	\$13.00	\$13.88	\$14.57	\$15.30
AQ4	\$15.00	\$15.75	\$16.53	\$17.36
AQ5	\$16.50	\$17.31	\$18.18	\$19.09
AQ6	\$18.14	\$19.05	\$20.00	\$21.00
AQ7	\$19.96	\$20.96	\$22.01	\$23.10
AQ8	\$24.15	\$25.36	\$26.62	\$27.95

Approved by Commission on February 21, 2018

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Seasonal/Intermittent Pay Schedule
Effective First Full Pay Period in October 2017
Minimum Wage Update and Schedule Adjustments

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>	<u>INSTRUCTORS</u>	
PFA I - 920	N01	\$11.5000	\$12.3500	\$13.2000	950	I
PFA II - 921	N02	\$11.5500	\$12.6750	\$13.8000		
PFA III - 922	N03	\$11.6000	\$13.0500	\$14.5000		
PFMA I - 930	N04	\$11.6500	\$13.4500	\$15.2500	951	II
PFMA II - 931	N05	\$11.7000	\$13.8500	\$16.0000		
PFMA III - 932	N07	\$11.7500	\$14.2750	\$16.8000		
Help Desk Rep I - 933	N08	\$11.8000	\$14.7250	\$17.6500	952	III
Not in Use	N10	\$11.8500	\$15.2000	\$18.5500		
Intern I/Playground Manager	N11	\$12.2800	\$15.6567	\$20.0500	953	IV
Help Desk Rep II - 934	N12	\$13.2626	\$16.9100	\$21.6500		
Intern II/Help Desk Rep III - 935	N13	\$15.2514	\$19.4455	\$23.6396	954	V
Not in Use	N14	\$17.5395	\$22.3632	\$27.1869		
Camp Health Supv - 941	N15	\$20.1711	\$25.7179	\$31.2647	955	VI

Approved by the Commission on October 18, 2017

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Tennis Instructor Pay Schedule
Effective First Full Pay Period in October 2017
Minimum Wage Update and Schedule Adjustments

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
Tennis Instructor 1	TI1	\$11.5000	\$14.2750	\$17.0500
Tennis Instructor 2	TI2	\$15.0000	\$19.0000	\$23.0000
Tennis Instructor 3	TI3	\$20.0000	\$27.0000	\$34.0000
Tennis Instructor 4	TI4	\$32.0000	\$36.0000	\$40.0000

Approved by the Commission October 18, 2017

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Specialty Services Pay Schedule
Effective First Full Pay Period in October 2017
Minimum Wage Update and Schedule Adjustments

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
Spec Svcs Instructor 1	SS1	\$11.5000	\$16.7500	\$22.0000
Spec Svcs Instructor 2	SS2	\$12.5000	\$19.7500	\$27.0000
Spec Svcs Instructor 3	SS3	\$15.5000	\$24.7500	\$34.0000
Spec Svcs Instructor 4	SS4	\$21.0000	\$33.5000	\$46.0000
Spec Svcs Instructor 5*	SS5	\$34.0000	\$54.5000	\$75.0000

* Use of Specialty Services Instructor 5 requires Human Resources Director approval

Approved by the Commission October 18, 2017

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

CREDITS

Personnel Management Review Fiscal Year 2018

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Acting Executive Director

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