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# Personnel Management Review Fiscal Year 2023



**Prepared by**

**The Department of Human Resources and Management**

**April 2023**



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

6611 Kenilworth Avenue • Riverdale, Maryland 20737

TO: Peter A. Shapiro, Chair  
Artie L. Harris Jr., Vice-Chair

FROM: Asuntha Chiang-Smith, Executive Director

SUBJECT: Personnel Management Review (PMR), Fiscal Year 2023

I am pleased to submit the Commission's 30<sup>th</sup> edition of the Personnel Management Review (PMR) for the fiscal year 2023. 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-NCPPC 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 2023

### Employee Demographic Profile



### THE COMMISSION

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Artie L. Harris Jr., Vice-Chair

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Jason Sartori, Montgomery County Planning Director

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# M-NCPPC Personnel Management Review Fiscal Year 2023

## TABLE OF CONTENTS

	Page
Employee Workforce Snapshot .....	1-6
Career Workforce Highlights .....	7-30
Trends in the Career Lifecycle.....	31-38
Non-Permanent Workforce Highlights.....	39-43

### *Montgomery County Career Employee Profile*

#### **Montgomery County Commissioners' Office**

Job Category Distribution.....	45
Job Category, Gender, & Race/Ethnicity Distribution.....	46
Race/Ethnicity Distribution .....	47
Length of Service Distribution, Average Length of Service by Job Category.....	48

#### **Montgomery County Department of Planning**

Job Category Distribution.....	49
Job Category, Gender, & Race/Ethnicity Distribution.....	50
Race/Ethnicity Distribution .....	51
Length of Service Distribution, Average Length of Service by Job Category.....	52

#### **Montgomery County Department of Parks**

Job Category Distribution.....	53
Job Category, Gender, & Race/Ethnicity Distribution.....	54
Race/Ethnicity Distribution .....	55
Length of Service Distribution, Average Length of Service by Job Category.....	56

### *Prince George's County Merit System Employee Profile*

#### **Prince George's Commissioners' Office**

Job Category Distribution.....	58
Job Category, Gender, & Race/Ethnicity Distribution.....	59
Race/Ethnicity Distribution .....	60
Length of Service Distribution, Average Length of Service by Job Category.....	61

#### **Prince George's Department of Planning**

Job Category Distribution.....	62
Job Category, Gender, & Race/Ethnicity Distribution.....	63
Race/Ethnicity Distribution .....	64
Length of Service Distribution, Average Length of Service by Job Category.....	65

#### **Prince George's Department of Parks and Recreation**

Job Category Distribution.....	66
Job Category, Gender, & Race/Ethnicity Distribution.....	67
Race/Ethnicity Distribution .....	68
Length of Service Distribution, Average Length of Service by Job Category.....	69

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

**Bi-County Corporate Operations**

Job Category Distribution.....71  
Job Category, Gender, & Race/Ethnicity Distribution .....72  
Race/Ethnicity Distribution .....73  
Length of Service Distribution, Average Length of Service by Job Category.....74

**Appendix**

Equal Employment Opportunity Commission (EEOC) Definitions of Race/Ethnicity .....76  
EEOC Description of Job Categories .....77  
Credits .....78

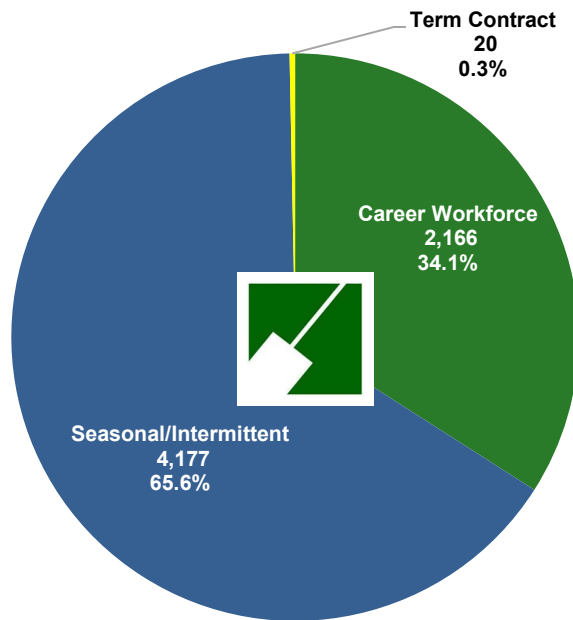


# *M-NCPPC Workforce Snapshot*

**M-NCPPC WORKFORCE SNAPSHOT**

# M-NCPPC WORKFORCE SNAPSHOT

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**Total Population: 6,363**



# M-NCPPC WORKFORCE SNAPSHOT

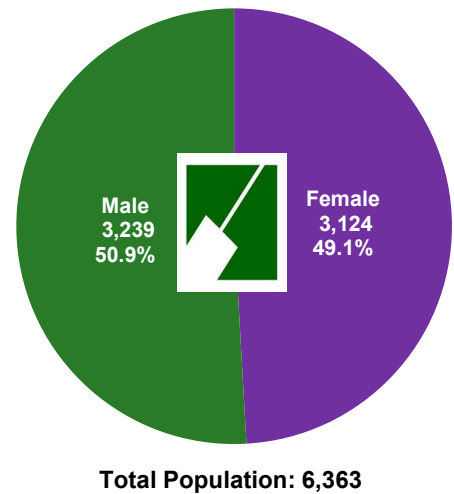
The M-NCPPC Workforce Snapshot reflects the Agency’s entire workforce, both career and non-permanent employees. Additional information concerning the Agency’s career employees begins on page 5 and information concerning the Agency’s non-permanent employees begins on page 42.

All data reported is based on employees, not positions.

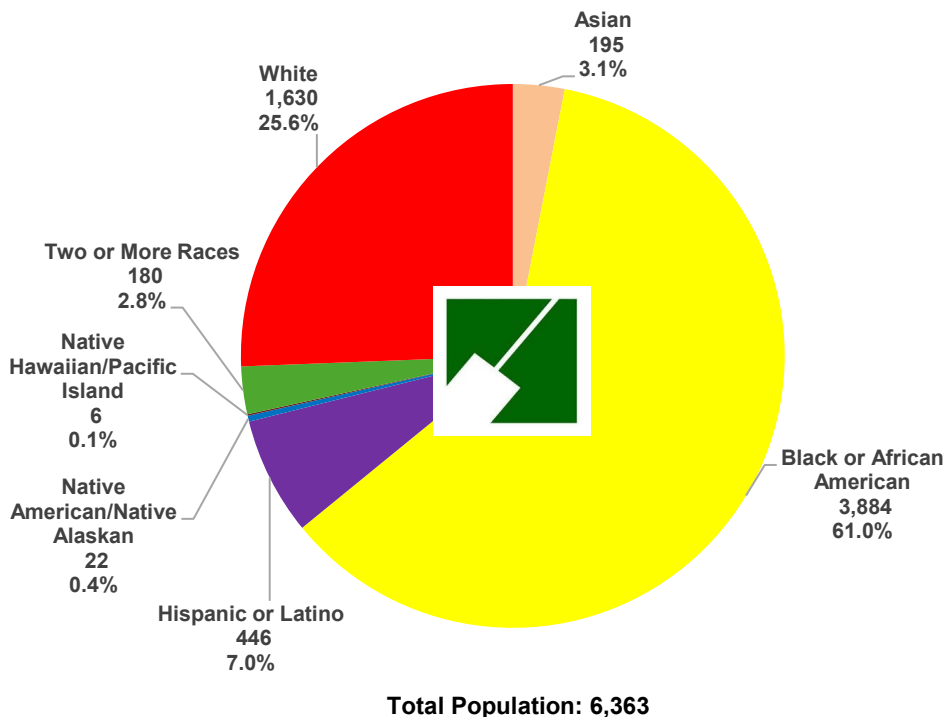
- The gender composition of the entire workforce in FY23 was 49.1% female and 50.9% male.

Distribution of All Employees by Department		
Department		
Bi-County Corporate Operations	154	2.4%
Montgomery County Commissioners' Office	2	0.1%
Montgomery County Planning	147	2.3%
Montgomery County Parks	1,199	18.8%
Prince George's County Commissioners' Office	9	0.1%
Prince George's County Planning	178	2.8%
Prince George's County Parks and Recreation	4,674	73.5%
<b>M-NCPPC Employees Total</b>	<b>6,363</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 Board Members



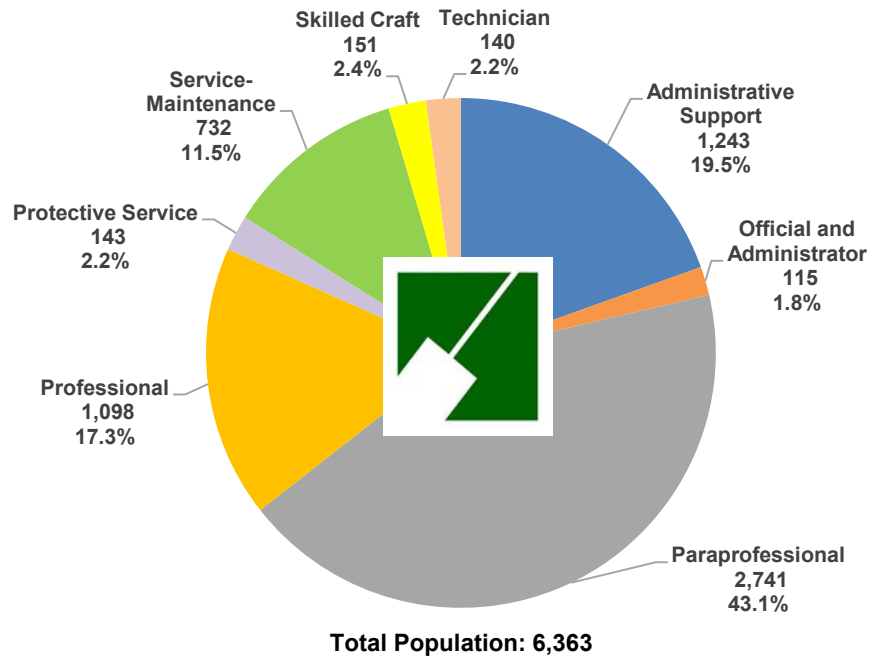
- The racial/ethnic composition of the entire workforce in FY23 was as follows:



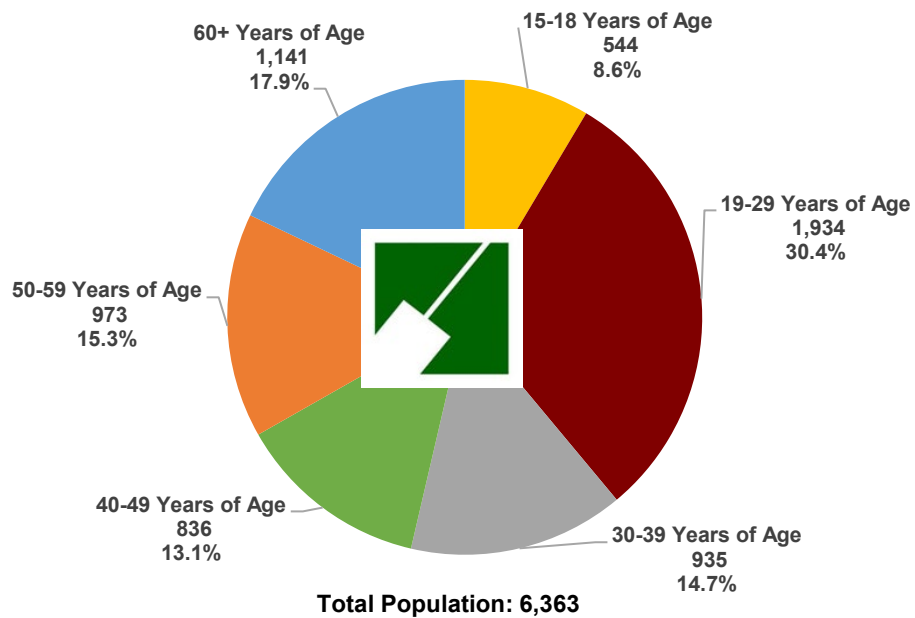


# M-NCPPC WORKFORCE SNAPSHOT

- The EEO-4 Job Category composition of the entire workforce in FY23 was as follows:

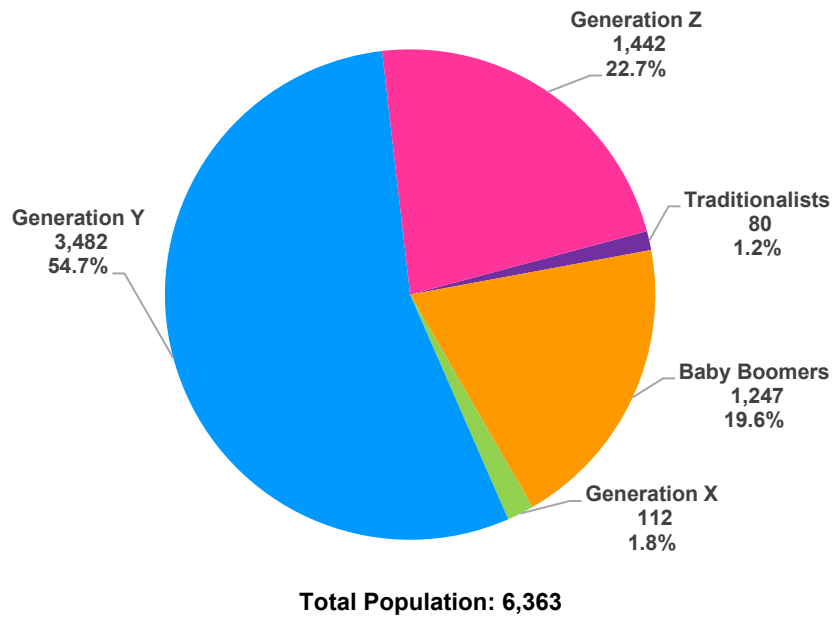


- The age composition of the entire workforce in FY23 was as follows:



- The workforce generations of the entire workforce in FY23 were as follows:

## Workforce Generations



Generation	Birth Year
Traditionalists	1900 – 1945
Baby Boomers	1946 – 1964
Generation X	1965 – 1980
Generation Y (Millennials)	1981 – 1996
Generation Z (Digital Natives)	1997 – 2015

# M-NCPPC WORKFORCE SNAPSHOT

- Various EEO-4 Job Titles for each Job Category composition of the entire workforce in FY23 were as follows:

## **Administrative Support Category**

Administrative Assistant III  
Clerical/Inventory Operations Supervisor  
Park Police Comm Technician  
Permitting & Information Technician  
Sr Clerk/Inv Ops Assistant

## **Official and Administrator Category**

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

## **Paraprofessional Category**

Administrative Specialist I  
Legal Assistant  
IT/Telecom Support Technician  
Corporate Payroll Specialist  
Publications Specialist

## **Professional Category**

Architect  
Corporate Applications Analyst  
Cultural Resources Planning Supervisor  
Engineer  
GIS Specialist

## **Protective Service Category**

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

## **Service-Maintenance Category**

Golf Course Maintenance Leader  
Park General Maintenance Worker  
Tree Worker/Climber  
Park General Maintenance Leader  
Tree Worker/Climber Leader

## **Skilled Craft Category**

Automotive/Equipment Mechanic II  
Carpenter III  
Electrician II  
Locksmith  
Pool Mechanic III

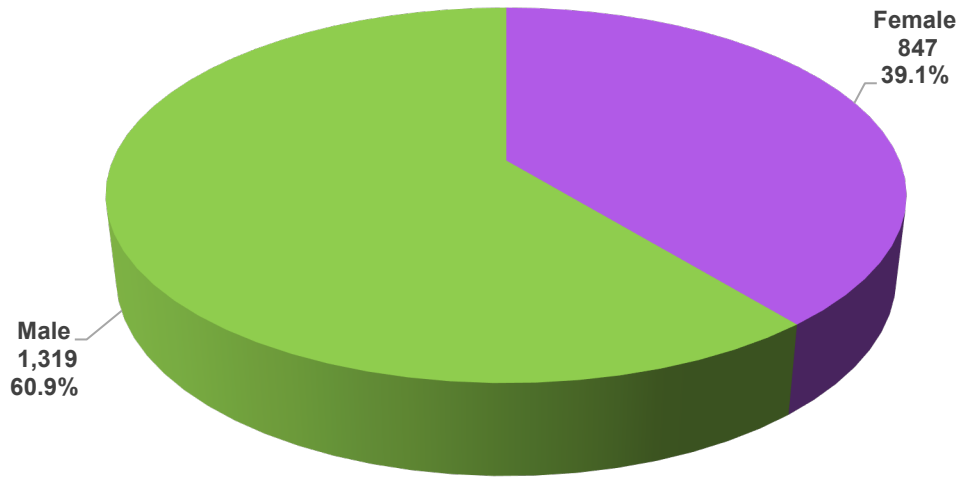
## **Technician Category**

Design Technician II  
Greenhouse/Nursery Technician  
Planning Technician III  
Senior CADD/GIS Technician  
Corporate Accounting Technician II

# *Career Workforce Highlights*

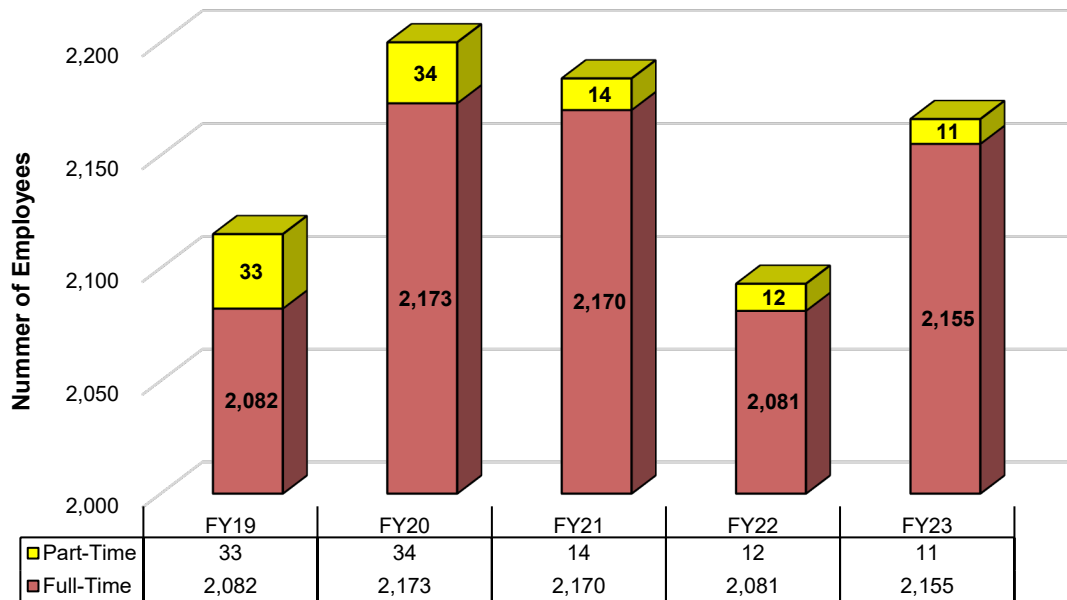
**CAREER WORKFORCE HIGHLIGHTS**

### Career Employees by Gender

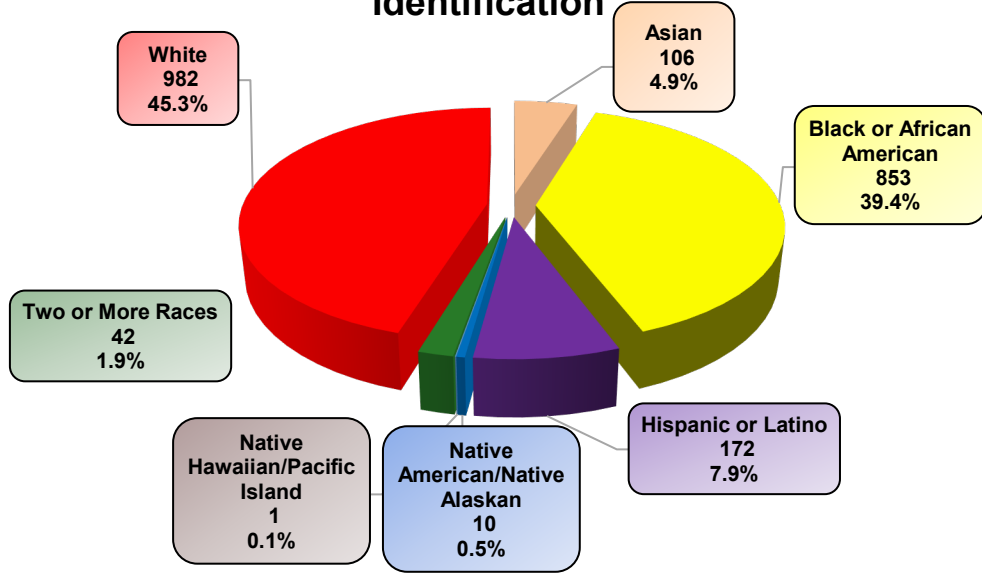


Total Career Employees: 2,166

### Full-Time and Part-Time Career Employees

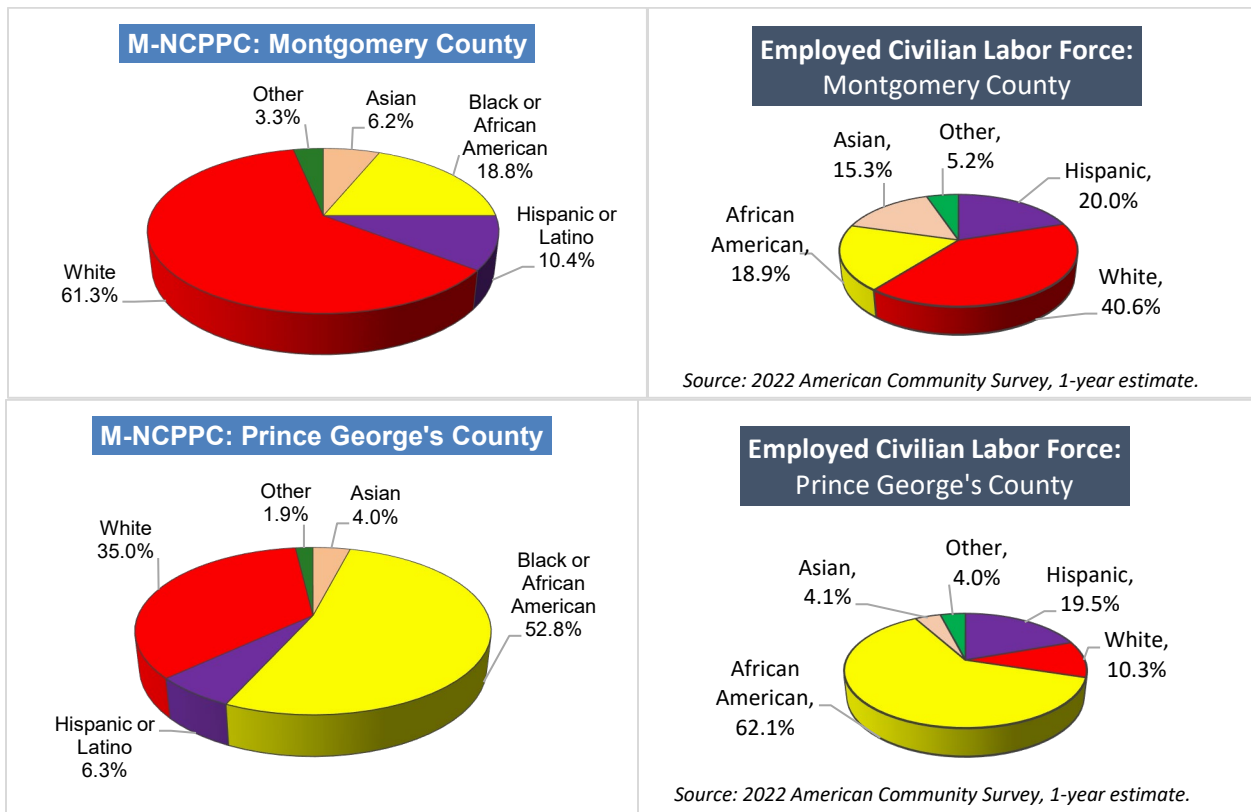


## Career Employees by EEO-4 Race/Ethnic Identification



Total Career Employees: 2,166

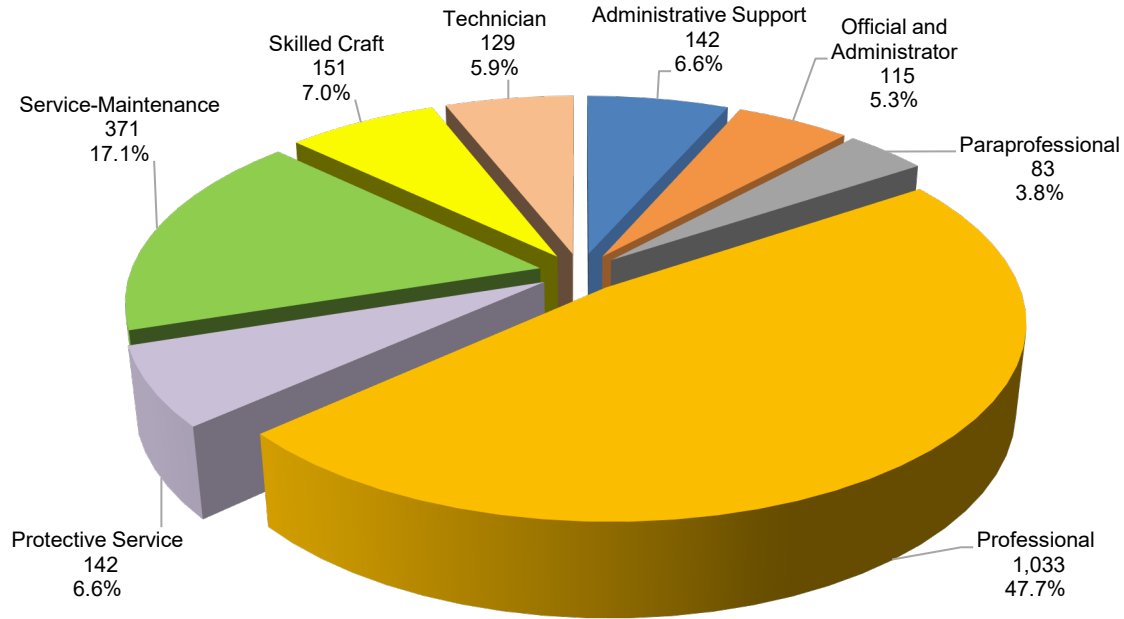
- The charts below reflect M-NCPPC career workforce distribution by race/ethnicity in Montgomery County and Prince George's County, compared to the broader employed civilian labor force within the region.



Source: 2022 American Community Survey 1-year estimates, Tables S0201, DP03, C23002H, C23002I, and analysis of PUMS data, U.S. Census Bureau; Research & Strategic Projects, Montgomery County Planning Department (01/12/24). The charts represent the employed civilian labor by race and Hispanic origin, 2022. Prince George's County includes CAS Departments.

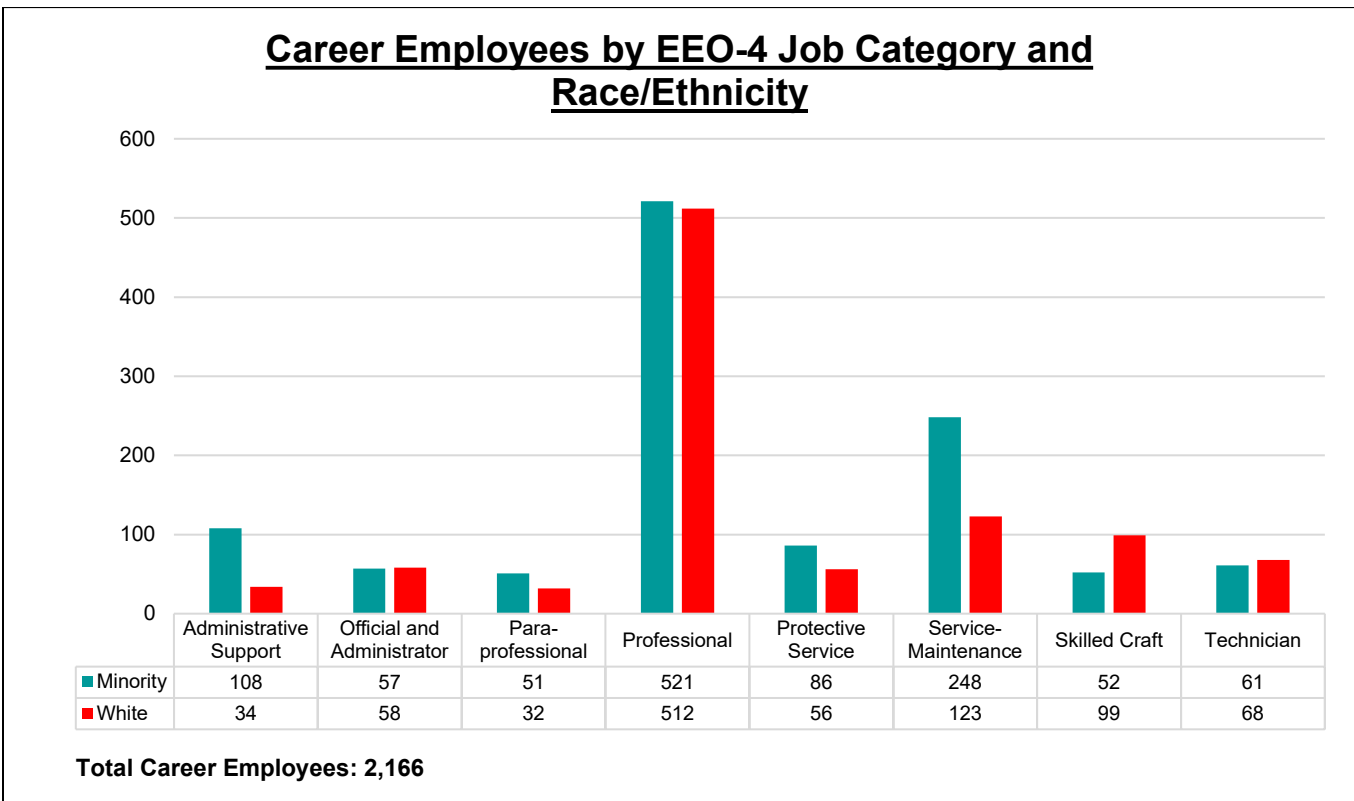
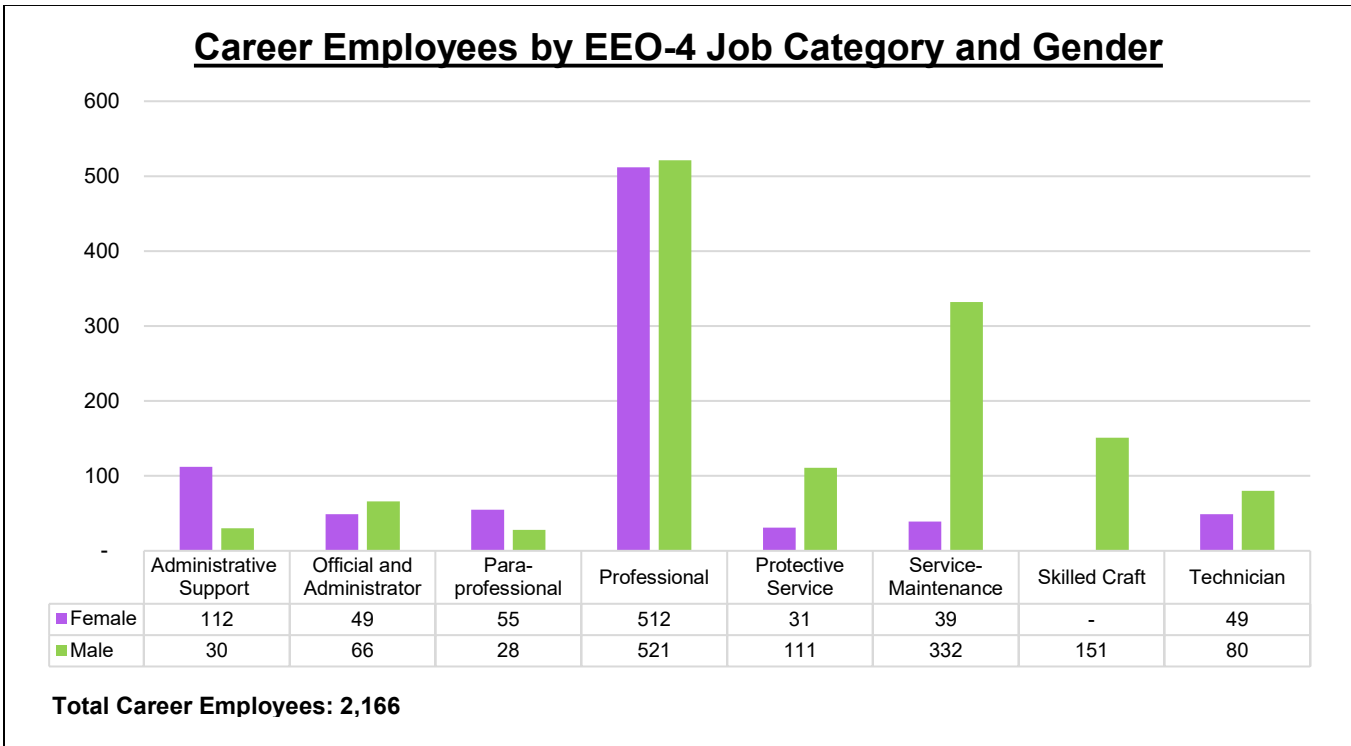
- In FY23 the largest number and percentage of employees at M-NCPPC fell into the Professional category with 1,033 employees or 47.7% of the workforce followed by the Service-Maintenance category with 371 employees or 17.1% of the workforce.

### Career Employees by EEO-4 Category



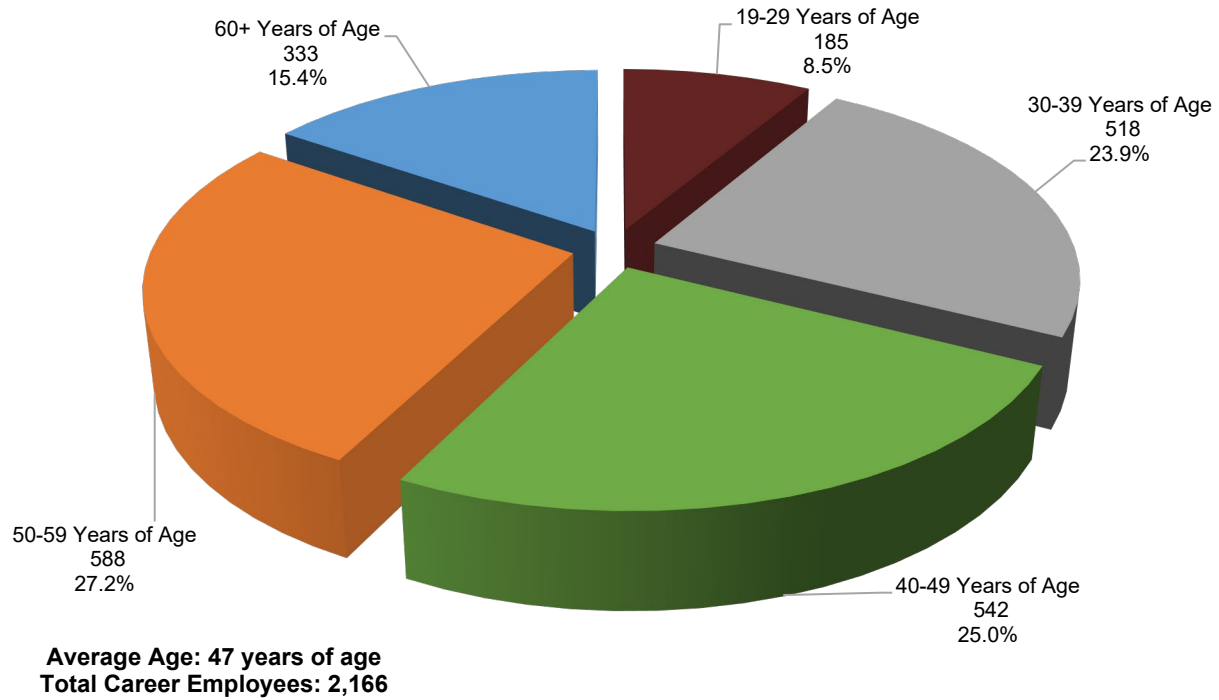
**Total Career Employees: 2,166**

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





### Distribution of Career Employees by Age



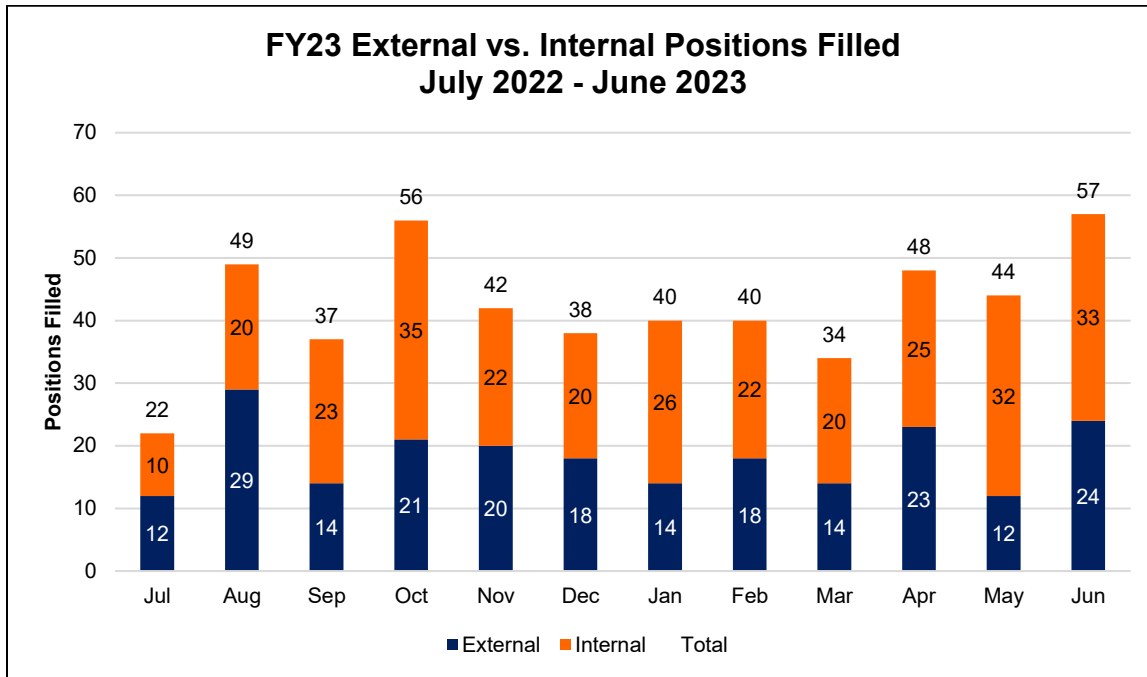
### **Distribution of Career Employees by Department**

<b>Bi-County Corporate Operations</b>	<b>141</b>	<b>6.5%</b>
<b>Montgomery County Commissioners' Office</b>	<b>2</b>	<b>0.1%</b>
<b>Montgomery County Planning</b>	<b>135</b>	<b>6.2%</b>
<b>Montgomery County Parks</b>	<b>715</b>	<b>33.0%</b>
<b>Prince George's County Commissioner's Office</b>	<b>8</b>	<b>0.4%</b>
<b>Prince George's County Planning</b>	<b>167</b>	<b>7.7%</b>
<b>Prince George's County Parks and Recreation</b>	<b>998</b>	<b>46.1%</b>
<b>M-NCPPC Career Employees Total</b>	<b>2,166</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

## Recruitment of Career Employees

In FY23, the Recruitment and Selection Services Division filled 507 career positions. Of these 507 positions, 219 were filled by external candidates and 288 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 FY23 external career new hire was \$69,137 compared to an FY22 average of \$64,472.

### Employee Referral and (Sign-on) Bonus Program

The employee referral and sign-on bonus programs were continued to assist departments in recruiting for vacant positions throughout the Commission. Seasonal/Intermittent positions were included and identified as “hard-to-fill,” positions. The use of both employee referral and sign-on bonuses are at the discretion of the hiring department and subject to available funding.

Under the Employee Referral Bonus Program (Administrative Procedures 08-01), current employees may receive:

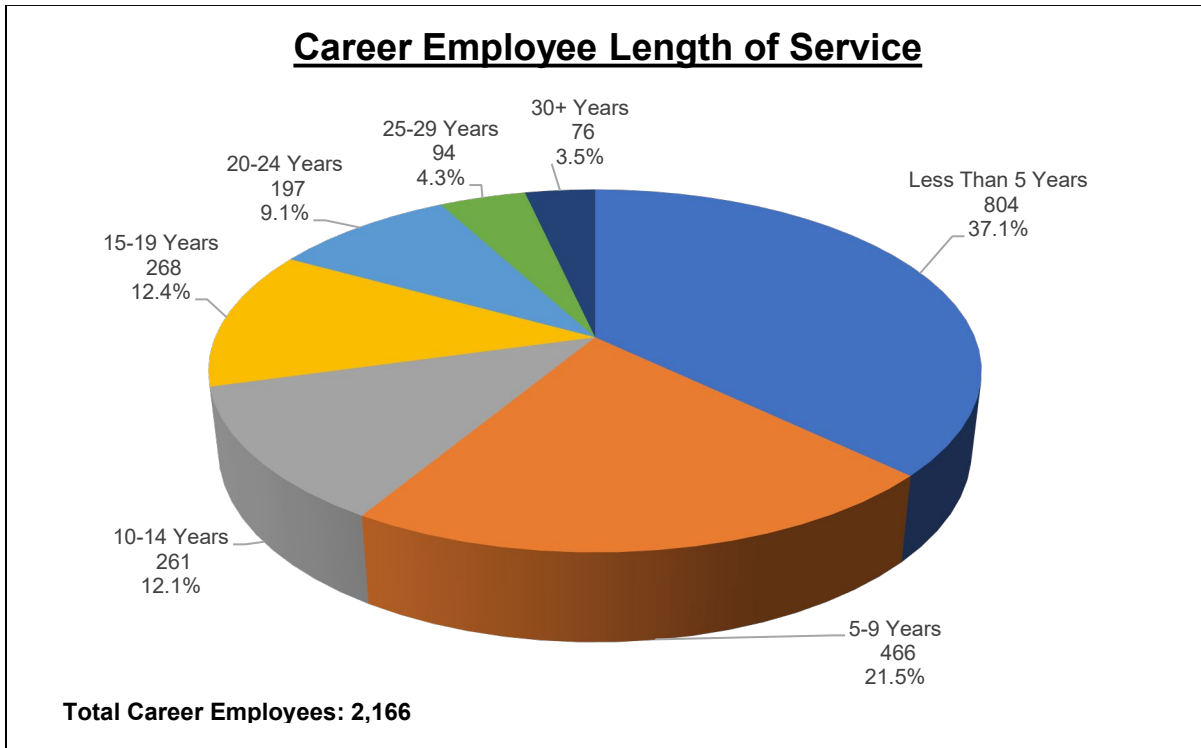
- Up to \$1,000 for referring a candidate who is hired into a vacant Merit System position that is designated as “hard-to-fill”, and
- Up to \$100 for referring a candidate who is hired into a vacant Seasonal/Intermittent position that is designated as “hard-to-fill”.
- The new employee must complete 30 days of service before the referral bonus will be paid. Those above a certain grade (Grade 32), responsible for recruitment, and within the line of supervision are ineligible to receive a referral bonus.

Under the Employment (Sign-on) Bonus Program (Administrative Procedures 08-02), newly hired individuals may receive:

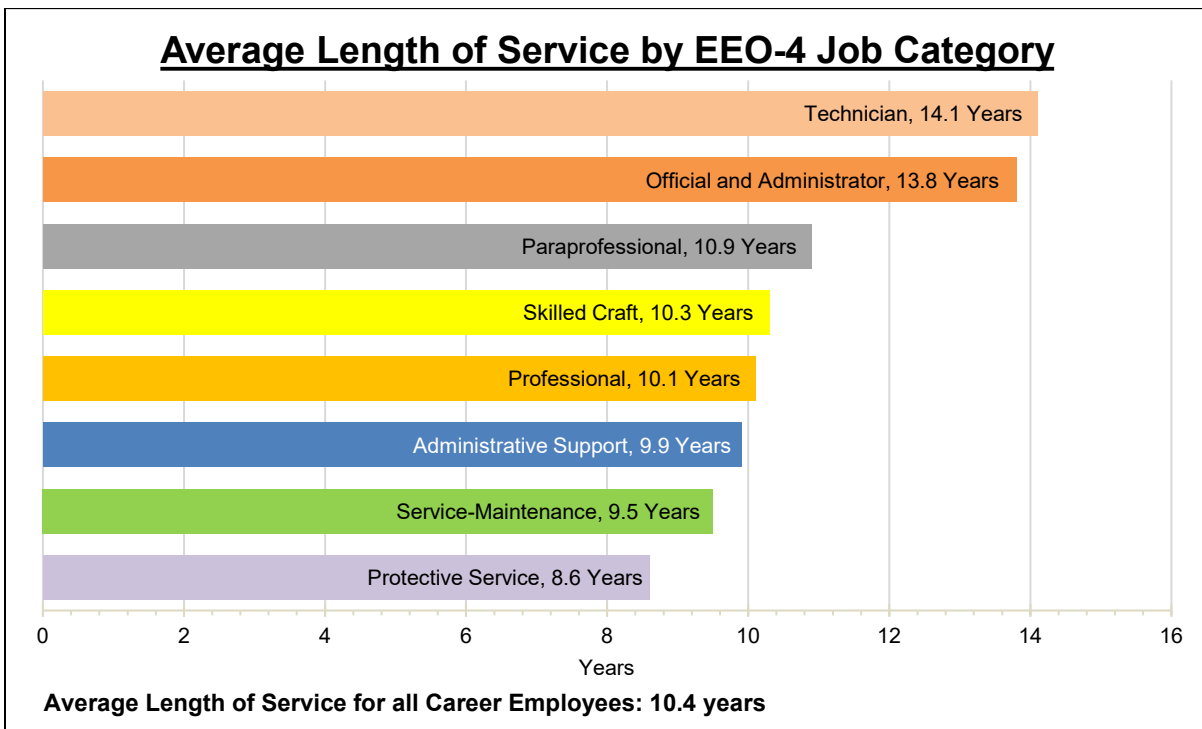
- Up to \$10,000 if they are hired into a vacant Merit System position designated as “hard-to-fill”; or
- Up to \$500 if hired into a vacant Seasonal/Intermittent position designated as “hard-to-fill”.

For Merit System positions, the new employee must remain employed for two years to receive the full bonus. The bonus is paid in two installments. For Seasonal/Intermittent positions, the bonus will be paid no sooner than after 30 days of employment, in one or more installments, as determined by the hiring department.

## Length of Service for Career Employees



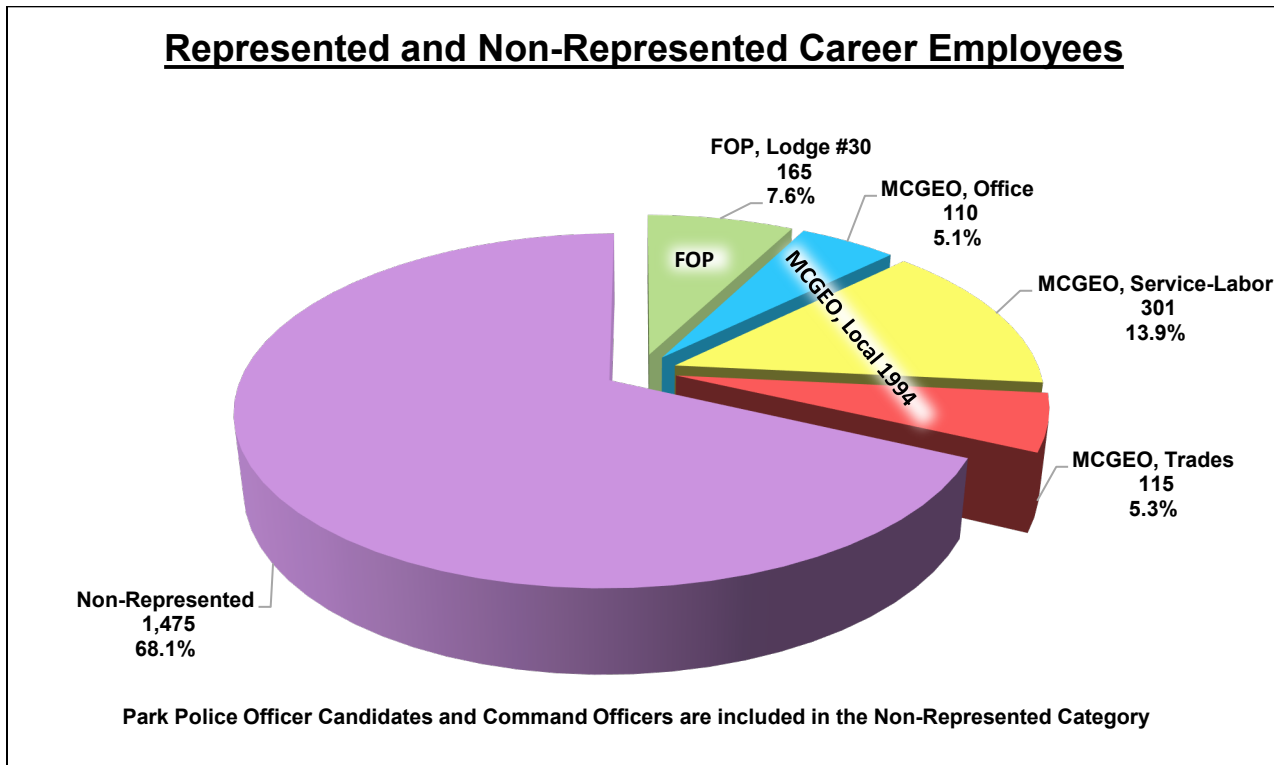
The average length of service for females was 10.4 years and for males was 10.4 years.



## Collective Bargaining

In FY23, 31.9% of the Commission’s career workforce was represented by a union.

Union	Number of Members FY23	% of Career Employees
United Food and Commercial Workers Union, Local 1994/Municipal and County Government Workers Union (MCGEO) representing office, service-labor, and trade positions	526	24.3%
Fraternal Order of Police, Lodge #30 (FOP) representing police ranked sergeant and below	165	7.6%

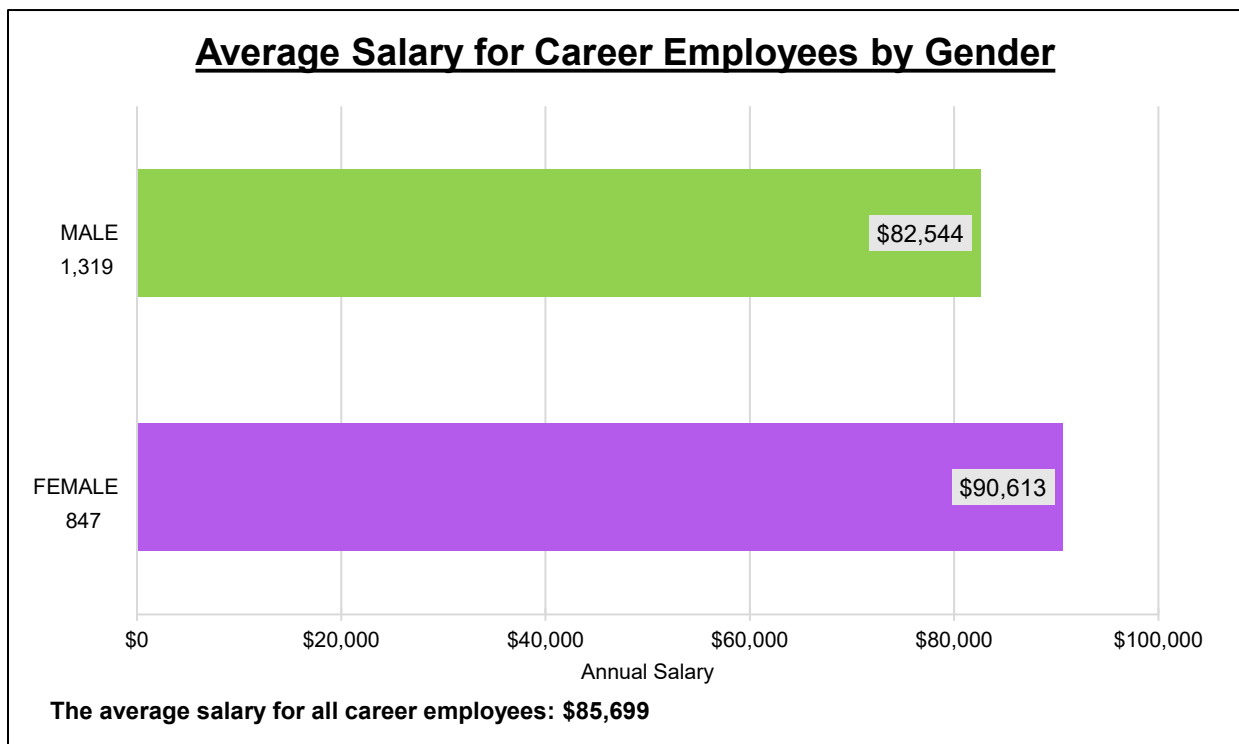


According to the Bureau of Labor Statistics (BLS), 12.8% of employed workers in Maryland were in positions represented by unions. Additionally, BLS reports that 32.0% of state government workers are unionized. The higher numbers for union membership attributed to local government workers are the result of heavily unionized occupations such as teachers, police officers, and firefighters.

Source: U.S. Department of Labor Bureau of Labor Statistics, News Release, Table 3. “Union affiliation of employed wage and salary workers by occupation and industry, 2022-2023 annual averages” and Table 5 “Union affiliation of employed wage and salary workers by state, 2022-2023 annual averages”.

## Compensation

- M-NCPPC compensates and rewards its employees utilizing either pay ranges or step pay schedules.
  - There are five separate pay range schedules for career employees, 2 for non-represented employees (General Service and Command Staff), and 3 for represented employees (Service-Labor, Office, and 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 \$85,699. The average salary for male employees was \$82,544; for female employees was \$90,613.



For career employee annual salary distribution by demographics and job categories, see pages 18-19.

## 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 or Latino	Native Hawaiian/Other	White (Non Hispanic/Latino)	Two or More Races
Female	N/A	\$66,782	\$65,651	\$57,977	N/A	\$66,064	\$59,283
Male	N/A	\$72,122	\$64,114	\$68,126	N/A	\$58,706	N/A

Average Salary Administrative Support: \$62,653

Average Administrative Support New Hire Salary: \$56,846

### 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	\$156,439	\$187,895	\$156,641	\$191,079	N/A	\$152,573	N/A
Male	N/A	\$146,531	\$158,316	\$148,600	N/A	\$148,607	N/A

Average Salary Official/Administrator: \$154,298

Average Official/Administrator New Hire Salary: \$162,151

### 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	\$68,390	\$76,929	\$73,394	N/A	\$76,834	N/A
Male	N/A	N/A	\$70,261	\$48,555	N/A	\$75,613	N/A

Average Salary Paraprofessional: \$74,569

Average Paraprofessional New Hire Salary: \$66,295

### 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	\$77,107	\$103,246	\$92,002	\$89,586	\$81,021	\$99,887	\$83,563
Male	\$89,390	\$102,451	\$90,930	\$97,315	N/A	\$98,411	\$91,339

Average Salary Professional: \$95,909

Average Professional New Hire Salary: \$81,857

### 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	\$75,555	\$71,680	\$90,090	N/A	\$87,166	\$64,366
Male	\$99,888	\$94,715	\$77,126	\$83,877	N/A	\$89,426	\$66,297

Average Salary Protective Service: \$83,070

Average Protective Service New Hire Salary: \$61,775

Commission Career Salary Percentages are based on total number of employees: 2,166

Average Commission Career Salary (includes full-time and part-time annualized salaries): \$85,699

## 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	\$50,011	\$51,172	N/A	\$53,206	N/A
Male	\$48,890	\$65,042	\$51,504	\$52,437	N/A	\$55,572	\$42,405

Average Salary Service-Maintenance: \$52,887

Average Service-Maintenance New Hire Salary: \$43,528

### 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	N/A	N/A
Male	\$95,077	\$70,338	\$69,409	\$62,614	N/A	\$74,054	\$63,352

Average Salary Skilled Craft: \$72,100

Average Skilled Craft New Hire Salary: \$65,250

### 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	\$72,372	\$78,555	\$96,056	N/A	\$82,193	N/A
Male	N/A	\$108,328	\$90,170	\$69,916	N/A	\$89,358	N/A

Average Salary Technician: \$86,300

Average Technician New Hire Salary: \$60,729

### 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	\$116,773	\$100,953	\$86,919	\$78,719	\$81,021	\$95,692	\$78,448
Male	\$76,226	\$97,697	\$77,989	\$67,609	N/A	\$87,953	\$65,912

Average Salary: \$85,699

Average New Hire Salary: \$68,873

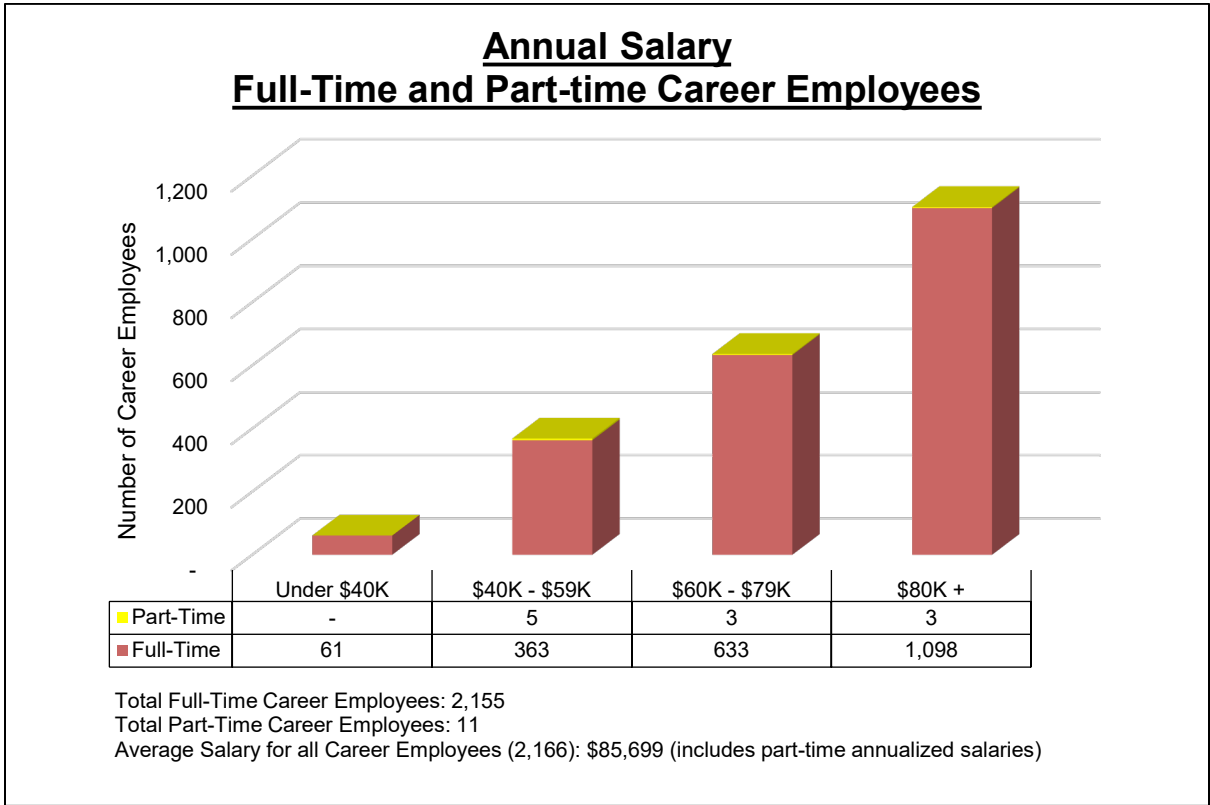
Commission Career Salary Percentages are based on total number of employees: 2,166

Average Commission Career Salary (includes full-time and part-time annualized salaries): \$85,699

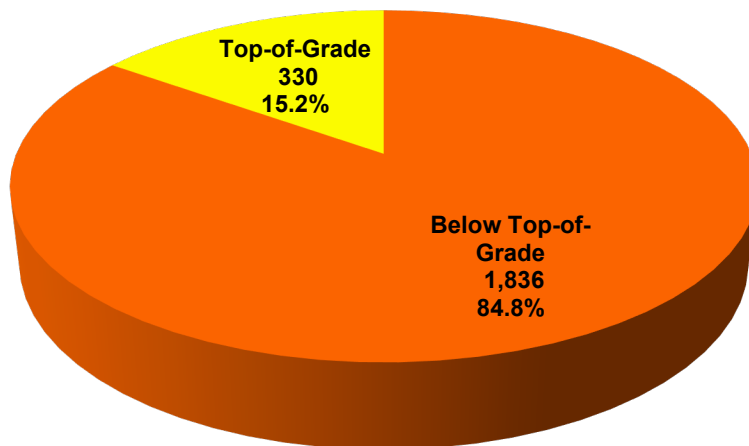


The greatest number of employees are in the Professional EEO Job Category. The Officials and Administrators and Professional Categories have the highest average annual salaries.

- Employee salaries and benefits (personnel services) represent 70.9% of the FY23 adopted budget expenditures.



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



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

## COLA, Merit Increase, and Lump Sum

### FY23 COLA, Merit Increase, Lump Sum, and Pay Schedule Adjustments

- **Non-Represented** Employees (including Park Police Command Staff and Park Police Candidates) and **MCGEO-Represented** Employees received a 3.5% Cost of Living Adjustment (“COLA”) effective September 4, 2022. Due to the COLA, the salary range maximums of pay schedules were increased.

If career non-represented employees and career MCGEO-represented employees were **not at top-of-grade** at the end of FY23 (6/30/2023) and they remained in the same employment category, both groups of career employees received a 3.5% merit increase or anniversary pay increment at the time of their FY23 anniversary if they met the requirements.

If career non-represented employees and career MCGEO-represented employees **had reached top-of-grade** by the end of FY23 (6/30/2023) and remained in the same employment category, both groups of career employees received a 0.5% (half percent) lump sum payment in lieu of an anniversary (merit) pay increment.

MCGEO-represented employees hired on or before February 1, 2022, received a lump sum paid based on employee earnings. The one-time tiered lump sum was effective the first full pay period after October 1, 2022 as follows:

- Employees earning \$33,838 - \$41,999, received \$2,800
- Employees earning \$42,000 - \$49,999, received \$2,500
- Employees earning \$50,000 - \$54,999, received \$2,250
- Employees earning \$55,000 and above received \$2,000

MCGEO-represented employees were eligible to receive a longevity increase of 3.25% in FY23 if they had reached the top of the grade and met the requirements for years of service.

- Employees represented by the **Fraternal Order of Police** (FOP) received a merit pay increment (step increase) of up to 3.5% effective the first pay period after an employee’s anniversary date. Effective 7/10/2022, increase Park Police Officer II to Step B to \$54,620 and increase all other subsequent steps accordingly. In addition, effective 11/13/2022, a 1% COLA for all employees represented by FOP. Lastly, a 5% COLA effective 6/11/2023.

FOP employees were eligible to receive an Additional Service Increments (ASIs) for FY23 if they had reached the top of grade and met the requirements for years of service.

For COLA adjustments and county comparisons, see page 22.

**Comparison of Cost-of-Living Adjustments FY13 - FY23**  
(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
2013	(v)	(v)	(v)	(v)	(v)	(v)	0.00% (ac)	(u)	(u)
2014	2.50%	2.75% (w2)	3.00% (w3) 1.50% (w3) 1.50% (w3)	2.10%	3.25%	3.25%	0.00% (x)	2.50% (y)	2.50% (z)
2015	1.75% (w1)	2.00% (w4)	2.00% (w4) (w5)	2.10%	3.25%	3.25%	0.00%	0.00%	2.50% (yy) (zz)
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)	0.00% (ai)	0.00% (ag)	0.00% (ag)
2022	0.00%	0.00%	0.00%	2.50% (ae)	\$1,684 (af)	0.00%	0.00% (aj)	0.00% (ah)	0.00% (ah)
2023	5.00%	3.50%	3.50%	0.00%	3.00%	3.00%	3.00%	3.00%	3.00%
<b>Cumulative Impact on Salary (10 years)</b>	16.3%	16.3%	19.5%	15.2%	20.3%	20.3%	5.5% (ac)	15.5%	16.0%

++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

(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

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

(ae) GWA was approved effective 1/1/22

(af) GWA was approved as a flat amount of \$1,684 per employee

(ag) For FY21, no COLA however pay schedule maximums were increased by 1.5% eff Jan 2021

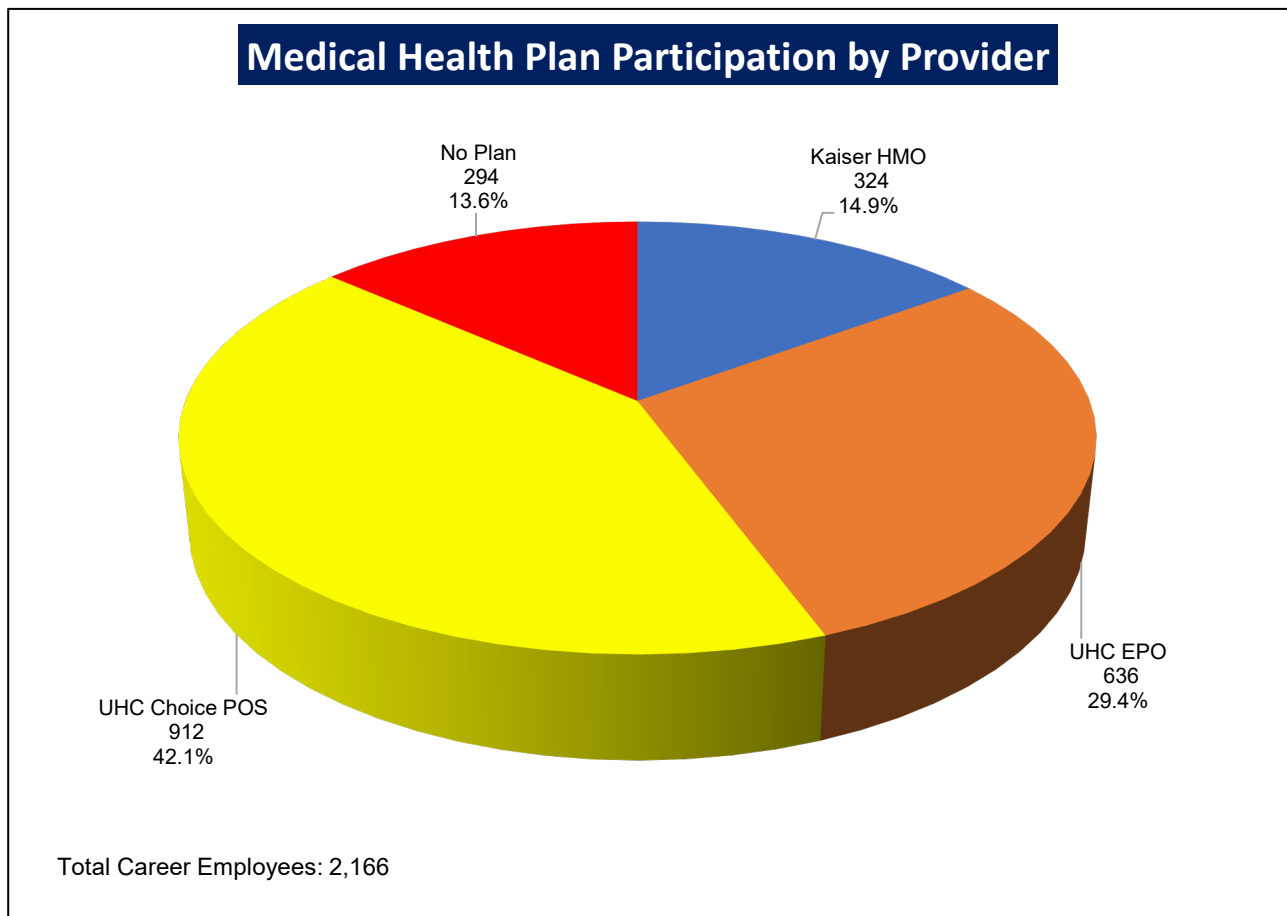
(ah) For FY22, no COLA however pay schedule maximums were increased by 3.5% eff Jan 2022

(ai) For FY22 changed step structure and time in grade progression eff 10/10/21

(aj) For FY23 changed step structure and time in grade progression eff 2/1/23

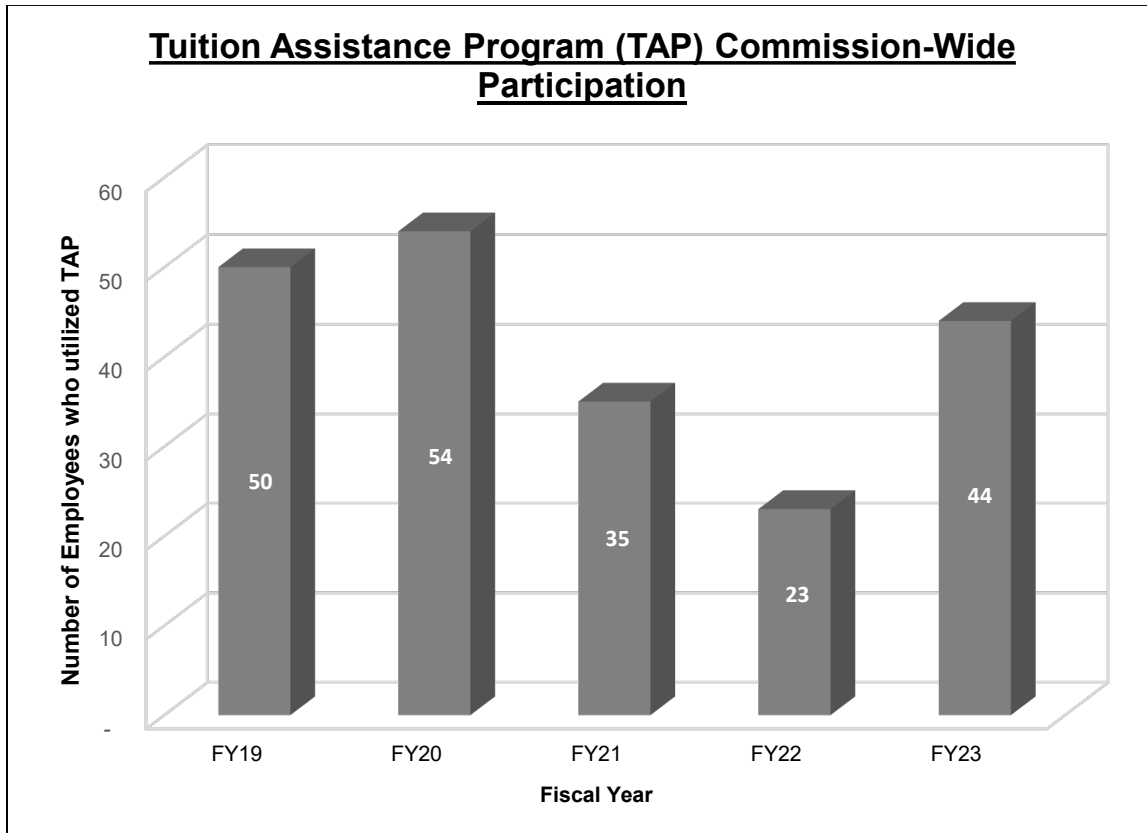
## Health Benefits – Career Employees

- The Commission offered career employees medical, prescription, dental, and vision plans; basic life and accidental death and dismemberment (AD&D) insurance, long-term disability insurance (LTD), and supplemental LTD insurance; as well as fully employee-funded benefits such as spouse and dependent life insurance, 457 deferred compensation, 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.
- Leave Programs such as annual, personal, sick, and holidays were provided.
- Other benefits such as Credit Union, Employee Assistance Program (EAP), Legal Services Plan, Tuition Assistance Program (TAP), Wellness Program, Work-Life Balance Program, and Sick Leave Bank were offered.



## Tuition Assistance Program

The agency offered career employees the opportunity to utilize the Tuition Assistance Program for professional development, funding college and technical training. In FY23, 44 career employees utilized the Tuition Assistance Program.

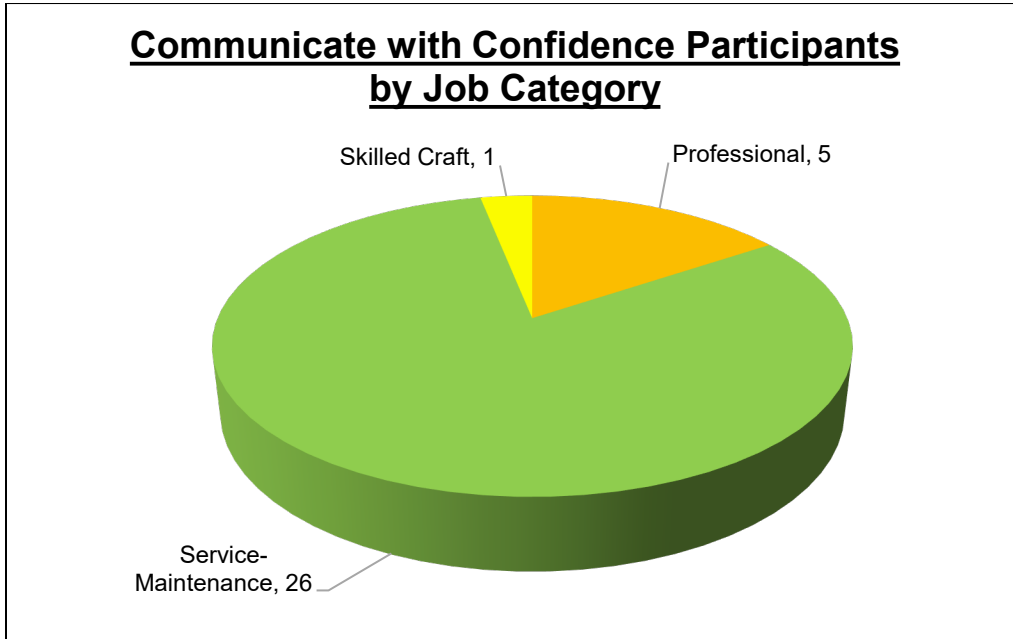


**FY19 – FY23 analysis based on number of employees, not requests. TAP is available to all active Merit System employees who have successfully completed new hire probation and attained career status.**

FY21 – FY22 participation rates may have been impacted as a result of COVID-19.

## Communicate with Confidence Program (formerly known as the Language and Literacy Program)

The Commission offered career employees the opportunity to participate in the Communicate with Confidence Program which teaches communication and job skills to native and non-native English-speaking employees, therefore advancing professional opportunities. In FY23, 32 employees utilized the Communicate with Confidence Program.



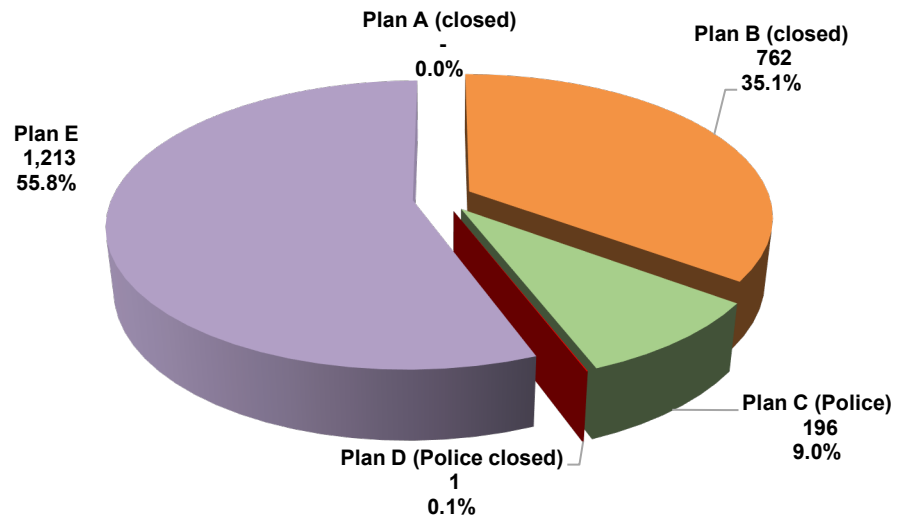
Department	Number of Participants
Montgomery County Parks	22
Prince George's County Parks and Recreation	10
<b>Total</b>	<b>32</b>

## 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; 35.1% of the workforce, or 762 active employees, are in Plan B. This plan was closed to new members 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 9.1% of active employee retirement plan membership. Plan C has 9.0% or 196 members and Plan D has less than .10% or 1 member. Plan D was closed to new members 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 the 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 55.8% of the career workforce or 1,213 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. For all plans, 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.
9. Participation in the employees' retirement system includes employees who are vested or Commissioners who are not considered career merit employees.

## Participation in Employee Retirement Plans



**Total Employees in the Retirement System: 2,172**  
**Plan A (non-police), Plan B (non-police), and Plan D (police) are closed to new participants.**  
**Plan C (police) and Plan E (non-police) remain open to new participants.**

\*Participation in the employees' retirement system includes employees who are vested or Commissioners who are not considered career merit employees.

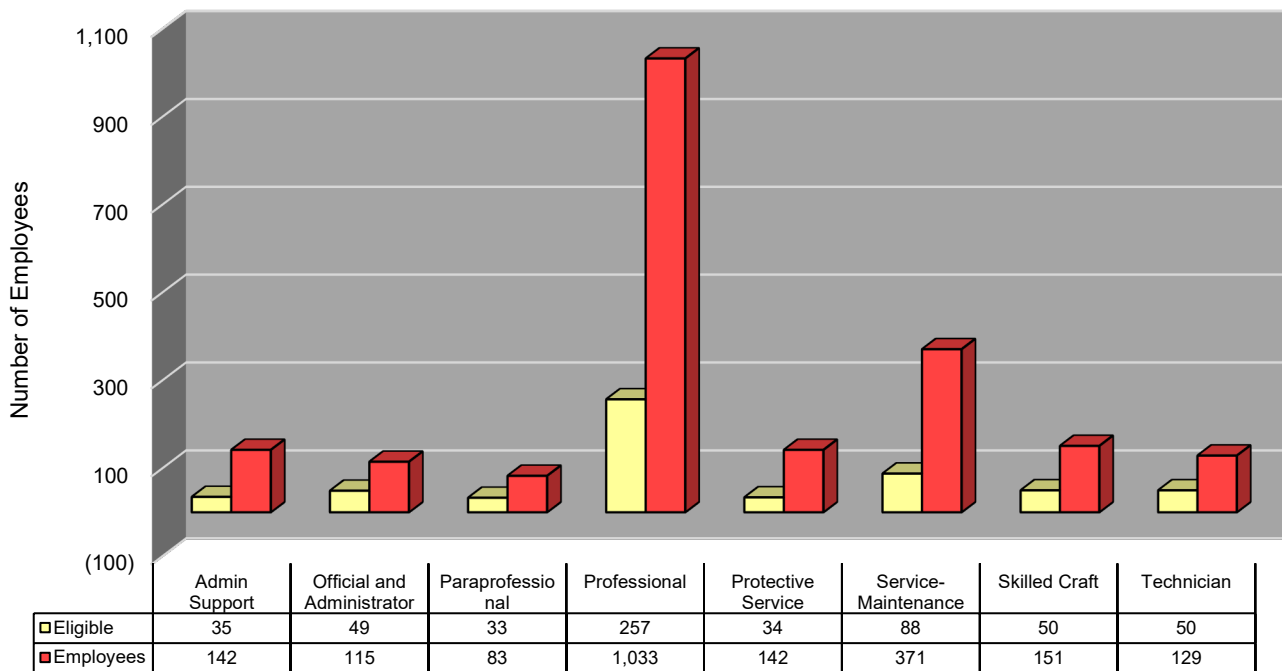
For retirement eligibility statistics see page 28.



## Career Employees Eligible for Normal Retirement Between FY24 and FY28

	FY24	FY25	FY26	FY27	FY28	Total
CAS	32	4	8	7	5	56
MC Commissioners' Office	0	0	0	0	0	0
MC Planning	21	3	2	2	5	33
MC Parks	77	22	19	20	22	160
MC Sub Total	98	25	21	22	27	193
PGC Commissioners' Office	6	0	0	0	1	7
PGC Planning	25	5	5	7	5	47
PGC Parks and Recreation	164	37	24	31	37	293
PGC Sub Total	195	42	29	38	43	347
Commission Total	325	71	58	67	75	596

## Career Employees Eligible for Retirement Between FY24 and FY28 (Commission-Wide)

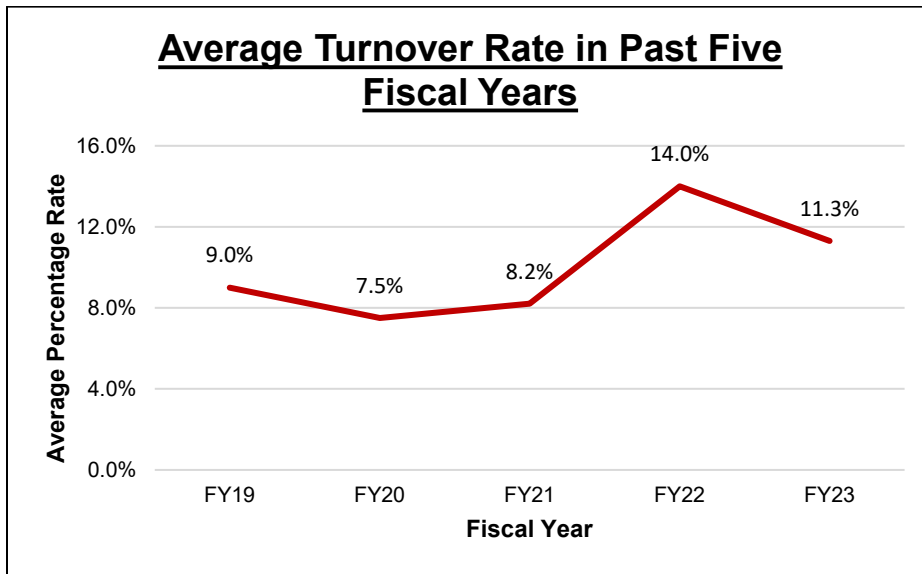


Between FY24 through FY28, 596 out of 2,166 (27.5%) of current employees will reach normal retirement eligibility. This is an average of 119 employees for each of those years. Based on the number of employees, by EEO category this represents:

- 24.7% of the Administrative Support category
- 42.6% of the Official and Administrator category
- 39.8% of the Paraprofessional category
- 24.9% of the Professional category
- 23.9% of the Protective Service category
- 23.7% of the Service-Maintenance category
- 33.1% of the Skilled Craft category
- 38.8% of the Technician category

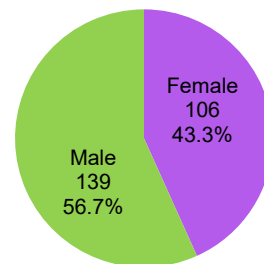
## Turnover - Career

The turnover rate in FY23 was 11.3% or 245 employees. The average turnover rate for the past five fiscal years (FY19 – FY23) is 10.0%.



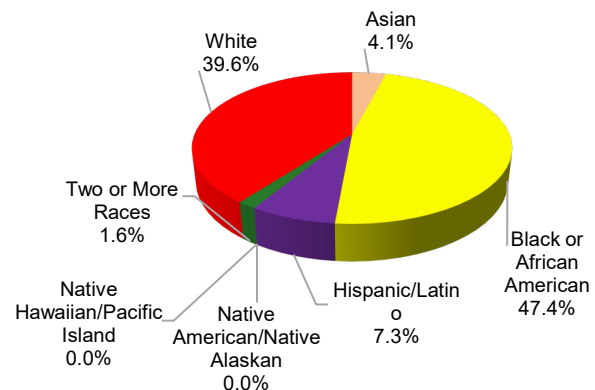
## Separations by Gender

- In FY23, 56.7% of employees who separated employment were male and 43.3% were female.



- In FY23, the composition of separating employees was:
  - 4.1% Asian
  - 47.4% Black or African American
  - 7.3% Hispanic or Latino
  - 0.0% Native American/Native Alaskan
  - 0.0% Native Hawaiian/Pacific Island
  - 1.6% Two or More Races
  - 39.6% White (Not Hispanic or Latino)

## Separations by Race/Ethnicity

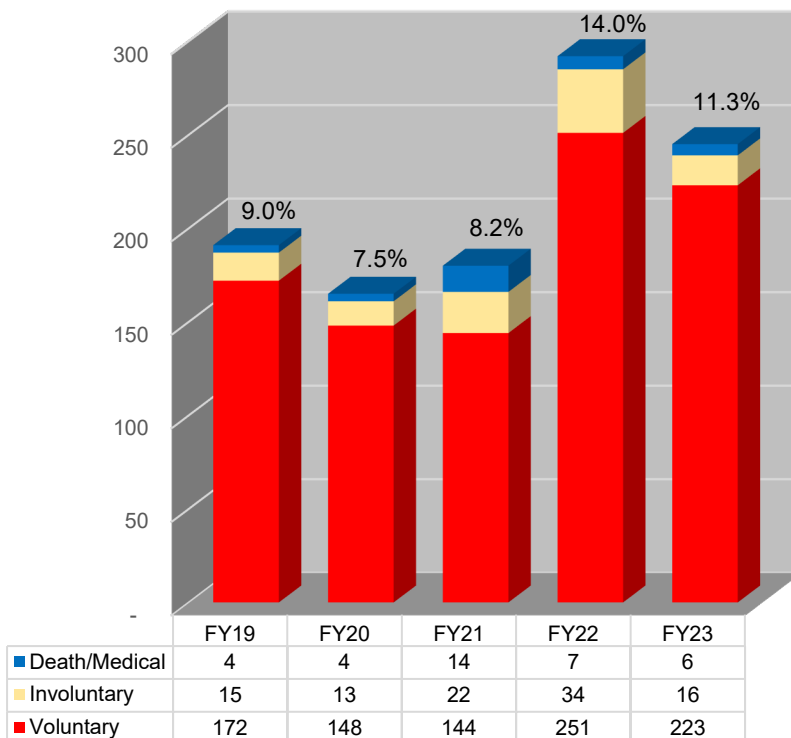


- In FY23, the three primary reasons for separations were normal retirement, personal reasons, and a new job. For all separations statistics by reason see page 30.

## Number of Separations by Reason and Fiscal Year

	FY19	FY20	FY21	FY22	FY23
<b>Voluntary</b>					
New Job	32	35	32	54	49
Relocation	8	7	4	1	2
Personal Reasons	37	28	35	94	74
Return to School	1	0	0	0	0
Early Retirement	0	10	7	14	9
Normal Retirement	88	64	62	83	80
Quit Without Notice (No Show)	6	4	4	5	8
Other	0	0	0	0	1
<b>Involuntary</b>					
Violation of Rules	10	7	14	29	4
Background	0	0	1	0	0
Unsatisfactory Performance	5	4	7	3	8
Reduction in Force (RIF)	0	0	0	0	0
Dismissal/Job Abandonment	0	2	0	2	4
<b>Other</b>					
Death	4	4	14	7	5
Not Specified	0	0	0	0	0
Disability Medical	0	0	0	0	0
Resign Medical	0	0	0	0	1
<b>Total Separations</b>	<b>191</b>	<b>165</b>	<b>180</b>	<b>292</b>	<b>245</b>
<b>Turnover Rate</b>	<b>9.0%</b>	<b>7.5%</b>	<b>8.2%</b>	<b>14.0%</b>	<b>11.3%</b>

**Career Turnover by Separation Reason FY18 - FY23**



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

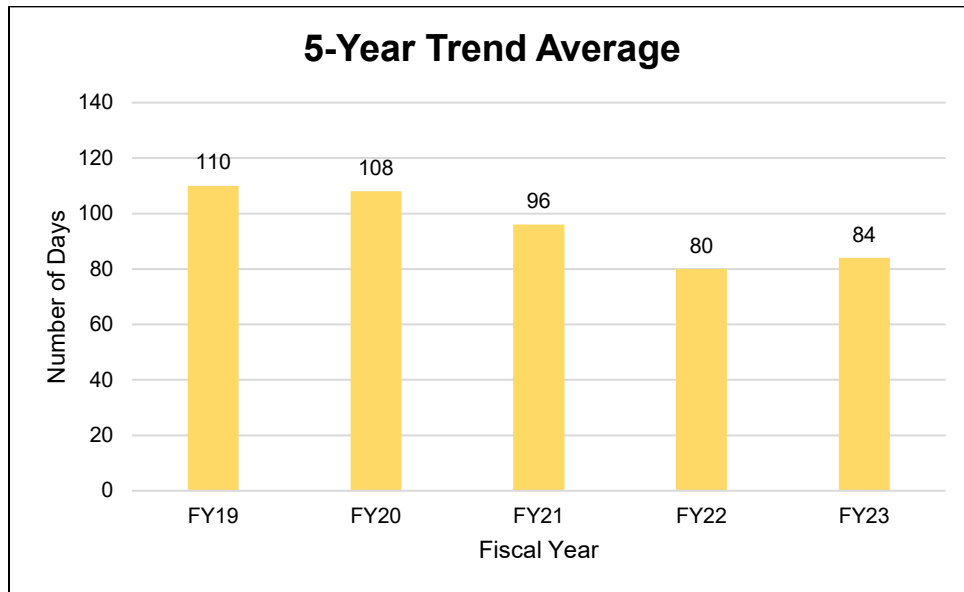
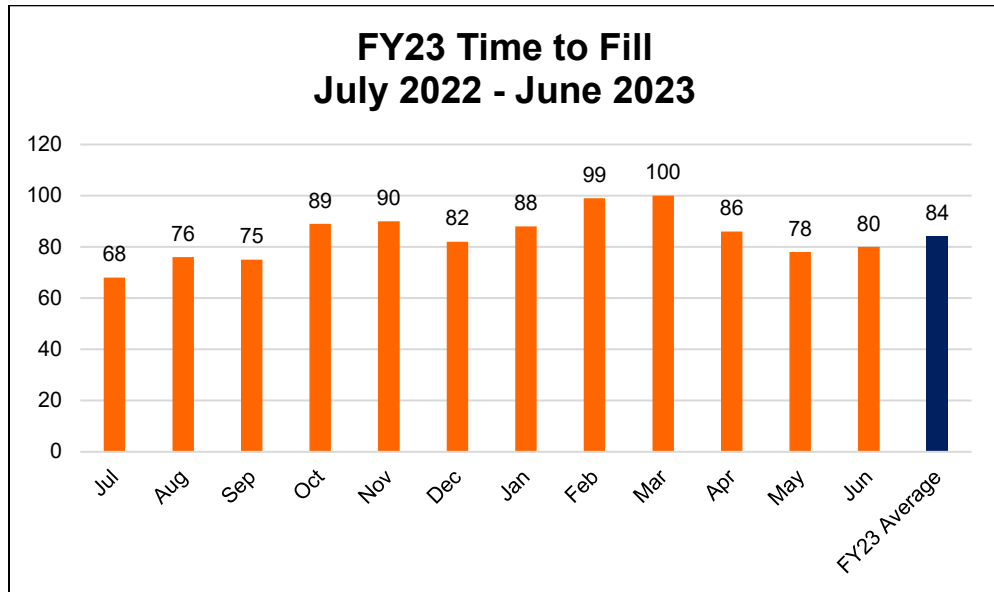
TRENDS IN THE CAREER EMPLOYEE LIFECYCLE

# FY23 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 FY23, it took an average of 84 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.



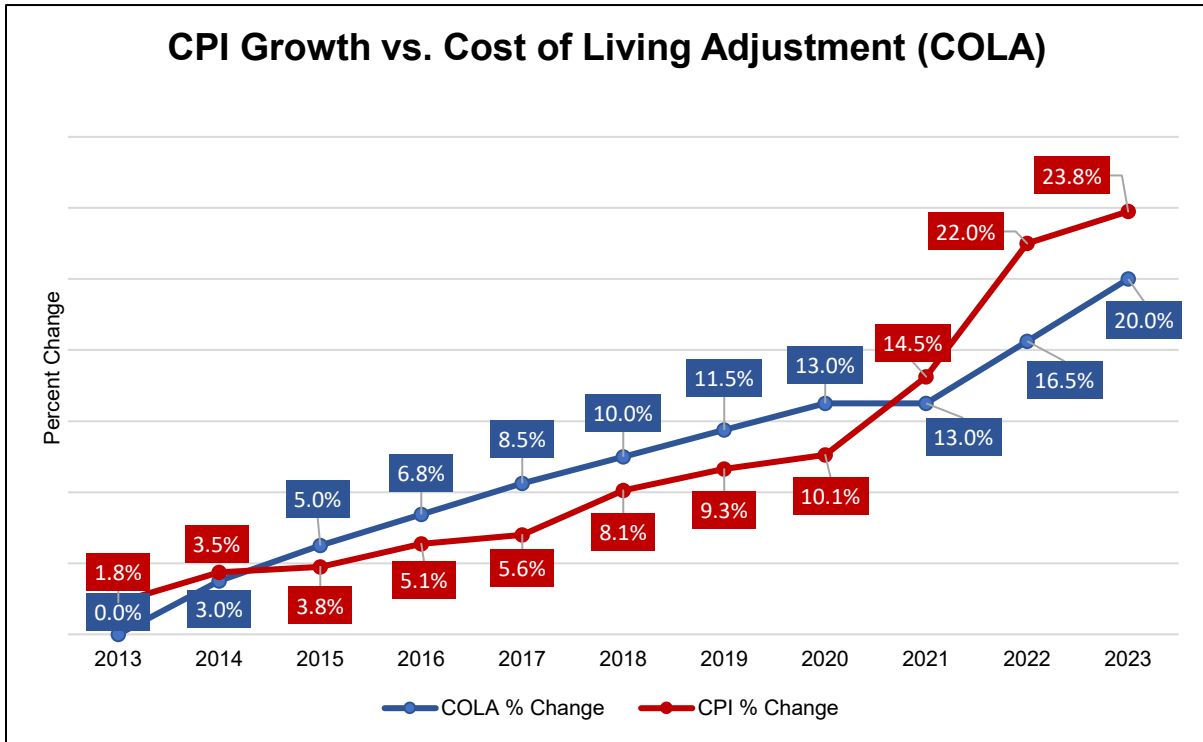
## 2. Cost of Living Adjustment and Merit Increase Trends

In FY23, career employees, including received a 3.5% Cost of Living Adjustment (“COLA”) effective September 4, 2022. They also received a 3.5% merit increase paid at the time of their FY23 anniversary. Pay schedule maximums were adjusted by 3.5% effective September 4, 2022. If an employee was at the top-of-grade by the end of FY23 (6/30/2023) and remained in the same employment category, both groups of career employees received a 0.5% (half percent) lump sum payment for all non-represented Merit System employees, who have reached top-of-grade and are therefore, not eligible for an anniversary (merit) pay increment. Park Police Officers received a merit pay increment (step increase) of up to 3.5% effective the first pay period after an employee’s anniversary date. Effective 7/10/2022, increase Park Police Officer II to Step B to \$54,620 and increase all other subsequent steps accordingly. In addition, effective 11/13/2022, a 1% COLA for all employees represented by FOP. Lastly, a 5% COLA effective 6/11/2023.

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

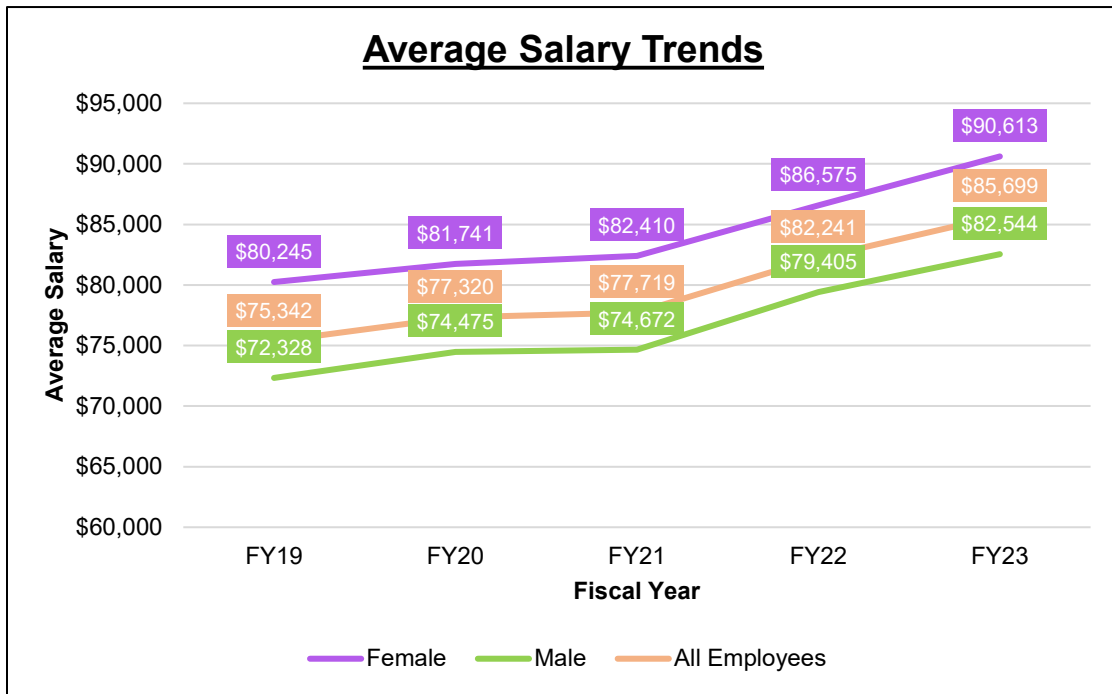
	FY19	FY20	FY21	FY22	FY23
<b>Non-Represented</b>					
Increment (Merit)	3.5%	3.5%	0.0%	3.5% + 3.5% (FY21 make-up merit on 6/12/22)	3.5%
General Adjustment (COLA) (effective date)	1.5% (10/1/18)	1.5% (7/1/19)	-	0.0%	3.5% (9/4/22)
Lump Sum Payment	-	-	-	-	0.5%
<b>MCGEO Local 1994</b>					
Increment (Merit)	3.5%	3.5%	0.0%	3.5% + 3.5% (FY21 make-up merit on 6/12/22)	3.5%
General Adjustment (COLA) (effective date)	1.5% (10/1/18)	1.5% (7/1/19)	0.0%	0.0%	3.5% (9/4/22)
Lump Sum Payment	-	-	*MCGEO employees are eligible for longevity only	-	0.5%
<b>FOP Lodge 30</b>					
Increment (Merit)	3.5%	3.5%	0.0%	3.5% + 3.5% (FY21 make-up merit on 6/12/22)	3.5%
General Adjustment (COLA) (effective date)	1.5% (7/1/18)	1.5% (7/1/19)	0.75% (11/20/21)	0.0%	1.0% (11/13/22) 5.0% (6/11/23)
Lump Sum Payment	-	-	*Command officers and Candidates only. No other increases	-	-

The red line on the chart below depicts the cumulative growth of the Consumer Price Index (CPI) over the last 10 years (FY13 – FY23). The blue line, in comparison, represents the cumulative M-NCPPC career General Service workforce’s Cost of Living Adjustments increases over that same period.



### 3. Employee Salary Trends

In FY23 the Commission’s average salary for all career employees increased by 4.2% from \$82,241 in FY22 to \$85,699.



### 4. Top-of-Grade Trends

Top-of-Grade TOG is defined as the maximum annual salary (\$) of a position’s grade salary range. Employees at TOG identified are within \$10.00 of their position’s grade maximum annual salary. In FY23, the percentage of career employees at the top of the grade was 15.2%. This is a decrease from the percentage of employees at the top of grade in FY22 at 15.9%.

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

Top-of-Grade	FY19	FY20	FY21	FY22	FY23
# of EEs	353	425	179	332	330
# of Total Employees	2,115	2,207	2,184	2,093	2,166



## 5. Five-Year Demographic Trends

In the past five fiscal years, there have been incremental changes in the Commission’s career workforce demographics.

**Five-Year Demographic Distribution by Race/Ethnicity and Gender:  
FY2019 – FY2023**

	FY19	FY20	FY21	FY22	FY23	% Change over 5 years
<b>Race/Ethnicity</b>						
Asian	87	91	94	97	106	21.8%
Black or African American	810	847	855	822	853	5.3%
Hispanic or Latino	149	153	155	160	172	15.4%
Native American/Native Alaskan	8	10	9	10	10	25.0%
Native Hawaiian/Pacific Island	1	1	1	1	1	0.0%
Two or More Races	7	21	25	25	42	500.0%
White	1,053	1,084	1,045	978	982	-6.7%
Minority Combined Total	1,062	1,123	1,139	1,115	1,184	11.5%
<b>Gender</b>						
Female	805	864	860	828	847	5.2%
Male	1,310	1,343	1,324	1,265	1,319	0.7%
Total Career Workforce	2,115	2,207	2,184	2,093	2,166	2.4%

## 6. Five-Year Age Distribution Trends

In the past five fiscal years, the percentage of employees in the 60+ age category has slightly decreased from 16.4% to 15.4% of the career workforce.

**Five-Year Demographic Distribution by Age: FY2019 – FY2023**

	FY19		FY20		FY21		FY22		FY23	
<b>Age / % of Population</b>										
60+ Years of Age	347	16.4%	334	15.1%	340	15.6%	333	15.9%	333	15.4%
50-59 Years of Age	624	29.5%	623	28.2%	612	28.0%	574	27.4%	588	27.2%
40-49 Years of Age	498	23.5%	535	24.2%	533	24.4%	529	25.3%	542	25.0%
30-39 Years of Age	472	22.3%	500	22.7%	520	23.8%	500	23.9%	518	23.9%
19-29 Years of Age	174	8.2%	215	9.7%	179	8.2%	157	7.5%	185	8.5%
Total Career Workforce	2,115		2,207		2,184		2,093		2,166	

## 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
FY23	27.5%
FY22	30.0%
FY21	30.3%
FY20	30.0%
FY19	30.4%

In FY24, 325 out of 2,166 employees (15.0% of the workforce) will be eligible for normal retirement. Between FY24 and FY28, 596 out of 2,166 employees, 27.5% of all career employees (full-time and part-time) will be eligible for normal retirement.

EEO Job Category	FY2024	FY2025	FY2026	FY2027	FY2028	5-year Total	% of EEO Category
Administrative Support	23	2	4	3	3	35	24.65%
Official and Administrator	31	2	8	4	4	49	42.61%
Paraprofessional	18	1	2	8	4	33	39.76%
Professional	139	32	21	31	34	257	24.88%
Protective Service	13	6	7	4	4	34	23.94%
Service-Maintenance	49	12	8	6	13	88	23.72%
Skilled Craft	25	8	7	6	4	50	33.11%
Technician	27	8	1	5	9	50	38.76%
Total	325	71	58	67	75	596	25.52%

## 8. Retirement Trends

### Five-Year Retirement Separations

Fiscal Year	Number Retired	% of Workforce Retired
FY23	89	4.1%
FY22	97	4.6%
FY21	69	3.2%
FY20	74	3.4%
FY19	88	4.1%

## 9. Turnover Trends

The turnover rate for career employees in FY23 was 11.3%.

### Five-Year Turnover Rates

FY19	FY20	FY21	FY22	FY23
9.0%	8.2%	8.2%	14.0%	11.3%

Turnover rates as reported by the DC SHRM for FY23. M-NCPPC is at the median of organizations that reported this data.

Organization	Turnover Rate
Metropolitan Washington Airports Authority	15.0%
Arlington County Government	12.8%
Loudoun County Government	12.1%
<b>M-NCPPC</b>	11.3%
Fairfax County Government	10.3%
Prince William County Service Authority	9.7%
Montgomery County Government	7.8%

# *Non-Permanent Workforce Highlights*

NON-PERMANENT WORKFORCE HIGHLIGHTS

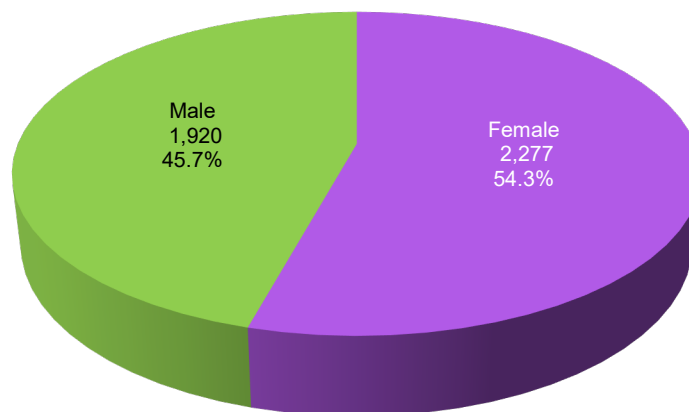
## Non-Permanent (Seasonal/Intermittent, Temporary and Term Contract) Workforce Composition, Demographics, & Benefits

- In FY23, the non-career workforce totaled 4,197 employees (as of 6/30/2023). Of this number, 99.5% (4,177) were Seasonal/Intermittent Contract and 0.1% (20) were Term Contract.
- Of non-permanent/seasonal employees, 87.6% worked in Prince George’s County Department of Parks and Recreation and 11.5% worked in Montgomery County Department of Parks.

<b>Non-Permanent/Seasonal Employee Distribution by Department</b>		
<b>Department</b>	<b>Count</b>	<b>Percentage</b>
Bi-County Corporate Operations	13	0.3%
Montgomery County Commissioners' Office	-	0.0%
Montgomery County Planning	12	0.3%
Montgomery County Parks	484	11.5%
Prince George's County Commissioners' Office	1	0.0%
Prince George's County Planning	11	0.3%
Prince George's County Parks and Recreation	3,676	87.6%
<b>M-NCPPC Non-Permanent/Seasonal Employees Total</b>	<b>4,197</b>	<b>100.0%</b>

- The gender composition of non-career employees in FY23 was 54.3% female and 45.7% male.

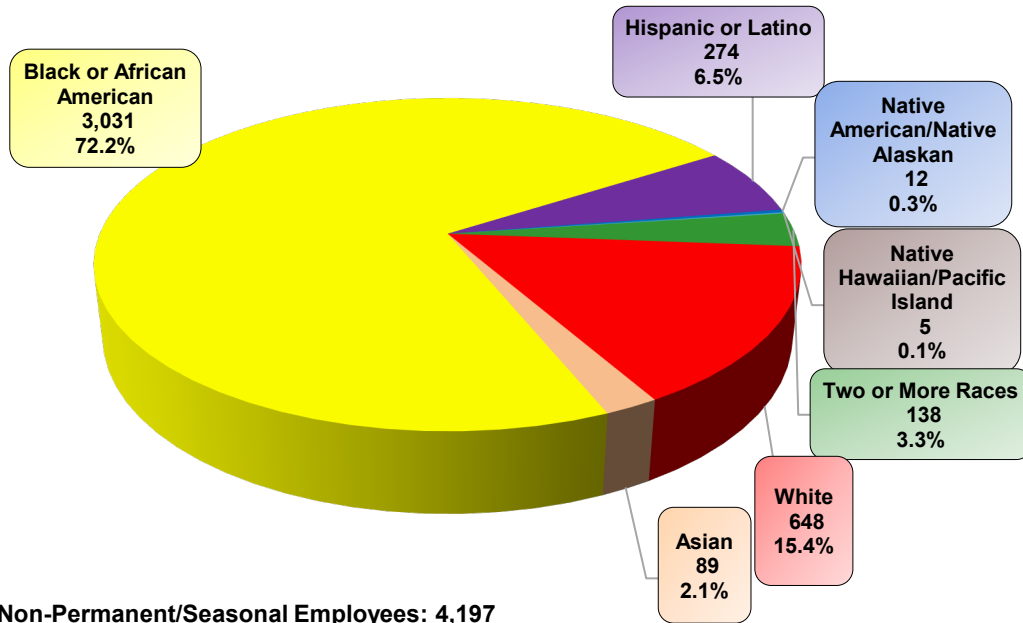
### Non-Permanent Seasonal Employees by Gender



**Total Non-Permanent/Seasonal Employees: 4,197**

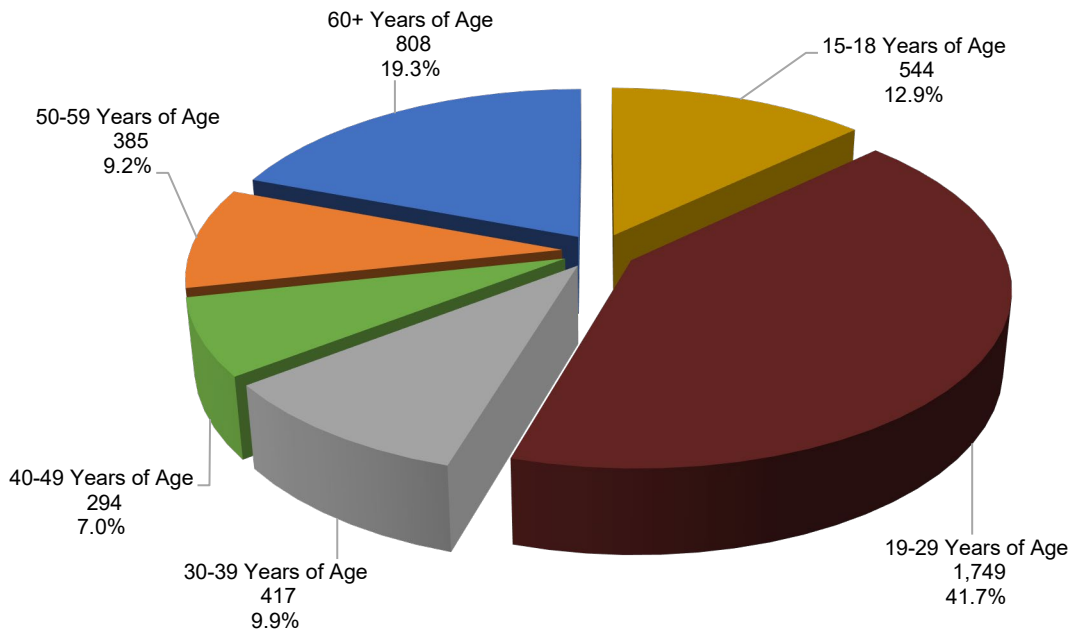
- In FY23, the racial/ethnic composition of non-career employees was as follows:

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



Total Non-Permanent/Seasonal Employees: 4,197

**Distribution of Non-Permanent Employees by Age**



**Average Age: 36 years**  
**Total Non-Permanent/Seasonal Employees: 4,197**

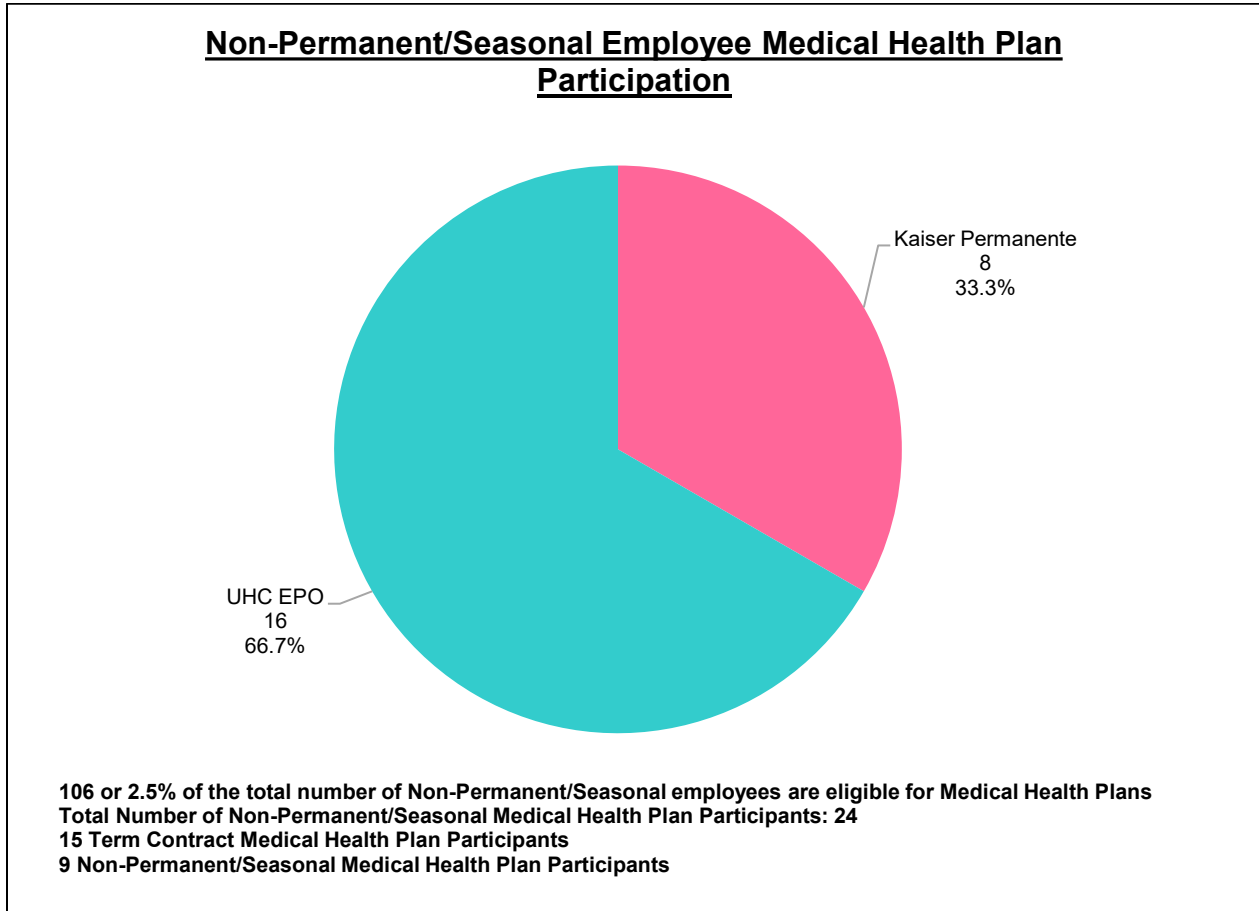
## Benefits – Non-Permanent/Seasonal Employees

The Commission offered seasonal/intermittent, term contract, and temporary benefits. Below is a list of eligible benefits

- **Seasonal/Intermittent**
  - Credit Union Membership
  - Direct Deposit
  - Family Medical Leave (subject to meeting minimum service and work-hour requirements)
  - Leave without pay
  - Medical – Kaiser Permanente HMO and Prescription Drugs
  - Medical – United Healthcare Select EPO Plan
  - Prescription – Caremark
  - Medical health benefits are offered 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
- **Term Contract**
  - Credit Union Membership
  - Direct Deposit
  - Deferred Compensation
  - Employee Assistance Program (EAP)
  - Flexible Spending Account
  - Family Medical Leave
  - Workers Compensation
  - Traditional IRA
  - Roth IRA
  - Medical – Kaiser Permanente HMO and Prescription Drugs
  - Medical – United Healthcare Select EPO Plan
  - Prescription – Caremark
  - Annual leave: up 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
  - 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**
  - Direct Deposit
  - Leave without pay
  - Family Medical Leave Act (FMLA) (subject to meeting minimum service and work-hour requirements)
  - 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

## Health Benefits – Non-Permanent/Seasonal Employees

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.



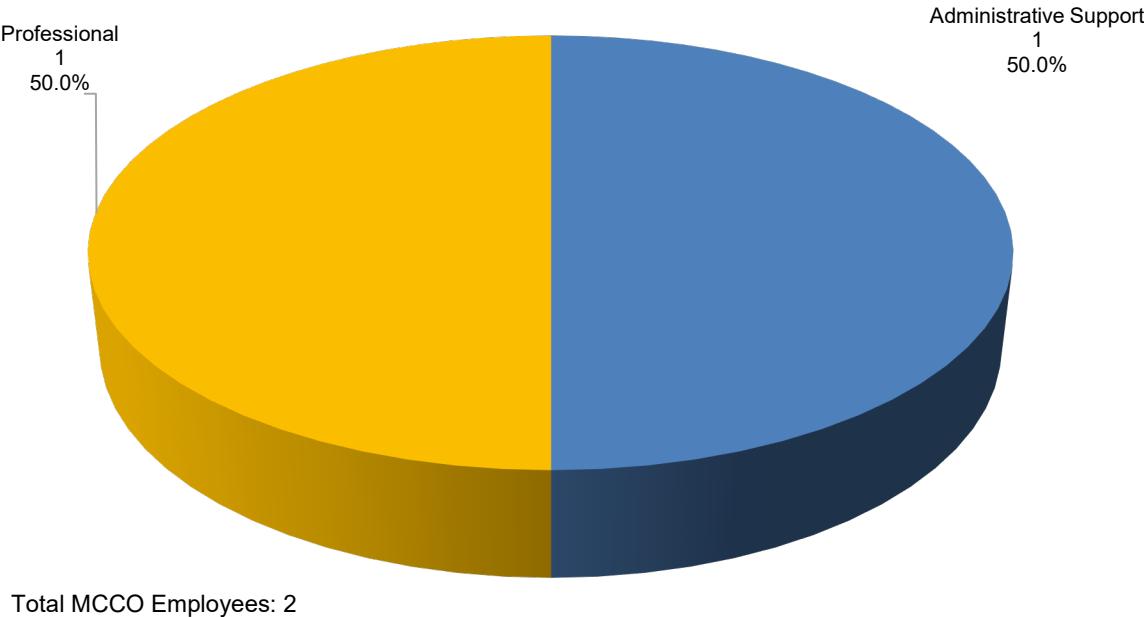


*M-NCPPC Montgomery County*

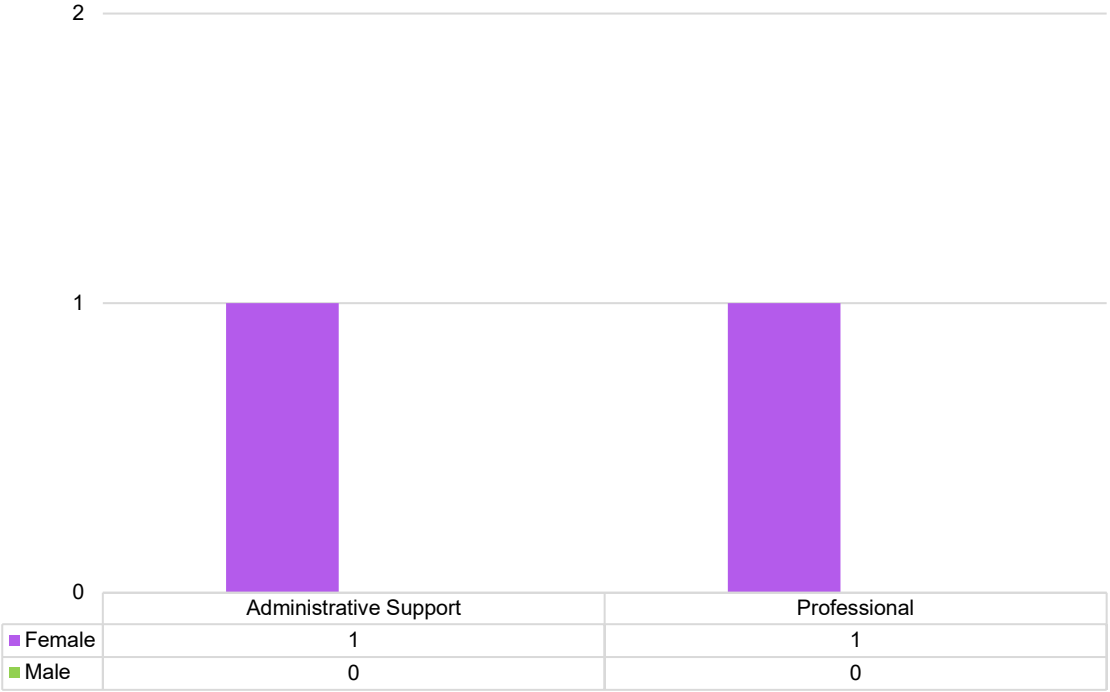
*Commissioners' Office  
Department of Planning  
Department of Parks*

M-NCPPC MONTGOMERY COUNTY

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

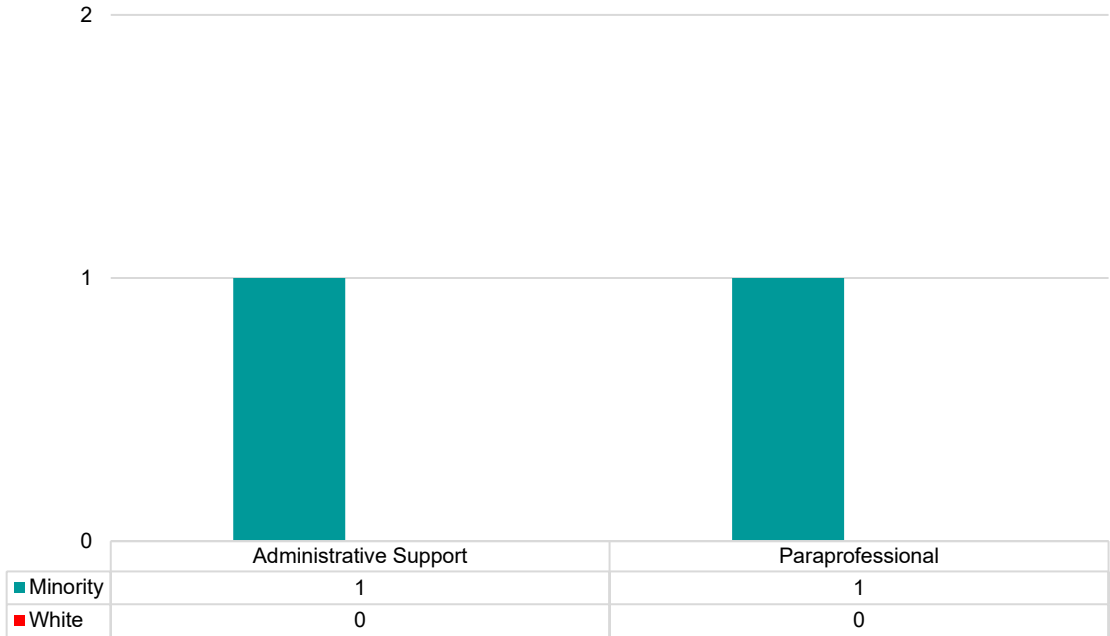


**Distribution by EEO-4 Job Category and Gender**



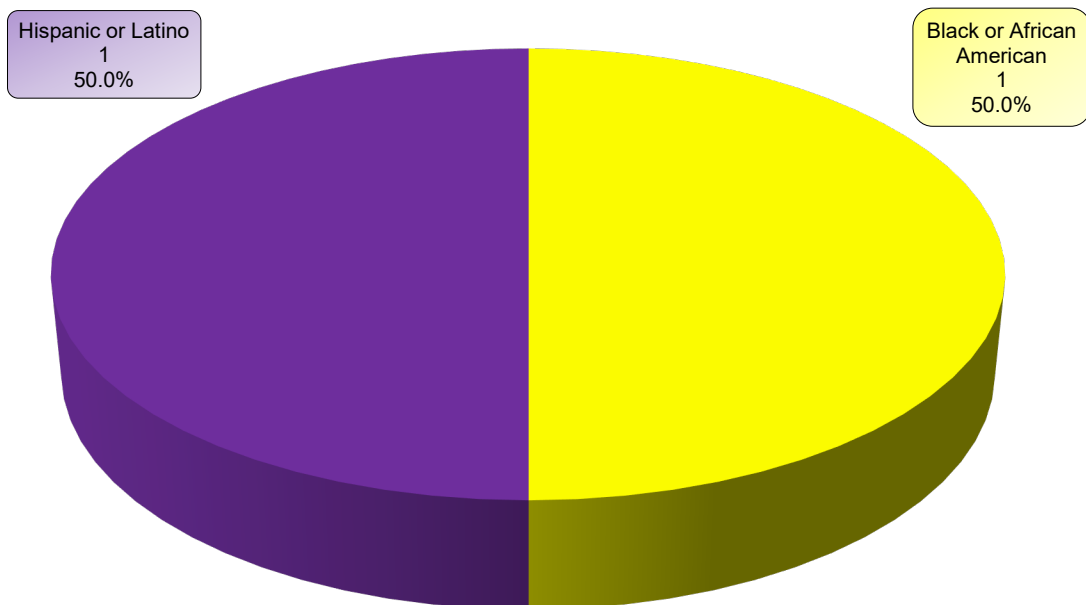
Total MCCO Employees: 2

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



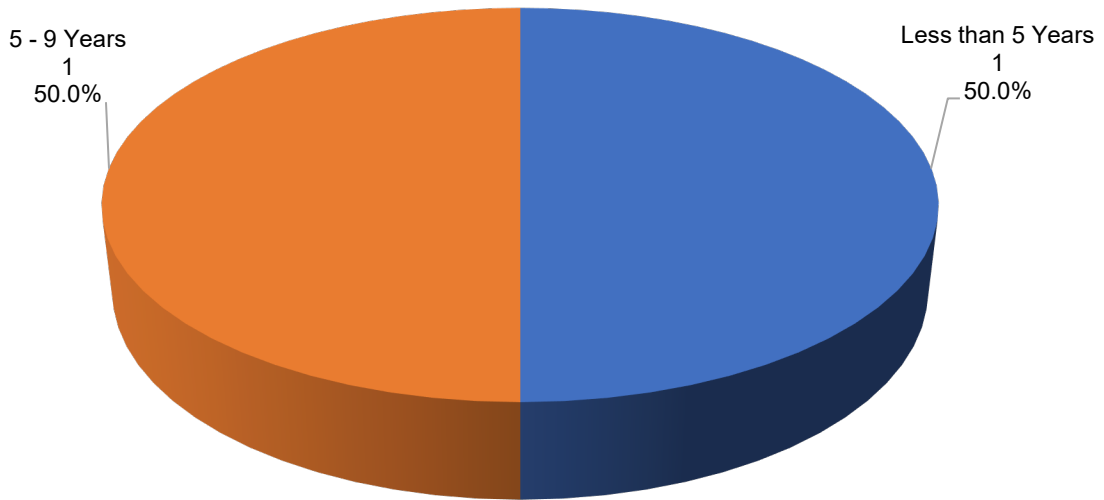
Total MCCO Employees: 2

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



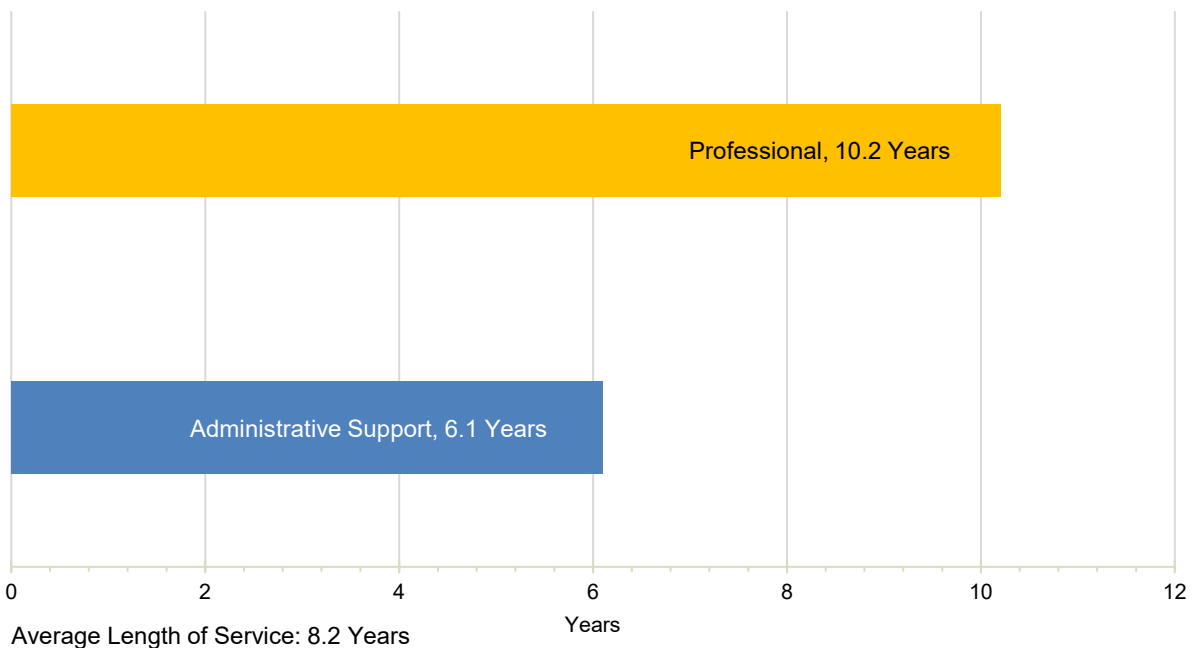
Total MCCO Employees: 2

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

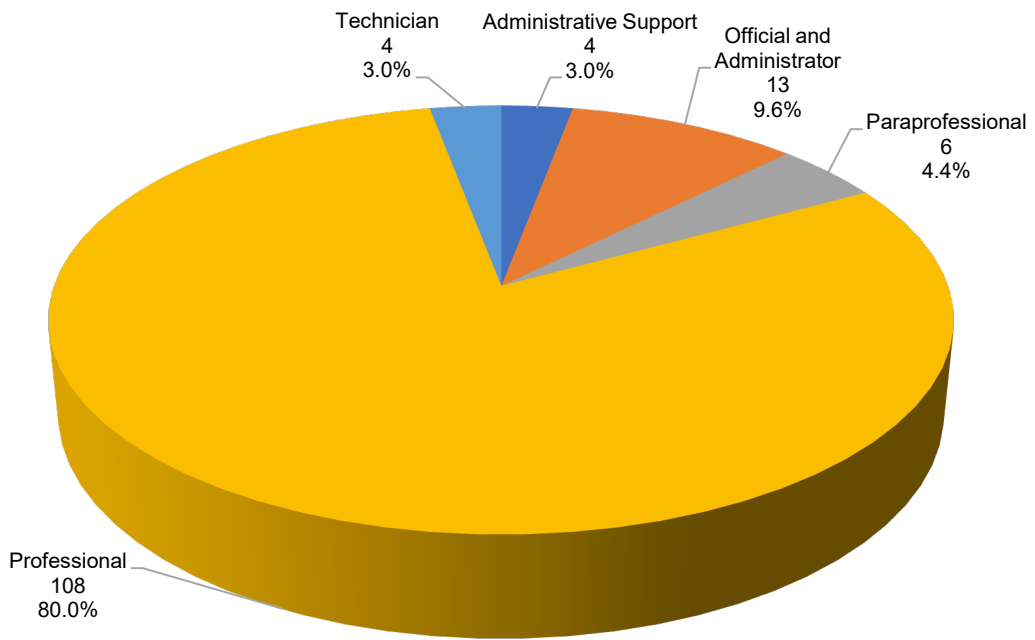


Total MCCO Employees: 2

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

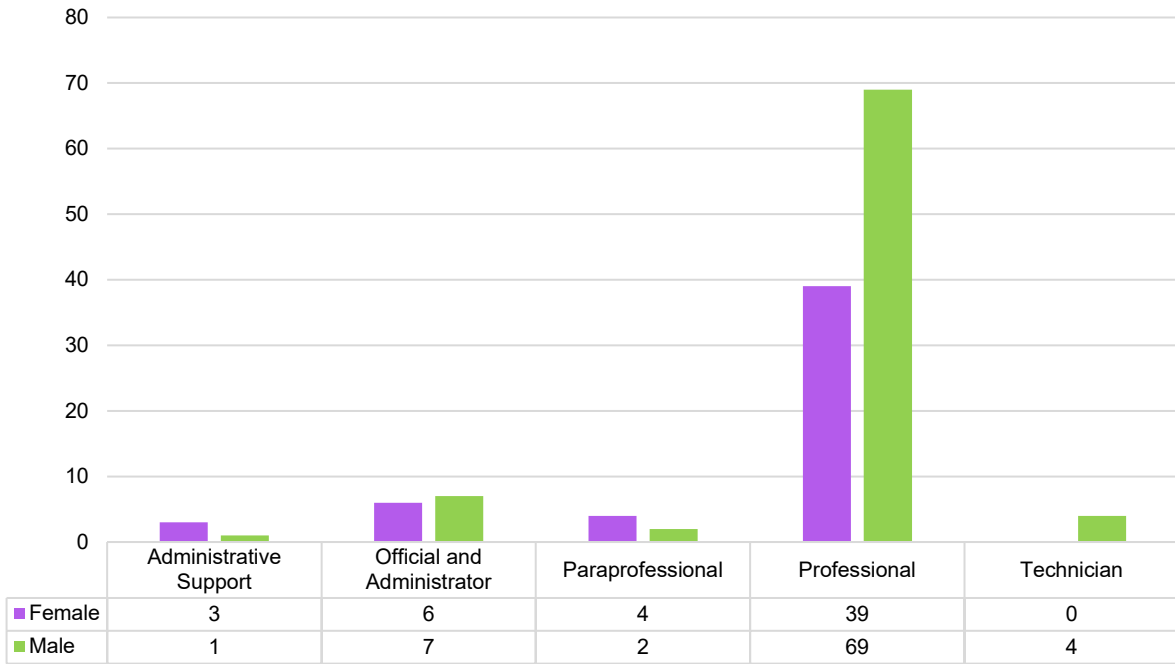


**Career Employees by EEO-4 Job Category:**  
**Montgomery County Planning**



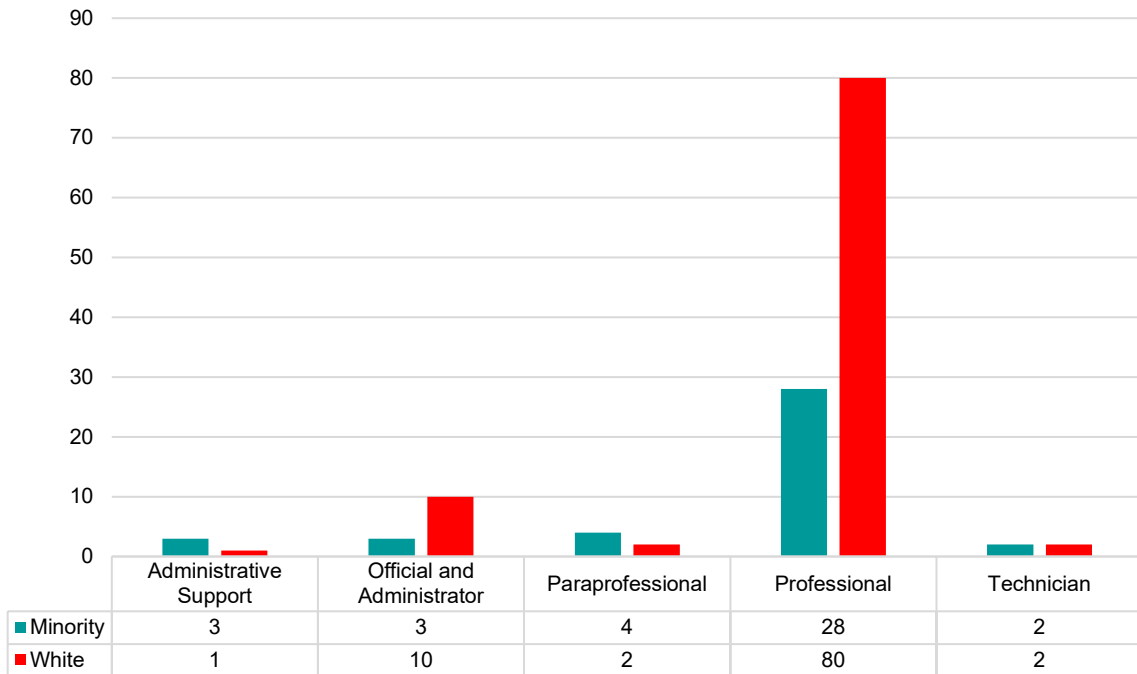
Total MCPL Employees: 135

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



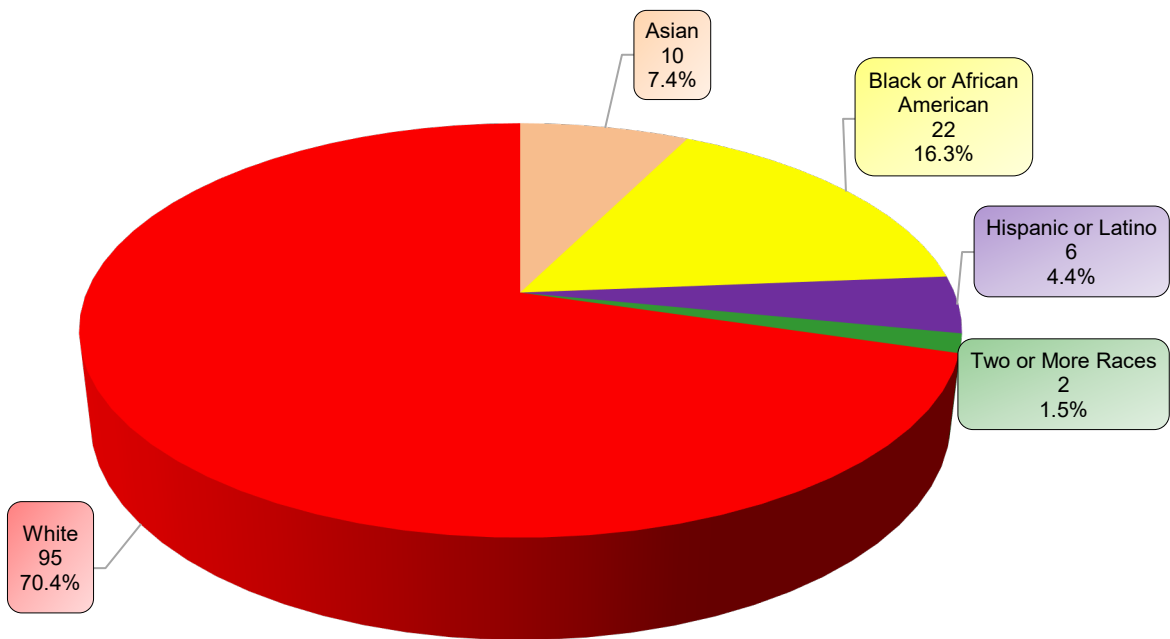
Total MCPL Employees: 135

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



Total MCPL Employees: 135

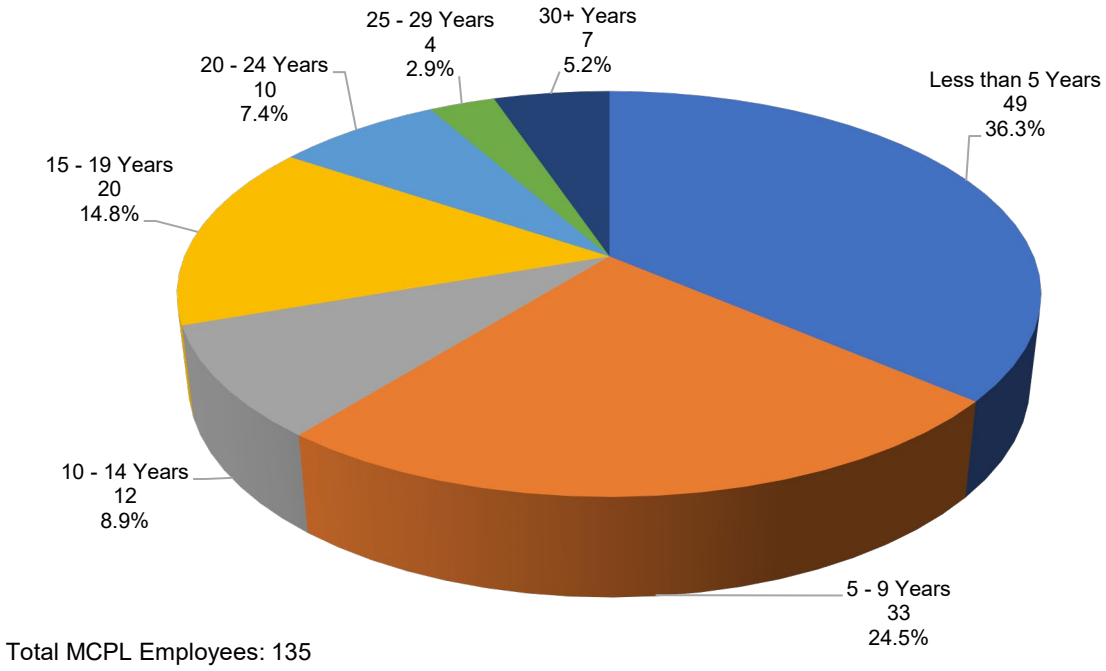
**EEO-4 Race/Ethnic Identification, Career Employees:**  
**Montgomery County Planning**



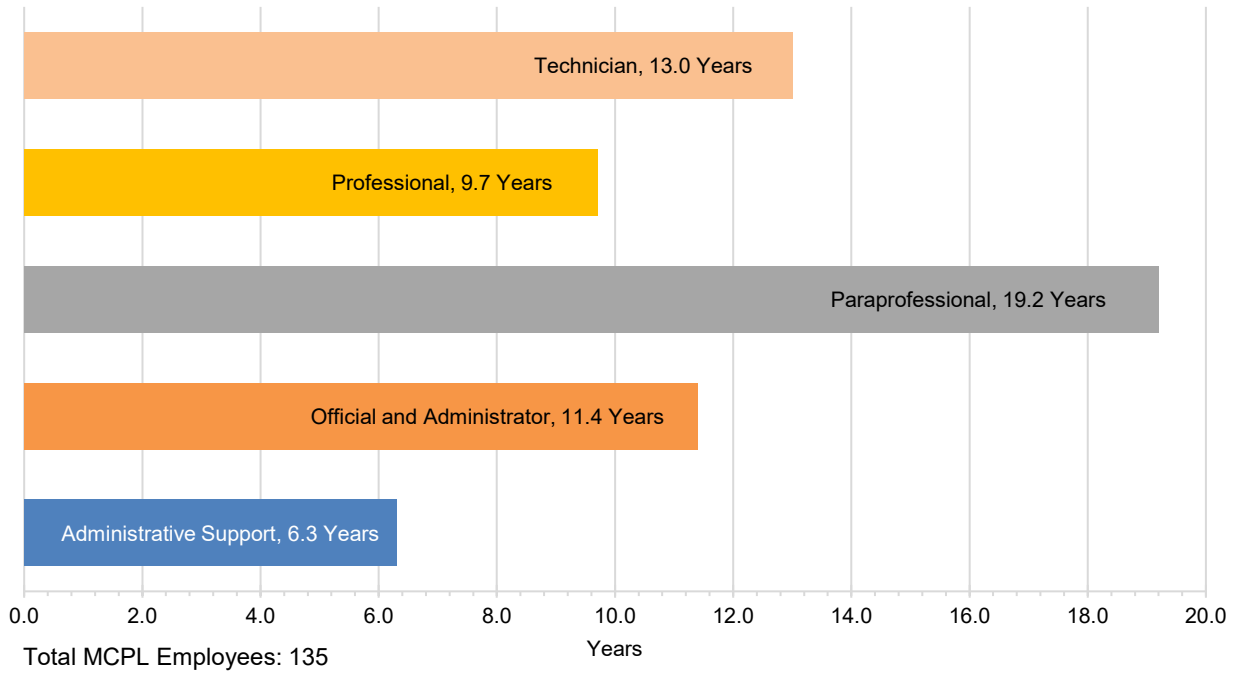
Total MCPL Employees: 135



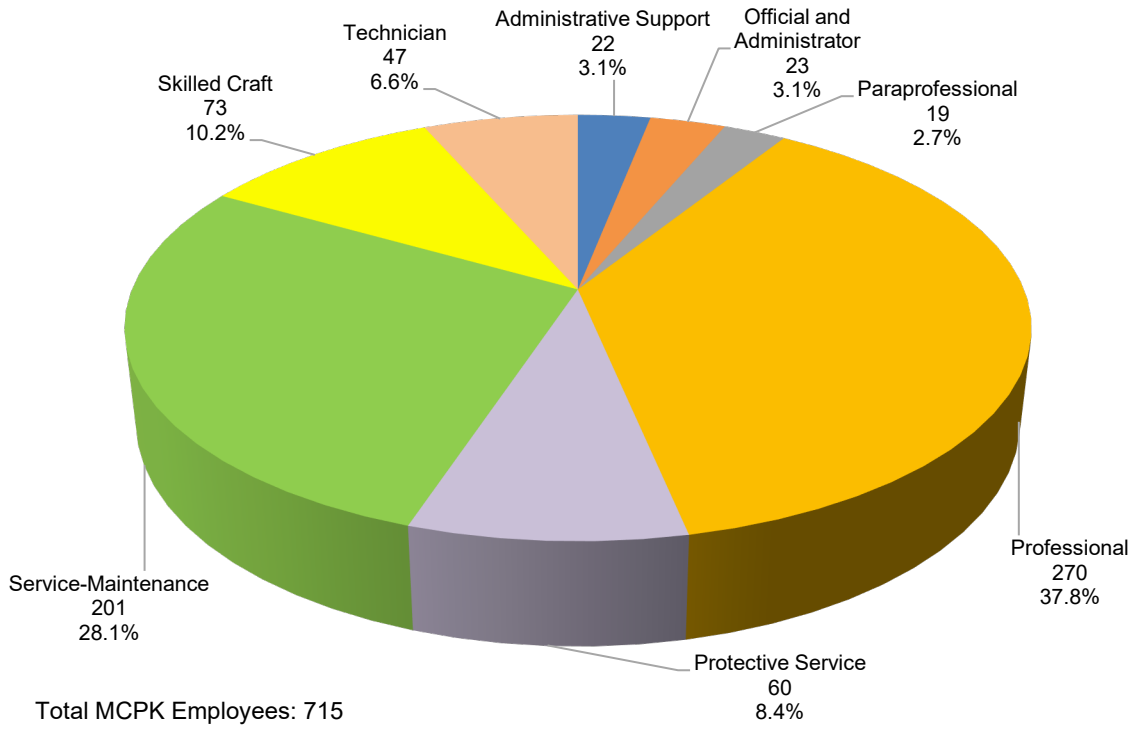
**Length of Service for Career Employees:  
Montgomery County Planning**



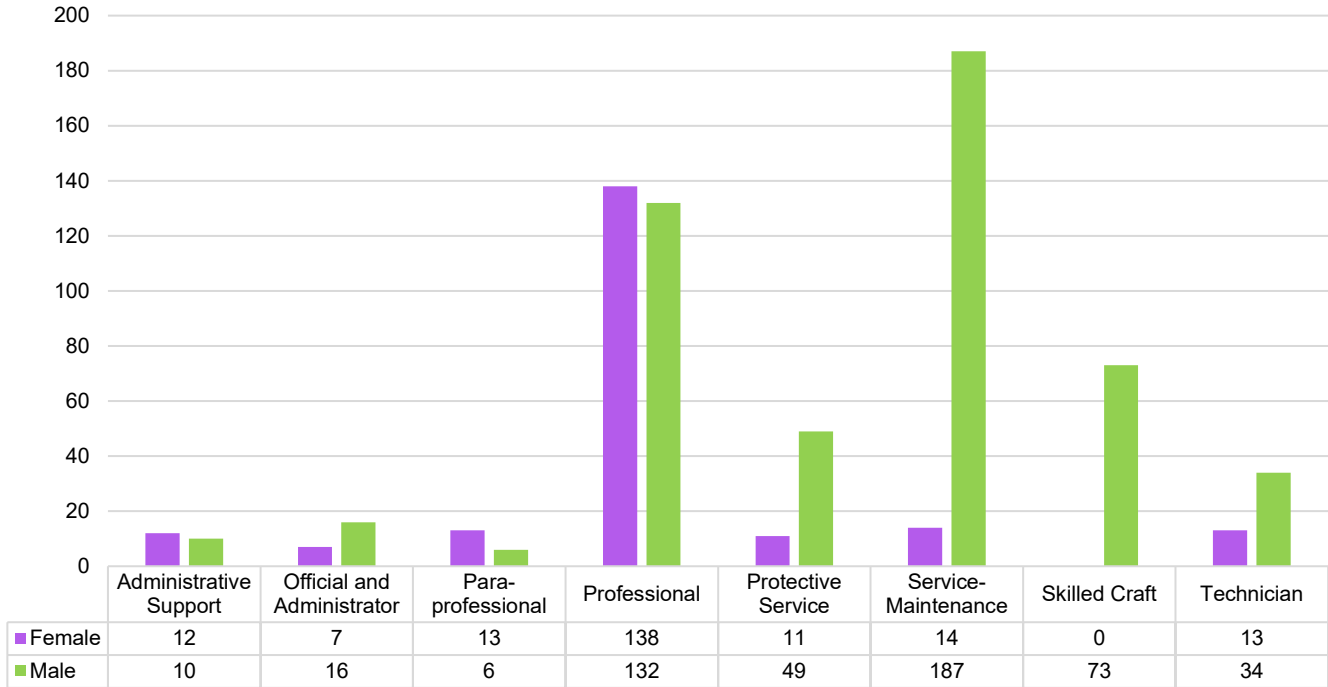
**Average Length of Service by EEO-4 Job Category:  
Montgomery County Planning**



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

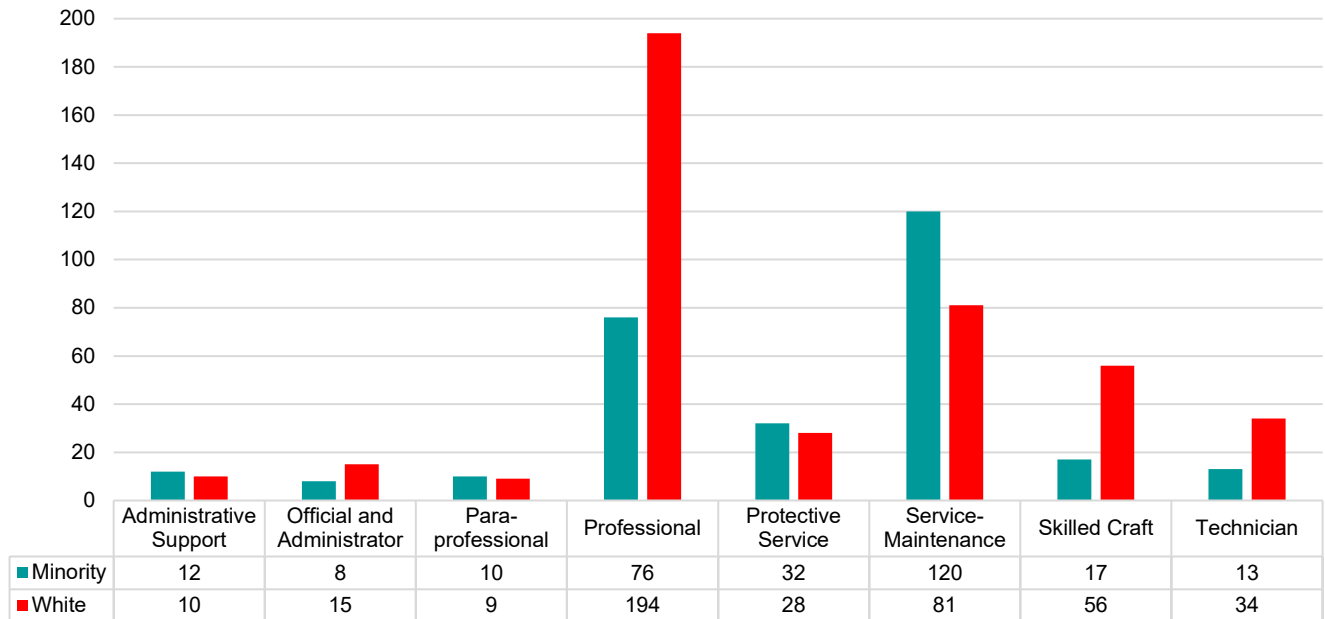


### Distribution by EEO-4 Job Category and Gender



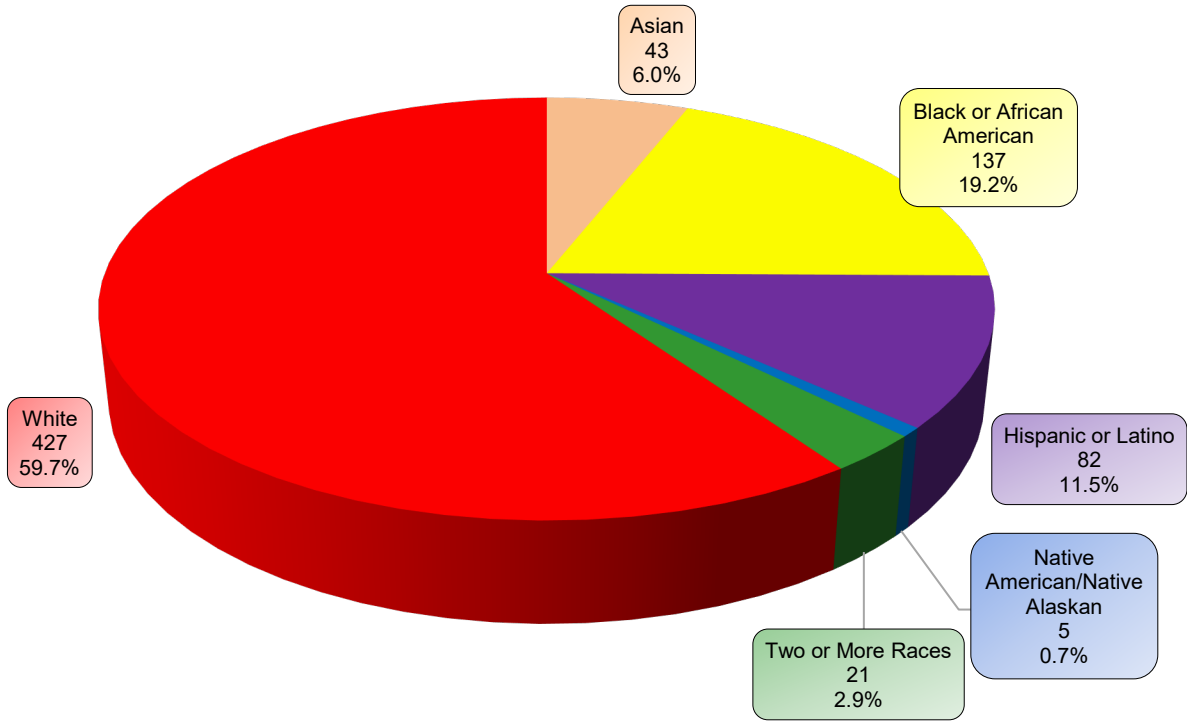
Total MCPK Employees: 715

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



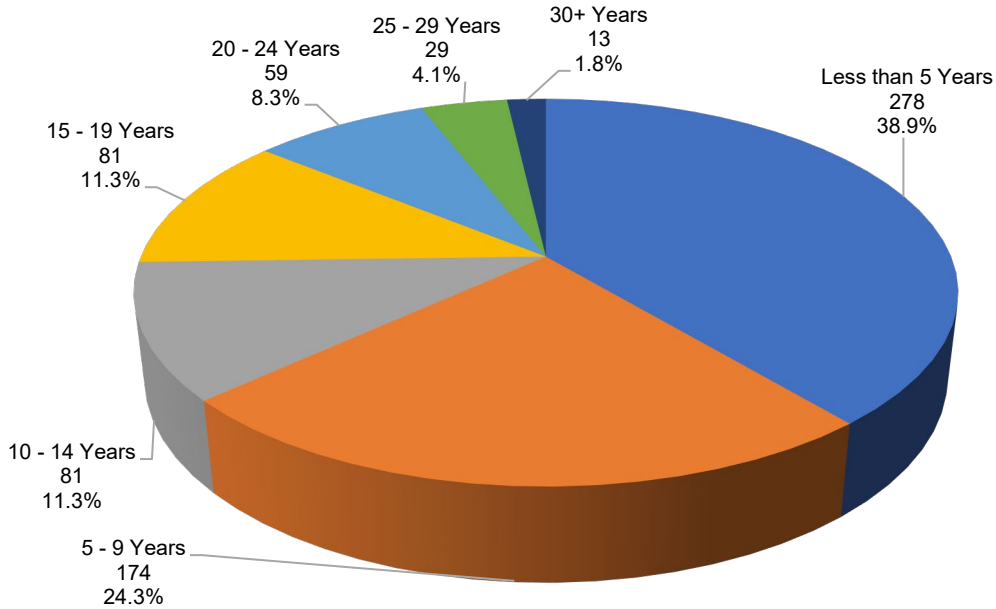
Total MCPK Employees: 715

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



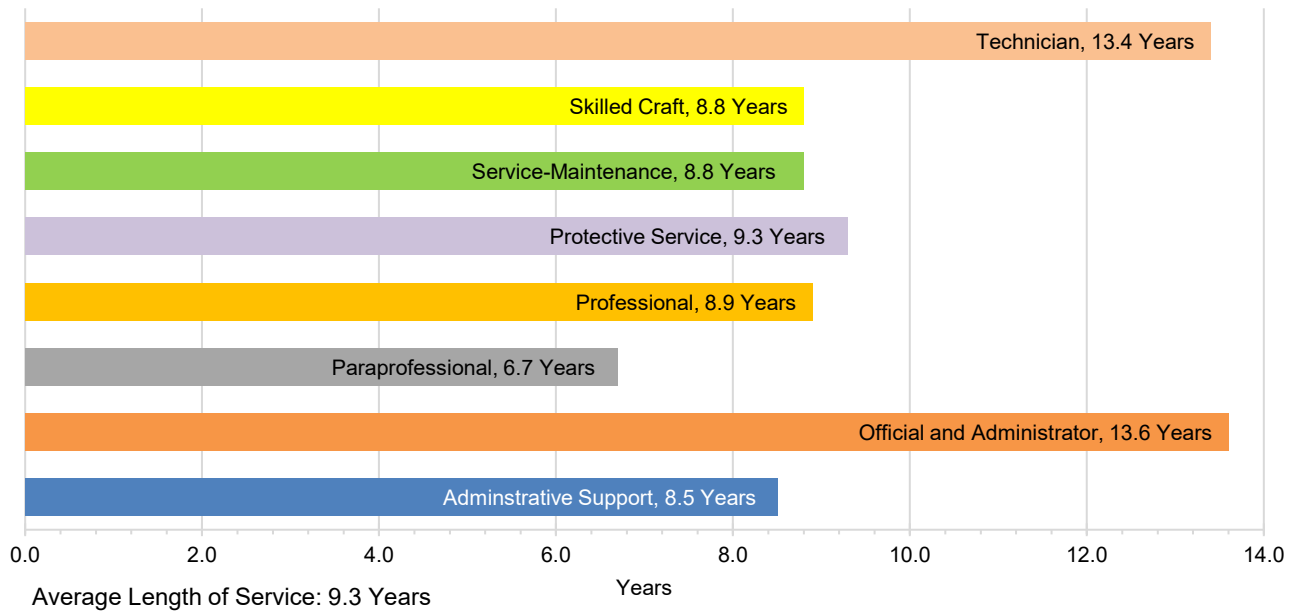
Total MCPK Employees: 715

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



Total MCPK Employees: 715

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



*M-NCPPC Prince George's County*

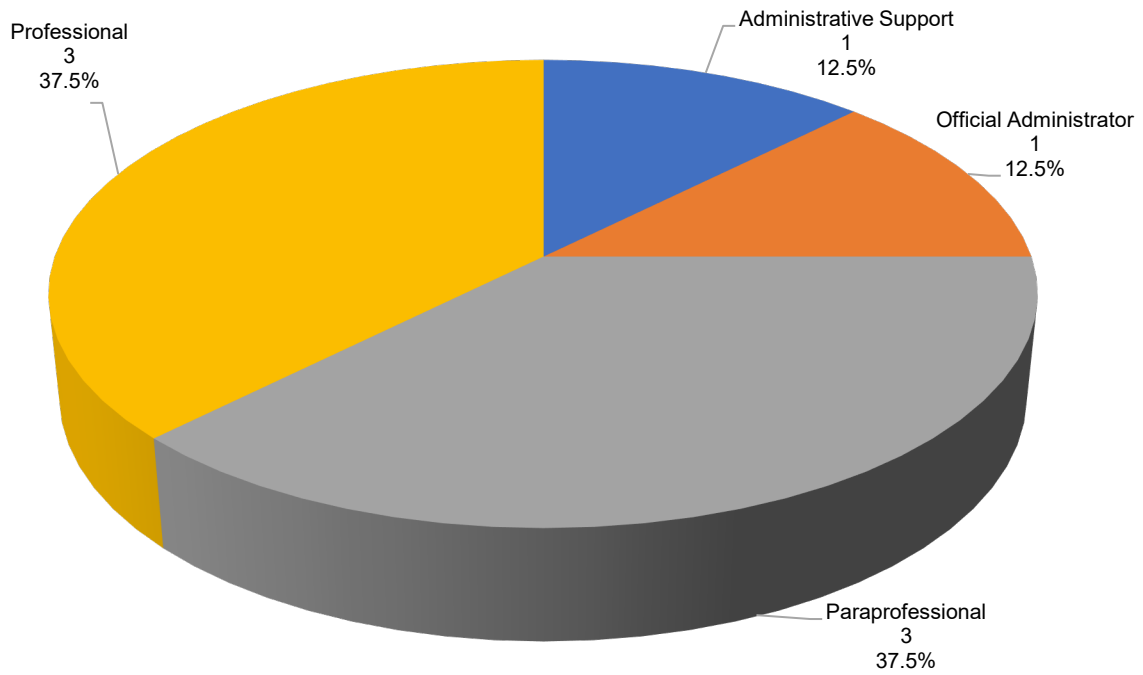
*Commissioners' Office*

*Department of Planning*

*Department of Parks and Recreation*

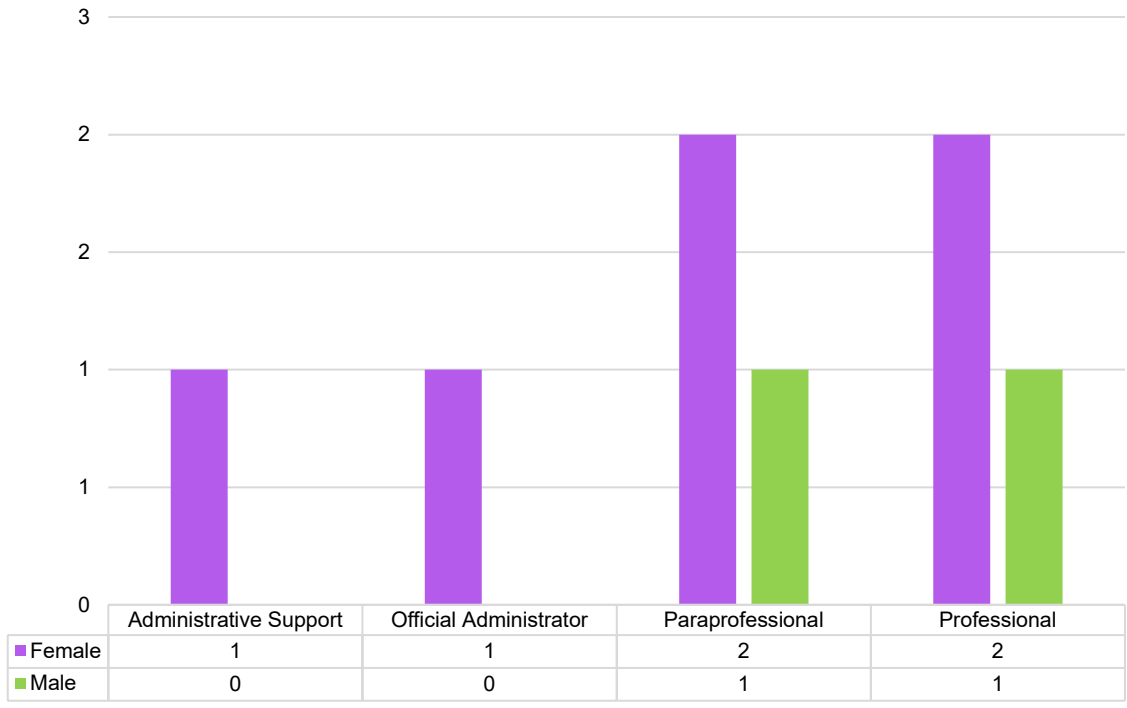
M-NCPPC PRINCE GEORGE'S COUNTY

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



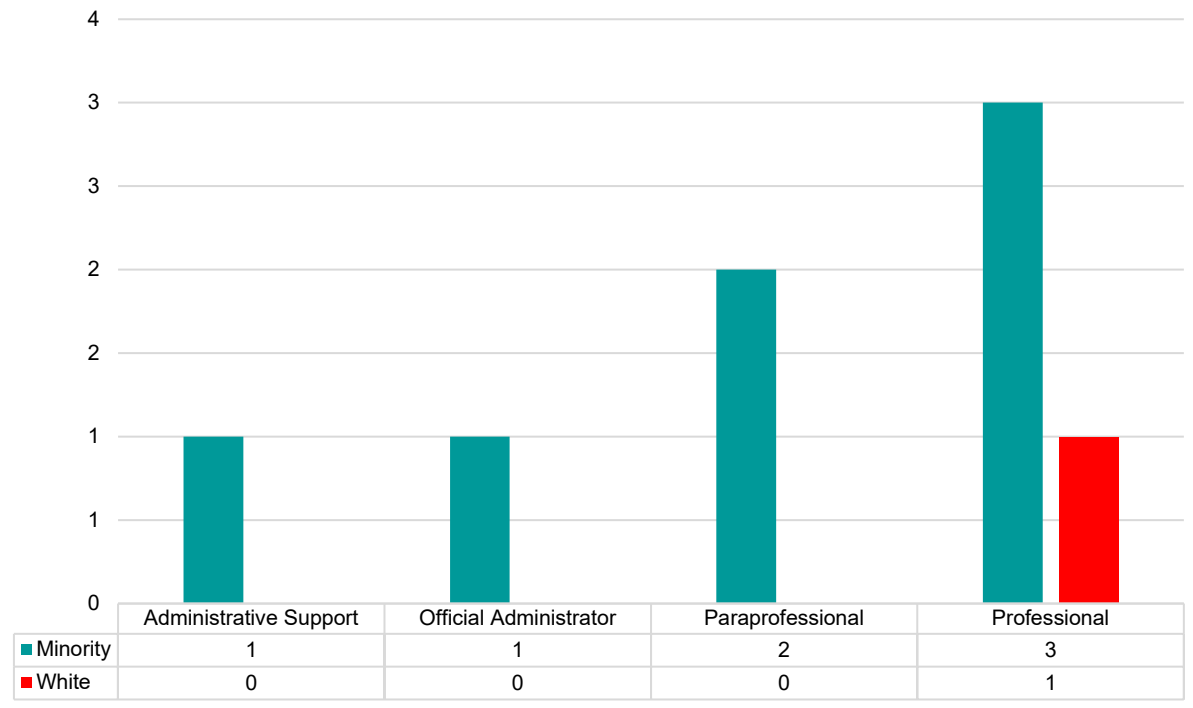
Total PGCCO Employees: 8

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



Total PGCCO Employees: 8

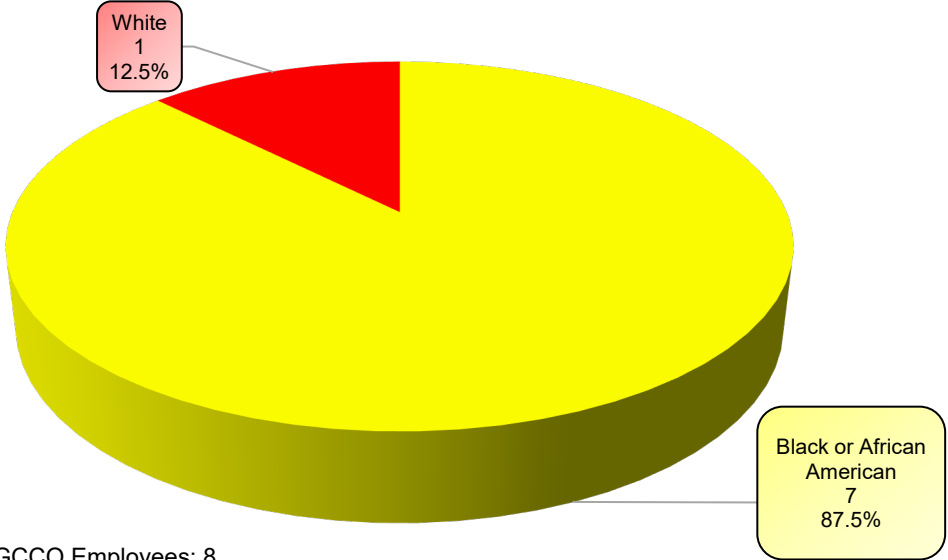
**Distribution by EEO-4 Job Category and Race/Ethnicity**



Total PGCCO Employees: 8

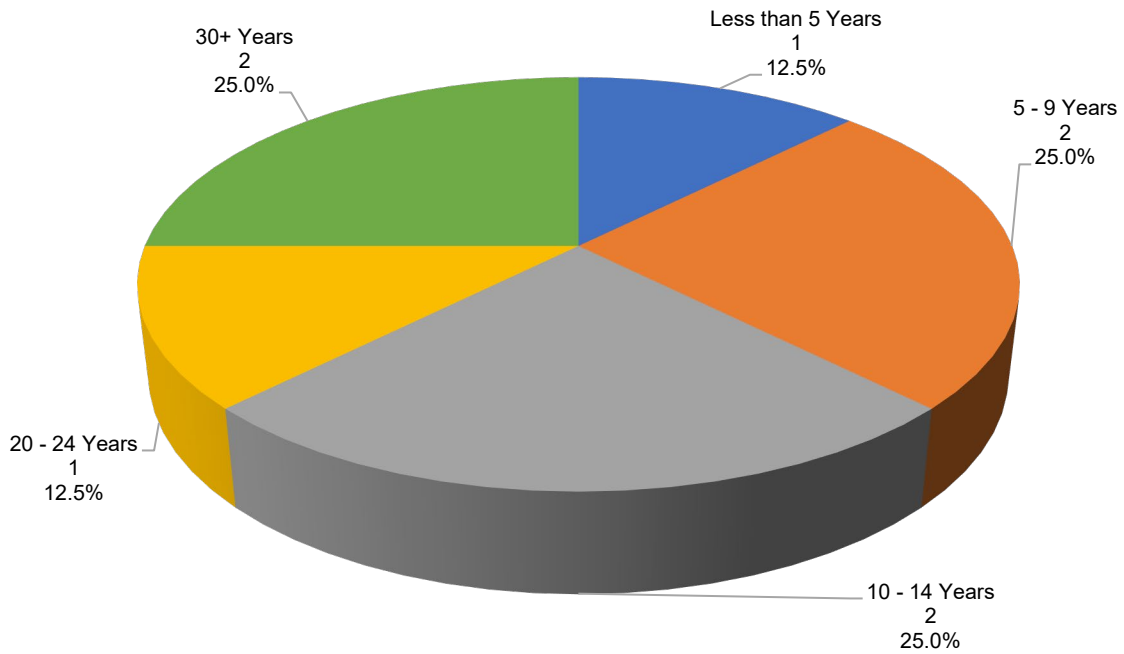


**EEO-4 Race/Ethnic Identification, Career Employees:**  
**Prince George's County Commissioners' Office**



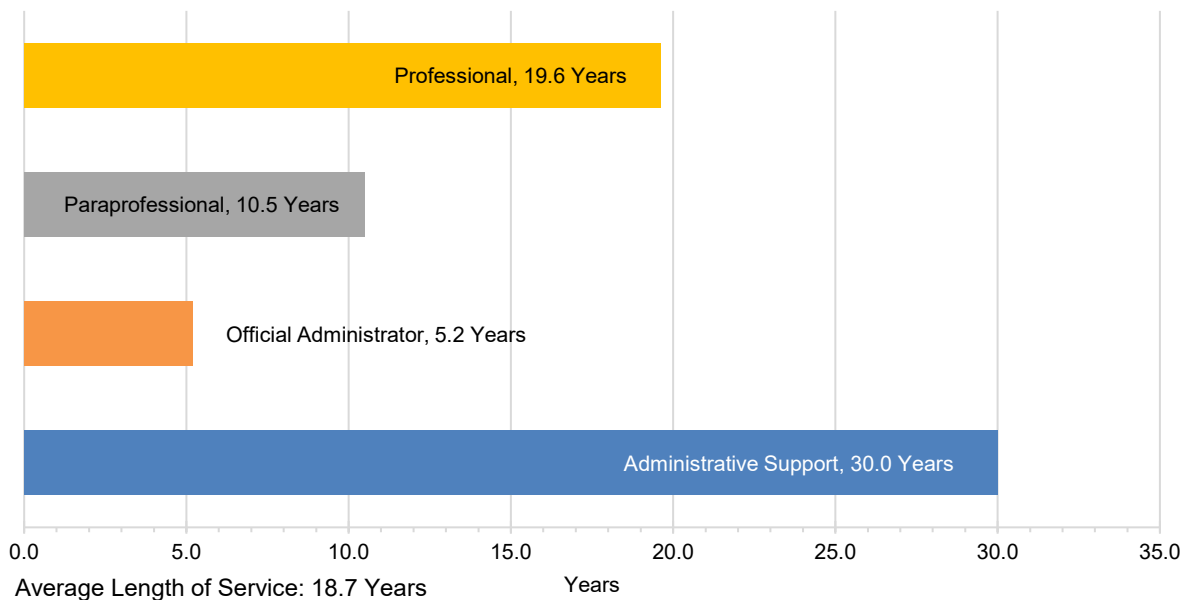
Total PGCCO Employees: 8

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

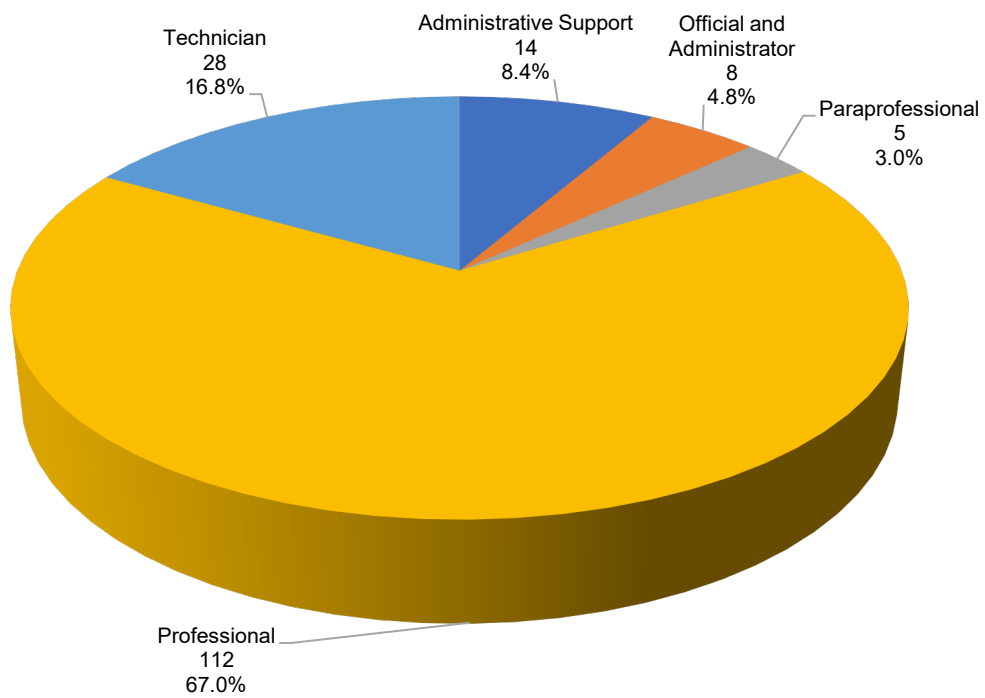


Total PGCCO Employees: 8

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

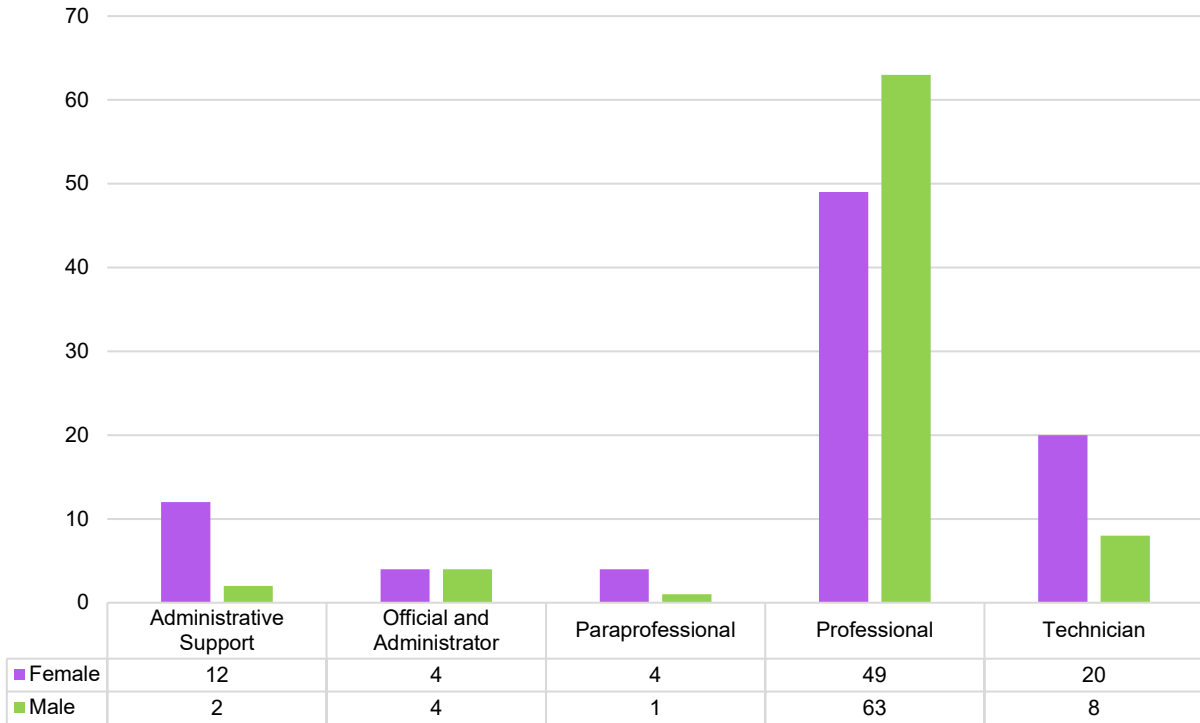


**Career Employees by EEO-4 Job Category:**  
**Prince George's County Planning**



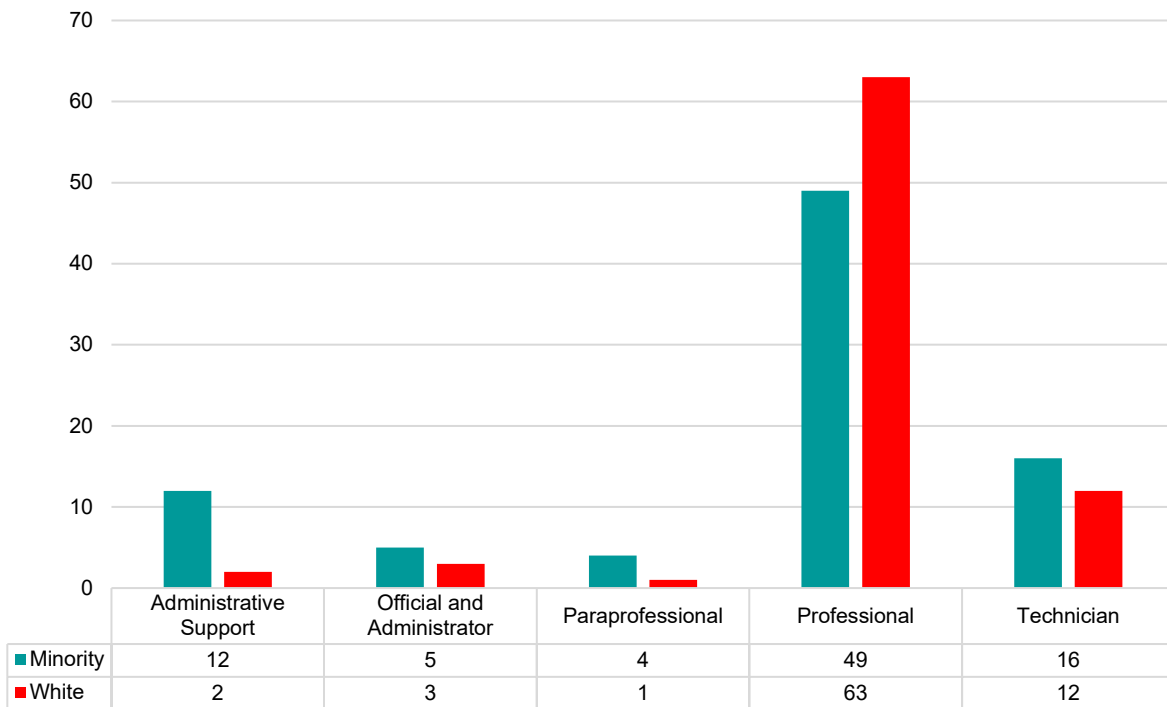
Total PGCPL Employees: 167

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



Total PGCPL Employees: 167

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



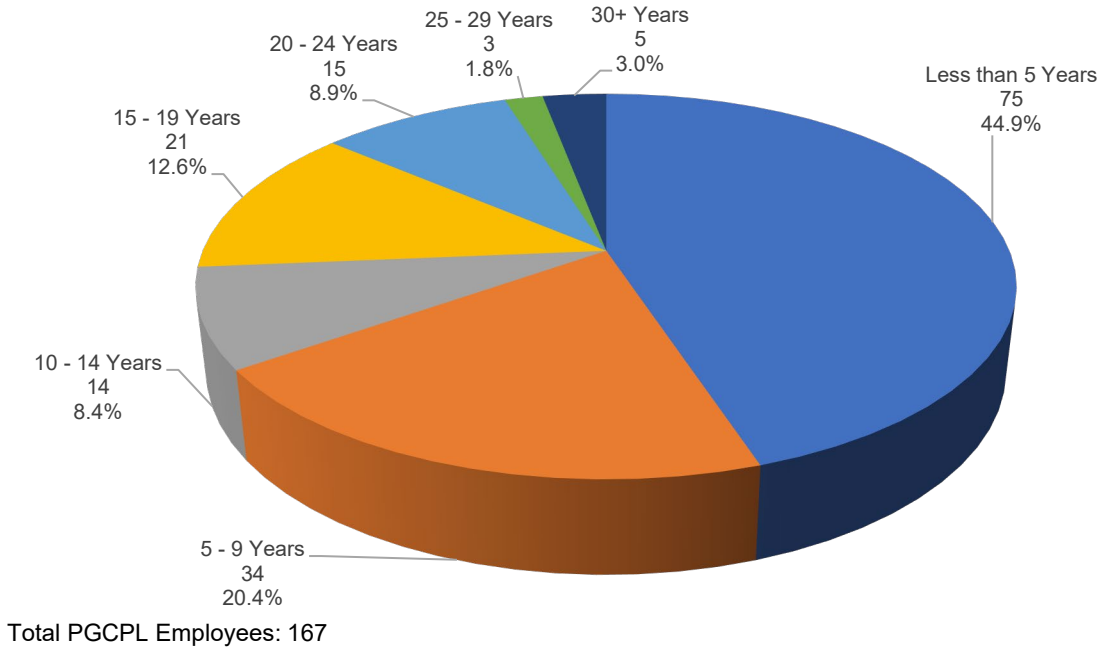
Total PGCPL Employees: 167

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

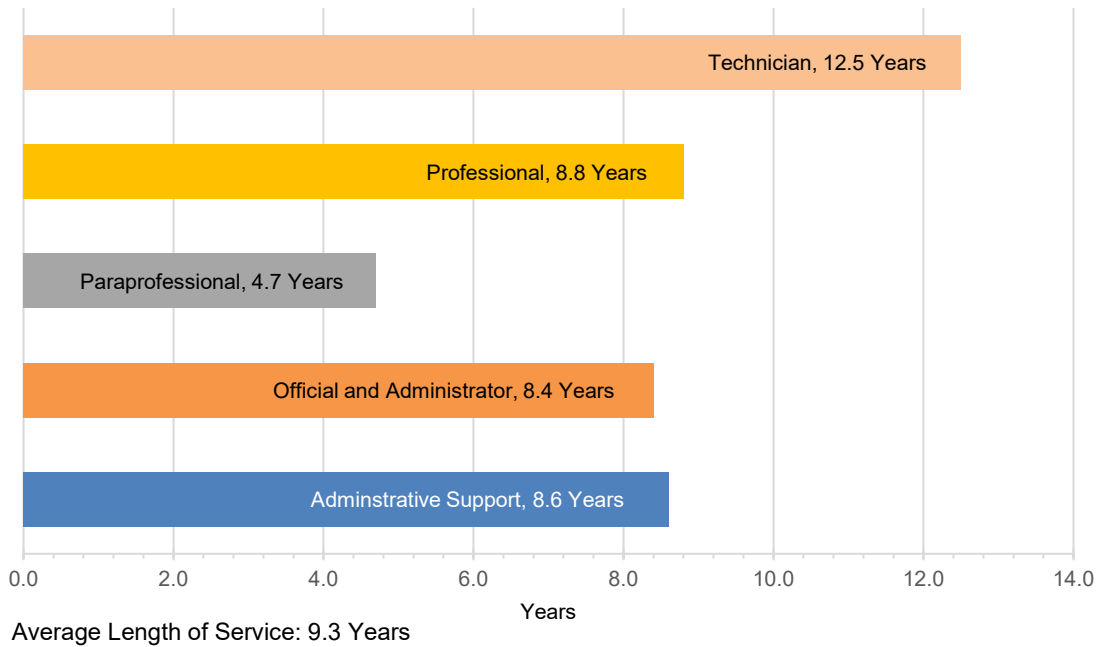


Total PGCPPL Employees: 167

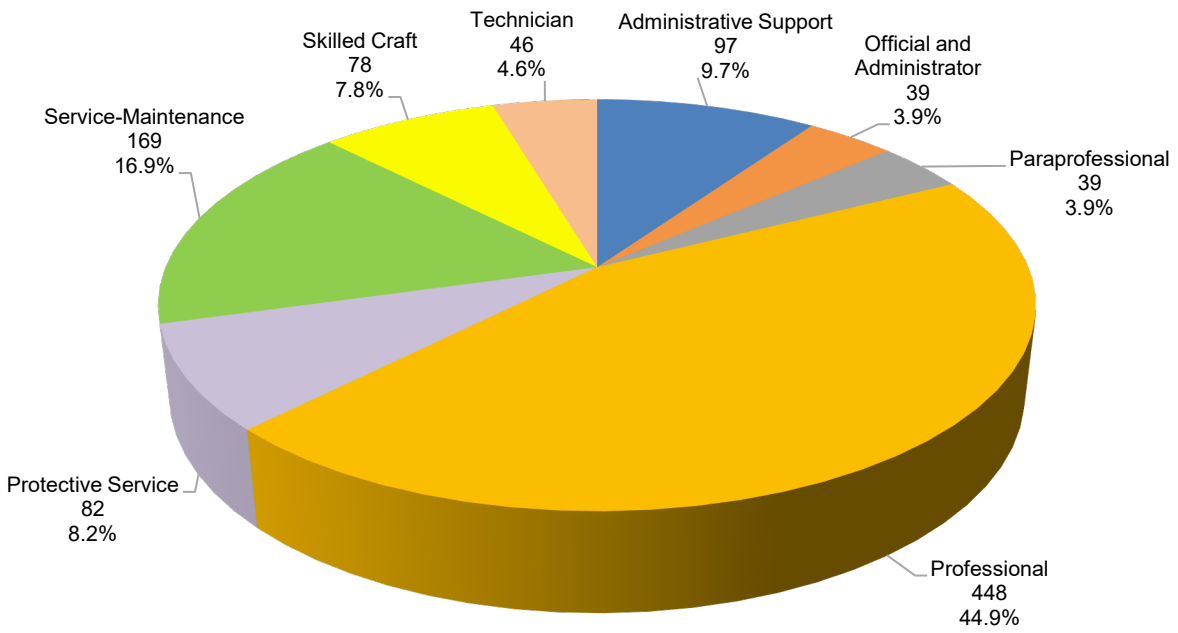
**Length of Service for Career Employees:  
Prince George's County Planning**



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

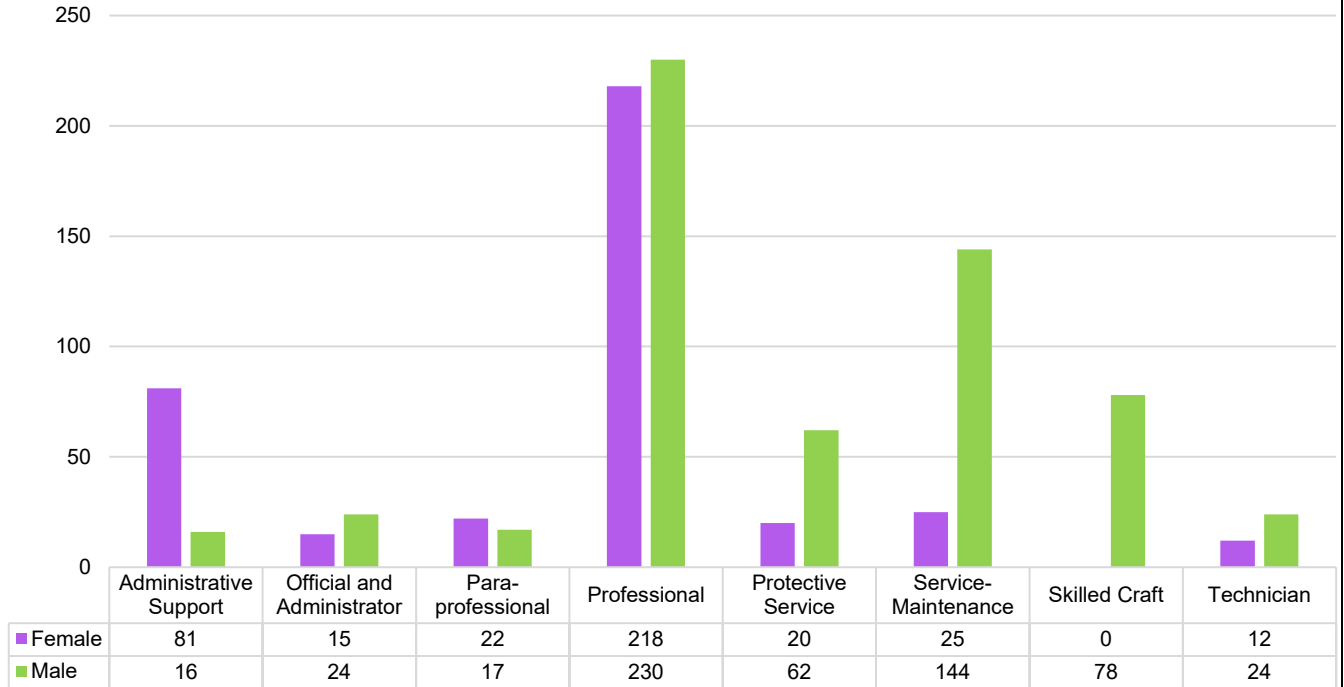


**Career Employees by EEO-4 Job Category:**  
**Prince George's County Parks and Recreation**



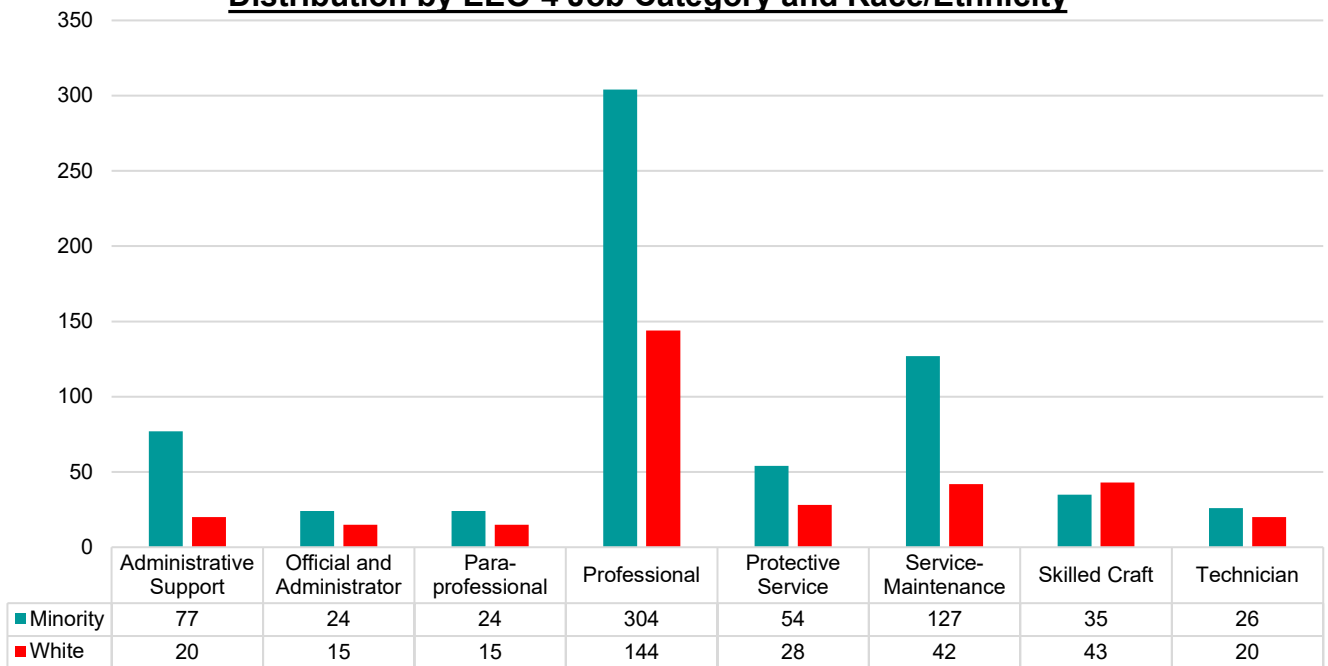
Total PG CPR Employees: 998

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



Total PGCPD Employees: 998

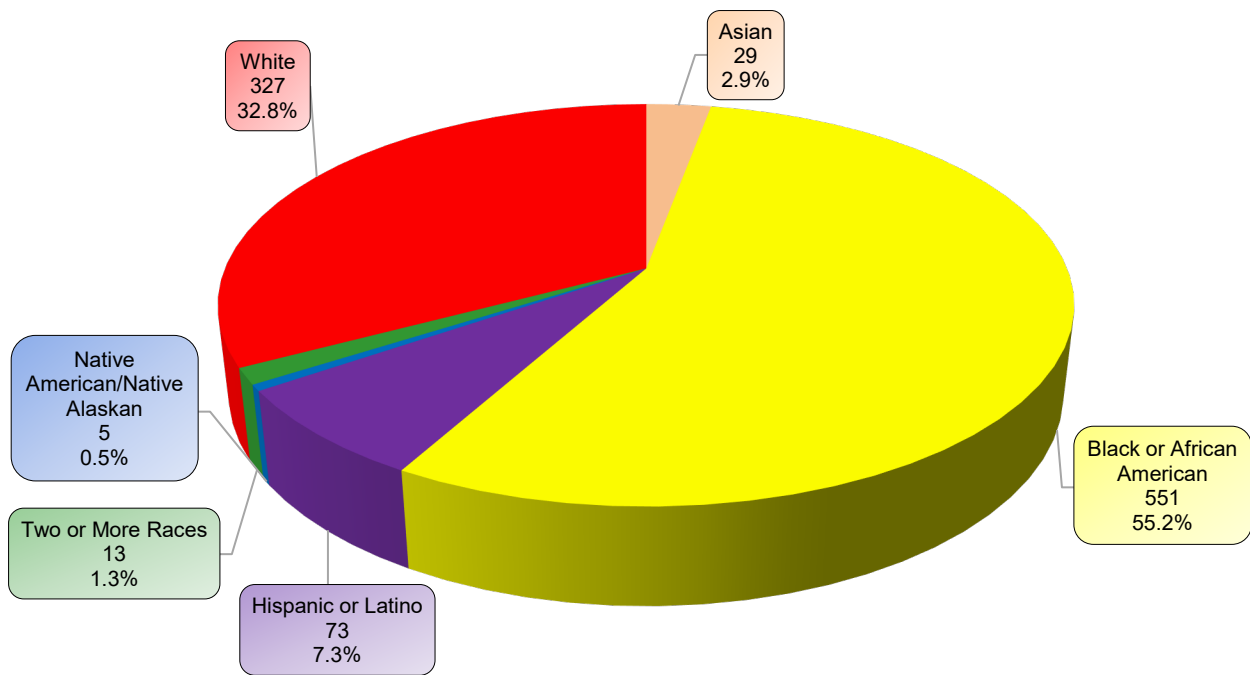
### Distribution by EEO-4 Job Category and Race/Ethnicity



Total PGCPD Employees: 998

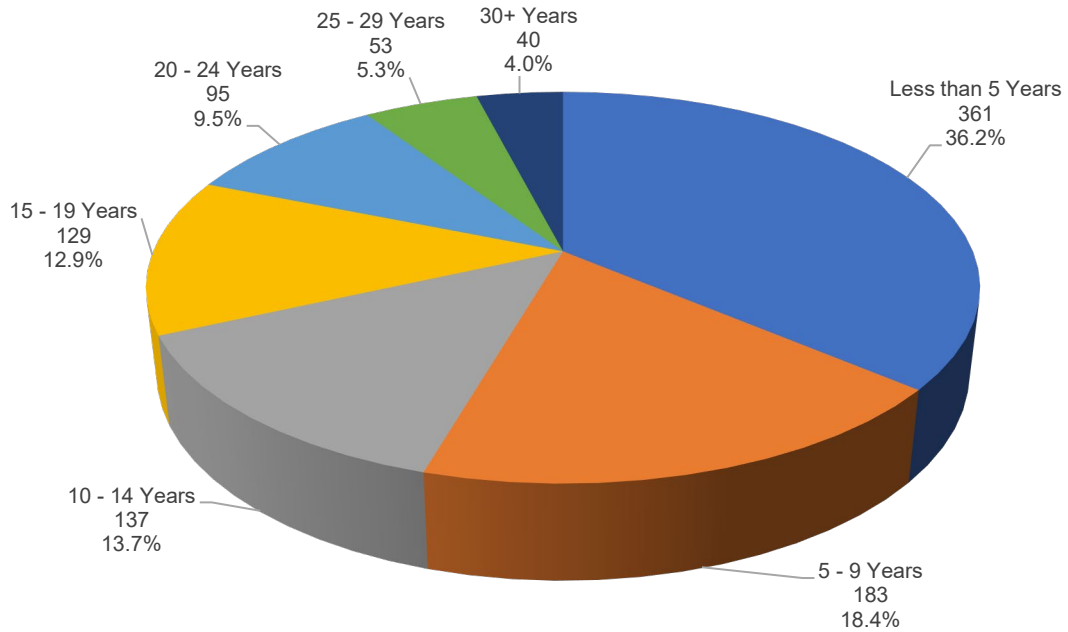


**EEO-4 Race/Ethnic Identification, Career Employees:**  
**Prince George's County Parks and Recreation**



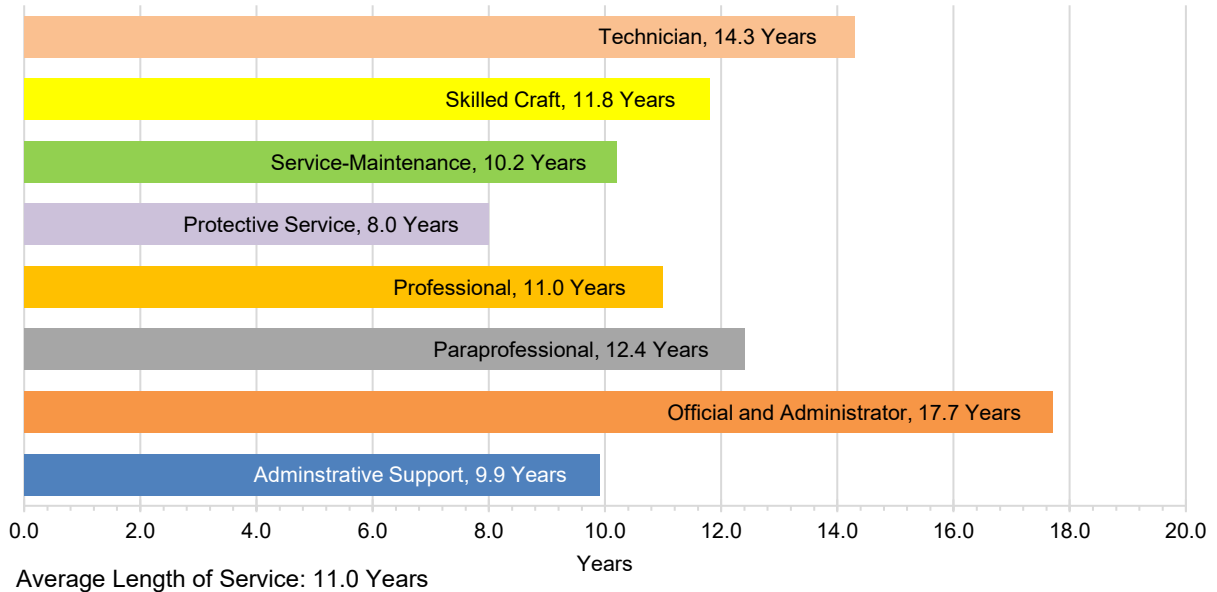
Total PG CPR Employees: 998

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



Total PG CPR Employees: 998

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



*M-NCPPC Bi-County Corporate Operations*

*Department of Finance*

*Department of Human Resources and Management*

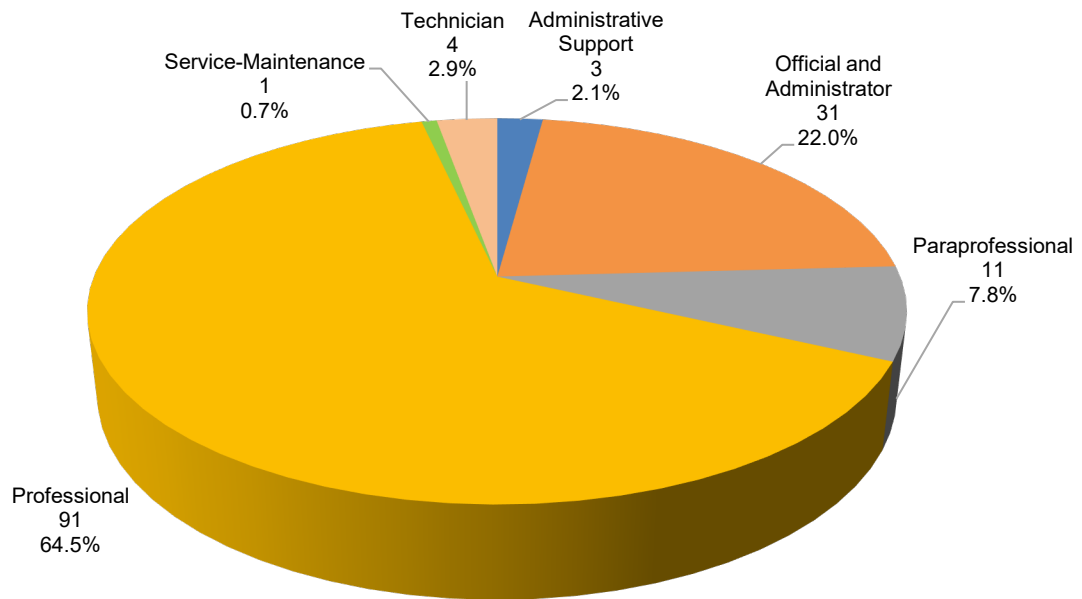
*Legal Department*

*Office of Chief Information Officer*

*Office of the Inspector General*

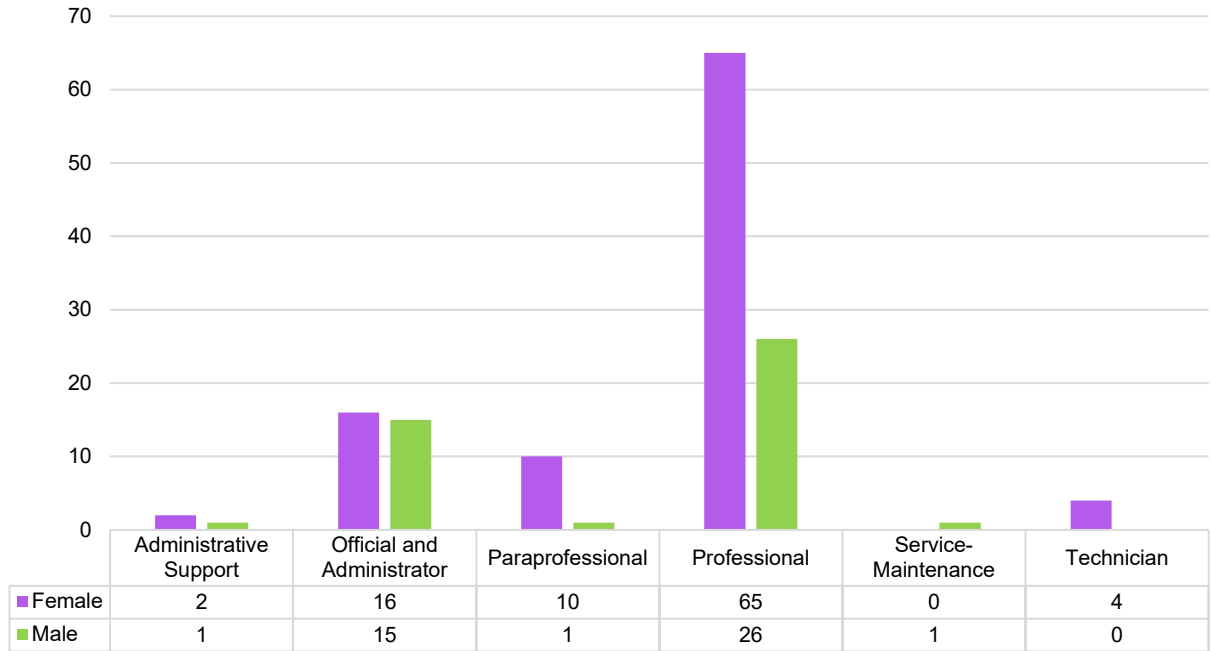
*Merit Board System*

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



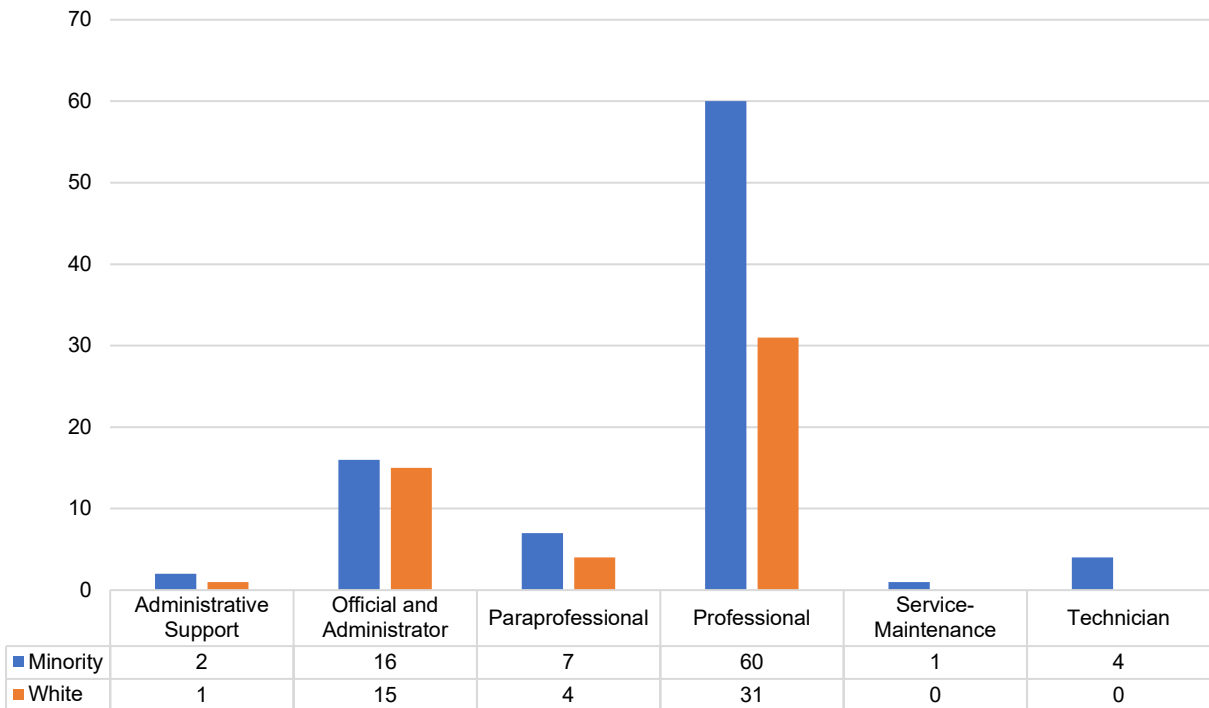
Total Bi-County Employees: 141

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



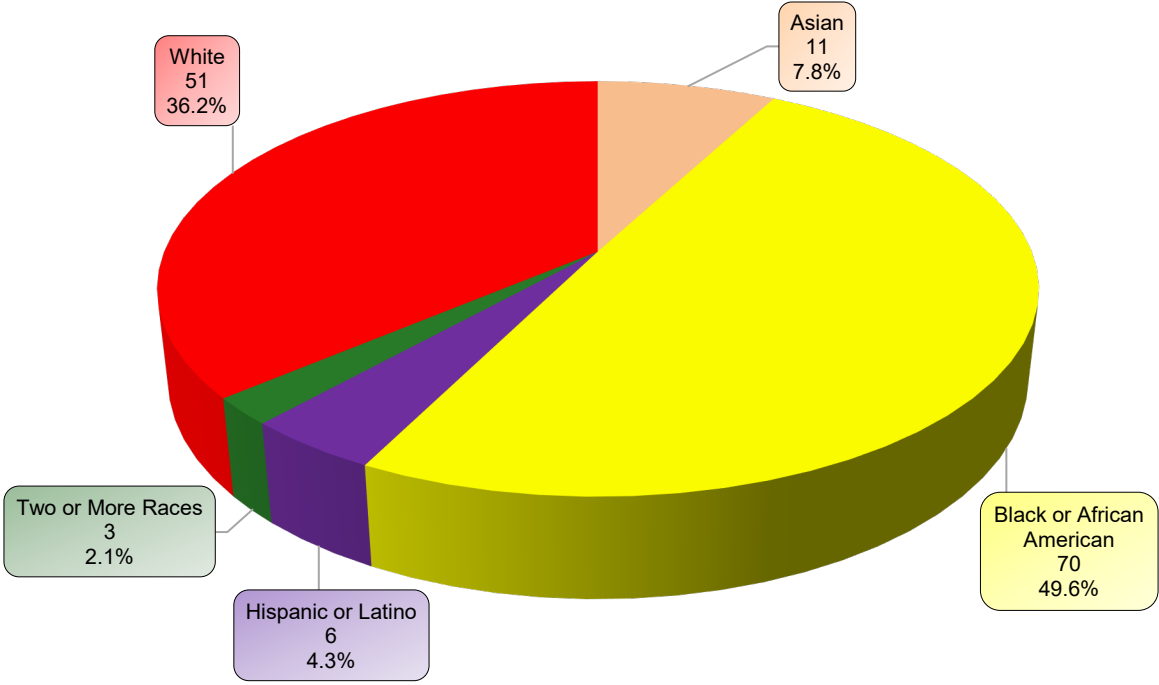
Total Bi-County Employees: 141

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



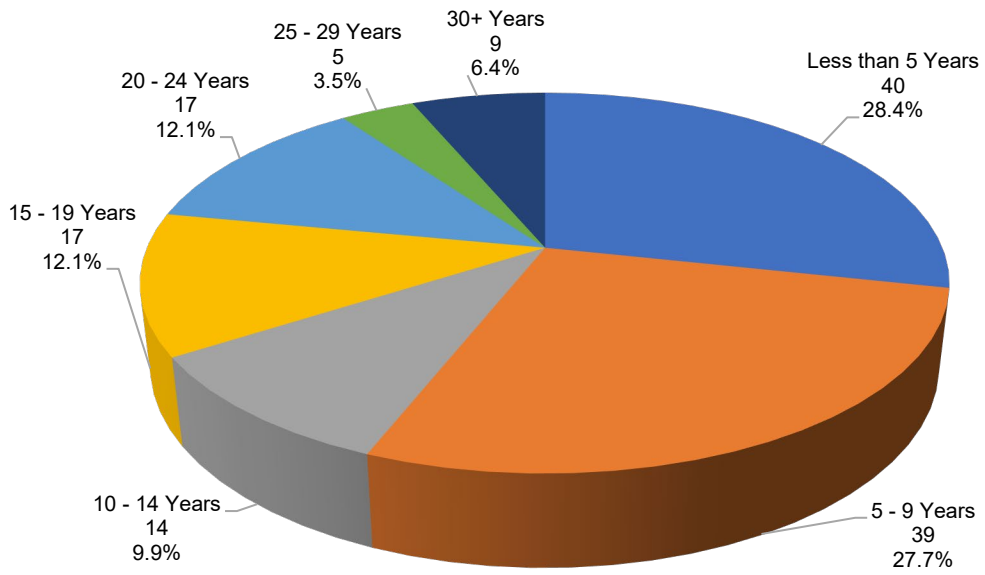
Total Bi-County Employees: 141

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



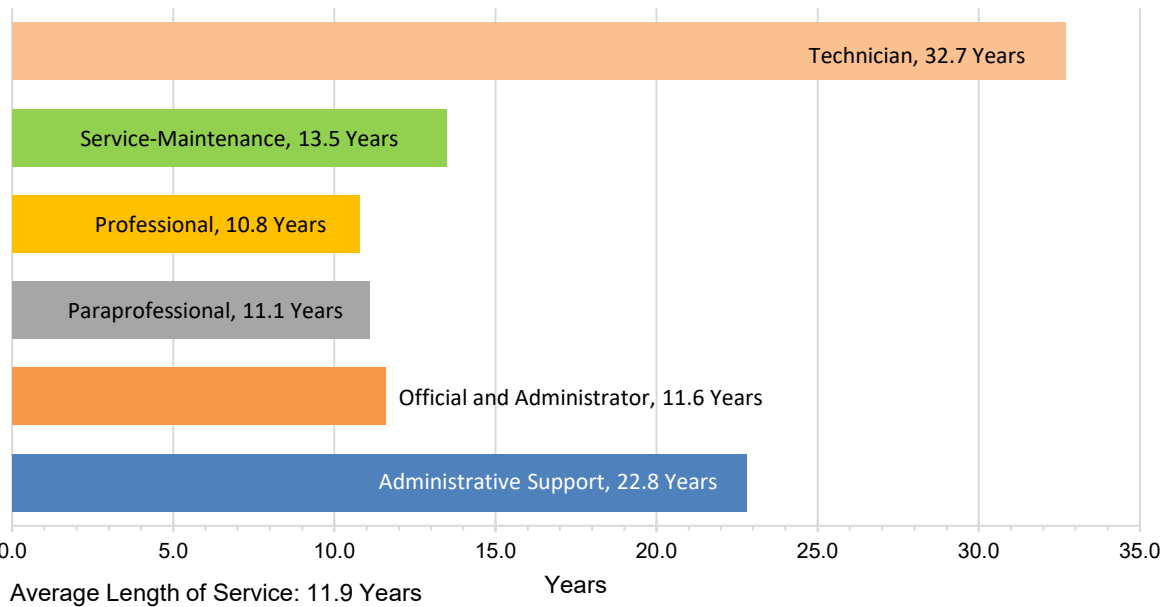
Total Bi-County Employees: 141

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



Total Bi-County Employees: 141

**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.

### DEFINITIONS OF THE EEO-4 RACE AND ETHNICITY CATEGORIES

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 their failure to comply with the reporting requirements. In such cases, it is recommended that visual surveys be conducted for the employer by people 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".

- a. **Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- b. **White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- c. **Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.
- d. **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.
- e. **Asian (Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- f. **American Indian or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- g. **Two or More Races (Not Hispanic or Latino)** - All persons who identify with more than one of the above five races (White, Black or African American, Native Hawaiian or Other Pacific Islander, Asian, American Indian or Alaska Native).

*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 – Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, 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:** 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, homemaker aides, home health aides, library assistants and clerks, ambulance drivers and attendants, and kindred workers.
- f. **Administrative Support:** 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-typists, 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:** 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 groundskeepers, 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

## **Personnel Management Review Fiscal Year 2023**

### **Credits**

Asuntha Chiang-Smith  
Executive Director

Lawrence (Todd) Allen  
Human Resources Director

Boni King  
PMR Project Advisor

Cristina Ramirez  
PMR Project Manager