




THE PRINCE GEORGE'S COUNTY GOVERNMENT
OFFICE OF THE COUNTY EXECUTIVE

Rushern L. Baker, III
County Executive

MEMORANDUM

September 19, 2011

TO: Appointing Authorities
FROM:  Michael Errico, Acting Chief Administrative Officer
RE: Position Review Board (PRB) Process

All requests for position creations, reallocations, change of existing record, and proposed classifications and reclassifications are required to be reviewed by the PRB. A Position Requisition Form (PRF) and the supporting documentation must be received by both the Office of Management and Budget (OMB) and the Office of Human Resources Management (OHRM) by the tenth (10th) day of each month in order to be considered by the Board. Items received after this date will be held until the next meeting of the PRB.

In order to fill existing vacant positions that have been authorized and funded within the current fiscal year, appointing authorities may use the fast-track process. The appointing authority must submit a PRF to OMB requesting to fill a vacancy. The request must stipulate the reason the position became vacant, vacancy date and date the vacancy will need to be filled. After OMB certifies funding is available, the Director of OMB will sign the PRF and forward it to OHRM for review and approval. Once OHRM receives and approves the PRF from OMB, OHRM will forward a copy of the approved PRF to your agency and begin the recruitment process within three (3) business days.

For detailed information on the PRB process, please refer to Administrative Procedure 122- Position Review Board (attached). In addition, please ensure that all employees involved in the human resources management and compensation budget processes are provided a copy of this procedure.

Until further notice, the PRB will review all requests for salary adjustments. All details and detail extensions must be received and approved by the Director of OHRM and then forwarded to the Chief Administrative Officer for approval. These requests will be carefully reviewed as we continue to closely monitor the County's fiscal position.

Attachment

- SUBJECT:** Position Review Board
- PURPOSE:** The Position Review Board (PRB) is to manage the County's human resources in accordance with its legal, fiscal and budgetary requirements and parameters.
- SCOPE:** County positions in the classified and exempt service are subject to review by the PRB. The scope of this procedure addresses the creation of new positions, the reallocation of existing positions and the review of salary adjustments and details, as necessary.
- AUTHORITY:** Personnel Law, Subtitle 16. Personnel
Chief Administrative Officer
- RESPONSIBILITY:** Chief Administrative Officer
Director of Human Resources Management
Director of Management and Budget

PROCEDURE:

1. GENERAL STATEMENT

a. The County's policy is to apply standards for all positions and classes of work for purposes of creations, reallocations, change of existing record, filling vacancies and proposed classifications and reclassifications. A Position Requisition Form (PRF) is used to ensure a uniform system of processing human resources actions relating to positions in the County service, and to maintain an accurate up-to-date control system.

b. The Position Review Board (PRB) process will be governed by the consideration of the following human resources management, fiscal/budgetary items:

I. Class Title: the official designation or name assigned to each class established in the Classification Plan (Personnel Law, Section 16-102(11)).

II. Grade: the alphabetical and/or numerical designation used to identify the level of responsibility assigned to each class of work established in the Classification Plan (Personnel Law, Section 16-102(27)).

III. Position: a group of duties, tasks and responsibilities allocated by the Director of Human Resources Management to a class of work established in the Classification

Plan and requiring full or part-time employment of one (1) or more positions (Personnel Law, Section 16-102(33)).

IV. Position Description: a written statement for each position allocated to each class of work established in the Classification Plan, which is intended to exemplify the class specification applicable to the position by delineating the typical duties, tasks, and responsibilities comprising the work assignment to a position (Personnel Law, Section 16-102(34)).

V. Classification Specification: a written description of a typical and representative position for each class of work established in the Classification Plan which specifies the typical duties, tasks and, responsibilities associated with each such class (Personnel Law, Section 16-102(10)).

VI. Qualification Requirements: a written description for each class of work established in the Classification Plan which specifies the minimum qualifications requisite for any employee to occupy and continue to occupy any position allocated to each such class (Personnel Law, Section 16-102(39)).

VII. Authorized Positions: a position that is included in the current budget year.

VIII. Fiscal/budgetary impact of request: the cost of the position action, and generally indicates the amount of the request that exceeds the current budgeted amount.

IX. Funding Source: the indication as to where the position will be charged, e.g., General Fund, Grants, Enterprise Fund, etc.

2. APPOINTING AUTHORITY GENERAL RESPONSIBILITIES

a. Continually review, monitor and evaluate the agency's mission, goals and operating objectives in order to address current and long-term staffing needs.

b. Deploy and assign human resources in accordance with the agency's mission, goals and operating objectives, fiscal, and budgetary parameters.

c. Document the need for changes in staffing patterns and levels based upon a review of agency data to include changes in operational parameters, performance measures and cost analyses.

d. Consult with respective and assigned analysts/liaisons from the Office of Human Resources Management (OHRM) and the Office of Management and Budget (OMB), in order to

establish and address staffing patterns and plans consistent with the agency's approved budget and the County's fiscal policies.

e. Consult with the respective Deputy Chief Administrative Officer (DCAO) in order to review and discuss current and proposed staffing strategies and plans.

3. APPOINTING AUTHORITY PROCEDURAL REQUIREMENTS FOR PRB SUBMISSIONS

a. If after an initial review of the appropriate agency data and discussions with the analysts from OHRM and OMB, a basis has been established to create, reallocate, or change classification of positions, the agency submits the following three (3) documents:

I. A cover memorandum that justifies the position action request and indicates prior approval by the appropriate DCAO.

a) The cover memorandum should be addressed as follows:

TO: Director, Office of Management and Budget
Director, Office of Human Resources Management;

THRU: Deputy Chief Administrative Officer (DCAO)
(for respective agency);

FROM: Appointing Authority.

II. A completed Position Requisition Form (PRF) using the OHRM approved standard form.

III. Position description that specifies the duties and responsibilities of the requested position.

b. PRF requests must be received by both the OMB and the OHRM by the tenth (10th) day of each month in order to be considered by the Board. Items received after this date will be held until the next meeting of the PRB.

4. PRB REVIEW PROCESS FOR CREATING POSITIONS, REALLOCATING POSITIONS OR FILLING UNFUNDED VACANT POSITIONS

Requests for creating or reallocating positions or the filling of unfunded vacant positions will be reviewed and processed as follows:

- a. The Board will convene to consider requests for creation or reallocation of positions or filling unfunded vacant positions. The regular meetings of the Board will be scheduled on the third (3rd) Thursday of each month, unless otherwise specified by the Board.
- b. Special meetings of the Board may be called to respond to emergency or special circumstances that cannot be processed through the regular meetings.
- c. The CAO presides and chairs the Board meetings.
- d. Items on the agenda will be presented by the OMB Director. OMB will provide copies of the PRB Agenda to the Board.
- e. The Board may choose to take any of the following actions:
 - I. Approve;
 - II. Deny;
 - III. Hold/No Action – consider the position at a later date to acquire more information;
 - IV. Approve with Conditions – approve with stated conditions to be met.

5. POST-POSITION VACANCY REVIEW BOARD ACTIVITIES

- a. OMB prepares Council resolutions for positions requiring Council authorizations under the Charter requirement for authorization of positions by grade.
- b. OMB prepares a report of PRB actions and provides notification to affected agencies. OMB forwards approved, signed and authorized PRF packages to OHRM to initiate the hiring process.

6. FAST-TRACK PROCESS TO FILL EXISTING VACANT POSITIONS

- a. The fast-track process is to expedite the approval process for filling existing vacant positions that have been vacated and received authorization through the PRB process within the current fiscal year.
- b. The appointing authority must submit a PRF (using the approved OHRM form) to OMB requesting to fill vacancy. The request must stipulate the reason the position became vacant, vacancy date and date the vacancy will need to be filled.
- c. After OMB certifies funding is available, the Director of OMB will sign the PRF and forward to OHRM for review and approval.

d. Once OHRM has received the approved PRF from OMB, OHRM will begin recruitment process within three (3) business days.

e. If the position is not authorized, OMB will attempt to resolve any outstanding issues with the agency or will return the PRF to the agency.

7. REQUESTS FOR SALARY ADJUSTMENTS

a. The Director of the Office of Human Resources Management shall be responsible for administering and maintaining the County's Salary Plan in order to ensure the recruitment and retention of qualified persons and the equitable compensation of all classified service employees.

b. The Director of the Office of Human Resources Management, at the request of the appointing authority and with the concurrence of the Chief Administrative Officer, may approve salary adjustments for current employees in order to ensure salary equity within the agency or to provide that pay for a supervisor is higher than pay for subordinate employees of the supervisor.

c. The appointing authority must submit to the Office of Human Resources Management and the Office of Management and Budget for consideration of the PRB, the Request for Salary Adjustment on the form approved by OHRM along with a detailed justification for the request, organizational chart identifying the employee's position within the organization, current position description, salary comparisons of employees within the agency, division, section or unit that supports the justification of the request and any additional documentation needed to support the request.

d. After OMB certifies funding is available, the Director of OHRM will conduct a position review to determine if the incumbent is in an appropriate class of work and/or if there is a need to conduct a detailed position audit.

e. Requests for salary adjustments may be recommended for approval of the Chief Administrative Officer after the request satisfies the requirements of OMB and OHRM. If approved, the request will be processed by OHRM and a copy of the approval will be sent to the agency.

f. If the request for salary adjustment is not authorized, OMB or OHRM will attempt to resolve any outstanding issues with the agency or will return the request to the agency.

EFFECTIVE DATE: This Administrative Procedure shall become effective on the date of issuance.

9/9/11
Date


P. Michael Errico, Acting Chief Administrative Officer

Attachments: FORMS, REPORTS, SCHEDULES MENTIONED

Position Requisition Form (PRF)
Request for Salary Adjustment

**Office of Human Resources Management
Office of Management and Budget
POSITION REQUISITION FORM**

REVISED 5/10

Department/Agency Name: _____ Date: _____ FY: _____

1. **NATURE OF REQUEST:**
- | | | |
|--------------------|------------------------------------|---------------------|
| _____ Creation | _____ Abolishment | _____ Status Change |
| _____ Reallocation | _____ Change Existing Record | |
| _____ Fill Vacancy | _____ Agency/Activity Reassignment | |

Effective Date _____

2. **FUNDING SOURCE:** (Please check one)
- _____ General Fund: (Positions funded by the County General fund)
 _____ Grant Fund: (Positions fully funded by federal/state/other grant funds)
 _____ Grant/General Fund Match: (Grant Funded positions matched by County General fund)
 _____ Enterprise Fund: (Positions funded by an Enterprise Fund)
 _____ Other

3. **REMARKS:** Clearly identify funding source (Attach funding explanation, if necessary)

<p>4. CURRENT ALLOCATION: Position No(s) _____</p> <p>a. Agency/Activity Number _____</p> <p>b. Class Code _____ (Primary Class) _____ (Secondary Class)</p> <p>c. Class Title _____</p> <p>d. Grade _____ (Primary) _____ (Secondary)</p> <p>e. Position Status:</p> <table border="0"> <tr> <td>_____ Permanent</td> <td>_____ Full-Time</td> <td>_____ Classified</td> </tr> <tr> <td>_____ Limited Term</td> <td></td> <td></td> </tr> <tr> <td>_____ (LTGF)</td> <td>_____ Part-Time</td> <td>_____ Exempt</td> </tr> <tr> <td>_____ Temporary/</td> <td></td> <td></td> </tr> <tr> <td>_____ Seasonal</td> <td></td> <td></td> </tr> <tr> <td>_____ County</td> <td></td> <td></td> </tr> <tr> <td>_____ State</td> <td></td> <td></td> </tr> </table>	_____ Permanent	_____ Full-Time	_____ Classified	_____ Limited Term			_____ (LTGF)	_____ Part-Time	_____ Exempt	_____ Temporary/			_____ Seasonal			_____ County			_____ State			<p align="right">Fiscal Manager/Designee _____</p> <p>5. REQUESTED ALLOCATION: Position No(s) _____</p> <p>a. Agency/Activity Number _____</p> <p>b. Class Code _____ (Primary Class) _____ (Secondary Class)</p> <p>c. Class Title _____</p> <p>d. Grade _____ (Primary) _____ (Secondary)</p> <p>e. Position Status:</p> <table border="0"> <tr> <td>_____ Permanent</td> <td>_____ Full-Time</td> <td>_____ Classified</td> </tr> <tr> <td>_____ Limited Term</td> <td></td> <td></td> </tr> <tr> <td>_____ (LTGF)</td> <td>_____ Part-Time</td> <td>_____ Exempt</td> </tr> <tr> <td>_____ Temporary/</td> <td></td> <td></td> </tr> <tr> <td>_____ Seasonal</td> <td></td> <td></td> </tr> <tr> <td>_____ County</td> <td></td> <td></td> </tr> <tr> <td>_____ State</td> <td></td> <td></td> </tr> </table>	_____ Permanent	_____ Full-Time	_____ Classified	_____ Limited Term			_____ (LTGF)	_____ Part-Time	_____ Exempt	_____ Temporary/			_____ Seasonal			_____ County			_____ State		
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6. **UNION INFORMATION:** N/A _____ or Membership Option _____ Local Code _____
 Local Number _____ Local Name _____

7. **AGENCY AFFIRMATIVE ACTION OBJECTIVES:** A review of this agency's affirmative action objectives indicates that this position is in the: _____
 _____ EEO Job Category and is : _____ Underrepresented in females
 _____ Underrepresented in minorities _____ Not underrepresented in minorities or females

8. **PREFERRED METHOD OF FILLING:** _____
 9. **PREFERRED METHOD OF ADVERTISEMENT:** _____

10. **OHRM Liaison** _____ **OMB Liaison** _____

11. **APPROVAL(S):**

Appointing Authority _____	Date _____	Deputy Chief Administrative Officer _____	Date _____
Office of Management & Budget _____	Date _____	Office of Human Resources Management _____	Date _____
Chief Administrative Officer _____	Date _____		

