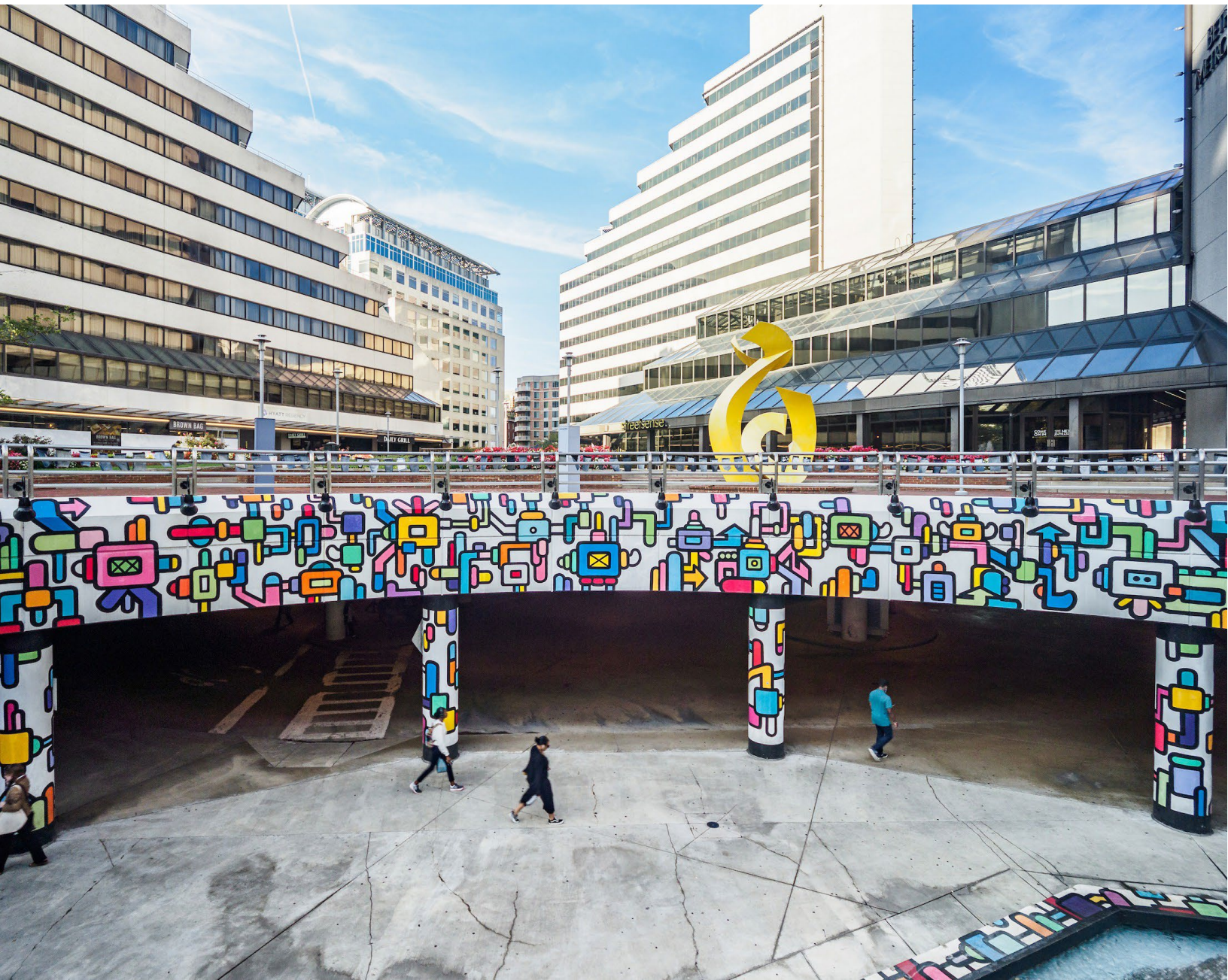


The Maryland-National Capital Park and Planning Commission



Personnel Management Review 2024

Prepared by: The Department of Human Resources and
Management
April 2025



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

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

FROM: William (Bill) Spencer, Acting Executive Director

SUBJECT: Personnel Management Review (PMR), Fiscal Year 2024

I am pleased to submit the Commission's 31st edition of the Personnel Management Review (PMR) for the fiscal year 2024. 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, workforce generation, 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, 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. The Commission remains committed to delivering an informative report. We welcome your feedback! Please address comments/questions to Bonni.King@mncppc.org or Cristina.Ramirez@mncppc.org.

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THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Personnel Management Review Fiscal Year 2024

Employee Demographic Profile



THE COMMISSION

Artie L. Harris Jr., Chair

Peter A. Shapiro, Vice Chair

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Shawn Bartley

James Hedrick

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Debra Borden, General Counsel

Gavin Cohen, Secretary-Treasurer

DIRECTORS

Lakisha Hull, Prince George's County Planning Director

Bill Tyler, Prince George's County Parks and Recreation Director

Maria Figueredo, Montgomery County Parks Director

Jason Sartori, Montgomery County Planning Director

www.mncppc.org

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M-NCPPC Personnel Management Review Fiscal Year 2024

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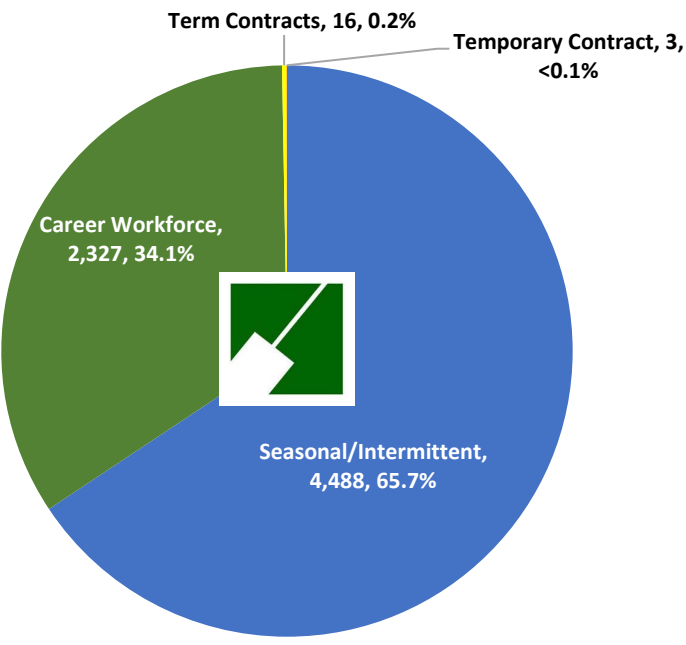
Credits 77



M-NCPPC WORKFORCE SNAPSHOT

M-NCPPC Workforce Snapshot

M-NCPPC WORKFORCE SNAPSHOT



Total Employees: 6,834



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 7 and information concerning the Agency’s non-permanent employees begins on page 38.

All data reported is based on employees, not positions.

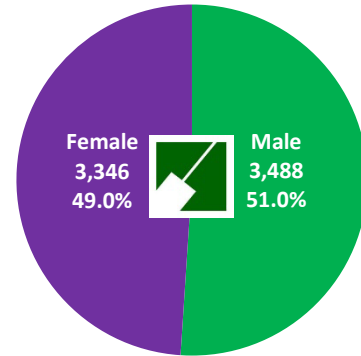
- The gender composition of the entire workforce in FY24 was 49.0% female and 51.0% male.

Distribution of All Employees by Department

Department

Bi-County Corporate Operations	174	2.5%
Montgomery County Commissioners' Office	4	0.1%
Montgomery County Planning	150	2.2%
Montgomery County Parks	1,223	17.9%
Prince George's County Commissioners Office	12	0.2%
Prince George's County Planning	189	2.8%
Prince George's County Parks and Recreation	5,082	74.4%
M-NCPPC Employees Total	6,834	100.0%

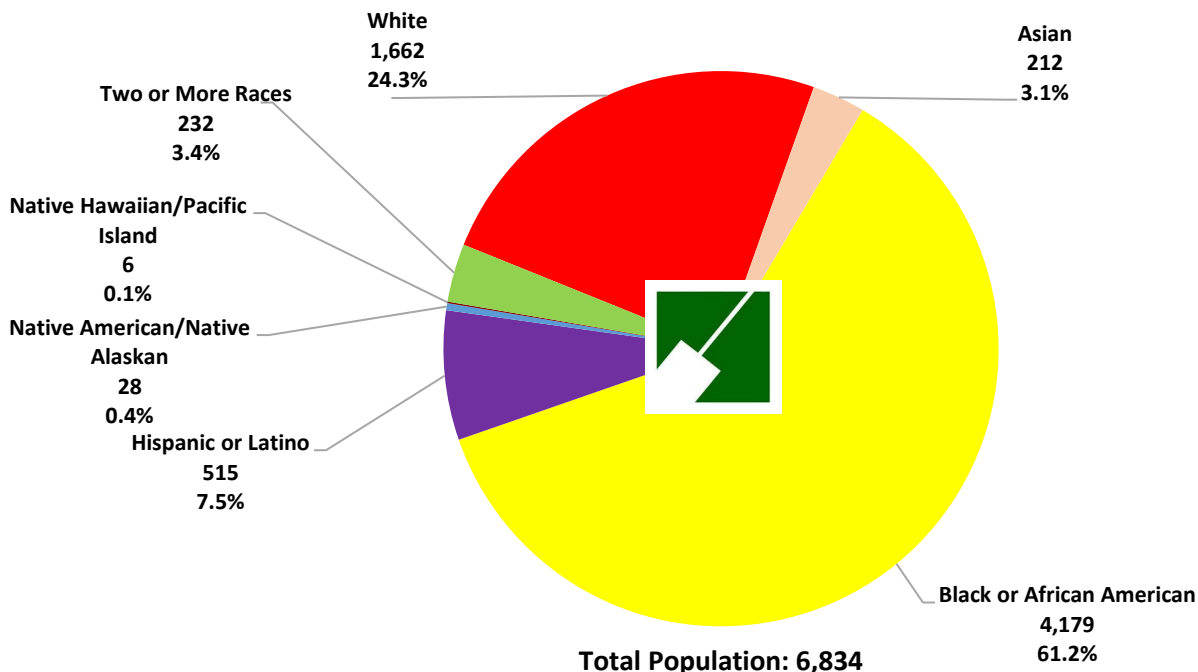
Note: Career employee totals exclude 13 employees defined as: 10 Appointed Commissioners (5 in Montgomery County and 5 in Prince George’s County) and 3 Merit Board Members



Total Population: 6,834

- The racial/ethnic composition of the entire workforce of FY24 was as follows:

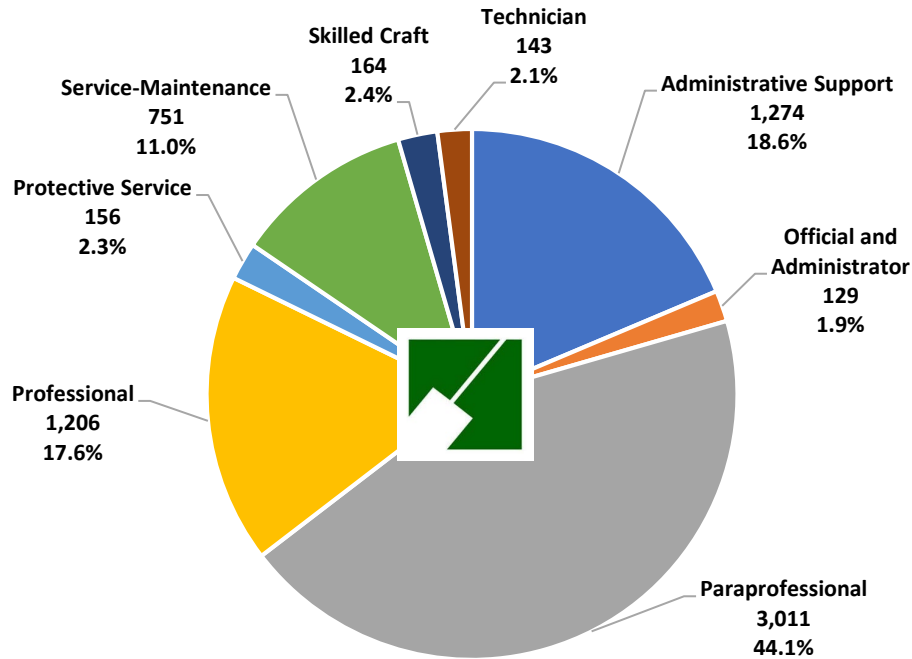
Racial/Ethnic Composition



M-NCPPC WORKFORCE SNAPSHOT

- The EEO-4 Job Category composition of the entire workforce in FY24 was as follows:

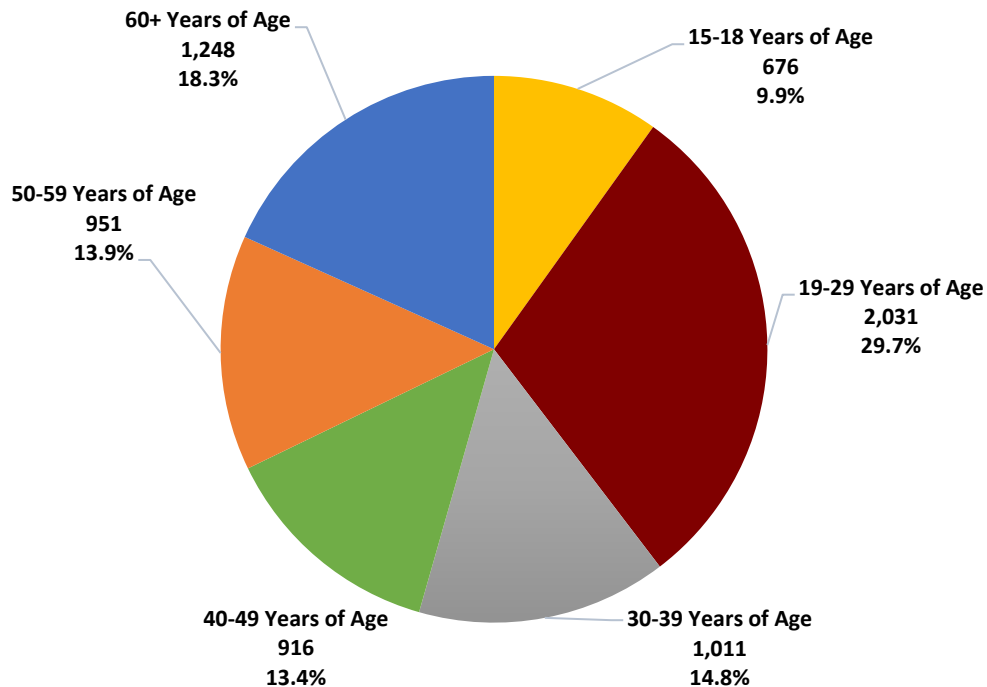
EEO-4 Job Category of all Employees



Total Population: 6,834

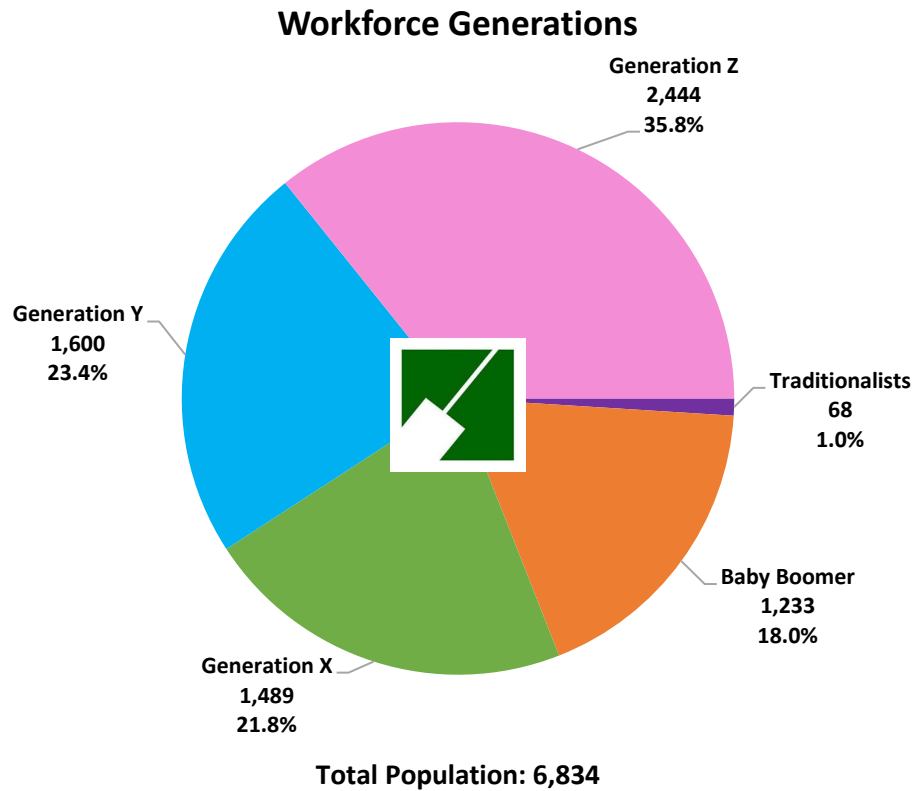
- The age composition of the entire workforce in FY24 was as follows:

Distribution of All Employees by Age



Total Population: 6,834

- The workforce generation of the entire workforce in FY24 were as follows:



Generation	Birth Year
Traditionalists	1900-1945
Baby Boomers	1946-1964
Generation X	1965-1980
Generation Y	1981-1996
Generation Z	1997-2015

M-NCPPC WORKFORCE SNAPSHOT

- Various EEO-4 Job Titles for each Job Category composition of the entire workforce in FY24 were as follows:

Administrative Support Category

Administrative Assistant III
Clerical/Inventory Supervisor
Park Police Comm Technician
Permitting & Information Technician
Clerical/Inventory Technician

Protective Service Category

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

Official and Administrator Category

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

Service-Maintenance Category

Golf Course Maintenance Program Leader
Park/Facilities Maintenance Worker
Tree Worker/Climber
Park/Facilities Maintenance Leader
Tree Worker/Climber Leader

Paraprofessional Category

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

Skilled Craft Category

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

Professional Category

Architect
Corporate Applications Analyst
Cultural Resources Planning Supervisor
Engineer
GIS Specialist

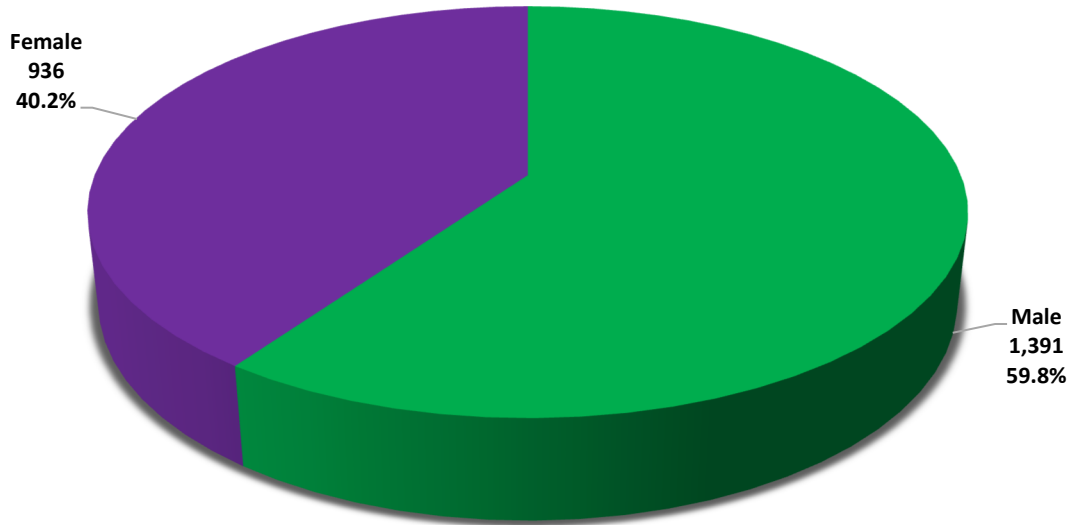
Technician Category

Design Technician II
Horticultural Support Technician
Planning Technician III
Senior CADD/GIS Technician
Corporate Accounting Technician II

CAREER WORKFORCE HIGHLIGHTS

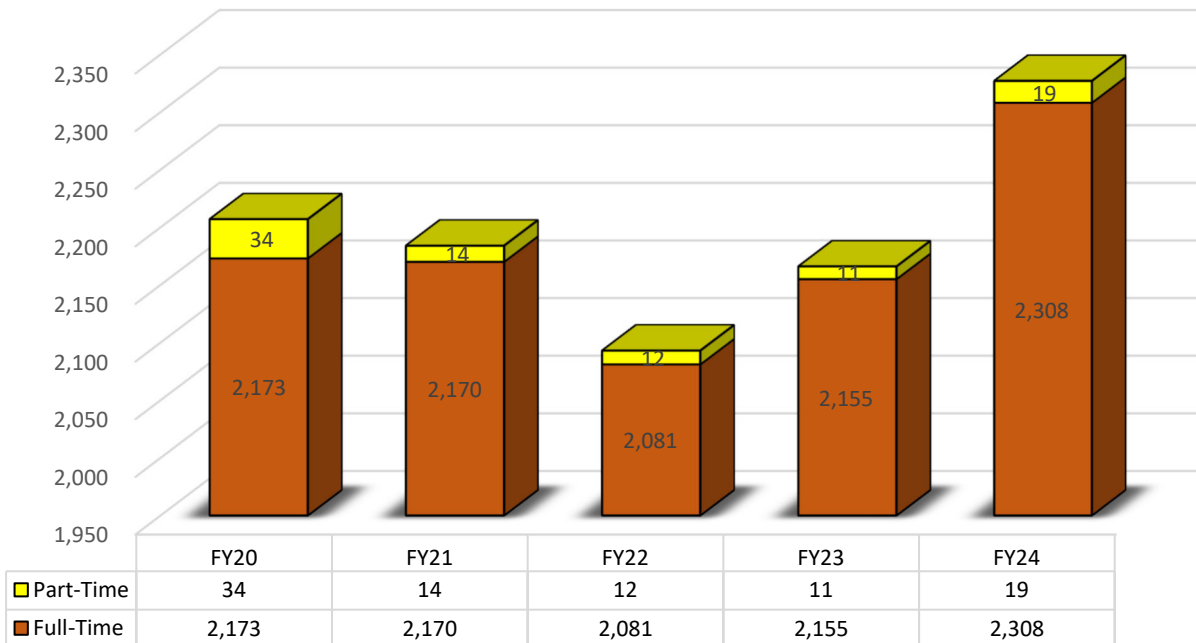
Career Workforce Highlights

Career Employees by Gender

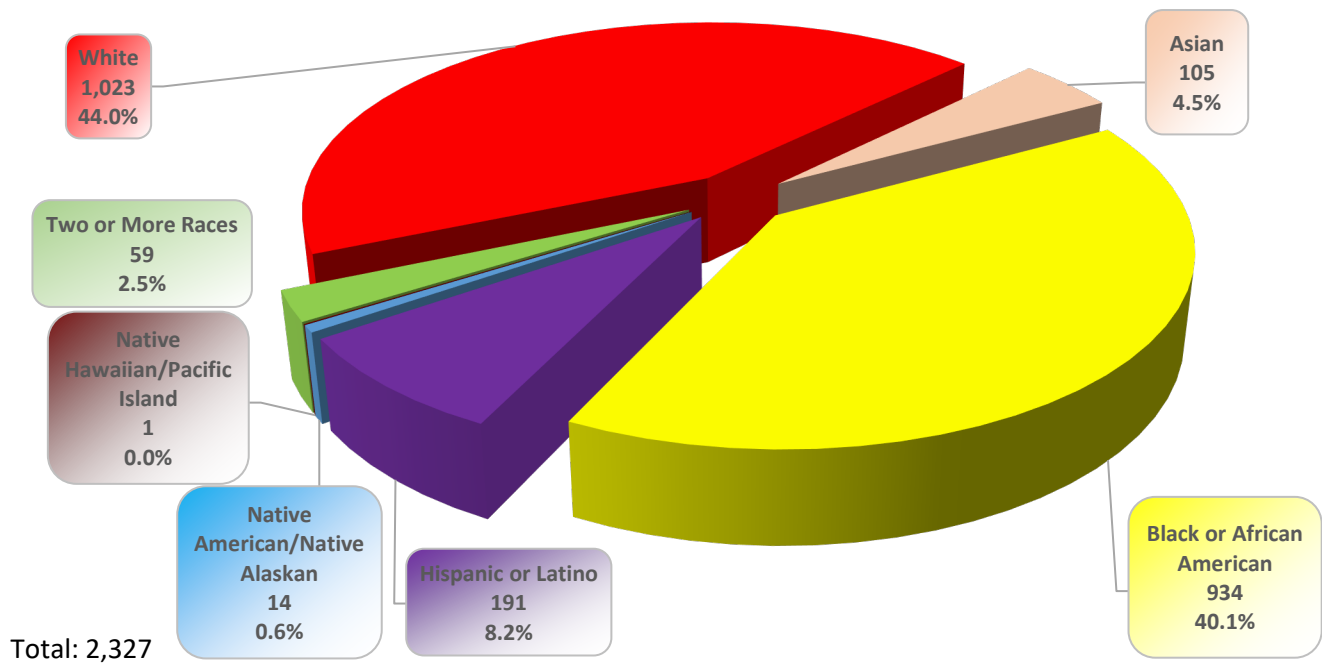


Total: 2,327

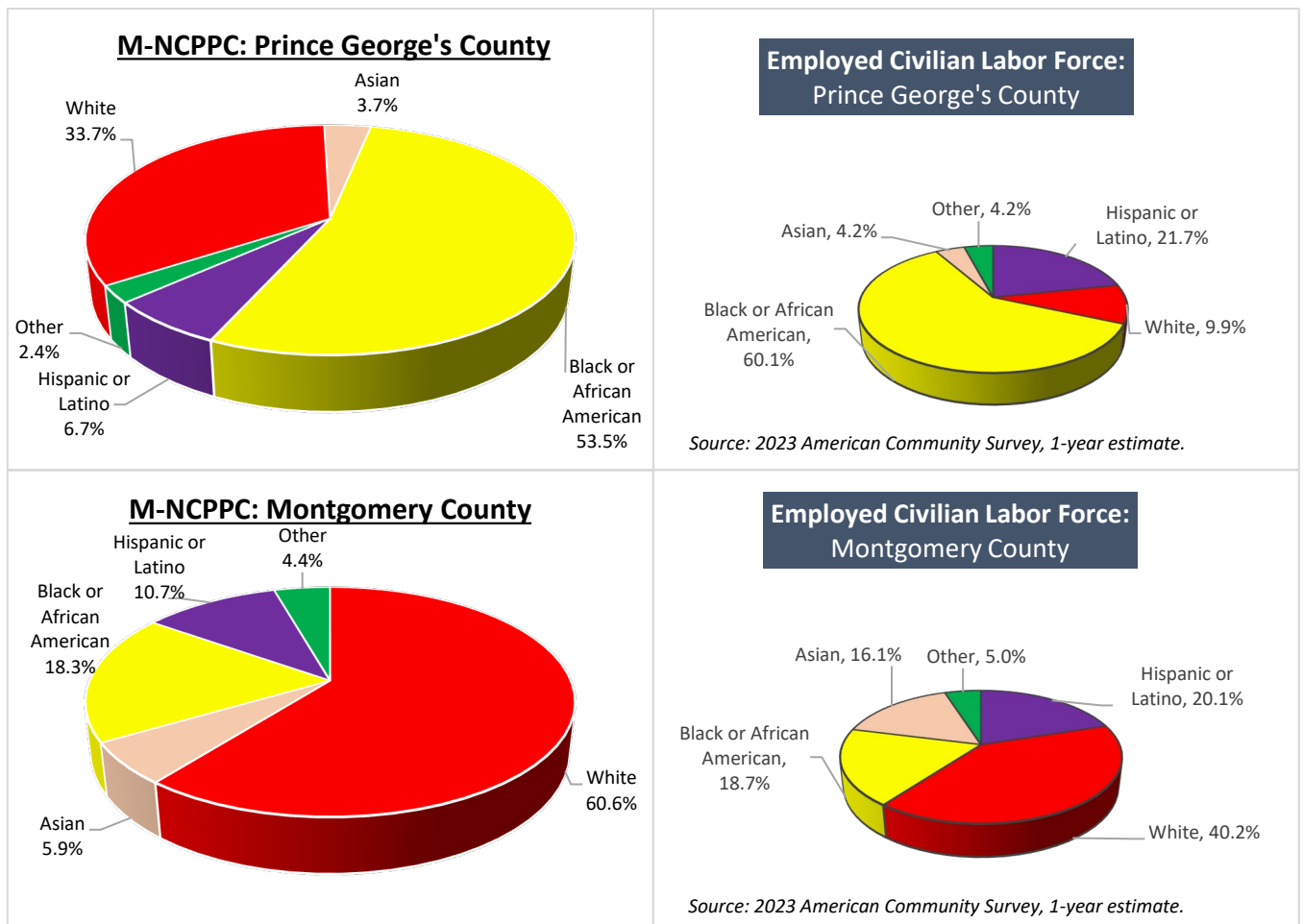
Full-Time and Part-Time Career Employees



Career Employees by EEO-4 Race/Ethnic Identification



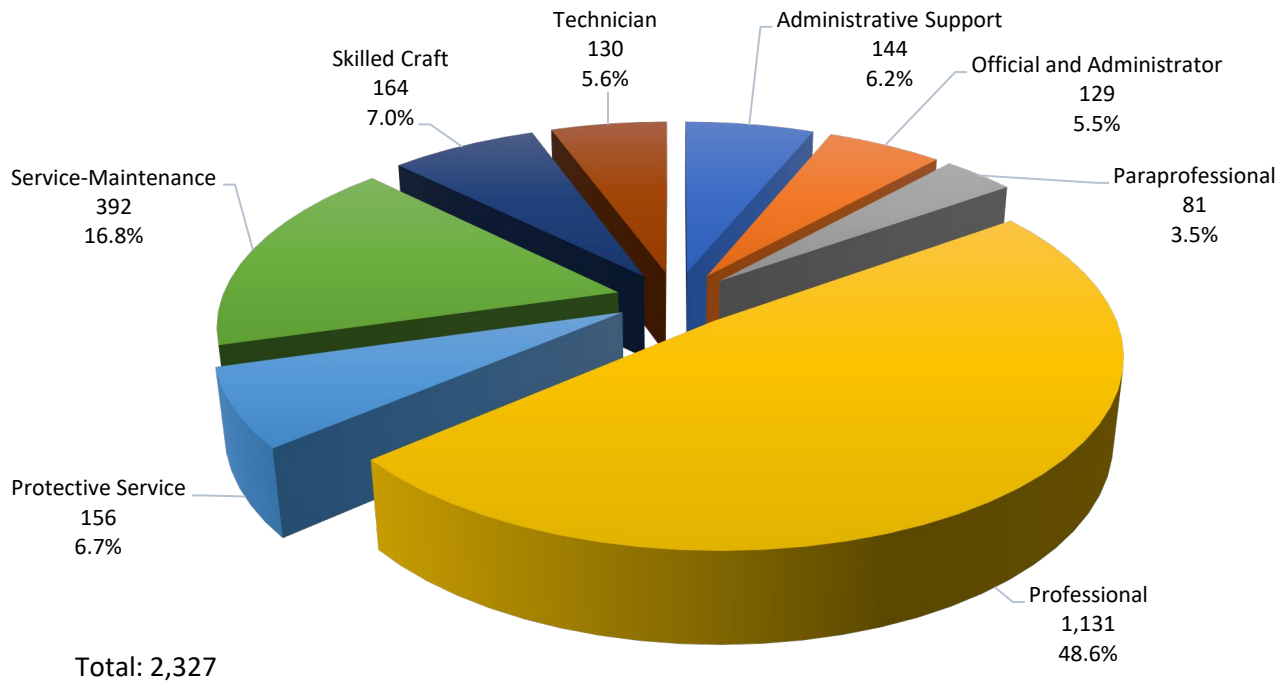
- The charts below reflect M-NCPPC career workforce distribution by race/ethnicity in Montgomery County and Prince George's County, compared to the broader employed civilian labor force within the region.



Source: 2023 American Community Survey 1-year estimates, Tables B01003, DP03, DP05, C23002H, C23002I, and analysis of PUMS data, U.S. Census Bureau; Research & Strategic Projects, Montgomery County Planning Department (11/27/24). The charts represent the employed civilian labor by race and Hispanic origin, 2023. Prince George's includes CAS Departments.

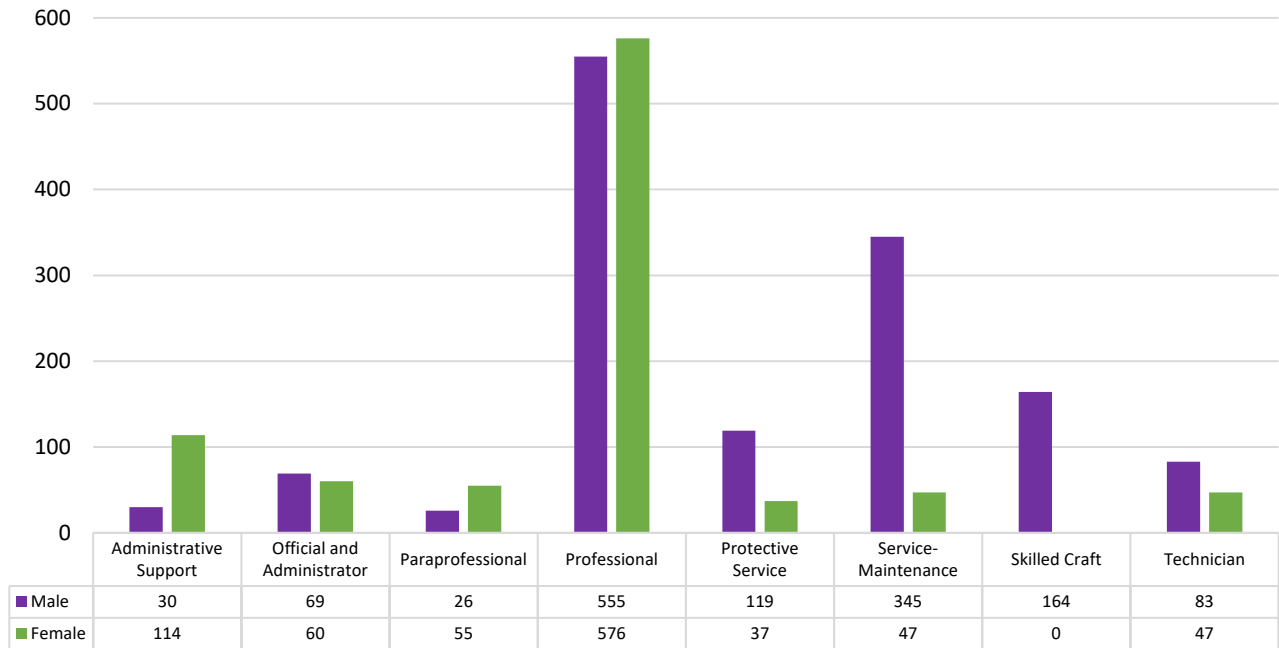
- In FY24, the largest number and percentage of career employees at M-NCPPC fell into the Professional category with 1131, or 48.6% of the workforce, followed by the Service-Maintenance category with 392 employees, or 16.8% of the workforce.

Career Employees by EEO-4 Category



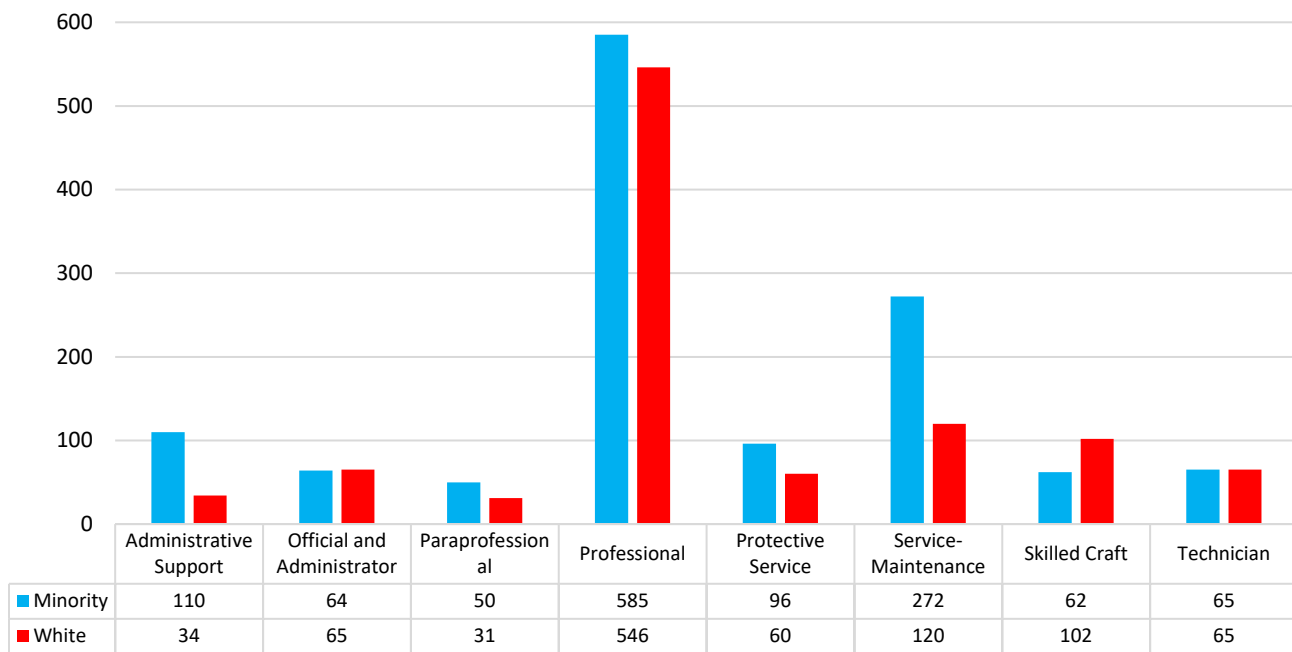
Career Employees by EEO-4 Job Category, Gender, and Race/Ethnicity

Career Employees by EEO-4 Job Category and Gender



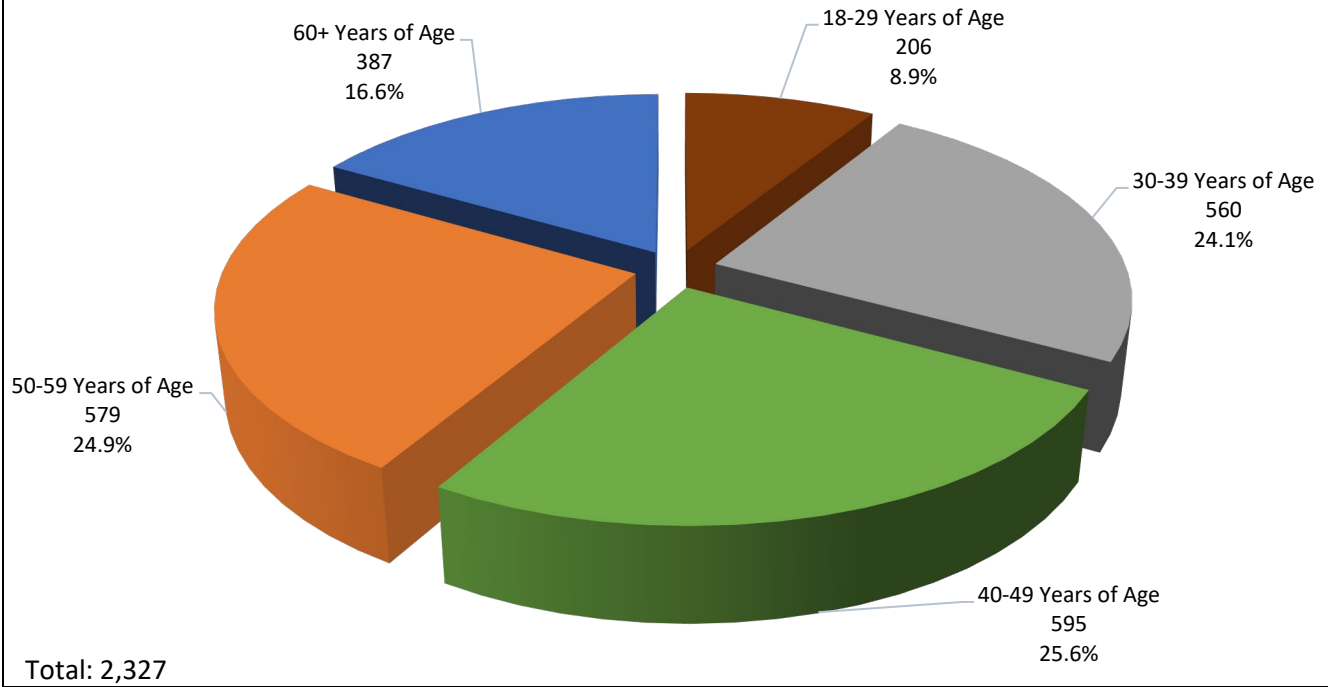
Total: 2,327

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



Total: 2,327

Distribution of Career Employees by Age

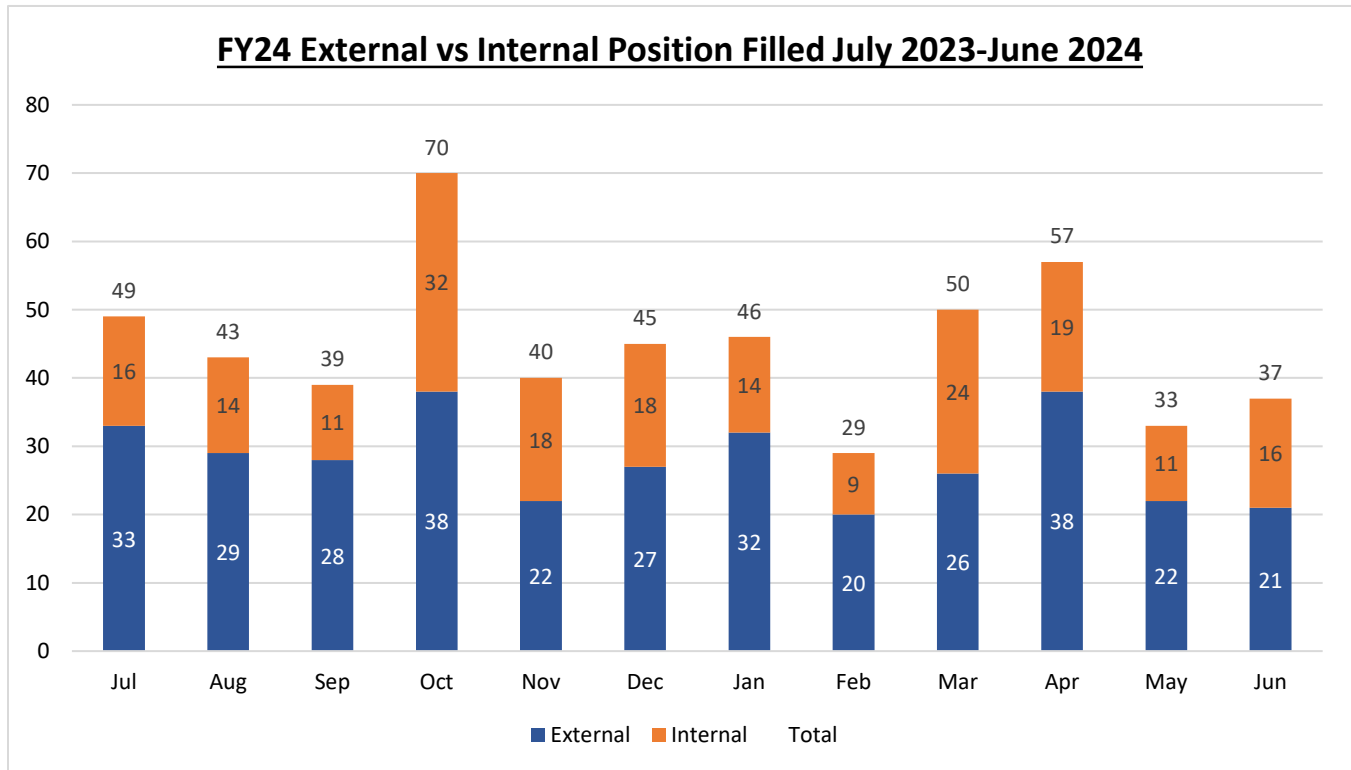


Distribution of Career Employees by Department

Department	<u>Employees</u>	<u>%</u>
Bi-County Corporate Operations	159	6.8%
Montgomery County Commissioners' Office	4	0.2%
Montgomery County Planning	141	6.1%
Montgomery County Parks	739	31.8%
Prince George's County Commissioners' Office	11	0.5%
Prince George's County Planning	179	7.7%
Prince George's County Parks and Recreation	1,094	47.0%
M-NCPPC Career Employees Total	2,327	100.0%

Recruitment of Career Employees

In FY24, the Recruitment and Selection Services Division filled 538 career positions. Of these 538 positions, 336 were filled by external candidates and 202 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 FY24 external career new hire was \$76,377 compared to the FY23 average of \$69,137.

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), in FY24 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.

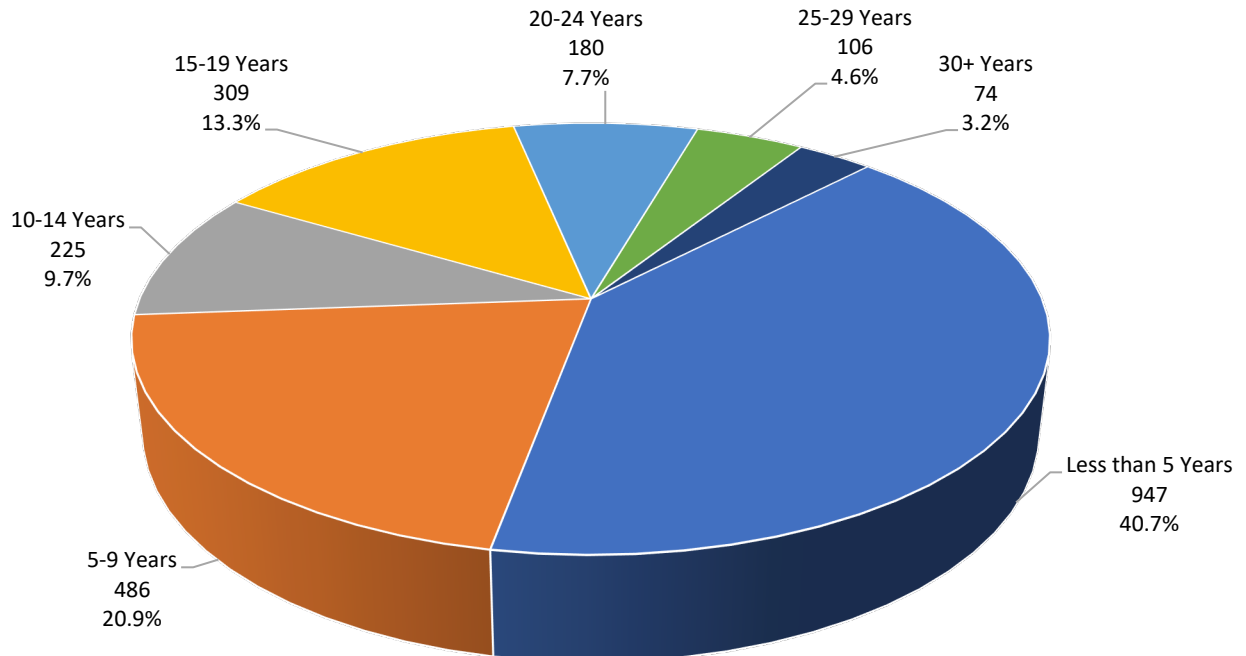
Under the Employment (Sign-on) Bonus Program (Administrative Procedures 08-02), in FY24 newly hired employees may receive:

- 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 Employment Sign-On Bonus Program provides for a sum of money up to a maximum amount of \$10,000, payable in two equal installments, to a new hire who fills an approved Merit System “hard-to-fill” position. The first installment (50% of the approved employment sign-on bonus amount) shall be paid to the new hire immediately following commencement of employment with the M-NCPPC. The remaining 50% of the employment sign-on bonus is to be paid at the time that the new hire successfully completes one (1) year of employment with the M-NCPPC. For non-permanent 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

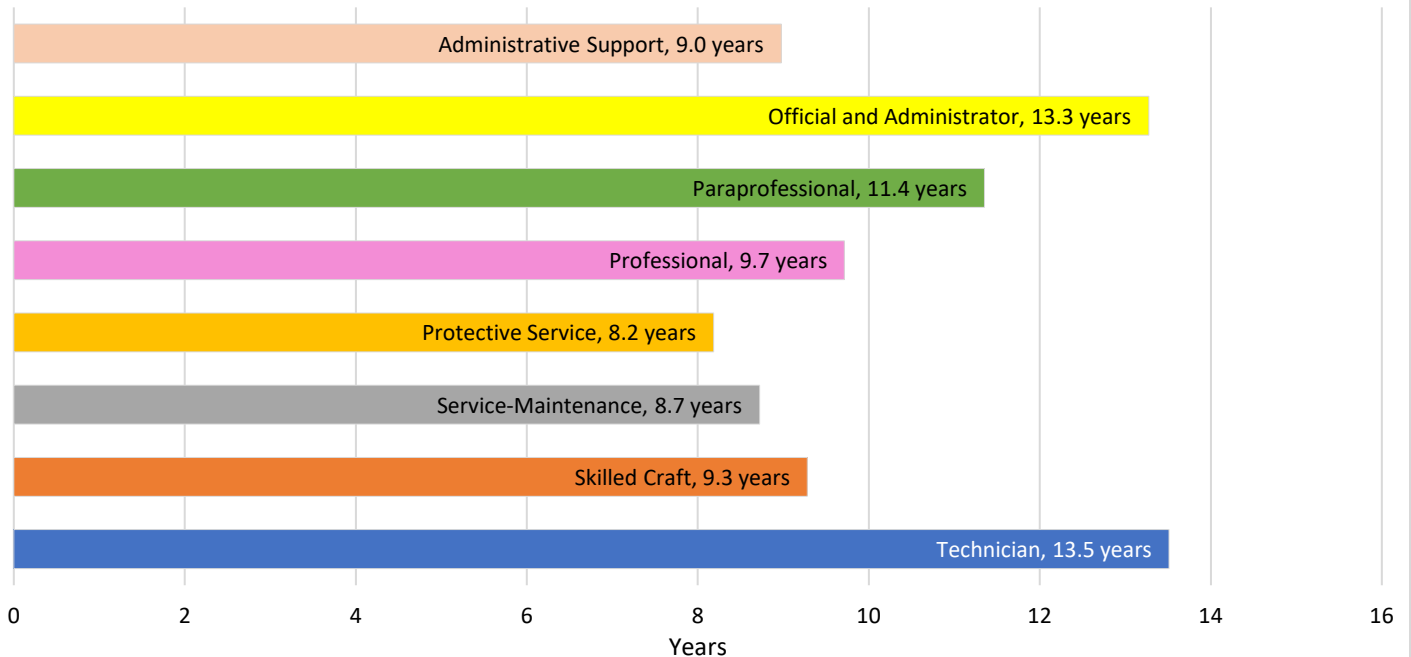
Career Employee Length of Service



Total: 2,327

The average length of service for females was 9.6 years and for males was 9.9 years.

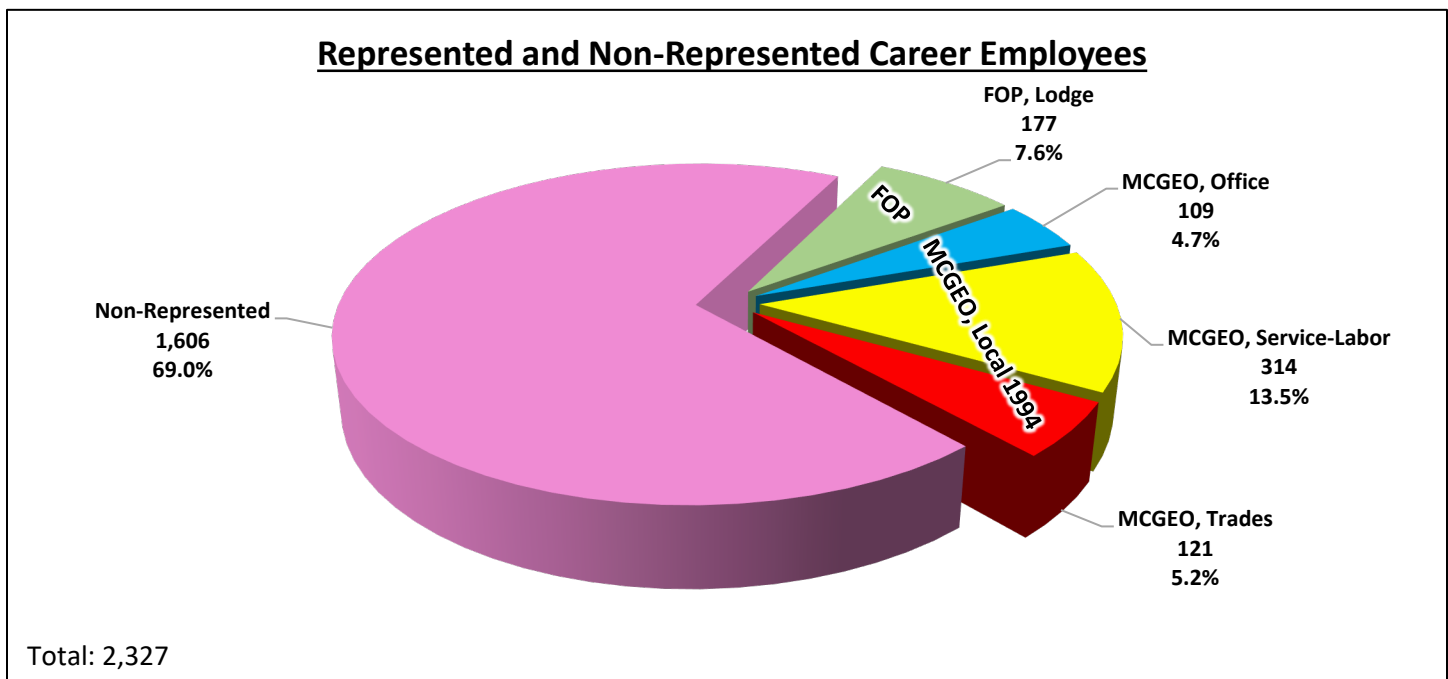
Average Length of Service by EEO-4 Job Category



Collective Bargaining

In FY24, 31.3% of the Commission's career workforce was represented by a union.

Union	Number of Members FY24	% 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	544	23.4%
Fraternal Order of Police, Lodge #30 (FOP) representing police ranked sergeant and below	17	7.6%

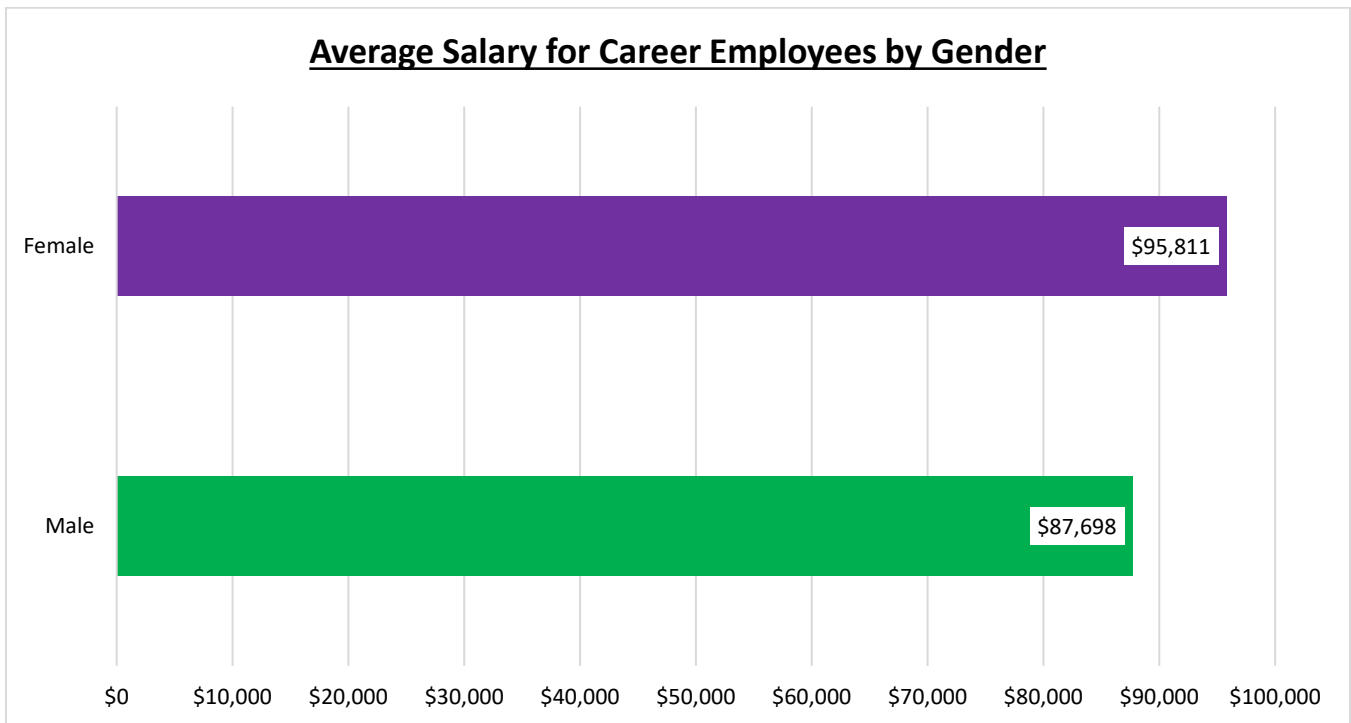


According to the Bureau of Labor Statistics (BLS), 13.4% of employed workers in Maryland were in positions represented by unions. Additionally, BLS reports that 31.4% of state government workers are unionized. The higher numbers for union membership attributed to local government workers are the result 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, 2023-2024 annual averages" and Table 5 "Union affiliation of employed wage and salary workers by state, 2023-2024 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 three additional increments for longevity.
- The average salary for all career employees (full-time and part-time) was \$90,961. Part-Time employees' salaries are annualized.
The average salary for male employees was \$87,698; for female employees was \$95,811.



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

Administrative Support

Gender	Native American/Native Alaskan	Asian	Black or African American	Hispanic or Latino	Native Hawaiian/Pacific Island	White	Two or More Races
Female	N/A	\$67,883	\$69,607	\$64,063	N/A	\$71,317	\$62,000
Male	N/A	\$80,472	\$71,043	\$74,080	N/A	\$63,849	\$59,836
Average Salary Administrative Support		\$69,470					
Average Administrative Support New Hire Salary		\$63,993					

Official and Administrator

Gender	Native American/Native Alaskan	Asian	Black or African American	Hispanic or Latino	Native Hawaiian/Pacific Island	White	Two or More Races
Female	\$164,359	\$184,628	\$164,737	\$213,438	N/A	\$155,066	N/A
Male	\$131,788	\$157,206	\$171,452	\$158,711	N/A	\$159,527	\$174,250
Average Salary Official and Administrator		\$163,082					
Average Official and Administrator New Hire Salary		\$152,667					

Paraprofessional

Gender	Native American/Native Alaskan	Asian	Black or African American	Hispanic or Latino	Native Hawaiian/Pacific Island	White	Two or More Races
Female	N/A	\$83,106	\$81,118	\$72,220	N/A	\$85,664	\$58,001
Male	N/A	N/A	\$75,103	\$49,034	N/A	\$80,832	N/A
Average Salary Paraprofessional		\$79,212					
Average Paraprofessional New Hire Salary		\$70,850					

Professional

Gender	Native American/Native Alaskan	Asian	Black or African American	Hispanic or Latino	Native Hawaiian/Pacific Island	White	Two or More Races
Female	\$83,846	\$108,908	\$96,412	\$98,237	\$88,102	\$103,807	\$94,523
Male	\$86,878	\$109,589	\$96,473	\$97,806	N/A	\$105,490	\$95,916
Average Salary Professional		\$101,163					
Average Professional New Hire Salary		\$90,856					

Protective Service

Gender	Native American/Native Alaskan	Asian	Black or African American	Hispanic or Latino	Native Hawaiian/Pacific Island	White	Two or More Races
Female	N/A	\$82,159	\$73,884	\$98,368	N/A	\$89,034	\$66,513
Male	\$109,070	\$100,496	\$80,825	\$86,625	N/A	\$95,293	\$71,689
Average Salary Protective Service		\$86,319					
Average Protective Service New Hire Salary		\$61,503					

Service-Maintenance

Gender	Native American/Native Alaskan	Asian	Black or African American	Hispanic or Latino	Native Hawaiian/Pacific Island	White	Two or More Races
Female	N/A	N/A	\$52,585	\$55,645	N/A	\$57,825	N/A
Male	\$55,682	\$68,801	\$54,516	\$54,159	N/A	\$57,849	\$46,247
Average Salary Service-Maintenance		\$55,509					
Average Service-Maintenance New Hire Salary		\$61,750					

Skilled Craft

Gender	Native American/Native Alaskan	Asian	Black or African American	Hispanic or Latino	Native Hawaiian/Pacific Island	White	Two or More Races
Female	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Male	\$103,386	\$83,820	\$73,024	\$70,336	N/A	\$79,589	\$67,757
Average Salary Skilled Craft		\$77,053					
Average Skilled Craft New Hire Salary		\$71,447					

Technician

Gender	Native American/Native Alaskan	Asian	Black or African American	Hispanic or Latino	Native Hawaiian/Pacific Island	White	Two or More Races
Female	N/A	\$80,764	\$80,970	\$91,155	N/A	\$89,422	\$97,075
Male	\$106,464	\$114,286	\$92,509	\$76,597	N/A	\$95,770	\$61,647
Average Salary Technician		\$91,788					
Average Technician New Hire Salary		\$73,897					

Total Population

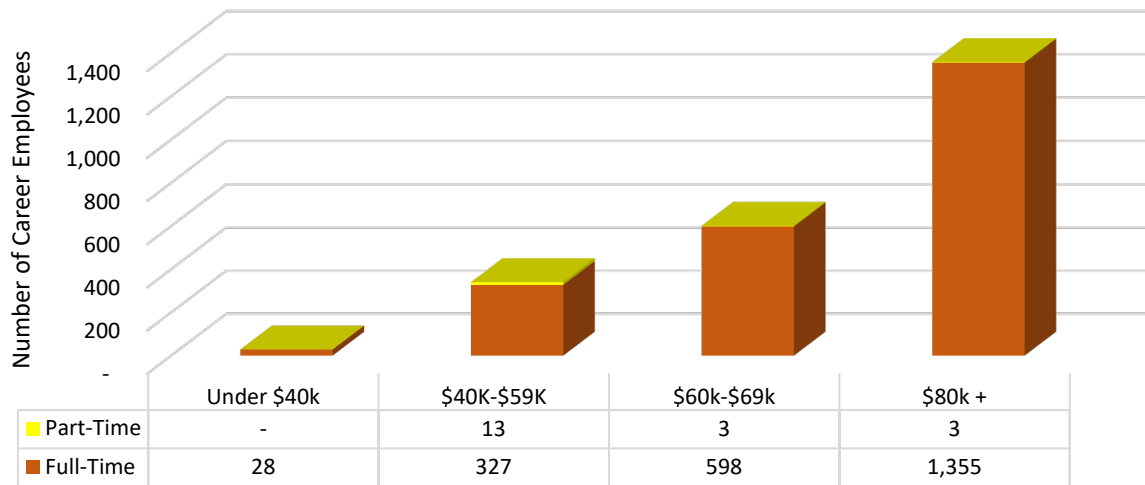
Gender	Native American/Native Alaskan	Asian	Black or African American	Hispanic or Latino	Native Hawaiian/Pacific Island	White	Two or More Races
Female	\$124,103	\$108,272	\$91,472	\$86,018	\$88,102	\$101,039	\$88,604
Male	\$82,480	\$105,272	\$82,665	\$69,981	N/A	\$94,568	\$72,735
Average Salary		\$90,961					
Average New Hire Salary		\$77,765					

Commission Career Salary Percentages are based on total number of employees: 2,327

Average Commission Career Salary (includes full-time and part-time annualized salaries): \$90,961

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.

Annual Salaries Full-Time and Part-Time Career Employees

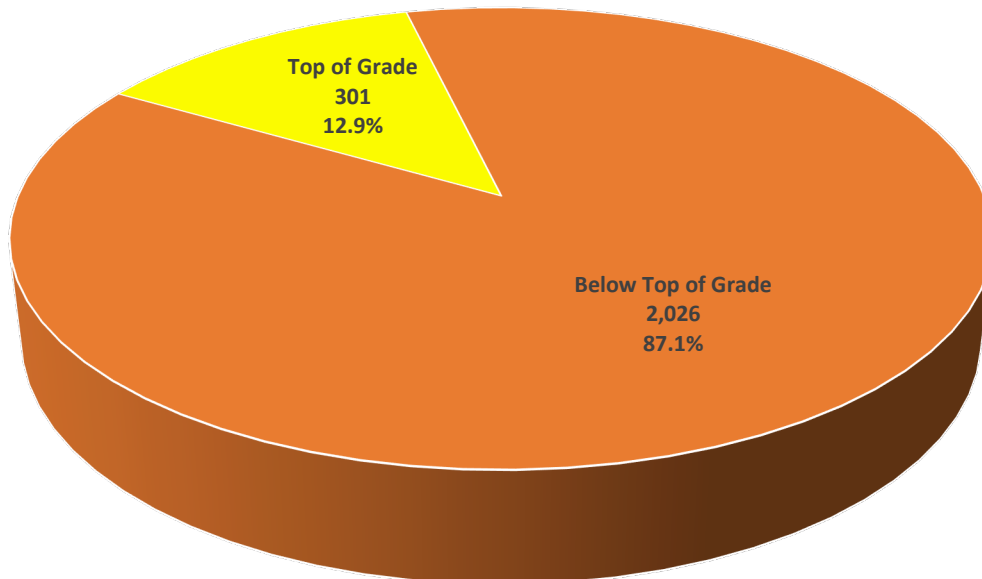


Total Full-Time Employees: 2,308

Total Part-Time Employees: 19

Average Salary for all Career Employees (2,327): \$90,961 (Part-Time Salaries Annualized)

Career Employees at Top of Grade



Total: 2,327

COLA, Merit Increase, and Lump Sum

FY24 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 2.5% Cost of Living Adjustment (“COLA”) effective September 3, 2023. On January 7, 2024, an additional COLA of 2.5% was also awarded. As the result of the COLAs, the salary ranges of pay schedules also increased.

Career non-represented and career MCGEO-represented employees who were **not at top-of-grade** at the end of FY24 (6/30/2024) remained in the same employment category, and met the requirements received a 3.5% merit increase or anniversary pay increment at the time of their FY24 anniversary as long as they met the requirements.

Career non-represented and career MCGEO-represented employees **who reached top-of-grade** by the end of FY24 (6/30/2024) and remained in the same employment category, received a 0.5% (half percent) lump sum payment in lieu of an anniversary (merit) pay increment.

MCGEO-represented employees were eligible to receive a longevity increase of 3.25% in FY24 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. On January 7th, 2024, a 5.5% COLA was awarded 01/07/24.

FOP employees were eligible to receive an Additional Service Increment (ASI) for FY24 if they had reached the top of grade the previous year and met the requirements for years of service.

For COLA adjustments and county comparisons, see page 22.

Comparison of Cost-of-Living Adjustments FY14 - FY24
(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
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% (yy)	2.50% (z) 2.50% (zz)
2015	1.75% (w1)	2.00% (w4)	2.00% (w4) (w5)	2.10%	3.25%	3.25%	0.00%	0.00%	0.00%
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% (ac)	1.50% (ac)	1.50% (ac)	0.00% (ai)	0.00% (ag)	0.00% (ag)
2022	0.00%	0.00%	0.00%	2.50% (ae)	\$1,684 (af)	\$1,684 (af)	0.00% (aj)	0.00% (ah)	0.00% (ah)
2023	5.00% (ak)	3.50% (al)	3.50% (al)	6.50% (am)	\$4,333 (an)	\$4,333 (an)	0.00%	3.00% (ao)	3.00% (ao)
2024	5.50% (ap)	5.00% (aq)	5.00% (aq)	7.00% (ar)	6.00% (as)	6.00% (as)	5.00% (at)	3.00% (au)	3.00% (av)
Cumulative Impact on Salary (10 years)	21.75%	21.25%	24.5%	28.7%	23.3% \$6,017	23.3% \$6,017	7.5%	18.5%	19.0%

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

(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) GWA was approved effective 6/20/21

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

(ae) GWA was approved as a flat amount of \$1,684 per employee effective 6/19/22

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

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

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

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

(aj) For FY23, 3.5% GWA effective 7/3/22 plus 3.0% effective 1/1/23; plus a new longevity step of 3.5% was added after 15 years of service. Longevity steps of 3.5% remain unchanged after 17 and 20 years of service.

(ak) For FY23, 3.5% COLA effective 9/4/22

(al) For FY23, 3.5% GWA increase effective 7/3/22 and 3.0% GWA increase effective 1/1/23

(am) For FY23, GWA increase of \$4,333 effective 6/18/23

(an) For FY23, 3.0% COLA effective 1/14/23

(ao) For FY24, 5.5% COLA effective 1/7/24

(ap) For FY24, 2.5% COLA effective 9/3/23 and 2.5% COLA effective 1/7/24

(aq) For FY24, 4.0% GWA increase effective 7/2/23 and 3.0% GWA increase effective 1/14/24

(ar) For FY24, 3.0% increase effective 1/14/24 and 3.0% increase effective 6/16/24

(as) For FY24, 5.0% COLA effective 3/10/24

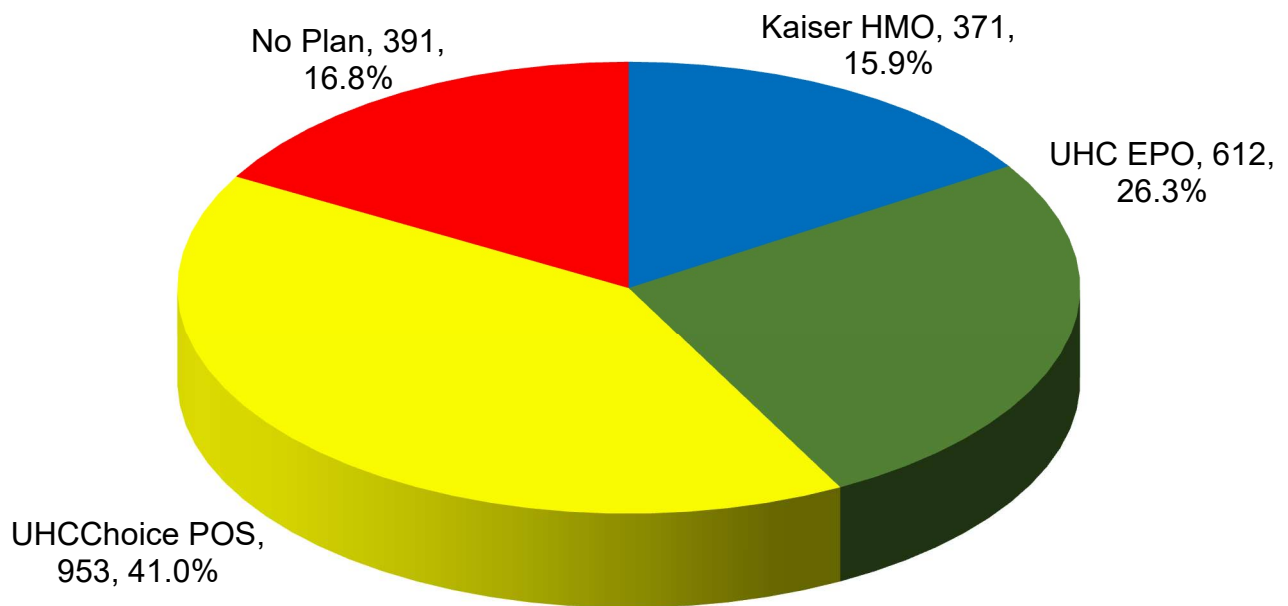
(at) For FY24, 3.0% COLA effective 1/27/24

(au) For FY24, 3.0% COLA effective 1/14/24

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.

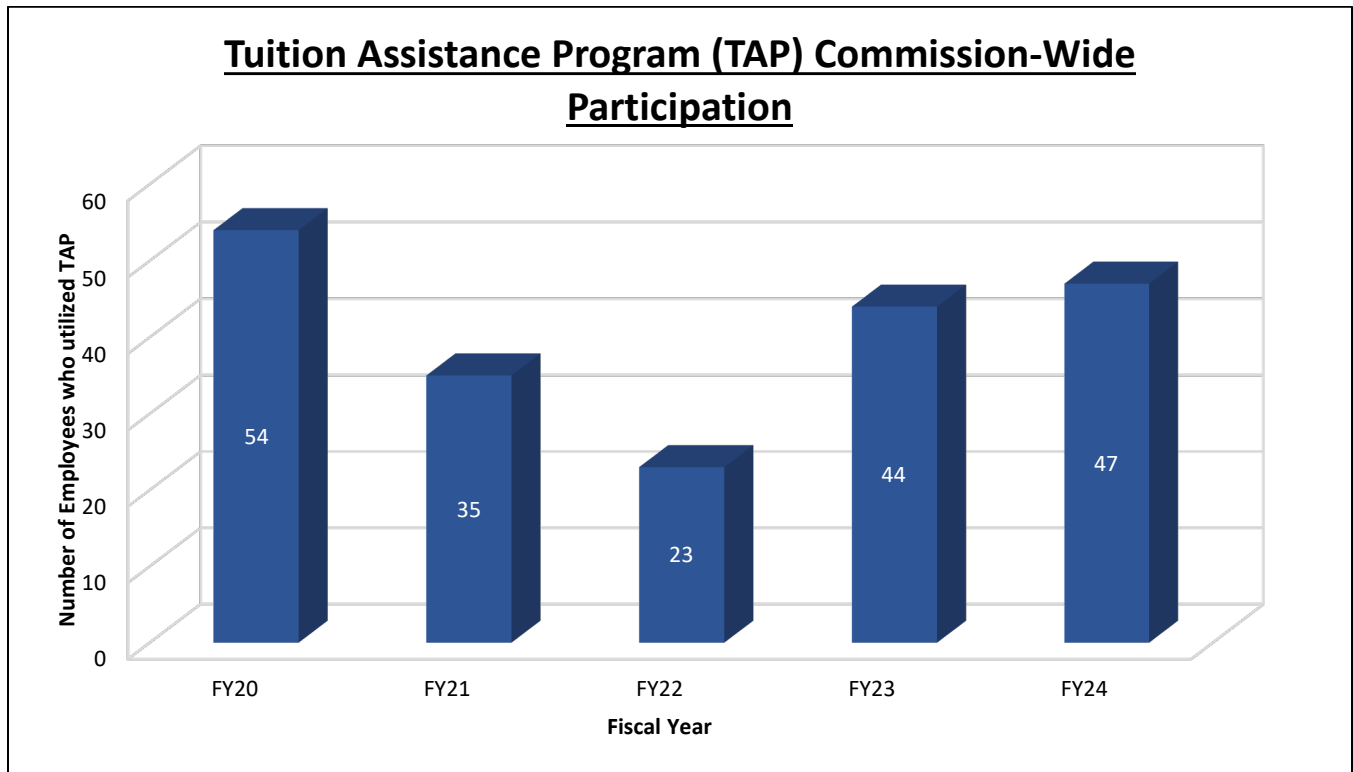
Medical Health Plan Participation by Provider



Total Employees: 2,327

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 FY24, 47 career employees utilized the Tuition Assistance Program.



FY20 - FY24 analysis based on numbers of employees, not requests. TAP is available to all active Merit System employees who have successfully completed new hire probation and attained career status.

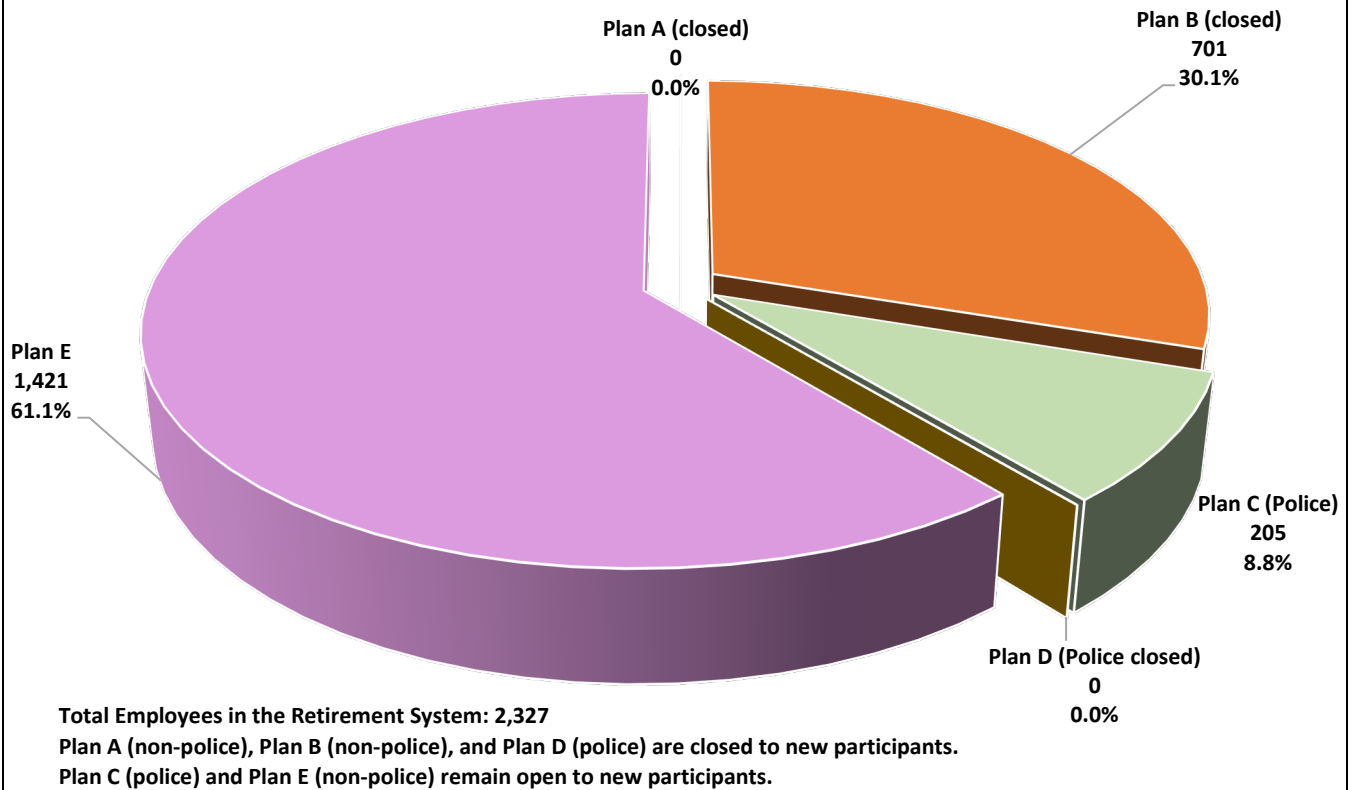
FY21-FY22 participation rates may have been impacted as a result of COVID-19.

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; 30.1% of the workforce, or 701 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 8.8% of active employee retirement plan membership. Plan C has 8.8% or 205 members and Plan D now has 0 members. 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 61.1% of the career workforce or 1,421 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

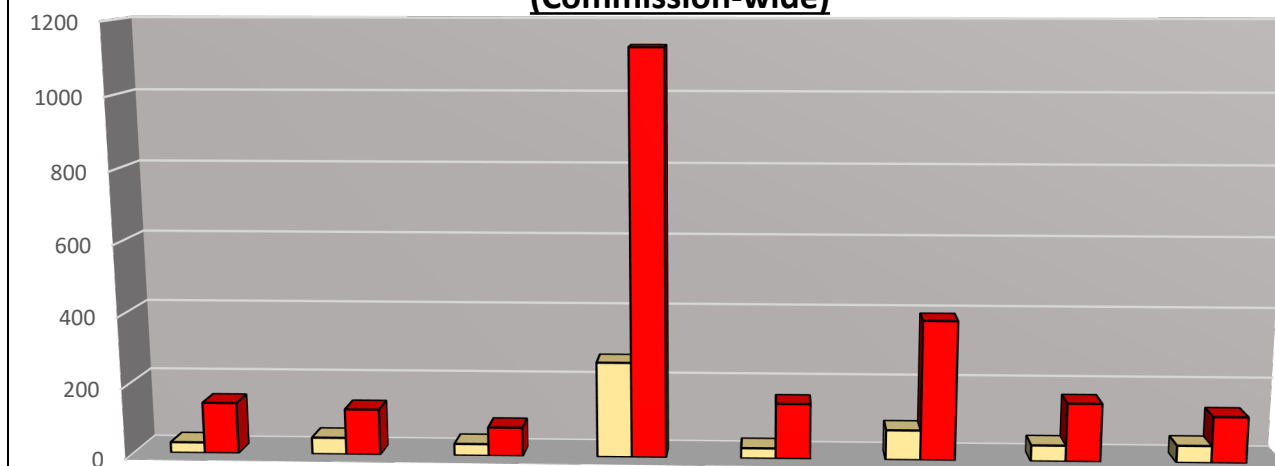


For retirement eligibility see page 25.

Career Employees Eligible for Normal Retirement Between FY25 and FY29

	FY25	FY25	FY26	FY27	FY29	Total
CAS	33	9	5	5	1	53
PGC Commissioners' Office	6	0	0	1	0	7
PGC Planning	26	5	7	4	2	44
PGC Parks and Recreation	174	24	29	35	32	294
PGC Sub Total	206	29	36	40	34	345
MC Commissioners' Office	0	0	0	0	0	0
MC Planning	21	2	2	5	2	32
MC Parks	74	19	18	21	22	154
MC Sub Total	95	21	20	26	24	186
Commission Total	334	59	61	71	59	584

Career Employees Eligible for Retirement Between FY25 and FY29 (Commission-wide)



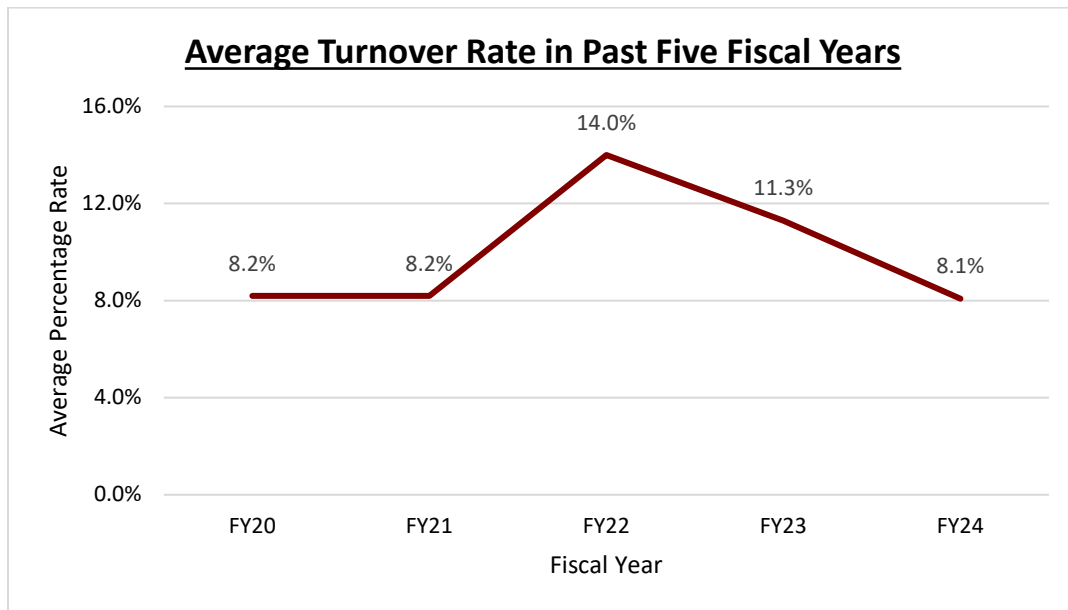
	Admin Support	Official Administrator	Para-professionals	Professional	Protective Service	Service and Maintenance	Skilled Craft	Technician
Eligible	30	47	33	268	29	84	45	48
Employees	144	129	81	1,131	156	392	164	130

Between FY25-FY29, 584 out of 2,327 (25.1%) of current employees will reach normal retirement eligibility. This is an average of 117 employees for each of those years. Based on the number of employees, by EEO category this represents:

- 20.8% of Administrative Support
- 36.4% of Official Administrator category
- 40.7% of Para-Professionals category
- 23.7% of Professional category
- 18.6% Protective Service category
- 21.4% Service and Maintenance category
- 27.4% Skilled Craft category
- 36.9% Technician category

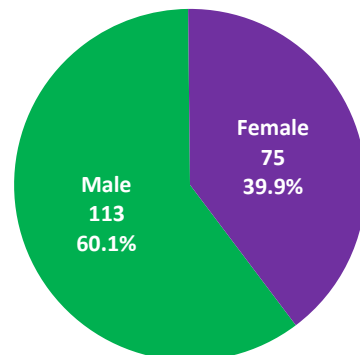
Turnover – Career

The turnover rate in FY24 was 8.1% or 188 employees. The average turnover rate for the past five fiscal years (FY20-FY24) is 9.7%.

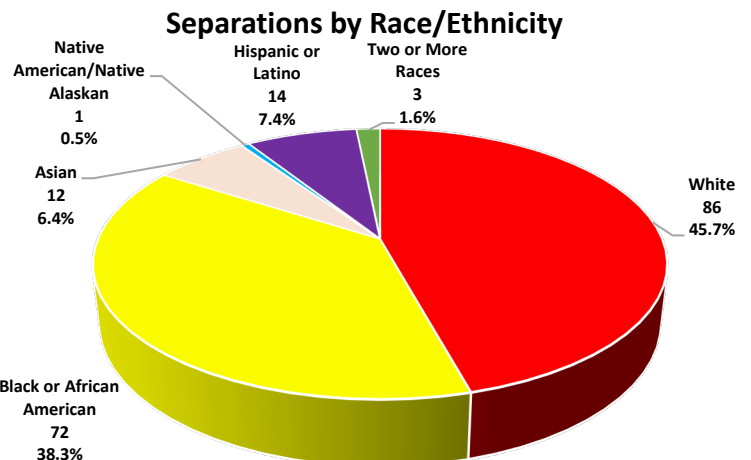


Separations by Gender

- In FY24, 60.1% of employees who separated employment were male and 39.9% were female.



- In FY24, the composition of separating employees was:
 - 45.7% White (Not Hispanic or Latino)
 - 38.3% Black or African American
 - 7.4% Hispanic or Latino
 - 6.4% Asian
 - 1.6% Two or More Races
 - 0.5% Native American/Native Alaskan
 - 0.0% Native Hawaiian/Pacific Island

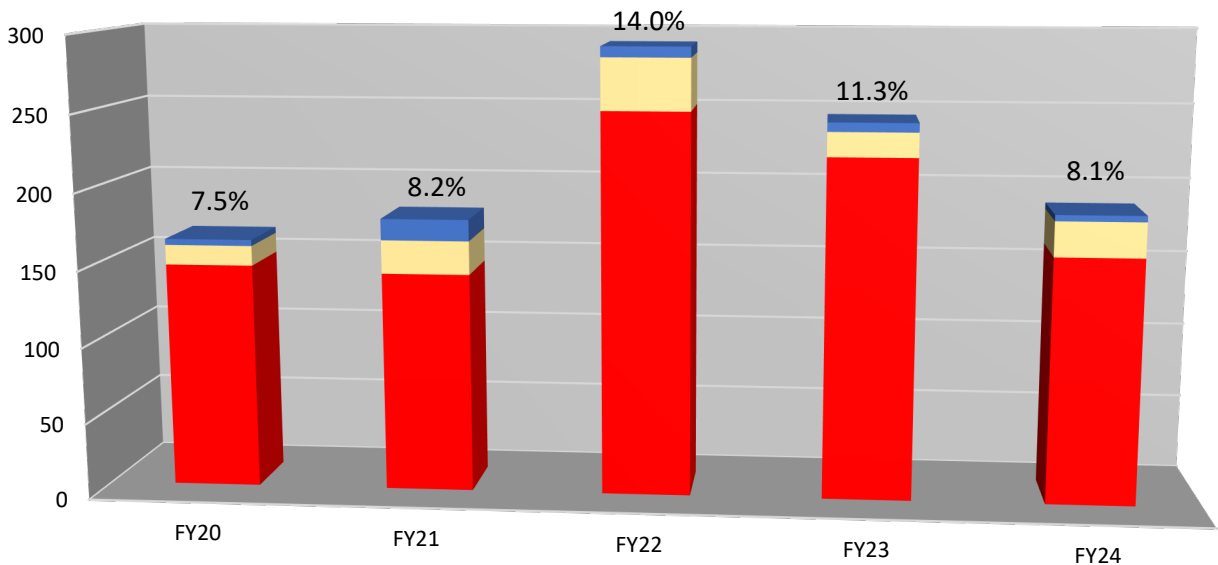


- In FY24, the three primary reasons for separations were normal retirement, personal reasons, and a new job.
- In FY24, 50 employees or 2.1% of total employees separated due to normal retirement, and an additional 5 employees or 0.2% separated due to early retirement.
- For all separation statistics, see page 29.

Number of Separations by Reason and Fiscal Year

	FY20	FY21	FY22	FY23	FY24
Voluntary					
New Job	35	32	54	49	26
Relocation	7	4	1	2	4
Personal Reasons	28	35	94	74	70
Return to School	0	0	0	0	0
Early Retirement	10	7	14	9	5
Normal Retirement	64	62	83	80	50
Quit Without Notice (No Show)	4	4	5	8	6
Other	0	0	0	1	0
Subtotal	148	144	251	223	161
Involuntary					
Violation of Rules	7	14	29	4	7
Background	0	1	0	0	1
Unsatisfactory Performance	4	7	3	8	12
Reduction in Force (RIF)	0	0	0	0	0
Dismissal/Job Abandonment	2	0	2	4	3
Subtotal	13	22	34	16	23
Death/Medical					
Death	4	14	7	5	1
Not Specified	0	0	0	0	2
Disability Medical	0	0	0	0	0
Resign Medical	0	0	0	1	1
Subtotal	4	14	7	6	4
Total Separations	165	180	292	245	188
Turnover Rate	7.5%	8.2%	14.0%	11.3%	8.1%

Career Turnover by Separation Reason FY20-FY24



	FY20	FY21	FY22	FY23	FY24
Death/Medical	4	14	7	6	4
Involuntary	13	22	34	16	23
Voluntary	148	144	251	223	161

TRENDS IN THE CAREER EMPLOYEE LIFECYCLE

Trends in the Career Employee Lifecycle

Recruitment, Salary,

Demographics, Retirement,

and Turnover Trends

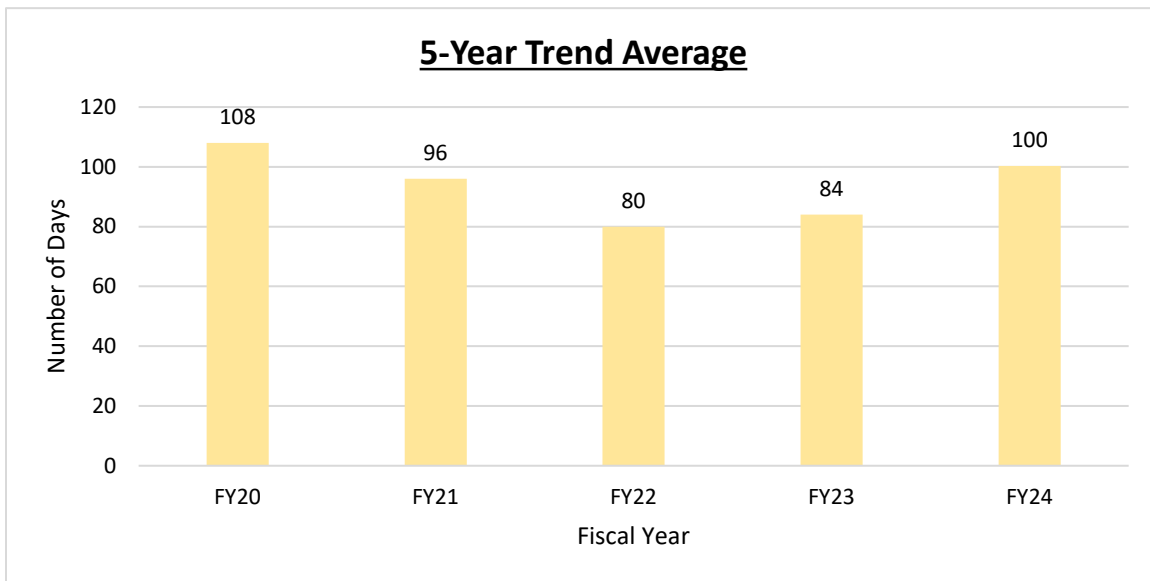
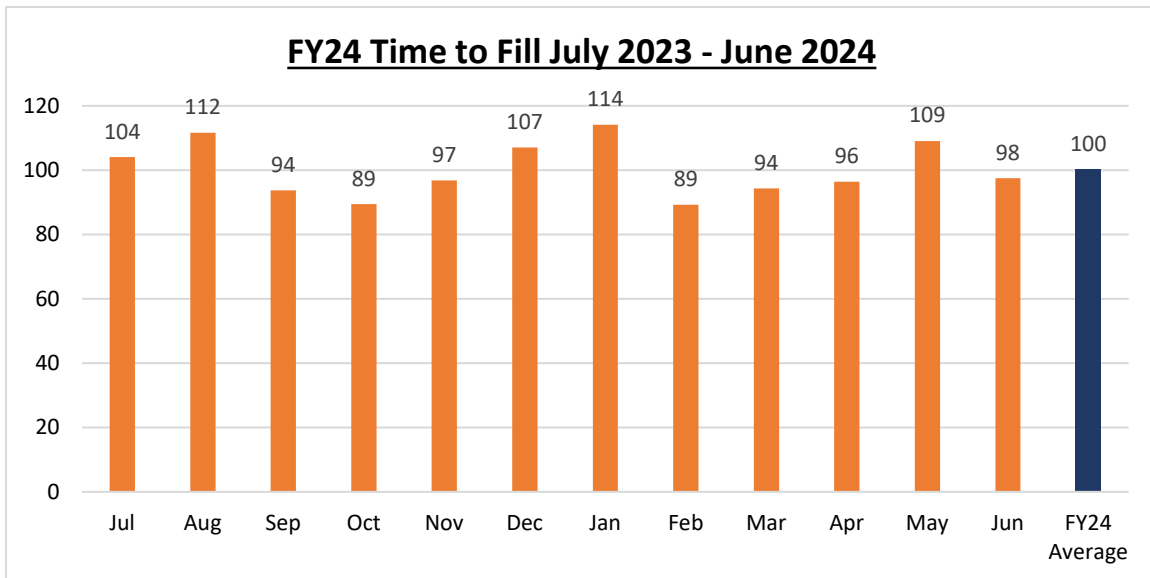
FY24 Personnel Management Review:

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 FY24, it took an average of 100 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 and external candidates. The chart excludes appointed positions and Park Police selections that follow specific hiring and promotional requirements.



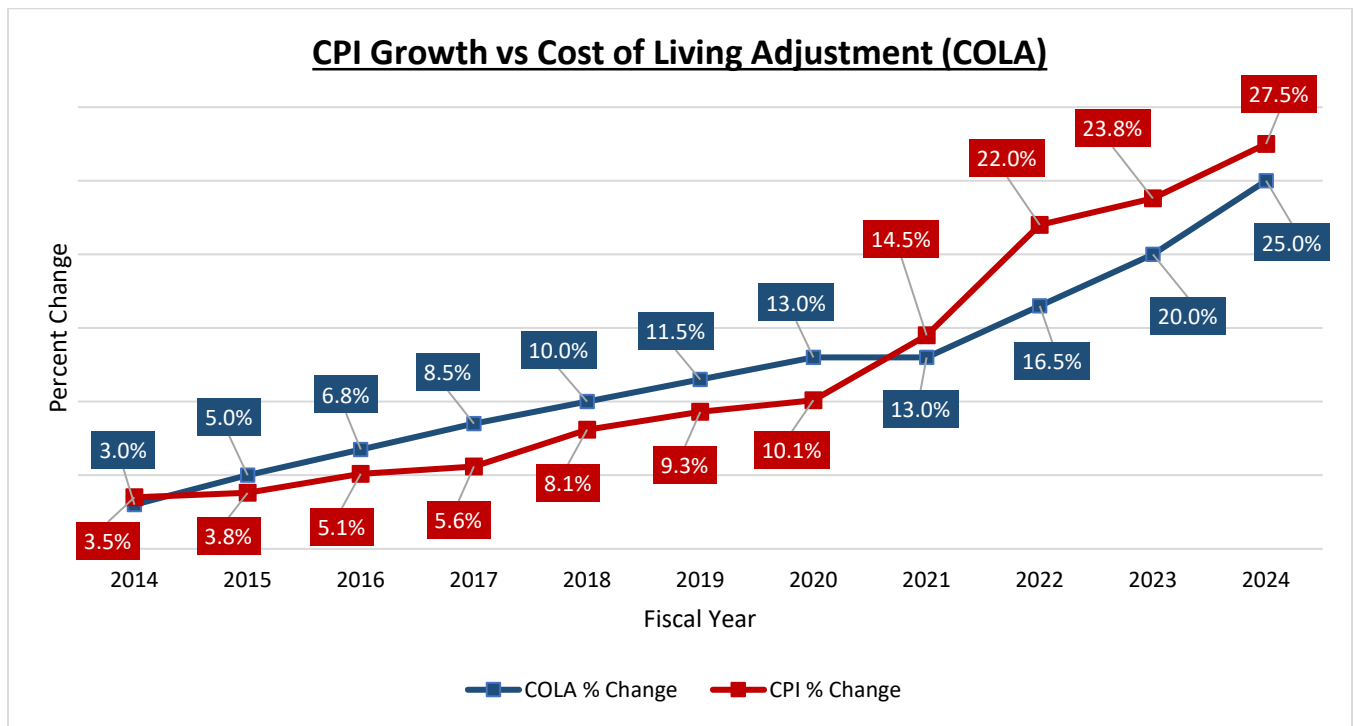
2. Cost of Living Adjustment and Merit Increase Trends

Over the past 2 fiscal years, represented and non-represented employees have received Cost of Living Adjustments (COLA). Employees have received merit increases and lump sum payments over the past 3 fiscal years.

M-NCPPC Five-Year COLA and Merit Increases

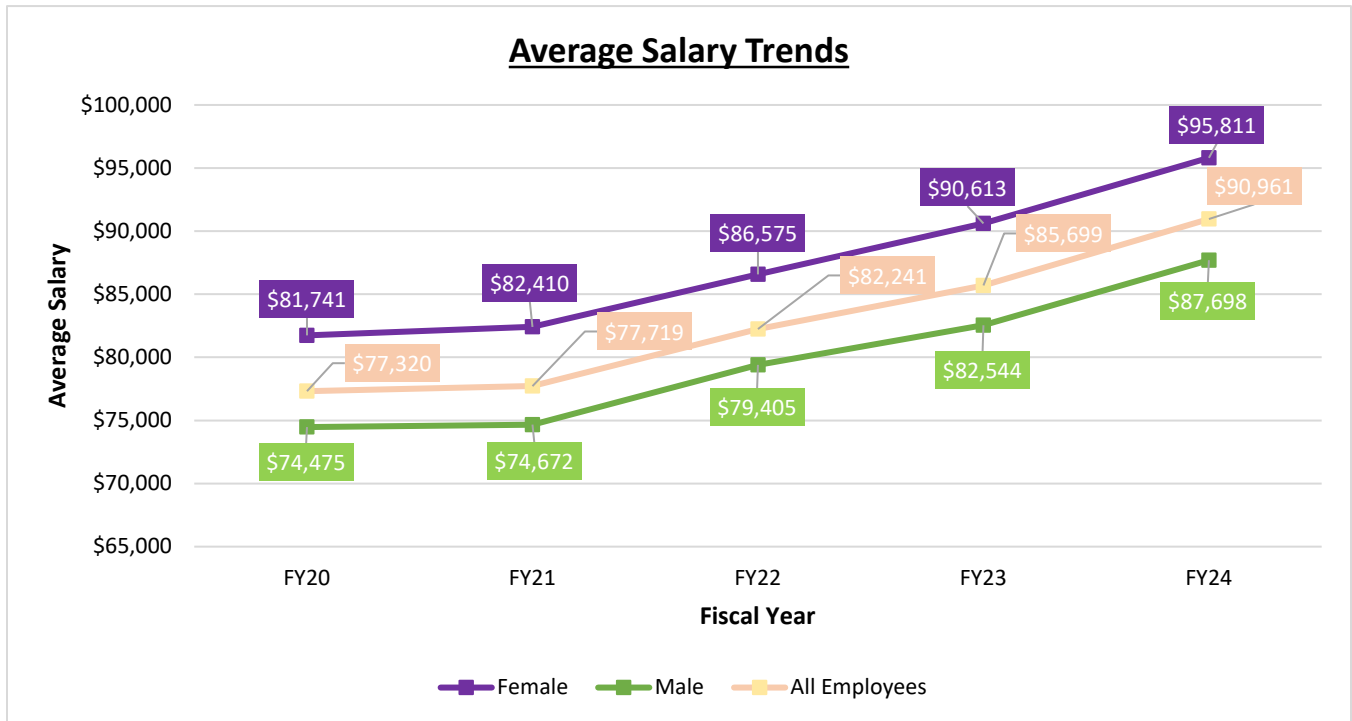
	FY20	FY21	FY22	FY23	FY24
Non-Represented					
Increment (Merit)	3.5%	0.00%	3.5% + 3.5% (FY21 make-up merit on 6/12/22)	3.5%	3.5%
COLA (effective date)	1.5% (7/1/19)	0.0%	0.00%	3.5% (9/4/22)	2.5% (9/3/23) 2.5% (1/7/24)
Lump Sum Payment	0.0%	0.0%	0.5%	0.50%	0.0%
MCGEO Local 1994					
Increment (Merit)	3.5%	0.00%	3.5% + 3.5% (FY21 make-up merit on 6/12/22)	3.5%	3.5%
COLA (effective date)	1.5% (7/1/19)	0.00%	0.00%	3.5% (9/4/22)	2.5% (9/3/23) 2.5% (1/7/24)
Lump Sum Payment	0.0%	*MCGEO employees are eligible for longevity only	0.5%	0.5%	0.0%
FOP Lodge 30					
Increment (Merit)	3.5%	0.00%	3.5% + 3.5% (FY21 make-up merit on 6/12/22)	3.5%	3.5%
COLA (effective date)	1.0% (7/1/19)	0.75% (11/20/21)	0.00%	1.0% (11/13/22) 5.0% (6/11/23)	5.5% (1/7/24)
Lump Sum Payment	0.0%	*Command officers and Candidates only. No other increases	0.0%	0.0%	0.0%

The red line on the chart below depicts the cumulative growth of the Consumer Price Index (CPI) over the last 10 years (FY14 – FY24). 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 FY24 the Commission's average salary for all career employees increased by 6.3% from \$85,699 (in FY23) to \$91,099.



4. Top of Grade Trends

Top-of-Grade (TOG) is defined as the maximum annual salary (\$) of a position's grade salary range. Non-represented employees at TOG identified are within \$10.00 of their position's grade maximum annual salary. Union represented employees at TOG identified are receiving their longevity increase. In FY24, the percentage of career employees at the top of the grade was 12.9%. This is a decrease from the 15.2% of employees at the top of grade in FY23.

Five-Year Top-of-Grade Distribution Trends

Top-of-Grade	FY20	FY21	FY22	FY23	FY24
# of Employees	425	179	332	330	301
# of Total Employees	2,207	2,184	2,093	2,166	2,327
% of Total Employees	19.3%	8.2%	15.9%	15.2%	12.9%

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:

FY20 – FY24

	FY20	FY21	FY22	FY23	FY24	% Change over 5 years
Asian	91	94	97	106	105	15.4%
Black or African American	847	855	822	853	934	10.3%
Hispanic or Latino	153	155	160	172	191	24.8%
Native American/Native Alaskan	10	9	10	10	14	40.0%
Native Hawaiian/Pacific Island	1	1	1	1	1	0.0%
Two or More Races	21	25	25	42	59	181.0%
White	1,084	1,045	978	982	1,023	-5.6%
Minority Combined Total	1,123	1,139	1,115	1,184	1,304	16.1%
Female	864	860	828	847	936	8.3%
Male	1,343	1,324	1,265	1,319	1,391	3.6%
Total Career Workforce	2,207	2,184	2,093	2,166	2,327	5.4%

6. Five-Year Age Distribution Trends

In the past five fiscal years, the percentage of employees in the 60+ age category has slightly increased from 15.4% to 16.6% of the career workforce and the percentage of employees in the 50-59 category has slightly decreased from 27.2% to 24.9%

Five-Year Demographic Distribution by Age: FY20 – FY24

	FY20		FY21		FY22		FY23		FY24	
Age / % of Population										
60+ Years of Age	334	15.1%	340	15.6%	333	15.9%	333	15.4%	387	16.6%
50-59 Years of Age	623	28.2%	612	28.0%	574	27.4%	588	27.2%	579	24.9%
40-49 Years of Age	535	24.2%	533	24.4%	529	25.3%	542	25.0%	595	25.6%
30-39 Years of Age	500	22.7%	520	23.8%	500	23.9%	518	23.9%	560	24.1%
19-29 Years of Age	215	9.7%	179	8.2%	157	7.5%	185	8.5%	206	8.9%
Total Career Workforce	2,207		2,184		2,093		2,166		2,327	

7. Retirement Eligibility and Projection Trends

In projecting percentage of employees eligible for normal retirement within future five years, the percentage of eligible employees has slightly decreased.

Fiscal Year	Five-Year Trend
FY20	30.0%
FY21	30.3%
FY22	30.0%
FY23	27.5%
FY24	25.1%

In FY25, 334 of 2,327 employees (14.4% of the workforce) are eligible for normal retirement. Between FY25 and FY29, 584 of 2,327 employees, or 25.1% of all career employees (full-time and part-time) will be eligible for normal retirement.

EEO Job Category	FY25	FY26	FY27	FY28	FY29	5 Year Total	% of EEO Category
Admin Support	21	4	2	2	1	30	20.8%
Official Administrator	27	7	5	4	4	47	36.4%
Para-professionals	17	2	8	5	1	33	40.7%
Professional	151	25	27	35	30	268	23.7%
Protective Service	15	7	3	2	2	29	18.6%
Service and Maintenance	48	7	5	12	12	84	21.4%
Skilled Craft	27	5	6	4	3	45	27.4%
Technician	28	2	5	7	6	48	36.9%
	334	59	61	71	59	584	25.1%

8. Retirement Trends

Five-Year Retirement Separations

Fiscal Year	Number Retired	% of Workforce Retired
FY20	74	3.40%
FY21	69	3.20%
FY22	97	4.60%
FY23	89	4.10%
FY24	55	2.40%

9. Turnover Trends

The turnover rate for career employees in FY24 was 8.1%.

Five-Year Turnover Rates

FY20	FY21	FY22	FY23	FY24
8.2%	8.2%	14.0%	11.3%	8.1%

Turnover rates as reported by the DC SHRM and directly from local governments for FY24. M-NCPPC is at the 25th percentile of organizations that reported this data.

Organization	Turnover Rate
Metropolitan Washington Airports Authority	12.4%
Fairfax County Government	10.3%
Prince William County Service Authority	10.0%
Arlington County Government	9.9%
Loudoun County Government	9.6%
M-NCPPC	8.1%
Montgomery County Government	7.4%

NON-PERMANENT WORKFORCE HIGHLIGHTS

Non-Permanent Workforce Highlights

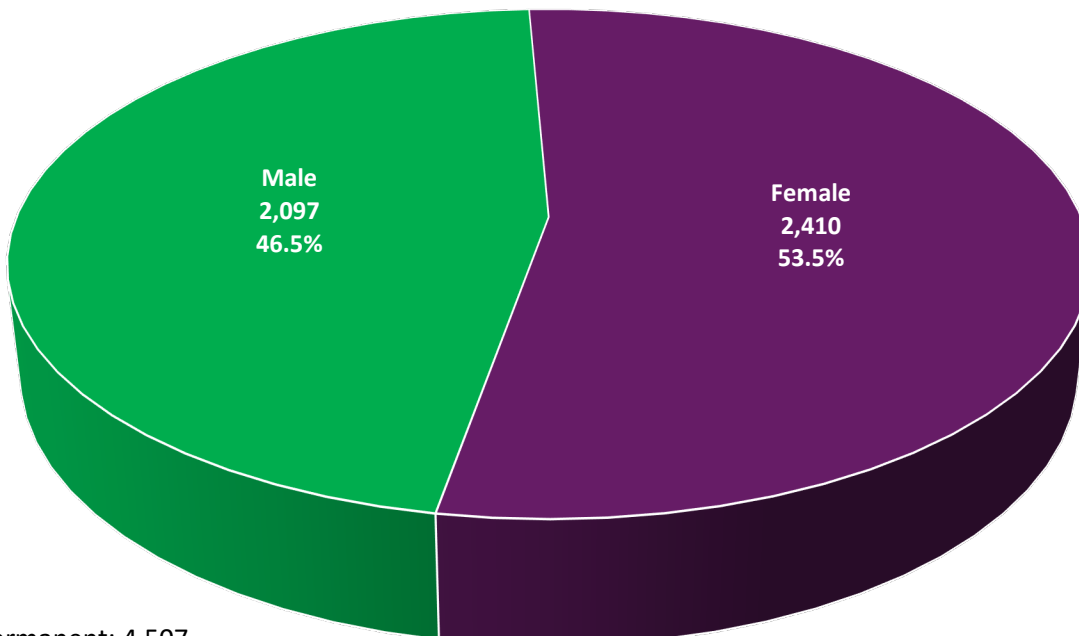
Non-Permanent (Seasonal/Intermittent, Temporary, and Term Contract) Workforce Composition, Demographics & Benefits

- In FY24, the non-career workforce totaled 4,507 employees (as of 6/30/2024). Of this number, 99.6% (4,488) were Seasonal/Intermittent Contract and 0.42% (19) were Term or Temporary Contract.
- Of non-permanent seasonal/intermittent employees, 88.5% worked in Prince George's County Department of Parks and Recreation and 10.7% worked in Montgomery County Department of Parks.

Distribution of Non-Permanent Employees by Department		
Department	Count	Percentage
Bi-County Corporate Operations	15	0.3%
Montgomery County Commissioners' Office	0	0.0%
Montgomery County Planning	9	0.2%
Montgomery County Parks	484	10.7%
Prince George's County Commissioners' Office	1	0.0%
Prince George's County Planning	10	0.2%
Prince George's County Parks and Recreation	3,988	88.5%
M-NCPPC Non-Permanent Employees Total	4,507	100.0%

- The gender composition of non-permanent employees in FY24 was 53.5% female and 46.5% male.

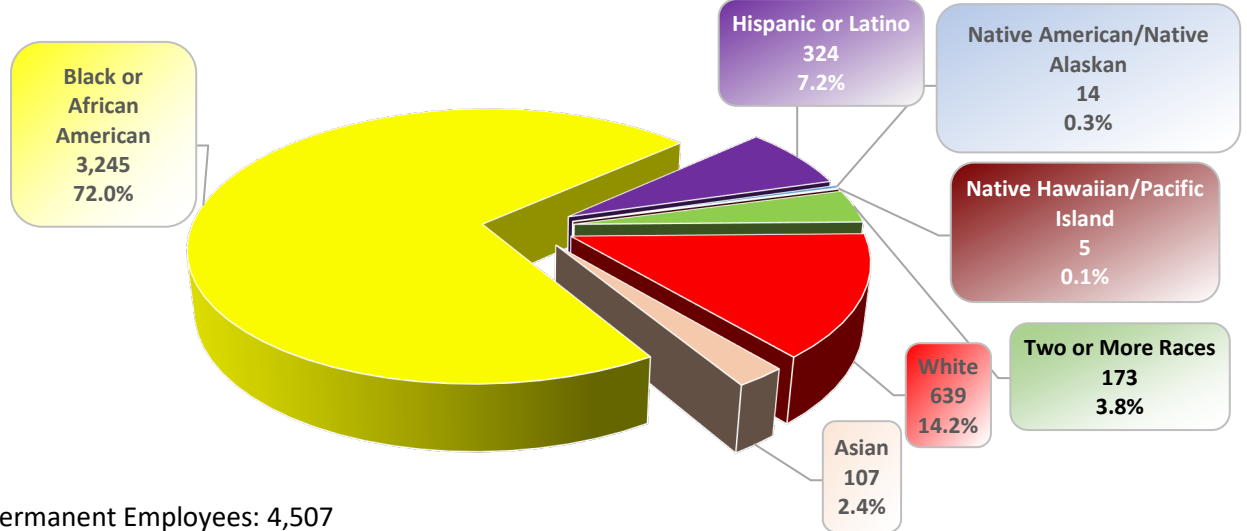
Non-Permanent Employees by Gender



Total Non-Permanent: 4,507

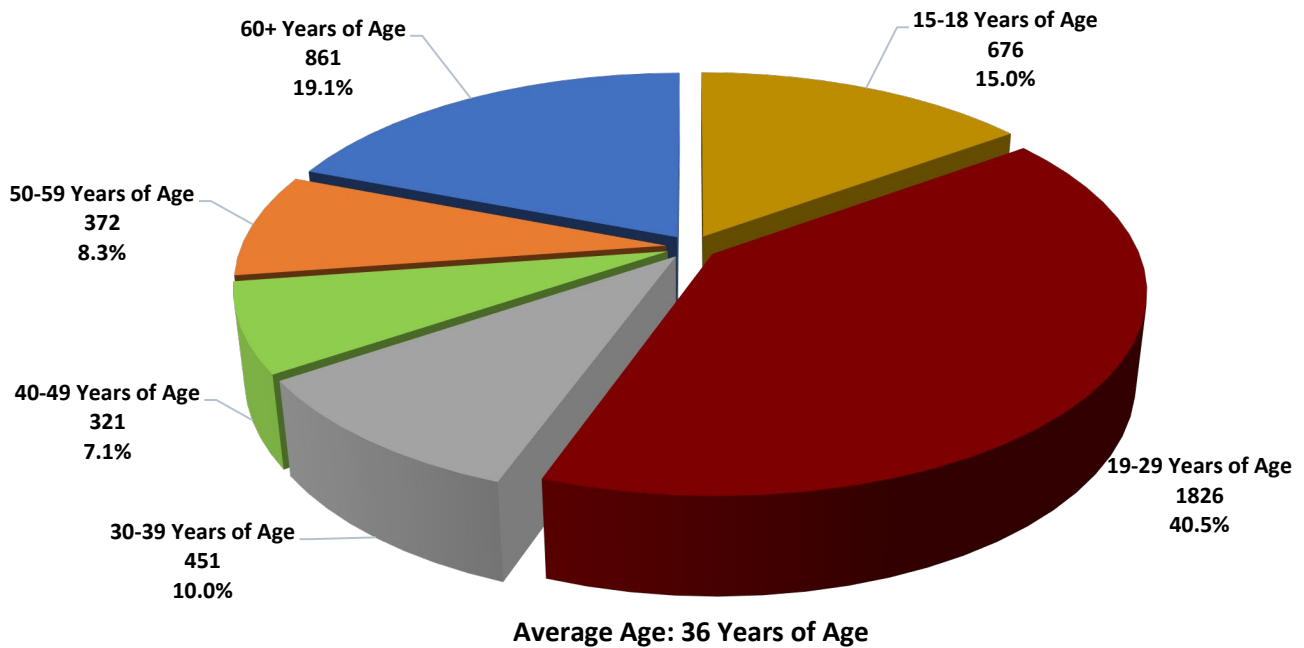
- In FY24, the racial/ethnic composition of non-permanent employees was as follows:

Non-Permanent Employees by EEO-4 Race/Ethnicity



Total Non-Permanent Employees: 4,507

Distribution of Non-Permanent Employees by Age



Total Non-Permanent Employees: 4,507

Benefits – Non-Permanent/Seasonal Employees

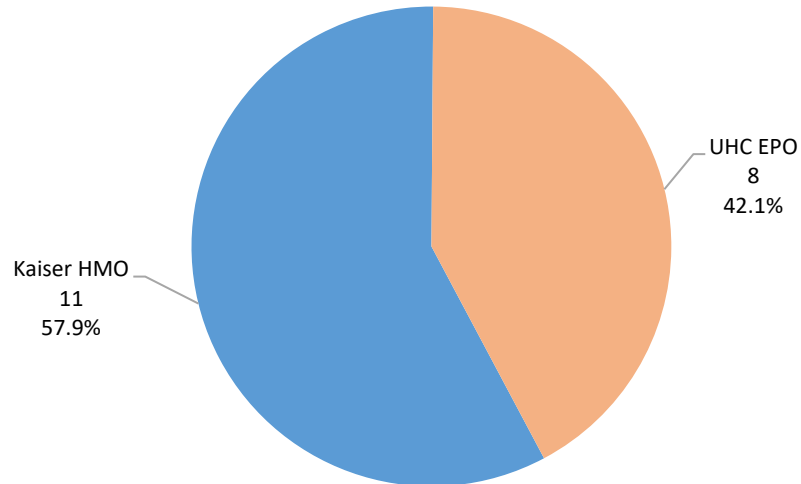
The Commission offered seasonal/intermittent, term contract, and temporary employees benefits. Below is a list of eligible benefits for FY24.

- **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
 - Workers' Compensation
- **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
 - Workers' Compensation
- **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
 - Workers' Compensation

Health Benefits – Non-Permanent 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.

Non-Permanent Employee Medical Health Plan Participation



179 or 4.0% of the total number of Non-Permanent employees are eligible for Medical Health Plans.
Total Number of Non-Permanent Medical Health Care Participants: 19
7 Term Contract Medical Health Plan participants
12 Seasonal/Intermittent Medical Health Plan Participants

M-NCPPC Montgomery County

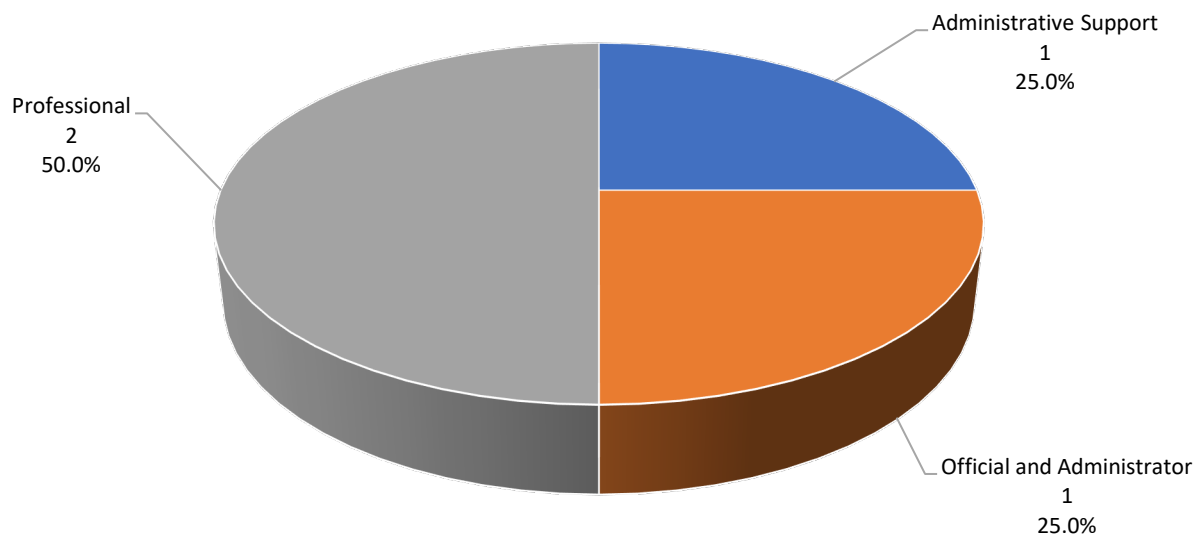
Commissioners' Office

Department of Planning

Department of Parks

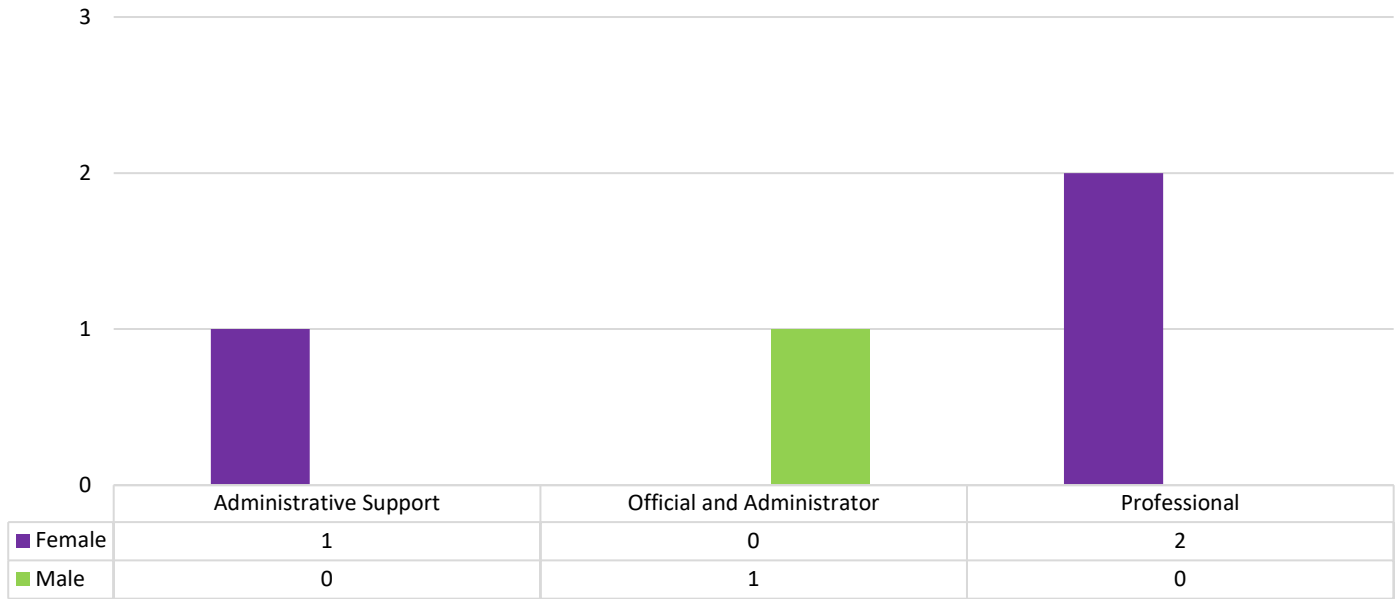
Montgomery County Commissioners' Office

EEO-4 Job Category: Montgomery County Commissioners' Office



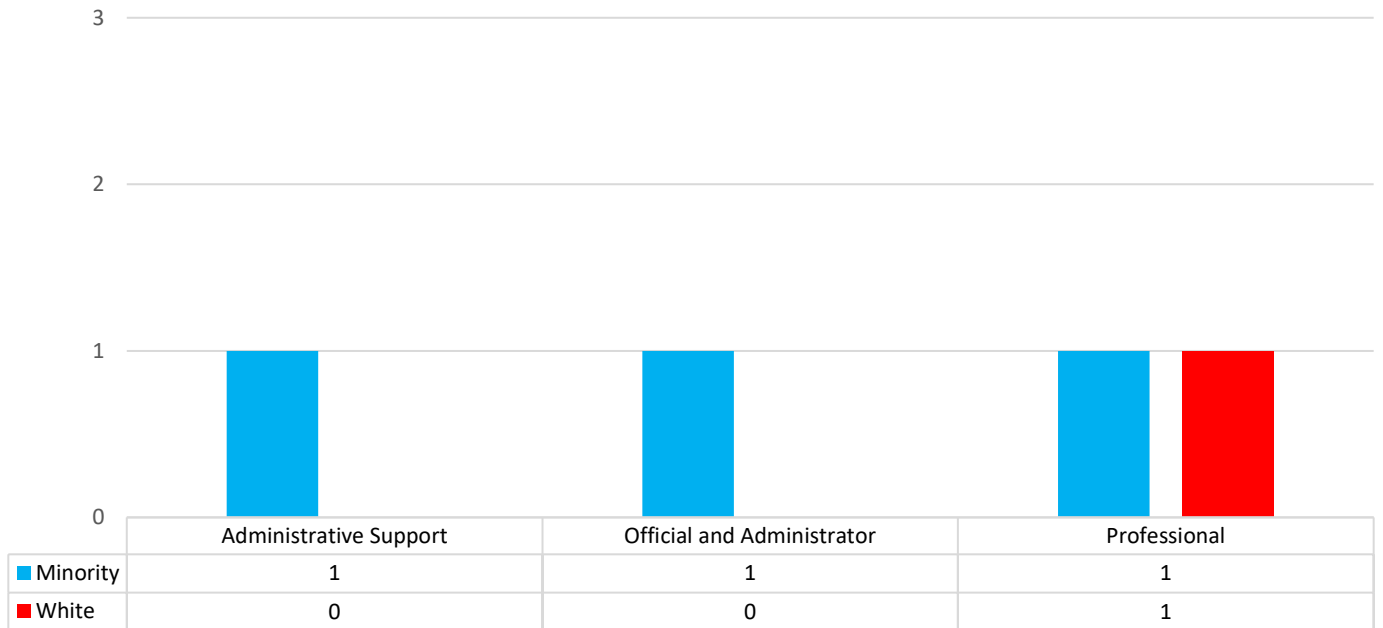
MCCO Career Employees Total: 4

Distribution by EEO-4 Job Category and Gender: Montgomery County Commissioners' Office



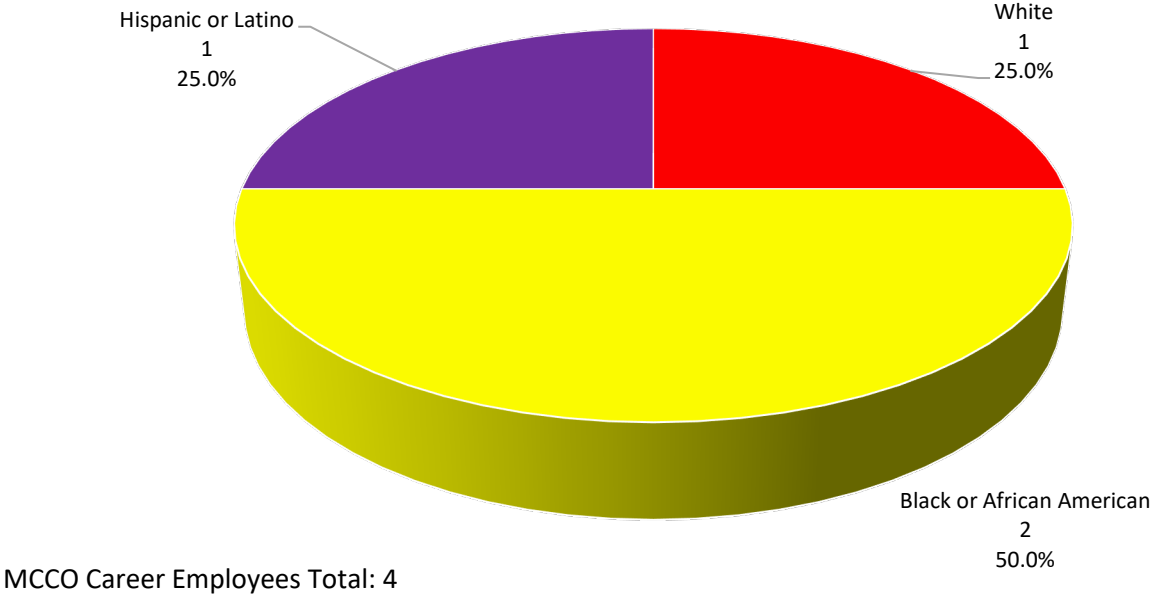
MCCO Career Employees Total: 4

Distribution by EEO-4 Job Category and Race/Ethnicity: Montgomery County Commissioners' Office

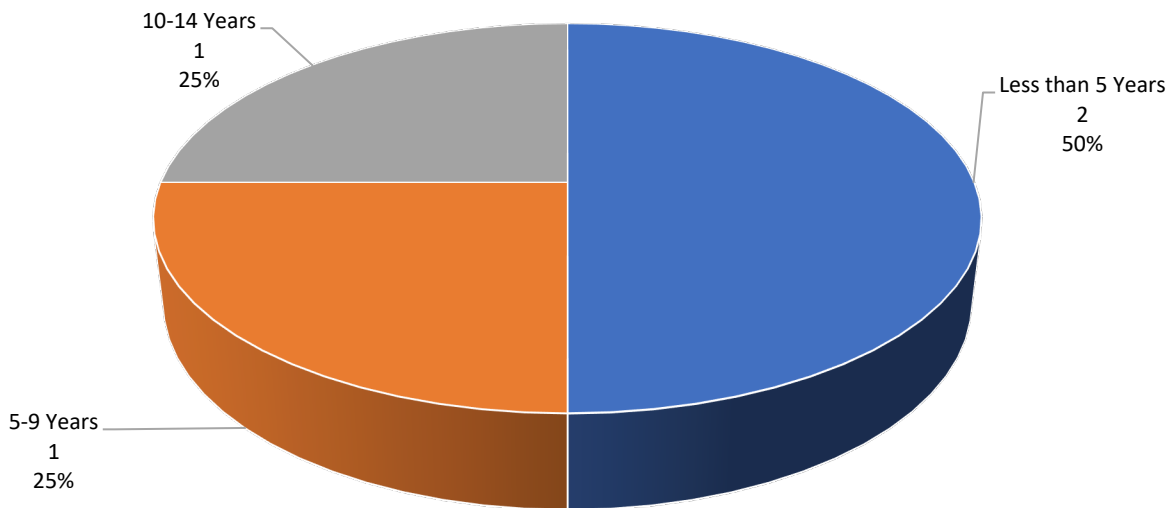


MCCO Career Employees Total: 4

EEO-4 Race/Ethnicity: Montgomery County Commissioners' Office

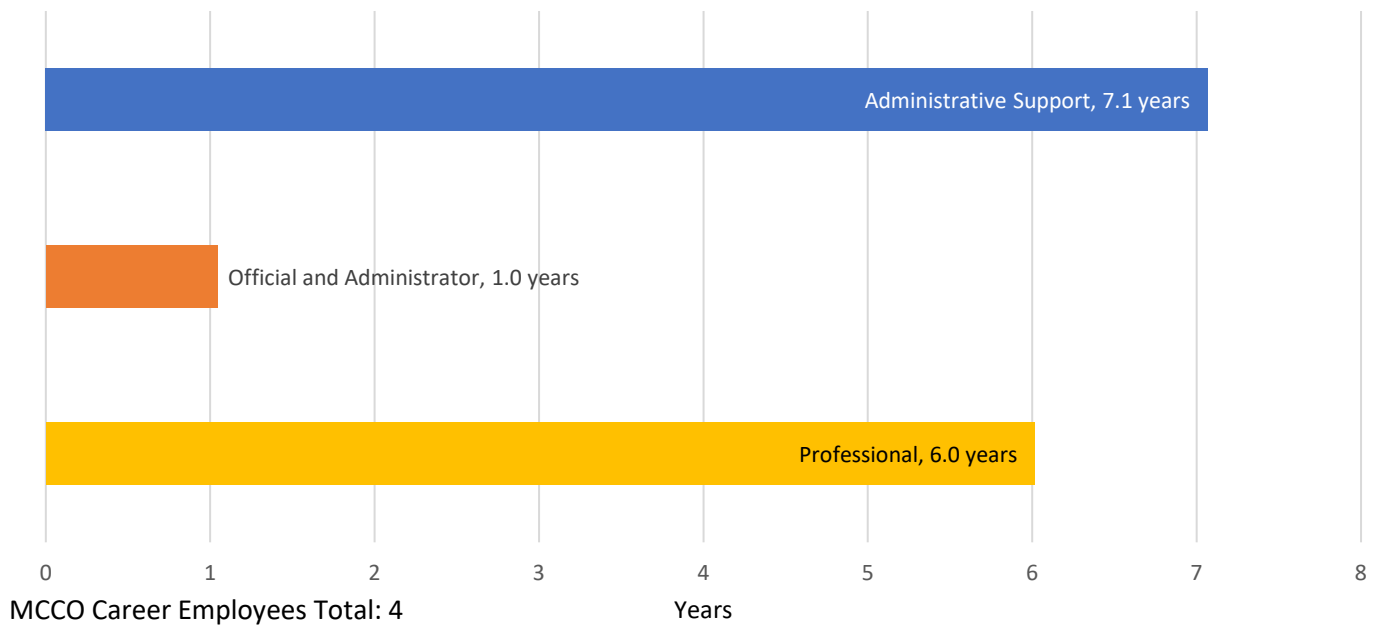


Length of Service for Career Employees: Montgomery County Commissioners' Office



MCCO Career Employees Total: 4

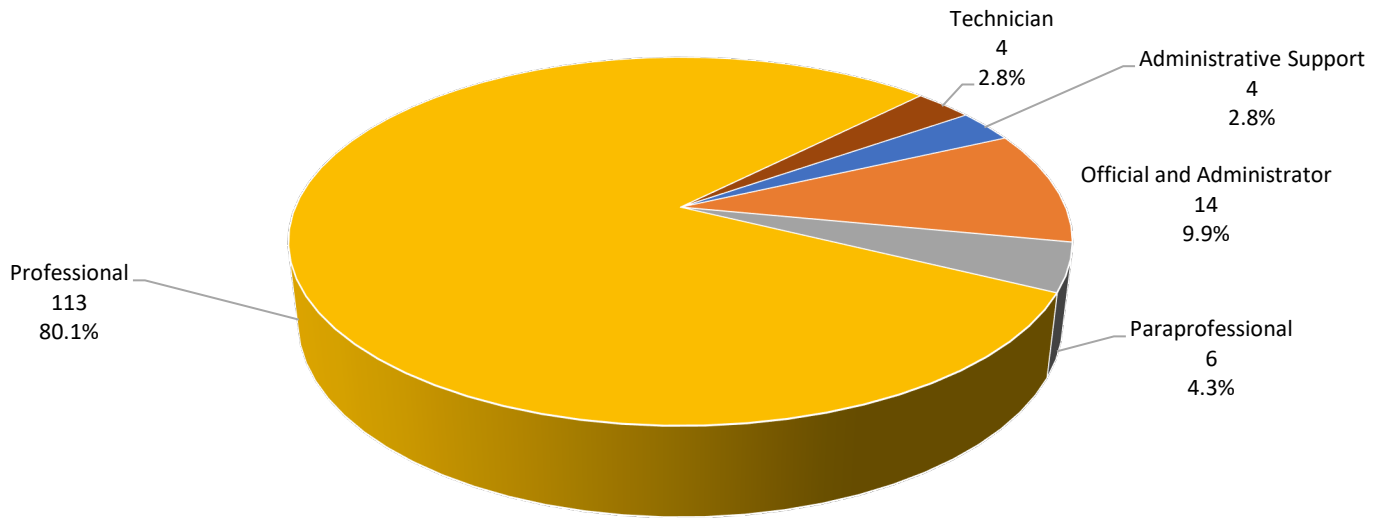
Average Length of Service by EEO-4 Job Category: Montgomery County Commissioners' Office



MCCO Career Employees Total: 4

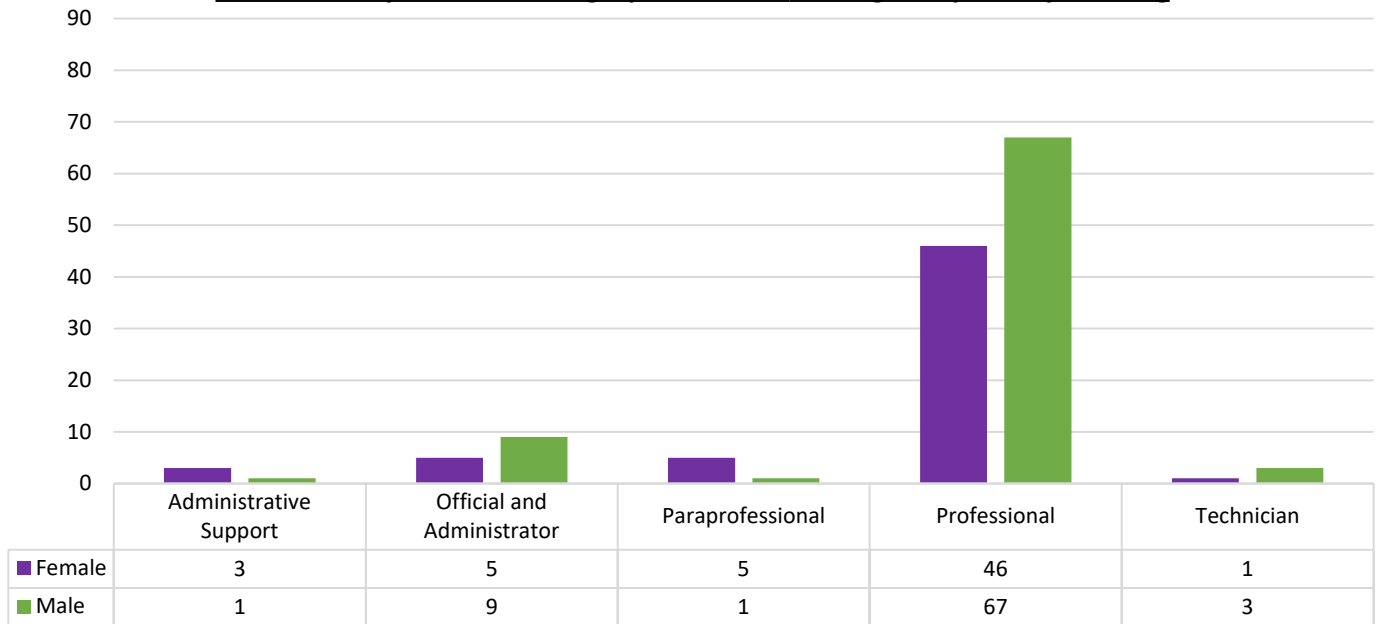
Montgomery County Department of Planning

EEO-4 Job Category: Montgomery County Planning



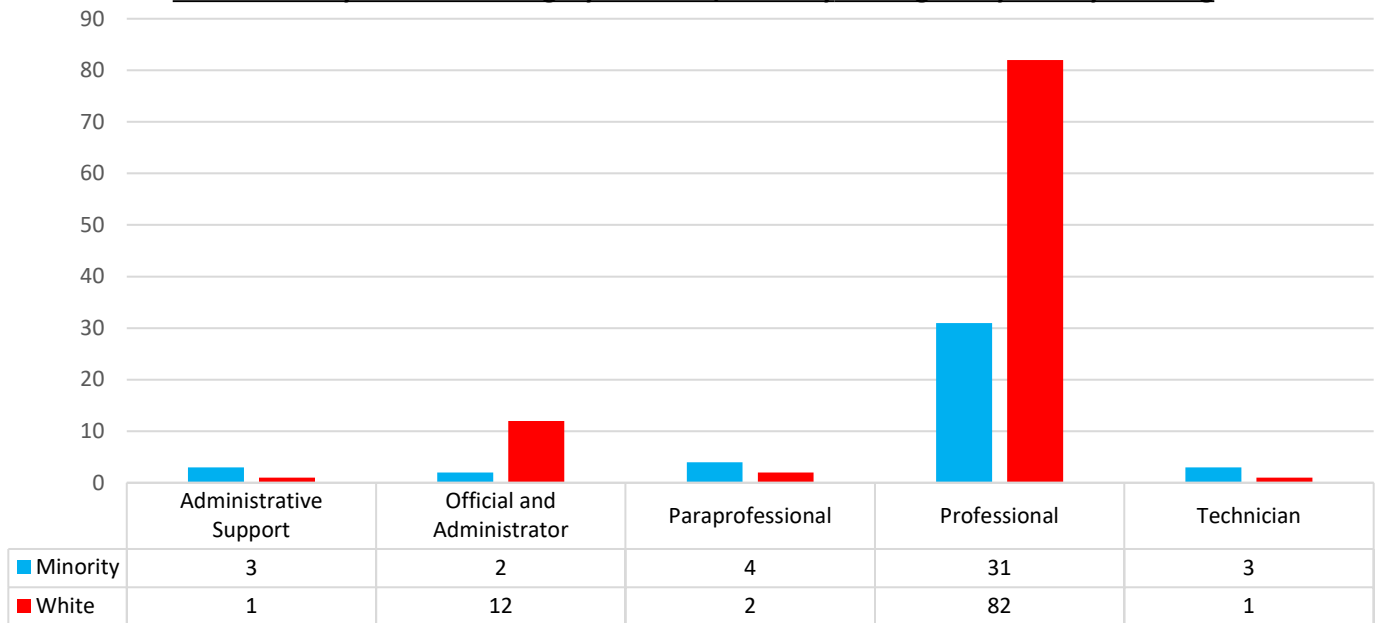
MCPL Career Employees Total: 141

Distribution by EEO-4 Job Category and Gender: Montgomery County Planning



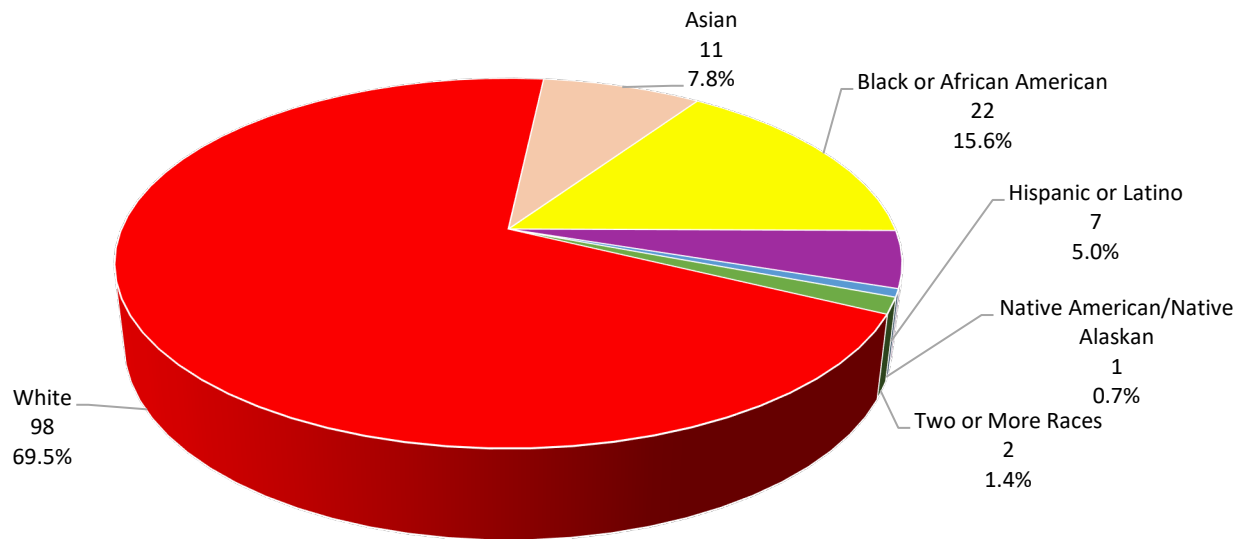
MCPL Career Employees Total: 141

Distribution by EEO-4 Job Category and Race/Ethnicity: Montgomery County Planning



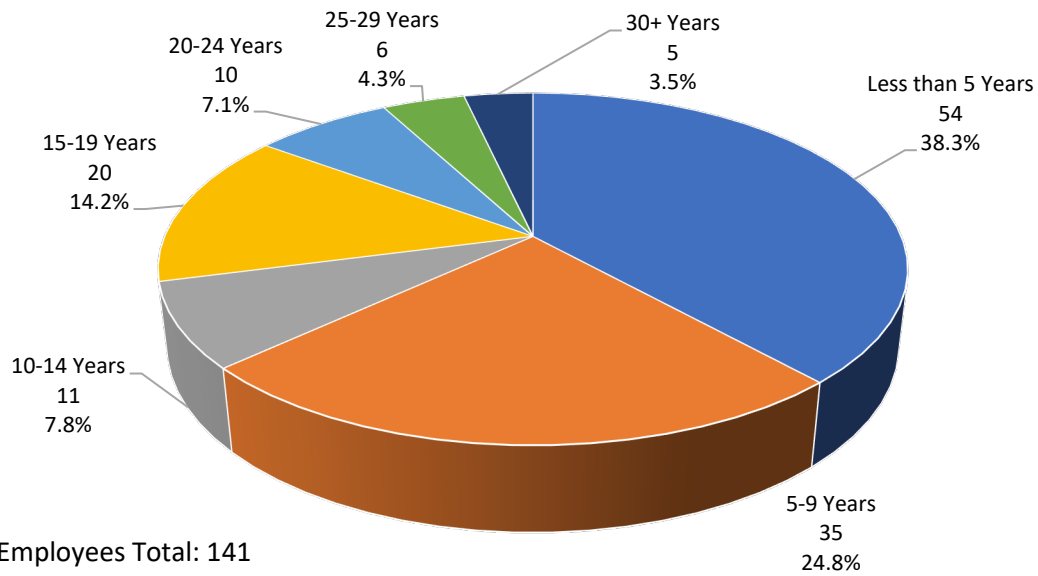
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EEO-4 Race/Ethnicity: Montgomery County Planning



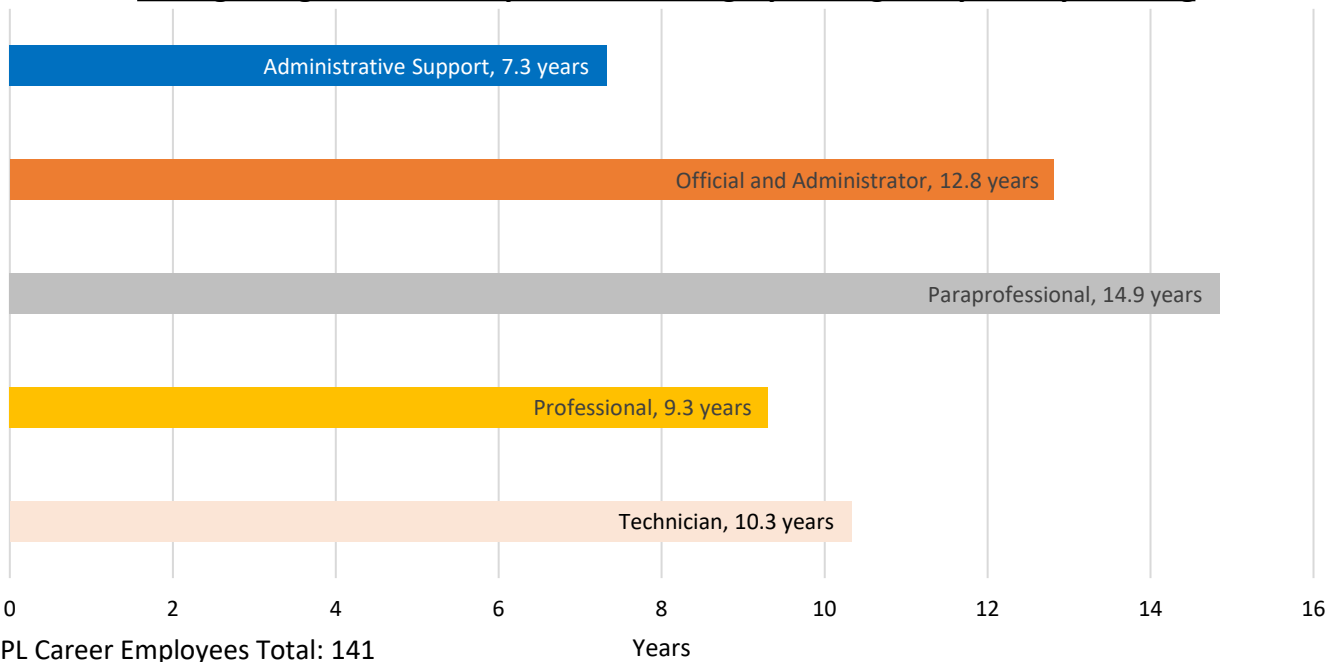
MCPL Career Employees Total: 141

Length of Service: Montgomery County Planning



MCPL Career Employees Total: 141

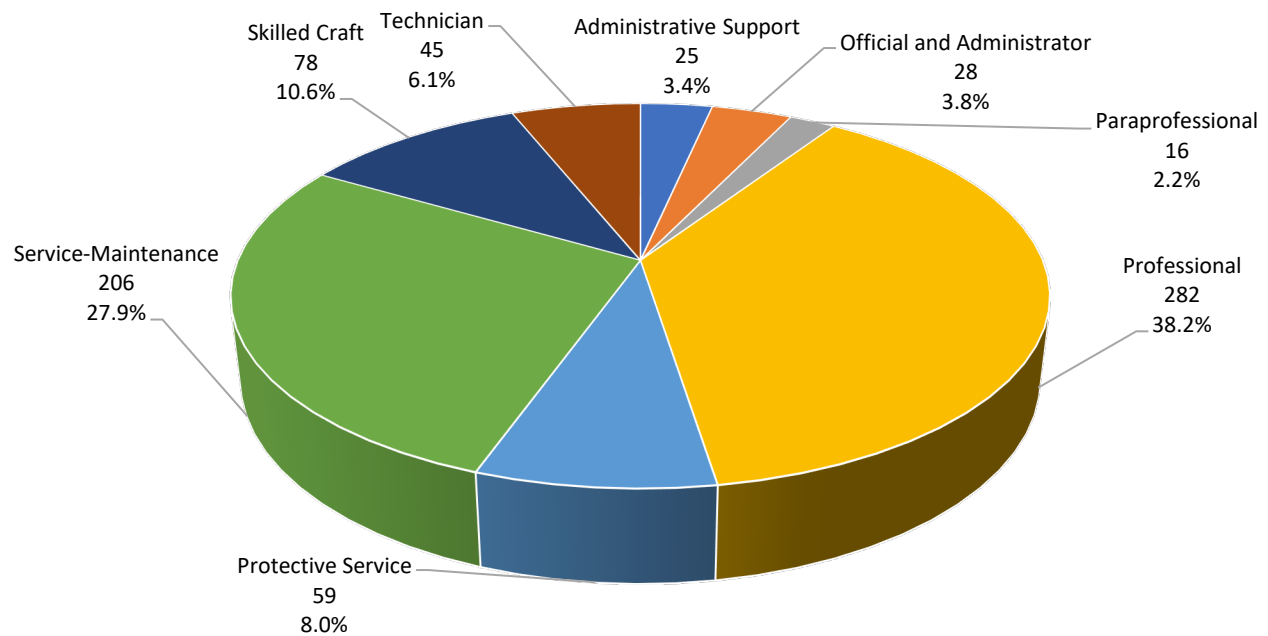
Average Length of Service by EEO-4 Job Category: Montgomery County Planning



MCPL Career Employees Total: 141

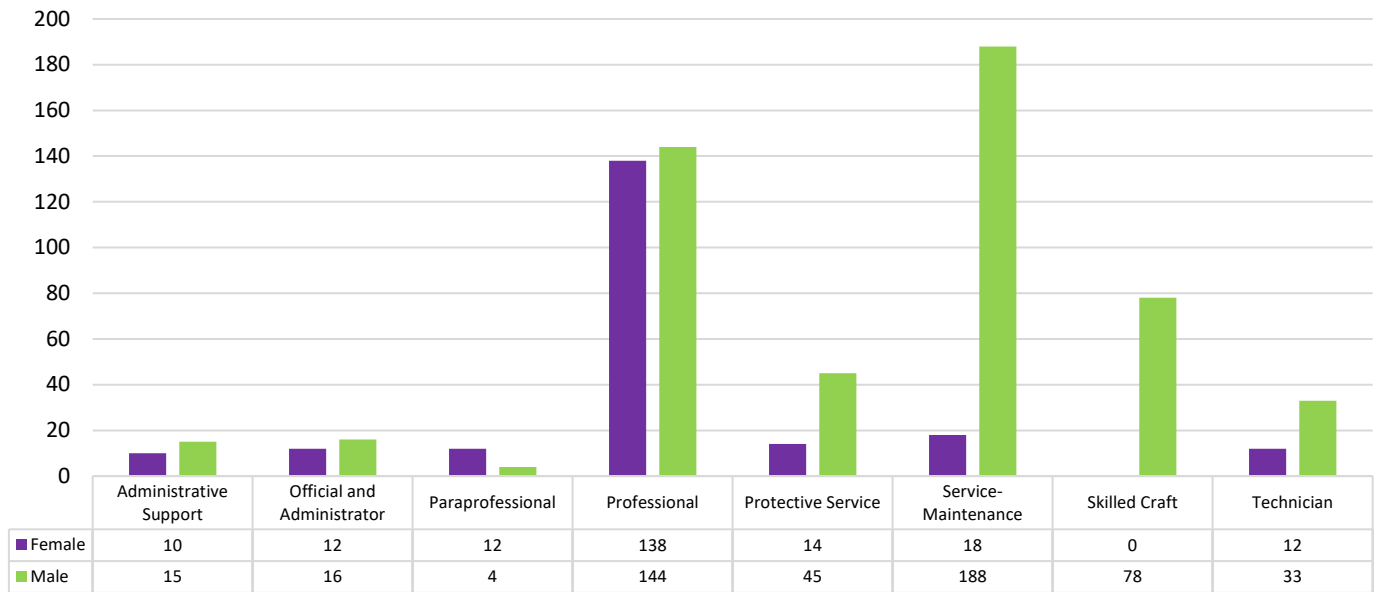
Montgomery County Department of Parks

EEO-4 Job Category: Montgomery County Parks



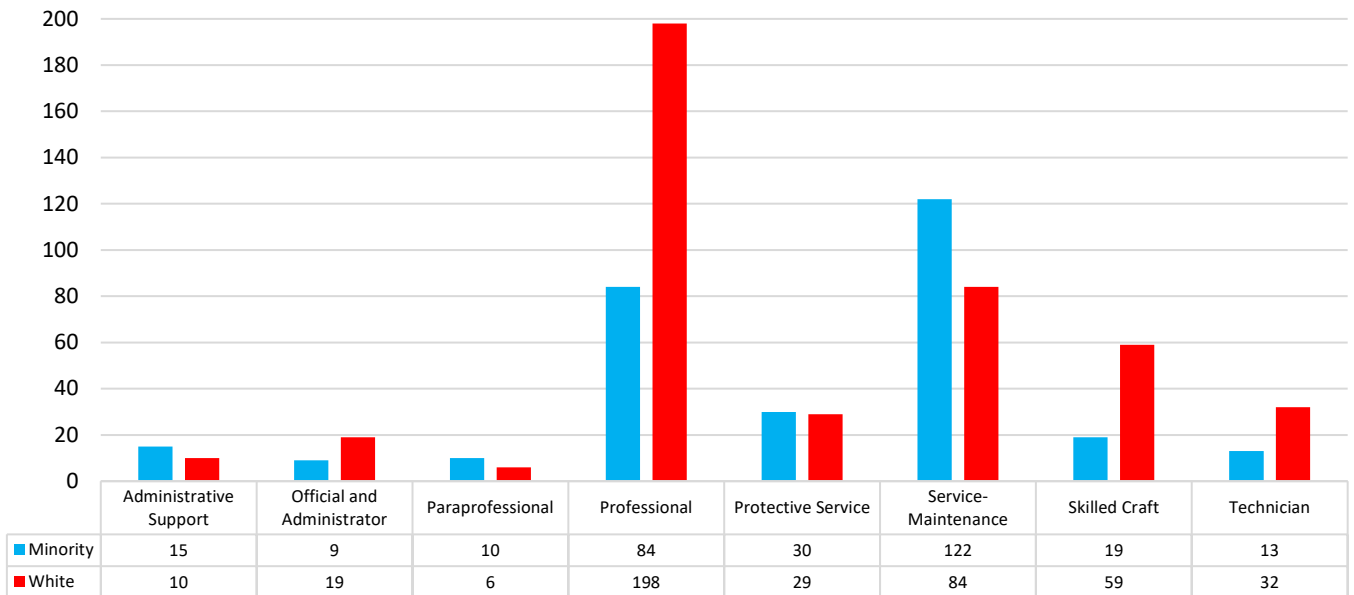
MCPK Career Employees Total: 739

Distribution by EEO-4 Job Category and Gender: Montgomery County Parks



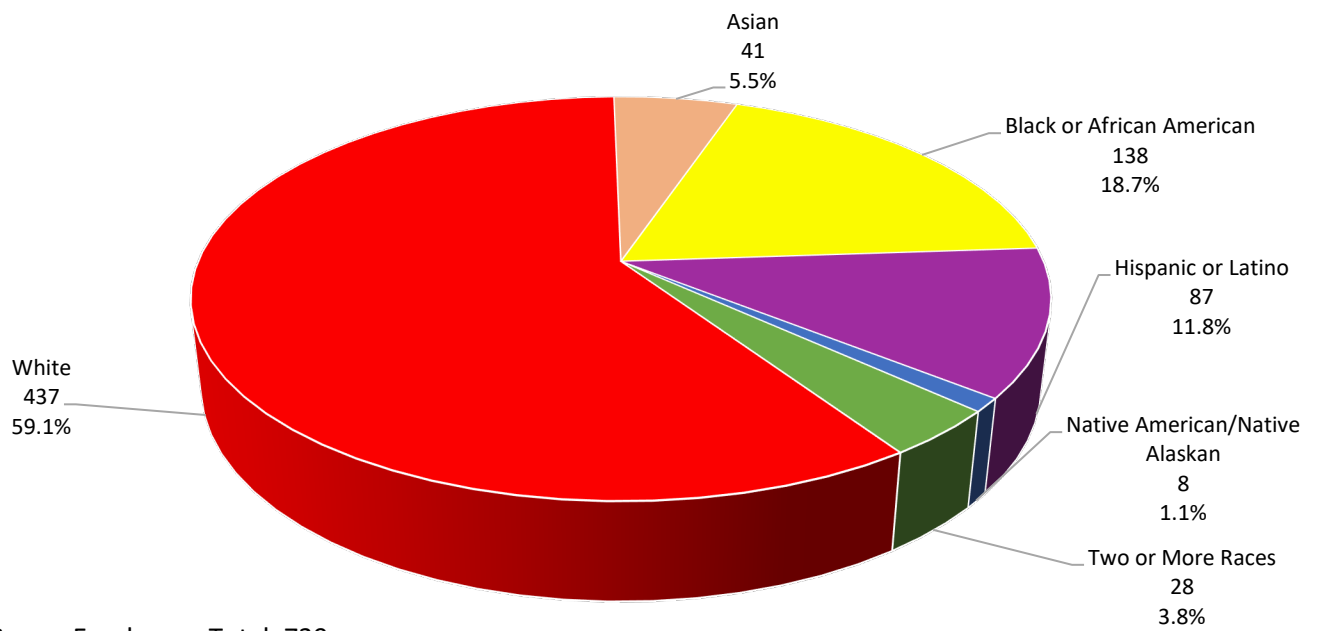
MCPK Career Employees Total: 739

Distribution by EEO-4 Job Category and Race/Ethnicity: Montgomery County Parks



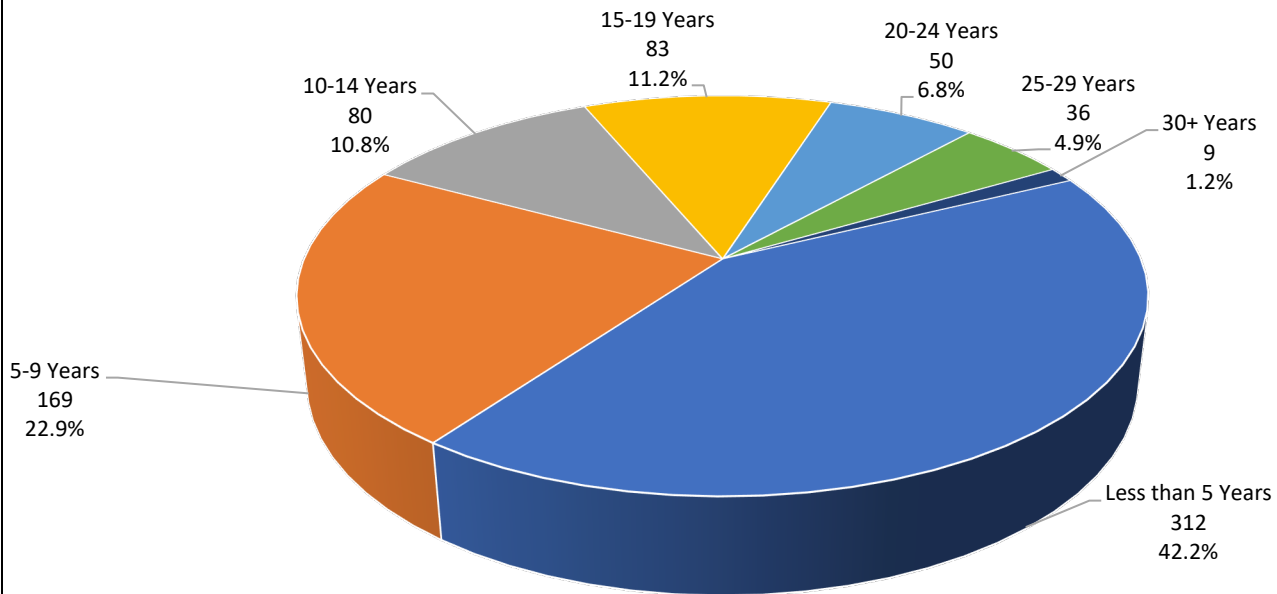
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EEO-4 Race/Ethnicity: Montgomery County Parks



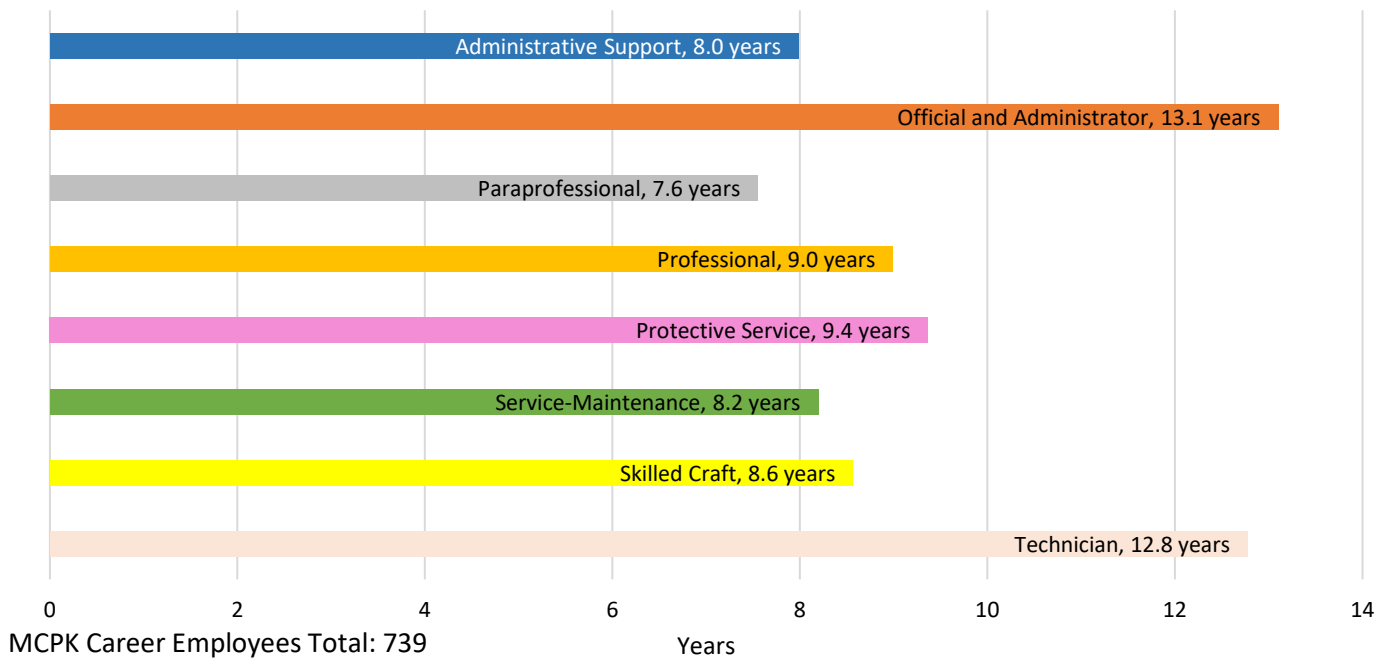
MCPK Career Employees Total: 739

Length of Service: Montgomery County Parks



MCPK Career Employees Total: 739

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



MCPK Career Employees Total: 739

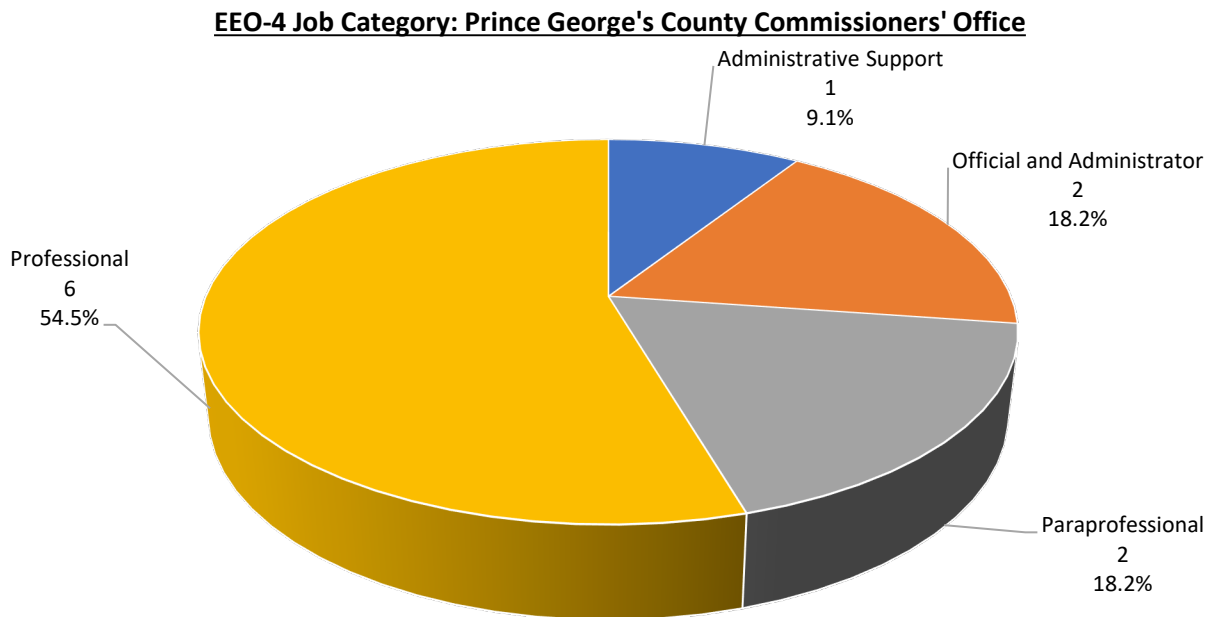
M-NCPPC Prince George's County

Commissioners' Office

Department of Planning

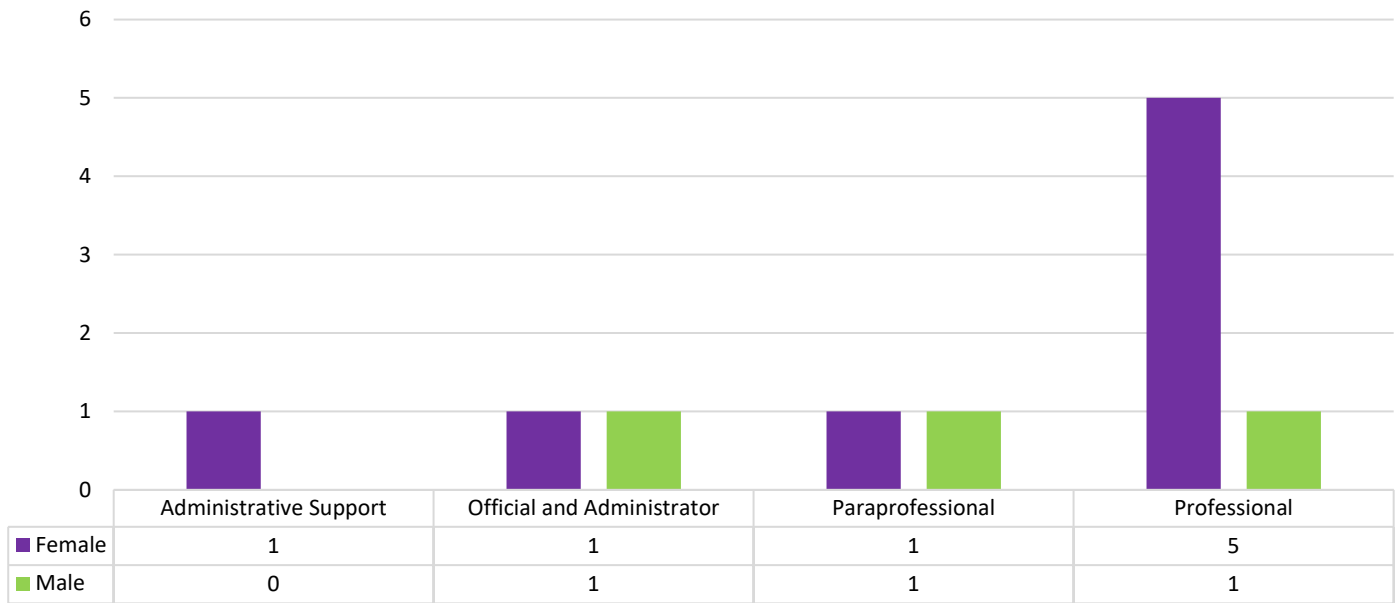
Department of Parks and Recreation

Prince George's County Commissioners' Office



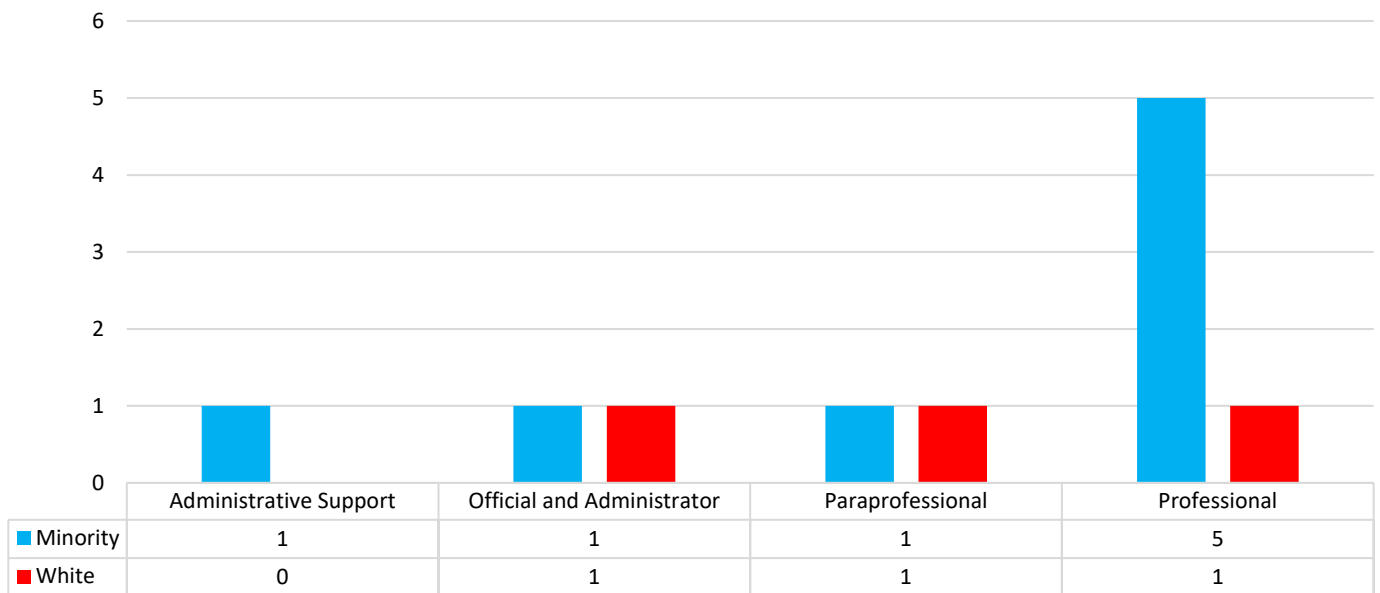
PGCO Career Employees Total: 11

Distribution by EEO-4 Job Category and Gender: Prince George's County Commissioners' Office



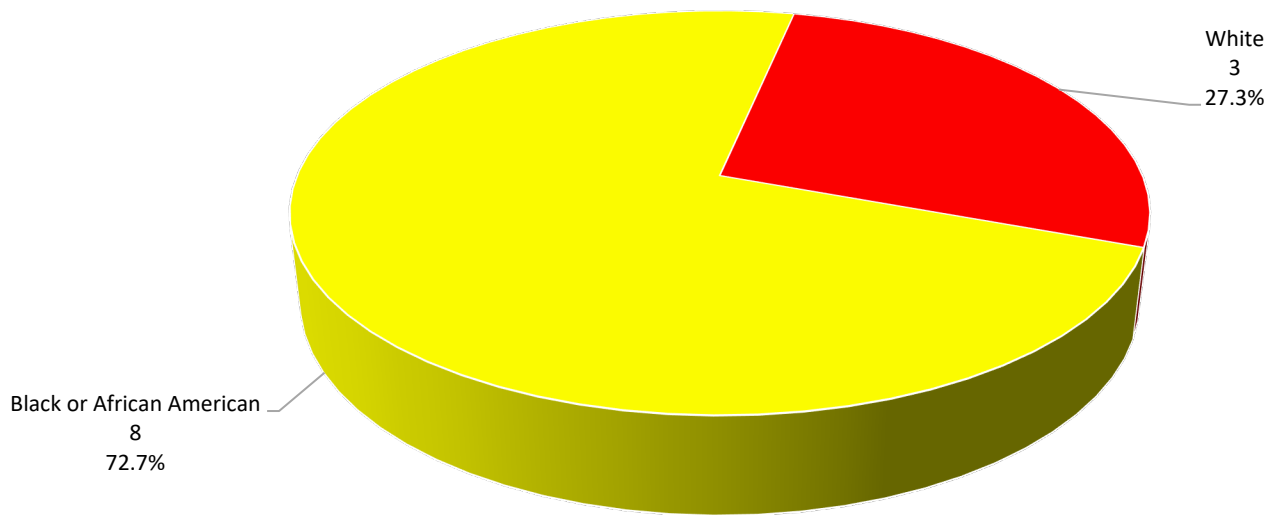
PGCO Career Employees Total: 11

Distribution by EEO-4 Job Category and Race/Ethnicity: Prince George's County Commissioners' Office



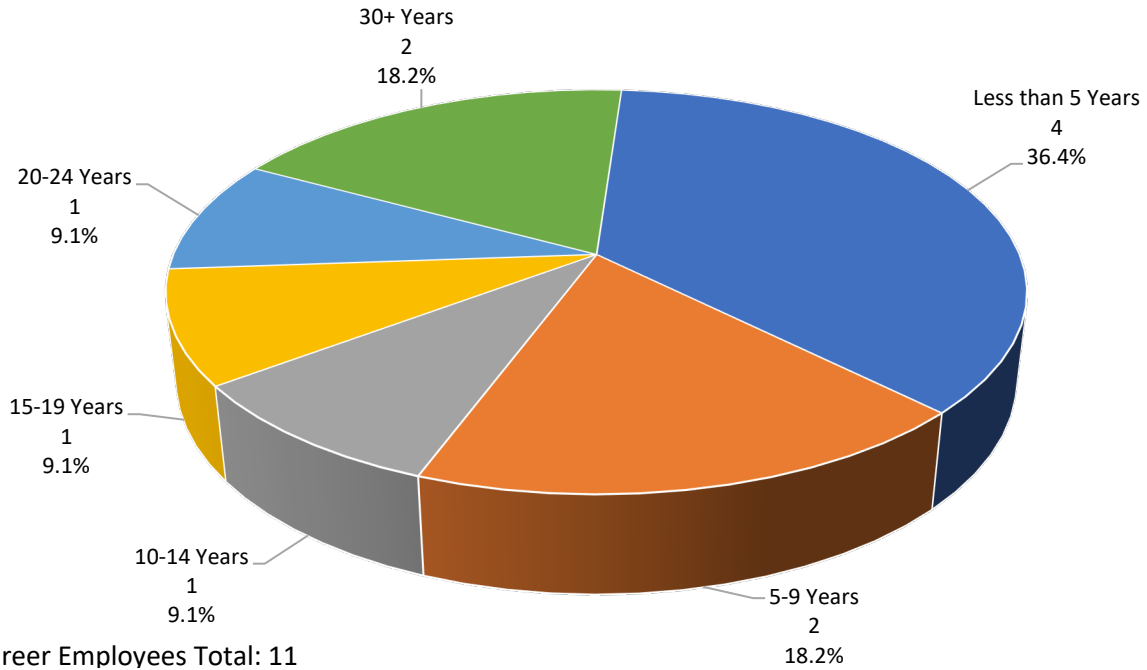
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EEO-4 Race/Ethnicity: Prince George's County Commissioners' Office

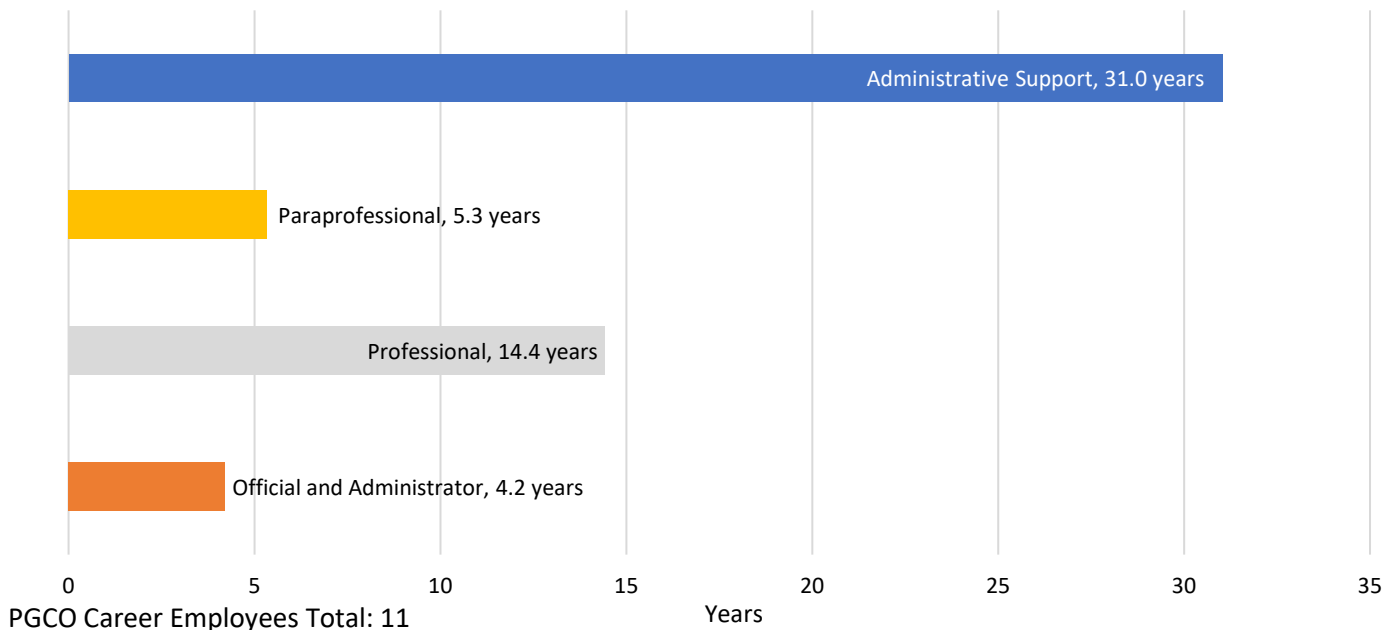


PGCO Career Employees Total: 11

Length of Service: Prince George's County Commissioners' Office

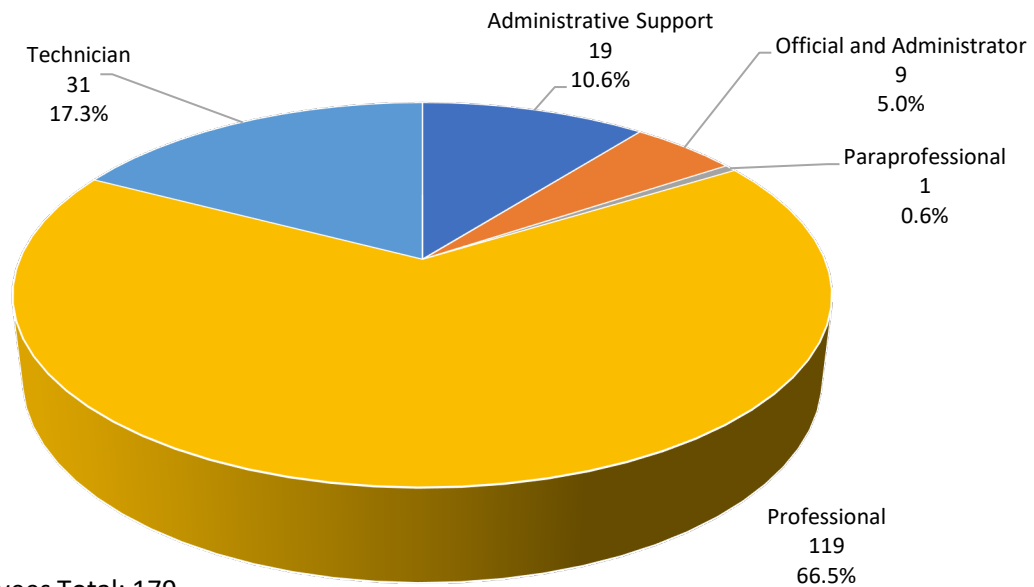


Average Length of Service by EEO-4 Job Category: Prince George's County Commissioners' Office



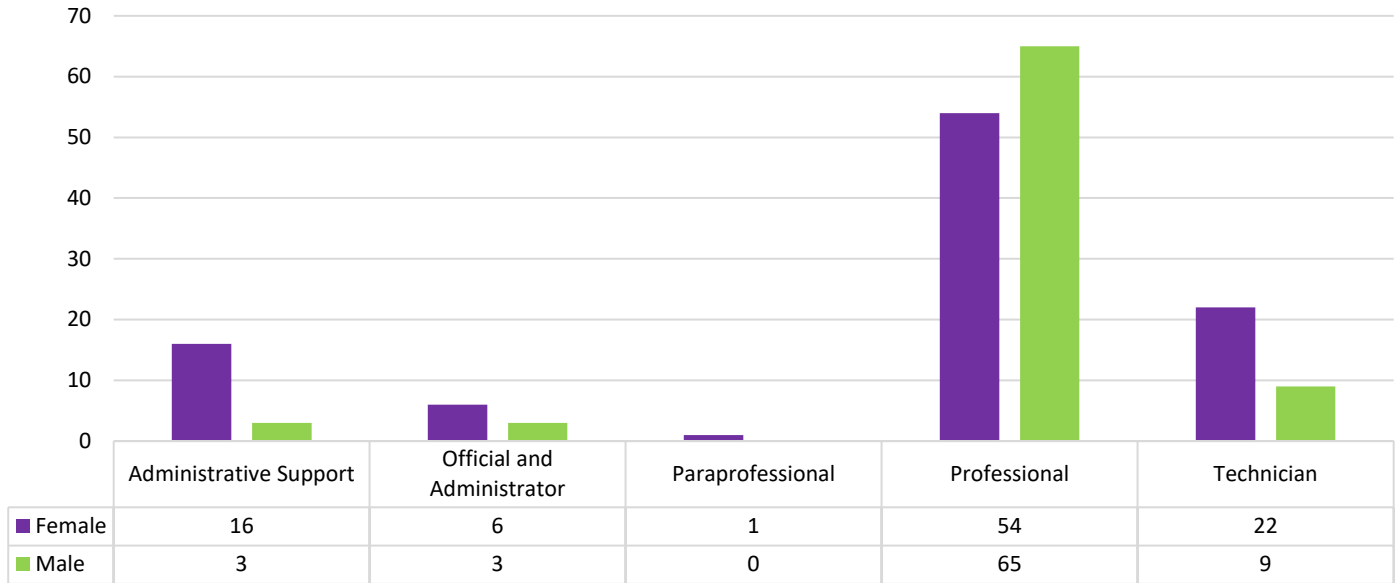
Prince George's County Department of Planning

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



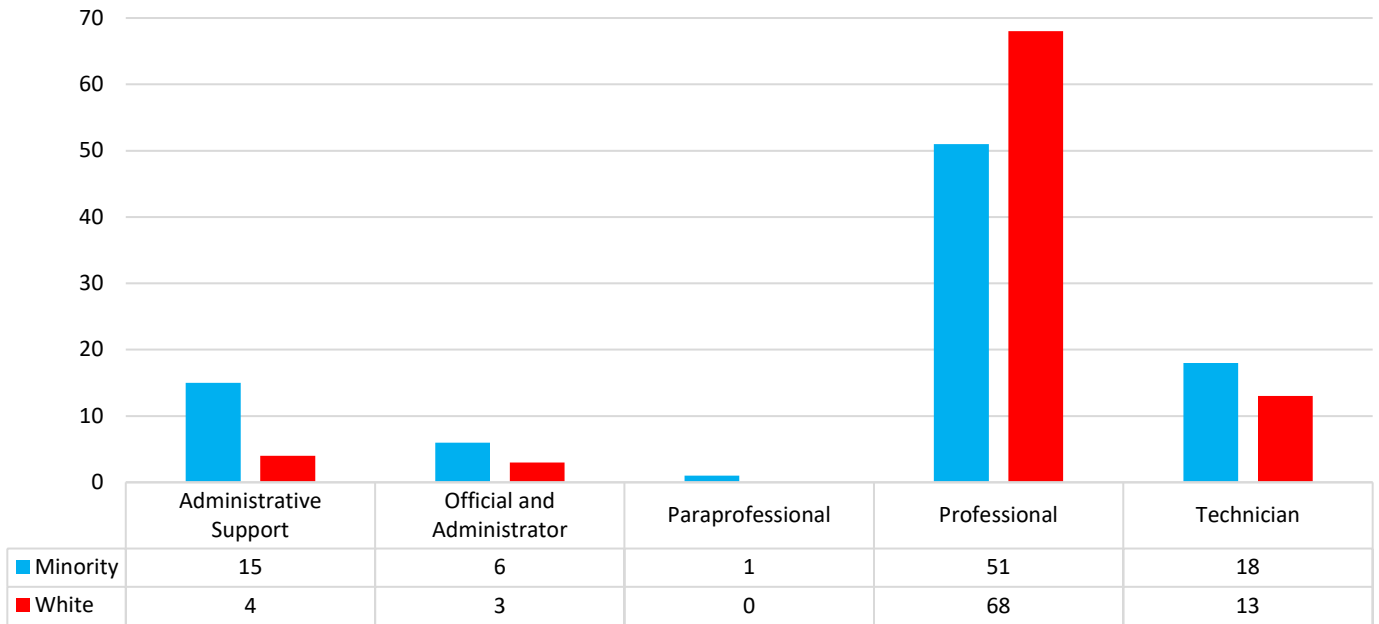
PGPL Career Employees Total: 179

Distribution by EEO-4 Job Category and Gender: Prince George's County Planning



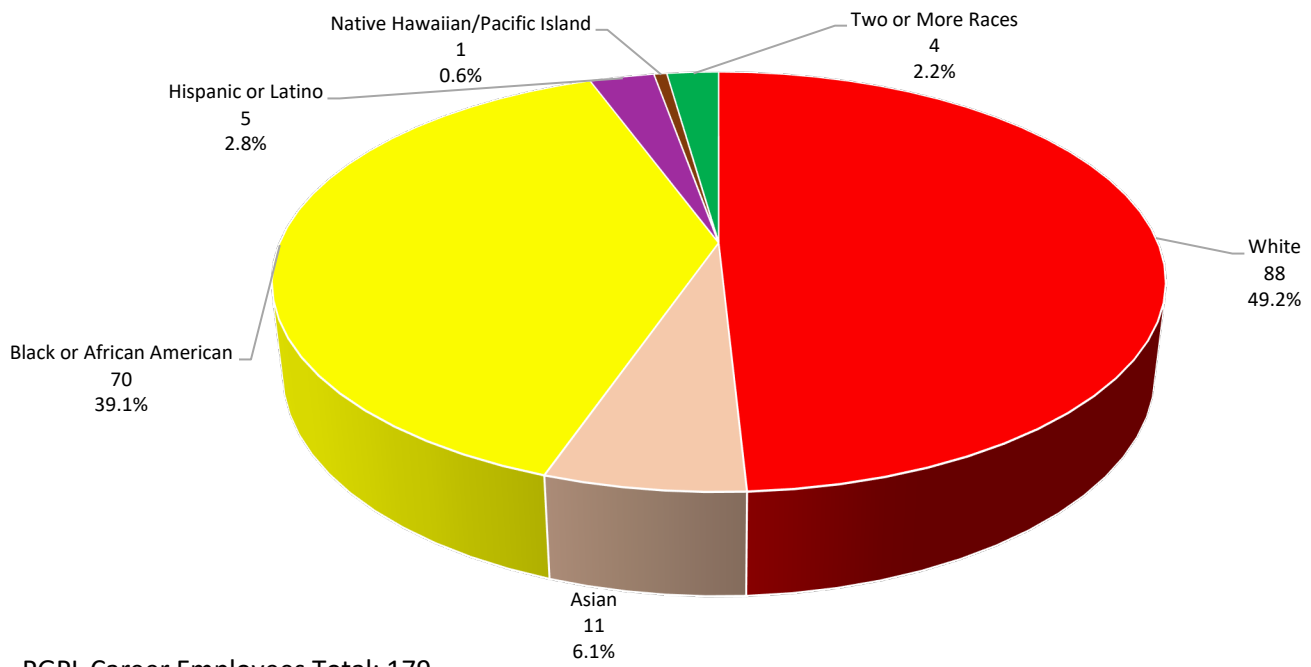
PGPL Career Employees Total: 179

Distribution by EEO-4 Job Category and Race/Ethnicity: Prince George's County Planning

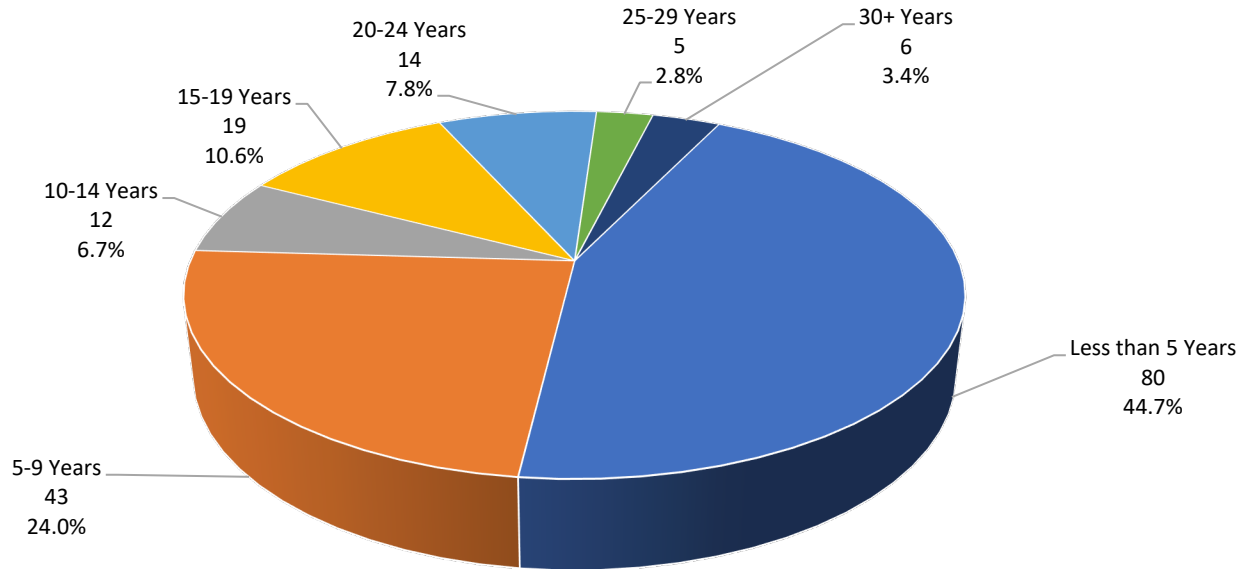


PGPL Career Employees Total: 179

EEO-4 Race/Ethnicity: Prince George's County Planning

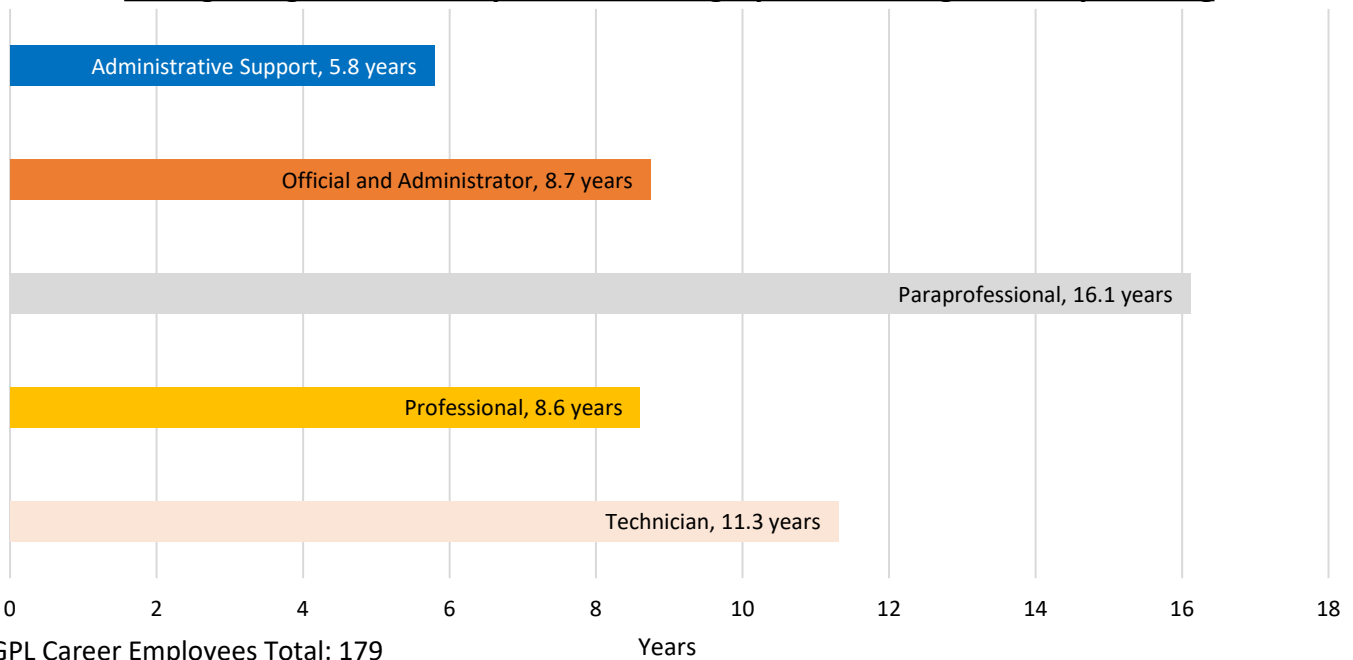


Length of Service: Prince George's County Planning



PGPL Career Employees Total: 179

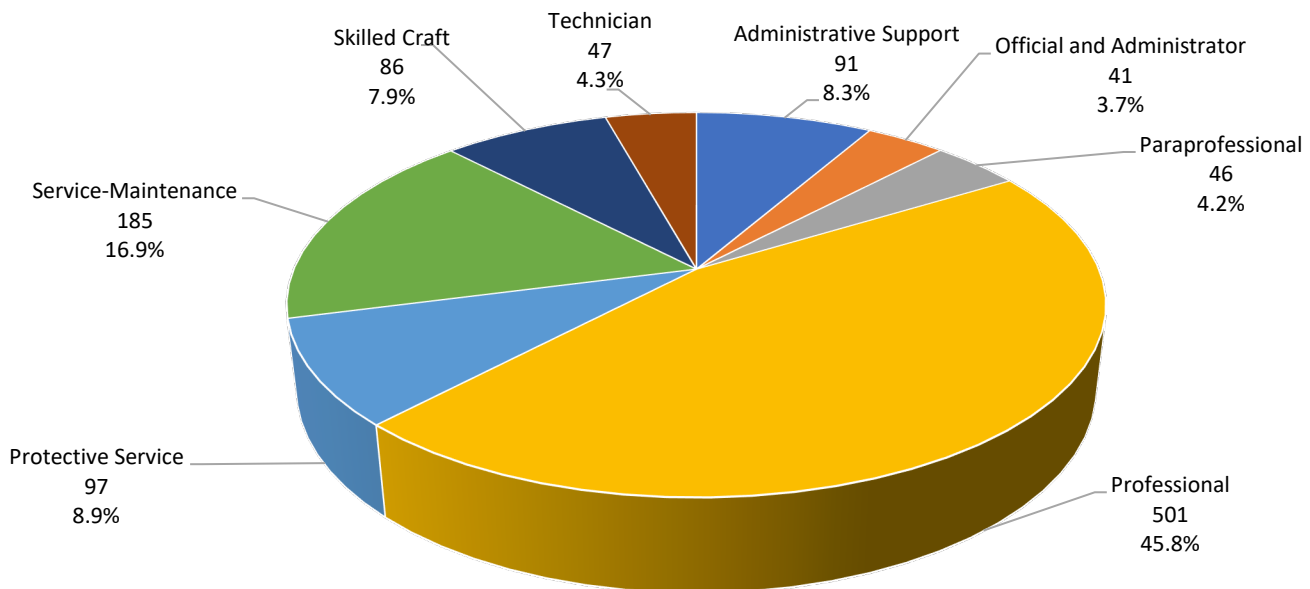
Average Length of Service by EEO-4 Job Category: Prince George's County Planning



PGPL Career Employees Total: 179

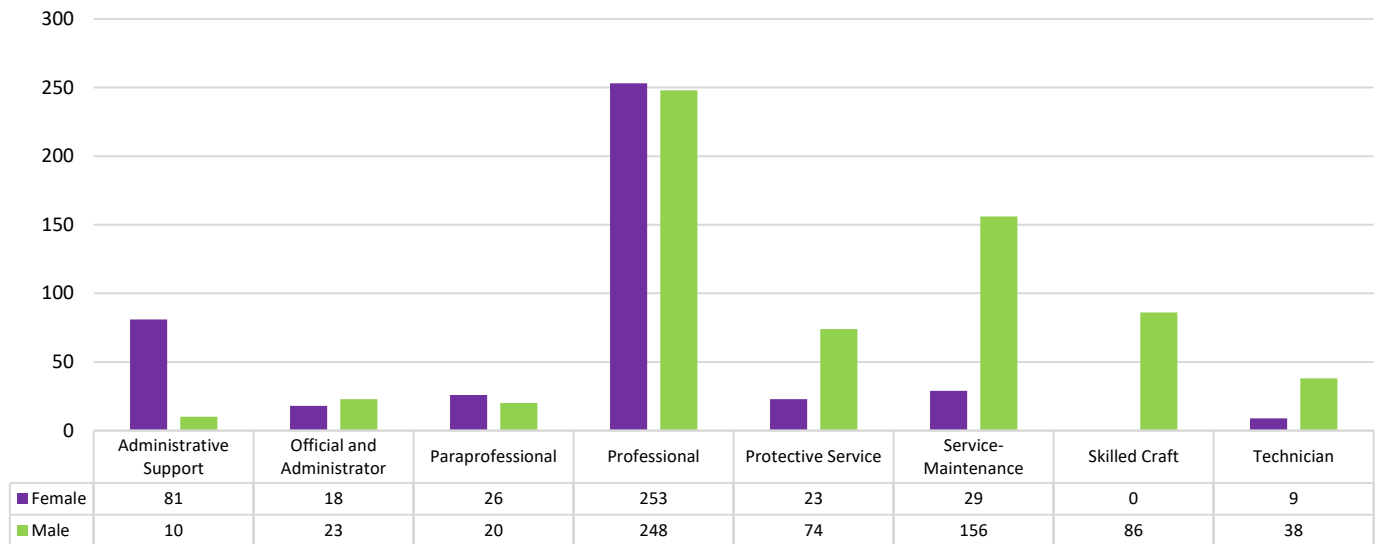
**Prince George's County Department of
Parks and Recreation**

EEO-4 Job Category: Prince George's Parks and Recreation



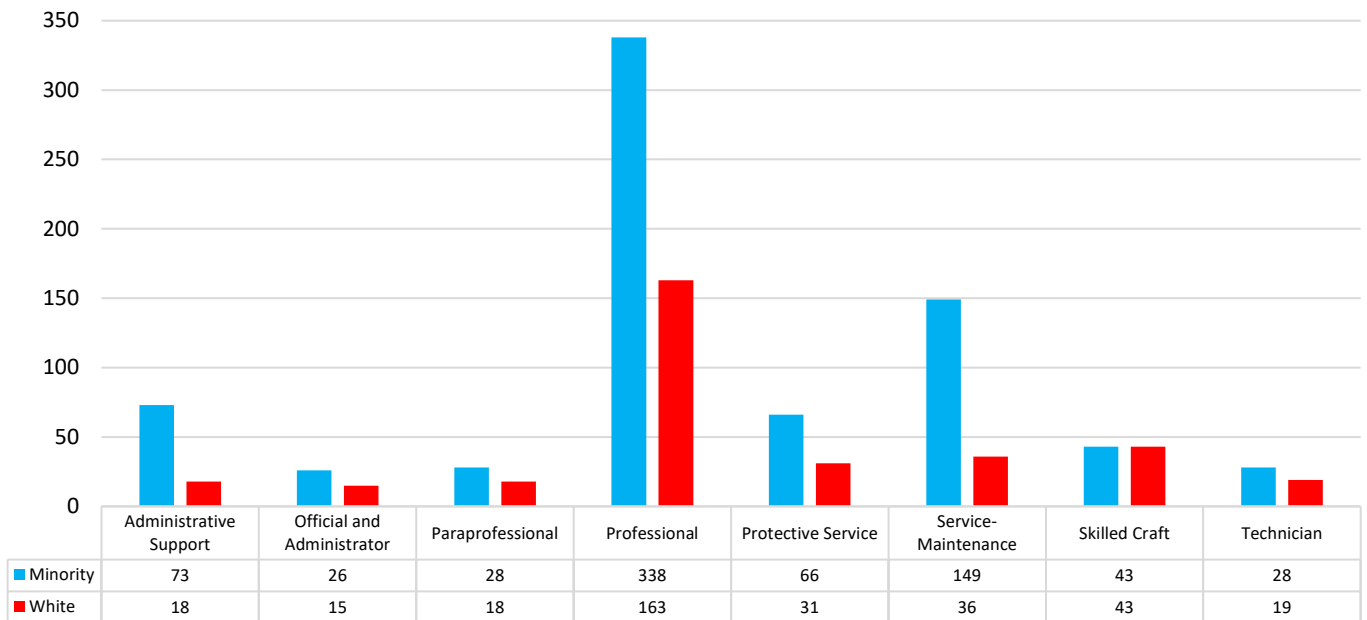
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Distribution by EEO-4 Job Category and Gender: Prince George's Parks and Recreation



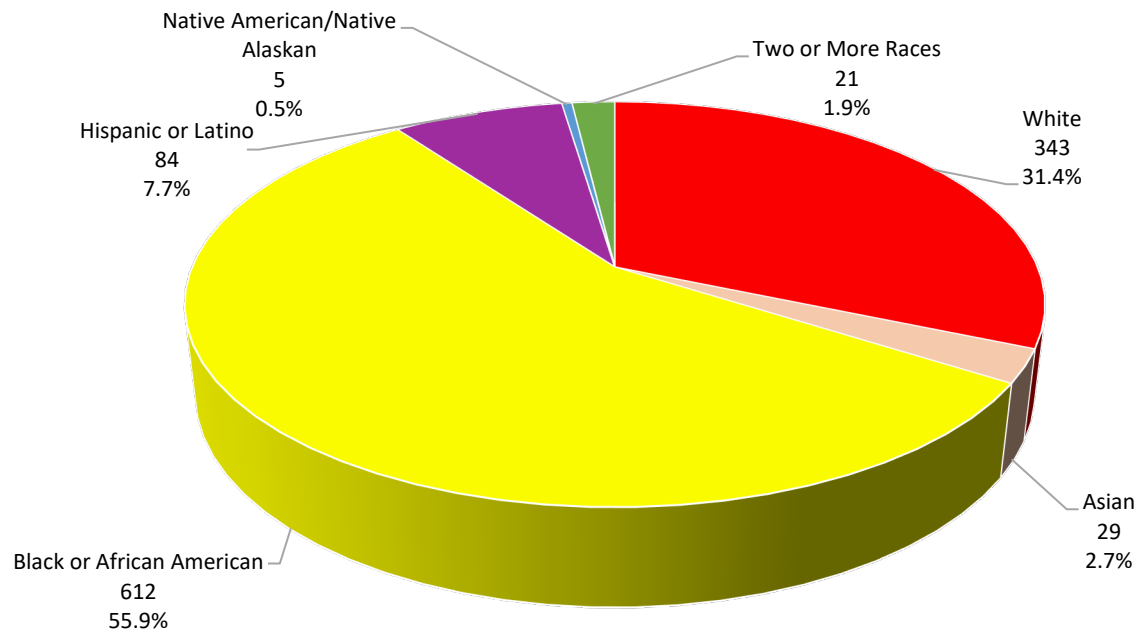
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Distribution by EEO-4 Job Category and Race/Ethnicity: Prince George's Parks and Recreation



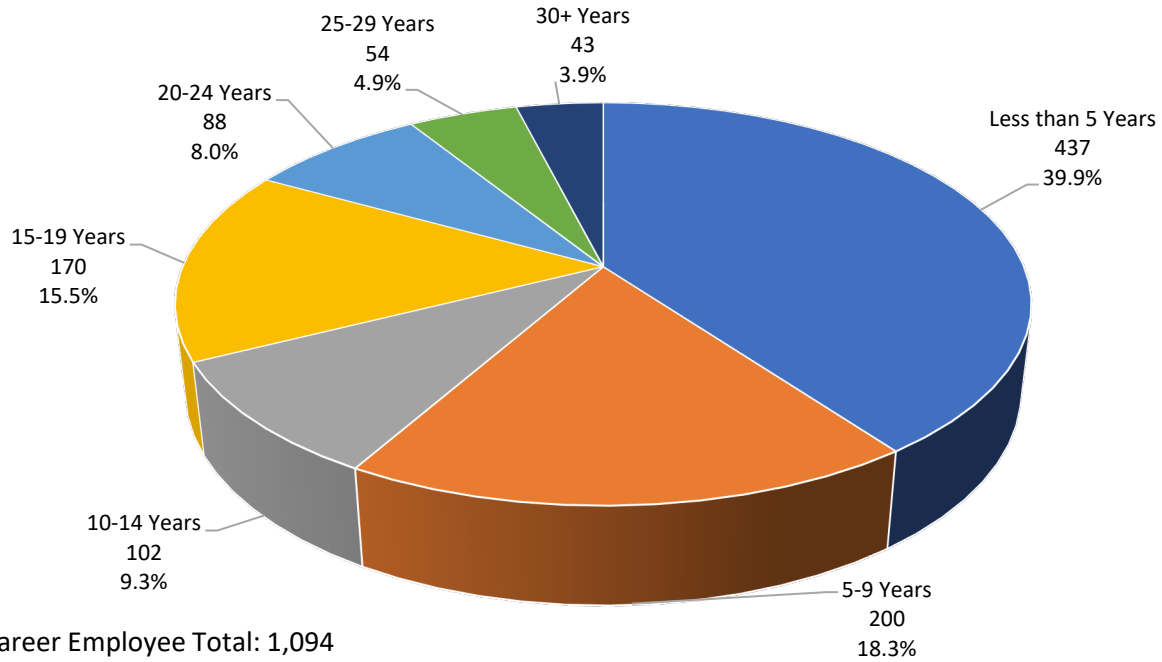
PGPR Career Employee Total: 1,094

EEO-4 Race/Ethnicity: Prince George's Parks and Recreation

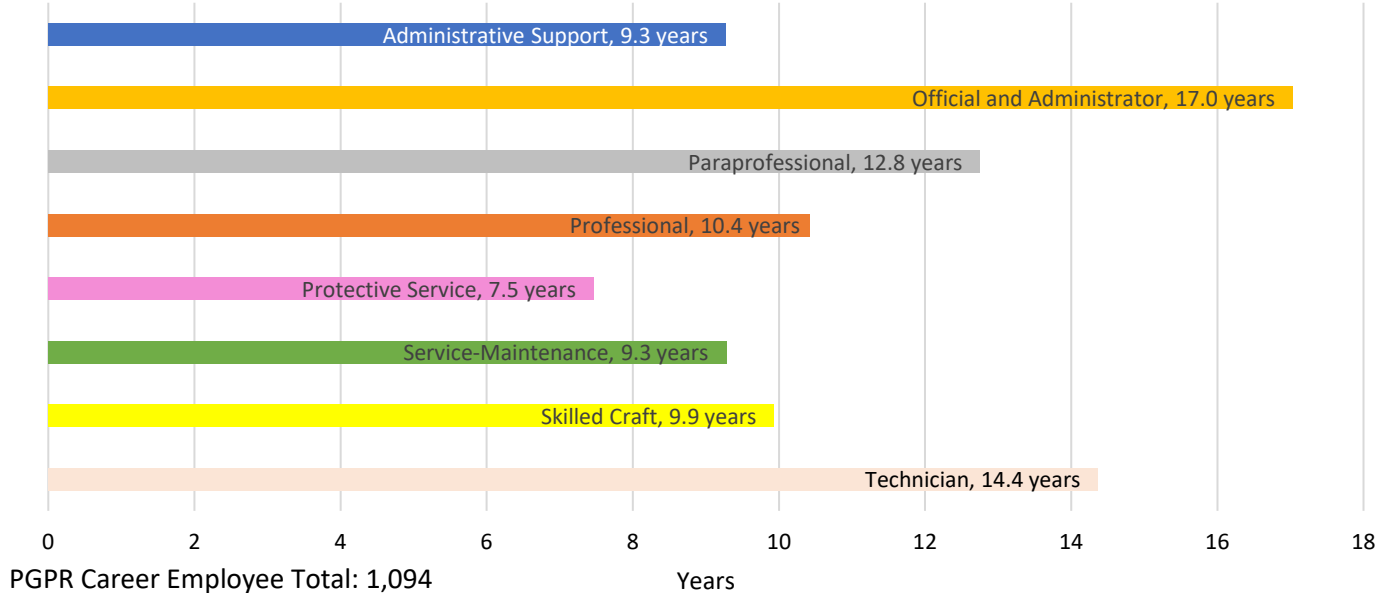


PGPR Career Employee Total: 1,094

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



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



M-NCPPC Bi-County Corporate Operations

Department of Finance

Department of Human Resources and Management

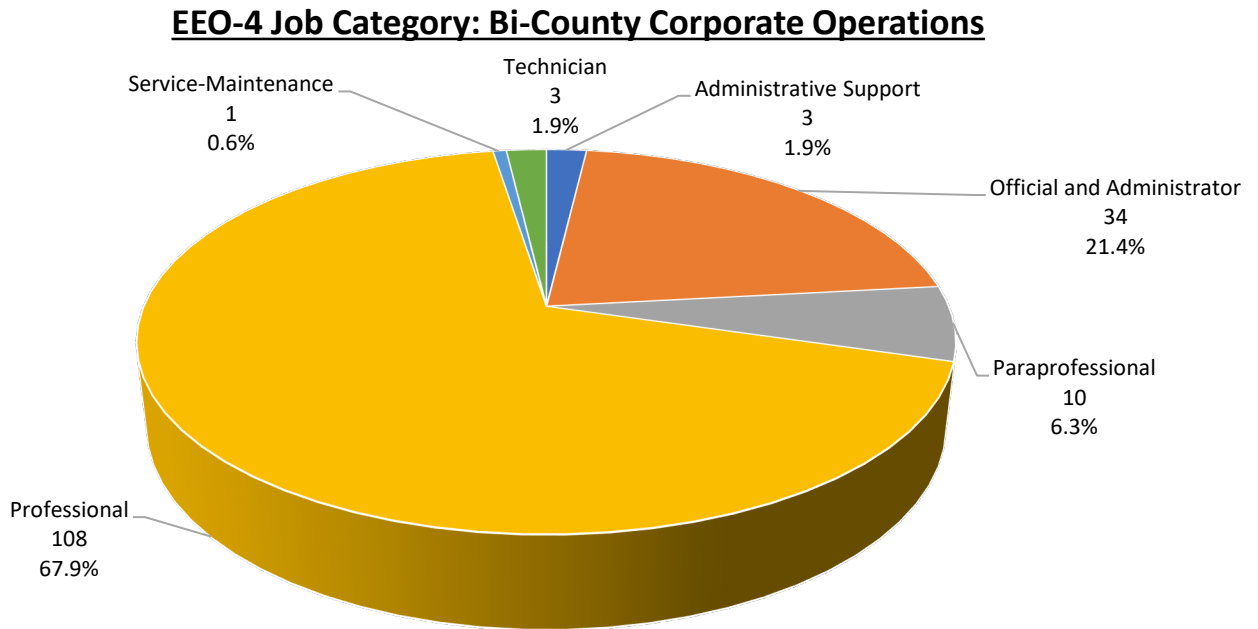
Legal Department

Office of Chief Information Officer

Office of the Inspector General

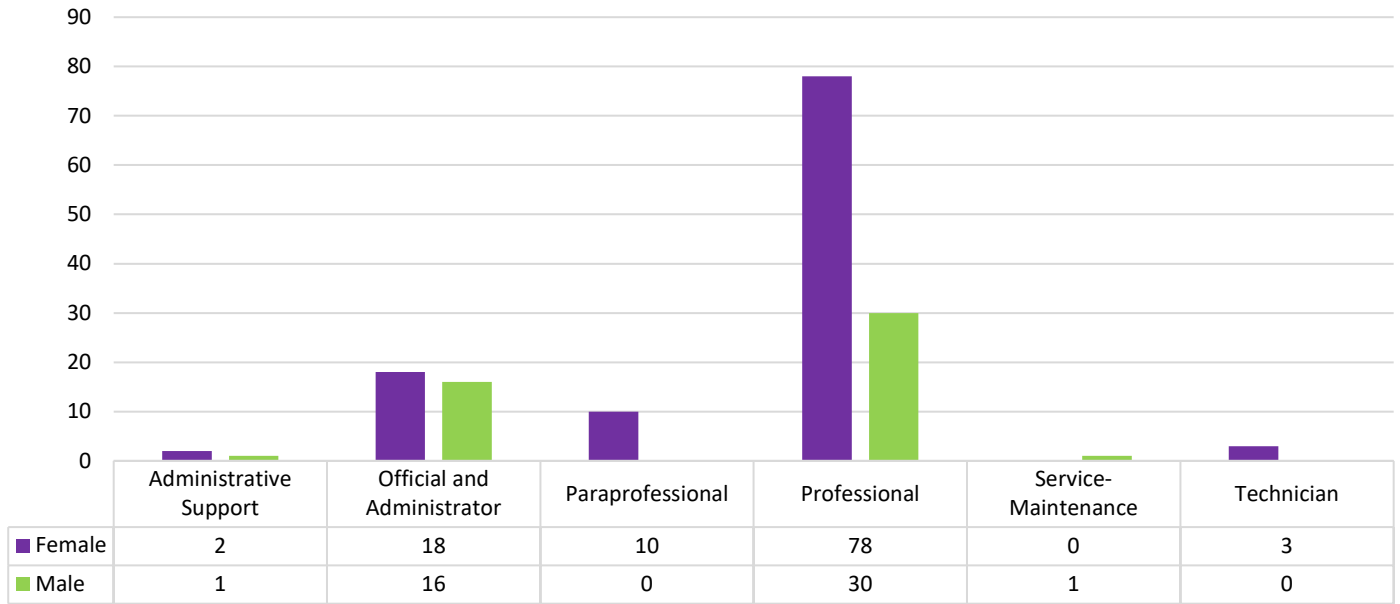
Merit System Board

Bi-County Corporate Operations



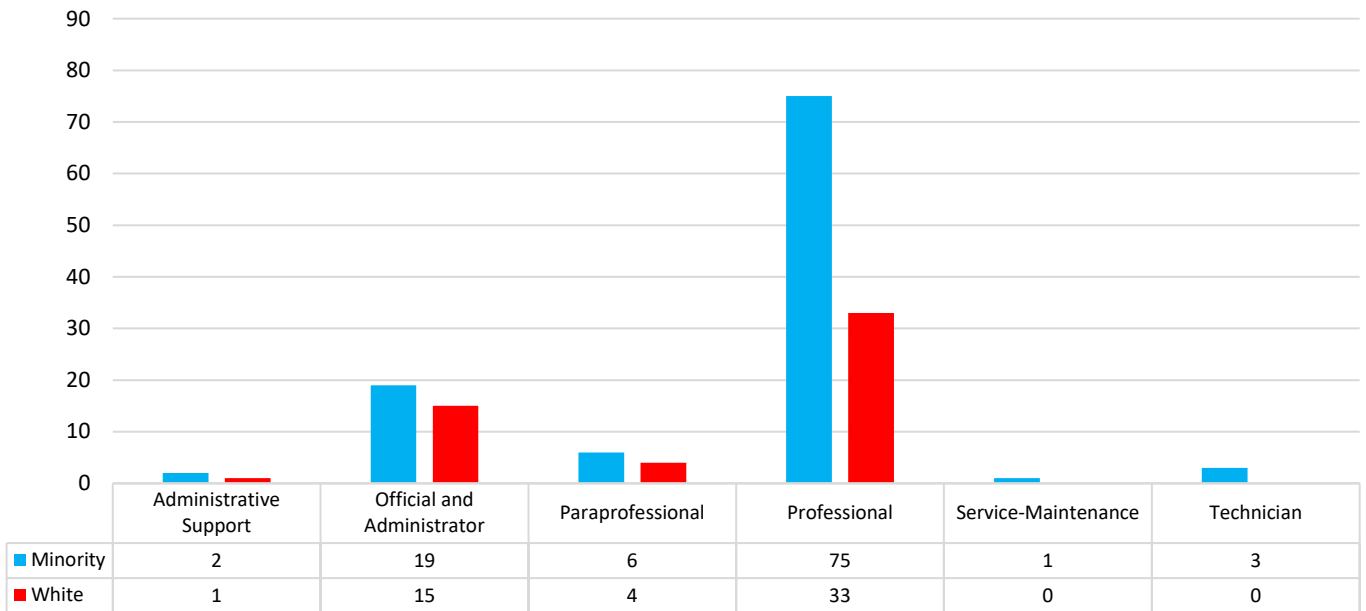
Bi-County Total Career Employees: 159

Distribution of EEO-4 Job Category and Gender: Bi-County Corporate Operations



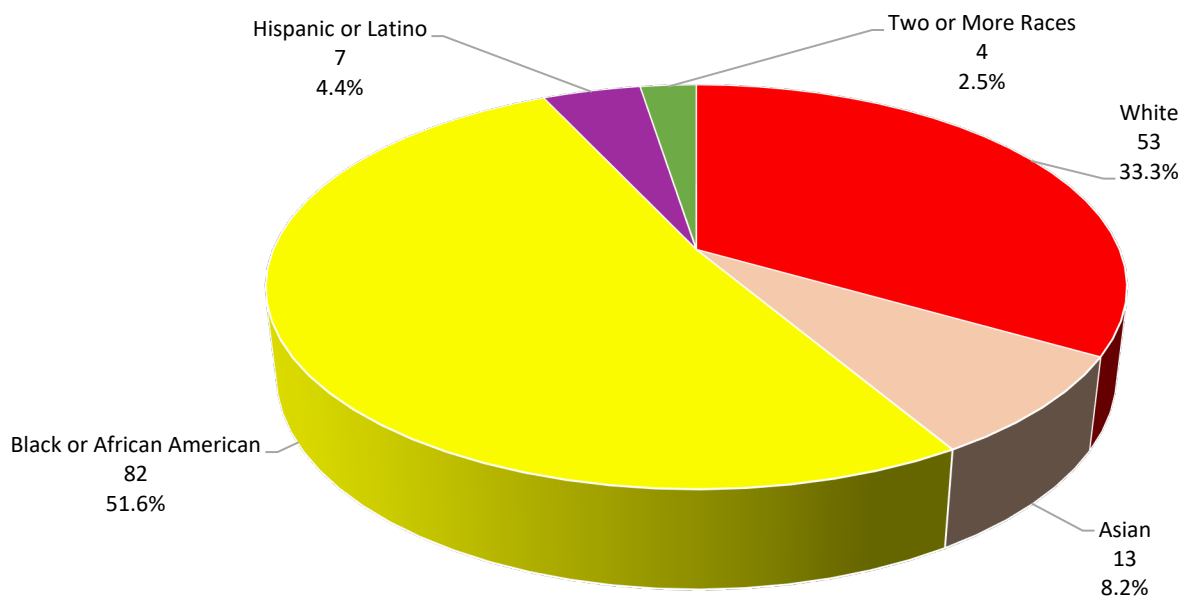
Bi-County Career Employees Total: 159

Distribution by EEO-4 Job Category and Race/Ethnicity: Bi-County Corporate Operations



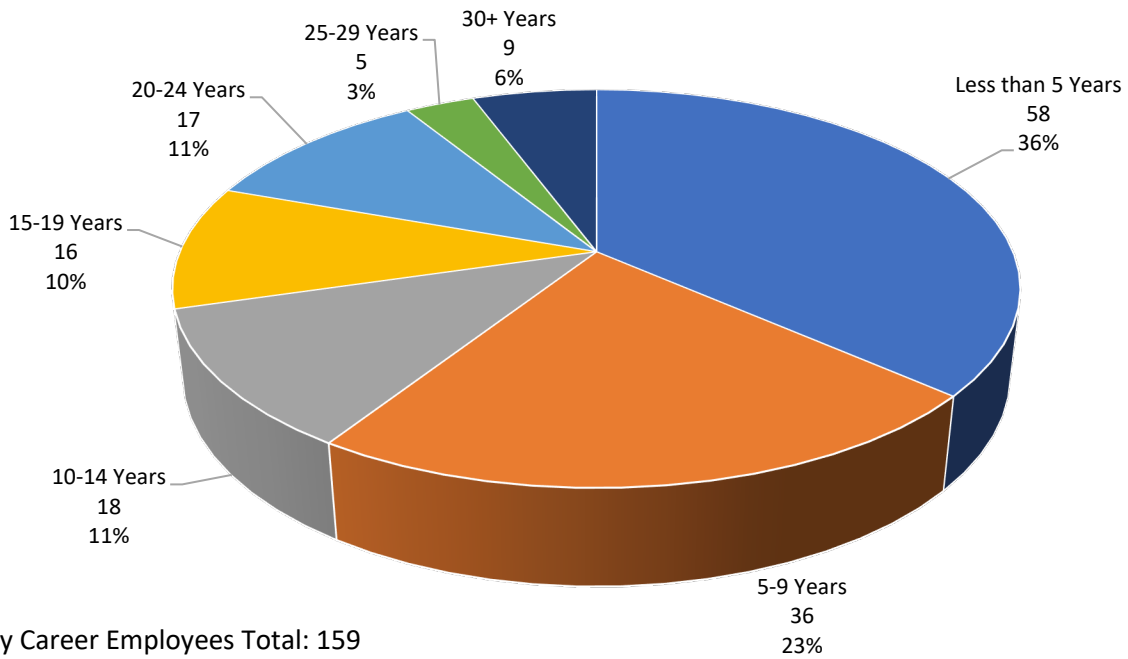
Bi-County Career Employees Total: 159

EEO-4 Race/Ethnicity: Bi-County Corporate Operations

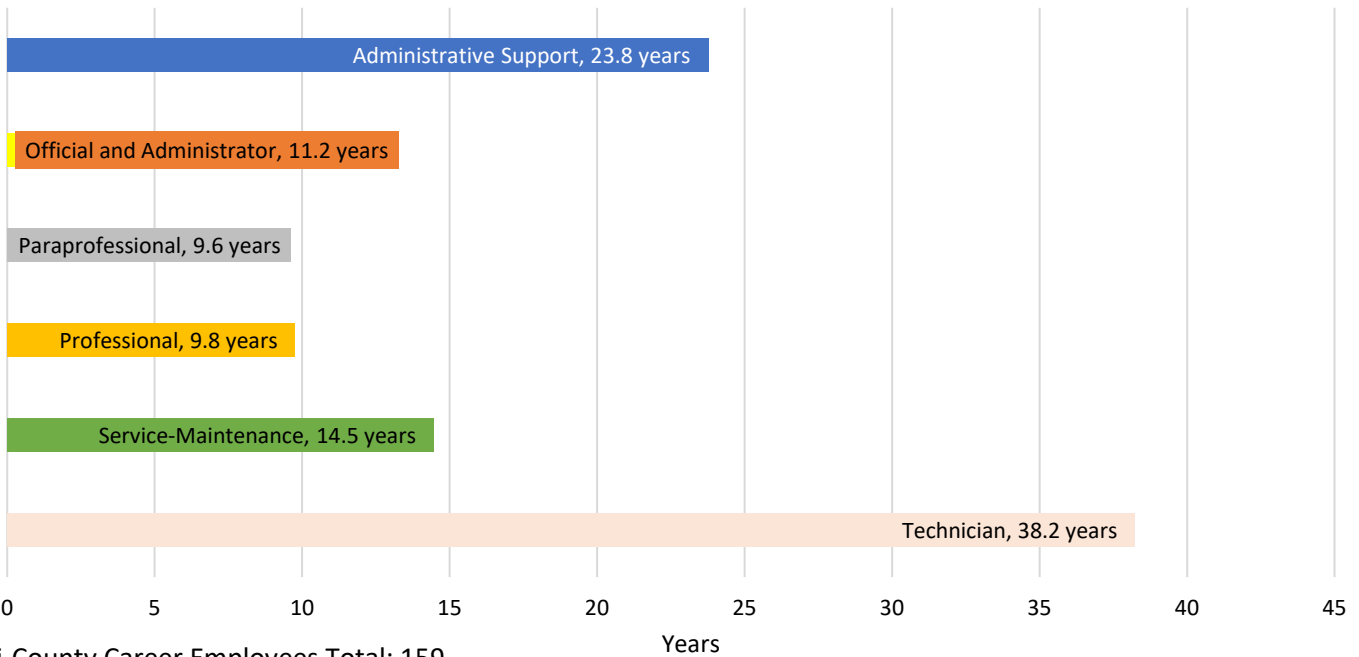


Bi-County Career Employees Total: 159

Length of Service: Bi-County Corporate Operations



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



Appendix

EEOC Definitions

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

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 2024

Credits

William Spencer
Acting Executive Director

Lawrence (Todd) Allen
Human Resources Director

Boni King
PMR Project Advisor

Cristina Ramirez
PMR Project Manager

Honovi Elwell
PMR Project Analyst