



# Office of Personnel

# Overview of Department Operations

The Office of Personnel serves job applicants, employees and their dependents, retirees and their dependents, other County Departments and in general, the citizens of Anne Arundel County.

## **Services:**

- Recruitment/Employee Services and Development
- Training
- Employee and Labor Relations
- Classification and Compensation
- Human Resources Records
- Payroll
- Health Benefits
- Pension

# Office of Personnel Highlights

- Negotiated eleven (11) expiring union labor bargaining agreements for FY 2024. FY24 negotiations (update to follow).
- Awarded contract for the County's Health Benefits Consultant.
- Transitioned to new group medical benefits plan for active employees and under-65 retirees.
- Review of over 400 County job classifications completed, as part of the Classification/Compensation Study. Further evaluation and examination of vendor findings is ongoing.
- Expanded employee wellness initiatives in conjunction with County health providers and employee groups.

# Office of Personnel Highlights

- Implemented and continued to develop new methods that create increased efficiency for recruitment and examinations for Non-Public Safety positions as well as Public Safety Entry and Promotional opportunities.
- Instituted a Leadership Development Program for key management staff throughout County Departments and graduated the second cohort of 25.
- Implemented online Fire, Police, Sheriff Communication Operator testing method, and increased opportunities for testing.
- Instituted new enhancements to Deferred Compensation plan, including but not limited to a Roth savings option.

# FY24 Office of Personnel Budget Request

- General fund request for FY24 is \$8.8 million – 76% of which is for personnel services.
  - One additional position – Personnel Analyst III for the Class & Comp unit - \$104k
  - Pay Package and Benefit Changes - \$525k
  - Contractual staff - \$85k

**Budget Summary**

General Class of Expenditure	Actual FY2022	Original FY2023	Estimate FY2023	Budget FY2024	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	7,222,326	8,183,300	8,241,400	8,882,700	699,400
Total by Fund	7,222,326	8,183,300	8,241,400	8,882,700	699,400
<b>Object</b>					
Personal Services	5,281,952	6,015,600	5,976,300	6,729,400	713,800
Contractual Services	1,719,239	1,892,400	1,996,600	1,894,300	1,900
Supplies & Materials	43,525	64,700	61,000	56,000	(8,700)
Business & Travel	177,611	210,600	207,500	203,000	(7,600)
Total by Object	7,222,326	8,183,300	8,241,400	8,882,700	699,400

- The increase in Personal Services is attributable to countywide increases to the pay package and benefits, contractual pay, and one new position.

# FY24 Negotiation Status

Union	Membership	Contract Expiration	Agreements		
			COLA	MERIT	Other
<b>FOP, Lodge #70 Police Agreement</b>	782	June 30, 2024	New Scale % varies	Step (Avg 3.5%)	Created Civil Disturbance allowance One year Agreement
<b>FODCOP (Detention Officers) Agreement</b>	246	June 30, 2024	New Scale (Avg. 4.5%)	Step (Avg 3.0%)	New Firearms Program – allowance up to \$2,500 One year Agreement

# FY24 Negotiation Status

Union	Membership	Contract Expiration	Agreements		
			COLA	MERIT	Other
<b>Teamsters Local 355 Fire Battalion Chiefs Agreement</b>	20	June 30, 2024	Placed on New Step Scale two scales: Paramedic and Non-Paramedic	Step 3.5%	Two new step scales: Paramedic and Non-Paramedic Adjustment to Extra Shift Bonus Pay (based on top pay rate for Fire Captain) One Year Agreement
<b>Teamster Local 355 Correctional Program Spec Agreement</b>	34	June 30, 2024	5%	Step 3%	\$1,500 for those employees at the maximum pay grade in lieu of a merit Continues Retention Bonus One Year Agreement

# FY24 Negotiation Status

Union	Membership	Contract Expiration	Agreements		
			COLA	MERIT	Other
<b>AFSCME, Local 582 Agreement</b>	824	June 30, 2024	5%	3%	5% COLA to LM Increase min by 5% and max to 7% 3% Merit for LM FW Scale – 5% in July and 2% in Jan. 2024  \$1,200 Tuition Reimbursement  One Year Proposal
<b>AFSCME, Local 2563 Agreement</b>	306	June 30, 2024	5%	3%	5% COLA Increase min by 5% and the max to 7% 3% Merit  One Year Proposal



# FY24 Negotiation Status

Union	Membership	Contract Expiration	Agreements		
			COLA	MERIT	Other
IAFF, Local 1563 Agreement	933	June 30, 2024	New Scale	Step	<p>Create a Non-Paramedic and Paramedic pay scale by rolling in Paramedic Premium into base salary (making it pensionable)</p> <p>One year agreement</p>
Teamsters Local 355 Park Rangers Agreement	22	June 30, 2024	5%	3%	<p>Increase min and max by 5%</p> <p>\$2,400 lump sum for those employees at the max pay grade in lieu of a merit</p> <p>Continues Retention Bonus</p> <p>Created new class - Park Ranger II</p> <p>Agreed to create work group to study new work schedule of four 10-hour days at Downs Park as a pilot.</p> <p>One year agreement</p>

# FY24 Negotiation Status

Union	Membership	Contract Expiration	Agreements		
			COLA	MERIT	Other
<b>FOP Lodge 106 (Sheriffs) Agreement</b>	83	June 30, 2024	5%	Step 3%	\$2,000 lump sum for those at the maximum pay grade in lieu of a merit Increase to 7.5% promotional rank to Sgt. or Lt. Changes Physical Fitness Award for all employees who successfully complete test One Year Agreement
<b>Detention Sergeants Agreement</b>	32	June 30, 2024	5%	Step 3%	\$1,500 lump sum for those at the maximum pay grade in lieu of a merit Continues SORT Allowance One Year Agreement
<b>Teamsters Local 355 PCO Supervisors Agreement</b>	15	June 30, 2024	5%	3%	\$1,750 for those employees at the maximum pay grade in lieu of a merit Adjustment for employees to address pay compression with comparable PCO II One Year Agreement