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County Executive

Prince George's County Government
Office of Human Resources Management



Shawn Y. Stokes
Director

June 1, 2023

MEMORANDUM

TO: Appointing Authorities

FROM: Shawn Y. Stokes, Director
Office of Human Resources Management

RE: **Requests for Position Classification Review Audits FY24 | July 3, 2023-Sept. 29, 2023**

In accordance with Personnel Procedure 244 – Classification and Position Audits, the Office of Human Resources Management (OHRM) will accept requests for position audits (i.e., desk audits) beginning July 3, 2023, through September 29, 2023. During that period, Appointing Authorities may request an audit to determine if an encumbered position is properly allocated. **The request and required documentation must be sent by 5 p.m.** on, Friday, September 29, 2023, to OHRMClassification@co.pg.md.us.

The following factors may indicate a need for a position audit review:

- Significant and permanent changes in the assigned responsibilities
- Changes in the level of complexity/difficulty
- Changes in the organizational impact of the position
- Changes in the level of supervision received and/or exercised
- Changes in the knowledge, skills, and abilities required to successfully perform in the position

About Position Audits

A position audit review of a filled position requires an explanation of the changes in the position's responsibilities as well as an explanation of what occurred (e.g., reorganization or new mandates) that caused the change(s) in responsibilities. Classification reviews are not to be used to circumvent the recruitment process or merit programs.

A position audit focuses solely on the current work assigned and does not address hypothetical or projected duties. The classification review confirms or corrects a class of work and confirms the essential characteristics that are common to all classes of work. The assessment factors include:

- Scope of work (purpose and duties/responsibilities)
- Knowledge, skills, and abilities (training, experience, certifications)
- Supervisory controls (supervisor control vs. autonomy and authority to act)
- Complexity (problem-solving, creativity)
- Communication (Written/Oral, Internal/External)
- Authority (decision-making and enforcement of procedures)
- Supervision of Others (direct and indirect)



Requests for position audits will be returned based on the following conditions:

- Failure to submit the required information
- Request was not submitted by the due date
- Position was last reviewed less than 12 months from the date of request
- Duties have not been assigned and performed by the incumbent for at least three (3) months or longer, prior to the position audit submission request
- Position is in a class of work that is the subject of an ongoing occupational study or has been scheduled for a review by OHRM within six months.
- Incumbent has not served in their current classification and grade for a year or more

HOW TO REQUEST A POSITON CLASSIFICATION REVIEW AUDIT

To be considered for review, the party who submits a request for a position audit must submit items 1-4 listed below. The information required assists in the review process and reduces potential delays with gathering information after the request has been submitted.

Before submitting a study request, the employee and/or supervisor should review existing class specifications ([copies are available online](#)) to determine which class best defines a majority of the duties performed by the position. The supervisor should compare the duties to the general class definitions and work examples of the different class levels in the appropriate series to identify the appropriate class level.

Step 1: Justification Memorandum

The justification memorandum should contain reasons for the position audit/classification review request, a summary of key changes to the position, and any relevant background information. This memo should be completed so a third-party reading this memo would be able to understand the rationale and justification of the request.

- Describe what prompted changes to the position and the request for a classification review. Provide any relevant background information that may have resulted in changes to this position (e.g., reorganization of the department, consolidation of positions, new or significantly expanded program, etc.) If this position has assumed responsibilities from another position, please identify the other position/incumbent.
- Summarize the key changes in responsibility of the position and how these changes altered the position in terms of scope, complexity, impact to the agency or County, decision making, authority/independence to act, consequence of error, types/amounts of resources managed, or required knowledge.
- If known, identify positions in your department that you view as comparable positions. In addition, if there are positions in other departments that you view as possible comparable positions, you may identify those positions as well (identifying positions in other departments is not required, however, some departments choose to do so for certain positions).
- Provide any additional information that either justifies the classification review request or assists with understanding the position.

The memo should be attached as the “cover letter” when submitting the study request along with the following information.

Step 2: Position Description

The second step to have a position reviewed for proper classification is to ensure the current position description accurately describes the duties and responsibilities of the position.

The position description must include:

1. Summary statement (major purpose of position and its role in the department)
2. Core functions and essential and marginal job duties
3. Degree of supervision indicating who assigns work, degree of independence, and other guidelines
4. Requirements (skills, knowledge, ability, and behavioral competencies)
5. Signatures of the employee, immediate supervisor, and department head/director on the position description
6. Date when the job description was approved or updated
7. Special requirements, if applicable (e.g., critical position, conflict of interest, licenses, certificates, credentials, etc.)

Step 3: Organization Chart

A current organization chart of the position's agency, showing the relationship of the position to its manager, subordinates, and peers. Organization charts allow reviewers to better understand the context of the position in the department and assist with ensuring equitable leveling of positions. In order to review positions more efficiently, we request that organization charts contain employee names, working titles, classification titles, and grade levels.

Any additional relevant organization charts, which aid in the review process (e.g., previous organizational chart in case of re-organization) should be included as well.

Step 4: Prepare the Position Audit Classification Review Packet and Submit to OHRM

After the justification memorandum, position description, and related materials have been prepared and routed internally for necessary approvals, the HR Liaison or department designee will review the materials to ensure that: 1) all items are correctly filled out and signed; and 2) the required attachments are included.

The request and appropriate materials should then be forwarded to OHRMClassification@co.pg.md.us with the subject line: **FY24 Position Audit Request: Dept Acronym – Position Number – Incumbent Last Name, First Name.**

Submit the following documentation to OHRM:

1. Justification memorandum
2. Position description (must be signed and dated by the employee, supervisor, and the department head/director; additional pages must be initialed and dated)
3. Organizational chart

Upon receipt, OHRM will review the requests for completeness, and notify the employee, supervisor, appointing authority, and HR Liaison of acceptance or denial within ten (10) working days of receipt.

If you have any questions regarding the Position Audit Classification Review process, please contact the OHRM Classification Division at OHRMClassification@co.pg.md.us.

Appointing Authorities

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