



Angela D. Alsobrooks  
County Executive

Prince George's County Government  
Office of Human Resources Management



Shawn Y. Stokes  
Director

On Monday, August 30, 2021, Prince George's County Government offices will re-open to the public. The Office of Human Resources Management (OHRM) will be open 8:30 a.m. to 5 p.m., Monday through Friday, to provide the following services.

**Benefits – In-person and Virtual Services *By Appointment Only***

- **Benefit Inquiries** – the Benefits team is available to answer your questions and assist with issues regarding your employee or retiree benefits. Contact [Benefits@co.pg.md.us](mailto:Benefits@co.pg.md.us) to make an in-person or virtual appointment.

**People Operations – In-person and Virtual Services *By Appointment Only***

- **CORE HR** (records management, onboarding, leave management, credentialing)  
Contact [CoreHR@co.pg.md.us](mailto:CoreHR@co.pg.md.us) for an appointment.
- **HR Service Management** (performance management, policy development, personnel law, telework and alternative work arrangements)  
Contact [HRService@co.pg.md.us](mailto:HRService@co.pg.md.us) or [AWA@co.pg.md.us](mailto:AWA@co.pg.md.us) (for alternative work arrangement services) for an appointment.
- **Learning and Development** (training, organizational development, employee engagement)  
Contact [LPOD@co.pg.md.us](mailto:LPOD@co.pg.md.us) for an appointment.

**Recruitment, Examination, and Classification – In-person & Virtual Services *By Appointment Only***

- **Classification and Compensation**  
Maintains County's Classification Plan and Classification Specifications; conducts classification and compensation studies, organizational studies, job task analysis, and position audits. For an appointment, contact [OHRMClassification@co.pg.md.us](mailto:OHRMClassification@co.pg.md.us).
- **Youth@Work/Summer Youth Enrichment Program**  
Provides an opportunity for young people across the County to participate in career development, life-skills training and summer employment opportunities. For assistance, contact [SYEP@co.pg.md.us](mailto:SYEP@co.pg.md.us) or visit [syep.mypgc.us](http://syep.mypgc.us).
- **Recruitment and Staffing**  
Develops and implements recruitment strategies, human resources forecasting, develops position descriptions and performance standards, tracks and evaluates job applications, administers skills assessments, develops selection policies, and advertises for job openings for County departments and agencies. For an appointment, contact [OHRMRecruitment@co.pg.md.us](mailto:OHRMRecruitment@co.pg.md.us).
- **Test Development Administration**



Responsible for administering public safety promotional examinations, overseeing the entry-level public safety entrance examinations, including public safety call taker/dispatchers; and administering clerical tests. For an appointment, contact [OHRMExamination@co.pg.md.us](mailto:OHRMExamination@co.pg.md.us).

- **Pre-employment Testing**

Scheduling pre-employment examinations such as physicals, drug, and alcohol testing. For any questions regarding pre-employment testing, please e-mail [preemployment@co.pg.md.us](mailto:preemployment@co.pg.md.us).

### **Pensions and Retirement – *In-person Services By Appointment Only***

The Pensions and Retirement team is responsible for the following, which will be provided in-person by appointment only. For an appointment, contact [Pensions@co.pg.md.us](mailto:Pensions@co.pg.md.us).

- **Retirement Counseling Sessions** – [request a counseling session](#) at least 60 days prior to your anticipated retirement date.
- **Notary Services**
- **Document Drop-off**

### **Labor Relations – *Virtual Services By Appointment Only***

The Labor Relations team is responsible for the following services, which will be provided virtually (and in-person on an as needed basis). Contact [LaborTeam@co.pg.md.us](mailto:LaborTeam@co.pg.md.us) for an appointment.

- Collective Bargaining
- Labor Disputes
- Employee Services
- Legislation
- Occupational Medical Services