



HOWARD COUNTY DEPARTMENT OF COUNTY ADMINISTRATION

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**TO:** Brandee Ganz  
Chief Administrative Officer

**FROM:** Anju A. Bennett, Administrator  
Office of Human Resources

Lauriane Shipley, Lead Analyst  
Classification and Compensation Division

**SUBJECT:** Amendment to the Classification Plan to recognize two new positions authorized by Council Bill 9-2025 (Reorganization and creation of the Department of General Services)

**Requested Action**

With the approval of the CAO as noted above, the Administration is seeking adoption of the attached Classification Plan amendments to implement Council Bill 9-25, in which the Council approved a reorganization of the Executive Branch of the County Government to establish a Department of General Services.

**Background**

The amendments to the Pay Plan include the addition of two new, executive exempt classifications:

- Class code 4129 for the Director of General Services, Grade P
- Class Code 4128 for the Deputy Director of General Services, Grade O

Both positions are part of the executive exempt service, as adopted by Council Bill 9-2025. The newly created classifications reflect the scope of duties that will be carried out by the reorganized Department of General Services. All other positions within the Department of General Services are covered by the reorganization of current positions and existing classifications.

**Fiscal Impact:**

There is no additional fiscal impact to these amendments, as these positions were reviewed as CB 9-2025.

Attachment:

1. Classification Plan (page 60) Class Family 4-1 Operations Services, Management, & Support.

**OCCUPATIONAL GROUP 4. FIELD AND TECHNICAL SERVICES  
CLASS FAMILY 4-1 OPERATIONS SERVICES, MANAGEMENT, & SUPPORT**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Licenses /Certifications	FLSA
4129	DIRECTOR OF GENERAL SERVICES	<p>Performs executive level administrative and coordinative work under executive level direction. Work includes oversight of County facilities and property to include the following areas such as: real estate management; operations and maintenance; planning, design and construction; property contracts, and facility security.</p> <p>Ensures that services are delivered efficiently, comply with relevant regulations and policies, and support the strategic goals of the County. Carries out functions including constructing of buildings and improvements, maintaining County-owned and leased property, acquiring land as prescribed by law and as directed by the County Executive, obtaining and administering agreements for the construction of public facilities, providing engineering, architectural and surveying services for all agencies of County Government; managing property owned by the County and obtaining leased space, and coordinating space needs and securing of property owned or leased by the County. Develops and monitors the departmental budget and related capital budget program; and advises the County Executive and County Council on related issues.</p>	Bachelor's degree	10 yrs.	N/A	E
4128	DEPUTY DIRECTOR OF GENERAL SERVICES	<p>Performs advanced administrative level work under executive level direction. Works with the Director of General Services to manage and direct the general services for the County Government, real estate management; operations and maintenance; planning, design and construction; property contracts, and facility security.</p>	Bachelor's degree	8 yrs.	N/A	E