




# Howard County

---

*Internal Memorandum*

SUBJECT: Council Testimony and Fiscal Impact  
Statement – Council Bill

To: Lonnie Robbins  
Chief Administrative Officer

Through: L. Todd Allen   
Human Resources Administrator

From: Art Griffin   
Chief, Classification and Pay

Date: May 1, 2013

The Administration is seeking Council approval Council Bills 23 and 24, that affect the Howard County Pay Plan and Classification Plan.

The changes to the Howard County Pay Plan include the FY 14 pay rates for General Scale non-union County employees as well as the rates negotiated with the unions for FY 14. Some Collective Bargaining Agreements will transcend several fiscal years and the pay scales relating to those future fiscal years will be submitted for legislative action in the months immediately prior to the pay scale's effective date. Increases that occur in January, 2014 are included in CB 23. Increases agreed to for January of 2015 will be included in the pay plan bill for FY15. Not all groups have ratified agreements as of prefile. FY13 rates will prevail until these unions ratify and sign new collective bargaining agreements.

Sheriff's Office employees petitioned and formed a new union this year representing Deputy Sheriff and Corporal Deputy Sheriff employees. These employees are affiliated with the Fraternal Order of Police and will be known as Lodge 131. CB 23 proposes separate pay scales for union and non-union employees in the Sheriff's Office.

The Administration is pleased that this year's submittal includes improvements to the General Salary Schedule. The General Scale hasn't had an increase since July, 2008. Two steps have been added to the top of each pay range raising the maximum of each grade by approximately 6 per cent. In addition, all pay steps within each pay

range will receive a 2 per cent across the board increase. For cost management purposes, these changes will be effective January 1, 2014.

This year's changes to the Howard County Classification Plan include the creation of a Fiscal Manager III job classification to provide significant assistance with CAFR reporting and the creation of a Management Aide class for the many confidential employees in the Administrative Aide class who are currently ineligible for union membership in Local 1810. The Recreation Services job series was also revised and updated following an extensive study of the programs employing those employees.

Pay Plan changes include grade increase recommendations for the Fire Chief, Deputy Fire Chief and the Administrator to the County Council. Other changes include "pass-throughs" for supervisors over union positions that have negotiated certain individual pay or benefit improvements. The Administration is also seeking authorization for the CAO to pay employees who worked during an emergency or other similar event. This is being referred to as "Situational Pay". This will allow the County some staffing flexibility during federally reimbursed events.

This bill only legislates the pay rates that will be in effect during Fiscal Year 2014 and any conflicting provisions between the new Collective Bargaining Agreements and the Howard County Code have been submitted under separate legislation.

A chart is attached to this testimony that provides a single source summary of the changes. Todd Allen and I will be available to the Council to more fully explain any individual action. The costs for these items have been included in the department salary accounts of the County Executive's budget bill which was recently submitted to the Council.

These items have been discussed before the Personnel Board and have received the Board's approval for items under its purview and the Board received a courtesy update for items in the Exempt Service.

cc: Ray Wacks  
Jennifer Sager

**Pay Plan and Classification Plan Amendments (Revised 5/1/13)**

	<b>ISSUE/ POSITION</b>	<b>CLASS CODE</b> <small>(for current positions)</small>	<b>PAY PLAN</b>	<b>CLASSIFICATION PLAN</b>
1	Recreation Services Supervisor	5109		Update language in Class Definition
2	Recreation Services Coordinator II	5107		Update language in Class Definition
3	Recreation Services Coordinator I	5105		Update language in Class Definition
4	Fiscal Manager III		Establish new class within financial occupational family at Grade N.	Create New Class
5	Police Management	2123,2125, 2127	(New Step 19) July 1, 2013, pay range restructuring, moves Police Major to Police Management Pay scale from General Scale.	
6	Fire Chief	2519	Upgrade Fire Chief to Grade R	
7	Fire Deputy Chief	2517	Upgrade Fire Deputy Chief to Grade P	
8	Management Aide	1410	Establish new class at Grade G.	Create class for confidential secretaries to Dept heads
9	Administrative Aide	1411		Remove reference to Dept Hd secretaries
10	Police Services Support Supervisor I	2113	Clarification of Call-in Pay. Adds pass throughs on Holiday Pay and Standby Pay	
11	General Pay Scale		Updated for Fiscal Year 2014 with changes effective January 1, 2014 incorporating 2 new steps and a 2% ATB increase	
12	Fire Management Overtime Earnings	2511, 2513, 2515	Clarification of Overtime and Compensatory time for Fire Management	
13	Situational Pay		Authorizes CAO to pay non-union employees who worked during an emergency or similar situation.	

	ISSUE/ POSITION	CLASS CODE (for current positions)	PAY PLAN	CLASSIFICATION PLAN
14	CS Pay Schedule	2405, 2407	Creates new pay scale for unionized Deputies in the Sheriff's Office	
15	OS Pay Schedule	4119, 4121	Creates a new pay scale for unionized operations supervisors	
16	OT Pay Schedule		Creates a new pay scale for unionized office and technical employees	
17	Other Pay Schedules		Updates all other pay scales with Fiscal Year 2014 changes	
18	Emergency Communication Supervisors	2307	Passes through improvements negotiated with Dispatchers to their supervisors	
19	Secretary to the County Solicitor	1413	Upgrades the position one grade	
20	PM Shift Differential		Adds clarifying language to both shifts, afternoon and evening and removes an archaic reference	
21	Engineering Mgr. II	3119	Removes this class from the Classified Service as all current Bureau Chief incumbents are appointed.	
22	Administrator to the County Council	1115	Upgrades this Position from a P to a Q.	
23	Engineering Support Technicians	3103,3105,3107	Clerical Correction to job titles	

Rev 3/12/13