

Introduced _____
Public Hearing _____
Council Action _____
Executive Action _____
Effective Date _____

County Council of Howard County, Maryland

2026 Legislative Session

Legislative Day No. 11

Bill No. 55 -2026

Introduced by the Chairperson at the request of the County Executive

Short Title: Classification Plan Repeal; Pay Plan Amendment and Employee Manual Amendment

Title: AN ACT repealing, in its entirety, the Classification Plan for Howard County and adopting a revised Classification Plan to establish the occupational groups, class families, and the qualifications, duties, and general requirements for each position classification contained in the plan; amending the Pay Plan for Howard County to amend certain salary schedules and provisions related to performance evaluations and to provide revised pay codes for all employees; to amend the Employee Manual related to promotions; to provide for the administration of this Act; to make technical corrections; and generally relating to the Classification Plan, Pay Plan and Employee Manual.

Introduced and read first time _____, 2026. Ordered posted and hearing scheduled.

By order _____
Michelle Harrod, Administrator

Having been posted and notice of time & place of hearing & title of Bill having been published according to Charter, the Bill was read for a second time at a public hearing on _____, 2026.

By order _____
Michelle Harrod, Administrator

This Bill was read the third time on _____, 2026 and Passed ___, Passed with amendments ___, Failed ____.

By order _____
Michelle Harrod, Administrator

Sealed with the County Seal and presented to the County Executive for approval this _____ day of _____, 2026 at ___ a.m./p.m.

By order _____
Michelle Harrod, Administrator

Approved by the County Executive _____, 2026

Calvin Ball, County Executive

NOTE: [[text in brackets]] indicates deletions from existing law; TEXT IN SMALL CAPITALS indicates additions to existing law; ~~Strike-out~~ indicates material deleted by amendment; Underlining indicates material added by amendment.

1 **WHEREAS**, Section 706 of the Howard County Charter and Section 1.201 of the
2 Howard County Code provide for the adoption of, and amendment to, the Howard County
3 Classification Plan, which describes the qualifications, duties, and general requirements for each
4 class of positions within County government; and
5

6 **WHEREAS**, under Section 1.201(c) of the County Code, the Classification Plan, and any
7 amendments thereto, are adopted by the County Council as attachments to the Council Bill
8 through which the County Council exercises its legislative action on the Classification Plan; and
9

10 **WHEREAS**, Sections 706 and 707 of the Howard County Charter and Section 1.301 of
11 the Howard County Code provide for the adoption of and amendment to the Pay Plan for
12 Howard County, which allocates each class of positions to the appropriate pay grade, and which
13 establishes rules for administration of the Pay Plan for positions within County government; and
14

15 **WHEREAS**, under Section 1.301(c) of the County Code the Pay Plan, and any
16 amendments thereto, are adopted by the County Council as attachments to the Council Bill
17 through which the County Council exercises its legislative action on the Pay Plan; and
18

19 **WHEREAS**, the current Classification Plan was adopted by the passage of Council Bill
20 No. 52-1997 and has been amended multiple times with the most recent amendment passed in
21 Council Bill No. 35-2025; and
22

23 **WHEREAS**, the current Classification Plan is outdated and its structure is too limited to
24 effectively support the County’s operational and workforce needs; and
25

26 **WHEREAS**, likewise, the County’s Pay Plan structure is falling behind and is out of line
27 with public sector peers and presents significant challenges with internal parity— even among
28 roles of similar scope and authority; and
29

1 **WHEREAS**, the County’s Pay Plan contains inconsistent range spreads, midpoint
2 progressions, and step percentage increases, with steps varying by non-uniform percentages
3 rather than consistent, whole-number increments; and
4

5 **WHEREAS**, the current Pay Plan structure lacks a sufficient number of distinct pay
6 grades which does not provide the County with the flexibility to add mid- level distinctions
7 between levels of work;
8

9 **WHEREAS**, the current Classification Plan and Pay Plan pose challenges in attracting
10 and retaining talent, ensuring internal equity, and maintaining market competitiveness; and
11

12 **WHEREAS**, the County has worked with a consultant over the past several years and
13 has already enacted many of their recommendations to include authorizing pay equity as
14 determined by the Chief Administrative Office and Human Resources Administrator and
15 providing cost of living adjustments to all positions subject to County authority; and
16

17 **WHEREAS**, the County proposes to repeal the current Classification Plan and adopt the
18 Classification Plan, substantially in the form attached as Exhibit A; and
19

20 **WHEREAS**, the revised Classification Plan will be establishing the class code, pay
21 grade, class title and description, minimum experience required, minimum education required,
22 and certificates and licenses required for all classifications, including new and updated
23 classifications, for all County employees; and
24

25 **WHEREAS**, the County also proposes to amend the Pay Plan, substantially in the form
26 attached as Exhibit B, in order to transition to a defined-range pay structure versus a step-based
27 pay structure for the General Scale and Executive & Senior Leadership Scale, to update the
28 annual adjustment process and to align each new classification into the appropriate scale and
29 grade; and
30

1 **WHEREAS**, except those positions moving to a new Executive/Senior Leadership scale,
2 the revised General Salary Schedule will apply to positions comprising of non-represented
3 individuals at all levels, including Recreational Licensed Childcare providers; and
4

5 **WHEREAS**, Pay Plan revisions retain step-based scales but allow for certain structural
6 improvements for some of our represented workforce to include members of Local 1810 and
7 Local 3888; and
8

9 **WHEREAS**, Section 1.103 of the County Code requires that updates to the Employee
10 Manual for the appointment, promotion, demotion, or separation of employees in the classified
11 service shall be submitted to the Council for legislative action thereon and some of the changes
12 proposed related to the promotion process and changes to the Employee Manual are included in
13 Exhibit D; and
14

15 **WHEREAS**, the Personnel Board has reviewed and approved the new Classification
16 Plan, the Amended Pay Plan and amendments to the Employee Manual.
17

18 **NOW, THEREFORE,**
19

20 ***Section 1. Be It Enacted** by the County Council of Howard County, Maryland, that the*
21 *Classification Plan of Howard County, as adopted by Council Bill No. 52-1997 and as amended*
22 *from time to time, is hereby repealed in its entirety.*
23

24 ***Section 2. And Be It Further Enacted** by the County Council of Howard County, Maryland, that*
25 *a revised Classification Plan of Howard County, substantially in the form attached as Exhibit A,*
26 *is adopted as the Classification Plan of Howard County that establishes occupational groups,*
27 *class families, and the qualifications, duties, and general requirements for each position*
28 *classification contained in the plan.*
29

1 **Section 3. And Be It Further Enacted** by the County Council of Howard County, Maryland that
2 *it adopts amendments to the Pay Plan of Howard County, substantially in the form attached as*
3 *Exhibit B.*

4
5 **Section 4. And Be It Further Enacted** by the County Council of Howard County, Maryland that
6 *cost-of-living adjustments approved in Council Bill No. 32-2026 and applicable on January 1,*
7 *2027 shall be implemented.*

8
9 **Section 5. And Be It Further Enacted** by the County Council of Howard County, Maryland, that
10 *the provisions of this Act shall apply to the pay period that begins on December 28, 2026, the*
11 *pay period that includes January 1, 2027.*

12
13 **Section 6. And Be It Further Enacted** by the County Council of Howard County, Maryland,
14 *that in implementing the Classification Plan as adopted by this Act, the Personnel Officer shall*
15 *place employees into new classifications as shown in Exhibit C to this Act.*

16
17 **Section 7. And Be It Further Enacted** by the County Council of Howard County, Maryland,
18 *that in implementing the Pay Plan, as amended by this Act, for employees placed on the*
19 *Office/Technical (OT) and Operations Supervisors (OS) Step-Based Salary Schedules, the*
20 *Personnel Officer shall determine the employees' salary under the revised Pay Plan as follows:*

- 21 1. *The Personnel Officer shall calculate an employee's salary prior to the passage of this Act*
22 *and shall determine the appropriate placement within the newly assigned pay grade on the*
23 *Salary Schedule that correlates to the salary position classification that been allocated by*
24 *Exhibit C to this Act;*
25 2. *The appropriate placement of an employee shall be placed at a step nearest to or greater*
26 *than the employee's hourly rate on December 27, 2026.*

27
28 **Section 8. And Be It Further Enacted** by the County Council of Howard County, Maryland,
29 *that in implementing the Pay Plan, as amended by this Act, with respect to each employee to be*
30 *placed on the General Salary Schedule and Executive & Senior Leadership Salary Schedule, the*
31 *following provisions shall apply:*

- 1 1. *The County Executive, with respect to an employee appointed under Section 1.306 of the*
2 *Howard County Code, shall direct the Personnel Officer to place the employee within the*
3 *grade on the Executive & Senior Leadership Salary Schedule and General Salary Schedule*
4 *to which the employee's position classification has been allocated by Exhibit C to this Act*
5 *and establish a new hourly rate of pay for each employee, if necessary, to bring them to the*
6 *minimum of their new pay grade. .*
- 7 2. *The Personnel Officer shall calculate all non-Executive Exempt employees' salary prior to*
8 *the passage of this Act and shall determine the appropriate placement within the newly*
9 *assigned pay grade on the Salary Schedule that correlates to the salary position*
10 *classification that been allocated by Exhibit C to this Act and establish a new hourly rate of*
11 *pay for each employee, if necessary, to bring them to the minimum of their new pay grade;*
- 12 3. *The appropriate placement of an employee shall be equal or greater to the employee's hourly*
13 *rate on December 27, 2026.*

14
15 ***Section 9. And Be It Further Enacted*** *by the County Council of Howard County, Maryland,*
16 *that if, based upon an allocation to a grade under Sections 6, 7 and 8 of this Act, an employee*
17 *receives an increase in pay of less than \$500 at an annual rate, the Personnel Officer may pay to*
18 *the employee, in a one-time lump sum, the difference between \$500 and the increase in annual*
19 *salary the employee received as the result of the allocation subject to the following:*

- 20 1. *If an employee's annual pay rate does not increase because the employee is slotted to a pay*
21 *grade that includes their current base salary, they will receive a one-time flat payment of*
22 *\$500;*
 - 23 2. *If an employee's annual base pay rate is adjusted to increase at least \$500, they will not*
24 *receive a \$500 payment;*
 - 25 3. *If an employee's annual pay rate is adjusted and will result in an increase under \$500, the*
26 *employee will receive the difference between \$500 and the amount of annual increase*
27 *received as a result of the adjustment; and*
 - 28 4. *Part-time benefited employees shall receive an amount in the proportion that their work*
29 *week compares to the standard work week for County employees.*
- 30

1 **Section 10. And Be It Further Enacted by the County Council of Howard County, Maryland**
2 *that the Employee Manual is amended as shown in the attached Exhibit D .*

3
4 **Section 11. And Be It Further Enacted by the County Council of Howard County, Maryland**
5 *that nothing in this Act shall alter an employee's anniversary date.*

6
7 **Section 12. And Be It Further Enacted by the County Council of Howard County, Maryland**
8 *that if there is a conflict between a provision of this Act and a Memorandum of Agreement with a*
9 *collective bargaining unit, the Memorandum of Agreement shall control.*

10
11 **Section 13. And Be It Further Enacted by the County Council of Howard County, Maryland**
12 *that the Chief Human Resources Officer shall publish the revised Classification Plan, the*
13 *amended Pay Plan, and the amended Employee Manual and may correct obvious errors in*
14 *section references, numbering, formatting, capitalization, spelling, grammar, table of contents,*
15 *headings and similar matters. The Chief Human Resources Officer may also insert relevant*
16 *website links into the Employee Manual.*

17
18 **Section 14. And Be It Further Enacted by the County Council of Howard County, Maryland,**
19 *that this Act shall become effective 61 days after its enactment.*

Exhibit A

Howard County Classification Plan

HOWARD COUNTY CLASSIFICATION PLAN

FISCAL YEAR 2027

(Revised – January 1, 2027)

THE HOWARD COUNTY CLASSIFICATION PLAN IS THE OFFICIAL FRAMEWORK FOR ORGANIZING AND DEFINING POSITIONS IN THE CLASSIFIED AND EXEMPT SERVICE OF THE MERIT SYSTEM EXCEPT THOSE POSITIONS IDENTIFIED IN THE HOWARD COUNTY CODE SECTION 1.111(B)(5) OR UNDER THE CONFLICTING PROVISIONS OF SECTION 1.111(E)(1). THE CLASSIFICATION PLAN CONTAINS INFORMATION ON OCCUPATIONAL GROUPS, CLASS FAMILIES, AND THE QUALIFICATIONS, GENERAL DUTIES, FAIR LABOR STANDARDS ACT STATUS (FLSA), AND OTHER GENERAL REQUIREMENTS FOR EACH CLASSIFICATION CONTAINED IN THE PLAN.

THE CLASSIFICATION PLAN IS ADMINISTERED BY THE OFFICE OF HUMAN RESOURCES, UNDER THE AUTHORITY OF THE PERSONNEL OFFICER, IN ACCORDANCE WITH SECTION 1.201 OF THE HOWARD COUNTY CODE. REVISIONS TO THE CLASSIFICATION PLAN ARE SUBMITTED BY THE COUNTY EXECUTIVE TO THE PERSONNEL BOARD FOR APPROVAL AND THEN TRANSMITTED TO THE COUNTY COUNCIL FOR LEGISLATIVE ACTION.

TERMS:

POSITION:

A COMBINATION OF DUTIES AND RESPONSIBILITIES, ASSIGNED BY LEGITIMATE AUTHORITY, REQUIRING THE SERVICES OF AN EMPLOYEE. A POSITION CAN BE EITHER VACANT OR OCCUPIED.

OCCUPATIONAL GROUP:

THE BROADEST ORGANIZATIONAL CATEGORY WITHIN THE CLASSIFICATION PLAN, WHICH MAY CONTAIN MULTIPLE CLASSIFICATION FAMILIES AND CLASSIFICATIONS THAT SHARE RELATED PROFESSIONAL OR OPERATIONAL FUNCTIONS. EXAMPLES INCLUDE TECHNICAL SERVICES, PUBLIC SAFETY, COMMUNITY SERVICES, ETC.

CLASSIFICATION FAMILY:

A GROUPING OF RELATED JOB CLASSIFICATIONS WITHIN AN OCCUPATIONAL GROUP THAT INVOLVE SIMILAR FUNCTIONS, TECHNICAL DISCIPLINES, COMPETENCIES, OR AREAS OF SPECIALIZATION, AND REPRESENT DIFFERENT LEVELS OF WORK WITHIN AN OCCUPATIONAL FIELD OR DISCIPLINE. CLASSIFICATION FAMILIES ARE INTENDED TO ESTABLISH LOGICAL CAREER RELATIONSHIPS AMONG CLASSIFICATIONS AND SUPPORT CONSISTENCY IN CLASSIFICATION ADMINISTRATION. -EXAMPLES INCLUDE; LEGAL SERVICES, FINANCIAL MANAGEMENT & ACCOUNTING, INFORMATION TECHNOLOGY & DIGITAL SERVICES, ETC.

CLASSIFICATION:

A CATEGORY OF POSITIONS THAT ARE SUFFICIENTLY SIMILAR WITH RESPECT TO LEVEL OF RESPONSIBILITY, SCOPE OF AUTHORITY, JOB CONTENT FLSA STATUS, AND QUALIFICATION REQUIREMENTS SUCH AS APPLICABLE EXPERIENCE, EDUCATION, LICENSE/CERTIFICATIONS, AND FITNESS STANDARDS, ETC. CLASSIFICATIONS SHARE THE SAME OFFICIAL TITLE, CLASSIFICATION CODE NUMBER, CLASSIFICATION DESCRIPTION, AND SALARY GRADE. EXAMPLES INCLUDE FINANCE MANAGER I, SENIOR IT SPECIALIST, ADMINISTRATIVE MANAGER, ETC.

CLASSIFICATION DESCRIPTION:

HIGH-LEVEL, NARRATIVE SUMMARY PORTION OF A CLASS SPECIFICATION THAT GENERALLY DESCRIBES THE OVERALL PURPOSE, DISTINGUISHING CHARACTERISTICS, AND PRIMARY NATURE OF WORK ASSOCIATED WITH A CLASSIFICATION. CLASSIFICATION DESCRIPTIONS IN THIS PLAN ARE INTENTIONALLY GENERAL AND BRIEF CONTAINING ONLY SUCH INFORMATION ON JOB CONTENT AS IS USEFUL IN DEFINING THE NATURE AND LEVEL OF WORK AND IN DIFFERENTIATING THE WORK FROM OTHER CLASSIFICATIONS.

CLASSIFICATION SPECIFICATION

A CLASSIFICATION SPECIFICATION IS THE OFFICIAL DOCUMENT THAT DEFINES THE PURPOSE, SCOPE, LEVEL, AND REQUIREMENTS OF A CLASSIFICATION. CLASSIFICATION SPECIFICATIONS ARE USED TO EVALUATE POSITIONS, DETERMINE PROPER CLASSIFICATION PLACEMENT, SUPPORT RECRUITMENT, AND PROMOTE CONSISTENCY IN CLASSIFICATION AND COMPENSATION DECISIONS.

JOB DESCRIPTIONS

JOB DESCRIPTION SPECIFICALLY IDENTIFY VARIOUS KEY ASPECTS AND COMPONENTS OF AN INDIVIDUAL POSITION SUCH AS DUTIES AND RESPONSIBILITIES, WORK LOCATION, WORK SCHEDULE, EQUIPMENT UTILIZED, TASK STATEMENTS, PHYSICAL REQUIREMENTS, ETC. AND ARE USEFUL IN CLASSIFICATION MATTERS, COMMUNICATING JOB STANDARDS, RECRUITMENT, ORGANIZATIONAL DEVELOPMENT, PERFORMANCE EVALUATION AND SO FORTH. A JOB DESCRIPTION IS INTENDED TO REFLECT THE ACTUAL WORK ASSIGNED TO A POSITION AND MAY VARY AMONG POSITIONS ALLOCATED TO THE SAME CLASSIFICATION SERVICES CARRIED BY THE DEPARTMENT. THE DUTIES IN THE JOB DESCRIPTION REMAIN SUBJECT TO THE APPLICABLE CLASSIFICATION PLAN. THE OFFICE OF HUMAN RESOURCES STRONGLY ENCOURAGES COUNTY DEPARTMENTS TO MAINTAIN UP-TO-DATE JOB DESCRIPTIONS ON ALL DEPARTMENT POSITIONS AND ASSISTANCE IS AVAILABLE FOR SUCH PURPOSE.

JOB-RELATED EXPERIENCE:

EXPERIENCE THAT HAS EQUIPPED THE APPLICANT WITH THE RELEVANT KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE DUTIES OF THE POSITION SUCCESSFULLY AND IS RELATED TO THE WORK OF THE POSITION.

CLASSIFICATION ATTRIBUTES:

- FAIR LABOR STANDARDS ACT (“FLSA”) STATUS UNDER FEDERAL LAW ESTABLISHES MINIMUM WAGE AND OVERTIME PAY REGULATIONS (E.G., EXEMPT OR NON-EXEMPT STATUS FROM FLSA)
- CLASSIFICATION STATUS IS DEFINED BY COUNTY CODE SECTIONS 1.111; 1.305 - 1.309 (E.G. EXECUTIVE EXEMPT, STATE AUTHORIZED EXEMPT, ETC.). CLASSIFICATIONS ARE IN THE CLASSIFIED SERVICE UNLESS OTHERWISE DESIGNATED AS EXEMPT SERVICE OR STATE-AUTHORIZED EXEMPT POSITIONS IN THIS PLAN OR AT THE TIME OF HIRE.

NOTES:

CLASSIFICATION SPECIFICATIONS FOR CLASSIFICATIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WITH HOWARD COUNTY POLICE OFFICERS’ ASSOCIATION LODGE 21, AND THE AMERICAN FEDERATION OF STATE, COUNTY, MUNICIPAL EMPLOYEES (AFSCME) LOCAL 3085 ARE MAINTAINED SEPARATELY BY THE OFFICE OF HUMAN RESOURCES AND ARE CONSIDERED AN OFFICIAL ADDENDUM TO THE HOWARD COUNTY CLASSIFICATION PLAN. THESE CLASSIFICATIONS ARE LISTED BY THE RESPECTIVE BARGAINING UNITS WITHIN THE HOWARD COUNTY PAY PLAN. EACH SPECIFICATION SHALL CONTAIN THE TITLE, GRADE, DUTIES AND QUALIFICATION REQUIREMENTS OF THE CLASSIFICATION.

POSITIONS COMPENSATED ON COLLECTIVE BARGAINING SCALES: CERTAIN JOB CLASSIFICATIONS IN THE CLASSIFICATION PLAN ARE COVERED BY THE PROVISIONS OF A COLLECTIVE BARGAINING AGREEMENT AND ARE LISTED IN THE HOWARD COUNTY PAY PLAN BY THEIR RESPECTIVE UNION LOCAL AFFILIATION.

CLASS FAMILY 1-1 EXECUTIVE ADMINISTRATION & MANAGEMENT

POSITIONS NOT COMPENSATED ON COLLECTIVE BARGAINING SCALES: CERTAIN POSITIONS ARE EXCLUDED FROM UNION PARTICIPATION DUE TO THE CONFIDENTIAL OR MANAGERIAL NATURE OF THE WORK OR BECAUSE THE POSITION IS INELIGIBLE DUE TO ITS STATUS AS EXECUTIVE EXEMPT, GRANT-FUNDED, STATE-AUTHORIZED EXEMPT, PART-TIME BENEFITED, OR CONTINGENT AS DEFINED IN THE COUNTY CHARTER AND COUNTY CODE. THESE EMPLOYEES WILL BE COMPENSATED ON THE GENERAL SCALE IN AN EQUIVALENT GRADE. PAY, BENEFITS AND WORKING CONDITIONS FOR THESE EMPLOYEES SHALL FOLLOW THE COUNTY CODE, EMPLOYEE MANUAL AND OTHER PAY PLAN RULES. THE OFFICE OF HUMAN RESOURCES WILL MAINTAIN A REGISTER OF THESE INELIGIBLE/EXCLUDED POSITIONS.

WORKING TITLES: FUNCTIONAL JOB TITLES MAY BE USED TO IDENTIFY INDIVIDUALS AND POSITIONS IN THE PUBLIC SERVICE WHEN SUCH TITLES ARE CONSISTENT WITH THE COUNTY’S ORGANIZATIONAL STRUCTURE. DEPARTMENTS SHALL HAVE FUNCTIONAL OR WORKING TITLES REVIEWED AND APPROVED BY THE OFFICE OF HUMAN RESOURCES TO ENSURE TITLES ARE CONSISTENT WITH THE ROLES, RESPONSIBILITIES, AND AUTHORITY OF THE CLASSIFICATION. OFFICIAL CLASSIFICATION TITLES, GRADES, CODE NUMBERS, AND OTHER DESIGNATIONS ARE MAINTAINED BY THE OFFICE OF HUMAN RESOURCES AS NECESSARY TO ADMINISTER THE PROVISIONS OF THE CLASSIFICATION AND PAY PLANS. THE OFFICE OF HUMAN RESOURCES MAY ALSO USE FUNCTIONAL OR WORKING TITLES IN ORDER TO EXCHANGE CLASSIFICATION AND PAY INFORMATION WITH OTHER EMPLOYERS.

ADMINISTRATION:

GENERAL REVIEWS

THE CLASSIFICATION PLAN WILL BE REVIEWED PERIODICALLY TO ENSURE THAT CLASSIFICATIONS REFLECT COUNTY JOBS AND ARE PROPERLY ALLOCATED WITHIN THE PAY PLAN INCLUDING APPROPRIATE PAY GRADE, CLASS FAMILY, OCCUPATIONAL GROUP, ETC. AT SUCH TIME DEPARTMENT HEADS WILL BE ADVISED TO FURNISH THE OFFICE OF HUMAN RESOURCES WITH REQUESTS TO REVIEW SPECIFIC ASPECTS OF THE CLASSIFICATION AND THE PAY PLANS.

GENERAL REVIEWS - THE CLASSIFICATION PLAN WILL BE PERIODICALLY REVIEWED TO ENSURE THAT CLASSES REFLECT COUNTY JOBS AND ARE CORRECTLY ALLOCATED TO THE APPROPRIATE GRADE. AT SUCH TIME DEPARTMENT HEADS WILL BE ADVISED TO FURNISH THE OFFICE OF HUMAN RESOURCES WITH REQUESTS TO REVIEW SPECIFIC ASPECTS OF THE CLASSIFICATION AND THE PAY PLANS.

POSITION RECLASSIFICATION

THE OFFICE OF HUMAN RESOURCES WILL REVIEW THE CLASSIFICATION OF INDIVIDUAL POSITIONS WHEN REQUESTED BY A DEPARTMENT HEAD. EMPLOYEES MAY INITIATE THE PROCESS WITHIN THEIR DEPARTMENT. THE PROCEDURE FOR CONDUCTING THIS REVIEW IS ESTABLISHED IN POLICY SECTION TITLED POSITION RECLASSIFICATION, FOUND IN THE EMPLOYEE MANUAL.

QUALIFICATIONS:

MINIMUM REQUIREMENTS - UNLESS OTHERWISE SPECIFICALLY NOTED, MINIMUM REQUIREMENTS INCLUDE AN EQUIVALENT COMBINATION OF THE EDUCATION AND EXPERIENCE LISTED FOR THE SPECIFIC CLASSIFICATION. WITH RESPECT TO REQUIREMENTS FOR A HIGH SCHOOL DIPLOMA, THE COUNTY ACCEPTS GENERAL EDUCATIONAL DEVELOPMENT (GED) CREDENTIALS, OR THE EQUIVALENT CREDENTIAL CERTIFIED BY THE STATE OF MARYLAND. THE CHIEF HUMAN RESOURCES OFFICER DETERMINES EDUCATIONAL AND EXPERIENCE EQUIVALENCY AND SUFFICIENCY.

LICENSES AND CERTIFICATIONS— ANY REQUIRED LICENSE, CERTIFICATION OR OTHER RECOGNIZED EQUIVALENT ISSUED BY THE STATE OF MARYLAND, APPROPRIATE ACCREDITING AUTHORITY, OR OTHER RECOGNIZED AUTHORITY, AS DETERMINED BY THE CHIEF HUMAN RESOURCES OFFICER. ALL REQUIRED LICENSES AND CERTIFICATIONS MUST BE MAINTAINED THROUGHOUT THE EMPLOYEE’S TENURE IN THE POSITION.

POSSESSION OF A VALID DRIVER’S LICENSE MAY BE REQUIRED BASED ON THE SPECIFIC POSITION ASSIGNMENT, DEPARTMENTAL NEEDS, AND WORK LOCATION; SUCH REQUIREMENT SHALL BE DETERMINED BY THE POSITION AND NOT BY THE CLASSIFICATION AS A WHOLE. WHERE REQUIRED FOR ALL POSITIONS, IT IS NOTED IN THE CLASSIFICATION PLAN.

PREFERRED QUALIFICATIONS - SPECIFIC EDUCATION, EXPERIENCE, AND OTHER RELEVANT COMPETENCIES MAY VARY ACCORDING TO THE POSITION ASSIGNMENTS.

CLASS FAMILY 1-1 EXECUTIVE ADMINISTRATION & MANAGEMENT

OCCUPATIONAL GROUP 1. EXECUTIVE ADMINISTRATION & DEPARTMENT LEADERSHIP

CLASS FAMILY 1-1 EXECUTIVE ADMINISTRATION & MANAGEMENT

CLASS CODE	CLASSIFICATION TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
1142	CHIEF ADMINISTRATIVE OFFICER SEE COUNTY CHARTER §304, 402; COUNTY CODE §6.401	SERVES AS THE COUNTY’S CHIEF OPERATING OFFICER AND DIRECTS THE OVERALL ADMINISTRATION OF COUNTY GOVERNMENT ON BEHALF OF THE COUNTY EXECUTIVE. PROVIDES EXECUTIVE LEVEL LEADERSHIP, MANAGING DAILY GOVERNMENT OPERATIONS; COORDINATES THE IMPLEMENTATION OF POLICIES, LEGISLATION, BUDGETS AND STRATEGIC PRIORITIES; EVALUATES ORGANIZATIONAL PERFORMANCE; AND RESOLVES OPERATIONAL AND ADMINISTRATIVE MATTERS UNDER EXECUTIVE DIRECTION. WORK INCLUDES-DIRECTING MAJOR COUNTY ACTIVITIES AND GOVERNMENT SERVICES AND PERFORMING-OTHER ADMINISTRATIVE DUTIES AS ASSIGNED BY THE COUNTY EXECUTIVE; AND ACTING AS COUNTY EXECUTIVE AS REQUIRED. THIS POSITION ALSO SERVES AS THE DIRECTOR OF THE DEPARTMENT OF COUNTY ADMINISTRATION.	AS SPECIFIED BY THE COUNTY EXECUTIVE.	TEN (10) YEARS	RESIDENCY REQUIREMENT IN ACCORDANCE WITH COUNTY CODE.	EX - 7	EXECUTIVE EXEMPT FLSA EXEMPT
1140	DEPUTY CHIEF ADMINISTRATIVE OFFICER	PERFORMS ADVANCED EXECUTIVE LEVEL ADMINISTRATIVE WORK UNDER DIRECTION FROM THE CHIEF ADMINISTRATIVE OFFICER (CAO). WORK INCLUDES DIRECTING MAJOR COUNTY ACTIVITIES AND PROGRAMS AS DIRECTED BY THE CHIEF ADMINISTRATIVE OFFICER; ADVISING AND PROVIDING INFORMATION TO THE CHIEF ADMINISTRATIVE OFFICER AND OTHER OFFICIALS ON ADMINISTRATIVE MATTERS. THE POSITION ACTS ON BEHALF OF THE CHIEF ADMINISTRATIVE OFFICER AS ASSIGNED AND MAY ASSUME THE RESPONSIBILITIES OF THE CHIEF ADMINISTRATIVE OFFICER IN THEIR ABSENCE INCLUDING SIGNATORY APPROVAL TO FINANCIAL TRANSACTIONS, ADMINISTRATIVE RECORDS, AND PURCHASING ACTIVITIES.	BACHELOR’S DEGREE	TEN (10) YEARS		EX - 6	EXECUTIVE EXEMPT FLSA EXEMPT

CLASS CODE	CLASSIFICATION TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
1138	CHIEF OF STAFF	PERFORMS ADVANCED EXECUTIVE LEVEL ADMINISTRATIVE WORK UNDER EXECUTIVE DIRECTION. SERVES AS THE PRINCIPAL ADVISOR TO THE COUNTY EXECUTIVE AND DIRECTS THE OPERATIONS AND ACTIVITIES OF THE EXECUTIVE'S OFFICE. WORK INCLUDES POLICY DEVELOPMENT AND IMPLEMENTATION, DEVELOPING AND COORDINATING EXECUTIVE PRIORITIES, COMMUNICATIONS, LEGISLATIVE STRATEGY, COMMUNITY ENGAGEMENT, AND PARTNERSHIPS WITH ELECTED OFFICIALS, GOVERNMENTAL PARTNERS, AND STAKEHOLDERS; AND OVERSEEING SPECIAL PROJECTS AND MANAGEMENT ASSISTANCE DIRECTLY FOR THE COUNTY EXECUTIVE.	BACHELOR'S DEGREE	TEN (10) YEARS		EX - 6	EXECUTIVE EXEMPT FLSA EXEMPT
1136	ADMINISTRATOR TO COUNTY COUNCIL SEE COUNTY CHARTER, SECTION 203(B)	PERFORMS EXECUTIVE LEVEL ADMINISTRATIVE WORK IN DIRECTING THE ADMINISTRATIVE OPERATIONS OF THE COUNCIL OFFICE UNDER DIRECTION OF THE COUNTY COUNCIL. WORK INCLUDES MANAGING AND SUPERVISING COUNCIL OFFICE OPERATIONS, PROVIDING HIGH-LEVEL PROCEDURAL AND ORGANIZATIONAL SUPPORT TO COUNCIL MEMBERS, MANAGING THE ADMINISTRATIVE PROCESSES THAT SUPPORT COUNCIL MEETINGS, AND ENSURES COMPLIANCE WITH COUNCIL RULES.	BACHELOR'S DEGREE	EIGHT (8) YEARS		EX - 5	EXECUTIVE EXEMPT FLSA EXEMPT

CLASS CODE	CLASSIFICATION TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
1134	DEPUTY CHIEF OF STAFF	PERFORMS ADVANCED, SENIOR LEVEL ADMINISTRATIVE, OPERATIONAL, AND STRATEGIC POLICY WORK SUPPORTING THE COUNTY EXECUTIVE’S OFFICE, UNDER EXECUTIVE DIRECTION FROM THE CHIEF OF STAFF. WORK INCLUDES COORDINATING AND IMPLEMENTING OF POLICIES, CONDUCTING RESEARCH AND ANALYSIS TO PROVIDE RECOMMENDATIONS TO THE COUNTY EXECUTIVE AND CHIEF OF STAFF, AND COMPLETING SPECIAL ASSIGNMENTS UNDER THE DIRECTION OF THE CHIEF OF STAFF.	BACHELOR’S DEGREE	EIGHT (8) YEARS		EX - 5	EXECUTIVE EXEMPT FLSA EXEMPT
1128	CHIEF OF COMMUNICATION & COMMUNITY ENGAGEMENT	PERFORMS ADVANCED, SENIOR LEVEL COUNTYWIDE COMMUNICATIONS, PUBLIC INFORMATION, AND COMMUNITY ENGAGEMENT WORK UNDER EXECUTIVE- DIRECTION. DEVELOPS AND DIRECTS STRATEGIC COMMUNICATIONS, MEDIA RELATIONS, DIGITAL COMMUNICATIONS, CRISIS AND EMERGENCY MESSAGING, PUBLIC OUTREACH, AND COMMUNITY ENGAGEMENT INITIATIVES. COORDINATES COMMUNICATIONS ACROSS COUNTY DEPARTMENTS, ADVISES EXECUTIVE LEADERSHIP ON PUBLIC MESSAGING AND EMERGING ISSUES, AND PROMOTES CLEAR, CONSISTENT, AND ACCESSIBLE COMMUNICATION WITH RESIDENTS, EMPLOYEES, THE MEDIA, AND OTHER STAKEHOLDERS.	BACHELOR’S DEGREE	EIGHT 8 YEARS		EX - 5	EXECUTIVE EXEMPT FLSA EXEMPT

CLASS CODE	CLASSIFICATION TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
1126	COORDINATOR OF EXECUTIVE GOVERNMENT AFFAIRS & STRATEGIC PARTNERSHIPS	PERFORMS ADVANCED AND COMPLEX WORK INVOLVING THE COORDINATION OF GOVERNMENT AFFAIRS, INTERGOVERNMENTAL RELATIONS, AND STRATEGIC PARTNERSHIPS UNDER EXECUTIVE DIRECTION. SUPPORTS EXECUTIVE LEGISLATIVE PRIORITIES, MONITORS AND EVALUATES GOVERNMENTAL ACTIONS AFFECTING THE COUNTY, AND CULTIVATES AND MAINTAINS RELATIONSHIPS WITH ELECTED OFFICIALS, GOVERNMENT PARTNERS, AND EXTERNAL STAKEHOLDERS.	BACHELOR'S DEGREE	SIX (6) YEARS		EX - 2	EXECUTIVE EXEMPT FLSA EXEMPT
1124	COORDINATOR OF LEGISLATIVE AFFAIRS	PERFORMS ADVANCED AND COMPLEX WORK COORDINATING THE COUNTY'S LEGISLATIVE AGENDA AND PROVIDING LEGISLATIVE AND POLICY SUPPORT UNDER EXECUTIVE DIRECTION. CONDUCTS LEGISLATIVE RESEARCH, ANALYZES AND DRAFTS PROPOSED LEGISLATION, PREPARES AND COORDINATES EXECUTIVE LEGISLATIVE INITIATIVES, AND FACILITATES COMMUNICATION BETWEEN THE EXECUTIVE BRANCH AND LEGISLATIVE BODIES. MAY CARRY OUT OPERATIONAL FUNCTIONS AS DESIGNATED BY THE CHIEF ADMINISTRATIVE OFFICER.	BACHELOR'S DEGREE	SIX (6) YEARS		EX - 2	EXECUTIVE EXEMPT FLSA EXEMPT
1122	LABOR RELATIONS COORDINATOR	PERFORMS ADVANCED AND COMPLEX LABOR RELATIONS WORK UNDER EXECUTIVE DIRECTION. RESPONSIBLE FOR COORDINATING THE COUNTY'S COLLECTIVE BARGAINING ACTIVITIES, ADMINISTERING LABOR AGREEMENTS, AND PROVIDING EXPERT LABOR RELATIONS ADVISORY SUPPORT TO THE COUNTY. WORK INCLUDES COORDINATING CONTRACT NEGOTIATIONS WITH EMPLOYEE LABOR UNIONS-AND OVERSEEING CONSISTENT COMPLIANCE WITH LABOR AGREEMENTS.	BACHELOR'S DEGREE	SIX (6) YEARS		EX - 2	EXECUTIVE EXEMPT FLSA EXEMPT

CLASS CODE	CLASSIFICATION TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
1120	SENIOR ADVISOR FOR EDUCATION	PERFORMS ADVANCED SENIOR-LEVEL EDUCATIONAL POLICY ANALYSIS AND STRATEGIC ADVISORY WORK, UNDER EXECUTIVE-LEVEL DIRECTION. SERVES AS THE PRINCIPAL SUBJECT-MATTER ADVISOR ON EDUCATION-RELATED POLICY, INITIATIVES, AND INTERGOVERNMENTAL COORDINATION, WITH RESPONSIBILITY FOR RESEARCHING AND ANALYZING COMPLEX EDUCATIONAL ISSUES, DEVELOPING STRATEGIC RECOMMENDATIONS, AND ADVISING SENIOR LEADERSHIP ON RELATED MATTERS.	BACHELOR'S DEGREE	SIX (6) YEARS		EX - 2	EXECUTIVE EXEMPT FLSA EXEMPT
1118	ASSISTANT CHIEF ADMINISTRATIVE OFFICER	PERFORMS ADVANCED PROFESSIONAL ADMINISTRATIVE AND PROGRAM COORDINATION UNDER THE DIRECTION OF THE CHIEF ADMINISTRATIVE OFFICER. POSITION COORDINATES ACTIVITIES INVOLVING COUNTY DEPARTMENTS, RECOMMENDS SOLUTIONS TO SIGNIFICANT ADMINISTRATIVE ISSUES, AND ASSISTS WITH THE DEVELOPMENT AND IMPLEMENTATION OF PROGRAMS, PROCEDURES, AND PROCESS IMPROVEMENTS. PERFORMS SPECIAL ASSIGNMENTS AND PROJECTS AS DIRECTED BY THE CHIEF ADMINISTRATIVE OFFICER.	BACHELOR'S DEGREE	FIVE (5) YEARS		EX - 1	EXECUTIVE EXEMPT FLSA EXEMPT
1116	COORDINATOR OF EXECUTIVE CONSTITUENT SERVICES & COMMUNITY PARTNERSHIPS	PERFORMS ADVANCED PROFESSIONAL-LEVEL CONSTITUENT RELATIONS, COORDINATION, COMMUNITY ENGAGEMENT, AND PARTNERSHIP DEVELOPMENT WORK UNDER DIRECTION OF THE COUNTY EXECUTIVE, CHIEF ADMINISTRATIVE OFFICER, OR OTHER DESIGNATED EXECUTIVE AUTHORITY. RESPONSIBLE FOR MANAGING EXECUTIVE CONSTITUENT INQUIRIES AND CONCERNS, COORDINATING RESPONSES ACROSS DEPARTMENTS, AND SUPPORTING THE DEVELOPMENT AND MAINTENANCE OF STRATEGIC RELATIONSHIPS WITH COMMUNITY ORGANIZATIONS, ADVOCACY GROUPS, AND EXTERNAL PARTNERS.	BACHELOR'S DEGREE	FIVE (5) YEARS		EX - 1	EXECUTIVE EXEMPT FLSA EXEMPT

CLASS FAMILY 1-1 EXECUTIVE ADMINISTRATION & MANAGEMENT

CLASS CODE	CLASSIFICATION TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
1114	COORDINATOR OF EXECUTIVE POLICY & PROGRAMS	PERFORMS ADVANCED PROFESSIONAL-LEVEL EXECUTIVE POLICY DEVELOPMENT, WORK UNDER EXECUTIVE DIRECTION OF THE COUNTY EXECUTIVE'S OFFICE. WORK INVOLVES RESEARCH AND DEVELOPMENT OF POLICIES AND PROGRAMS TO SUPPORT THE COUNTY-WIDE PRIORITIES.	BACHELOR'S DEGREE	FIVE (5) YEARS		EX - 1	EXECUTIVE EXEMPT FLSA EXEMPT
1112	EXECUTIVE ASSISTANT II	PERFORMS CONFIDENTIAL, SENIOR-LEVEL, PROFESSIONAL ADMINISTRATIVE AND OPERATIONAL WORK IN SUPPORT OF ELECTED OFFICIALS OR EXECUTIVE LEADERS. PROVIDES STRATEGICALLY FOCUSED SUPPORT AND PROGRAM MANAGEMENT, INCLUDING COORDINATING COMPLEX, HIGH-IMPACT, AND OFTEN ENTERPRISE-WIDE INITIATIVES, AND SERVES AS A TRUSTED ADVISOR TO THE OFFICIAL OR LEADER ON SENSITIVE AND CRITICAL MATTERS.	BACHELOR'S DEGREE	FOUR (4) YEARS		G-116	EXECUTIVE EXEMPT FLSA EXEMPT
1110	EXECUTIVE ASSISTANT I	PERFORMS CONFIDENTIAL PROFESSIONAL-LEVEL ADMINISTRATIVE AND OPERATIONAL WORK IN SUPPORT OF ELECTIVE OFFICIALS OR EXECUTIVE LEADERSHIP POSITIONS. PROVIDES ADVANCED AND HIGHLY RESPONSIBLE ADMINISTRATIVE AND COORDINATION ASSISTANCE ON SENSITIVE MATTERS . WORK INCLUDES MANAGING COMPLEX ADMINISTRATIVE FUNCTIONS, COORDINATING EXECUTIVE ACTIVITIES, AND EXERCISING DISCRETION IN HANDLING OPERATIONAL MATTERS.	BACHELOR'S DEGREE	THREE (3) YEARS		G-114	EXECUTIVE EXEMPT FLSA Non-EXEMPT

OCCUPATIONAL GROUP 1. EXECUTIVE ADMINISTRATION & DEPARTMENT LEADERSHIP
CLASS FAMILY 1-2 DEPARTMENT LEADERSHIP

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
1244	CHIEF OF POLICE COUNTY CODE, TITLE 17, §17.200A	SERVES AS THE HEAD OF THE POLICE DEPARTMENT. PERFORMS EXECUTIVE LEVEL LAW ENFORCEMENT LEADERSHIP POLICE OPERATIONS WORK UNDER EXECUTIVE DIRECTION. DIRECTS LAW ENFORCEMENT, CRIMINAL INVESTIGATIONS, OFFICE OF ANIMAL CONTROL, POLICE COMMUNICATIONS, RELATED PUBLIC SAFETY INITIATIVES, AND GENERAL OPERATION OF THE DEPARTMENT. ADVISES THE COUNTY EXECUTIVE AND COUNTY COUNCIL ON ISSUES OF PUBLIC SAFETY. DEVELOPS AND MONITORS THE DEPARTMENTAL AND RELATED CAPITAL BUDGETS.	BACHELOR'S DEGREE	TEN (10) YEARS OF VARIED LAW ENFORCEMENT EXPERIENCE, OF WHICH AT LEAST FIVE (5) YEARS SHALL HAVE BEEN IN INCREASINGLY RESPONSIBLE MANAGERIAL WORK.	VALID CLASS C DRIVER'S LICENSE SUCCESSFUL COMPLETION OF COURSES AND QUALIFICATIONS REQUIRED BY THE MARYLAND POLICE TRAINING AND STANDARDS COMMISSION (MPTC). AUTHORIZATION TO CARRY A FIREARM IN THE PERFORMANCE OF OFFICIAL DUTIES UNDER FEDERAL AND STATE LAW.	EX - 6	EXECUTIVE EXEMPT FLSA EXEMPT
1242	CHIEF OF FIRE & RESCUE SERVICES SEE CODE TITLE 17, §17.100	SERVES AS THE HEAD OF THE DEPARTMENT OF FIRE AND RESCUE SERVICES. PERFORMS EXECUTIVE LEVEL FIRE, EMERGENCY MEDICAL, RESCUE AND EMERGENCY SERVICES OPERATIONS WORK UNDER EXECUTIVE DIRECTION. DIRECTS THE GENERAL OPERATIONS OF THE DEPARTMENT, ADVISING THE COUNTY EXECUTIVE AND COUNTY COUNCIL ON RELATED ISSUES, AND DEVELOPING THE DEPARTMENTAL AND RELATED CAPITAL BUDGET PROGRAM.	BACHELOR'S DEGREE	TEN (10) YEARS		EX - 6	EXECUTIVE EXEMPT FLSA EXEMPT
1240	COUNTY SOLICITOR	PERFORMS EXECUTIVE LEVEL LEGAL WORK UNDER EXECUTIVE DIRECTION. SERVES AS	JURIS DOCTOR (J.D.) DEGREE	AS SPECIFIED IN THE HOWARD	ADMISSION TO THE MARYLAND BAR AND	EX - 6	EXECUTIVE EXEMPT

CLASS FAMILY 1-2 DEPARTMENT LEADERSHIP

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
	SEE COUNTY CHARTER §405	THE COUNTY’S CHIEF LEGAL ADVISOR AND HEAD OF THE OFFICE OF LAW, PROVIDING LEGAL COUNSEL TO THE COUNTY EXECUTIVE, COUNTY COUNCIL, AND COUNTY OFFICES, DEPARTMENTS, BOARDS, COMMISSIONS, AND AGENCIES AS PROVIDED BY THE HOWARD COUNTY CHARTER. WORK INCLUDES HEADING THE OFFICE OF LAW REPRESENTING THE COUNTY IN ALL ACTIONS IN WHICH THE COUNTY IS A PARTY; PROVIDING LEGAL ADVICE AND OPINIONS; REVIEWING ALL LEGAL DOCUMENTS; HANDLING ACTIVITIES DIRECTED TOWARD THE CIVIL ENFORCEMENT OF COUNTY LAWS; AND PREPARING THE ANNUAL OFFICE BUDGET AND SUPERVISING THE EXPENDITURE OF FUNDS.	FROM A LAW SCHOOL ACCREDITED BY THE AMERICAN BAR ASSOCIATION.	COUNTY CHARTER §405	MEMBERSHIP IN GOOD STANDING WITH THE MARYLAND SUPREME COURT RESIDENCY REQUIREMENT IN ACCORDANCE WITH CHARTER §405		FLSA EXEMPT
1238	DIRECTOR, PUBLIC WORKS SEE COUNTY CODE TITLE 18, §18.1001	SERVES AS THE HEAD OF THE DEPARTMENT OF PUBLIC WORKS. PERFORMS EXECUTIVE LEVEL LEADERSHIP AND MANAGEMENT OF COUNTY PUBLIC WORKS PROGRAMS UNDER EXECUTIVE DIRECTION. DIRECTS THE OVERALL OPERATION, POLICY DEVELOPMENT, AND STRATEGIC MANAGEMENT OF THE COUNTY’S PUBLIC WORKS PROGRAMS, INCLUDING INFRASTRUCTURE PLANNING, ENGINEERING, CAPITAL PROJECT DELIVERY, UTILITIES, HIGHWAYS, ENVIRONMENTAL SERVICES, AND RELATED FUNCTIONS. ADVISES THE COUNTY EXECUTIVE AND COUNTY COUNCIL ON PUBLIC WORKS RELATED FUNCTIONS. DEVELOPS AND MONITORS THE DEPARTMENT AND RELATED CAPITAL BUDGET PROGRAM.	BACHELOR’S DEGREE IN ENGINEERING	TEN (10) YEARS		EX - 6	EXECUTIVE EXEMPT FLSA EXEMPT
1236	DIRECTOR, TECHNOLOGY AND	SERVES AS THE HEAD OF THE DEPARTMENT OF TECHNOLOGY & COMMUNICATION SERVICES. PERFORMS EXECUTIVE LEVEL TECHNOLOGY	BACHELOR’S DEGREE	TEN (10) YEARS		EX - 6	EXECUTIVE EXEMPT

CLASS FAMILY 1-2 DEPARTMENT LEADERSHIP

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
	COMMUNICATION SERVICES (CHIEF INFORMATION OFFICER) SEE COUNTY CODE TITLE 27, § 27.101	AND COMMUNICATION SERVICES LEADERSHIP WORK UNDER EXECUTIVE DIRECTION FROM THE COUNTY EXECUTIVE OR OTHER EXECUTIVE AUTHORITY. RESPONSIBLE FOR ESTABLISHING AND EXECUTING THE COUNTY’S ENTERPRISE TECHNOLOGY AND COMMUNICATIONS VISION, STRATEGY AND GOVERNANCE FRAMEWORK. PROVIDES OVERSIGHT OF INFORMATION TECHNOLOGY SERVICES, CYBERSECURITY, ENTERPRISE APPLICATIONS, COMMUNICATIONS SYSTEMS, RADIO AND WIRELESS OPERATIONS, DATA GOVERNANCE, RECORDS AND INFORMATION SYSTEMS INTEGRATION, AND EMERGING TECHNOLOGIES SUPPORTING COUNTY OPERATIONS AND SERVICE DELIVERY. ADVISES THE COUNTY EXECUTIVE, COUNTY COUNCIL, AND OTHER STAKEHOLDERS ON TECHNOLOGY AND COMMUNICATIONS MATTERS.					FLSA EXEMPT
1230	DIRECTOR, FINANCE SEE COUNTY CODE, TITLE 11, §11.101.	SERVES AS THE HEAD OF THE DEPARTMENT OF FINANCE. PERFORMS EXECUTIVE LEVEL FINANCIAL ADMINISTRATIVE FISCAL-WORK UNDER EXECUTIVE DIRECTION. DIRECTS THE GENERAL OPERATION OF THE DEPARTMENT AND SERVES AS THE COUNTY CHIEF AUTHORITY FOR FINANCIAL MANAGEMENT, ACCOUNTING, REVENUE ADMINISTRATION, TREASURY FUNCTIONS, AND FISCAL POLICY IMPLEMENTATION. THE DIRECTOR ADVISES AND PROVIDES INFORMATION TO THE COUNTY EXECUTIVE, THE COUNTY COUNCIL, DEPARTMENT HEADS, AND OTHERS STAKEHOLDERS ON FISCAL AND REVENUE MATTERS, OVERSEES THE COLLECTION OF ALL COUNTY REVENUES, AND IS RESPONSIBLE FOR THE CUSTODY, SAFEKEEPING AND INVESTING AND DISBURSEMENT OF COUNTY FUNDS IN	BACHELOR’S DEGREE	TEN (10) YEARS	CERTIFICATION AS A CERTIFIED PUBLIC ACCOUNTANT (CPA)	EX - 5	EXECUTIVE EXEMPT FLSA EXEMPT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
		ACCORDANCE WITH APPLICABLE ACCOUNTING STANDARDS.					
1228	DIRECTOR, COMMUNITY RESOURCES & SERVICES SEE COUNTY CODE, TITLE 12, §12.901	SERVES AS THE HEAD OF THE DEPARTMENT OF COMMUNITY RESOURCES AND SERVICES. PERFORMS EXECUTIVE LEVEL HUMAN SERVICES LEADERSHIP WORK UNDER EXECUTIVE DIRECTION. DIRECTS THE GENERAL OPERATION OF THE DEPARTMENT AND SERVES AS THE COUNTY'S CHIEF AUTHORITY FOR COMMUNITY-BASED PROGRAMS, HUMAN SERVICES DELIVERY, SOCIAL SERVICE PARTNERSHIPS, AND RELATED GRANT-FUNDED INITIATIVES. THIS POSITION ADVISES THE COUNTY EXECUTIVE AND COUNTY COUNCIL ON RELATED ISSUES. DEVELOPS AND MONITORS THE RELATED CAPITAL BUDGET AND GRANTS PROGRAM.	BACHELOR'S DEGREE	TEN (10) YEARS		EX - 5	EXECUTIVE EXEMPT FLSA EXEMPT
1226	DIRECTOR, CORRECTIONS SEE COUNTY CODE, TITLE 7, §7.501	PERFORMS EXECUTIVE LEVEL CORRECTIONS ADMINISTRATION AND OPERATIONAL LEADERSHIP WORK UNDER EXECUTIVE DIRECTION. DIRECTS THE GENERAL OPERATIONS OF THE DEPARTMENT OF CORRECTIONS AND SERVES AS THE COUNTY'S CHIEF AUTHORITY FOR CORRECTIONAL CUSTODY, DETENTION OPERATIONS, INMATE SERVICES, AND INSTITUTIONAL SAFETY AND SECURITY. ADVISES THE COUNTY EXECUTIVE AND THE COUNTY COUNCIL ON RELATED ISSUES. DEVELOPS AND MONITORS DEPARTMENT BUDGET AND RELATED CAPITAL BUDGET.	BACHELOR'S DEGREE	TEN (10) YEARS	SUCCESSFUL COMPLETION OF TRAINING AND QUALIFICATIONS REQUIRED BY THE MARYLAND CORRECTIONAL TRAINING COMMISSION (MCTC).	EX - 5	EXECUTIVE EXEMPT FLSA EXEMPT
1224	DIRECTOR, GENERAL SERVICES SEE COUNTY CODE, TITLE 29, §29.101.	PERFORMS EXECUTIVE LEVEL LEADERSHIP, FOR DESIGN, CONSTRUCTION, AND MAINTENANCE OF OWNED AND LEASED PROPERTIES AND RELATED COORDINATIVE WORK UNDER EXECUTIVE LEVEL DIRECTION. SERVES AS THE HEAD OF THE DEPARTMENT OF GENERAL SERVICES AND DIRECTS	BACHELOR'S DEGREE	TEN (10) YEARS		EX - 5	EXECUTIVE EXEMPT FLSA EXEMPT

CLASS FAMILY 1-2 DEPARTMENT LEADERSHIP

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
		COUNTYWIDE PROGRAMS RELATED TO OPERATIONS AND MAINTENANCE; REAL ESTATE MANAGEMENT, SPACE PLANNING, CAPITAL DESIGN AND CONSTRUCTION OF PUBLIC FACILITIES; PROPERTY ACQUISITION AND LEASING, AND FACILITY SECURITY. DEVELOPS AND MONITORS THE DEPARTMENTAL BUDGET AND RELATED CAPITAL BUDGET PROGRAMS; AND ADVISES THE COUNTY EXECUTIVE AND COUNTY COUNCIL ON RELATED ISSUES.					
1222	DIRECTOR, HOUSING & COMMUNITY DEVELOPMENT SEE COUNTY CODE, §13.101	PERFORMS EXECUTIVE-LEVEL HOUSING AND COMMUNITY DEVELOPMENT LEADERSHIP WORK UNDER EXECUTIVE DIRECTION. DIRECTS THE GENERAL OPERATIONS OF THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT. PLANS AND MONITORS PROGRAMS AND ACTIVITIES AS THEY RELATE TO THE COUNTY'S HOUSING AND COMMUNITY DEVELOPMENT. ADVISES THE COUNTY EXECUTIVE AND COUNTY COUNCIL ON RELATED ISSUES. DEVELOPS AND MONITORS THE DEPARTMENTAL BUDGET AND OVERSEES GRANTS.	BACHELOR'S DEGREE	TEN (10) YEARS		EX - 5	EXECUTIVE EXEMPT FLSA EXEMPT
1220	DIRECTOR, INSPECTIONS, LICENSES & PERMITS SEE COUNTY CODE, §3.601	PERFORMS EXECUTIVE LEVEL, REGULATORY, INSPECTION, AND PERMITTING LEADERSHIP WORK UNDER EXECUTIVE DIRECTION. DIRECTS THE GENERAL OPERATION OF THE DEPARTMENT OF INSPECTIONS, LICENSES AND PERMITS, AND SERVES AS THE COUNTY'S CHIEF AUTHORITY FOR BUILDING INSPECTIONS, CODE ENFORCEMENT, LICENSING, AND REGULATORY COMPLIANCE PROGRAMS. ADVISES THE COUNTY EXECUTIVE AND COUNTY COUNCIL ON RELATED ISSUES. DEVELOPS AND MONITORS THE DEPARTMENTAL AND RELATED CAPITAL BUDGET PROGRAM.	BACHELOR'S DEGREE	TEN (10) YEARS	REGISTRATION AS A PROFESSIONAL ENGINEER	EX - 5	EXECUTIVE EXEMPT FLSA EXEMPT

CLASS FAMILY 1-2 DEPARTMENT LEADERSHIP

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
1218	DIRECTOR, PLANNING & ZONING SEE COUNTY CODE, §16.801	PERFORMS EXECUTIVE LEVEL PLANNING, ZONING, AND LAND USE LEADERSHIP WORK UNDER EXECUTIVE DIRECTION. DIRECTS THE GENERAL OPERATION OF THE DEPARTMENT OF PLANNING AND ZONING, AND SERVES AS THE COUNTY'S CHIEF AUTHORITY FOR COMPREHENSIVE PLANNING, ZONING ADMINISTRATION, LAND DEVELOPMENT REVIEW, AND RELATED REGULATORY FUNCTION. THE DIRECTOR ALSO ADVISES THE COUNTY EXECUTIVE AND COUNTY COUNCIL ON RELATED ISSUES. DEVELOPS AND MONITORS THE DEPARTMENT AND RELATED CAPITAL BUDGET PROGRAM.	BACHELOR'S DEGREE	TEN (10) YEARS		EX - 5	EXECUTIVE EXEMPT FLSA EXEMPT
1216	DIRECTOR, RECREATION & PARKS SEE COUNTY CODE, §19.601	PERFORMS EXECUTIVE LEVEL RECREATION AND PARKS ADMINISTRATION WORK UNDER EXECUTIVE DIRECTION. DIRECTS THE GENERAL OPERATION OF THE DEPARTMENT OF RECREATION AND PARKS, AND SERVES AS THE COUNTY'S CHIEF AUTHORITY FOR PARKS MANAGEMENT, RECREATION PROGRAMMING, FACILITY OPERATIONS, NATURAL RESOURCE STEWARDSHIP, AND COMMUNITY RECREATION SERVICES. THIS POSITION ADVISES THE COUNTY EXECUTIVE AND COUNTY COUNCIL ON RELATED ISSUES. DEVELOPS AND MONITORS THE DEPARTMENT BUDGET AND RELATED CAPITAL BUDGET PROGRAM.	BACHELOR'S DEGREE	TEN (10) YEARS		EX - 5	EXECUTIVE EXEMPT FLSA EXEMPT

OCCUPATIONAL GROUP 2. PROGRAM MANAGEMENT & ADMINISTRATIVE SERVICES

CLASS FAMILY 2-1 PROGRAM MANAGEMENT & ANALYSIS

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
2118	ADMINISTRATIVE MANAGER	PERFORMS SENIOR-LEVEL MANAGERIAL WORK, WHICH MAY INCLUDE SUPERVISORY RESPONSIBILITIES, UNDER GENERAL DIRECTION, WITH BROAD RESPONSIBILITIES AND ACCOUNTABILITY RELATED TO MANAGING, DIRECTING, AND COORDINATING SIGNIFICANT DEPARTMENTAL PROGRAMS. DUTIES INVOLVE EFFECTIVE ALIGNMENT OF RESOURCES, PREPARING AND MONITORING COMPLEX BUDGETS, CARRYING OUT COMPLEX PROGRAM PLANNING AND IMPLEMENTATION, CARRYING OUT MANAGEMENT STUDIES, DEVELOPING AND RECOMMENDING POLICIES, AND ENSURING ALIGNMENT WITH ORGANIZATIONAL OBJECTIVES.	BACHELOR'S DEGREE	SIX (6) YEARS		G-120	FLSA EXEMPT
2116	ASSISTANT ADMINISTRATOR	PERFORMS ADVANCED-LEVEL MANAGERIAL AND PROFESSIONAL WORK, WHICH TYPICALLY INCLUDES SUPERVISORY RESPONSIBILITIES. THE POSITION ASSISTS SENIOR LEADERSHIP, DIRECTORS, OR ADMINISTRATORS, IN PLANNING, DIRECTION, COORDINATION, AND OVERSIGHT OF COMPLEX OPERATIONS, PROGRAMS, AND INITIATIVES. SERVES AS A KEY MEMBER OF THE LEADERSHIP TEAM AND IS RESPONSIBLE FOR IMPLEMENTING EXECUTIVE DIRECTION INTO OPERATIONAL PLANS, MANAGING COMPLEX ADMINISTRATIVE AND PROGRAMMATIC FUNCTIONS, AND ENSURING COMPLIANCE WITH COUNTY POLICIES, REGULATIONS, AND STRATEGIC OBJECTIVES.	BACHELOR'S DEGREE	FIVE (5) YEARS		G-118	FLSA EXEMPT
2114	ADMINISTRATIVE ANALYST III	PERFORMS ADVANCED ADMINISTRATIVE, ANALYSIS, PROGRAM COORDINATION, AND ADVISORY WORK IN ONE OR MORE FUNCTIONAL AREAS OF COUNTY GOVERNMENT, UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. WORK INCLUDES RESEARCHING, REVIEWING, AND ANALYZING COMPLEX LEGISLATIVE, BUDGETARY, PERSONNEL, PURCHASING AND POLICY ISSUES; AND OVERSEEING MAJOR FUNCTIONAL OFFICE PROGRAMS OR ACTIVITIES;	BACHELOR'S DEGREE	FOUR (4) YEARS		G-116	FLSA EXEMPT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
		AND PROVIDING EXPERT GUIDANCE TO MANAGEMENT ON ADMINISTRATIVE OPERATIONS AND STRATEGIC INITIATIVES.					
2112	ADMINISTRATIVE ANALYST II	PERFORMS INTERMEDIATE PROFESSIONAL LEVEL ADMINISTRATIVE WORK, UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR AND PERFORMS ANALYTICAL, ADMINISTRATIVE, AND SUPPORT WORK IN ONE OR MORE FUNCTIONAL AREA OF THE COUNTY'S GOVERNMENT. WORK INCLUDES PROVIDING PROFESSIONAL LEVEL ANALYSIS AND COORDINATION OF FUNCTIONAL OFFICE PROGRAMS AND ACTIVITIES, SUPPORTING DEPARTMENTAL OPERATIONS, AND ASSISTING WITH THE IMPLEMENTATION AND MONITORING OF ADMINISTRATIVE PROCESSES, POLICIES, AND PROCEDURES. ASSIGNMENTS TYPICALLY REQUIRE THE APPLICATION OF ESTABLISHED PROFESSIONAL PRINCIPLES, INDEPENDENT JUDGMENT, AND ANALYTICAL SKILLS TO RESOLVE MODERATELY COMPLEX ADMINISTRATIVE ISSUES.	BACHELOR'S DEGREE	THREE (3) YEARS		G-114	FLSA EXEMPT
2110	ADMINISTRATIVE ANALYST I	PERFORMS PROFESSIONAL LEVEL ANALYTICAL, ADMINISTRATIVE, AND TECHNICAL WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR, IN ONE OR MORE FUNCTIONAL AREAS OF THE COUNTY'S GOVERNMENT. WORK INCLUDES GATHERING AND ANALYZING DATA, PREPARING REPORTS, ASSISTING WITH PURCHASING AND CONTRACT DOCUMENTATION, AND SUPPORTING ADMINISTRATIVE PROCESSES USING ESTABLISHED PROCEDURES, GUIDELINES, AND PROFESSIONAL STANDARDS.	BACHELOR'S DEGREE	ONE (1) YEAR		G-110	FLSA EXEMPT

OCCUPATIONAL GROUP 2. ADMINISTRATIVE SERVICES & PROGRAM MANAGEMENT

CLASS FAMILY 2-2 ADMINISTRATIVE SUPPORT SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
2218	ADMINISTRATIVE ASSISTANT V	PERFORMS EXPERT LEVEL, SENIOR TECHNICAL ADMINISTRATIVE SUPPORT WORK, WHICH MAY INCLUDE SUPERVISORY RESPONSIBILITY, UNDER GENERAL SUPERVISION. RESPONSIBLE FOR PROVIDING HIGH LEVEL OF EXPERTISE ON ADMINISTRATIVE, TECHNICAL, AND PARALEGAL SUPPORT TO OFFICES, DEPARTMENTS, AND SENIOR MANAGEMENT. WORK TYPICALLY INCLUDES SUPPORTING COMPLEX PROGRAMS, PROVIDING STAFF ASSISTANCE TO LEADERSHIP, BOARDS, AND COMMITTEES; COORDINATING CLERICAL PROCEDURES AND OFFICE OPERATIONS; AND MAINTAINING EXECUTIVE CALENDARS AND APPOINTMENTS. MAY SUPERVISE A SUPPORT STAFF. WORK AT THIS LEVEL INCLUDES INDEPENDENT RESPONSIBILITY FOR A DIFFICULT AND COMPLEX ADMINISTRATIVE OR CLERICAL PROCESS NOT REQUIRING THE ATTENTION OF A PROFESSIONAL OR TECHNICAL EXPERT.	ASSOCIATE’S DEGREE	FOUR (4) YEARS		OT-210 OR G-110	FLSA NON-EXEMPT
2216	ADMINISTRATIVE ASSISTANT IV	PERFORMS HIGHLY SKILLED, ADVANCED TECHNICAL LEVEL ADMINISTRATIVE SUPPORT WORK, WHICH MAY INCLUDE SUPERVISORY RESPONSIBILITY, UNDER GENERAL SUPERVISION. RESPONSIBLE FOR COMPLEX AND SPECIALIZED ADMINISTRATIVE SUPPORT FUNCTIONS SUPPORTING MAJOR PROGRAMS, OR DEPARTMENT-WIDE OPERATIONS AND FREQUENTLY INVOLVE COORDINATION ACROSS MULTIPLE UNITS, APPLICATION OF POLICIES AND PROCEDURES, AND RESOLUTION OF COMPLEX, NON-ROUTINE	ASSOCIATE’S DEGREE	TWO (2) YEARS		OT-206 OR G-106	FLSA NON-EXEMPT

CLASS FAMILY 2-2 ADMINISTRATIVE SUPPORT SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
		ADMINISTRATIVE ISSUES. TECHNICAL TASKS AND SECRETARIAL WORK ASSISTING LEGAL STAFF OR AN EXECUTIVE LEVEL GOVERNMENT OFFICIAL. APPLY BOOKKEEPING, ACCOUNTING AND DATA PROCESSING PRINCIPLES TO ACCOUNTING AND FINANCIAL RECORD KEEPING AND REPORTING SYSTEMS AT THE ADVANCED TECHNICAL LEVEL.					
2214	ADMINISTRATIVE ASSISTANT III	PERFORMS ADVANCED TECHNICAL LEVEL ADMINISTRATIVE SUPPORT WORK, WHICH MAY INCLUDE SUPERVISORY RESPONSIBILITY, UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. RESPONSIBLE FOR A WIDE VARIETY OF MODERATELY COMPLEX ADMINISTRATIVE FUNCTIONS THAT REQUIRE INDEPENDENT RESPONSIBILITY AND APPLICATION OF DEPARTMENTAL POLICIES AND PROCEDURES FOR THE SUCCESSFUL OPERATION OF A SPECIALIZED. WORK ASSIGNMENTS ARE VARIED IN NATURE AND INVOLVE RESOLVING NON-ROUTINE ADMINISTRATIVE ISSUES, COORDINATING WORKFLOW, AND PROVIDING GUIDANCE TO LOWER-LEVEL ADMINISTRATIVE STAFF.	HIGH SCHOOL DIPLOMA OR GED	THREE (3) YEARS		OT-204 OR G-104	FLSA NON-EXEMPT
2212	ADMINISTRATIVE ASSISTANT II	PERFORMS INTERMEDIATE TECHNICAL LEVEL ADMINISTRATIVE SUPPORT WORK UNDER GENERAL SUPERVISION. DUTIES INCLUDE CARRYING OUT A VARIETY OF STANDARD ADMINISTRATIVE SUPPORT DUTIES THAT REQUIRE KNOWLEDGE OF OFFICE PRACTICES, PROCEDURES, AND DEPARTMENTAL OPERATIONS. WORK INVOLVES DATA ENTRY AND DOCUMENT MANAGEMENT, FILE MAINTENANCE OF SECURE AND CONFIDENTIAL RECORDS, AND PUBLIC CONTACT AND SERVICE. WORK MAY ALSO INCLUDE ADMINISTRATIVE	HIGH SCHOOL DIPLOMA OR GED	Two(2)		OT-202 OR G-102	FLSA NON-EXEMPT

CLASS FAMILY 2-2 ADMINISTRATIVE SUPPORT SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
		ACCOUNTING TASKS SUCH AS BOOKKEEPING, KEEPING OF FINANCIAL AND OTHER IMPORTANT RECORDS; PREPARING VOUCHERS FOR PAYMENT; DOCUMENTING AND DEPOSITING CASH RECEIPTS; AND CONTROLLING, RECORDING, AND STORING DATA. WORK AT THIS LEVEL MAY ALSO INCLUDE INDEPENDENT RESPONSIBILITY FOR A ROUTINE CLERICAL PROCESS.					
2210	ADMINISTRATIVE ASSISTANT I	PERFORMS ENTRY-LEVEL TECHNICAL ADMINISTRATIVE SUPPORT WORK UNDER DIRECT SUPERVISION. RESPONSIBLE FOR ROUTINE OFFICE AND SKILLED CLERICAL TASKS THAT INVOLVE SUPPORTING TEAMS, OFFICE, OR UNITS. WORK INVOLVES GENERAL OFFICE SUPPORT, ORGANIZING AND MAINTAINING RECORDS, TYPING, TRANSCRIPTION, AND DATA ENTRY. WORK ALSO MAY INCLUDE DUTIES SUCH AS COLLECTING FEES; OPERATING SCALES AND CASH REGISTERS; KEEPING RECORDS OF MATERIALS AND MONEY RECEIVED; AND PERFORMING ROUTINE CLERICAL TASKS IN AN ACCOUNTING ENVIRONMENT.	HIGH SCHOOL DIPLOMA OR GED	ONE (1) YEAR		OT-201 OR G-101	FLSA Non-Exempt

OCCUPATIONAL GROUP 3. LEGISLATIVE, OVERSIGHT & AUDIT SERVICES
CLASS FAMILY 3-1 LEGISLATIVE & CONSTITUENT SERVICES

CLAS S CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
1136	ADMINISTRATOR TO COUNTY COUNCIL	PERFORMS EXECUTIVE-LEVEL ADMINISTRATIVE, OPERATIONAL, AND POLICY WORK IN DIRECTING THE	—	—	—	EX-5	EXECUTIVE EXEMPT FLSA EXEMPT

CLASS FAMILY 3-1 LEGISLATIVE & CONSTITUENT SERVICES

CLAS S CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATIO N ATTRIBUTES
		ADMINISTRATIVE OPERATIONS OF THE COUNTY COUNCIL. <i>SEE FULL CLASSIFICATION DESCRIPTION UNDER <u>CLASS FAMILY 1-2 DEPARTMENTAL LEADERSHIP</u>.</i>					
3120	DEPUTY ADMINISTRATOR TO COUNTY COUNCIL	PERFORMS ADVANCED, HIGH-LEVEL ADMINISTRATIVE, LEGISLATIVE, AND OPERATIONAL WORK IN SUPPORT OF THE COUNTY COUNCIL UNDER EXECUTIVE LEVEL DIRECTION OF THE ADMINISTRATOR TO COUNTY COUNCIL. RESPONSIBLE FOR DEVELOPING, REVIEWING, AND ANALYZING COMPLEX LEGISLATION, ZONING ORDINANCES, FINANCIAL AND POLICY MATTERS; COORDINATING COUNCIL OFFICE OPERATIONS; AND SUPPORTING THE EFFECTIVE EXECUTION OF COUNCIL PRIORITIES AND LEGISLATIVE RESPONSIBILITIES.	BACHELOR’S DEGREE	SEVEN (7) YEARS		G-120	EXECUTIVE EXEMPT FLSA EXEMPT
3118	SENIOR DISTRICT ADVISOR	PERFORMS ADVANCED, HIGHLY RESPONSIBLE PROFESSIONAL ADVISORY AND ADMINISTRATIVE WORK UNDER GENERAL DIRECTION FROM AN INDIVIDUAL COUNTY COUNCIL MEMBER.-PROVIDES SENIOR-LEVEL POLICY, LEGISLATIVE, OPERATIONAL, AND CONSTITUENT ADVISORY SUPPORT TO A COUNCIL MEMBER AND SERVES AS A PRINCIPAL STRATEGIC RESOURCE FOR DISTRICT-SPECIFIC AND COUNTYWIDE MATTERS. WORK INCLUDES COMPLEX ANALYSIS, COORDINATION, AND REPRESENTATION ON ISSUES OF SIGNIFICANT POLITICAL AND PUBLIC IMPACT.	BACHELOR’S DEGREE	FIVE (5) YEARS		G-118	EXECUTIVE EXEMPT FLSA EXEMPT
3116	DISTRICT AIDE	PERFORMS PROFESSIONAL-LEVEL CONSTITUENT SERVICES, COORDINATION, AND ADMINISTRATIVE SUPPORT WORK UNDER GENERAL SUPERVISION WITHIN A	BACHELOR’S DEGREE	THREE (3) YEARS		G-114	EXECUTIVE EXEMPT FLSA EXEMPT

CLASS FAMILY 3-1 LEGISLATIVE & CONSTITUENT SERVICES

CLAS S CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATIO N ATTRIBUTES
		COUNTY COUNCIL DISTRICT OFFICE. SERVES AS A PRIMARY POINT OF CONTACT FOR RESIDENTS, COMMUNITY ORGANIZATIONS, AND STAKEHOLDERS REGARDING CONSTITUENT CONCERNS, SERVICE REQUESTS, AND DISTRICT-RELATED MATTERS. WORK INCLUDES RESEARCHING ISSUES, COORDINATING RESPONSES WITH COUNTY DEPARTMENTS AND EXTERNAL AGENCIES, AND ENSURING TIMELY AND ACCURATE RESOLUTION OF CONSTITUENT INQUIRIES.					
3114	LEGISLATIVE ANALYST III	PERFORMS CONFIDENTIAL ADVANCED, HIGHLY COMPLEX PROFESSIONAL LEGISLATIVE AND POLICY ANALYSIS WORK UNDER GENERAL DIRECTION WITHIN THE COUNTY COUNCIL OR ANOTHER AUTHORIZED LEGISLATIVE BODY. THIS CLASSIFICATION IS RESPONSIBLE FOR INDEPENDENTLY ANALYZING COMPLEX LEGISLATION, POLICY PROPOSALS, BUDGETS, AND EXECUTIVE ACTIONS AND PROVIDING AUTHORITATIVE RECOMMENDATIONS TO ELECTED OFFICIALS AND SENIOR LEADERSHIP. WORK INCLUDES LEADING HIGH-IMPACT ANALYTICAL ASSIGNMENTS, DRAFTING LEGISLATIVE LANGUAGE, AND ADVISING ON MATTERS WITH SIGNIFICANT LEGAL, FISCAL, AND POLICY IMPLICATIONS.	BACHELOR’S DEGREE	FOUR (4) YEARS		G-116	CLASSIFIED FLSA EXEMPT
3112	LEGISLATIVE ANALYST II	PERFORMS CONFIDENTIAL INTERMEDIATE LEVEL LEGISLATIVE RESEARCH, POLICY ANALYSIS, AND PROGRAMMATIC SUPPORT FOR ELECTED OFFICIALS, LEGISLATIVE BODIES, AND RELATED GOVERNMENTAL ENTITIES. WORK INCLUDES ANALYZING PROPOSED AND ENACTED LEGISLATION, ORDINANCES, AND RESOLUTIONS; EVALUATING POLICY AND OPERATIONAL	BACHELOR’S DEGREE	THREE (3) YEARS		G-114	CLASSIFIED FLSA EXEMPT

CLASS FAMILY 3-1 LEGISLATIVE & CONSTITUENT SERVICES

CLAS S CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATIO N ATTRIBUTES
		IMPACTS; COORDINATING LEGISLATIVE INITIATIVES; AND PROVIDING ANALYTICAL SUPPORT TO COMMITTEES, BOARDS, OR COMMISSIONS.					
3110	LEGISLATIVE ANALYST I	PERFORMS CONFIDENTIAL PROFESSIONAL ANALYTICAL, RESEARCH, AND ADMINISTRATIVE WORK SPECIFIC TO LEGISLATIVE OPERATIONS, POLICY DEVELOPMENT, AND GOVERNMENTAL AFFAIRS. WORK INCLUDES RESEARCHING LEGISLATION, ORDINANCES, RESOLUTIONS, AND POLICY ISSUES; TRACKING LEGISLATIVE ACTIONS; PREPARING SUMMARIES AND BRIEFING MATERIALS; AND SUPPORTING THE LEGISLATIVE PROCESS FOR ELECTED OFFICIALS, BOARDS, COMMISSIONS, OR LEGISLATIVE OFFICES.	BACHELOR’S DEGREE	ONE (1) YEAR		G-110	CLASSIFIED FLSA EXEMPT

OCCUPATIONAL GROUP 3. LEGISLATIVE, OVERSIGHT & AUDIT SERVICES

CLASS FAMILY 3-2 AUDIT SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
3218	COUNTY AUDITOR SEE COUNTY CHARTER, SEC. 212	SERVES AS THE HEAD OF THE OFFICE OF THE COUNTY AUDITOR UNDER EXECUTIVE DIRECTION FROM THE COUNTY COUNCIL AS ESTABLISHED BY COUNTY CHARTER. WORK INCLUDES PLANNING, DIRECTING, AND ADMINISTERING THE COUNTY'S AUDIT FUNCTION, FINANCIAL AUDIT OVERSIGHT, CONDUCTING A COMPREHENSIVE POST-AUDIT PROGRAM FOR THE COUNTY; AND CONDUCTING PERFORMANCE AUDITS OF AGENCIES OR PROGRAMS WHICH ARE THE RECIPIENTS OF FUNDS APPROPRIATED OR APPROVED BY THE COUNTY COUNCIL.	BACHELOR'S DEGREE	TEN (10) YEARS	CERTIFIED PUBLIC ACCOUNTANT (CPA) LICENSED IN THE STATE OF MARYLAND CERTIFIED INTERNAL AUDITOR (CIA) OR OBTAIN WITHIN SIX MONTHS OF APPOINTMENT	EX - 4	EXECUTIVE EXEMPT FLSA EXEMPT
3216	DEPUTY COUNTY AUDITOR	PERFORMS ADVANCED AND HIGHLY RESPONSIBLE PROFESSIONAL AUDIT, FISCAL, AND PROGRAM ANALYSIS WORK UNDER EXECUTIVE LEVEL DIRECTION FROM THE COUNTY AUDITOR. WORK INCLUDES PROGRAM ANALYSIS, FISCAL IMPACT ANALYSIS OF PROPOSED LEGISLATION, ANALYSIS OF BUDGET REQUESTS AND RELATED PROGRAM AND OPERATIONAL PROPOSALS OF AGENCIES SUBJECT TO THE COUNTY COUNCIL'S BUDGET AUTHORITY, AND PLANNING, SUPERVISING AND PARTICIPATING IN COMPLEX AUDIT ASSIGNMENTS.	BACHELOR'S DEGREE	SIX (6) YEARS	CERTIFIED PUBLIC ACCOUNTANT (CPA) CERTIFIED INTERNAL AUDITOR (CIA) OR OBTAIN WITHIN SIX MONTHS OF APPOINTMENT	EX - 2	EXECUTIVE EXEMPT FLSA EXEMPT
3214	AUDIT MANAGER	PERFORMS ADVANCED, HIGHLY COMPLEX PROFESSIONAL AUDITING WORK UNDER GENERAL DIRECTION WITHIN THE OFFICE OF THE COUNTY AUDITOR OR ANOTHER AUTHORIZED AUDIT FUNCTION. RESPONSIBLE FOR LEADING AND CONDUCTING COMPLEX FINANCIAL, COMPLIANCE, OPERATIONAL, AND PERFORMANCE AUDITS OF COUNTY DEPARTMENTS, PROGRAMS, GRANTS, AND ACTIVITIES. WORK INCLUDES EVALUATING INTERNAL CONTROLS, ASSESSING RISK AND COMPLIANCE, ANALYZING OPERATIONAL EFFECTIVENESS, AND DEVELOPING AUDIT FINDINGS AND RECOMMENDATIONS WITH COUNTYWIDE SIGNIFICANCE.	BACHELOR'S DEGREE	FIVE (5) YEARS	CERTIFIED PUBLIC ACCOUNTANT [CPA] CERTIFIED INTERNAL AUDITOR (CIA), OR OBTAIN WITHIN SIX MONTHS OF APPOINTMENT	G-118	CLASSIFIED FLSA EXEMPT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
3212	AUDITOR II	PERFORMS INTERMEDIATE INDEPENDENT PROFESSIONAL AUDITING WORK UNDER GENERAL SUPERVISION WITHIN THE OFFICE OF THE COUNTY AUDITOR OR ANOTHER AUTHORIZED AUDIT FUNCTION. RESPONSIBLE FOR PLANNING AND CONDUCTING COMPLEX FINANCIAL, COMPLIANCE, OPERATIONAL, AND PERFORMANCE AUDITS OF COUNTY DEPARTMENTS, PROGRAMS, GRANTS, AND ACTIVITIES. WORK INCLUDES EVALUATING INTERNAL CONTROLS, ASSESSING COMPLIANCE WITH LAWS AND POLICIES, ANALYZING OPERATIONAL EFFECTIVENESS, AND DEVELOPING AUDIT FINDINGS AND RECOMMENDATIONS.	BACHELOR’S DEGREE	FOUR (4) YEARS		G-116	CLASSIFIED FLSA EXEMPT
3210	AUDITOR I	PERFORMS PROFESSIONAL AUDITING AND ANALYTICAL WORK UNDER GENERAL SUPERVISION WITHIN THE OFFICE OF THE COUNTY AUDITOR OR ANOTHER AUTHORIZED AUDIT FUNCTION. ASSISTS IN CONDUCTING FINANCIAL, COMPLIANCE, OPERATIONAL, AND PERFORMANCE AUDITS OF COUNTY DEPARTMENTS, PROGRAMS, GRANTS, AND ACTIVITIES TO ASSESS INTERNAL CONTROLS, COMPLIANCE WITH LAWS AND POLICIES, AND OPERATIONAL EFFICIENCY. WORK INVOLVES APPLYING ESTABLISHED AUDITING PRINCIPLES, METHODOLOGIES, AND PROCEDURES TO ASSIGNED AUDIT TASKS AND DEVELOPING FOUNDATIONAL AUDIT SKILLS.	BACHELOR’S DEGREE	THREE (3) YEARS		G-114	CLASSIFIED FLSA EXEMPT

OCCUPATIONAL GROUP 3. LEGISLATIVE, OVERSIGHT & AUDIT SERVICES

CLASS FAMILY 3-3 INSPECTOR GENERAL

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
1214	INSPECTOR GENERAL SEE COUNTY CODE TITLE 22, SUBTITLE 12, SEC. 22.1202	PERFORMS EXECUTIVE LEVEL PROFESSIONAL AND INVESTIGATIVE DUTIES. WORK INCLUDES CONDUCTING INVESTIGATIONS INTO FRAUD, WASTE, AND ABUSE CONCERNS COVERING HOWARD COUNTY GOVERNMENT, EXTERNAL ENTITIES AND INDIVIDUALS RECEIVING COUNTY FUNDS OR IN CONTRACTUAL AGREEMENT WITH ANY HOWARD COUNTY GOVERNMENT DEPARTMENT OR AGENCY.	BACHELOR'S DEGREE	TEN (10) YEARS	CERTIFIED INSPECTOR GENERAL (CIG), OR OBTAIN WITHIN ONE YEAR OF THE APPOINTMENT CERTIFICATION AS A CERTIFIED INSPECTOR GENERAL	EX - 5	EXECUTIVE EXEMPT FLSA EXEMPT
3314	DEPUTY INSPECTOR GENERAL	PERFORMS ADVANCED AND HIGHLY RESPONSIBLE PROFESSIONAL LEVEL WORK UNDER THE DIRECTION OF THE INSPECTOR GENERAL. . WORK INCLUDES ASSISTING THE INSPECTOR GENERAL WITH THE OPERATIONS OF THE OFFICE OF THE INSPECTOR GENERAL, MANAGING INVESTIGATIONS INTO FRAUD, WASTE, AND ABUSE CONCERNS COVERING HOWARD COUNTY GOVERNMENT, EXTERNAL ENTITIES AND INDIVIDUALS RECEIVING COUNTY FUNDS OR IN CONTRACTUAL AGREEMENT WITH ANY HOWARD COUNTY GOVERNMENT DEPARTMENT OR AGENCY.	BACHELOR'S DEGREE	EIGHT (8) YEARS	CERTIFIED INSPECTOR GENERAL (CIG)	EX - 3	EXECUTIVE EXEMPT FLSA EXEMPT
3312	SENIOR INSPECTOR GENERAL ANALYST	PERFORMS ADVANCED PROFESSIONAL LEVEL WORK UNDER THE DIRECTION OF THE INSPECTOR GENERAL. WORK INVOLVES LEADING COMPLEX INVESTIGATIONS OF FRAUD WASTE OF ABUSE CONCERNS COVERING HOWARD COUNTY GOVERNMENT, EXTERNAL ENTITIES AND INDIVIDUALS RECEIVING COUNTY FUNDS OR IN CONTRACTUAL AGREEMENT WITH ANY HOWARD COUNTY GOVERNMENT DEPARTMENT OR AGENCY. ASSIGNMENTS REQUIRE A HIGH LEVEL OF INDEPENDENT JUDGMENT, ANALYTICAL SKILL, AND SUBJECT-MATTER EXPERTISE.	BACHELOR'S DEGREE	FOUR (4) YEARS	CERTIFIED INSPECTOR GENERAL INVESTIGATOR (CIGI) CLASS C VALID DRIVER'S LICENSE.	G-116	CLASSIFIED FLSA EXEMPT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
3310	INSPECTOR GENERAL ANALYST	PERFORMS PROFESSIONAL LEVEL WORK UNDER THE DIRECTION OF THE INSPECTOR GENERAL. WORK INVOLVES CARRYING OUT INVESTIGATIONS OF FRAUD WASTE OF ABUSE CONCERNS COVERING HOWARD COUNTY GOVERNMENT, EXTERNAL ENTITIES AND INDIVIDUALS RECEIVING COUNTY FUNDS OR IN CONTRACTUAL AGREEMENT WITH ANY HOWARD COUNTY GOVERNMENT DEPARTMENT OR AGENCY. ASSIGNMENTS ARE VARIED AND REQUIRE THE APPLICATION OF ESTABLISHED INSPECTION AND INVESTIGATIVE PRINCIPLES, SOUND JUDGMENT, AND ATTENTION TO PROCEDURAL AND LEGAL STANDARDS.	BACHELOR'S DEGREE	TWO (2) YEARS	CERTIFIED INSPECTOR GENERAL INVESTIGATOR (CIGI) CLASS C VALID DRIVER'S LICENSE	G-113	CLASSIFIED FLSA EXEMPT

OCCUPATIONAL GROUP 4. FINANCE, BUDGET, & PROCUREMENT

CLASS FAMILY 4-1 FINANCIAL MANAGEMENT & ACCOUNTING

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
1230	DIRECTOR, FINANCE	PERFORMS EXECUTIVE LEVEL FINANCIAL ADMINISTRATIVE FISCAL-WORK UNDER EXECUTIVE DIRECTION. <i>SEE FULL CLASSIFICATION DESCRIPTION UNDER <u>CLASS FAMILY 1-2 DEPARTMENTAL LEADERSHIP</u>.</i>	—	—	—	EX - 5	EXECUTIVE EXEMPT FLSA EXEMPT
4138	DEPUTY DIRECTOR, FINANCE	PERFORMS ADVANCED LEVEL ADMINISTRATIVE FINANCIAL LEADERSHIP WORK UNDER EXECUTIVE LEVEL DIRECTION. ASSISTS THE DIRECTOR OF FINANCE IN THE ADMINISTERING, COORDINATING, AND OVERSEEING THE COUNTY'S ENTERPRISE-WIDE FINANCIAL PROGRAMS, POLICIES AND OPERATIONS, AND SERVES AS A FINANCIAL EXECUTIVE WITHIN THE DEPARTMENT.	BACHELOR'S DEGREE	EIGHT (8) YEARS	CERTIFICATION AS A CERTIFIED PUBLIC ACCOUNTANT (CPA)	EX - 4	EXECUTIVE EXEMPT FLSA EXEMPT
4136	CENTRAL FINANCE MANAGER III	PERFORMS SENIOR-LEVEL FINANCIAL MANAGEMENT WORK UNDER THE GENERAL DIRECTION OF THE DIRECTOR OF FINANCE. RESPONSIBLE FOR PLANNING, ORGANIZING, AND DIRECTING THE COUNTY'S ENTERPRISE-WIDE ACCOUNTING, PAYROLL, ACCOUNTS PAYABLE, ACCOUNTS RECEIVABLE, FINANCIAL REPORTING, AND INTERNAL CONTROL FUNCTIONS. WORK INCLUDES OVERSEEING COUNTY-WIDE FINANCIAL OPERATIONS, ENSURING THE INTEGRITY OF FINANCIAL SYSTEMS AND RECORDS, MAINTAINING COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS, AND DEVELOPING, EVALUATING AND IMPLEMENTING EFFECTIVE FINANCIAL PROGRAMS, CONTROLS, POLICIES AND PROCEDURES ASSISTING THE DIRECTOR AND DEPUTY DIRECTOR OF FINANCE. THE POSITION GENERALLY SUPERVISES STAFF ASSIGNED TO AREAS OF OVERSIGHT.	BACHELOR'S DEGREE	SIX (6) YEARS	CERTIFICATION AS A CERTIFIED PUBLIC ACCOUNTANT (CPA)	G-120	FLSA EXEMPT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
4134	CENTRAL FINANCE MANAGER II	PERFORMS ADVANCED PROFESSIONAL-LEVEL FINANCIAL MANAGEMENT WORK WITH A HIGH DEGREE OF INDEPENDENCE IN SUPPORT OF THE COUNTY’S ENTERPRISE-WIDE ACCOUNTING, TAX, INVESTMENTS, PAYROLL, AND FISCAL PROGRAMS IN THE DEPARTMENT OF FINANCE. RESPONSIBLE FOR MANAGING FINANCE OPERATIONS, INCLUDING ACCOUNTS PAYABLE, ACCOUNTS RECEIVABLE, PAYROLL, JOURNAL ENTRIES, AND RECONCILIATIONS, ACROSS ONE OR MORE DIVISIONS OR DEPARTMENTS. WORK INCLUDES ASSISTING IN THE DEVELOPMENT AND IMPLEMENTATION OF FINANCIAL POLICIES AND PROCEDURES, ENSURING AUDIT READINESS, REVIEWING COMPLEX FINANCIAL TRANSACTIONS FOR ACCURACY AND COMPLIANCE, AND PREPARING REPORTS AND ANALYSES TO SUPPORT MANAGEMENT DECISIONS. THE POSITION GENERALLY SUPERVISES STAFF ASSIGNED TO AREAS OF OVERSIGHT	BACHELOR’S DEGREE	FIVE (5) YEARS	MAY REQUIRE CERTIFICATION AS A CERTIFIED PUBLIC ACCOUNTANT (CPA) BASED ON POSITION	G-119	FLSA EXEMPT
4132	FISCAL MANAGER II	PERFORMS MANAGEMENT AND ADVANCED LEVEL FINANCIAL, BUDGETING, AND CONTRACT MANAGEMENT WORK UNDER GENERAL SUPERVISION, IN SUPPORT OF A DEPARTMENT’S FISCAL OPERATIONS. RESPONSIBLE FOR MANAGING DEPARTMENTAL BUDGETING AND FINANCIAL MANAGEMENT FUNCTIONS. WORK INCLUDES ANALYZING, DEVELOPING, FORECASTING, AND MANAGING OPERATING AND CAPITAL BUDGETS; SUPPORTING STRATEGIC PLANNING; DEVELOPING AND IMPLEMENTING DEPARTMENTAL FINANCIAL AND BUDGETING PROGRAMS; ENSURING COMPLIANCE WITH APPLICABLE COUNTY POLICIES, LAWS AND REGULATIONS, AND PROVIDING DIRECTION ON COMPLEX FINANCIAL, BUDGETARY, AND GRANT-RELATED MATTERS; AND RESOLVING SIGNIFICANT FISCAL OR PROGRAMMATIC ISSUES. THE POSITION GENERALLY SUPERVISES STAFF ASSIGNED TO AREAS OF OVERSIGHT	BACHELOR’S DEGREE	FIVE (5) YEARS		G-118	FLSA EXEMPT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
4130	CENTRAL FINANCE MANAGER I	PERFORMS SUPERVISORY LEVEL FINANCIAL MANAGEMENT WORK UNDER GENERAL SUPERVISION IN SUPPORT OF THE COUNTY'S ACCOUNTING, PAYROLL, AND FISCAL PROGRAMS IN THE DEPARTMENT OF FINANCE. RESPONSIBLE FOR SUPERVISING AN ENTERPRISE WIDE ACCOUNTING OR FINANCE TEAM, OVERSEEING JOURNAL ENTRIES, RECONCILIATIONS, ACCOUNTS PAYABLE AND RECEIVABLE, PAYROLL, AND INTERNAL CONTROLS. WORK INCLUDES DEVELOPING AND IMPLEMENTING FINANCIAL POLICIES AND PROCEDURES, REVIEWING FINANCIAL TRANSACTIONS FOR ACCURACY AND COMPLIANCE, AND PREPARING REPORTS AND ANALYSES TO SUPPORT MANAGEMENT DECISIONS.	BACHELOR'S DEGREE	FOUR (4) YEARS	MAY REQUIRE CERTIFICATION AS CERTIFIED PUBLIC ACCOUNTANT (CPA) BASED ON POSITION	G-117	FLSA EXEMPT
4128	FISCAL MANAGER I	PERFORMS ADVANCED SUPERVISORY LEVEL FINANCIAL, AUDITING, OR BUDGETING OR CONTRACT MANAGEMENT WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR, IN SUPPORT OF THE COUNTY DEPARTMENT'S FISCAL OPERATIONS. RESPONSIBLE FOR MANAGING DEPARTMENTAL BUDGETS, PROCUREMENT ACTIVITIES, AND FINANCIAL PLANNING FUNCTIONS. WORK INCLUDES ANALYZING AND FORECASTING OPERATING AND CAPITAL BUDGETS, PLANNING, ORGANIZING, AND SUPERVISING THE ACTIVITIES OF A UNIT; COORDINATING BUDGET AND PROCUREMENT PROCESSES, SUPPORTING STRATEGIC PLANNING, DRAFTING DEPARTMENTAL FINANCIAL POLICIES AND PROCEDURES, AND RESOLVING COMPLEX FISCAL PROGRAM ISSUES.	BACHELOR'S DEGREE	FOUR (4) YEARS		G-116	FLSA EXEMPT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
4126	CENTRAL PAYROLL SPECIALIST III	PERFORMS ADVANCED PROFESSIONAL-LEVEL ENTERPRISE-WIDE PAYROLL AND FINANCIAL WORK WITH A HIGH DEGREE OF INDEPENDENCE IN SUPPORT OF THE COUNTY'S PAYROLL AND ERP SYSTEM ADMINISTRATION IN THE DEPARTMENT OF FINANCE. RESPONSIBLE FOR MANAGING UPDATES AND ADMINISTRATION OF THE COUNTY'S PAYROLL SYSTEM, PROCESSING COMPLEX PAYROLL TRANSACTIONS, PERFORMING RECONCILIATIONS, ADDRESSING INTRICATE COMPLIANCE ISSUES, AND ENSURING PROPER INTERNAL CONTROLS ARE IN PLACE. WORK INCLUDES ANALYZING PAYROLL DATA, RESOLVING NON-ROUTINE PAYROLL ISSUES, AND COORDINATING WITH HUMAN RESOURCES, FINANCE, AND OTHER DEPARTMENTS TO MAINTAIN SYSTEM INTEGRITY AND COMPLIANCE.	BACHELOR'S DEGREE	FOUR (4) YEARS		G-116	FLSA EXEMPT
4124	CENTRAL ACCOUNTANT III	PERFORMS ADVANCED PROFESSIONAL-LEVEL ENTERPRISE-WIDE ACCOUNTING AND FINANCIAL WORK WITH A HIGH DEGREE OF INDEPENDENCE IN SUPPORT OF THE COUNTY'S ACCOUNTING AND FISCAL PROGRAMS IN THE DEPARTMENT OF FINANCE. RESPONSIBLE FOR OVERSEEING COMPLEX ACCOUNTING FUNCTIONS, PREPARING AND REVIEWING FINANCIAL STATEMENTS AND REPORTS, LEADING FUND AND GRANTS ACCOUNTING ACTIVITIES, AND PERFORMING ADVANCED ACCOUNT ANALYSIS AND RECONCILIATIONS. WORK INCLUDES ENSURING COMPLIANCE WITH FINANCIAL POLICIES, RULES, AND LAWS; INTERPRETING AND APPLYING GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (ENSURING COMPLIANCE WITH APPLICABLE LAWS, REGULATIONS, AND INTERNAL CONTROLS, AND PROVIDING EXPERT-LEVEL ANALYSIS TO SUPPORT ORGANIZATIONAL FINANCIAL DECISION-MAKING.	BACHELOR'S DEGREE	THREE (3) YEARS	CERTIFICATION AS A CERTIFIED PUBLIC ACCOUNTANT	G-114	FLSA EXEMPT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
4122	FISCAL ANALYST III	PERFORMS ADVANCED PROFESSIONAL LEVEL FINANCIAL, ANALYTICAL AND FISCAL MANAGEMENT WORK, IN SUPPORT OF DEPARTMENTAL OPERATIONS. DUTIES INVOLVE DEPARTMENTAL FISCAL PLANNING, MONITORING COMPLEX PROCUREMENT AND CONTRACTS, ANALYZING EXPENDITURES, TRACKING GRANT ACTIVITY, AND PREPARING DETAILED FINANCIAL REPORTS , ENSURING COMPLIANCE WITH APPLICABLE COUNTY POLICIES, LAWS AND REGULATIONS, AND PROVIDING GUIDANCE ON COMPLEX FINANCIAL, BUDGETARY, AND GRANT-RELATED MATTERS AND DEVELOPING RECOMMENDATIONS TO SUPPORT DEPARTMENTAL DECISION MAKING. WORK ALSO INCLUDES EXAMINING AND EVALUATING ADMINISTRATIVE AND OPERATIONAL PROGRAMS, PERFORMING ACCOUNTS AND RECORDS AUDITS; PLANNING, DEVELOPING, ANALYZING, AND MONITORING FISCAL RECORDS AND BUDGETS.	BACHELOR’S DEGREE	THREE (3) YEARS		G-114	FLSA EXEMPT
4120	CENTRAL ACCOUNTANT II	PERFORMS PROFESSIONAL-LEVEL ENTERPRISE-WIDE ACCOUNTING AND FINANCIAL WORK UNDER GENERAL SUPERVISION. THE POSITION SUPPORTS THE COUNTY’S ACCOUNTING AND FISCAL PROGRAMS IN THE DEPARTMENT OF FINANCE. RESPONSIBLE FOR PREPARING COMPLEX FINANCIAL STATEMENTS, PERFORMING INTERMEDIATE FINANCIAL REPORTING, SUPPORTING FUND ACCOUNTING, ASSISTING WITH GRANTS ACCOUNTING, AND CONDUCTING ACCOUNT RECONCILIATIONS. WORK INCLUDES REVIEWING FINANCIAL TRANSACTIONS, APPLYING ESTABLISHED ACCOUNTING PRINCIPLES, ENSURING ACCURACY AND COMPLIANCE WITH POLICIES AND REGULATIONS, AND PROVIDING ANALYSES TO SUPPORT DEPARTMENTAL AND ORGANIZATIONAL FISCAL OPERATIONS.	BACHELOR’S DEGREE	TWO (2) YEARS	MAY REQUIRE CERTIFICATION AS A CERTIFIED PUBLIC ACCOUNTANT	G-112	FLSA EXEMPT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
4118	FISCAL ANALYST II	PERFORMS INTERMEDIATE PROFESSIONAL LEVEL FINANCIAL AND ANALYTICAL WORK UNDER GENERAL SUPERVISION IN SUPPORT OF DEPARTMENTAL ACCOUNTING, BUDGETING AND FISCAL PROGRAMS. RESPONSIBLE FOR MONITORING AND ANALYZING DEPARTMENTAL BUDGETS, RECONCILING EXPENDITURES, TRACKING GRANT-FUNDED ACTIVITIES, EVALUATING DEPARTMENTAL FINANCIAL AND OPERATIONAL PROGRAMS, PARTICIPATING IN AUDITS TO ASSESS INTERNAL CONTROLS, AND PREPARING FINANCIAL REPORTS AND ANALYSES TO SUPPORT MANAGEMENT DECISION-MAKING. WORK INCLUDES REVIEWING COMPLEX FINANCIAL TRANSACTIONS FOR ACCURACY AND COMPLIANCE, ASSISTING IN THE DEVELOPMENT AND IMPLEMENTATION OF DEPARTMENTAL FINANCIAL POLICIES AND PROCEDURES, AND PROVIDING GUIDANCE ON BUDGET, GRANT, AND OPERATIONAL MATTERS.	BACHELOR'S DEGREE	TWO (2) YEARS		G-112	FLSA EXEMPT
4116	CENTRAL PAYROLL SPECIALIST II	PERFORMS INTERMEDIATE PROFESSIONAL PAYROLL PROCESSING, RECONCILIATION, REPORTING, AND FINANCIAL ADMINISTRATIVE SUPPORT FOR THE COUNTY'S ENTERPRISE PAYROLL SYSTEMS IN THE DEPARTMENT OF FINANCE. RESPONSIBLE FOR HANDLING NON-ROUTINE PAYROLL TRANSACTIONS, REVIEWING TIME REPORTING, WAGE CALCULATIONS, DEDUCTIONS, AND TAX WITHHOLDINGS, IDENTIFYING AND RESOLVING PAYROLL DISCREPANCIES.	BACHELOR'S DEGREE	TWO (2) YEARS		G-112	FLSA EXEMPT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
4114	FISCAL ANALYST I	PERFORMS PROFESSIONAL FISCAL AND BUDGET SUPPORT WORK IN A DECENTRALIZED CAPACITY, EMBEDDED WITHIN COUNTY DEPARTMENTS AND OFFICES TO SUPPORT PROGRAM OPERATIONS AND DECISION MAKING. UNDER GENERAL SUPERVISION. RESPONSIBILITIES INCLUDE ASSISTING WITH DEPARTMENT-LEVEL FINANCIAL OPERATIONS, INCLUDING TRACKING REVENUES AND EXPENDITURES, RECONCILING ACCOUNTS, PREPARING FINANCIAL REPORTS, MONITORING GRANT ACTIVITY, AND SUPPORTING BUDGET DEVELOPMENT AND ANALYSIS. WORK INCLUDES REVIEWING TRANSACTIONS FOR ACCURACY AND COMPLIANCE, MAINTAINING FINANCIAL RECORDS, AND PROVIDING DATA AND ANALYSIS TO SUPPORT MANAGEMENT DECISION-MAKING.	BACHELOR'S DEGREE	ONE (1) YEAR		G-110	FLSA EXEMPT
4112	CENTRAL ACCOUNTANT I	PERFORMS PROFESSIONAL LEVEL ACCOUNTING AND FINANCIAL ANALYSIS UNDER GENERAL SUPERVISION. POSITION I SUPPORTS THE COUNTY'S ENTERPRISE-WIDE ACCOUNTING AND FISCAL PROGRAMS IN THE DEPARTMENT OF FINANCE. RESPONSIBLE FOR ASSISTING WITH THE PREPARATION, REVIEW, AND RECONCILIATION OF FINANCIAL TRANSACTIONS, PROCESSING JOURNAL ENTRIES, MAINTAINING ACCURATE RECORDS, AND SUPPORTING AUDITS AND FINANCIAL REPORTING.	BACHELOR'S DEGREE	ONE (1) YEAR		G-110	FLSA EXEMPT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
4110	CENTRAL PAYROLL SPECIALIST I	PERFORMS PROFESSIONAL LEVEL PAYROLL PROCESSING AND ADMINISTRATIVE WORK UNDER GENERAL SUPERVISION IN SUPPORT OF THE COUNTY’S PAYROLL AND COMPENSATION PROGRAMS IN THE DEPARTMENT OF FINANCE. RESPONSIBLE FOR ENSURING ACCURATE TIME REPORTING, TAX WITHHOLDING, BENEFITS DEDUCTIONS, AND COMPLIANCE WITH APPLICABLE POLICIES AND REGULATIONS. WORK INCLUDES REVIEWING AND ENTERING PAYROLL DATA, MAINTAINING PAYROLL RECORDS, ASSISTING WITH PAYROLL RECONCILIATIONS, AND ROUTINE PAYROLL REPORTING.	BACHELOR’S DEGREE	ONE (1) YEAR		G-110	FLSA EXEMPT

OCCUPATIONAL GROUP 4. BUDGET, FINANCE & PROCUREMENT

CLASS FAMILY 4-2 BUDGET & FINANCIAL PLANNING

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES & CERTIFICATES	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
4220	CHIEF BUDGET OFFICER SEE COUNTY CODE, TITLE 22, SUBTITLE 4, §22.400A	LEADS THE COUNTY-WIDE BUDGET MANAGEMENT PROGRAM AND DIRECTS THE OFFICE OF BUDGET UNDER EXECUTIVE LEVEL DIRECTION. OVERSEES THE DEVELOPMENT, ANALYSIS, IMPLEMENTATION, AND MONITORING OF THE COUNTY’S OPERATING AND CAPITAL BUDGETS; PREPARES REVENUE AND EXPENDITURE FORECASTS; EVALUATES DEPARTMENTAL BUDGET REQUESTS AND FISCAL IMPACTS; AND SUPPORTS LONG-RANGE FINANCIAL PLANNING. LEADS THE COUNTY’S BUDGET PREPARATION, SUPPORTING ANALYSES, AND ENSURES SUBMISSIONS ARE COMPLETED IN THE MANNER AND FORM REQUIRED BY LAW; ENSURES THAT BUDGET RECOMMENDATIONS REFLECT EXECUTIVE PRIORITIES, FISCAL SUSTAINABILITY, AND OPERATIONAL NEEDS OF THE COUNTY. ADVISES EXECUTIVE LEADERSHIP AND DEPARTMENTS ON MATTERS RELATED TO COUNTY FUNDS AND REVENUES, BUDGET POLICY, RESOURCE ALLOCATION, FISCAL CONDITIONS, AND COMPLIANCE WITH APPLICABLE LEGAL AND REPORTING REQUIREMENTS.	BACHELOR’S DEGREE	TEN (10) YEARS	N/A	EX - 5	EXECUTIVE EXEMPT FLSA EXEMPT
4218	DEPUTY CHIEF BUDGET OFFICER	PERFORMS EXECUTIVE-LEVEL BUDGET ADMINISTRATION AND FISCAL MANAGEMENT WORK UNDER GENERAL DIRECTION FROM THE CHIEF BUDGET OFFICER. THE POSITION SERVES AS THE PRINCIPAL OPERATIONAL LEADER SUPPORTING THE COUNTY’S BUDGET PROGRAM AND IS RESPONSIBLE FOR DIRECTING AND COORDINATING MAJOR FUNCTIONS OF THE OFFICE OF BUDGET, INCLUDING OPERATING AND	BACHELOR’S DEGREE	EIGHT (8) YEARS		EX – 3	EXECUTIVE EXEMPT FLSA EXEMPT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES & CERTIFICATES	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
		CAPITAL BUDGET DEVELOPMENT, BUDGET EXECUTION OVERSIGHT, MULTI-YEAR FINANCIAL PLANNING SUPPORT, AND DELIVERY OF HIGH-QUALITY BUDGET PRODUCTS AND ANALYSES.					
4216	ASSISTANT CHIEF BUDGET OFFICER	PERFORMS SENIOR MANAGEMENT-LEVEL BUDGET ADMINISTRATION AND FISCAL MANAGEMENT WORK UNDER GENERAL DIRECTION FROM THE DEPUTY CHIEF BUDGET OFFICER OR CHIEF BUDGET OFFICER. DIRECTS A MAJOR FUNCTIONAL AREA OF THE OFFICE OF BUDGET (E.G., OPERATING BUDGET DEVELOPMENT AND EXECUTION, CAPITAL BUDGETING COORDINATION, DEPARTMENTAL PORTFOLIO MANAGEMENT, FISCAL ANALYSIS/FORECASTING, OR BUDGET SYSTEMS AND REPORTING) AND IS RESPONSIBLE FOR PLANNING, ORGANIZING, AND EVALUATING THE WORK OF ASSIGNED STAFF TO ENSURE TIMELY DELIVERY OF HIGH-QUALITY BUDGET PRODUCTS AND DECISION-SUPPORT ANALYSES.	BACHELOR'S DEGREE	SEVEN (7) YEARS		G-120	FLSA EXEMPT
4214	BUDGET MANAGEMENT ANALYST III	PERFORMS PRINCIPAL-LEVEL ENTERPRISE BUDGET AND FINANCIAL MANAGEMENT ANALYSIS WORK UNDER GENERAL DIRECTION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. WORK INCLUDES LEADING COUNTYWIDE BUDGET FUNCTIONS, FRAMEWORKS, AND MAJOR CROSS-DEPARTMENT FISCAL INITIATIVES; ESTABLISHING ANALYTICAL METHODOLOGIES AND STANDARDS; DEVELOPING COMPLEX MULTI-YEAR FISCAL MODELS AND POLICY ANALYSES; AND PREPARING ENTERPRISE-LEVEL RECOMMENDATIONS THAT INFORM EXECUTIVE DECISION-MAKING, FISCAL SUSTAINABILITY STRATEGIES, AND ALLOCATION OF RESOURCES ACROSS DEPARTMENTS AND FUNDS.	BACHELOR'S DEGREE	SIX (6) YEARS		G-119	FLSA EXEMPT
4212	BUDGET MANAGEMENT ANALYST II	PERFORMS SENIOR-LEVEL BUDGET AND FINANCIAL MANAGEMENT ANALYSIS WORK UNDER GENERAL SUPERVISION FROM AN	BACHELOR'S DEGREE	FIVE (5) YEARS		G-118	FLSA EXEMPT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES & CERTIFICATES	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
		ADMINISTRATIVE OR TECHNICAL SUPERIOR. WORK INCLUDES LEADING MAJOR COMPONENTS OF THE COUNTY'S OPERATING AND CAPITAL BUDGET CYCLE FOR LARGE, HIGH-IMPACT, OR HIGH-RISK PORTFOLIOS AND/OR MULTIPLE DEPARTMENTS; PERFORMING COMPLEX MULTI-YEAR FISCAL MODELING AND SCENARIO ANALYSIS; EVALUATING BUDGET REQUESTS AND FUNDING STRATEGIES; AND DEVELOPING RECOMMENDATIONS THAT INFORM EXECUTIVE DECISION-MAKING AND RESOURCE ALLOCATION.					
4210	BUDGET MANAGEMENT ANALYST I	PERFORMS ADVANCED-LEVEL PROFESSIONAL BUDGET AND FINANCIAL ANALYSIS WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. WORK INCLUDES SUPPORTING ASSIGNED COMPONENTS OF THE COUNTY'S OPERATING AND CAPITAL BUDGET CYCLE FOR DESIGNATED DEPARTMENTS, FUNDS, OR FUNCTIONAL AREAS; DEVELOPING AND ANALYZING BUDGET REQUESTS; EVALUATING FISCAL IMPACTS; AND PREPARING BUDGET RECOMMENDATIONS, NARRATIVES, AND SUPPORTING DOCUMENTATION FOR MANAGEMENT REVIEW AND DECISION-MAKING.	BACHELOR'S DEGREE	FOUR (4) YEARS		G-117	FLSA EXEMPT

OCCUPATIONAL GROUP 4. BUDGET, FINANCE & PROCUREMENT

CLASS FAMILY 4-3 PROCUREMENT & GRANTS MANAGEMENT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
4320	CHIEF PROCUREMENT ADMINISTRATOR SEE COUNTY CODE, TITLE 6, §6.405.	PERFORMS MANAGEMENT AND ADVANCED PURCHASING AND FINANCIAL COST CONTROL ADMINISTRATIVE WORK UNDER EXECUTIVE-LEVEL DIRECTION AND SERVES AS THE HEAD OF THE OFFICE OF PROCUREMENT AND CONTRACT ADMINISTRATION. RESPONSIBILITIES INCLUDE COUNTYWIDE LEADERSHIP OVER PROCUREMENT STRATEGY AND OPERATIONS, DEVELOPMENT AND ENFORCEMENT OF PROCUREMENT PROCEDURES AND INTERNAL CONTROLS, PREPARATION AND APPROVAL OF PROCUREMENT DOCUMENTATION, SIGNATORY APPROVAL OF PURCHASING ACTIVITIES, AND IMPLEMENTATION OF PURCHASING POLICIES DESIGNED TO ACHIEVE BEST VALUE AND ECONOMIES IN THE EXPENDITURE OF COUNTY FUNDS.	BACHELOR'S DEGREE	EIGHT (8) YEARS	CERTIFIED PUBLIC PURCHASING OFFICER (CPPO)	EX - 4	CLASSIFIED FLSA EXEMPT
4318	PROCUREMENT SPECIALIST III	PERFORMS ADVANCED PROFESSIONAL PROCUREMENT WORK UNDER GENERAL DIRECTION FROM THE CHIEF PROCUREMENT ADMINISTRATOR. THIS POSITION IS ASSIGNED TO THE OFFICE OF PROCUREMENT AND CONTRACT ADMINISTRATION AND IS RESPONSIBLE FOR SUPPORTING ENTERPRISE-WIDE PROCUREMENTS. DUTIES INCLUDE PROVIDING LEADERSHIP AND OVERSIGHT FOR COMPLEX OR HIGH-VALUE PROCUREMENTS. LEADS INITIATIVES INVOLVING CONSTRUCTION PROJECTS, PROFESSIONAL SERVICES, AND OTHER SIGNIFICANT CONTRACTS. RESPONSIBILITIES INCLUDE DRAFTING, REVIEWING, AND NEGOTIATING CONTRACT TERMS, ENSURING COMPLIANCE WITH APPLICABLE LAWS, REGULATIONS, AND INTERNAL CONTROL STANDARDS, AND MANAGING THE ADMINISTRATION OF HIGH-IMPACT CONTRACTS.	BACHELOR'S DEGREE	THREE (3) YEARS	CERTIFICATION AS A PUBLIC PURCHASING OFFICER OR PROFESSIONAL PUBLIC BUYER	G-114	FLSA EXEMPT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
4316	PROCUREMENT SPECIALIST II	PERFORMS INTERMEDIATE PROFESSIONAL-LEVEL PROCUREMENT WORK UNDER GENERAL SUPERVISION. THIS POSITION IS ASSIGNED TO THE OFFICE OF PROCUREMENT AND CONTRACT ADMINISTRATION AND IS RESPONSIBLE FOR SUPPORTING ENTERPRISE-WIDE PROCUREMENTS. DUTIES INCLUDE LEADING MODERATELY COMPLEX PROCUREMENTS, INCLUDING FORMAL BIDS, REQUESTS FOR PROPOSALS (RFPs), AND COMPETITIVE NEGOTIATIONS. WORK INCLUDES EVALUATING VENDOR PROPOSALS, NEGOTIATING CONTRACTS, PROVIDING GUIDANCE ON PROCUREMENT STRATEGY, AND ENSURING COMPLIANCE WITH APPLICABLE LAWS, REGULATIONS, AND INTERNAL CONTROL STANDARDS.	BACHELOR'S DEGREE	TWO (2) YEARS	CERTIFICATION AS A PUBLIC PURCHASING OFFICER OR PROFESSIONAL PUBLIC BUYER	G-112	FLSA EXEMPT
4314	PROCUREMENT SPECIALIST I	PERFORMS PROFESSIONAL PROCUREMENT WORK UNDER GENERAL SUPERVISION THIS POSITION IS ASSIGNED TO THE OFFICE OF PROCUREMENT AND CONTRACT ADMINISTRATION AND IS RESPONSIBLE FOR SUPPORTING ENTERPRISE-WIDE PROCUREMENTS. DUTIES INCLUDE PREPARATION AND ISSUANCE OF SOLICITATIONS, THE REVIEW AND ANALYSIS OF VENDOR QUOTES OR PROPOSALS, AND THE COORDINATION OF ROUTINE PROCUREMENT ACTIVITIES. WORK INCLUDES APPLYING ESTABLISHED PURCHASING POLICIES, PROCEDURES, AND REGULATORY REQUIREMENTS TO SUPPORT COMPLIANT, EFFICIENT, AND COST-EFFECTIVE PROCUREMENT PROCESSES.	BACHELOR'S DEGREE	ONE (1) YEAR		G-110	FLSA EXEMPT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
4312	GRANTS SPECIALIST II	PERFORMS ADVANCED PROFESSIONAL WORK ADMINISTERING AND MONITORING COMPLEX COUNTY GRANT PROGRAMS UNDER GENERAL SUPERVISION. RESPONSIBILITIES INVOLVE DUTIES WITH CONSIDERABLE INDEPENDENCE. POSITION COORDINATES GRANT APPLICATIONS, AGREEMENTS, REPORTING, COMPLIANCE, FINANCIAL AND PROGRAM MONITORING, AUDITS, AND CLOSEOUT ACTIVITIES, AND PROVIDES TECHNICAL GUIDANCE TO DEPARTMENTS ON GRANT REQUIREMENTS AND CORRECTIVE ACTIONS. ENSURES GRANT-FUNDED ACTIVITIES COMPLY WITH APPLICABLE FEDERAL, STATE, COUNTY, AND GRANTING-AGENCY REQUIREMENTS.	BACHELOR'S DEGREE	TWO (2) YEARS		G-112	FLSA EXEMPT
4310	GRANTS SPECIALIST I	PERFORMS PROFESSIONAL WORK SUPPORTING THE ADMINISTRATION OF COUNTY GRANT PROGRAMS UNDER GENERAL SUPERVISION. ASSISTS WITH GRANT APPLICATIONS, AGREEMENTS, REPORTING, COMPLIANCE, FINANCIAL AND PROGRAM DOCUMENTATION, AND MONITORING OF GRANT-FUNDED ACTIVITIES. PROVIDES GUIDANCE TO COUNTY DEPARTMENTS REGARDING GRANT REQUIREMENTS, ALLOWABLE EXPENDITURES, DOCUMENTATION, AND APPLICABLE FEDERAL, STATE, COUNTY, AND GRANTING-AGENCY REQUIREMENTS.	BACHELOR'S DEGREE			G-109	FLSA NON-EXEMPT

OCCUPATIONAL GROUP 5. LEGAL, HUMAN CAPITAL MANAGEMENT & COMPLIANCE

CLASS FAMILY 5-1 LEGAL SERVICES & COUNSEL

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
1240	COUNTY SOLICITOR	PERFORMS EXECUTIVE-LEVEL LEGAL WORK AND SERVES AS THE CHIEF LEGAL OFFICER OF THE COUNTY. <i>SEE FULL CLASSIFICATION DESCRIPTION UNDER <u>CLASS FAMILY 1-2 DEPARTMENTAL LEADERSHIP</u>.</i>	—	—	—	EX-6	FLSA EXEMPT
5130	DEPUTY COUNTY SOLICITOR	PERFORMS ADVANCED LEGAL, MANAGERIAL, AND ADMINISTRATIVE WORK UNDER THE DIRECTION OF THE COUNTY SOLICITOR. SERVES AS A SENIOR LEGAL EXECUTIVE WITHIN THE OFFICE OF LAW AND ASSISTS IN THE OVERALL MANAGEMENT, SUPERVISION, AND COORDINATION OF THE COUNTY’S LEGAL SERVICES.	JURIS DOCTOR (J.D.) DEGREE FROM AN ACCREDITED LAW SCHOOL.	EIGHT (8) YEARS	ADMISSION TO THE BAR OF THE STATE OF MARYLAND IN GOOD STANDING.	EX - 4	EXECUTIVE EXEMPT FLSA EXEMPT
5128	DEPUTY STATE’S ATTORNEY	PERFORMS ADVANCED LEGAL, MANAGERIAL, AND ADMINISTRATIVE WORK UNDER ADMINISTRATIVE DIRECTION WITHIN THE OFFICE OF THE STATE’S ATTORNEY. SERVES AS A SENIOR LEGAL LEADER RESPONSIBLE FOR SUPERVISING PROSECUTORIAL FUNCTIONS, MANAGING ASSIGNED DIVISIONS OR PROGRAMS, AND SUPPORTING THE OVERALL ADMINISTRATION OF THE OFFICE.	JURIS DOCTOR (J.D.) DEGREE FROM AN ACCREDITED LAW SCHOOL.	EIGHT (8) YEARS	ADMISSION TO THE BAR OF THE STATE OF MARYLAND IN GOOD STANDING.	EX - 4	STATE-AUTHORIZED EXEMPT FLSA EXEMPT
5126	CIRCUIT COURT ADMINISTRATOR	PERFORMS SENIOR-LEVEL ADMINISTRATIVE AND COURT OPERATIONS LEADERSHIP WORK UNDER EXECUTIVE DIRECTION. DIRECTS AND COORDINATES A VARIETY OF ADMINISTRATIVE FUNCTIONS OF THE HOWARD COUNTY CIRCUIT COURT, AND SERVES AS THE PRINCIPAL AUTHORITY FOR CIRCUIT COURT ADMINISTRATION, OPERATIONAL MANAGEMENT, AND JUDICIAL SUPPORT SERVICES.	BACHELOR’S DEGREE	EIGHT (8) YEARS		EX - 4	EXECUTIVE EXEMPT FLSA EXEMPT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
5124	ATTORNEY IV	PERFORMS MID-MANAGEMENT AND ADVANCED LEVEL PROFESSIONAL LEGAL WORK UNDER GENERAL ADMINISTRATIVE DIRECTION, EXERCISING INDEPENDENT PROFESSIONAL JUDGEMENT. SERVES AS A SENIOR LEGAL LEADER RESPONSIBLE FOR OVERSEEING AND PARTICIPATING IN COMPLEX AND HIGH IMPACT LEGAL MATTERS ON BEHALF OF THE COUNTY AND THE STATE OF MARYLAND. CRIMINAL WORK INCLUDES SUPERVISING AND PARTICIPATING IN THE PROSECUTION OF CRIMINAL CASES AND RELATED LITIGATION. CIVIL WORK INCLUDES PROVIDING EXECUTIVE-LEVEL LEGAL COUNSEL AND HANDLING COMPLEX TRANSACTIONAL MATTERS AND CIVIL LITIGATION IN STATE AND FEDERAL COURTS. WORK INVOLVES ESTABLISHING LEGAL STRATEGY, MANAGING SIGNIFICANT LEGAL RISK, AND ENSURING THE EFFECTIVE DELIVERY OF LEGAL SERVICES ACROSS ASSIGNED PRACTICE AREAS.	JURIS DOCTOR	EIGHT (8) YEARS	MUST BE ADMITTED TO THE MARYLAND BAR.	G-123	FLSA EXEMPT EXECUTIVE EXEMPT/ STATE-AUTHORIZED EXEMPT
5122	ATTORNEY III	PERFORMS SENIOR LEVEL PROFESSIONAL LEGAL WORK UNDER GENERAL ADMINISTRATIVE DIRECTION, EXERCISING SUBSTANTIAL INDEPENDENT JUDGEMENT AND AUTHORITY. PROVIDES ADVANCED LEGAL COUNSEL AND REPRESENTATION IN COMPLEX CIVIL, CRIMINAL, OR ADMINISTRATIVE MATTERS, INCLUDING PROSECUTING ON BEHALF OF THE STATE OF MARYLAND AND REPRESENTING THE COUNTY IN DIFFICULT OR HIGH-RISK LITIGATION IN STATE AND FEDERAL COURTS. WORK INCLUDES ADVISING COUNTY OFFICIALS, BOARDS AND DEPARTMENTS ON LEGAL STRATEGY, RISK EXPOSURE, AND COMPLIANCE; INTERPRETING AND APPLYING COMPLEX LAWS AND REGULATIONS; AND OVERSEEING THE DEVELOPMENT AND IMPLEMENTATION OF LEGAL APPROACHES TO PROTECT THE COUNTY'S LEGAL AND FINANCIAL INTERESTS.	JURIS DOCTOR	SIX (6) YEARS	MUST BE ADMITTED TO THE MARYLAND BAR.	G-121	FLSA EXEMPT EXECUTIVE EXEMPT/ STATE-AUTHORIZED EXEMPT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
5120	ATTORNEY II	PERFORMS ADVANCED PROFESSIONAL LEVEL LEGAL WORK, UNDER GENERAL SUPERVISION FROM SENIOR ATTORNEYS OR LEGAL OFFICERS. PROVIDES LEGAL COUNSEL, REPRESENTATION, AND ADVISORY SERVICES IN CIVIL, CRIMINAL, OR ADMINISTRATIVE LAW MATTERS, INCLUDING PROSECUTING OR DEFENDING CASES, DRAFTING CONTRACTS, ORDINANCES, RESOLUTIONS, OR LEGISLATION, AND REPRESENTING THE COUNTY OR ORGANIZATION IN COURT OF ADMINISTRATIVE PROCEEDINGS. WORK INVOLVES APPLYING APPLICABLE LAWS, REGULATIONS, POLICIES AND PROCEDURES TO MORE COMPLEX LEGAL MATTERS AND PROVIDING GUIDANCE OR SUPPORT TO OTHER ATTORNEYS, LEGAL STAFF, OR ADMINISTRATIVE PERSONNEL AS ASSIGNED.	JURIS DOCTOR	THREE (3) YEARS	MUST BE ADMITTED TO THE MARYLAND BAR.	G-118	FLSA EXEMPT EXECUTIVE EXEMPT/ STATE-AUTHORIZED EXEMPT
5118	ATTORNEY I	PERFORMS PROFESSIONAL LEVEL LEGAL WORK AT THE ENTRY LEVEL UNDER THE GENERAL SUPERVISION OF MORE EXPERIENCED ATTORNEYS OR LEGAL OFFICERS PROVIDES LEGAL SUPPORT AND REPRESENTATION IN THE PRACTICE OF CIVIL, CRIMINAL, OR ADMINISTRATIVE LAW, INCLUDING ASSISTING IN THE PREPARATION OF LEGAL OPINIONS, DRAFTING LEGAL DOCUMENTS, AND REPRESENTING THE ORGANIZATION IN ADMINISTRATIVE OR COURT PROCEEDINGS AS ASSIGNED. WORK INVOLVES APPLYING ESTABLISHED LAWS, REGULATIONS, POLICIES, AND PROCEDURES TO ROUTINE LEGAL MATTERS, WHILE DEVELOPING PROFICIENCY IN INDEPENDENT LEGAL RESEARCH, ANALYSIS, AND PRACTICE.	JURIS DOCTOR	NONE REQUIRED	MUST BE ADMITTED TO THE MARYLAND BAR.	G-116	FLSA EXEMPT EXECUTIVE EXEMPT/ STATE-AUTHORIZED EXEMPT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
5116	LAW CLERK	PERFORMS PROFESSIONAL LEGAL SUPPORT WORK UNDER GENERAL SUPERVISION IN SUPPORT OF JUDICIAL, PROSECUTORIAL, OR GOVERNMENTAL LEGAL OPERATIONS. PROVIDES SPECIALIZED LEGAL RESEARCH AND ANALYTICAL SERVICES, INCLUDING CONDUCTING LEGAL RESEARCH, PREPARING MEMORANDA, ANALYZING CASE LAW, AND ASSISTING JUDGES, ATTORNEYS, OR OTHER LEGAL OFFICERS WITH THE APPLICATION OF LEGAL PRINCIPLES. WORK INCLUDES REVIEWING STATUTES, REGULATIONS, AND COURT DECISIONS; DRAFTING LEGAL SUMMARIES, RECOMMENDATIONS, OR BRIEFS; AND ASSISTING WITH THE PREPARATION AND REVIEW OF LEGAL DOCUMENTS IN ACCORDANCE WITH APPLICABLE LAWS, RULES, AND OFFICE PROCEDURES.	BACHELOR'S DEGREE	NONE REQUIRED		G-112	FLSA EXEMPT CLASSIFIED/ STATE-AUTHORIZED EXEMPT
5114	LEGAL SUPPORT SPECIALIST	PERFORMS PROFESSIONAL LEVEL LEGAL WORK, WHICH MAY INCLUDE SUPERVISORY RESPONSIBILITY, UNDER GENERAL SUPERVISION IN SUPPORT OF JUDICIAL AND COURT OPERATIONS. PROVIDES SPECIALIZED PROFESSIONAL LEGAL SERVICES WITHIN A JUDICIAL SETTING, INCLUDING MANAGING COURT OPERATIONS, MAINTAINING OFFICIAL LEGAL RECORDS, AND ASSISTING WITHIN THE PREPARATION, REVIEW, AND PROCESSING OF COURT DOCUMENTATION. WORK INCLUDES APPLYING ESTABLISHED LAWS, COURT RULES, POLICIES, AND PROCEDURES TO ENSURE ACCURATE RECORDKEEPING, EFFICIENT COURT ADMINISTRATION, AND COMPLIANCE WITH LEGAL AND PROCEDURAL STANDARDS.	BACHELOR'S DEGREE	ONE (1) YEAR		G-110	FLSA NON-EXEMPT CLASSIFIED/ STATE-AUTHORIZED EXEMPT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
5112	LEGAL SUPPORT TECHNICIAN II	PERFORMS SENIOR TECHNICAL LEGAL SUPPORT WORK WHICH MAY INCLUDE SUPERVISORY RESPONSIBILITY, UNDER GENERAL SUPERVISION OF AN ATTORNEY, JUDGE OR SENIOR LEGAL STAFF. WORK MAY INCLUDE CONFIDENTIAL SECRETARIAL DUTIES, PARALEGAL RESEARCH, DRAFTING OF LEGAL DOCUMENTS, AND OTHER SUPPORTIVE FUNCTIONS REQUIRING SPECIALIZED LEGAL KNOWLEDGE. SERVES AS THE APPOINTED SECRETARY TO A JUDGE, OR PROVIDE INDEPENDENT LEGAL SUPPORT TO ATTORNEYS, INCLUDING DRAFTING BRIEFS, PREPARING CASE MATERIALS, CONDUCTING LEGAL RESEARCH, AND ASSISTING WITH TRIAL OR ADMINISTRATIVE PROCEEDINGS. WORK MAY ALSO INCLUDE SUPPORTING GENERAL LEGAL OFFICE NEEDS. THE POSITION MAY ALSO INCLUDE SUPERVISORY RESPONSIBILITY OVER LEGAL SUPPORT TECHNICIAN I STAFF OR CLERICAL PERSONNEL.	ASSOCIATE'S DEGREE	THREE (3) YEARS		OT-209 OR G-109	FLSA NON-EXEMPT CLASSIFIED/ STATE-AUTHORIZED EXEMPT
5110	LEGAL SUPPORT TECHNICIAN I	PERFORMS TECHNICAL LEGAL SUPPORT WORK, WHICH MAY INCLUDE SUPERVISORY RESPONSIBILITY, UNDER GENERAL SUPERVISION FROM AN ATTORNEY, JUDGE OR OTHER SENIOR LEGAL SUPPORT STAFF. WORK INCLUDES PROVIDING PARAPROFESSIONAL SUPPORT IN LEGAL RESEARCH, CASE PREPARATION, AND CLERICAL OR ADMINISTRATIVE DUTIES. TASKS MAY INVOLVE DRAFTING ROUTINE LEGAL DOCUMENTS, MAINTAINING CASE FILES, SCHEDULING, ASSISTING WITH COURT PROCEEDINGS, AND PROVIDING GENERAL SUPPORT TO ATTORNEYS, JUDGES, OR OTHER LEGAL PERSONNEL. WORK MAY ALSO INCLUDE SUPPORTING GENERAL LEGAL OFFICE NEEDS.	ASSOCIATE'S DEGREE	NONE REQUIRED		OT-206 OR G-106	FLSA NON-EXEMPT CLASSIFIED/ STATE-AUTHORIZED EXEMPT

CLASS FAMILY 5-2 HUMAN RESOURCES MANAGEMENT & OPERATIONS

OCCUPATIONAL GROUP 5. LEGAL, HUMAN CAPITAL MANAGEMENT & COMPLIANCE

CLASS FAMILY 5-2 HUMAN RESOURCES MANAGEMENT & OPERATIONS

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
5224	CHIEF HUMAN RESOURCES OFFICER SEE COUNTY CODE, TITLE 1, SUBTITLE 1, §1.102	LEADS THE COUNTY-WIDE HUMAN RESOURCES MANAGEMENT AND RISK PROGRAMS AND DIRECTS THE OFFICE OF HUMAN RESOURCES UNDER EXECUTIVE LEVEL DIRECTION. WORK INCLUDES DIRECTING, ADMINISTERING AND COORDINATING THE HUMAN RESOURCES FUNCTIONS, OF THE COUNTY, SUCH AS RECRUITMENT AND SELECTION, EXAMINATIONS, CLASSIFICATION AND COMPENSATION, EMPLOYEE BENEFITS, RETIREMENT, WORKER’S COMPENSATION, EMPLOYMENT COMPLIANCE, PERFORMANCE MANAGEMENT, WORKFORCE DEVELOPMENT, EMPLOYEE RELATIONS, RISK MANAGEMENT, AND WORKFORCE SAFETY PROGRAMS. ADVISES EXECUTIVE LEADERSHIP AND DEPARTMENTS ON WORKFORCE POLICIES, ORGANIZATIONAL NEEDS, REGULATORY COMPLIANCE, AND EFFECTIVE HUMAN RESOURCES PRACTICES.	BACHELOR’S DEGREE	TEN (10) YEARS		EX - 5	EXECUTIVE EXEMPT FLSA EXEMPT
5222	DEPUTY CHIEF HUMAN RESOURCES OFFICER	PERFORMS ADVANCED ADMINISTRATIVE, STRATEGIC, AND OPERATIONAL HUMAN RESOURCES LEADERSHIP WORK UNDER EXECUTIVE-LEVEL DIRECTION AND SERVES AS THE DEPUTY TO THE CHIEF HUMAN RESOURCES OFFICER. WORK INCLUDES ASSISTING IN PLANNING, DIRECTING, COORDINATING, AND OVERSEEING COUNTYWIDE HUMAN RESOURCES PROGRAMS, POLICIES, AND SERVICES.	BACHELOR’S DEGREE	EIGHT (8) YEARS		EX - 3	EXECUTIVE EXEMPT FLSA EXEMPT

CLASS FAMILY 5-2 HUMAN RESOURCES MANAGEMENT & OPERATIONS

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
5220	ASSISTANT CHIEF HUMAN RESOURCES OFFICER	PERFORMS CONFIDENTIAL ADVANCED MANAGEMENT-LEVEL HUMAN RESOURCES WORK UNDER ADMINISTRATIVE DIRECTION FROM THE CHIEF HUMAN RESOURCES OFFICER. PROVIDES STRATEGIC LEADERSHIP, DIRECTION, AND OVERSIGHT FOR MAJOR COUNTYWIDE HUMAN RESOURCES FUNCTIONAL AREAS SUCH AS BENEFITS AND WELLNESS, HUMAN RESOURCES INFORMATION SYSTEMS AND EMPLOYMENT RECORDS, RETIREMENT ADMINISTRATION, TALENT ACQUISITION, OR OTHER ASSIGNED HUMAN RESOURCES PROGRAMS. WORK INCLUDES OVERSEEING COMPLEX HR PROGRAMS AND INITIATIVES, SUPPORTING THE DEVELOPMENT AND IMPLEMENTATION OF COUNTYWIDE HR STRATEGY, ENSURING COMPLIANCE WITH APPLICABLE FEDERAL, STATE, AND LOCAL LAWS AND REGULATIONS, AND ADVISING EXECUTIVE LEADERSHIP, DEPARTMENT LEADERSHIP, MANAGEMENT, AND STAKEHOLDERS ON SENSITIVE AND HIGH-IMPACT HUMAN RESOURCES MATTERS.	BACHELOR’S DEGREE	SIX (6) YEARS		G-120	CLASSIFIED FLSA EXEMPT
5218	HUMAN RESOURCES DIVISION MANAGER	PERFORMS CONFIDENTIAL MANAGEMENT-LEVEL PROFESSIONAL WORKS AND IS RESPONSIBLE FOR PLANNING, DIRECTING, AND OVERSEEING A MAJOR FUNCTIONAL AREA OF THE HUMAN RESOURCES DIVISION, SUCH AS BENEFITS AND WELLNESS, HUMAN RESOURCES SYSTEMS AND EMPLOYMENT RECORDS, RETIREMENT ADMINISTRATION, TALENT ACQUISITION, OR OTHER ASSIGNED PROGRAM AREAS. UNDER GENERAL DIRECTION, THIS POSITION PROVIDES STRATEGIC LEADERSHIP FOR ASSIGNED FUNCTIONS, DEVELOPS AND IMPLEMENTS HUMAN RESOURCES POLICIES, PROCEDURES, AND PROGRAMS, AND ENSURES COMPLIANCE WITH APPLICABLE FEDERAL, STATE, AND LOCAL LAWS, REGULATIONS, AND LABOR AGREEMENTS.	BACHELOR’S DEGREE	FIVE (5) YEARS		G-118	FLSA EXEMPT

CLASS FAMILY 5-2 HUMAN RESOURCES MANAGEMENT & OPERATIONS

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
5216	HUMAN RESOURCES SPECIALIST III	PERFORMS CONFIDENTIAL ADVANCED PROFESSIONAL-LEVEL HUMAN RESOURCES WORK UNDER MINIMAL DIRECTION IN SUPPORT OF THE COUNTY'S HUMAN RESOURCES PROGRAMS AND OPERATIONS. THIS POSITION MAY SUPERVISE LOWER LEVEL ADMINISTRATIVE OR TECHNICAL POSITIONS. RESPONSIBLE FOR OVERSEEING AND LEADING COMPLEX HUMAN RESOURCES FUNCTIONS AND INITIATIVES, PROVIDING EXPERT GUIDANCE AND CONSULTATION TO HUMAN RESOURCES STAFF, SUPERVISORS, AND MANAGEMENT. WORK INCLUDES INTERPRETING AND APPLYING LAWS, POLICIES, LABOR AGREEMENTS, AND BEST PRACTICES; ANALYZING AND RESOLVING COMPLEX OR SENSITIVE ISSUES; AND DEVELOPING RECOMMENDATIONS TO SUPPORT EFFECTIVE HUMAN RESOURCES SERVICES AND ORGANIZATIONAL OBJECTIVES.	BACHELOR'S DEGREE	FOUR (4) YEARS		G-116	FLSA EXEMPT
5214	HUMAN RESOURCES SPECIALIST II	PERFORMS CONFIDENTIAL INTERMEDIATE PROFESSIONAL-LEVEL ANALYTICAL AND TECHNICAL HUMAN RESOURCES WORK UNDER GENERAL SUPERVISION IN SUPPORT OF THE COUNTY'S HUMAN RESOURCES PROGRAMS AND OPERATIONS. RESPONSIBLE FOR INDEPENDENTLY ADMINISTERING AND MANAGING MODERATELY COMPLEX ASSIGNMENTS WITHIN ONE OR MORE FUNCTIONAL HR AREAS SUCH AS BENEFITS, RETIREMENT, WORKERS' COMPENSATION, CLASSIFICATION AND PAY, RECRUITMENT, EMPLOYEE RECORDS, OR HRIS. WORK INCLUDES REVIEWING AND ANALYZING DOCUMENTATION, INTERPRETING AND APPLYING LAWS, POLICIES, AND LABOR AGREEMENTS, RESOLVING NON-ROUTINE ISSUES, COORDINATING WITH DEPARTMENTS AND EXTERNAL AGENCIES, AND DEVELOPING RECOMMENDATIONS TO SUPPORT EFFECTIVE HUMAN RESOURCES SERVICE DELIVERY AND COMPLIANCE.	BACHELOR'S DEGREE	THREE (3) YEARS		G-114	FLSA EXEMPT

CLASS FAMILY 5-2 HUMAN RESOURCES MANAGEMENT & OPERATIONS

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
5212	HUMAN RESOURCES SPECIALIST I	PERFORMS CONFIDENTIAL PROFESSIONAL AND TECHNICAL HUMAN RESOURCES WORK UNDER GENERAL SUPERVISION IN SUPPORT OF THE COUNTY’S HUMAN RESOURCES PROGRAMS AND SERVICES. RESPONSIBLE FOR ASSISTING WITH A VARIETY OF ASSIGNED HR FUNCTIONS SUCH AS HRIS, EMPLOYMENT RECORDS, BENEFITS ADMINISTRATION, RETIREMENT PROCESSING, WORKERS’ COMPENSATION, RECRUITMENT SUPPORT, OR OTHER RELATED PROGRAM AREAS. WORK INCLUDES PROCESSING PERSONNEL TRANSACTIONS, MAINTAINING AND VALIDATING EMPLOYEE DATA, REVIEWING DOCUMENTATION FOR COMPLETENESS AND ACCURACY, AND RESPONDING TO ROUTINE INQUIRIES IN ACCORDANCE WITH ESTABLISHED POLICIES, PROCEDURES, AND REGULATIONS.	BACHELOR’S DEGREE	ONE (1) YEAR		G-110	FLSA EXEMPT
5210	HUMAN RESOURCES ASSISTANT	PROVIDES ADMINISTRATIVE AND CLERICAL SUPPORT TO ASSIGNED HUMAN RESOURCES PROGRAMS AND FUNCTIONS. PERFORMS A VARIETY OF ROUTINE AND RECURRING DUTIES RELATED TO RECRUITMENT, ONBOARDING, EMPLOYEE RECORDS, BENEFITS, AND GENERAL HR OPERATIONS. SERVES AS A RESOURCE FOR EMPLOYEES, APPLICANTS, AND INTERNAL STAKEHOLDERS BY RESPONDING TO ROUTINE INQUIRIES AND DIRECTING MORE COMPLEX OR SENSITIVE MATTERS TO HIGHER-LEVEL HR STAFF.	ASSOCIATE’S DEGREE	ONE (1) YEAR		G-106	FLSA NON-EXEMPT

CLASS FAMILY 5-3 RISK, SAFETY & LIABILITY MANAGEMENT

OCCUPATIONAL GROUP 5. LEGAL, HUMAN CAPITAL MANAGEMENT & COMPLIANCE

CLASS FAMILY 5-3 RISK, SAFETY & LIABILITY MANAGEMENT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
5324	RISK & SAFETY MANAGER	PERFORMS ADVANCED MANAGEMENT LEVEL AND PROFESSIONAL WORK UNDER GENERAL DIRECTION AND IS RESPONSIBLE FOR PLANNING, DIRECTING, AND ADMINISTERING THE COUNTY’S RISK MANAGEMENT, WORKPLACE SAFETY, AND LIABILITY PROGRAMS. PROVIDES ENTERPRISE-LEVEL LEADERSHIP FOR SAFETY POLICY, LOSS PREVENTION, CLAIMS OVERSIGHT, AND REGULATORY COMPLIANCE AND ENSURES THE EFFECTIVE MITIGATION OF OPERATIONAL, FINANCIAL, AND LEGAL RISK ACROSS COUNTY DEPARTMENTS.	BACHELOR’S DEGREE	SIX (6) YEARS		G-120	FLSA EXEMPT
5320	SAFETY SPECIALIST III	PERFORMS ADVANCED, HIGHLY COMPLEX PROFESSIONAL RISK MANAGEMENT AND WORKPLACE SAFETY WORK UNDER GENERAL DIRECTION. THIS POSITION MAY SUPERVISE LOWER LEVEL ADMINISTRATIVE OR TECHNICAL POSITIONS. RESPONSIBLE FOR LEADING COMPLEX RISK AND SAFETY ANALYSES, CONDUCTING HIGH-IMPACT INCIDENT INVESTIGATIONS, AND DEVELOPING COUNTYWIDE RECOMMENDATIONS TO REDUCE EXPOSURE, IMPROVE SAFETY OUTCOMES, AND ENSURE REGULATORY COMPLIANCE. WORK INCLUDES EVALUATING SYSTEMIC RISKS, ADVISING DEPARTMENTS AND LEADERSHIP ON CORRECTIVE STRATEGIES, AND SUPPORTING ENTERPRISE-LEVEL RISK AND SAFETY INITIATIVES.	BACHELOR’S DEGREE	FOUR (4) YEARS		G-116	FLSA EXEMPT

CLASS FAMILY 5-3 RISK, SAFETY & LIABILITY MANAGEMENT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
5318	LIABILITY SPECIALIST III	PERFORMS ADVANCED, HIGHLY COMPLEX PROFESSIONAL LIABILITY AND CLAIMS MANAGEMENT WORK UNDER GENERAL DIRECTION. THIS POSITION MAY SUPERVISE LOWER LEVEL ADMINISTRATIVE OR TECHNICAL POSITIONS. RESPONSIBLE FOR INDEPENDENTLY HANDLING COMPLEX, HIGH-RISK, OR HIGH-DOLLAR LIABILITY CLAIMS; CONDUCTING ADVANCED ANALYSIS OF LOSS EXPOSURE; AND DEVELOPING RECOMMENDATIONS TO MITIGATE RISK AND PROTECT THE COUNTY'S LEGAL AND FINANCIAL INTERESTS. WORK INCLUDES EVALUATING CLAIMS INVOLVING SIGNIFICANT INJURY, PROPERTY DAMAGE, OR LEGAL COMPLEXITY AND ADVISING DEPARTMENTS AND LEADERSHIP ON LIABILITY TRENDS AND CORRECTIVE STRATEGIES.	BACHELOR'S DEGREE	FOUR (4) YEARS		G-116	FLSA EXEMPT
5316	LIABILITY SPECIALIST II	PERFORMS INTERMEDIATE PROFESSIONAL-LEVEL ANALYTICAL AND CASE MANAGEMENT WORK UNDER GENERAL SUPERVISION IN SUPPORT OF THE COUNTY'S LIABILITY AND CLAIMS MANAGEMENT PROGRAMS. RESPONSIBLE FOR INDEPENDENTLY REVIEWING, ANALYZING, AND MANAGING MODERATELY COMPLEX LIABILITY CLAIMS INVOLVING PERSONAL INJURY, PROPERTY DAMAGE, OR OTHER ALLEGED LOSSES. WORK INCLUDES EVALUATING DOCUMENTATION, APPLYING ESTABLISHED LEGAL AND POLICY STANDARDS, COORDINATING INVESTIGATIONS, AND DEVELOPING RECOMMENDATIONS TO RESOLVE CLAIMS AND REDUCE COUNTY EXPOSURE.	BACHELOR'S DEGREE	THREE (3) YEARS		G-114	FLSA EXEMPT

CLASS FAMILY 5-3 RISK, SAFETY & LIABILITY MANAGEMENT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
5314	SAFETY SPECIALIST II	PERFORMS INTERMEDIATE PROFESSIONAL-LEVEL ANALYTICAL AND PROGRAM IMPLEMENTATION WORK UNDER GENERAL SUPERVISION IN SUPPORT OF THE COUNTY'S RISK MANAGEMENT, WORKPLACE SAFETY, AND LOSS PREVENTION PROGRAMS. RESPONSIBLE FOR INDEPENDENTLY ANALYZING WORKPLACE INCIDENTS, INJURY TRENDS, SAFETY RISKS, AND COMPLIANCE ISSUES AND FOR RECOMMENDING CORRECTIVE ACTIONS TO REDUCE EXPOSURE AND IMPROVE SAFETY OUTCOMES. WORK INVOLVES APPLYING ESTABLISHED RISK MANAGEMENT AND SAFETY PRINCIPLES, POLICIES, AND REGULATIONS TO COMPLEX OR RECURRING ISSUES AFFECTING COUNTY OPERATIONS.	BACHELOR'S DEGREE	THREE (3) YEARS.		G-114	FLSA EXEMPT
5312	LIABILITY SPECIALIST I	PERFORMS PROFESSIONAL ANALYTICAL AND PROGRAM SUPPORT WORK UNDER GENERAL SUPERVISION IN SUPPORT OF THE COUNTY'S LIABILITY AND CLAIMS MANAGEMENT PROGRAMS. ASSISTS WITH THE INTAKE, DOCUMENTATION, REVIEW, AND ANALYSIS OF CLAIMS INVOLVING PROPERTY DAMAGE, PERSONAL INJURY, OR OTHER ALLEGED LIABILITY EXPOSURES. WORK INCLUDES APPLYING ESTABLISHED POLICIES, PROCEDURES, AND LEGAL GUIDELINES TO SUPPORT ACCURATE CLAIMS PROCESSING, LOSS PREVENTION, AND RISK MITIGATION EFFORTS.	BACHELOR'S DEGREE	ONE (1) YEAR		G-110	FLSA EXEMPT
5310	SAFETY SPECIALIST I	PERFORMS PROFESSIONAL ANALYTICAL AND PROGRAM SUPPORT WORK UNDER GENERAL SUPERVISION IN SUPPORT OF THE COUNTY'S RISK MANAGEMENT, SAFETY, AND LOSS PREVENTION PROGRAMS. ASSISTS WITH THE REVIEW, ANALYSIS, AND DOCUMENTATION OF WORKPLACE SAFETY ISSUES, RISK EXPOSURES, INCIDENTS, AND CLAIMS-RELATED DATA. WORK INCLUDES APPLYING ESTABLISHED POLICIES, PROCEDURES, AND SAFETY PRINCIPLES TO SUPPORT COMPLIANCE, PREVENTION, AND CORRECTIVE ACTION EFFORTS.	BACHELOR'S DEGREE	ONE (1) YEAR		G-110	FLSA EXEMPT

CLASS FAMILY 6-1 INFORMATION TECHNOLOGY & DIGITAL SERVICES

OCCUPATIONAL GROUP 6. INFORMATION TECHNOLOGY, COMMUNICATIONS & DATA SERVICES

CLASS FAMILY 6-1 INFORMATION TECHNOLOGY & DIGITAL SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
1236	DIRECTOR, TECHNOLOGY AND COMMUNICATION SERVICES (CHIEF INFORMATION OFFICER)	PERFORMS EXECUTIVE-LEVEL LEADERSHIP AND ADMINISTRATIVE WORK UNDER ADMINISTRATIVE DIRECTION FROM THE COUNTY EXECUTIVE OR OTHER EXECUTIVE AUTHORITY. <i>SEE FULL CLASSIFICATION DESCRIPTION UNDER <u>CLASS FAMILY 1-2 DEPARTMENTAL LEADERSHIP</u>.</i>	—	—	—	EX-6	EXECUTIVE EXEMPT FLSA EXEMPT
6152	DEPUTY DIRECTOR, TECHNOLOGY AND COMMUNICATION SERVICES (DEPUTY CHIEF INFORMATION OFFICER)	PERFORMS EXECUTIVE AND ADVANCED ADMINISTRATIVE LEVEL TECHNOLOGY AND COMMUNICATION SERVICES WORK UNDER EXECUTIVE LEVEL THE DIRECTION FROM THE CHIEF INFORMATION OFFICER. SERVES AS THE SECOND-IN-COMMAND FOR THE DEPARTMENT OF TECHNOLOGY AND COMMUNICATION SERVICES (DTCS) AND IS RESPONSIBLE FOR ASSISTING IN THE STRATEGIC PLANNING, ADMINISTRATION AND OVERSIGHT OF THE COUNTYWIDE TECHNOLOGY AND COMMUNICATIONS SERVICES. RESPONSIBILITIES INCLUDE PROVIDING EXECUTIVE LEADERSHIP FOR MAJOR IT AND COMMUNICATION FUNCTIONS, OVERSEEING ENTERPRISE PROGRAMS AND OPERATIONS, AND ENSURING ALIGNMENT WITH COUNTY STRATEGIC GOALS, POLICIES AND SERVICE DELIVERY PRIORITIES. RESPONSIBLE FOR DEVELOPING AND MAINTAINING EFFECTIVE INFORMATION SYSTEMS FOR THE COUNTY GOVERNMENT; SUPERVISING PERSONNEL; AND DEVELOPING THE OPERATING AND CAPITAL BUDGET AND ALL SUBSEQUENT EXPENDITURES.	BACHELOR’S DEGREE	EIGHT (8) YEARS		EX - 4	EXECUTIVE EXEMPT FLSA EXEMPT

CLASS FAMILY 6-1 INFORMATION TECHNOLOGY & DIGITAL SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
6150	CHIEF INFORMATION SECURITY OFFICER (CISO)	PERFORMS ADVANCED EXECUTIVE AND ADMINISTRATIVE WORK UNDER ADMINISTRATIVE DIRECTION FROM THE CHIEF INFORMATION OFFICER OR OTHER EXECUTIVE AUTHORITY. RESPONSIBLE FOR ESTABLISHING, IMPLEMENTING, AND OVERSEEING THE COUNTY’S ENTERPRISE INFORMATION SECURITY AND CYBERSECURITY PROGRAM, INCLUDING GOVERNANCE, RISK MANAGEMENT, COMPLIANCE, INCIDENT RESPONSE, AND SECURITY ARCHITECTURE. THE CISO SERVES AS THE COUNTY’S PRINCIPAL AUTHORITY ON INFORMATION SECURITY, PROTECTING COUNTY SYSTEMS, NETWORKS, DATA, AND TECHNOLOGY ASSETS FROM EVOLVING CYBER THREATS.	BACHELOR’S DEGREE	EIGHT (8) YEARS		EX - 4	EXECUTIVE EXEMPT FLSA EXEMPT
6148	IT MANAGER II	PERFORMS MANAGEMENT AND ADVANCED LEVEL INFORMATION TECHNOLOGY WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. RESPONSIBLE FOR PLANNING, DIRECTING, AND MANAGING LARGE-SCALE, COMPLEX IT PROGRAMS OR MULTIPLE MAJOR FUNCTIONAL AREAS SUCH AS ENTERPRISE INFRASTRUCTURE, CYBERSECURITY, APPLICATIONS AND SYSTEMS DEVELOPMENT, DATA AND ANALYTICS, IT SERVICE MANAGEMENT, OR COUNTYWIDE TECHNOLOGY PLATFORMS. WORK INCLUDES TRANSLATING COUNTY AND DEPARTMENTAL STRATEGIC OBJECTIVES INTO ENTERPRISE IT INITIATIVES, ENSURING INTEGRATION AND STANDARDIZATION ACROSS SYSTEMS, AND SUSTAINING HIGH LEVELS OF RELIABILITY, SECURITY, AND SERVICE DELIVERY.	BACHELOR’S DEGREE	SIX (6) YEARS		G-120	CLASSIFIED FLSA EXEMPT

CLASS FAMILY 6-1 INFORMATION TECHNOLOGY & DIGITAL SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
6146	CHIEF PROJECT MANAGER	PERFORMS MANAGERIAL-LEVEL PROFESSIONAL PROJECT AND PROGRAM MANAGEMENT WORK DIRECTING AND OVERSEEING LARGE-SCALE, COMPLEX, HIGH-IMPACT PROJECTS AND INITIATIVES WITH COUNTYWIDE OR MULTI-DEPARTMENTAL IMPACT. OVERSEES PROJECT MANAGEMENT OFFICE. RESPONSIBLE FOR PLANNING, ORGANIZING, COORDINATING, AND CONTROLLING THE DELIVERY OF MAJOR PROJECTS INVOLVING OPERATIONAL, ADMINISTRATIVE, TECHNOLOGY, INFRASTRUCTURE, FACILITIES, PUBLIC SERVICE, PROCESS IMPROVEMENT, COMPLIANCE, OR ORGANIZATIONAL TRANSFORMATION INITIATIVES. WORK REQUIRES ADVANCED PROJECT MANAGEMENT EXPERTISE, SUBSTANTIAL INDEPENDENT JUDGMENT, AND ACCOUNTABILITY FOR PROJECT OUTCOMES AFFECTING CRITICAL COUNTY OPERATIONS, SERVICES, RESOURCES, AND STRATEGIC PRIORITIES.	BACHELOR’S DEGREE	SIX (6) YEARS	PMP CERTIFICATION	G-120	FLSA EXEMPT
6144	TECHNICAL SERVICES MANAGER	PERFORMS ADVANCED MANAGEMENT-LEVEL TECHNICAL SERVICES WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. RESPONSIBLE FOR PLANNING, DIRECTING, AND MANAGING LARGE-SCALE OR MULTIPLE TECHNICAL SERVICES PROGRAMS THAT SUPPORT COUNTY OPERATIONS, INFRASTRUCTURE, AND SERVICE DELIVERY. TECHNICAL SERVICES MAY INCLUDE COMMUNICATIONS SYSTEMS, NETWORK AND INFRASTRUCTURE OPERATIONS, FIELD TECHNOLOGIES, ENTERPRISE PLATFORMS, SYSTEM OPERATIONS, OR OTHER COMPLEX TECHNICAL FUNCTIONS REQUIRING SPECIALIZED EXPERTISE AND SUSTAINED MANAGERIAL OVERSIGHT.	BACHELOR’S DEGREE	SIX (6) YEARS		G-120	FLSA EXEMPT

CLASS FAMILY 6-1 INFORMATION TECHNOLOGY & DIGITAL SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
6142	IT SOLUTIONS ARCHITECT	PERFORMS ADVANCED, HIGHLY COMPLEX PROFESSIONAL INFORMATION TECHNOLOGY WORK UNDER GENERAL DIRECTION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. RESPONSIBLE FOR DESIGNING, INTEGRATING, AND GUIDING THE IMPLEMENTATION OF COMPLEX TECHNOLOGY SOLUTIONS THAT SUPPORT COUNTY PROGRAMS, OPERATIONS, AND SERVICE DELIVERY. WORK FOCUSES ON TRANSLATING BUSINESS AND OPERATIONAL REQUIREMENTS INTO SECURE, SCALABLE, AND MAINTAINABLE TECHNICAL SOLUTIONS ALIGNED WITH ENTERPRISE ARCHITECTURE STANDARDS AND IT GOVERNANCE FRAMEWORKS.	BACHELOR'S DEGREE	SIX (6) YEARS		G-120	FLSA EXEMPT
6140	IT ENTERPRISE ARCHITECT	PERFORMS ADVANCED, HIGHLY COMPLEX PROFESSIONAL INFORMATION TECHNOLOGY WORK UNDER GENERAL DIRECTION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. RESPONSIBLE FOR ESTABLISHING, MAINTAINING, AND GOVERNING THE COUNTY'S ENTERPRISE TECHNOLOGY ARCHITECTURE, INCLUDING BUSINESS, APPLICATION, DATA, INFRASTRUCTURE, AND SECURITY DOMAINS. THE IT ENTERPRISE ARCHITECT ENSURES THAT TECHNOLOGY SOLUTIONS ARE STRATEGICALLY ALIGNED WITH COUNTY GOALS, SCALABLE, SECURE, INTEROPERABLE, AND COMPLIANT WITH ENTERPRISE STANDARDS AND GOVERNANCE FRAMEWORKS.	BACHELOR'S DEGREE	SIX (6) YEARS		G-120	FLSA EXEMPT

CLASS FAMILY 6-1 INFORMATION TECHNOLOGY & DIGITAL SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
6138	IT MANAGER I	PERFORMS MID-MANAGEMENT AND ADVANCED LEVEL INFORMATION TECHNOLOGY MANAGEMENT WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. RESPONSIBLE FOR PLANNING, DIRECTING, AND MANAGING ONE OR MORE MAJOR IT FUNCTIONAL AREAS SUCH AS INFRASTRUCTURE AND OPERATIONS, APPLICATIONS AND SYSTEMS DEVELOPMENT, CYBERSECURITY, ENTERPRISE PLATFORMS, DATA AND ANALYTICS, IT SERVICE DELIVERY, PUBLIC SAFETY TECHNOLOGIES, COMMUNICATIONS SYSTEMS, OR OTHER SPECIALIZED TECHNOLOGY FUNCTIONS. WORK INCLUDES TRANSLATING ORGANIZATIONAL AND DEPARTMENTAL OBJECTIVES INTO OPERATIONAL IT STRATEGIES, ENSURING SYSTEM RELIABILITY AND SECURITY, MANAGING VENDOR RELATIONSHIPS, AND OVERSEEING ASSIGNED BUDGETS, CONTRACTS, AND RESOURCES.	BACHELOR'S DEGREE	FIVE (5) YEARS		G-118	FLSA EXEMPT
6136	GIS ANALYST IV	PERFORMS EXPERT-LEVEL, HIGHLY COMPLEX GEOGRAPHIC INFORMATION SYSTEMS (GIS) WORK INVOLVING ENTERPRISE GEOSPATIAL ARCHITECTURE, ADVANCED SPATIAL ANALYTICS, AND COUNTYWIDE GIS STRATEGY IMPLEMENTATION. THIS CLASSIFICATION SERVES AS THE HIGHEST-LEVEL TECHNICAL AUTHORITY FOR GIS ANALYSIS AND SOLUTION DEVELOPMENT, RESPONSIBLE FOR DESIGNING INNOVATIVE GEOSPATIAL MODELS, ESTABLISHING AUTHORITATIVE DATA STANDARDS, AND LEADING THE MOST COMPLEX AND SENSITIVE GIS INITIATIVES SUPPORTING COUNTY OPERATIONS, PUBLIC SAFETY, INFRASTRUCTURE, PLANNING, AND POLICY DEVELOPMENT. WORK REQUIRES EXPERT KNOWLEDGE, ORIGINAL PROBLEM-SOLVING, AND A HIGH DEGREE OF INDEPENDENT JUDGMENT.	BACHELOR'S DEGREE	SIX (6) YEARS		G-118	FLSA EXEMPT

CLASS FAMILY 6-1 INFORMATION TECHNOLOGY & DIGITAL SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
6134	IT CYBERSECURITY ANALYST II	PERFORMS ADVANCED, HIGHLY COMPLEX PROFESSIONAL CYBERSECURITY WORK UNDER GENERAL DIRECTION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. THIS CLASSIFICATION SERVES AS A SENIOR SUBJECT MATTER EXPERT RESPONSIBLE FOR PROTECTING COUNTY INFORMATION SYSTEMS, NETWORKS, APPLICATIONS, AND DATA FROM CYBER THREATS, VULNERABILITIES, AND UNAUTHORIZED ACCESS. WORK INCLUDES THE DESIGN, IMPLEMENTATION, MONITORING, AND CONTINUOUS IMPROVEMENT OF ENTERPRISE CYBERSECURITY CONTROLS, THREAT DETECTION CAPABILITIES, INCIDENT RESPONSE PROCESSES, AND RISK MITIGATION STRATEGIES ACROSS COUNTY SYSTEMS AND PLATFORMS.	BACHELOR'S DEGREE	FIVE (5) YEARS		G-118	FLSA EXEMPT
6132	SENIOR PROJECT MANGER	PERFORMS SENIOR-LEVEL PROFESSIONAL PROJECT MANAGEMENT WORK INVOLVING THE LEADERSHIP AND DELIVERY OF COMPLEX, HIGH-IMPACT PROJECTS AND INITIATIVES WITH DEPARTMENTAL, MULTI-DEPARTMENTAL, OR COUNTYWIDE SCOPE. WORK INCLUDES PLANNING, DIRECTING, AND CONTROLLING LARGE OR MULTIPLE CONCURRENT PROJECTS INVOLVING OPERATIONAL, ADMINISTRATIVE, TECHNOLOGY, FACILITIES, INFRASTRUCTURE, PUBLIC SERVICE, PROCESS IMPROVEMENT, COMPLIANCE, OR ORGANIZATIONAL TRANSFORMATION INITIATIVES. THE POSITION REQUIRES ADVANCED PROJECT MANAGEMENT EXPERTISE, SUBSTANTIAL INDEPENDENT JUDGMENT, AND THE ABILITY TO RESOLVE COMPLEX, NON-ROUTINE ISSUES AFFECTING COUNTY OPERATIONS, SERVICES, RESOURCES, OR STRATEGIC PRIORITIES.	BACHELOR'S DEGREE	SIX (6) YEARS	PMP CERTIFICATION	G-117	FLSA EXEMPT

CLASS FAMILY 6-1 INFORMATION TECHNOLOGY & DIGITAL SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
6130	CABLE ADMINISTRATOR MANAGER	PERFORMS ADVANCED PROFESSIONAL AND TECHNICAL PROGRAM MANAGEMENT WORK INVOLVING CABLE ADMINISTRATION, PUBLIC, EDUCATIONAL, AND GOVERNMENT ACCESS SERVICES, FRANCHISE COMPLIANCE, AND RELATED COMMUNICATIONS OPERATIONS. WORK INCLUDES ADMINISTERING AND MONITORING CABLE TELEVISION FRANCHISE AGREEMENTS, COORDINATING PUBLIC-FACING CABLE AND COMMUNICATIONS SERVICES, SUPPORTING PEG ACCESS OPERATIONS, REVIEWING COMPLIANCE DOCUMENTATION, ASSISTING WITH CONTRACT AND VENDOR COORDINATION, AND SUPPORTING SERVICES THAT PROMOTE PUBLIC INFORMATION, GOVERNMENT TRANSPARENCY, AND COMMUNITY ACCESS.	BACHELOR'S DEGREE	FIVE (5) YEARS		G-116	FLSA EXEMPT EXECUTIVE EXEMPT
6128	IT SUPERVISOR	PERFORMS ADVANCED SUPERVISORY AND PROFESSIONAL WORK OVERSEEING ONE OR MORE SIGNIFICANT INFORMATION TECHNOLOGY OR COMMUNICATIONS FUNCTIONS. IS RESPONSIBLE FOR SUPERVISING TECHNICAL STAFF, MANAGING DAILY OPERATIONS OF ASSIGNED IT SERVICES, AND ENSURING THE RELIABILITY, SECURITY, AND CONTINUITY OF CRITICAL SYSTEMS THAT MAY OPERATE ON A 24-HOUR BASIS.	BACHELOR'S DEGREE	FOUR (4) YEARS		G-116	FLSA EXEMPT
6126	PROJECT MANAGER	PERFORMS ADVANCED PROFESSIONAL-LEVEL PROJECT MANAGEMENT WORK INVOLVING THE PLANNING, COORDINATION, AND DELIVERY OF ASSIGNED PROJECTS AND INITIATIVES. WORK INCLUDES MANAGING PROJECT SCOPE, SCHEDULES, RESOURCES, RISKS, VENDORS, AND STAKEHOLDER COMMUNICATIONS FOR OPERATIONAL, ADMINISTRATIVE, TECHNOLOGY, FACILITIES, INFRASTRUCTURE, PUBLIC SERVICE, PROCESS IMPROVEMENT, COMPLIANCE, OR ORGANIZATIONAL INITIATIVES. THE POSITION APPLIES ESTABLISHED PROJECT MANAGEMENT METHODOLOGIES AND EXERCISES INDEPENDENT JUDGMENT TO ENSURE PROJECTS ARE DELIVERED ON TIME, WITHIN SCOPE, AND ALIGNED WITH COUNTY AND DEPARTMENTAL OBJECTIVES.	BACHELOR'S DEGREE	FOUR (4) YEARS		G-116	FLSA EXEMPT

CLASS FAMILY 6-1 INFORMATION TECHNOLOGY & DIGITAL SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
6124	IT CYBERSECURITY ANALYST I	PERFORMS PROFESSIONAL-LEVEL CYBERSECURITY WORK UNDER GENERAL SUPERVISION FROM AN IT MANAGER I, IT MANAGER II, CHIEF INFORMATION SECURITY OFFICER, OR OTHER ADMINISTRATIVE OR TECHNICAL SUPERIOR. SUPPORTS THE PROTECTION OF COUNTY INFORMATION SYSTEMS, NETWORKS, APPLICATIONS, AND DATA FROM CYBER THREATS, VULNERABILITIES, UNAUTHORIZED ACCESS, AND OPERATIONAL RISK. WORK INCLUDES MONITORING SECURITY EVENTS, SUPPORTING INCIDENT RESPONSE ACTIVITIES, CONDUCTING VULNERABILITY ASSESSMENTS, REVIEWING ACCESS CONTROLS, ASSISTING WITH CYBERSECURITY COMPLIANCE ACTIVITIES, AND IMPLEMENTING ESTABLISHED SECURITY CONTROLS, PROCEDURES, AND BEST PRACTICES.	BACHELOR'S DEGREE	FOUR (4) YEARS		G-116	FLSA EXEMPT
6122	IT SUPPORT SPECIALIST IV	PERFORMS SENIOR PROFESSIONAL LEVEL WORK INVOLVING THE DESIGN, MAINTENANCE, SUPPORT AND OPTIMIZATION OF COMPLEX INFORMATION TECHNOLOGY SYSTEMS AND INFRASTRUCTURE. RESPONSIBLE FOR PROVIDING EXPERT TECHNICAL ANALYSIS, RESOLVING HIGHLY COMPLEX SYSTEM ISSUES, AND SUPPORTING MISSION-CRITICAL IT OPERATIONS THAT MAY OPERATE ON A CONTINUOUS OR 24-HOUR BASIS. WORK REQUIRES SUBSTANTIAL INDEPENDENT JUDGMENT, ADVANCED TECHNICAL EXPERTISE, AND THE ABILITY TO INTEGRATE MULTIPLE OPERATING SYSTEMS, PLATFORMS, AND SUBSYSTEMS.	BACHELOR'S DEGREE	FOUR (4) YEARS		G-116	FLSA EXEMPT

CLASS FAMILY 6-1 INFORMATION TECHNOLOGY & DIGITAL SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
6120	GIS ANALYST III	PERFORMS ADVANCED, SENIOR-LEVEL PROFESSIONAL GEOGRAPHIC INFORMATION SYSTEMS (GIS) WORK INVOLVING COMPLEX SPATIAL ANALYSIS, ENTERPRISE GEOSPATIAL DATA MANAGEMENT, AND DEVELOPMENT OF SOPHISTICATED GIS SOLUTIONS SUPPORTING COUNTYWIDE OPERATIONS, PLANNING, AND POLICY INITIATIVES. THIS CLASSIFICATION IS RESPONSIBLE FOR DESIGNING AND IMPLEMENTING ADVANCED ANALYTICAL MODELS, INTEGRATING GIS WITH ENTERPRISE SYSTEMS, AND MAINTAINING AUTHORITATIVE GEOSPATIAL DATASETS USED FOR HIGH-IMPACT OPERATIONAL AND DECISION-MAKING PURPOSES. WORK REQUIRES EXPERT-LEVEL GIS KNOWLEDGE, SUBSTANTIAL INDEPENDENT JUDGMENT, AND THE ABILITY TO SOLVE HIGHLY COMPLEX, NON-ROUTINE GEOSPATIAL PROBLEMS.	BACHELOR'S DEGREE	FOUR (4) YEARS		G-116	FLSA EXEMPT
6118	GIS ANALYST II	PERFORMS ADVANCED PROFESSIONAL-LEVEL GEOGRAPHIC INFORMATION SYSTEMS (GIS) WORK INVOLVING COMPLEX SPATIAL ANALYSIS, DATA INTEGRATION, AND APPLICATION SUPPORT ACROSS COUNTY DEPARTMENTS. THIS CLASSIFICATION IS RESPONSIBLE FOR DEVELOPING AND MAINTAINING AUTHORITATIVE GEOSPATIAL DATASETS, PERFORMING NON-ROUTINE SPATIAL AND STATISTICAL ANALYSES, PRODUCING ADVANCED CARTOGRAPHIC AND DATA PRODUCTS, AND SUPPORTING GIS APPLICATIONS USED FOR OPERATIONAL, PLANNING, AND POLICY DECISION-MAKING. WORK REQUIRES SUBSTANTIAL TECHNICAL KNOWLEDGE, ANALYTICAL SKILL, AND THE ABILITY TO APPLY GIS PRINCIPLES TO COMPLEX AND VARIED SCENARIOS.	BACHELOR'S DEGREE	THREE (3) YEARS		G-114	FLSA EXEMPT

CLASS FAMILY 6-1 INFORMATION TECHNOLOGY & DIGITAL SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
6116	GIS ANALYST I	PERFORMS ENTRY-LEVEL PROFESSIONAL GEOGRAPHIC INFORMATION SYSTEMS (GIS) ANALYSIS AND SUPPORT WORK INVOLVING THE CREATION, MAINTENANCE, ANALYSIS, AND PRESENTATION OF SPATIAL DATA. WORK INCLUDES DEVELOPING AND UPDATING GIS LAYERS AND DATABASES, PERFORMING BASIC TO MODERATELY COMPLEX SPATIAL ANALYSIS, PRODUCING MAPS AND VISUALIZATIONS, AND SUPPORTING DEPARTMENTAL GIS APPLICATIONS. THE POSITION APPLIES ESTABLISHED GIS PRINCIPLES, TOOLS, AND METHODOLOGIES TO SUPPORT OPERATIONAL, PLANNING, AND DECISION-MAKING NEEDS ACROSS COUNTY DEPARTMENTS.	ASSOCIATE’S DEGREE	TWO (2) YEAR		G-110	FLSA NON-EXEMPT
6114	IT SUPPORT SPECIALIST III	PERFORMS ADVANCED PROFESSIONAL LEVEL WORK INVOLVING THE MAINTENANCE, SUPPORT, ANALYSIS, AND OPTIMIZATION OF COMPLEX INFORMATION TECHNOLOGY SYSTEMS AND APPLICATIONS. RESPONSIBLE FOR RESOLVING NON-ROUTINE AND COMPLEX PROGRAM OR SYSTEM SOFTWARE PROBLEMS, SUPPORTING ENTERPRISE APPLICATIONS, AND PARTICIPATING IN SYSTEMS ANALYSIS AND DESIGN EFFORTS. WORK REQUIRES THE APPLICATION OF SUBSTANTIAL TECHNICAL KNOWLEDGE, INDEPENDENT JUDGMENT, AND ANALYTICAL SKILLS TO ENSURE RELIABLE AND EFFECTIVE IT SERVICES.	BACHELOR’S DEGREE	THREE (3) YEARS		OT-214 OR G-114	FLSA EXEMPT

CLASS FAMILY 6-1 INFORMATION TECHNOLOGY & DIGITAL SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
6112	IT SUPPORT SPECIALIST II	PERFORMS INTERMEDIATE PROFESSIONAL LEVEL TECHNOLOGY SUPPORT AND-RELATED-COMMUNICATION SERVICES WORK INVOLVING THE ADMINISTRATION, DEVELOPMENT, SOFTWARE MAINTENANCE, COMPUTER PROGRAMMING AND SYSTEM DESIGN, AND SUPPORT OF COMPUTER SYSTEMS, APPLICATIONS, AND DATABASES. APPLIES ESTABLISHED TECHNICAL PRINCIPLES TO SUPPORT DEPARTMENTAL SYSTEMS, DEVELOP OR MODIFY APPLICATIONS, AND RESOLVE MODERATELY COMPLEX TECHNICAL ISSUES. WORK REQUIRES ANALYTICAL SKILL, TECHNICAL PROFICIENCY, AND THE ABILITY TO COORDINATE WITH USERS AND VENDORS TO MEET OPERATIONAL REQUIREMENTS. PERFORMS UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. WORK ALSO INCLUDES INTERACTING WITH USER DEPARTMENT PERSONNEL; SOFTWARE VENDORS DEVELOPING SYSTEMS PERFORMANCE SPECIFICATIONS; AND ESTIMATING RESOURCE REQUIREMENTS BASED ON FUNCTIONAL SPECIFICATIONS.	BACHELOR'S DEGREE	Two (2) YEARS		OT-212 OR G-112	FLSA NON-EXEMPT / EXEMPT
6110	IT SUPPORT SPECIALIST I	PERFORMS SENIOR IT SUPPORT RELATED TO INFORMATION; TECHNOLOGY AND COMMUNICATIONS TROUBLESHOOTING WORK, INVOLVING THE INSTALLATION, CONFIGURATION, TESTING, MAINTENANCE, AND SUPPORT OF HARDWARE, SOFTWARE, AND RELATED SYSTEMS. WORK INCLUDES RESPONDING TO COMPLEX HELPDESK REQUESTS; SUPPORTING CLIENT/SERVER AND MICROCOMPUTER ENVIRONMENTS; AND PROVIDING TECHNICAL ASSISTANCE AND TRAINING TO USERS. DEPENDING ON ASSIGNMENT, DUTIES MAY ALSO INVOLVE SUPPORTING SPECIALIZED SYSTEMS SUCH AS COMPUTER-AIDED DISPATCH, RADIO AND TELECOMMUNICATIONS EQUIPMENT, MULTIMEDIA PRODUCTION, OR PUBLIC INFORMATION AND COMMUNICATIONS SERVICES. WORK REQUIRES THE APPLICATION OF ESTABLISHED TECHNICAL PRINCIPLES, SOUND JUDGMENT, AND EFFECTIVE CUSTOMER SERVICE SKILLS.	ASSOCIATE'S DEGREE	Two (2) YEARS		OT-210 OR G-110	FLSA NON-EXEMPT

CLASS FAMILY 6-1 INFORMATION TECHNOLOGY & DIGITAL SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
6108	IT SUPPORT TECHNICIAN III	PERFORMS SENIOR TECHNICAL LEVEL INFORMATION TECHNOLOGY AND COMMUNICATION SERVICES WORK UNDER REGULAR SUPERVISION FROM A TECHNICAL SUPERIOR. WORK INVOLVES THE SKILLED APPLICATION OF ESTABLISHED AND SPECIALIZED TECHNICAL PROCEDURES TO SUPPORT COUNTY TECHNOLOGY, COMMUNICATION, AND MEDIA SYSTEMS. ASSIGNMENTS MAY INCLUDE ASSISTING IN THE PRODUCTION OF TELEVISION PROGRAMS AND PUBLIC SERVICE ANNOUNCEMENTS; PREPARING ILLUSTRATIONS, GRAPHIC DESIGNS, AND CONSTRUCTION DRAWINGS; PROVIDING MEDIA CONVERSION AND LASER OR PHOTO TYPE OUTPUT SERVICES FOR REPRODUCTION; OPERATING COMPUTERS AND PLANNING COMPUTER OPERATING SCHEDULES; OR INSTALLING, REPAIRING AND MAINTAINING RADIO, TELEPHONE, DATA AND RELATED ELECTRONIC EQUIPMENT	HIGH SCHOOL DIPLOMA	THREE (3) YEARS		OT-208 OR G-108	FLSA NON-EXEMPT
6106	IT SUPPORT TECHNICIAN II	PERFORMS INTERMEDIATE TECHNICAL LEVEL INFORMATION TECHNOLOGY AND COMMUNICATION SERVICES WORK UNDER REGULAR SUPERVISION FROM A TECHNICAL SUPERIOR. WORK INVOLVES THE APPLICATION OF ESTABLISHED TECHNICAL PROCEDURES, METHODS, AND STANDARDS TO SUPPORT COUNTY TECHNOLOGY SYSTEMS, COMMUNICATIONS, EQUIPMENT AND RELATED SERVICES. WORK MAY ALSO INCLUDE INSTALLING, OPERATING, MAINTAINING, AND TROUBLESHOOTING COMPUTER SYSTEMS, PERIPHERAL DEVICES, AND ELECTRONIC OR COMMUNICATION EQUIPMENT AS WELL AS PERFORMING ENTRY-LEVEL DESKTOP, APPLICATION, OR GEOGRAPHIC INFORMATION SYSTEMS (GIS) SUPPORT FUNCTIONS.	HIGH SCHOOL DIPLOMA;	TWO (2) YEARS		OT-206 OR G-106	FLSA NON-EXEMPT

CLASS FAMILY 6-1 INFORMATION TECHNOLOGY & DIGITAL SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
6104	IT SUPPORT TECHNICIAN I	PERFORMS ENTRY-LEVEL TECHNICAL SUPPORT WORK UNDER REGULAR SUPERVISION FROM A TECHNICAL SUPERIOR. ASSISTS THE COUNTY EMPLOYEES WITH THE USE, MAINTENANCE, AND TROUBLESHOOTING OF INFORMATION TECHNOLOGY SYSTEMS, HARDWARE, SOFTWARE, AND PERIPHERAL EQUIPMENT. WORK INCLUDES RESPONDING TO SERVICE REQUESTS, RESOLVING BASIC TECHNICAL ISSUES, SETTING UP DEVICES, AND DOCUMENTING SUPPORT ACTIVITIES IN ACCORDANCE WITH ESTABLISHED PROCEDURES AND SERVICE STANDARDS.	HIGH SCHOOL DIPLOMA	ONE (1) YEAR		OT-202 OR G-102	FLSA NON-EXEMPT

CLASS FAMILY 6-2 COMMUNICATIONS & PUBLIC INFORMATION SERVICES

OCCUPATIONAL GROUP 6. INFORMATION TECHNOLOGY, COMMUNICATIONS & DATA SERVICES

CLASS FAMILY 6-2 COMMUNICATIONS & PUBLIC INFORMATION SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
1128	CHIEF OF COMMUNICATION & COMMUNITY ENGAGEMENT	PERFORMS EXECUTIVE-LEVEL LEADERSHIP AND ENGINEERING OVERSIGHT WORK UNDER EXECUTIVE DIRECTION FROM THE COUNTY EXECUTIVE. <i>SEE FULL CLASSIFICATION DESCRIPTION UNDER <u>CLASS FAMILY 1-2 DEPARTMENTAL LEADERSHIP</u>.</i>	—	—	—	EX-5	EXECUTIVE EXEMPT FLSA EXEMPT
6228	PUBLIC INFORMATION MANAGER	PERFORMS SENIOR PROFESSIONAL AND MANAGERIAL PUBLIC INFORMATION AND COMMUNICATIONS WORK UNDER EXECUTIVE LEVEL DIRECTION FROM THE DIRECTOR OF COMMUNICATIONS AND COMMUNITY ENGAGEMENT OR, WHEN ASSIGNED WITHIN THE COUNTY COUNCIL OFFICE, UNDER COMPARABLE LEGISLATIVE AUTHORITY. WORK INCLUDES RESPONSIBILITY FOR MANAGING PUBLIC INFORMATION, MEDIA RELATIONS, AND COMMUNICATION ACTIVITIES FOR ASSIGNED OFFICES, ENSURING ACCURATE, TIMELY, AND CONSISTENT MESSAGING ALIGNED WITH COUNTY POLICIES, PRIORITIES, AND LEGAL REQUIREMENTS.	BACHELOR'S DEGREE	SIX (6) YEARS		EX - 2	EXECUTIVE EXEMPT FLSA EXEMPT
6226	POLICE INFORMATION SPECIALIST	PERFORMS ADVANCED PROFESSIONAL PUBLIC INFORMATION AND MEDIA RELATIONS WORK AS SPOKESPERSON FOR THE CHIEF OF POLICE AND THE HOWARD COUNTY POLICE DEPARTMENT. WORK INVOLVES DIRECTING POLICE PUBLIC AFFAIRS ACTIVITIES, MANAGEMENT OF MEDIA STRATEGY, AND DIRECTING THE ACTIVITIES OF THE OFFICE OF PUBLIC AFFAIRS INCLUDING SUPERVISION OF ASSIGNED STAFF.-PREPARES NEWS RELEASES, WRITES AND EDITS COPY, CONDUCTS RESEARCH, SERVING AS THE DEPARTMENT'S LIAISON TO THE MEDIA, RESPONDS TO CRIME SCENES OR EMERGENCY SITUATIONS AND CONDUCTS ON AIR INTERVIEWS. DEVELOPS AND SUPERVISES OF COMPREHENSIVE COMMUNICATIONS AND TECHNOLOGICAL STRATEGIES TO INFORM THE PUBLIC OF DEPARTMENT ACTIVITIES, INCLUDING PROACTIVE OUTREACH INITIATIVES AND THE DESIGN AND APPROVAL OF INFORMATIONAL MATERIALS AND DEPARTMENT REPORTS. SUPERVISES THE POLICE RELATED PUBLIC AFFAIRS ACTIVITIES DURING THE MANAGEMENT OF LARGE-SCALE EMERGENCY OPERATIONS CENTER ACTIVITIES.	BACHELOR'S DEGREE	FIVE (5) YEARS	A VALID CLASS C DRIVER'S LICENSE MILES/NCIC AUTHORIZATION	G-120	EXECUTIVE EXEMPT FLSA EXEMPT

CLASS FAMILY 6-2 COMMUNICATIONS & PUBLIC INFORMATION SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
6224	COMMUNICATIONS SPECIALIST III	PERFORMS ADVANCED-LEVEL PROFESSIONAL WORK AND IS RESPONSIBLE FOR MANAGING COMPLEX COMMUNICATIONS INITIATIVES, PROVIDING STRATEGIC GUIDANCE, AND SERVING AS A LEAD COMMUNICATIONS RESOURCE AT THE DEPARTMENT LEVEL. WORK INCLUDES DEVELOPING AND IMPLEMENTING COMPREHENSIVE COMMUNICATIONS STRATEGIES, ADVISING LEADERSHIP ON OUTREACH AND PUBLIC INFORMATION, AND OVERSEEING HIGH-PROFILE PROJECTS OR CAMPAIGNS.	BACHELOR'S DEGREE	FOUR (4) YEARS		G-116	FLSA EXEMPT
6222	COMMUNICATIONS SPECIALIST II	PERFORMS INTERMEDIATE-LEVEL PROFESSIONAL WORK AND IS RESPONSIBLE FOR INDEPENDENTLY DEVELOPING AND DELIVERING PUBLIC MESSAGING AT DEPARTMENTAL LEVEL. WORK INCLUDES MANAGING COMMUNICATIONS PROJECTS OF MODERATE COMPLEXITY, CREATING ADVANCED CONTENT FOR INTERNAL AND EXTERNAL AUDIENCES, AND CONTRIBUTING TO SHAPING DEPARTMENTAL OUTREACH AND ENGAGEMENT EFFORTS.	BACHELOR'S DEGREE	TWO (2) YEARS		G-114	FLSA EXEMPT
6220	COMMUNICATIONS SPECIALIST I	PERFORMS PROFESSIONAL WORK AND IS RESPONSIBLE FOR SUPPORTING THE DEVELOPMENT AND DISSEMINATION OF PUBLIC INFORMATION AT DEPARTMENT LEVEL, UNDER GENERAL SUPERVISION. WORK INCLUDES ASSISTING WITH DRAFTING CONTENT, PREPARING PROGRAM ANNOUNCEMENTS, AND SUPPORTING ROUTINE COMMUNICATIONS INITIATIVES UNDER GENERAL SUPERVISION.	BACHELOR'S DEGREE	ONE (1) YEAR		G-112	FLSA EXEMPT
6218	COMMUNITY ENGAGEMENT SPECIALIST	PERFORMS PROFESSIONAL-LEVEL WORK AND IS RESPONSIBLE FOR SUPPORTING A DEPARTMENT'S OUTREACH STRATEGIES AND ENGAGING THE COMMUNITY IN COUNTY SERVICE PROGRAMS UNDER GENERAL SUPERVISION. WORK INCLUDES DEVELOPING AND IMPLEMENT OUTREACH INITIATIVES, BUILDING RELATIONSHIPS WITH RESIDENTS AND COMMUNITY ORGANIZATIONS, GATHERING FEEDBACK, AND ENSURING COMMUNITY MEMBERS ARE AWARE OF AND CONNECTED TO AVAILABLE RESOURCES.	BACHELOR'S DEGREE	ONE (1) YEAR		G-112	FLSA EXEMPT

CLASS FAMILY 6-2 COMMUNICATIONS & PUBLIC INFORMATION SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
6216	PUBLIC INFORMATION SPECIALIST III	PERFORMS ADVANCED PROFESSIONAL-LEVEL PUBLIC INFORMATION AND COMMUNICATIONS WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR IN THE COUNTY'S PUBLIC INFORMATION OFFICE. WORK TYPICALLY INCLUDES DIRECTING AND COORDINATING PUBLIC INFORMATION FUNCTIONS FOR THE COUNTY OR ASSIGNED DEPARTMENTS; DEVELOPING, IMPLEMENTING, AND EVALUATING COMPREHENSIVE COMMUNICATION STRATEGIES; AND ADVISING SENIOR LEADERSHIP ON STRATEGIC MESSAGING, PUBLIC ENGAGEMENT, AND MEDIA RELATIONS.	BACHELOR'S DEGREE	FOUR (4) YEARS		G-116	FLSA EXEMPT
6214	PUBLIC INFORMATION SPECIALIST II	PERFORMS INTERMEDIATE PROFESSIONAL PUBLIC INFORMATION AND COMMUNICATIONS WORK UNDER GENERAL DIRECTION IN SUPPORT OF THE COUNTY'S PUBLIC INFORMATION OFFICE. RESPONSIBLE FOR INDEPENDENTLY DEVELOPING AND IMPLEMENTING COMMUNICATION STRATEGIES FOR DEPARTMENTAL INITIATIVES AND PROJECTS; MANAGING PUBLIC INFORMATION CAMPAIGNS; PREPARING EXECUTIVE-LEVEL COMMUNICATIONS; AND SERVING AS A PRIMARY POINT OF CONTACT FOR MEDIA AND PUBLIC INQUIRIES.	BACHELOR'S DEGREE	TWO (2) YEARS		G-114	FLSA EXEMPT
6212	PUBLIC INFORMATION SPECIALIST I	PERFORMS PROFESSIONAL PUBLIC INFORMATION AND COMMUNICATIONS WORK UNDER GENERAL SUPERVISION IN SUPPORT OF THE COUNTY'S PUBLIC INFORMATION OFFICE. ASSISTS WITH ASSIGNED COMMUNICATIONS FUNCTIONS SUCH AS DRAFTING AND DISTRIBUTING PUBLIC INFORMATION MATERIALS, SUPPORTING SOCIAL MEDIA AND WEBSITE CONTENT, ASSISTING WITH EVENT PROMOTION, AND RESPONDING TO ROUTINE PUBLIC AND MEDIA INQUIRIES.	BACHELOR'S DEGREE	ONE (1) YEAR		G-110	FLSA Non-EXEMPT
6210	DIGITAL MEDIA SPECIALIST	PERFORMS INTERMEDIATE-LEVEL PROFESSIONAL WORK IN SUPPORT OF THE COUNTY'S PUBLIC INFORMATION OFFICE. RESPONSIBILITIES INCLUDE PRODUCING AND MANAGING DIGITAL CONTENT THAT STRENGTHENS THE COUNTY'S ONLINE PRESENCE AND PUBLIC ENGAGEMENT. PERFORMS SKILLED WORK IN CREATING, EDITING, AND PUBLISHING GRAPHICS, VIDEOS, PHOTOGRAPHY, AND WEB CONTENT, AS WELL AS PLANNING AND EXECUTING SOCIAL MEDIA CAMPAIGNS AND OTHER DIGITAL OUTREACH INITIATIVES.	ASSOCIATE'S DEGREE	TWO (2) YEARS	CLASS C VALID DRIVER'S LICENSE	G-112	FLSA EXEMPT

CLASS FAMILY 7-1 POLICE ADMINISTRATION, OPERATIONS, & SUPPORT

OCCUPATIONAL GROUP 7. PUBLIC SAFETY & EMERGENCY SERVICES

CLASS FAMILY 7-1 POLICE ADMINISTRATION, OPERATIONS, & SUPPORT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
1244	CHIEF OF POLICE	PERFORMS EXECUTIVE-LEVEL LAW ENFORCEMENT LEADERSHIP AND POLICE OPERATIONS WORK UNDER EXECUTIVE DIRECTION FROM THE COUNTY EXECUTIVE. <i>SEE FULL CLASSIFICATION DESCRIPTION UNDER <u>CLASS FAMILY I-2 DEPARTMENTAL LEADERSHIP</u>.</i>	—	—	—	EX-6	EXECUTIVE EXEMPT FLSA EXEMPT
7130	POLICE COLONEL	PERFORMS EXECUTIVE-LEVEL SWORN LAW ENFORCEMENT LEADERSHIP AND ADVANCED ADMINISTRATIVE POLICE OPERATIONS WORK UNDER EXECUTIVE DIRECTION FROM THE CHIEF OF POLICE. SERVES AS THE SECOND-IN-COMMAND OF THE POLICE DEPARTMENT, FUNCTIONING AS THE SECOND HIGHEST OPERATIONAL EXECUTIVE TO THE CHIEF OF POLICE WITH DEPARTMENT-WIDE AUTHORITY AND ACTS AS THE CHIEF DURING ABSENCES.	BACHELOR’S DEGREE	EIGHT (8) YEARS	SUCCESSFUL COMPLETION OF TRAINING AND QUALIFICATIONS REQUIRED BY THE MARYLAND POLICE TRAINING COMMISSION (MPTC). ELIGIBILITY AND AUTHORIZATION TO CARRY A FIREARM IN THE PERFORMANCE OF OFFICIAL DUTIES UNDER FEDERAL AND STATE LAW.	EX - 5	EXECUTIVE EXEMPT FLSA EXEMPT

CLASS FAMILY 7-1 POLICE ADMINISTRATION, OPERATIONS, & SUPPORT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
7128	POLICE MAJOR	PERFORMS ADVANCED ADMINISTRATIVE POLICE OPERATIONS WORK UNDER EXECUTIVE LEVEL DIRECTION FROM THE CHIEF OF POLICE. WORK INCLUDES OPERATING A SIGNIFICANT GROUP OF DEPARTMENTAL UNITS AND PERSONNEL, SUCH AS ADMINISTRATIVE SERVICES OR FIELD OPERATIONS; ASSISTS IN ESTABLISHING DEPARTMENTAL POLICIES, GOALS AND OBJECTIVES; AND HAS PRIMARY RESPONSIBILITY FOR ENSURING THAT THESE POLICIES, GOALS, AND OBJECTIVES ARE IMPLEMENTED IN AN EFFECTIVE AND EFFICIENT MANNER. WORK ALSO INCLUDES BUDGETARY AND FISCAL RESPONSIBILITY OVER A SIGNIFICANT NUMBER OF DEPARTMENTAL ACTIVITIES.	BACHELOR’S DEGREE (NO EXPERIENCE OR CREDIT EQUIVALENCY) GRADUATION FROM THE SUPERVISORY AND ADMIN. COURSES MANDATED BY THE MD POLICE TRAINING COMMISSION OR EQUIVALENT COURSES GRADUATION FROM A RECOGNIZED PROGRAM OF POLICE ADMIN. AND MGMT (E.G., NATIONAL FBI ACADEMY)	SATISFACTORY PERFORMANCE AT THE LEVEL OF HOWARD COUNTY POLICE CAPTAIN FOR AT LEAST 1 YEAR 3 YEARS ADMIN. AND MGMT. EXPERIENCE	BASIC LAW ENFORCEMENT TRAINING AS ISSUED BY A MARYLAND LAW ENFORCEMENT AGENCY CLASS C MARYLAND DRIVER’S LICENSE	PM4	EXECUTIVE EXEMPT FLSA EXEMPT

CLASS FAMILY 7-1 POLICE ADMINISTRATION, OPERATIONS, & SUPPORT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
7126	POLICE CAPTAIN	PERFORMS MID-MANAGEMENT LEVEL AND ADVANCED POLICE OPERATIONS WORK UNDER ADMINISTRATIVE DIRECTION. WORK INCLUDES RESPONSIBILITY FOR THE EFFICIENT OPERATION OF A MAJOR DIVISION TYPICALLY COMPRISED OF SEVERAL SECTIONS OR A HIGH LEVEL ADMINISTRATIVE POSITION WITHIN THE POLICE DEPARTMENT; AND ASSISTING IN FORMULATING AND IMPLEMENTING DEPARTMENTAL GOALS AND OBJECTIVES. WORK ALSO INCLUDES BEING RESPONSIBLE FOR A SIGNIFICANT SEGMENT OF THE DEPARTMENT’S PERSONNEL, PROPERTY, EQUIPMENT AND BUDGET.	BACHELOR’S DEGREE (NO EXPERIENCE OR CREDIT EQUIVALENCY) GRADUATION FROM BOTH THE SUPERVISORY AND ADMIN. COURSES MANDATED BY THE MD POLICE TRAINING COMMISSION OR EQUIVALENT COURSES	SATISFACTORY PERFORMANCE WITHIN THE GRADE OF POLICE LIEUTENANT FOR AT LEAST 1 YEAR	BASIC LAW ENFORCEMENT TRAINING AS ISSUED BY A MD LAW ENFORCEMENT AGENCY CLASS C MD DRIVER’S LICENSE		FLSA EXEMPT
7124	POLICE LIEUTENANT	PERFORMS SENIOR SUPERVISORY LEVEL AND ADVANCED POLICE OPERATIONS WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. PERFORMS THE DUTIES OF FIRST RESPONDERS, AND IS RESPONSIBLE FOR DIRECTING PERSONNEL, ADMINISTRATIVE OPERATIONS WITHIN THE DEPARTMENT, SEIZURE AND CUSTODY OF PROPERTY, AND COLLECTION AND PRESERVATION OF PHYSICAL EVIDENCE AND TYPICALLY INCLUDES RESPONSIBILITY FOR THE DAILY FUNCTIONING OF A DEPARTMENTAL SECTION, PLATOON OR DIVISION. LIEUTENANTS ROUTINELY SERVE AS SHIFT COMMANDERS	HIGH SCHOOL DIPLOMA OR GED + 60 COLLEGE-LEVEL CREDITS GRADUATION FROM THE SUPERVISORY COURSE OF THE MD POLICE TRAINING COMMISSION OR EQUIVALENT COURSE	SATISFACTORY PERFORMANCE IN THE CLASS OF SERGEANT WITHIN THE HOWARD COUNTY POLICE DEPARTMENT FOR AT LEAST 1 YEAR	BASIC LAW ENFORCEMENT TRAINING AS CERTIFIED BY MPCTC. CLASS C MD DRIVER’S LICENSE OR EQUIVALENT ISSUED BY STATE OF RESIDENCE		FLSA Non-EXEMPT

CLASS FAMILY 7-1 POLICE ADMINISTRATION, OPERATIONS, & SUPPORT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
7122	POLICE SERGEANT	PERFORMS INTERMEDIATE SUPERVISORY LEVEL AND ADVANCED POLICE OPERATIONS WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. PERFORMS THE DUTIES OF FIRST RESPONDERS, SUCH AS, PREVENTING, DETECTING, AND INVESTIGATING OFFENSES AND OTHER IRREGULARITIES; APPREHENDING AND ASSISTING IN THE PROSECUTION OF OFFENDERS; AND SEIZURE AND CUSTODY OF MONEY OR OTHER PROPERTY AS WELL AS COLLECTION AND PRESERVATION OF PHYSICAL EVIDENCE. SERGEANTS PROVIDE FIRST LINE SUPERVISION TO A SQUAD OF ASSIGNED OFFICERS OR CIVILIAN PERSONNEL WHICH INCLUDES BUT NOT LIMITED TO MANAGING CRITICAL INCIDENTS, CONDUCTING REPORT REVIEW, ANALYSIS OF CRIME DATA, ALLOCATION AND ASSIGNMENT OF SQUAD PERSONNEL, ENSURING ADHERENCE TO DEPARTMENTAL POLICY AND PROCEDURE AND PROVIDING MENTORING FOR CAREER DEVELOPMENT.	HIGH SCHOOL DIPLOMA OR GED + 30 COLLEGE-LEVEL CREDITS FROM AN ACCREDITED COLLEGE OR UNIVERSITY.	FIVE YEARS OF SATISFACTORY PERFORMANCE AS A SWORN OFFICER IN THE HCPD INCLUDING AT LEAST ONE YEAR AT THE POLICE CORPORAL LEVEL.	BASIC LAW ENFORCEMENT TRAINING AS CERTIFIED BY MPCTC. CLASS C MD DRIVER'S LICENSE OR EQUIVALENT ISSUED BY STATE OF RESIDENCE		FLSA Non-EXEMPT
7120	ANIMAL CONTROL MANAGER	PERFORMS MANAGERIAL AND OPERATIONAL OVERSIGHT FOR THE COUNTY'S OFFICE OF ANIMAL CONTROL. WORK INCLUDES DIRECTING ANIMAL CONTROL AND SHELTER OPERATIONS; SUPERVISING ASSIGNED STAFF; AND ENSURING THE HUMANE TREATMENT, CARE, AND CONTROL OF ANIMALS IN COMPLIANCE WITH DEPARTMENTAL POLICIES, LOCAL ORDINANCES, AND STATE REGULATIONS. OVERSEES FIELD RESPONSE, INVESTIGATIONS, LICENSING, SHELTER OPERATIONS, AND COMMUNITY OUTREACH, AND ENSURES COMPLIANCE WITH APPLICABLE LAWS AND REGULATORY REQUIREMENTS.	BACHELOR'S DEGREE	FIVE (5) YEARS	VALID CLASS C DRIVER'S LICENSE	G-118	EXECUTIVE EXEMPT FLSA EXEMPT

CLASS FAMILY 7-1 POLICE ADMINISTRATION, OPERATIONS, & SUPPORT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
7118	POLICE SERVICES SUPPORT SPECIALIST	PERFORMS EXPERT-LEVEL TECHNICAL AND OPERATIONAL SUPPORT TO THE POLICE DEPARTMENT. WORK INCLUDES COORDINATING DATA SYSTEMS, MANAGING EVIDENCE TRACKING, PERFORMING DEPARTMENTAL ANALYTICS, OR CONDUCTING SPECIALIZED INVESTIGATIVE SUPPORT FUNCTIONS, SUCH AS CHEMICAL TESTING AND ANALYSIS, TRAFFIC OR CRIMINAL INTELLIGENCE ANALYSIS; OR POLYGRAPH ADMINISTRATION. WORK MAY INVOLVE PREPARING AND INTERPRETING COMPLEX REPORTS AND PROVIDING TESTIMONY AS AN EXPERT WITNESS IN LEGAL PROCEEDINGS.	BACHELOR’S DEGREE	ONE (1) YEAR	CERT. BY THE MD DEPT OF HEALTH AND MENTAL HYGIENE TO PERFORM TESTS IN ACCORDANCE W/COMAR 10.10.09 MILES/NCIC AUTHORIZATION MAY REQUIRE CERTIFICATION BY THE INTERNATIONAL ASSOCIATION FOR IDENTIFICATION	G-113	FLSA EXEMPT
7116	POLICE SERVICES SUPPORT SUPERVISOR III	PERFORMS ADVANCED SUPERVISORY AND ADMINISTRATIVE POLICE SERVICES SUPPORT WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. WORK INVOLVES DIRECTING COMPLEX CIVILIAN SUPPORT OPERATIONS WITHIN THE POLICE DEPARTMENT WHICH MAY INCLUDE RECORDS MANAGEMENT, LOGISTICS, PROPERTY AND EVIDENCE CONTROL, FORENSIC SUPPORT, OR OTHER NON-SWORN DEPARTMENTAL SERVICES. RESPONSIBILITIES INCLUDE OVERSIGHT OF MULTIPLE SUPPORT UNITS WITH RESPONSIBILITY FOR STAFFING, WORKFLOW, TRAINING, OPERATIONAL COMPLIANCE, AND COORDINATION OF ASSIGNED FUNCTIONS.	BACHELOR’S DEGREE	THREE (3) YEARS	MILES/NCIC AUTHORIZATION VALID CLASS C MD DRIVER’S LICENSE	G-114	FLSA EXEMPT

CLASS FAMILY 7-1 POLICE ADMINISTRATION, OPERATIONS, & SUPPORT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
7114	POLICE SERVICES SUPPORT SUPERVISOR II	PERFORMS SUPERVISORY LEVEL AND ADVANCED POLICE SERVICES SUPPORT WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. WORK INVOLVES DIRECTING AND COORDINATING MULTIPLE CIVILIAN SUPPORT UNITS WITHIN THE POLICE DEPARTMENT WHICH MAY INCLUDE RECORDS MANAGEMENT, LOGISTICS, PROPERTY AND EVIDENCE CONTROL, AND RELATED OPERATIONAL FUNCTIONS. RESPONSIBILITIES INCLUDE OVERSEEING DAILY OPERATIONS, ENSURING EFFICIENT WORKFLOW, AND MAINTAINING COMPLIANCE WITH DEPARTMENTAL POLICIES, PROCEDURES, AND APPLICABLE LAWS.	ASSOCIATE’S DEGREE	THREE (3) YEARS		OS– 301	FLSA EXEMPT
7112	POLICE SERVICES SUPPORT SUPERVISOR I	PERFORMS SUPERVISORY POLICE SERVICES SUPPORT SERVICES WORK UNDER GENERAL SUPERVISION. WORK INVOLVES SUPERVISING SUPPORT STAFF RESPONSIBLE FOR DEPARTMENT OPERATIONS, INCLUDING DATA ENTRY, RECORDS MANAGEMENT, EVIDENCE/PROPERTY HANDLING, AND LOGISTICAL SERVICES. RESPONSIBILITIES INCLUDE MONITORING WORKFLOW, RESOLVING ROUTINE OPERATIONAL ISSUES, AND ENSURING ACCURATE, SECURE, AND COMPLIANT HANDLING OF RECORDS, EVIDENCE, AND PROPERTY.	ASSOCIATE’S DEGREE	ONE (1) YEAR	VALID CLASS C MARYLAND DRIVER’S LICENSE	OS – 300	FLSA NON-EXEMPT
7110	VICTIM SERVICES ADVOCATE SUPERVISOR	PERFORMS SUPERVISORY AND ADVANCED VICTIM SERVICES WORK UNDER GENERAL ADMINISTRATIVE SUPERVISION. WORK INVOLVES LEADING THE VICTIM SERVICES TEAM BY OVERSEEING CASE MANAGEMENT, ENSURING THE DELIVERY OF TRAUMA-INFORMED SERVICES, AND DEVELOPING AND IMPLEMENTING DEPARTMENTAL PROTOCOLS AND PROCEDURES. RESPONSIBILITIES INCLUDE COORDINATING WITH LAW ENFORCEMENT, PROSECUTORS, AND COMMUNITY AGENCIES TO PROVIDE INTEGRATED SUPPORT TO VICTIMS AND WITNESSES, MONITORING SERVICE OUTCOMES, AND ENSURING COMPLIANCE WITH DEPARTMENTAL POLICIES, LEGAL REQUIREMENTS, AND PROFESSIONAL STANDARDS.	BACHELOR’S DEGREE	THREE (3) YEARS		G-110	FLSA EXEMPT

CLASS FAMILY 7-1 POLICE ADMINISTRATION, OPERATIONS, & SUPPORT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
7108	VICTIM SERVICES ADVOCATE II	PERFORMS ADVANCED VICTIM SERVICES WORK PROVIDING SUPPORT AND CASE MANAGEMENT TO VICTIMS AND WITNESSES OF CRIME. WORK INVOLVES HANDLING COMPLEX OR SENSITIVE CASES, ENSURING CONTINUITY OF CARE THROUGHOUT THE CRIMINAL JUSTICE PROCESS, AND SERVING AS A PRIMARY POINT OF CONTACT FOR VICTIMS. RESPONSIBILITIES INCLUDE COORDINATING SERVICES WITH LAW ENFORCEMENT, PROSECUTORS, AND COMMUNITY AGENCIES, MAINTAINING DETAILED CASE DOCUMENTATION, PREPARING REPORTS, AND MONITORING COMPLIANCE WITH LEGAL AND DEPARTMENTAL REQUIREMENTS.	BACHELOR’S DEGREE	TWO (2) YEARS		G-109	FLSA NON-EXEMPT
7106	VICTIM SERVICES ADVOCATE I	PERFORMS VICTIM SERVICES WORK, PROVIDING DIRECT SUPPORT TO VICTIMS AND WITNESSES OF CRIME. WORK INVOLVES OFFERING INFORMATION, REFERRALS, AND ASSISTANCE THROUGHOUT THE CRIMINAL JUSTICE PROCESS, INCLUDING EXPLAINING VICTIM RIGHTS, PROCEDURES, AND AVAILABLE RESOURCES. RESPONSIBILITIES INCLUDE ASSISTING WITH SAFETY PLANNING, CRISIS RESPONSE, AND SERVICE COORDINATION, AND SERVING AS A LIAISON BETWEEN VICTIMS, LAW ENFORCEMENT, PROSECUTORS, AND COMMUNITY SUPPORT AGENCIES.	HIGH SCHOOL DIPLOMA	THREE (3) YEARS		G-106	FLSA NON-EXEMPT

CLASS FAMILY 7-1 POLICE ADMINISTRATION, OPERATIONS, & SUPPORT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
7104	POLICE SERVICES SUPPORT TECHNICIAN II	PERFORMS ADVANCED TECHNICAL LEVEL POLICE SUPPORT SERVICES WORK UNDER REGULAR SUPERVISION IN SUPPORT OF THE COUNTY’S POLICE SERVICES AND DEPARTMENTAL OPERATIONS. WORK INVOLVES PROVIDING ADVANCED CIVILIAN TECHNICAL SUPPORT WITHIN A POLICE RELATED ACTIVITIES, WHICH MAY INCLUDE FUNCTIONAL OR WORK-DIRECTION RESPONSIBILITIES. RESPONSIBILITIES INCLUDE RESPONDING TO AND EXAMINING CRIME AND ACCIDENT SCENES; IDENTIFYING, COLLECTING, DOCUMENTING AND PRESERVING PHYSICAL EVIDENCE, PERFORMING FORENSIC IDENTIFICATION AND TECHNICAL LABORATORY SUPPORT ACTIVITIES; OPERATING AND MAINTAINING POLICE LABORATORY EQUIPMENT; PREPARING AND ANALYZING EVIDENCE; AND SUPPORTING LAW ENFORCEMENT OPERATIONS THROUGH ADVANCED RECORDS MANAGEMENT, TECHNICAL REPORTING, AND SYSTEMS SUPPORT. ALL WORK IS PERFORMED IN ACCORDANCE WITH ESTABLISHED LAWS, POLICIES, PROCEDURES, AND EVIDENTIARY STANDARDS.	HIGH SCHOOL DIPLOMA,	THREE (3) YEARS	CERTIFICATION BY THE INTERNATIONAL ASSOCIATION OF IDENTIFICATION AS A CRIME LAB TECHNICIAN VALID CLASS C VALID DRIVER’S LICENSE FINGERPRINT CLASSIFICATION AND LATENT PRINT CERTIFICATES MILES/NCIC AUTHORIZATION	OT-208 OR G-108	FLSA Non-Exempt
7102	POLICE SERVICES SUPPORT TECHNICIAN I	PERFORMS TECHNICAL POLICE OPERATIONS SUPPORT WORK UNDER REGULAR SUPERVISION IN SUPPORT OF THE COUNTY’S POLICE SERVICES AND DEPARTMENTAL OPERATIONS. RESPONSIBLE FOR PROVIDING CIVILIAN SUPPORT TO SWORN POLICE PERSONNEL AND ASSISTING WITH A VARIETY OF ROUTINE POLICE DEPARTMENT FUNCTIONS, INCLUDING ADMINISTRATIVE, TECHNICAL, AND OPERATIONAL SUPPORT ACTIVITIES. WORK INCLUDES ASSISTING WITH CRIMINAL AND NON-CRIMINAL COMPLAINTS; ENFORCING APPLICABLE COUNTY CODE PROVISIONS WITHIN ASSIGNED AUTHORITY; MAINTAINING RELATED RECORDS AND FILES; SUPPORTING PROPERTY AND EVIDENCE CUSTODY FUNCTIONS; AND PERFORMING ANIMAL-RELATED CONTROL AND CARE DUTIES AS ASSIGNED, IN ACCORDANCE WITH ESTABLISHED LAWS, POLICIES, PROCEDURES, AND SAFETY STANDARDS.	HIGH SCHOOL DIPLOMA	ONE (1) YEAR	FINGERPRINT CLASSIFICATION VALID CLASS C MARYLAND DRIVER’S MILES/NCIC AUTHORIZATION	OT-204 OR G-104	FLSA Non-Exempt

CLASS FAMILY 7-1 POLICE ADMINISTRATION, OPERATIONS, & SUPPORT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
7100	POLICE CADET	PERFORMS ENTRY LEVEL, NON-SWORN PUBLIC SAFETY SUPPORT AND TECHNICAL SERVICES WORK IN SUPPORT OF POLICE DEPARTMENT OPERATIONS UNDER REGULAR SUPERVISION FROM A TECHNICAL SUPERIOR. WORK INCLUDES ASSISTING SWORN AND PROFESSIONAL STAFF BY RESPONDING TO NON-CRIMINAL PUBLIC INQUIRIES, PROVIDING FRONT COUNTER AND TELEPHONE ASSISTANCE, AND PERFORMING CLERICAL, RECORDS, AND OPERATIONAL SUPPORT DUTIES FOR VARIOUS DIVISIONS WITHIN THE POLICE DEPARTMENT. ASSIGNMENTS ARE TYPICALLY ROTATIONAL IN NATURE AND ARE DESIGNED TO PROVIDE EXPOSURE TO DEPARTMENTAL FUNCTIONS WHILE SUPPORTING DAILY OPERATIONS AND COMMUNITY SERVICE ACTIVITIES.	HIGH SCHOOL DIPLOMA	NO PRIOR EXPERIENCE IS REQUIRED	CLASS C MARYLAND DRIVER'S LICENSE	G-101	FLSA Non-Exempt

OCCUPATIONAL GROUP 7. PUBLIC SAFETY & EMERGENCY SERVICES

CLASS FAMILY 7-2 SHERIFF ADMINISTRATION, OPERATIONS, & SUPPORT

CLAS S CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
7220	CHIEF DEPUTY SHERIFF	PERFORMS ADVANCED ADMINISTRATIVE SHERIFF OPERATIONS WORK UNDER EXECUTIVE LEVEL DIRECTION. RESPONSIBLE FOR TRANSLATING EXECUTIVE DIRECTION INTO COORDINATED OFFICE-WIDE DELIVERY OF LAW ENFORCEMENT, COURT SECURITY AND SERVICE FUNCTIONS, AND RELATED PUBLIC SAFETY ACTIVITIES. WORK INCLUDES ESTABLISHING OPERATIONAL PRIORITIES, DIRECTING MAJOR FUNCTIONAL ACTIVITIES, MANAGING COMPLEX AND SENSITIVE MATTERS, AND ENSURING COMPLIANCE, ACCOUNTABILITY, AND ORGANIZATIONAL READINESS ACROSS THE SHERIFF'S OFFICE.	BACHELOR'S DEGREE	SIX (6) YEARS TO INCLUDE FIVE (5) YEARS OF LAW ENFORCEMENT EXPERIENCE	VALID CLASS C VALID DRIVER'S LICENSE SUCCESSFUL COMPLETION OF COURSES AND QUALIFICATIONS REQUIRED BY THE MARYLAND POLICE TRAINING AND STANDARDS COMMISSION (MPTC). ELIGIBLE TO CARRY A FIREARM IN THE PERFORMANCE OF OFFICIAL DUTIES UNDER FEDERAL AND STATE LAW. MAINTAIN ALL SWORN ELIGIBILITY REQUIREMENTS	G-120	FLSA EXEMPT STATE- AUTHORIZED EXEMPT

CLASS FAMILY 7-2 SHERIFF ADMINISTRATION, OPERATIONS, & SUPPORT

CLAS S CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
7218	CAPTAIN DEPUTY SHERIFF	PERFORMS SENIOR SUPERVISORY AND ADVANCED LEVEL SHERIFF OPERATIONS WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. WORK INCLUDES SERVING AS A FIRST LINE ADMINISTRATOR; DIRECTING PERSONNEL, AND DIRECTING AN ADMINISTRATIVE OPERATION WITHIN THE DEPARTMENT.	90 COLLEGE LEVEL CREDITS	6 YEARS TO INCLUDE 3 YEARS OF EXPERIENCE AS A HCSO LIEUTENANT OR EQUIVALENT	MUST MAINTAIN CURRENT STATUS AS A CERTIFIED POLICE OFFICER SATISFACTORY COMPLETION OF THE ADMINISTRATOR COURSE OF THE MARYLAND POLICE TRAINING COMMISSION OR EQUIVALENT COURSE WITHIN A YEAR OF APPOINTMENT		FLSA EXEMPT STATE-AUTHORIZED EXEMPT
7216	LIEUTENANT DEPUTY SHERIFF	PERFORMS INTERMEDIATE SUPERVISORY AND ADVANCED LEVEL SHERIFF OPERATIONS WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. WORK INCLUDES PUBLIC SAFETY, LAW ENFORCEMENT, COURT SERVICING WORK; AND SUPERVISING SUBORDINATE PERSONNEL AND MAY INCLUDE FUNCTIONAL CONTROL OVER A PROGRAM, GROUP OF DEPUTIES OR AN AREA SUCH AS THE DISTRICT COURT.	HIGH SCHOOL DIPLOMA, GENERAL EDUCATIONAL DEVELOPMENT (GED) CERTIFICATE, AND 15 COLLEGE CREDITS	5 YEARS TO INCLUDE 2 YEARS OF EXPERIENCE AS A HCSO SERGEANT OR EQUIVALENT	SATISFACTORY COMPLETION OF THE ADMINISTRATOR COURSE OF THE MARYLAND POLICE TRAINING COMMISSION OR EQUIVALENT COURSE WITHIN A YEAR OF APPOINTMENT		FLSA EXEMPT STATE-AUTHORIZED EXEMPT
7214	SERGEANT DEPUTY SHERIFF	PERFORMS SUPERVISORY AND ADVANCED LEVEL SHERIFF OPERATIONS WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. WORK INCLUDES PARTICIPATING IN AND SUPERVISING SUBORDINATE OFFICERS ENGAGED IN SERVING CIVIL AND CRIMINAL PAPERS; MAINTAINING COURTROOM SECURITY; AND MAINTAINING SECURITY OF AND TRANSPORTING PRISONERS.	HIGH SCHOOL DIPLOMA, GENERAL EDUCATIONAL DEVELOPMENT (GED) CERTIFICATE,	4 YEARS SATISFACTORY SERVICE TO INCLUDE 2 YEARS OF EXPERIENCE AS A HCSO CORPORAL OR EQUIVALENT	CLASS C MARYLAND DRIVER'S LICENSE SATISFACTORY COMPLETION OF THE SUPERVISORY COURSE OF THE MARYLAND POLICE TRAINING COMMISSION OR EQUIVALENT COURSE WITHIN A YEAR OF APPOINTMENT		FLSA Non-EXEMPT STATE-AUTHORIZED EXEMPT

CLASS FAMILY 7-2 SHERIFF ADMINISTRATION, OPERATIONS, & SUPPORT

CLAS S CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
7212	CORPORAL DEPUTY SHERIFF	PERFORMS ADVANCED LEVEL SHERIFF OPERATIONS WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. WORK INCLUDES FUNCTIONING AS LEAD WORKER FOR SUBORDINATE OFFICERS ENGAGED IN SERVING CIVIL AND CRIMINAL PAPERS; MAINTAINING COURTROOM SECURITY; AND MAINTAINING SECURITY OF AND TRANSPORTING PRISONERS	HIGH SCHOOL DIPLOMA, GENERAL EDUCATIONAL DEVELOPMENT (GED) CERTIFICATE,	THREE (3) YEARS SATISFACTORY SERVICE AS A HOWARD COUNTY DEPUTY SHERIFF OR EQUIVALENT	CLASS C MARYLAND DRIVER'S LICENSE SATISFACTORY COMPLETION OF THE SUPERVISORY COURSE OF THE MARYLAND POLICE TRAINING COMMISSION OR EQUIVALENT COURSE WITHIN A YEAR OF APPOINTMENT		FLSA NON- EXEMPT STATE- AUTHORIZED EXEMPT
7210	DEPUTY FIRST CLASS	PERFORMS ADVANCED TECHNICAL LEVEL SHERIFF OPERATIONS WORK UNDER GENERAL SUPERVISION FROM A TECHNICAL SUPERIOR. WORK INCLUDES SERVING CIVIL AND CRIMINAL PAPERS; MAINTAINING COURT ROOM SECURITY; AND MAINTAINING SECURITY OF AND TRANSPORTING PRISONERS. MOVEMENT TO THIS CLASSIFICATION IS THROUGH PROFICIENCY ADVANCEMENT.	HIGH SCHOOL DIPLOMA, GENERAL EDUCATIONAL DEVELOPMENT (GED) CERTIFICATE,	TWO (2) YEARS SATISFACTORY SERVICE AS A HOWARD COUNTY DEPUTY SHERIFF	CLASS C MARYLAND DRIVER'S LICENSE		FLSA NON- EXEMPT STATE- AUTHORIZED EXEMPT
7208	DEPUTY SHERIFF	PERFORMS TECHNICAL LEVEL SHERIFF OPERATIONS WORK UNDER GENERAL SUPERVISION FROM A TECHNICAL SUPERIOR. WORK INCLUDES SERVING CIVIL AND CRIMINAL PAPERS; MAINTAINING COURT ROOM SECURITY; AND MAINTAINING SECURITY OF AND TRANSPORTING PRISONERS. AN EMPLOYEE IN THIS CLASS WILL SERVE A 12-MONTH PROBATIONARY PERIOD.	HIGH SCHOOL DIPLOMA, GENERAL EDUCATIONAL DEVELOPMENT (GED) CERTIFICATE,	NONE REQUIRED	CLASS C MARYLAND DRIVER'S LICENSE MUST BECOME A CERTIFIED LAW ENFORCEMENT OFFICER IN THE STATE OF MD WITHIN DEPARTMENT TIMEFRAMES.		FLSA NON- EXEMPT STATE- AUTHORIZED EXEMPT

CLASS FAMILY 7-2 SHERIFF ADMINISTRATION, OPERATIONS, & SUPPORT

CLAS S CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
7206	SECURITY OFFICER	PERFORMS TECHNICAL LEVEL SHERIFF OPERATIONS WORK UNDER REGULAR SUPERVISION FROM A TECHNICAL SUPERIOR. WORK INCLUDES MAINTAINING SECURITY AT ASSIGNED LOCATIONS AND GUARDING INMATES OR DETAINEES HELD RELATIVE TO CRIMINAL OR ADMINISTRATIVE COURT PROCEEDINGS. THIS POSITION REQUIRES A SPECIAL POLICE OFFICER CERTIFICATION FROM THE STATE OF MARYLAND.	HIGH SCHOOL DIPLOMA, GENERAL EDUCATIONAL DEVELOPMENT (GED) CERTIFICATE	ONE (1) YEAR	UNITED STATES CITIZENSHIP OR POSSESSION OF AN ALIEN REGISTRATION RECEIPT CARD. CLASS C DRIVER’S LICENSE MUST SUCCESSFULLY PASS, WITHIN 6 MONTHS OF HIRE, THE MARYLAND POLICE AND CORRECTIONAL TRAINING COMMISSION-CORRECTIONAL ENTRY LEVEL TRAINING PROGRAM. MUST OBTAIN THE SPECIAL POLICE OFFICER CERTIFICATION WITHIN 6 MONTHS OF HIRE AND MAINTAIN CERTIFICATION DURING EMPLOYMENT. MINIMUM AGE OF 21 YEARS		FLSA NON-EXEMPT STATE-AUTHORIZED EXEMPT

OCCUPATIONAL GROUP 7. PUBLIC SAFETY & EMERGENCY SERVICES

CLASS FAMILY 7-3 FIRE & RESCUE ADMINISTRATION, OPERATIONS, & SUPPORT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
1242	CHIEF, FIRE & RESCUE SERVICES	PERFORMS EXECUTIVE-LEVEL ADMINISTRATIVE, OPERATIONAL, AND POLICY LEADERSHIP WORK IN DIRECTING AND OVERSEEING THE FUNCTIONS OF THE COUNTY FIRE AND RESCUE DEPARTMENT. <i>SEE FULL CLASSIFICATION DESCRIPTION UNDER <u>CLASS FAMILY I-2 DEPARTMENTAL LEADERSHIP</u>.</i>	—	—	—	EX-6	FLSA EXEMPT
7330	MEDICAL DIRECTOR SEE COMAR, TITLE 30	PROVIDES EXECUTIVE-LEVEL MEDICAL OVERSIGHT, CLINICAL LEADERSHIP, AND CONSULTATIVE SERVICES TO EMERGENCY MEDICAL SERVICE (EMS) OPERATIONS OF THE DEPARTMENT OF FIRE AND RESCUE SERVICES. SERVES AS THE COUNTY’S CHIEF MEDICAL AUTHORITY FOR PRE-HOSPITAL EMERGENCY CARE, AND IS RESPONSIBLE FOR CONDUCTING AUDITS, REVIEWING AND APPROVING CLINICAL PROTOCOLS, DEVELOPING TRAINING, AND EVALUATING PROVIDER CERTIFICATIONS, PARTICIPATING IN PRE-HOSPITAL CARE AS APPROPRIATE, AND ENSURING THAT EMS OPERATIONS AND PROVIDER PRACTICES COMPLY WITH ALL APPLICABLE MEDICAL, REGULATORY, AND ACCREDITATION STANDARDS, INCLUDING COMAR AND MIEMSS.	AS REQUIRED BY MARYLAND STATE LAW AND COMAR REGULATIONS RELATING TO EMERGENCY MEDICAL SERVICES	AS REQUIRED BY MARYLAND STATE LAW AND COMAR REGULATIONS RELATING TO EMERGENCY MEDICAL SERVICES	LICENSED BY THE STATE OF MARYLAND TO PRACTICE MEDICINE AS REQUIRED BY MARYLAND STATE LAW AND COMAR REGULATIONS RELATING TO EMERGENCY MEDICAL SERVICES	EX-5	EXECUTIVE EXEMPT FLSA EXEMPT

CLASS FAMILY 7-3 FIRE & RESCUE ADMINISTRATION, OPERATIONS, & SUPPORT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
7328	DEPUTY CHIEF, FIRE & RESCUE	PERFORMS ADVANCED EXECUTIVE-LEVEL FIRE AND RESCUE ADMINISTRATIVE AND OPERATIONAL WORK UNDER EXECUTIVE LEVEL DIRECTION FROM THE CHIEF, FIRE AND RESCUE SERVICES. SERVES AS A SENIOR COMMAND OFFICER, ACTS AS THE CHIEF DURING ABSENCES, AND HAS DEPARTMENT-WIDE DELEGATED AUTHORITY. MANAGES MAJOR FUNCTIONAL AREAS, OVERSEEING LARGE GROUPS OF SWORN AND CIVILIAN PERSONNEL, AND ENSURING THE EFFECTIVE DELIVERY OF FIRE SUPPRESSION, EMERGENCY MEDICAL, RESCUE AND EMERGENCY PREPAREDNESS SERVICES. WORK ALSO INCLUDES ASSISTING THE CHIEF OF FIRE AND RESCUE SERVICES IN ESTABLISHING DEPARTMENTAL POLICIES, GOALS, OBJECTIVES, AND BUDGETS.	BACHELOR'S DEGREE	EIGHT (8) YEARS	VALID CLASS C DRIVER'S LICENSE	EX - 5	EXECUTIVE EXEMPT FLSA EXEMPT
7326	ADMINISTRATOR, OFFICE OF EMERGENCY MANAGEMENT SEE MD. CODE ANN., PUB. SAFETY §14-109; COUNTY CODE §17.109	PERFORMS ADVANCED ADMINISTRATIVE AND EXECUTIVE-LEVEL EMERGENCY MANAGEMENT LEADERSHIP WORK UNDER EXECUTIVE LEVEL DIRECTION AND SERVES AS THE HEAD OF THE OFFICE OF EMERGENCY MANAGEMENT. WORK INCLUDES RESPONSIBILITY FOR OVERALL MANAGEMENT AND STRATEGIC DIRECTION OF THE OFFICE OF EMERGENCY MANAGEMENT TO INCLUDE ESTABLISHING POLICES, DISASTER PREPARATION, AND PLANNING RESPONSE AND RECOVERY EFFORTS. ADVISES AND PROVIDES INFORMATION TO THE COUNTY EXECUTIVE, CHIEF ADMINISTRATIVE OFFICE AND THE CHIEF, FIRE AND RESCUE SERVICES REGARDING EMERGENCY PREPARATION AND SITUATIONS.	BACHELOR'S DEGREE, NO EXPERIENCE EQUIVALENCY	EIGHT (8) YEARS	CERTIFIED EMERGENCY MANAGER (CEM) ISSUED BY THE INTERNATIONAL ASSOCIATION OF EMERGENCY MANAGERS (IAEM) (REQUIRED AND MUST BE MAINTAINED)	EX - 4	EXECUTIVE EXEMPT FLSA EXEMPT
7324	ASSISTANT CHIEF	PERFORMS MID-MANAGEMENT AND ADVANCED LEVEL FIRE AND RESCUE OPERATIONS WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. WORK INCLUDES RESPONSIBILITY FOR THE EFFICIENT OPERATION OF A MAJOR BUREAU WITHIN THE DEPARTMENT OF FIRE AND RESCUE SERVICES AND ASSISTING IN FORMULATING AND IMPLEMENTING DEPARTMENTAL GOALS AND OBJECTIVES. WORK ALSO INCLUDES MONETARY RESPONSIBILITY FOR PREPARATION AND MONITORING OF BUREAU BUDGETS.	BACHELOR'S DEGREE NO EXPERIENCE EQUIVALENCY	FIVE (5) YEARS CREDIBLE SERVICE CLASSIFIED AS A HCDFRS FIRE CAPTAIN AND/OR HCDFRS BATTALION CHIEF	GENERAL ORDER #100.04 POSITION REQUIREMENTS - LICENSES, CERTIFICATIONS, EXPERIENCE AND EDUCATION PREREQUISITES	FM-3	FLSA EXEMPT

Class Family 7-3 Fire & Rescue administration, operations, & support

CLASS FAMILY 7-3 FIRE & RESCUE ADMINISTRATION, OPERATIONS, & SUPPORT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
7322	BATTALION CHIEF	PERFORMS SENIOR SUPERVISORY AND ADVANCED LEVEL FIRE AND RESCUE OPERATIONS WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. WORK INCLUDES EFFECTIVE AND EFFICIENT MANAGEMENT OF THE ASSIGNED FIRE DISTRICT OR PROGRAMS AND ATTAINMENT OF ESTABLISHED GOALS AND PROGRAMS.	SIXTY (60) SEMESTER-BASED CREDITS (OR 90 QUARTER-BASED CREDITS) FROM AN ACCREDITED POST-SECONDARY INSTITUTION No EXPERIENCE EQUIVALENCY	TWO (2) YEARS CREDIBLE SERVICE CLASSIFIED AS A HCDFRS FIRE CAPTAIN	GENERAL ORDER #100.04 POSITION REQUIREMENTS - LICENSES, CERTIFICATIONS, EXPERIENCE AND EDUCATION PREREQUISITES	FM-2	FLSA EXEMPT
7320	FIRE TRAINING PROGRAM MANAGER	PERFORMS ADVANCED PROFESSIONAL AND MANAGERIAL WORK WITHIN FIRE AND RESCUE SERVICES UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. THE POSITION IS RESPONSIBLE FOR LEADING AND ADMINISTERING THE DEPARTMENT'S TRAINING PROGRAM TO SUPPORT OPERATIONAL READINESS, CREDENTIALING REQUIREMENTS, AND ONGOING PROFESSIONAL DEVELOPMENT FOR FIRE-RESCUE PERSONNEL.	BACHELOR'S DEGREE	FOUR (4) YEARS		G-116	FLSA EXEMPT
7318	FIRE CAPTAIN	PERFORMS SUPERVISORY AND ADVANCED LEVEL FIRE AND RESCUE OPERATIONS WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. WORK INCLUDES SERVING AS A SHIFT SUPERVISOR AND/OR PERFORMING RESPONSIBLE STAFF WORK. WORK ALSO INCLUDES RESPONSIBILITY FOR THE SKILLED AND EFFICIENT OPERATION OF ASSIGNED PERSONNEL AND EQUIPMENT.	FORTY-FIVE (45) SEMESTER-BASED CREDITS (OR 68 QUARTER-BASED CREDITS) FROM AN ACCREDITED POST-SECONDARY INSTITUTION No EXPERIENCE EQUIVALENCY	TWO (2) YEARS CREDIBLE SERVICE CLASSIFIED AS A HCDFRS FIREFIGHTER LIEUTENANT	GENERAL ORDER #100.04 POSITION REQUIREMENTS - LICENSES, CERTIFICATIONS, EXPERIENCE AND EDUCATION PREREQUISITES	FM-1	FLSA EXEMPT

CLASS FAMILY 7-3 FIRE & RESCUE ADMINISTRATION, OPERATIONS, & SUPPORT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
7316	FIRE TRAINING PROGRAM SPECIALIST	PERFORMS INTERMEDIATE PROFESSIONAL-LEVEL TRAINING PROGRAM COORDINATION AND INSTRUCTIONAL SUPPORT WORK WITHIN FIRE AND RESCUE SERVICES UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. WORK INCLUDES PLANNING, ORGANIZING, COORDINATING, AND SUPPORTING THE DELIVERY OF TRAINING PROGRAMS THAT ENSURE PERSONNEL MEET REQUIRED PROFESSIONAL STANDARDS, OPERATIONAL READINESS EXPECTATIONS, AND DEPARTMENTAL TRAINING OBJECTIVES.	BACHELOR'S DEGREE	TWO (2) YEARS		G-114	FLSA EXEMPT
7314	FIRE SAFETY OUTREACH PROGRAM COORDINATOR	PERFORMS INTERMEDIATE PROFESSIONAL-LEVEL OUTREACH, PUBLIC EDUCATION, AND PROGRAM COORDINATION WORK WITHIN DEPARTMENT OF FIRE AND RESCUE SERVICES UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. WORK INCLUDES PLANNING, ORGANIZING, COORDINATING, AND IMPLEMENTING COMMUNITY OUTREACH INITIATIVES THAT SUPPORT DEPARTMENTAL PROGRAMS, PUBLIC SAFETY EDUCATION, AND COMMUNITY RISK-REDUCTION OBJECTIVES, AND THAT PROMOTE EFFECTIVE COMMUNICATION AND ENGAGEMENT WITH RESIDENTS, STAKEHOLDERS, AND PARTNER ORGANIZATIONS.	BACHELOR'S DEGREE	TWO (2) YEARS		G-114	FLSA EXEMPT
7312	FIRE FIGHTER LIEUTENANT	PERFORMS SENIOR TECHNICAL LEVEL FIRE AND RESCUE OPERATIONS WORK, WHICH MAY INCLUDE SUPERVISORY RESPONSIBILITY, UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. WORK INCLUDES FIRE SUPPRESSION; ADVANCED LIFE SUPPORT (ALS); EMERGENCY MEDICAL AND RESCUE SERVICE WORK; OPERATING AND MAINTAINING TOOLS, EQUIPMENT AND APPARATUS; PARTICIPATING IN FIRE PREVENTION AND PROTECTION ACTIVITIES AS WELL AS DEPARTMENTAL TRAINING PROGRAMS; AND PERFORMING STAFF WORK OR AS A SHIFT SUPERVISOR IN THE ABSENCE OF A HIGHER-RANKING OFFICER. WORK ALSO INCLUDES SKILLED TASKS IN RESPONSE TO FIRE, RESCUE AND MEDICAL EMERGENCIES.	THIRTY (30) SEMESTER-BASED CREDITS (OR 45 QUARTER-BASED CREDITS) FROM AN ACCREDITED POST-SECONDARY INSTITUTION NO EXPERIENCE EQUIVALENCY	FOUR (4) YEARS CREDIBLE SERVICE CLASSIFIED AS A HCDFRS FIREFIGHTER	GENERAL ORDER #100.04 POSITION REQUIREMENTS - LICENSES, CERTIFICATIONS, EXPERIENCE AND EDUCATION PREREQUISITES	F-J	FLSA NON-EXEMPT

CLASS FAMILY 7-3 FIRE & RESCUE ADMINISTRATION, OPERATIONS, & SUPPORT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
7310	MASTER FIREFIGHTER/HV O	PERFORMS ADVANCED TECHNICAL LEVEL FIRE AND RESCUE OPERATIONS WORK AT THE MASTER FIREFIGHTER LEVEL PLUS OPERATES FIRE AND RESCUE VEHICLES AT THE HEAVY VEHICLE OPERATOR LEVEL.	HIGH SCHOOL DIPLOMA, GENERAL EDUCATIONAL DEVELOPMENT (GED) CERTIFICATE AND MEET MINIMUM REQUIREMENTS FOR FIREFIGHTER	SERVED FOR 3 YEARS BEYOND THE FIREFIGHTER TRAINEE LEVEL	GENERAL ORDER #100.04 POSITION REQUIREMENTS - LICENSES, CERTIFICATIONS, EXPERIENCE AND EDUCATION PREREQUISITES	F-I	FLSA EXEMPT/NON-EXEMPT
7308	MASTER FIRE FIGHTER	PERFORMS ADVANCED TECHNICAL LEVEL FIRE AND RESCUE OPERATIONS WORK, UNDER GENERAL SUPERVISION FROM A TECHNICAL SUPERIOR. WORK IS AS PART OF A CREW AND INCLUDES FIRE SUPPRESSION; ADVANCED LIFE SUPPORT (ALS); EMERGENCY MEDICAL AND RESCUE SERVICE WORK; OPERATING AND MAINTAINING TOOLS, EQUIPMENT AND APPARATUS; PARTICIPATING IN FIRE PREVENTION AND PROTECTION ACTIVITIES; AND PERFORMING STAFF WORK.	HIGH SCHOOL DIPLOMA, GENERAL EDUCATIONAL DEVELOPMENT (GED) CERTIFICATE, AND MEET MINIMUM REQUIREMENTS FOR FIREFIGHTER	SERVED FOR 3 YEARS BEYOND THE FIREFIGHTER TRAINEE LEVEL	GENERAL ORDER #100.04 POSITION REQUIREMENTS - LICENSES, CERTIFICATIONS, EXPERIENCE AND EDUCATION PREREQUISITES	F-H	FLSA NON-EXEMPT
7306	FIRE FIGHTER/HVO	PERFORMS INTERMEDIATE TECHNICAL LEVEL FIRE AND RESCUE OPERATIONS WORK AT THE FIREFIGHTER LEVEL PLUS OPERATES FIRE AND RESCUE VEHICLES AT THE HEAVY VEHICLE OPERATOR LEVEL.	HIGH SCHOOL DIPLOMA, GENERAL EDUCATIONAL DEVELOPMENT (GED) CERTIFICATE, AND MEET MINIMUM REQUIREMENTS FOR FIREFIGHTER RECRUIT	SERVED FOR 3 YEARS BEYOND THE FIREFIGHTER TRAINEE LEVEL	GENERAL ORDER #100.04 POSITION REQUIREMENTS - LICENSES, CERTIFICATIONS, EXPERIENCE AND EDUCATION PREREQUISITES	F-G	FLSA NON-EXEMPT

CLASS FAMILY 7-3 FIRE & RESCUE ADMINISTRATION, OPERATIONS, & SUPPORT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
7304	FIRE FIGHTER	PERFORMS INTERMEDIATE TECHNICAL LEVEL FIRE AND RESCUE OPERATIONS WORK UNDER GENERAL SUPERVISION FROM A TECHNICAL SUPERIOR. WORK IS AS PART OF A CREW AND INCLUDES FIRE SUPPRESSION; ADVANCED LIFE SUPPORT (ALS); EMERGENCY MEDICAL AND RESCUE SERVICE WORK; OPERATING AND MAINTAINING TOOLS, EQUIPMENT AND APPARATUS; PARTICIPATING IN FIRE PREVENTION AND PROTECTION ACTIVITIES; AND PERFORMING STAFF WORK.	HIGH SCHOOL DIPLOMA, GENERAL EDUCATIONAL DEVELOPMENT (GED) CERTIFICATE, AND MEET MINIMUM REQUIREMENTS FOR FIREFIGHTER RECRUIT	12 MONTHS SERVICE AS FIREFIGHTER RECRUIT FOLLOWING GRADUATION FROM AN APPROVED FIRE ACADEMY	GENERAL ORDER #100.04 POSITION REQUIREMENTS - LICENSES, CERTIFICATIONS, EXPERIENCE AND EDUCATION PREREQUISITES	F-F	FLSA Non-Exempt
7302	FIREFIGHTER RECRUIT	PERFORMS PROBATIONARY LEVEL FIRE AND RESCUE OPERATIONS WORK UNDER CLOSE SUPERVISION FROM A TECHNICAL SUPERIOR. WORK INCLUDES LEARNING BASIC FIRE FIGHTING, EMERGENCY VEHICLE DRIVING, AND RESCUE AND EMERGENCY MEDICAL TECHNIQUES AND METHODS. WORK ALSO INCLUDES ACTING AS A MEMBER OF A FIRE FIGHTING CREW, AMBULANCE OR RESCUE TEAM; AND OPERATING FIRE, RESCUE OR EMERGENCY MEDICAL EQUIPMENT AS DIRECTED. CONTINUED EMPLOYMENT IS CONTINGENT UPON THE INCUMBENT BEING RECLASSIFIED AS FIREFIGHTER.	HIGH SCHOOL DIPLOMA, GENERAL EDUCATIONAL DEVELOPMENT (GED) CERTIFICATE, GRADUATED FROM FIRE ACADEMY APPROVED BY THE HOWARD COUNTY CHIEF OF FIRE AND RESCUE SERVICES	MINIMUM AGE OF 18 YEARS	GENERAL ORDER #100.04 POSITION REQUIREMENTS - LICENSES, CERTIFICATIONS, EXPERIENCE AND EDUCATION PREREQUISITES	F-E	FLSA Non-Exempt
7300	FIREFIGHTER TRAINEE	PERFORMS ENTRY LEVEL AND PROBATIONARY FIRE AND RESCUE SERVICES WORK. AN EMPLOYEE IN THIS CLASS ATTENDS TRAINING ACADEMY AND TRAINS TO PERFORM FIRE AND RESCUE OPERATIONS. THIS IS A TRAINING CLASSIFICATION AND CONTINUED EMPLOYMENT IS CONTINGENT UPON THE INCUMBENT BEING RECLASSIFIED AS FIREFIGHTER RECRUIT.	HIGH SCHOOL DIPLOMA, GENERAL EDUCATIONAL DEVELOPMENT (GED) CERTIFICATE,	MINIMUM AGE OF 18 YEARS	GENERAL ORDER #100.04 POSITION REQUIREMENTS - LICENSES, CERTIFICATIONS, EXPERIENCE AND EDUCATION PREREQUISITES	F-D	FLSA Non-Exempt

OCCUPATIONAL GROUP 7. PUBLIC SAFETY & EMERGENCY SERVICES

CLASS FAMILY 7-4 EMERGENCY COMMUNICATIONS SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
7412	EMERGENCY COMMUNICATIONS SUPERVISOR	PERFORMS SUPERVISORY AND ADVANCED LEVEL DISPATCHING OPERATIONS WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE SUPERIOR. WORK INCLUDES PLANNING, ASSIGNING AND REVIEWING THE WORK OF A SHIFT OF DISPATCHERS RESPONSIBLE FOR EMERGENCY 911, POLICE, FIRE, NON-EMERGENCY AND ADMINISTRATIVE COMMUNICATIONS AND STAFF ENGAGED IN RECEIVING, ROUTING AND TRANSMITTING INFORMATION VIA TELEPHONE, RADIO, TELETYPE, COMPUTER TERMINAL AND OTHER COMMUNICATIONS EQUIPMENT. RESOLVES THE MOST DIFFICULT AND COMPLEX PROBLEMS DURING SHIFT.	ASSOCIATE'S DEGREE	FOUR (4) YEARS	MILES/NCIC AUTHORIZATION EMD ECS OTHERS AS REQUIRED BY THE APPOINTING AUTHORITY	EC-1	FLSA EXEMPT
7410	SENIOR DISPATCHER	PERFORMS ADVANCED TECHNICAL LEVEL DISPATCHING OPERATIONS WORK, WHICH MAY INCLUDE OCCASIONAL SUPERVISORY RESPONSIBILITY, UNDER GENERAL SUPERVISION FROM A TECHNICAL SUPERIOR. WORK INCLUDES RECEIVING, ROUTING AND TRANSMITTING EMERGENCY 911, POLICE, FIRE, AND NON-EMERGENCY RADIO TRAFFIC VIA TELEPHONE, RADIO, TELETYPE, COMPUTER TERMINAL AND OTHER COMMUNICATIONS EQUIPMENT. EMPLOYEES AT THIS LEVEL CAN EFFECTIVELY OPERATE AT ANY STATION WITHIN THE EMERGENCY COMMUNICATIONS CENTER AND FREQUENTLY PARTICIPATE IN TRAINING OTHER DISPATCHERS.	HIGH SCHOOL DIPLOMA, GENERAL EDUCATIONAL DEVELOPMENT (GED) CERTIFICATE,	Two (2) YEARS	MILES/NCIC AUTHORIZATION EMD ECS OTHERS AS REQUIRED BY THE APPOINTING AUTHORITY	D-H	FLSA EXEMPT/NON-EXEMPT
7408	DISPATCHER FIRST CLASS	PERFORMS INTERMEDIATE TECHNICAL LEVEL DISPATCHING OPERATIONS WORK UNDER GENERAL SUPERVISION FROM A TECHNICAL SUPERIOR. WORK INCLUDES RECEIVING, ROUTING AND TRANSMITTING INFORMATION ON BOTH AN EMERGENCY AND NON-EMERGENCY BASIS VIA TELEPHONE, RADIO, TELETYPE, COMPUTER TERMINAL AND OTHER COMMUNICATIONS EQUIPMENT AND DISPATCHING EMERGENCY EQUIPMENT. EMPLOYEES AT THIS LEVEL MUST EFFECTIVELY OPERATE AT ANY STATION WITHIN THE EMERGENCY COMMUNICATIONS CENTER (4-AREAS: CALL TAKING, TELETYPE OPERATIONS, POLICE DISPATCH AND FIRE DISPATCH).	HIGH SCHOOL DIPLOMA, GENERAL EDUCATIONAL DEVELOPMENT (GED) CERTIFICATE,	FIVE (5) YEARS EXPERIENCE AS A DISPATCHER	MILES/NCIC AUTHORIZATION EMD/CPR HAZMAT AWARENESS MD EMERGENCY TELECOMMUNICATIONS SPECIALIST DEMONSTRATED PROFICIENCY IN THE 4 AREAS AS REQUIRED BY THE APPOINTING AUTHORITY	D-DFC	FLSA Non-Exempt

CLASS FAMILY 7-4 EMERGENCY COMMUNICATIONS SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
7406	DISPATCHER	PERFORMS TECHNICAL LEVEL THROUGH INTERMEDIATE TECHNICAL LEVEL DISPATCHING OPERATIONS WORK UNDER GENERAL SUPERVISION FROM A TECHNICAL SUPERIOR. THE ONE-YEAR PROBATIONARY PERIOD CONSISTS OF LEARNING AND BECOMING PROFICIENT AT THE BELOW LISTED FUNCTIONS WHILE ASSIGNED A TRAINING OFFICER AND ENDS UPON CONSISTENTLY DISPLAYED COMPETENCY AND SUPERVISORY SIGN-OFF. AT THE INTERMEDIATE TECHNICAL LEVEL, WORK INCLUDES RECEIVING, ROUTING AND TRANSMITTING INFORMATION ON BOTH AN EMERGENCY AND NON-EMERGENCY BASIS VIA TELEPHONE, RADIO, TELETYPE, COMPUTER TERMINAL AND OTHER COMMUNICATIONS EQUIPMENT AND DISPATCHING EMERGENCY EQUIPMENT	HIGH SCHOOL DIPLOMA, GENERAL EDUCATIONAL DEVELOPMENT (GED) CERTIFICATE,	NONE REQUIRED MUST PASS A CRIMINAL BACKGROUND INVESTIGATION, PSYCHOLOGICAL AND PHYSICAL EXAM MUST PASS TEST SPECIFIED BY THE APPOINTING AUTHORITY	MILES/NCIC AUTHORI-ZATION EMD/EPD/EFD/ETC CPR HAZMAT AWARENESS MD EMERGENCY TELECOMMUNICATIO NS SPECIALIST	D-G	FLSA Non-Exempt

CLASS FAMILY 7-5 CORRECTIONS ADMINISTRATION, OPERATIONS & SUPPORT

OCCUPATIONAL GROUP 7. PUBLIC SAFETY & EMERGENCY SERVICES

CLASS FAMILY 7-5 CORRECTIONS ADMINISTRATION, OPERATIONS & SUPPORT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
1226	DIRECTOR, CORRECTIONS	PERFORMS EXECUTIVE LEVEL CORRECTIONS ADMINISTRATION AND OPERATIONAL LEADERSHIP WORK UNDER EXECUTIVE DIRECTION. <i>SEE FULL CLASSIFICATION DESCRIPTION UNDER <u>CLASS FAMILY 1-2 DEPARTMENTAL LEADERSHIP</u>.</i>	—	—	—	EX - 5	FLSA EXEMPT
7536	DEPUTY DIRECTOR, CORRECTIONS	PERFORMS ADVANCED ADMINISTRATIVE AND OPERATIONAL LEADERSHIP WORK UNDER EXECUTIVE LEVEL DIRECTION. ASSISTS THE DIRECTOR OF CORRECTIONS IN THE OVERALL MANAGEMENT, COORDINATION, AND ADMINISTRATION OF CORRECTIONAL OPERATIONS, SECURITY, PROGRAMS AND TREATMENT AT THE DETENTION SYSTEM, INCLUDING CUSTODIAL OPERATIONS AND DAILY OPERATIONAL ACTIVITIES.	BACHELOR'S DEGREE	EIGHT (8) YEARS	SUCCESSFUL COMPLETION OF COURSES AND QUALIFICATIONS REQUIRED BY THE MARYLAND CORRECTIONAL TRAINING COMMISSION (MCTC).	EX - 4	EXECUTIVE EXEMPT FLSA EXEMPT
7534	CUSTODY AND SECURITY CHIEF	PERFORMS SENIOR MANAGEMENT LEVEL CORRECTIONS OPERATIONS WORK UNDER EXECUTIVE LEVEL DIRECTION. OVERSEES THE CUSTODY, SECURITY, AND CONTROL OF INMATES AT THE DETENTION CENTER, AND ENSURING COMPLIANCE WITH APPLICABLE LAWS, REGULATIONS, STANDARDS, AND COURT MANDATES GOVERNING DETENTION OPERATIONS. MANDATED POSITION UNDER COMAR REQUIRING MCTC CERTIFICATION.	BACHELOR'S DEGREE	FIVE (5) YEARS	SUCCESSFUL COMPLETION OF COURSES AND QUALIFICATIONS REQUIRED BY THE MARYLAND CORRECTIONAL TRAINING COMMISSION (MCTC).	EX - 2	EXECUTIVE EXEMPT FLSA EXEMPT

CLASS FAMILY 7-5 CORRECTIONS ADMINISTRATION, OPERATIONS & SUPPORT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
7532	CORRECTIONAL CAPTAIN	PERFORMS SENIOR SUPERVISORY AND ADVANCED LEVEL CORRECTIONS OPERATIONS WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE SUPERIOR. WORK INCLUDES ASSIGNING AND SUPERVISING THE ACTIVITIES OF A SHIFT OF CORRECTIONAL OFFICERS AND PARTICIPATING IN MAINTAINING ORDER AND DISCIPLINE AMONG INMATES AT THE COUNTY DETENTION CENTER. WORK MAY ALSO INCLUDE DIRECTING ASSIGNED ADMINISTRATIVE FUNCTIONS OR PROGRAMS WITHIN THE DEPARTMENT.	ASSOCIATE’S DEGREE	THREE (3) YEARS U.S. CITIZENSHIP OR POSSESSION OF AN ALIEN REGISTRATION RECEIPT CARD	CERTIFICATION BY THE MARYLAND CORRECTIONAL TRAINING COMMISSION AS A CORRECTIONAL “SUPERVISOR” SUCCESSFUL COMPLETION OF REQUIRED IN-SERVICE TRAINING COURSES ELIGIBILITY FOR CERTIFICATION BY THE MARYLAND POLICE TRAINING COMMISSION AS AN INSTRUCTOR CLASS C MARYLAND DRIVER’S LICENSE	CM-2	FLSA EXEMPT

CLASS FAMILY 7-5 CORRECTIONS ADMINISTRATION, OPERATIONS & SUPPORT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
7530	CORRECTIONS PROGRAM SUPERVISOR II	PERFORMS INTERMEDIATE SUPERVISORY AND ADVANCED LEVEL CORRECTIONS OPERATIONS WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. WORK INCLUDES SUPERVISING STAFF ENGAGED IN INMATE ASSESSMENT, CLASSIFICATION, AND PROGRAM PLACEMENT, AND OVERSEEING THE DEVELOPMENT, COORDINATION, AND MONITORING OF CORRECTIONAL PROGRAMS DESIGNED TO SUPPORT INSTITUTIONAL SAFETY, REHABILITATION, AND SUCCESSFUL REENTRY. MANDATED POSITION UNDER COMAR REQUIRING MCTC CERTIFICATION.	BACHELOR'S DEGREE	TWO (2) YEARS	MUST MEET THE SELECTION STANDARDS REQUIRED AND SUCCESSFULLY COMPLETE THE TRAINING PRESCRIBED BY THE MARYLAND CORRECTIONAL TRAINING COMMISSION TO OBTAIN CERTIFICATION AS A CORRECTIONAL CLASSIFICATION COUNSELOR U.S. CITIZENSHIP OR RESIDENT ALIEN STATUS CONSISTENT WITH COMAR REQUIREMENTS.	G-114	FLSA EXEMPT

CLASS FAMILY 7-5 CORRECTIONS ADMINISTRATION, OPERATIONS & SUPPORT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
7528	DETENTION CENTER NURSE	PERFORMS INTERMEDIATE PROFESSIONAL NURSING WORK IN A CORRECTIONAL SETTING UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. WORK INCLUDES PROVIDING COMPREHENSIVE NURSING SERVICES TO INMATES HOUSED AT THE COUNTY DETENTION CENTER AND SUPPORTING THE DELIVERY OF SAFE, EFFECTIVE, AND LEGALLY COMPLIANT MEDICAL CARE WITHIN A SECURE ENVIRONMENT.	BACHELOR’S DEGREE		LICENSED WITH THE MARYLAND STATE BOARD OF EXAMINERS OF NURSES AS A REGISTERED NURSE UNDER MARYLAND STATE LAW ELIGIBILITY FOR CERTIFICATION BY THE MARYLAND CORRECTIONAL TRAINING COMMISSION AND POSSESSION OF SUCH CERTIFICATE WITH 1 YEAR OF APPOINTMENT U.S. CITIZENSHIP OR RESIDENT ALIEN STATUS CONSISTENT WITH COMAR REQUIREMENTS.	G-112	FLSA EXEMPT IF FULL-TIME; OTHERWISE FLSA NON-EXEMPT

CLASS FAMILY 7-5 CORRECTIONS ADMINISTRATION, OPERATIONS & SUPPORT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
7526	CORRECTIONAL LIEUTENANT	PERFORMS SUPERVISORY AND ADVANCED LEVEL CORRECTIONS OPERATIONS WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. WORK INCLUDES MAINTAINING ORDER AND DISCIPLINE AMONG INMATES AND FIRST LINE SUPERVISION OVER CORRECTIONAL OFFICERS AND STAFF AS ASSISTANT SHIFT LEADER. ASSIGNS WORK, CONDUCTS INSPECTIONS, EVALUATES PERFORMANCE, AND HEARS EMPLOYEE GRIEVANCES.	ASSOCIATE’S DEGREE	2 YEARS	CERTIFICATION BY THE MARYLAND CORRECTIONAL TRAINING COMMISSION AS A CORRECTIONAL “SUPERVISOR” SUCCESSFUL COMPLETION OF REQUIRED IN-SERVICE TRAINING COURSES CLASS C MARYLAND DRIVER’S LICENSE U.S. CITIZENSHIP OR RESIDENT ALIEN STATUS CONSISTENT WITH COMAR REQUIREMENTS.	CM-1	FLSA Non-Exempt

CLASS FAMILY 7-5 CORRECTIONS ADMINISTRATION, OPERATIONS & SUPPORT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
7524	CORRECTION CASE MANAGER	PERFORMS PROFESSIONAL LEVEL CORRECTIONAL OPERATIONS WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. WORK INCLUDES CORRECTIONS CASE MANAGEMENT, INCLUDING ASSESSING INMATE NEEDS, CONDUCTING INTERVIEWS, COUNSELING, AND CLASSIFYING INMATES, AND DEVELOPING, IMPLEMENTING, AND MONITORING INDIVIDUALIZED CASE PLANS TO SUPPORT INSTITUTIONAL SAFETY, REHABILITATION, AND SUCCESSFUL REENTRY. MANDATED POSITION UNDER COMAR REQUIRING MCTC CERTIFICATION.	BACHELOR'S DEGREE	ONE (1) YEAR	ELIGIBILITY FOR CERTIFICATION BY THE MARYLAND CORRECTIONAL TRAINING COMMISSION AND POSSESSION OF SUCH CERTIFICATE WITH 1 YEAR OF APPOINTMENT CLASS C VALID DRIVER'S LICENSE U.S. CITIZENSHIP OR RESIDENT ALIEN STATUS CONSISTENT WITH COMAR REQUIREMENTS.	G-111	FLSA EXEMPT
7522	CORRECTIONAL TECHNICIAN II	PERFORMS ADVANCED TECHNICAL-LEVEL CORRECTIONAL SUPPORT SERVICES WORK UNDER GENERAL SUPERVISION FROM A TECHNICAL SUPERIOR. WORK INVOLVES SERVING AS A SENIOR TECHNICAL RESOURCE WITHIN CORRECTIONAL OPERATIONS WITH RESPONSIBILITY FOR COMPLEX INMATE PROCESSING, RECORDS ADMINISTRATION, SENTENCE COMPUTATION SUPPORT, INMATE ACCOUNT RECONCILIATION, AND ENSURING DATA INTEGRITY ACROSS JAIL MANAGEMENT AND COURT-RELATED SYSTEMS. MANDATED POSITION UNDER COMAR REQUIRING MCTC CERTIFICATION.	ASSOCIATE'S DEGREE	FOUR (4) YEARS	ELIGIBILITY FOR CERTIFICATION BY THE MARYLAND CORRECTIONAL TRAINING COMMISSION AND POSSESSION OF SUCH CERTIFICATE WITH 1 YEAR OF APPOINTMENT CLASS C VALID DRIVER'S LICENSE U.S. CITIZENSHIP OR RESIDENT ALIEN STATUS CONSISTENT WITH COMAR REQUIREMENTS.	G-109	FLSA NON-EXEMPT

CLASS FAMILY 7-5 CORRECTIONS ADMINISTRATION, OPERATIONS & SUPPORT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
7520	CORRECTIONAL TECHNICIAN I	PERFORMS TECHNICAL LEVEL CORRECTIONAL SUPPORT SERVICES WORK, UNDER REGULAR SUPERVISION FROM A TECHNICAL SUPERIOR. THE POSITION PROVIDES SPECIALIZED CIVILIAN TECHNICAL SUPPORT WITHIN CORRECTIONAL OPERATIONS AND CONTRIBUTES TO THE ACCURATE, TIMELY, AND COMPLIANT ADMINISTRATION OF INMATE PROCESSING, RECORDS, AND RELATED OPERATIONAL FUNCTIONS. WORK MAY INCLUDE TECHNICAL OVERSIGHT OF STAFF RESPONSIBLE FOR INITIAL INTAKE/COMMITMENT PROCESS, COMPUTING INMATE RELEASE DATES, RECONCILING INMATE FUNDS AND PREPARING DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS BILLING, REVIEWING DATA ENTRY INTO THE JAIL MANAGEMENT SYSTEM AND VARIOUS COURT LOGS, AND MAY REQUIRE INMATE CUSTODY AND SECURITY ACTIVITIES. MANDATED POSITION UNDER COMAR REQUIRING MCTC CERTIFICATION.	ASSOCIATE'S DEGREE	THREE (3) YEARS	ELIGIBILITY FOR CERTIFICATION BY THE MARYLAND CORRECTIONAL TRAINING COMMISSION AND POSSESSION OF SUCH CERTIFICATE WITH 1 YEAR OF APPOINTMENT CLASS C VALID DRIVER'S LICENSE U.S. CITIZENSHIP OR RESIDENT ALIEN STATUS CONSISTENT WITH COMAR REQUIREMENTS.	G-108	FLSA Non-Exempt
7518	CORRECTIONAL SERGEANT	PERFORMS SENIOR TECHNICAL LEVEL CORRECTIONS OPERATIONS WORK, WHICH MAY INCLUDE OCCASIONAL SUPERVISORY RESPONSIBILITY, UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR ON AN ASSIGNED SHIFT AND PERFORMING AS AN ASSISTANT SHIFT LEADER OR SHIFT LEADER, IN THE ABSENCE OF A LIEUTENANT. WORK INCLUDES MONITORING INMATES AND MAINTAINING SECURITY, COMPLETING RECORDS, DIRECTING SUBORDINATE CORRECTIONAL OFFICERS, AND PERFORMING RELATED ADMINISTRATIVE TASKS AS ASSIGNED;	HIGH SCHOOL DIPLOMA, GENERAL EDUCATIONAL DEVELOPMENT (GED) CERTIFICATE,	3 YEARS OF SATISFACTORY PERFORMANCE AS A CORRECTIONAL OFFICER IN THE HOWARD COUNTY DEPARTMENT OF CORRECTIONS INCLUDING AT LEAST ONE YEAR AT THE CORRECTIONAL CORPORAL LEVEL.	CERTIFICATION BY THE MARYLAND CORRECTIONAL TRAINING COMMISSION AS A CORRECTIONAL OFFICER CLASS C MARYLAND DRIVER'S LICENSE U.S. CITIZENSHIP OR RESIDENT ALIEN STATUS CONSISTENT WITH COMAR REQUIREMENTS.	C-4	FLSA Non-Exempt

CLASS FAMILY 7-5 CORRECTIONS ADMINISTRATION, OPERATIONS & SUPPORT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
7516	CORRECTIONAL SERGEANT-DIETARY	PERFORMS SENIOR LEVEL CORRECTIONS DIETARY OPERATIONS WORK WHICH MAY INCLUDE SUPERVISORY RESPONSIBILITY, UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR ON AN ASSIGNED SHIFT AND WOULD ASSUME THE DUTIES AND RESPONSIBILITIES OF THE DIETARY LIEUTENANT IN THEIR ABSENCE. WORK INCLUDES MONITORING INMATES AND MAINTAINING SECURITY, COMPLETING DIETARY RECORDS, DIRECTING SUBORDINATE CORRECTIONAL DIETARY OFFICERS AND PERFORMING RELATED ADMINISTRATIVE TASKS AS ASSIGNED SUCH AS SCHEDULING DIETARY OFFICERS AND REVIEWING REPORTS FROM THE DIETARY STAFF.	HIGH SCHOOL DIPLOMA, GENERAL EDUCATIONAL DEVELOPMENT (GED) CERTIFICATE,	THREE (3) YEARS OF SATISFACTORY PERFORMANCE AS A CORRECTIONAL OFFICER IN THE HOWARD COUNTY DEPARTMENT OF CORRECTIONS.	CERTIFICATION BY THE MARYLAND CORRECTIONAL TRAINING COMMISSION AS A CORRECTIONAL OFFICER CLASS C MARYLAND DRIVER'S LICENSE U.S. CITIZENSHIP OR RESIDENT ALIEN STATUS CONSISTENT WITH COMAR REQUIREMENTS.	C-4	FLSA NON-EXEMPT
7514	CORRECTIONAL DIETARY COORDINATOR	PERFORMS ADVANCED LEVEL CORRECTIONAL SUPPORT WORK, WHICH MAY INCLUDE SUPERVISORY RESPONSIBILITY, UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. WORK INCLUDES OVERSEEING THE FOOD AND MEAL PREPARATION FUNCTION AT THE DETENTION CENTER. MONITORS CIVILIAN AND INMATE FOOD SERVICE WORKERS WITH FOOD PREPARATION AS WELL AS CLEANING OF THE KITCHEN. ESTABLISHES KITCHEN PROCEDURES AND PARTICIPATES IN MENU PLANNING. ACTS AS TEAM LEADER.	HIGH SCHOOL DIPLOMA, GENERAL EDUCATIONAL DEVELOPMENT (GED) CERTIFICATE,	3 YEARS	ELIGIBILITY FOR CERTIFICATION BY THE MARYLAND CORRECTIONAL TRAINING COMMISSION AND POSSESSION OF SUCH CERTIFICATE WITH 1 YEAR OF APPOINTMENT U.S. CITIZENSHIP OR RESIDENT ALIEN STATUS CONSISTENT WITH COMAR REQUIREMENTS.	CM- 1	FLSA EXEMPT

CLASS FAMILY 7-5 CORRECTIONS ADMINISTRATION, OPERATIONS & SUPPORT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
7512	CORRECTIONAL CORPORAL	PERFORMS ADVANCED TECHNICAL LEVEL CORRECTIONS OPERATIONS WORK, WHICH MAY INCLUDE OCCASIONAL SUPERVISORY RESPONSIBILITY, UNDER GENERAL SUPERVISION FROM A TECHNICAL SUPERIOR. WORK INCLUDES MAINTAINING SECURITY AND DISCIPLINE OF INMATES BOTH ON AND OFF THE PROPERTY OF THE HOWARD COUNTY DETENTION CENTER, ON AN ASSIGNED SHIFT. WORK ALSO INCLUDES CARE AND CUSTODY OF INMATES WHILE MONITORING AND SUPERVISING THEIR ACTIVITIES; AND, ON OCCASION, GUIDING AND SUPERVISING OTHER EMPLOYEES IN THE PERFORMANCE OF THEIR ASSIGNED DUTIES. PARTICIPATES IN COUNSELING AND REHABILITATION PROGRAMS AS ASSIGNED.	HIGH SCHOOL DIPLOMA, GENERAL EDUCATIONAL DEVELOPMENT (GED) CERTIFICATE,	2 YEARS OF SATISFACTORY PERFORMANCE AS A CORRECTIONAL OFFICER IN THE HOWARD COUNTY DEPARTMENT OF CORRECTIONS	CERTIFICATION BY THE MARYLAND CORRECTIONAL TRAINING COMMISSION AS A CORRECTIONAL OFFICER CLASS C MARYLAND DRIVER’S LICENSE U.S. CITIZENSHIP OR RESIDENT ALIEN STATUS CONSISTENT WITH COMAR REQUIREMENTS.	C-3	FLSA NON-EXEMPT
7510	CORRECTIONAL OFFICER	PERFORMS TECHNICAL LEVEL CORRECTIONS OPERATIONS WORK UNDER REGULAR SUPERVISION FROM A TECHNICAL SUPERIOR. WORK INCLUDES MAINTAINING SECURITY AND DISCIPLINE OF INMATES BOTH ON AND OFF THE PROPERTY OF THE HOWARD COUNTY DETENTION CENTER ON AN ASSIGNED SHIFT. WORK ALSO INCLUDES GUARDING INMATES AT AN ASSIGNED LOCATION AND IN CELL BLOCKS; AND PARTICIPATING IN COUNSELING AND REHABILITATION PROGRAMS AS ASSIGNED. AN INDIVIDUAL IN THIS CLASS WILL SERVE A 12-MONTH PROBATIONARY PERIOD DURING WHICH TIME THEY MUST ATTEND AND SATISFACTORILY COMPLETE CORRECTIONAL CLASSROOM AND FIELD TRAINING.	HIGH SCHOOL DIPLOMA, GENERAL EDUCATIONAL DEVELOPMENT (GED) CERTIFICATE,	PASS BACKGROUND INVESTIGATION AND MEDICAL EXAMINATION	ELIGIBILITY FOR CERTIFICATION BY THE MARYLAND CORRECTIONAL TRAINING COMMISSION AND POSSESSION OF SUCH CERTIFICATE WITH 1 YEAR OF APPOINTMENT CLASS C VALID DRIVER’S LICENSE U.S. CITIZENSHIP OR RESIDENT ALIEN STATUS CONSISTENT WITH COMAR REQUIREMENTS.	C-2	FLSA NON-EXEMPT

CLASS FAMILY 7-5 CORRECTIONS ADMINISTRATION, OPERATIONS & SUPPORT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
7508	CORRECTIONAL DIETARY OFFICER	PERFORMS TECHNICAL LEVEL CORRECTIONAL OPERATIONS SUPPORT WORK UNDER REGULAR SUPERVISION FROM A TECHNICAL SUPERIOR. WORK INCLUDES GENERAL FOOD SERVICE WORK PREPARING MEALS IN THE KITCHEN OF THE COUNTY DETENTION CENTER, SERVING FOOD, AND PERFORMING STANDARD KITCHEN CLEANING TASKS. WORK ALSO INCLUDES THE CUSTODY AND SECURITY OF INMATES ASSIGNED TO THE KITCHEN.	HIGH SCHOOL DIPLOMA, GENERAL EDUCATIONAL DEVELOPMENT (GED) CERTIFICATE,	Two (2) Years	ELIGIBILITY FOR CERTIFICATION BY THE MARYLAND CORRECTIONAL TRAINING COMMISSION AND POSSESSION OF SUCH CERTIFICATE WITH 1 YEAR OF APPOINTMENT U.S. CITIZENSHIP OR RESIDENT ALIEN STATUS CONSISTENT WITH COMAR REQUIREMENTS.	C-2	FLSA Non-Exempt

CLASS FAMILY 7-5 CORRECTIONS ADMINISTRATION, OPERATIONS & SUPPORT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
7506	CORRECTIONAL SUPPORT TECHNICIAN II	PERFORMS ADVANCED TECHNICAL-LEVEL CORRECTIONAL SUPPORT WORK UNDER REGULAR SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. THE POSITION PROVIDES OPERATIONAL AND PROGRAMMATIC SUPPORT TO CORRECTIONAL REENTRY, WORK RELEASE, ALTERNATIVE SENTENCING, AND COMMUNITY SERVICE PROGRAMS AND PERFORMS TECHNICAL CASEWORK SUPPORT FUNCTIONS FOR OFFENDERS TRANSITIONING FROM DETENTION TO THE COMMUNITY, INCLUDING MAINTAINING CASE DOCUMENTATION, COORDINATING SERVICE REFERRALS, AND SUPPORTING PROGRAM OPERATIONS AND COMPLIANCE REQUIREMENTS. MANDATED POSITION UNDER COMAR REQUIRING MCTC CERTIFICATION	ASSOCIATE'S DEGREE	TWO (2) YEARS	ELIGIBILITY FOR CERTIFICATION BY THE MARYLAND CORRECTIONAL TRAINING COMMISSION AND POSSESSION OF SUCH CERTIFICATE WITH 1 YEAR OF APPOINTMENT CLASS C VALID DRIVER'S LICENSE SUCCESSFUL COMPLETION OF REQUIRED IN-SERVICE TRAINING U.S. CITIZENSHIP OR RESIDENT ALIEN STATUS CONSISTENT WITH COMAR REQUIREMENTS.	OT-206 OR G-106	FLSA NON-EXEMPT

CLASS FAMILY 7-5 CORRECTIONS ADMINISTRATION, OPERATIONS & SUPPORT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
7504	CORRECTIONAL SUPPORT TECHNICIAN I	PERFORMS TECHNICAL CORRECTIONAL SUPPORT WORK UNDER REGULAR SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. THE POSITION PROVIDES DAY-TO-DAY OPERATIONAL ASSISTANCE TO CORRECTIONAL PROGRAMS AND SERVICES DELIVERED WITHIN THE DEPARTMENT OF CORRECTIONS AND, AS ASSIGNED, IN COMMUNITY-BASED SETTINGS SUPPORTING OFFENDER SERVICES AND STRUCTURED PROGRAM DELIVERY. MANDATED POSITION UNDER COMAR REQUIRING MCTC CERTIFICATION.	ASSOCIATE’S DEGREE	ONE (1) YEAR	ELIGIBILITY FOR CERTIFICATION BY THE MARYLAND CORRECTIONAL TRAINING COMMISSION AND POSSESSION OF SUCH CERTIFICATE WITH (1) YEAR OF APPOINTMENT CLASS C VALID DRIVER’S LICENSE U.S. CITIZENSHIP OR RESIDENT ALIEN STATUS CONSISTENT WITH COMAR REQUIREMENTS.	OT-202 OR G-102	FLSA NON-EXEMPT

OCCUPATIONAL GROUP 8. INFRASTRUCTURE, PLANNING, ENGINEERING & REGULATORY SERVICES

CLASS FAMILY 8-1 ENGINEERING, ARCHITECTURE & ENVIRONMENTAL SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
1238	DIRECTOR, PUBLIC WORKS	PERFORMS EXECUTIVE-LEVEL LEADERSHIP AND ENGINEERING OVERSIGHT WORK UNDER EXECUTIVE DIRECTION FROM THE COUNTY EXECUTIVE. <i>SEE FULL CLASSIFICATION DESCRIPTION UNDER <u>CLASS FAMILY 1-2 DEPARTMENTAL LEADERSHIP</u>.</i>	—	—	REGISTERED PROFESSIONAL ENGINEER (P.E.)	EX - 6	EXECUTIVE EXEMPT FLSA EXEMPT
8142	DEPUTY DIRECTOR, PUBLIC WORKS	PERFORMS EXECUTIVE-LEVEL ENGINEERING, ADMINISTRATIVE, AND OPERATIONAL LEADERSHIP WORK UNDER THE DIRECTION OF THE DIRECTOR OF PUBLIC WORKS. SERVES AS THE DEPARTMENT'S PRINCIPAL OPERATIONAL EXECUTIVE, AND IS RESPONSIBLE FOR PLANNING, DIRECTING AND COORDINATING THE DEVELOPMENT AND IMPLEMENTATION OF THE CAPITAL BUDGET, OVERSEEING THE COUNTY'S MOST COMPLEX AND HIGH-VALUE CAPITAL PROJECTS, AND ENSURING EFFECTIVE DELIVERY OF PUBLIC WORKS PROGRAMS AND SERVICES.	BACHELOR'S DEGREE IN ENGINEERING	EIGHT (8) YEARS	REGISTERED PROFESSIONAL ENGINEER (P.E.)	EX - 4	EXECUTIVE EXEMPT FLSA EXEMPT
8140	ASSISTANT DIRECTOR, PUBLIC WORKS	PERFORMS ADVANCED ADMINISTRATIVE AND EXECUTIVE-LEVEL MANAGEMENT WORK UNDER GENERAL DIRECTION FROM THE DIRECTOR OF PUBLIC WORKS. SERVES AS A BUREAU CHIEF, RESPONSIBLE FOR PLANNING, DIRECTING, AND COORDINATING MAJOR PUBLIC WORKS PROGRAMS OF SIGNIFICANT SCOPE AND COMPLEXITY, WHICH MAY INCLUDE HIGHWAYS, ENGINEERING, UTILITIES, ENVIRONMENTAL SERVICES, OR RELATED INFRASTRUCTURE OPERATIONS.	BACHELOR'S DEGREE IN RELATED FIELD	SEVEN (7) YEARS	REGISTERED PROFESSIONAL ENGINEER (P.E.), MD LICENSED ARCHITECT, OR OTHER REQUIRED LICENSES AND CERTIFICATIONS ISSUED BY THE STATE OF MARYLAND	EX - 3	EXECUTIVE EXEMPT FLSA EXEMPT

CLASS FAMILY 8-1 ENGINEERING, ARCHITECTURE & ENVIRONMENTAL SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
8138	ARCHITECT MANAGER	PERFORMS MID-MANAGEMENT LEVEL AND ADVANCED ARCHITECTURAL LEADERSHIP AND ADVANCED TECHNICAL OVERSIGHT UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. WORK INVOLVES RESPONSIBILITY FOR MANAGING A MAJOR ARCHITECTURAL, FACILITIES PLANNING, DESIGN, OR CAPITAL IMPROVEMENT FUNCTION AND FOR DIRECTING PROFESSIONAL, TECHNICAL, CONSULTANT, AND SUPPORT PERSONNEL. MANAGES THE ADMINISTRATIVE, TECHNICAL, OPERATIONAL, AND BUDGETARY ACTIVITIES OF AN ASSIGNED ARCHITECTURAL DIVISION, BUREAU, OR MAJOR FUNCTIONAL PROGRAM.	BACHELOR'S DEGREE IN ARCHITECTURE	SIX (6) YEARS	MD LICENSED ARCHITECT	G-120	FLSA EXEMPT
8136	WASTEWATER PLANT OPERATIONS MANAGER	PERFORMS SENIOR SUPERVISORY AND ADVANCED PROFESSIONAL-LEVEL OPERATIONS WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. RESPONSIBLE FOR MANAGING ALL ASPECTS OF WASTEWATER TREATMENT PLANT OPERATIONS, INCLUDING INFRASTRUCTURE MAINTENANCE, PROCESS OPTIMIZATION, REGULATORY COMPLIANCE, AND STAFF SUPERVISION. WORK INCLUDES PLANNING, DIRECTING, AND MONITORING DAILY OPERATIONS, REVIEWING AND APPROVING TECHNICAL REPORTS, DEVELOPING AND IMPLEMENTING OPERATIONAL POLICIES, AND ENSURING SAFE AND EFFICIENT PLANT PERFORMANCE. OVERSEES MULTIPLE SUPERVISORS AND PLANT PERSONNEL, MANAGES BUDGETS, MONITORS EXPENDITURES, COORDINATES CAPITAL IMPROVEMENT PROJECTS, AND SERVES AS A LIAISON WITH REGULATORY AGENCIES, CONTRACTORS, AND OTHER STAKEHOLDERS.	BACHELOR'S DEGREE	SIX (6) YEARS		G-120	FLSA EXEMPT
8134	ENGINEERING MANAGER I	PERFORMS MID-MANAGEMENT LEVEL AND ADVANCED ENGINEERING LEADERSHIP AND ADVANCED TECHNICAL OVERSIGHT UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. WORK INVOLVES RESPONSIBILITY FOR MANAGING THE ADMINISTRATIVE, TECHNICAL, AND BUDGETARY AFFAIRS OF AN ASSIGNED ENGINEERING DIVISION, BUREAU, OR MAJOR FUNCTIONAL PROGRAM, AND FOR DIRECTING PROFESSIONAL, SUPERVISORY, AND TECHNICAL STAFF ENGAGED IN ENGINEERING, ENVIRONMENTAL, ARCHITECTURAL SUPPORT, AND RELATED INFRASTRUCTURE ACTIVITIES.	BACHELOR'S DEGREE	SIX (6) YEARS	REGISTERED PROFESSIONAL ENGINEER OR MD LICENSED ARCHITECT	G-120	FLSA EXEMPT

Class Family 8-1 Engineering, Architecture & Environmental Services

CLASS FAMILY 8-1 ENGINEERING, ARCHITECTURE & ENVIRONMENTAL SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
8132	ENGINEER III	PERFORMS ADVANCED PROFESSIONAL LEVEL ENGINEERING WORK WITH CONSIDERABLE INDEPENDENCE UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR IN SUPPORT OF COUNTY INFRASTRUCTURE, DEVELOPMENT REVIEW, AND CAPITAL IMPROVEMENT PROGRAMS, WHICH MAY INCLUDE SUPERVISORY RESPONSIBILITY. APPLIES ADVANCED ENGINEERING PRINCIPLES, STANDARDS AND PROFESSIONAL JUDGMENT AND RESOLVES COMPLEX ENGINEERING ISSUES, DESIGN AND EVALUATE INFRASTRUCTURE SYSTEMS, AND LEAD MAJOR ENGINEERING PROJECTS AND INITIATIVES. WORK INCLUDES REVIEWING COMPLEX ENGINEERING PLANS, RESOLVING DIFFICULT DESIGN ANALYSIS, ACTING AS PROJECT MANAGER FOR LARGE SCALE PROJECTS, AND PREPARING PLANNING AND ENGINEERING DOCUMENTS . WORK AT THIS LEVEL IS DISTINGUISHED BY UNIQUE ENGINEERING ANALYSIS AND EXPERTISE IN AREAS SUCH AS MECHANICAL, ELECTRICAL OR STRUCTURAL ENGINEERING-	BACHELOR'S DEGREE	FIVE (5) YEARS	REGISTERED PROFESSIONAL ENGINEER (P.E.)	G-118	FLSA EXEMPT
8130	ENGINEERING SERVICES SUPERVISOR	PERFORMS SENIOR LEVEL SUPERVISORY AND ADVANCED ENGINEERING OVERSIGHT WORK UNDER GENERAL SUPERVISION IN SUPPORT OF COUNTY ENGINEERING, SURVEYING, AND RELATED TECHNICAL SERVICE FUNCTIONS. WORK INVOLVES RESPONSIBILITY FOR SUPERVISING PROFESSIONAL, PARAPROFESSIONAL, AND TECHNICAL STAFF ENGAGED IN ENGINEERING SUPPORT, SURVEYING, DRAFTING, RIGHT-OF-WAY, OR RELATED INFRASTRUCTURE SERVICES, AND FOR MANAGING THE DAY-TO-DAY ADMINISTRATIVE, TECHNICAL, AND OPERATIONAL ACTIVITIES OF AN ASSIGNED ENGINEERING SERVICES UNIT.	BACHELOR'S DEGREE	SIX (6) YEARS	REGISTERED PROFESSIONAL ENGINEER (P.E.) OR OTHER REQUIRED LICENSES.	G-118	FLSA EXEMPT
8128	ARCHITECT III	PERFORMS EXPERT-LEVEL PROFESSIONAL ARCHITECTURAL WORK UNDER ADMINISTRATIVE DIRECTION IN SUPPORT OF THE PLANNING, DESIGN, CONSTRUCTION, RENOVATION, AND LONG-TERM MANAGEMENT OF COUNTY-OWNED FACILITIES AND INFRASTRUCTURE. THIS CLASSIFICATION APPLIES ADVANCED ARCHITECTURAL PRINCIPLES, STANDARDS, AND PROFESSIONAL JUDGMENT TO LEAD COMPLEX AND HIGH-IMPACT PROJECTS, RESOLVE SOPHISTICATED DESIGN AND CODE ISSUES, AND PROVIDE AUTHORITATIVE ARCHITECTURAL GUIDANCE ACROSS INFRASTRUCTURE-BASED DEPARTMENTS.	BACHELOR'S DEGREE	SIX (6) YEARS	LICENSED ARCHITECT IN MARYLAND	G-118	FLSA EXEMPT

Class Family 8-1 Engineering, Architecture & Environmental Services

CLASS FAMILY 8-1 ENGINEERING, ARCHITECTURE & ENVIRONMENTAL SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
8126	ENVIRONMENTAL SERVICES SPECIALIST III	PERFORMS ADVANCED PROFESSIONAL ENVIRONMENTAL ENGINEERING AND ENVIRONMENTAL SERVICES WORK WITH CONSIDERABLE INDEPENDENCE UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. THIS CLASSIFICATION APPLIES ADVANCED ENVIRONMENTAL ENGINEERING PRINCIPLES, REGULATORY EXPERTISE, AND PROFESSIONAL JUDGMENT TO REVIEW AND RESOLVE COMPLEX ENVIRONMENTAL AND INFRASTRUCTURE ISSUES, LEAD MAJOR ENVIRONMENTAL INITIATIVES, AND SUPPORT COUNTY COMPLIANCE WITH ENVIRONMENTAL LAWS AND REGULATIONS.	BACHELOR'S DEGREE	SIX (6) YEARS		G-118	FLSA EXEMPT
8124	ENGINEER II	PERFORMS INTERMEDIATE PROFESSIONAL LEVEL ENGINEERING WORK, WHICH MAY INCLUDE SUPERVISORY RESPONSIBILITY, UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR IN SUPPORT OF COUNTY INFRASTRUCTURE, DEVELOPMENT REVIEW, AND CAPITAL IMPROVEMENT PROGRAMS. WORK INCLUDES APPLYING PROFESSIONAL ENGINEERING PRINCIPLES AND PRACTICES TO INDEPENDENTLY DESIGN, REVIEW, AND ANALYZE CIVIL AND INFRASTRUCTURE SYSTEMS, EVALUATING DESIGNING ENGINEERING TO MEET OVERALL END USE OBJECTIVES, ENGINEERING AND-CONSTRUCTION PLANS, AND PREPARING ENGINEERING DOCUMENTATION.	BACHELOR'S DEGREE IN ENGINEERING	FOUR (4) YEARS		G-116	FLSA EXEMPT
8122	ENVIRONMENTAL SERVICES SPECIALIST II	PERFORMS INTERMEDIATE ENVIRONMENTAL ENGINEERING AND ENVIRONMENTAL SERVICES WORK UNDER GENERAL SUPERVISION IN SUPPORT OF COUNTY ENVIRONMENTAL, INFRASTRUCTURE, AND REGULATORY PROGRAMS. THIS CLASSIFICATION APPLIES PROFESSIONAL PRINCIPLES OF ENVIRONMENTAL ENGINEERING, WATER RESOURCES, ECOLOGY, AND ENVIRONMENTAL SCIENCE TO INDEPENDENTLY PERFORM PLAN REVIEW, ENVIRONMENTAL ANALYSIS, REGULATORY COMPLIANCE COORDINATION, AND IMPLEMENTATION OF ENVIRONMENTAL PROGRAMS AND INITIATIVES.	BACHELOR'S DEGREE	FOUR (4) YEARS		G-116	FLSA EXEMPT

CLASS FAMILY 8-1 ENGINEERING, ARCHITECTURE & ENVIRONMENTAL SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
8120	ARCHITECT II	PERFORMS INTERMEDIATE ARCHITECTURAL WORK AT THE JOURNEY-TO-ADVANCED SKILL LEVEL UNDER GENERAL DIRECTION IN SUPPORT OF THE PLANNING, DESIGN, CONSTRUCTION, RENOVATION, AND MAINTENANCE OF COUNTY-OWNED FACILITIES AND INFRASTRUCTURE. THIS CLASSIFICATION APPLIES ADVANCED ARCHITECTURAL PRINCIPLES, STANDARDS, AND PRACTICES TO INDEPENDENTLY DEVELOP AND EVALUATE DESIGN SOLUTIONS, PREPARE AND REVIEW CONSTRUCTION DOCUMENTS, COORDINATE MULTIDISCIPLINARY PROJECT ELEMENTS, AND SUPPORT THE DELIVERY OF COMPLEX CAPITAL AND OPERATIONAL PROJECTS ACROSS INFRASTRUCTURE-BASED DEPARTMENTS.	BACHELOR'S DEGREE	FOUR (4) YEARS	MAY REQUIRE MD ARCHITECT LICENSE	G-116	FLSA EXEMPT
8118	ENGINEER I	PERFORMS PROFESSIONAL ENGINEERING WORK UNDER GENERAL SUPERVISION IN SUPPORT OF COUNTY INFRASTRUCTURE, DEVELOPMENT REVIEW, AND CAPITAL IMPROVEMENT PROGRAMS. WORK INCLUDES APPLYING ESTABLISHED ENGINEERING PRINCIPLES AND PRACTICES TO REVIEW SITE DEVELOPMENT AND CONSTRUCTION PLANS, EVALUATE TECHNICAL INFORMATION, AND SUPPORT ENGINEERING ACTIVITIES ACROSS MULTIPLE INFRASTRUCTURE-BASED DEPARTMENTS.	BACHELOR'S DEGREE IN ENGINEERING	TWO (2) YEARS.		G-114	FLSA EXEMPT
8116	ENGINEERING ASSOCIATE	PERFORMS PROFESSIONAL ENGINEERING SERVICES, AT THE ENTRY PROFESSIONAL LEVEL, UNDER SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR	BACHELOR'S DEGREE IN ENGINEERING	NONE REQUIRED		G-112	FLSA EXEMPT
8114	ENVIRONMENTAL SERVICES SPECIALIST I	PERFORMS PROFESSIONAL ENVIRONMENTAL ENGINEERING AND ENVIRONMENTAL SERVICES WORK UNDER GENERAL SUPERVISION IN SUPPORT OF COUNTY ENVIRONMENTAL, INFRASTRUCTURE, AND REGULATORY PROGRAMS. THIS CLASSIFICATION APPLIES PRINCIPLES OF ENVIRONMENTAL ENGINEERING, ENVIRONMENTAL SCIENCE, WATER RESOURCES, AND RELATED DISCIPLINES TO ASSIST WITH PLAN REVIEW, REGULATORY COMPLIANCE, ENVIRONMENTAL ANALYSIS, AND IMPLEMENTATION OF COUNTY ENVIRONMENTAL INITIATIVES.	BACHELOR'S DEGREE IN ENVIRONMENTAL SCIENCES, ENGINEERING, OR RELATED FIELD	TWO (2) YEARS		G-114	FLSA EXEMPT

CLASS FAMILY 8-1 ENGINEERING, ARCHITECTURE & ENVIRONMENTAL SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
8112	STORMWATER MANAGEMENT COORDINATOR	PERFORMS ADVANCED ADMINISTRATIVE AND COORDINATIVE WORK IN SUPPORT OF THE COUNTY'S STORMWATER MANAGEMENT PROGRAM AND MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) OBLIGATIONS. WORK INCLUDES APPLYING PRINCIPLES OF ENGINEERING, LANDSCAPE ARCHITECTURE, SOIL CONSERVATION, ECOLOGY, AND WATER RESOURCE MANAGEMENT TO MAKE POLICY RECOMMENDATIONS AND IMPLEMENT THE GOALS AND STRATEGIES OF THE COUNTY'S STORM WATER GOALS AND STRATEGIES.	BACHELOR'S DEGREE	THREE (3) YEARS		G-114	FLSA EXEMPT
8110	ARCHITECT I	PERFORMS PROFESSIONAL ARCHITECTURAL WORK UNDER GENERAL SUPERVISION IN SUPPORT OF THE PLANNING, DESIGN, CONSTRUCTION, RENOVATION, AND MAINTENANCE OF COUNTY-OWNED FACILITIES AND INFRASTRUCTURE. WORK INCLUDES APPLYING ARCHITECTURAL PRINCIPLES, STANDARDS, AND PRACTICES TO DEVELOP DESIGN SOLUTIONS, PREPARE DRAWINGS AND SPECIFICATIONS, REVIEW CONSULTANT SUBMITTALS, AND SUPPORT PROJECT DELIVERY FOR CAPITAL AND OPERATING PROJECTS ACROSS INFRASTRUCTURE-BASED DEPARTMENTS.	BACHELOR'S DEGREE IN ARCHITECTURE	TWO (2) YEARS		G-114	FLSA EXEMPT
8108	ENGINEERING TECHNICIAN IV	PERFORMS INTERMEDIATE LEVEL PROFESSIONAL ENGINEERING AND TECHNICAL SUPPORT WORK, WHICH MAY INCLUDE SUPERVISORY RESPONSIBILITY, UNDER GENERAL SUPERVISION AND DIRECTION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR, IN SUPPORT OF COUNTY ENGINEERING, CONSTRUCTION, INFRASTRUCTURE, SURVEYING, AND PUBLIC WORKS PROGRAMS. WORK INCLUDES PROVISION OF EXPERT PROPERTY APPRAISALS, LAND ACQUISITION WORK, PREPARING DETAILED IN-HOUSE REPORTS, AND EVALUATING CONTRACTED APPRAISALS; OR WORK MAY INVOLVE SUPERVISION OF A TREATMENT PLANT LABORATORY INCLUDING THE OPERATION AND MAINTENANCE OF LABORATORY EQUIPMENT, MONITORING OF THE LABORATORY BUDGET, AND COORDINATION OF LABORATORY TESTS AND ANALYSIS.	ASSOCIATE'S DEGREE	THREE (3) YEARS		OT-214 OR G-114	FLSA EXEMPT/NON-EXEMPT

CLASS FAMILY 8-1 ENGINEERING, ARCHITECTURE & ENVIRONMENTAL SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
8106	ENGINEERING TECHNICIAN III	PERFORMS SENIOR LEVEL TECHNICAL AND ENGINEERING WORK, WHICH MAY INCLUDE SUPERVISORY RESPONSIBILITY, UNDER THE GENERAL SUPERVISION FROM A TECHNICAL SUPERIOR, IN SUPPORT OF COUNTY ENGINEERING, CONSTRUCTION, INFRASTRUCTURE, AND PUBLIC WORKS PROGRAMS. RESPONSIBLE FOR PERFORMING TECHNICAL ASSIGNMENTS, LEADING MAJOR INSPECTIONS AND DOCUMENTATION ACTIVITIES, AND SERVING AS A TECHNICAL RESOURCE ON ENGINEERING PROJECTS, REGULATORY COMPLIANCE, AND FIELD OPERATIONS. WORK MAY INCLUDE CONDUCTING COMPLEX NEGOTIATIONS WITH GOVERNMENT AGENCIES AND PRIVATE CORPORATIONS, DEVELOPING AND IMPLEMENTING LAND ACQUISITION PROCEDURES, AND DIRECTING EMPLOYEE ACTIVITIES. WORK MAY ALSO INCLUDE ORGANIZING WORK OF SURVEY PARTIES, PERFORMING COMPUTATIONS, AND DEVELOPING REPORTS FOR SURVEYING.	ASSOCIATE'S DEGREE	TWO (2) YEARS	MAY REQUIRE REGISTERED PROFESSIONAL LAND SURVEYOR PROPERTY LINE SURVEYOR LICENSE	OT-212	FLSA EXEMPT/NON-EXEMPT
8104	ENGINEERING TECHNICIAN II	PERFORMS ADVANCED TECHNICAL AND ENGINEERING SUPPORT WORK WHICH MAY INCLUDE SUPERVISORY RESPONSIBILITY, UNDER THE GENERAL SUPERVISION FROM A TECHNICAL SUPERIOR IN SUPPORT OF COUNTY ENGINEERING CONSTRUCTION, INFRASTRUCTURE, AND PUBLIC WORKS PROGRAMS. PERFORMS COMPLEX TECHNICAL ASSIGNMENTS REQUIRING THE APPLICATION OF ESTABLISHED ENGINEERING PRINCIPLES, STANDARDS, AND PROCEDURES TO INSPECTIONS, DATA ANALYSIS, DOCUMENTATION, AND COORDINATION ACTIVITIES ASSOCIATED WITH CAPITAL IMPROVEMENT PROJECTS, MAINTENANCE OPERATIONS, AND REGULATORY COMPLIANCE. WORK MAY INCLUDE TECHNICAL LAND ACQUISITION WORK SUCH AS NEGOTIATING THE ACQUISITION OF RIGHTS-OF-WAY AND FEE SIMPLE PARCELS; PREPARING LEGAL AND ADMINISTRATIVE DOCUMENTS USED IN LAND ACQUISITION AND CONDEMNATION PROCEEDINGS; AND PREPARING AND EXECUTING CONTRACTS, DEEDS, AND AGREEMENTS. WORK MAY ALSO INCLUDE PLANNING, COORDINATING, AND REVIEWING THE WORK OF A SURVEY CREW ACQUIRING HYDROGRAPHIC AND TOPOGRAPHIC DATA.	ASSOCIATE'S DEGREE	ONE (1) YEAR		OT-210 OR G-110	FLSA Non-EXEMPT

CLASS FAMILY 8-1 ENGINEERING, ARCHITECTURE & ENVIRONMENTAL SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
8102	ENGINEERING TECHNICIAN I	PERFORMS INTERMEDIATE TECHNICAL LEVEL PROFESSIONAL ENGINEERING AND TECHNICAL-SUPPORT WORK UNDER THE GENERAL SUPERVISION FROM A TECHNICAL SUPERIOR IN SUPPORT OF THE COUNTY'S ENGINEERING CONSTRUCTION, INFRASTRUCTURE, AND PUBLIC WORKS PROGRAMS. WORK INCLUDES APPLYING ESTABLISHED ENGINEERING PRINCIPLES, STANDARDS AND PROCEDURES TO ASSIST WITH INSPECTIONS, DATA ANALYSIS, TECHNICAL DOCUMENTATION, AND FIELD COORDINATION RELATED TO CAPITAL PROJECTS, MAINTENANCE ACTIVITIES, AND REGULATORY COMPLIANCE. WORK MAY INCLUDE SURVEY FIELD WORK AND OPERATING SURVEY INSTRUMENTS; AND PREPARING GRAPHIC MATERIALS AND DRAFTING PLANS, SCHEMATICS AND MAPS BY HAND OR BY USING CAD/GIS EQUIPMENT IN ASSOCIATED ENGINEERING AND PLANNING PROJECTS, AND ASSISTING SENIOR TECHNICAL ROLES WITH ROUTINE TECHNICAL DUTIES	HIGH SCHOOL DIPLOMA	TWO (2) YEARS	VALID CLASS C VALID DRIVER'S LICENSE	OT-206 OR G-106	FLSA Non-Exempt
8100	ENGINEERING AIDE	PERFORMS TECHNICAL LEVEL-ENGINEERING SUPPORT WORK UNDER REGULAR SUPERVISION FROM A TECHNICAL SUPERIOR IN SUPPORT OF COUNTY ENGINEERING, CONSTRUCTION, INFRASTRUCTURE, AND PUBLIC WORKS PROGRAMS. ASSISTS PROFESSIONAL ENGINEERS AND TECHNICAL STAFF BY PERFORMING BASIC FIELD INSPECTIONS, DATA COLLECTION, MEASUREMENTS, DRAFTING SUPPORT, AND TECHNICAL DOCUMENTATION RELATED TO ENGINEERING PROJECTS, MAINTENANCE ACTIVITIES, AND REGULATORY COMPLIANCE.	HIGH SCHOOL DIPLOMA	ONE (1) YEAR		OT-202 OR G-102	FLSA Non-Exempt

CLASS FAMILY 8-2 REGULATORY, LICENSING & INSPECTION SERVICES

OCCUPATIONAL GROUP 8. INFRASTRUCTURE, PLANNING, ENGINEERING & REGULATORY SERVICES

CLASS FAMILY 8-2 REGULATORY, LICENSING & INSPECTION SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
1220	DIRECTOR, INSPECTIONS, LICENSES & PERMITS	PERFORMS EXECUTIVE-LEVEL LEADERSHIP AND ENGINEERING OVERSIGHT WORK UNDER EXECUTIVE DIRECTION FROM THE COUNTY EXECUTIVE. <i>SEE FULL CLASSIFICATION DESCRIPTION UNDER <u>CLASS FAMILY 1-2 DEPARTMENTAL LEADERSHIP.</u></i>	—	—	—		FLSA EXEMPT
8222	DEPUTY DIRECTOR, INSPECTIONS, LICENSES, AND PERMITS	PERFORMS EXECUTIVE-LEVEL ADMINISTRATIVE WORK UNDER DIRECTION OF THE DIRECTOR OF INSPECTIONS, LICENSES, AND PERMITS. SERVES AS THE DEPUTY DIRECTOR OF INSPECTIONS, LICENSES, AND PERMITS. WORK INCLUDES ASSISTING IN PLANNING, DIRECTING, COORDINATING, AND OVERSEEING THE DEPARTMENT’S INSPECTION, LICENSING, PERMITTING, AND REGULATORY ENFORCEMENT PROGRAMS THAT PROTECT PUBLIC HEALTH, SAFETY, AND WELFARE.	BACHELOR’S DEGREE	EIGHT (8) YEARS	REGISTRATION AS A PROFESSIONAL ENGINEER MAY BE REQUIRED OR OBTAINED WITHIN SIX MONTHS OF APPOINTMENT	EX - 4	EXECUTIVE EXEMPT FLSA EXEMPT
8220	REGULATION MANAGER	PERFORMS ADVANCED MANAGEMENT LEVEL WORK AND IS RESPONSIBLE FOR PLANNING, DIRECTING, AND ADMINISTERING INSPECTION AND REGULATORY ENFORCEMENT PROGRAMS TO ENSURE COMPLIANCE WITH APPLICABLE COUNTY, STATE, AND FEDERAL CODES, LAWS, REGULATIONS, AND STANDARDS. WORK INCLUDES THE OVERALL RESPONSIBILITY FOR CODE COMPLIANCE AND PROVIDES MANAGERIAL OVERSIGHT OF INSPECTION, ENFORCEMENT, AND REGULATORY OPERATIONS INVOLVING COMPLEX RESIDENTIAL, COMMERCIAL, INDUSTRIAL, AND CAPITAL DEVELOPMENT PROJECTS. WORK INCLUDES ESTABLISHING OPERATIONAL PRIORITIES, ENSURING REGULATORY CONSISTENCY, RESOLVING HIGHLY COMPLEX COMPLIANCE ISSUES, AND OVERSEEING PROGRAM PERFORMANCE.	ASSOCIATE’S DEGREE	SIX (6) YEARS	VALID CLASS C MARYLAND DRIVER’S LICENSE	G-118	FLSA EXEMPT

CLASS FAMILY 8-2 REGULATORY, LICENSING & INSPECTION SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
8218	REGULATION SUPERVISOR	PERFORMS INTERMEDIATE SUPERVISORY LEVEL AND ADVANCED LICENSING, INSPECTIONS, AND REGULATORY ENFORCEMENT WORK UNDER GENERAL SUPERVISION WHILE PROVIDING DIRECT SUPERVISION OVER LOWER-LEVEL INSPECTION, TECHNICAL, AND ADMINISTRATIVE STAFF. WORK INCLUDES RESPONSIBILITY FOR OVERSEEING AND COORDINATING THE INSPECTION AND CODE ENFORCEMENT ACTIVITIES, TO ENSURE COMPLIANCE WITH APPLICABLE COUNTY, STATE, AND FEDERAL CODES, LAWS, STANDARDS, SPECIFICATIONS, AND ORDINANCES. WORK INCLUDES SUPERVISING FIELD INSPECTIONS; REVIEWING COMPLEX INSPECTION FINDINGS, EXAMINING PLANS AND PERMITS, ADMINISTERING ASSIGNED REGULATORY PROGRAMS, AND RESOLVING NON-ROUTINE TECHNICAL AND COMPLIANCE ISSUES.	ASSOCIATE'S DEGREE	FIVE (5) YEARS	ONE OR MORE OF THE FOLLOWING, AS REQUIRED BY DEPARTMENTAL ASSIGNMENT: • MASTER ELECTRICIAN'S LICENSE • MASTER PLUMBER'S LICENSE • BOCA, ICC, OR NICET CERTIFICATIONS AS SPECIFIED IN DEPARTMENTAL POLICY BY THE APPOINTING AUTHORITY	G-114	FLSA EXEMPT

CLASS FAMILY 8-2 REGULATORY, LICENSING & INSPECTION SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
8216	REGULATION INSPECTOR II	PERFORMS SENIOR TECHNICAL LEVEL WORK THAT INCLUDES PERFORMING ADVANCED LICENSING, INSPECTIONS AND REGULATORY ENFORCEMENT WORK TO ENSURE COMPLIANCE WITH LOCAL, STATE, AND FEDERAL BUILDING, HOUSING, ENVIRONMENTAL, AND SAFETY CODES AND LAWS. WORK INCLUDES CONDUCTING COMPLEX FIELD INSPECTIONS, INTERPRETING AND ENFORCING REGULATORY REQUIREMENTS, RESOLVING HIGH-RISK OR TECHNICALLY CHALLENGING COMPLIANCE ISSUES, AND PROVIDING EXPERT GUIDANCE TO INSPECTORS, CONTRACTORS, DEVELOPERS, AND COUNTY STAFF.	HIGH SCHOOL DIPLOMA	SIX (6) YEARS	CLASS C VALID DRIVER'S LICENSE CERTIFICATES AND LICENSES AS SPECIFIED IN DEPARTMENTAL POLICY BY THE APPOINTING AUTHORITY REQUIRED INSPECTION-RELATED CERTIFICATION(S) APPROPRIATE TO THE ASSIGNED REGULATORY DISCIPLINE, MAINTAINED IN GOOD STANDING AS DETERMINED BY THE COUNTY.	OT-210 OR G-110	FLSA NON-EXEMPT
8214	REGULATION INSPECTOR I	PERFORMS ADVANCED TECHNICAL LEVEL WORK AND PERFORMS LICENSING, INSPECTIONS, AND REGULATORY ENFORCEMENT WORK TO ENSURE COMPLIANCE WITH LOCAL, STATE, AND FEDERAL BUILDING, HOUSING, ENVIRONMENTAL, AND SAFETY CODES AND LAWS. WORK INCLUDES CONDUCTING FIELD INSPECTIONS, INTERPRETING AND ENFORCING APPLICABLE CODES AND POLICIES, REVIEWING CONSTRUCTION METHODS AND MATERIALS, AND PROVIDING TECHNICAL GUIDANCE TO PROPERTY OWNERS, CONTRACTORS, DEVELOPERS, AND COUNTY STAFF. ASSIGNMENTS REQUIRE THE INDEPENDENT APPLICATION OF REGULATORY STANDARDS AND SOUND JUDGMENT TO IDENTIFY VIOLATIONS, DETERMINE CORRECTIVE ACTIONS, AND DOCUMENT COMPLIANCE OUTCOMES.	HIGH SCHOOL DIPLOMA	FIVE (5) YEARS	VALID CLASS C DRIVER'S LICENSE WATER RESOURCES ADMINISTRATION RESPONSIBLE PERSONNEL CERTIFICATE	OT-208 OR G-108	FLSA NON-EXEMPT

CLASS FAMILY 8-2 REGULATORY, LICENSING & INSPECTION SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
8212	REGULATION SUPPORT TECHNICIAN III	PERFORMS ADVANCED LEVEL TECHNICAL REGULATORY SUPPORT WORK REQUIRING. WORK INCLUDES ADVANCED APPLICATION REVIEW, COORDINATION OF INSPECTION ACTIVITIES, TECHNICAL INTERPRETATION OF REGULATIONS, AND PREPARATION OF ENFORCEMENT-RELATED DOCUMENTATION IN SUPPORT OF REGULATORY AND INSPECTION PROGRAMS. SERVES AS THE SENIOR TECHNICAL RESOURCE WITHIN THE REGULATION SUPPORT TECHNICIAN SERIES AND FUNCTIONS AS A BRIDGE BETWEEN ADMINISTRATIVE REGULATORY SUPPORT AND PROFESSIONAL INSPECTION CLASSIFICATIONS.	HIGH SCHOOL DIPLOMA	FOUR (4) YEARS	VALID CLASS C DRIVER'S LICENSE	OT-207 OR G-107	FLSA NON-EXEMPT
8210	REGULATION SUPPORT TECHNICIAN II	PERFORMS INTERMEDIATE TECHNICAL LEVEL LICENSING, INSPECTIONS, AND REGULATIONS SUPPORT WORK UNDER GENERAL SUPERVISION IN SUPPORT OF COUNTY REGULATORY AND PERMITTING PROGRAMS. WORK INCLUDES PROVIDING SPECIALIZED REVIEW SERVICES ESSENTIAL TO THE EFFECTIVE OPERATION OF LICENSING AND PERMITTING FUNCTIONS AND SUPPORTING SPECIFIC REGULATORY PROGRAMS SUCH AS THE CONTRACTED RESIDENTIAL WASTE HAULER PROGRAM. ASSIGNMENTS REQUIRE APPLICATION OF ESTABLISHED REGULATORY STANDARDS, PROCEDURES, AND TECHNICAL KNOWLEDGE TO MODERATELY COMPLEX CASES.	HIGH SCHOOL DIPLOMA	THREE (3) YEARS	POSSESSION OF A VALID CLASS C MARYLAND DRIVER'S LICENSE.	OT-206 OR G-106	FLSA NON-EXEMPT
8208	REGULATION SUPPORT TECHNICIAN I	PERFORMS TECHNICAL LEVEL LICENSING, INSPECTIONS, AND REGULATORY SUPPORT WORK UNDER REGULAR SUPERVISION IN ONE OR MORE COUNTY DEPARTMENTS RESPONSIBLE FOR REGULATORY ENFORCEMENT, PERMITTING, OR COMPLIANCE FUNCTIONS. WORK INCLUDES RECEIVING, REVIEWING, PROCESSING, ISSUING, AND DISTRIBUTING LICENSES, PERMITS, APPLICATIONS, AND RELATED REGULATORY DOCUMENTS IN ACCORDANCE WITH ESTABLISHED LAWS, REGULATIONS, POLICIES, AND PROCEDURES.	HIGH SCHOOL DIPLOMA	TWO (2) YEARS		OT-202 OR G-102	FLSA NON-EXEMPT

OCCUPATIONAL GROUP 8. INFRASTRUCTURE, PLANNING, ENGINEERING & REGULATORY SERVICES

CLASS FAMILY 8-3 : PLANNING, TRANSPORTATION & SUSTAINABILITY PLANNING

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
1218	DIRECTOR, PLANNING & ZONING	<i>SEE FULL CLASSIFICATION DESCRIPTION UNDER <u>CLASS FAMILY 1-2 DEPARTMENTAL LEADERSHIP</u>.</i>	—	—	—	EX-5	FLSA EXEMPT
8342	DEPUTY DIRECTOR, PLANNING & ZONING	PERFORMS ADVANCED ADMINISTRATIVE AND PROGRAM LEADERSHIP PLANNING AND ZONING WORK UNDER EXECUTIVE LEVEL DIRECTION. ASSISTS THE DIRECTOR OF PLANNING AND ZONING IN ADMINISTERING, COORDINATING AND SUPERVISING THE ACTIVITIES OF THE DEPARTMENT OF PLANNING AND ZONING AND MAY EXERCISE DELEGATED AUTHORITY OVER MAJOR FUNCTIONAL AREAS OR SERVE AS THE COUNTY’S OMBUDSMAN FOR PLANNING AND ZONING MATTERS.	BACHELOR’S DEGREE	EIGHT (8) YEARS		EX - 4	EXECUTIVE EXEMPT FLSA EXEMPT
8340	ADMINISTRATOR, OFFICE OF TRANSPORTATION SEE ALSO COUNTY CODE TITLE 6, SEC. 6.408	PERFORMS ADVANCED ADMINISTRATIVE, STRATEGIC AND COORDINATIVE WORK UNDER EXECUTIVE LEVEL DIRECTION WITH RESPONSIBILITY FOR THE OVERSIGHT, COORDINATION AND MANAGEMENT OF THE COUNTY’S TRANSPORTATION AND TRANSIT SYSTEMS. SERVES AS THE COUNTY’S PRINCIPAL AUTHORITY FOR TRANSPORTATION POLICY, PLANNING, AND PROGRAM INTEGRATION, ENSURING THAT MULTIMODAL TRANSPORTATION SERVICES ALIGN WITH COUNTY PRIORITIES, REGULATORY REQUIREMENTS, AND LONG-RANGE MOBILITY OBJECTIVES. REPRESENTS THE COUNTY EXECUTIVE IN TRANSPORTATION AND TRANSIT MATTERS AND PROVIDES LINKAGES BETWEEN INTERNAL AND EXTERNAL AGENCIES, CITIZEN GROUPS, VENDORS AND THE HOWARD COUNTY TRANSPORTATION COMMISSION	BACHELOR’S DEGREE	EIGHT (8) YEARS		EX - 4	EXECUTIVE EXEMPT FLSA EXEMPT

CLASS FAMILY 8-3 : PLANNING, TRANSPORTATION & SUSTAINABILITY PLANNING

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
8338	ADMINISTRATOR, OFFICE OF COMMUNITY SUSTAINABILITY SEE TITLE 6, SUBTITLE 4, §6.407	PERFORMS ADVANCED ADMINISTRATIVE AND COORDINATIVE LEADERSHIP WORK UNDER EXECUTIVE LEVEL DIRECTION AND SERVES AS THE HEAD OF THE OFFICE OF COMMUNITY SUSTAINABILITY UNDER THE GENERAL SUPERVISION OF THE CHIEF ADMINISTRATIVE OFFICER. THIS POSITION PROVIDES COUNTYWIDE LEADERSHIP FOR THE DEVELOPMENT, COORDINATION, AND IMPLEMENTATION OF SUSTAINABILITY POLICIES, PROGRAMS, AND INITIATIVES THAT INTEGRATE ECONOMIC VITALITY, ENVIRONMENTAL STEWARDSHIP, AND INFRASTRUCTURE RESILIENCE INTO COUNTY OPERATIONS AND DECISION-MAKING.	BACHELOR’S DEGREE	EIGHT (8) YEARS		EX - 4	EXECUTIVE EXEMPT FLSA EXEMPT
8336	PLANNING DIVISION CHIEF	PERFORMS MANAGEMENT AND ADVANCED PROFESSIONAL LEVEL PLANNING AND ZONING WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL EXECUTIVE SUPERIOR. RESPONSIBLE FOR OVERSEEING MULTIPLE PLANNING PROGRAMS, COMPLEX PROJECTS, AND PROFESSIONAL STAFF. WORK INCLUDES MANAGING DIVISION OPERATIONS, BUDGETING, CONSULTANT CONTRACTS, AND RESOURCE ALLOCATION; DEVELOPING AND IMPLEMENTING POLICIES, LONG-RANGE PLANS, AND REGULATORY INITIATIVES; AND ENSURING COMPLIANCE WITH APPLICABLE FEDERAL, STATE, AND LOCAL REGULATIONS. -WORK MAY ALSO INCLUDE DIRECTING THE COLLECTION, ANALYSIS, AND COMPILATION OF TECHNICAL DATA INTO PLANS TO MEET FUTURE COUNTY NEEDS AND THE REVIEW OF DEVELOPER SUBMITTED PLANS.	BACHELOR’S DEGREE	SIX (6) YEARS		G-118	FLSA EXEMPT
8334	ZONING MANAGER	PERFORMS MANAGERIAL AND ADVANCED PROFESSIONAL-LEVEL ZONING ADMINISTRATION WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. SERVES AS A SUPERVISOR OVER ZONING STAFF, MANAGES WORKFLOWS AND PRIORITIES, ASSIGNS AND REVIEWS ZONING APPLICATIONS AND CASES, AND ENSURES THE CONSISTENT, ACCURATE, AND TIMELY APPLICATION OF ZONING REGULATIONS AND LAND USE STANDARDS.	BACHELOR’S DEGREE	FIVE (5) YEARS		G-117	FLSA EXEMPT

CLASS FAMILY 8-3 : PLANNING, TRANSPORTATION & SUSTAINABILITY PLANNING

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
8332	CODE ENFORCEMENT MANAGER	PERFORMS MANAGERIAL AND ADVANCED PROFESSIONAL-LEVEL CODE ENFORCEMENT WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR EXECUTIVE SUPERIOR. MANAGES AND SUPERVISES CODE ENFORCEMENT STAFF, ESTABLISHES PRIORITIES AND WORKFLOWS, AND ENSURES CONSISTENT, FAIR, AND LEGALLY COMPLIANT ENFORCEMENT OF ZONING, PROPERTY MAINTENANCE, LAND USE, AND RELATED COUNTY CODES.	BACHELOR'S DEGREE	FIVE (5) YEARS		G-117	FLSA EXEMPT
8330	PLANNING SUPERVISOR	PERFORMS INTERMEDIATE SUPERVISORY AND ADVANCED PROFESSIONAL LEVEL PLANNING AND ZONING WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. SERVES AS A PROJECT OR WORKGROUP LEADER, OVERSEES SPECIALIZED PLANNING ASSIGNMENTS, AND ASSISTS THE DIVISION CHIEF IN ADMINISTRATIVE AND OPERATIONAL MANAGEMENT OF THE UNIT. SUPERVISES PLANNER I AND II STAFF, MANAGES TEAM WORKFLOWS, ASSIGNS AND REVIEWS PROJECTS, AND ENSURES THE TIMELY AND ACCURATE COMPLETION OF PLANNING AND ZONING INITIATIVES. WORK INCLUDES DIRECTING THE COLLECTION, ANALYSIS, AND INTERPRETATION OF DATA RELATED TO LAND USE, ENVIRONMENTAL PLANNING, TRANSPORTATION, UTILITIES, AND COMMUNITY DEVELOPMENT AND APPLYING PROFESSIONAL EXPERTISE TO SUPPORT POLICY DEVELOPMENT, REGULATORY COMPLIANCE, AND LONG-RANGE PLANNING OBJECTIVES.	BACHELOR'S DEGREE	FOUR (4) YEARS		G-116	FLSA EXEMPT
8328	SENIOR PLANNER	PERFORMS ADVANCED PROFESSIONAL-LEVEL PLANNING AND ZONING WORK WITH CONSIDERABLE INDEPENDENCE UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. THIS CLASSIFICATION IS RESPONSIBLE FOR LEADING COMPLEX, LONG-RANGE, OR HIGH-PROFILE PLANNING PROJECTS, PROVIDING EXPERT ANALYSIS, AND SERVING AS A TECHNICAL RESOURCE ON REGULATORY, LAND USE, AND POLICY MATTERS. WORK INVOLVES COORDINATING AND MANAGING MULTI-FACETED PLANNING INITIATIVES, INCLUDING COMPREHENSIVE PLANS, SPECIAL STUDIES, REGULATORY REVIEWS, AND LAND DEVELOPMENT PROJECTS.	BACHELOR'S DEGREE	THREE (3) YEARS		G-115	FLSA EXEMPT

CLASS FAMILY 8-3 : PLANNING, TRANSPORTATION & SUSTAINABILITY PLANNING

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
8326	PLANNER II	PERFORMS INTERMEDIATE PROFESSIONAL LEVEL PLANNING AND ZONING WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. RESPONSIBLE FOR INDEPENDENTLY CARRYING OUT COMPLEX PLANNING ASSIGNMENTS, PROVIDING TECHNICAL GUIDANCE, AND MENTORING ENTRY-LEVEL PLANNING STAFF. WORK INCLUDES COORDINATING THE PLAN REVIEW PROCESS; ANALYZING AND EVALUATING DATA RELATED TO LAND USE, TRANSPORTATION, ENVIRONMENTAL, AND UTILITY PLANNING, AND CONTRIBUTING TO THE DEVELOPMENT AND REVIEW OF COMPREHENSIVE PLANS, POLICIES, AND REGULATIONS. EMPLOYEES MAY ALSO SUPPORT DEPARTMENTAL INITIATIVES SUCH AS SUSTAINABILITY, RECYCLING, OR COMMUNITY ENGAGEMENT PROGRAMS.	BACHELOR'S DEGREE	THREE (3) YEARS		G-114	FLSA EXEMPT
8324	PLANNER I	PERFORMS ENTRY-LEVEL PROFESSIONAL LEVEL PLANNING AND ZONING WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. RESPONSIBLE FOR ASSISTING WITH DATA COLLECTION, PLAN PREPARATION, RESEARCH, AND ANALYSIS TO SUPPORT COUNTY PLANNING INITIATIVES, INCLUDING LAND USE, TRANSPORTATION, WATER AND SEWER, AND ENVIRONMENTAL PLANNING. WORK INCLUDES COMPILING AND ANALYZING DATA ON FACTORS AFFECTING CURRENT AND FUTURE CONDITIONS AND NEEDS, PREPARING MAPS, REPORTS, AND PLANNING DOCUMENTS, AND SUPPORTING PLANNING PROJECTS WITH RESEARCH AND TECHNICAL ASSISTANCE.	BACHELOR'S DEGREE	ONE (1) YEAR		G-112	FLSA EXEMPT
8322	SUSTAINABILITY PROGRAM SPECIALIST III	PERFORMS ADVANCED PROFESSIONAL-LEVEL WORK IN THE DEVELOPMENT, MANAGEMENT, AND LEADERSHIP OF COUNTY SUSTAINABILITY, CLIMATE ACTION, AND ENVIRONMENTAL PROGRAMS WITH CONSIDERABLE INDEPENDENCE. LEADS COMPLEX PROJECTS, PROVIDES EXPERT GUIDANCE ON POLICY AND PROGRAM DEVELOPMENT, AND SERVES AS A PRIMARY REPRESENTATIVE WITH INTERNAL DEPARTMENTS, EXTERNAL AGENCIES, AND COMMUNITY STAKEHOLDERS. WORK INVOLVES PLANNING AND DIRECTING MAJOR SUSTAINABILITY INITIATIVES, ADVISING MANAGEMENT ON STRATEGIC PRIORITIES, AND ENSURING PROGRAMS ARE ALIGNED WITH DEPARTMENTAL AND COUNTY GOALS.	BACHELOR'S DEGREE	FOUR (4) YEARS		G-116	FLSA EXEMPT

CLASS FAMILY 8-3 : PLANNING, TRANSPORTATION & SUSTAINABILITY PLANNING

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
8320	SUSTAINABILITY PROGRAM SPECIALIST II	PERFORMS INTERMEDIATE PROFESSIONAL WORK IN THE DEVELOPMENT, MANAGEMENT, AND IMPLEMENTATION OF COUNTY SUSTAINABILITY, CLIMATE ACTION, AND ENVIRONMENTAL PROGRAMS UNDER MODERATE SUPERVISION FROM A TECHNICAL OR ADMINISTRATIVE SUPERIOR. CONDUCTS POLICY ANALYSIS, OVERSEES PROGRAM IMPLEMENTATION, AND SERVES AS A LIAISON WITH INTERNAL DEPARTMENTS, EXTERNAL AGENCIES, AND COMMUNITY STAKEHOLDERS. WORK INVOLVES PLANNING AND COORDINATING PROGRAM ACTIVITIES, MANAGING DATA COLLECTION AND REPORTING, PROVIDING TECHNICAL GUIDANCE, AND CONTRIBUTING TO DEPARTMENTAL SUSTAINABILITY GOALS.	BACHELOR’S DEGREE	TWO (2) YEARS		G-112	FLSA EXEMPT
8318	SUSTAINABILITY PROGRAM SPECIALIST I	PERFORMS EARLY CAREER PROFESSIONAL WORK IN SUPPORT OF COUNTY SUSTAINABILITY, CLIMATE ACTION, AND ENVIRONMENTAL PROGRAMS UNDER CLOSE TO GENERAL SUPERVISION FROM A TECHNICAL OR ADMINISTRATIVE SUPERIOR. ASSISTS WITH RESEARCH, DATA COLLECTION, PROGRAM IMPLEMENTATION, AND COMMUNITY OR STAKEHOLDER OUTREACH TO ADVANCE DEPARTMENTAL SUSTAINABILITY GOALS. WORK INVOLVES SUPPORTING SMALL PROJECTS, TRACKING PROGRAM METRICS, PREPARING REPORTS, AND CONTRIBUTING TO EDUCATIONAL OR OUTREACH EFFORTS.	BACHELOR’S DEGREE	ONE (1) YEAR		G-110	FLSA EXEMPT
8316	PLANNING TECHNICIAN II	PERFORMS ADVANCED TECHNICAL LEVEL PLANNING AND ZONING SUPPORT WORK UNDER GENERAL SUPERVISION FROM A TECHNICAL SUPERIOR IN SUPPORT OF THE COUNTY’S PLANNING, PERMITTING, AND ZONING PROGRAMS. RESPONSIBLE FOR THE INTAKE, FINAL REVIEW, AND PROCESSING OF PLANNING AND ZONING APPLICATIONS, BUILDING PERMITS, AND RELATED RECORDS TO ENSURE COMPLIANCE WITH APPLICABLE CODES, ORDINANCES, POLICIES, AND PROCEDURES. WORK INCLUDES APPLYING ESTABLISHED REGULATIONS, COLLECTING AND ENTERING DATA INTO PLANNING AND PERMITTING DATABASES, AND PROVIDING ASSISTANCE TO THE PUBLIC AT THE SERVICE COUNTER REGARDING PLANNING AND ZONING REQUIREMENTS.	HIGH SCHOOL DIPLOMA	TWO (2) YEARS		OT-208 OR G-108	FLSA NON-EXEMPT

CLASS FAMILY 8-3 : PLANNING, TRANSPORTATION & SUSTAINABILITY PLANNING

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
8314	PLANNING TECHNICIAN I	PERFORMS TECHNICAL LEVEL PLANNING AND ZONING SUPPORT WORK UNDER GENERAL SUPERVISION FROM A TECHNICAL SUPERIOR IN SUPPORT OF THE COUNTY’S PLANNING, PERMITTING, AND ZONING PROGRAMS. ASSISTS WITH THE INTAKE, REVIEW, PROCESSING, AND DOCUMENTATION OF PLANNING AND ZONING APPLICATIONS, BUILDING PERMITS, AND RELATED RECORDS TO ENSURE COMPLETENESS AND COMPLIANCE WITH APPLICABLE CODES, ORDINANCES, AND PROCEDURES. WORK INCLUDES APPLYING ESTABLISHED POLICIES AND PROCEDURES TO SUPPORT ACCURATE APPLICATION PROCESSING, DATA MANAGEMENT, AND CUSTOMER SERVICE FUNCTIONS.	HIGH SCHOOL DIPLOMA	ONE (1) YEAR		OT-204 OR G-104	FLSA Non-EXEMPT
8312	REAL ESTATE SERVICES MANGER	PERFORMS MID-MANAGEMENT LEVEL AND ADVANCED REAL ESTATE SERVICES WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. WORK INVOLVES RESPONSIBILITY FOR MANAGING A MAJOR REAL ESTATE SERVICES FUNCTION AND DIRECTING PROFESSIONAL, TECHNICAL, ADMINISTRATIVE, CONSULTANT, AND SUPPORT PERSONNEL. MANAGES THE ADMINISTRATIVE, TECHNICAL, OPERATIONAL, AND BUDGETARY AFFAIRS OF A REAL ESTATE SERVICES DIVISION OR MAJOR FUNCTIONAL PROGRAM.	BACHELOR’S DEGREE	SIX (6) YEARS		G-120	FLSA EXEMPT
8310	REAL ESTATE SERVICES SUPERVISOR	PERFORMS PROFESSIONAL-LEVEL SUPERVISORY AND ADVANCED REAL ESTATE SERVICES WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. RESPONSIBLE FOR SUPERVISING REAL ESTATE STAFF AND MANAGING COMPLEX PROPERTY TRANSACTIONS, INCLUDING ACQUISITIONS, LEASES, EASEMENTS, AND DISPOSITIONS. WORK INVOLVES OVERSEEING NEGOTIATIONS, REVIEWING AND APPROVING CONTRACTS AND LEGAL DOCUMENTS, ENSURING COMPLIANCE WITH APPLICABLE LAWS, REGULATIONS, AND COUNTY POLICIES, AND PROVIDING GUIDANCE ON PROPERTY-RELATED MATTERS.	BACHELOR’S DEGREE	THREE (3) YEARS		G-114	FLSA EXEMPT

CLASS FAMILY 8-3 : PLANNING, TRANSPORTATION & SUSTAINABILITY PLANNING

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
8308	REAL ESTATE SERVICES SPECIALIST	PERFORMS PROFESSIONAL-LEVEL WORK COORDINATING THE ACQUISITION, LEASING, AND DISPOSITION OF REAL PROPERTY FOR COUNTY PROJECTS UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. RESPONSIBLE FOR MANAGING REAL ESTATE TRANSACTIONS FROM INITIATION TO COMPLETION, INCLUDING PREPARING LEGAL DOCUMENTS, CONDUCTING TITLE AND PROPERTY RESEARCH, AND ENSURING COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS. WORK INVOLVES LIAISING WITH PROPERTY OWNERS, GOVERNMENTAL AGENCIES, AND INTERNAL STAKEHOLDERS TO FACILITATE ACQUISITIONS, LEASES, EASEMENTS, AND DISPOSITIONS.	BACHELOR’S DEGREE	ONE (1) YEAR		G-110	FLSA EXEMPT

CLASS FAMILY 9-1 PHYSICAL OPERATIONS

OCCUPATIONAL GROUP 9. PHYSICAL OPERATIONS AND SKILLED TRADES

CLASS FAMILY 9-1 PHYSICAL OPERATIONS

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
1224	DIRECTOR, GENERAL SERVICES	SEE FULL CLASSIFICATION DESCRIPTION UNDER THE EXECUTIVE & DEPARTMENTAL LEADERSHIP CLASS FAMILY.	—	—	—	EX-5	FLSA EXEMPT
9156	DEPUTY DIRECTOR, GENERAL SERVICES	PERFORMS ADVANCED ADMINISTRATIVE AND OPERATIONAL LEADERSHIP WORK UNDER EXECUTIVE LEVEL DIRECTION. ASSISTS THE DIRECTOR OF GENERAL SERVICES IN PLANNING, DIRECTING, COORDINATING, AND OVERSEEING THE COUNTYWIDE GENERAL SERVICES FUNCTIONS, INCLUDING REAL ESTATE MANAGEMENT; FACILITIES OPERATIONS AND MAINTENANCE; PLANNING, DESIGN AND CONSTRUCTION; PROPERTY CONTRACTS, AND FACILITY SECURITY.	BACHELOR'S DEGREE	EIGHT (8) YEARS		EX - 4	EXECUTIVE EXEMPT FLSA EXEMPT
9144	ASSISTANT DIRECTOR, GENERAL SERVICES	PERFORMS ADVANCED ADMINISTRATIVE AND EXECUTIVE-LEVEL MANAGEMENT WORK UNDER GENERAL DIRECTION FROM THE DIRECTOR OF GENERAL SERVICES AS A BUREAU CHIEF. WORK INCLUDES RESPONSIBILITY FOR PLANNING, DIRECTING, AND COORDINATING MAJOR GENERAL SERVICES PROGRAMS OF CONSIDERABLE SCOPE AND COMPLEXITY, WHICH MAY INCLUDE FACILITIES MANAGEMENT, CAPITAL CONSTRUCTION AND RENOVATION, FLEET MANAGEMENT, REAL PROPERTY ADMINISTRATION, CUSTODIAL SERVICES, OR RELATED OPERATIONAL SUPPORT FUNCTIONS.	BACHELOR'S DEGREE	SEVEN (7) YEARS		EX - 3	EXECUTIVE EXEMPT FLSA EXEMPT
9142	FLEET MANAGER	PERFORMS SENIOR-LEVEL SUPERVISORY AND ADVANCED OPERATIONAL SERVICES WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. THIS CLASSIFICATION IS RESPONSIBLE FOR OVERSEEING AND MANAGING THE ACQUISITION, MAINTENANCE, AND LIFECYCLE MANAGEMENT OF THE ORGANIZATION'S VEHICLE AND EQUIPMENT FLEET. WORK INVOLVES DIRECTING FLEET OPERATIONS, ESTABLISHING MAINTENANCE AND REPLACEMENT PRIORITIES, REVIEWING AND EVALUATING PERFORMANCE TO ENSURE COMPLIANCE WITH OPERATIONAL STANDARDS, SCHEDULES, AND REGULATORY REQUIREMENTS, AND MAINTAINING OPERATIONAL AND ADMINISTRATIVE CONTROLS.	BACHELOR'S DEGREE	SIX (6) YEARS		G-120	FLSA EXEMPT

CLASS FAMILY 9-1 PHYSICAL OPERATIONS

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
9140	COORDINATOR, BUILDING SECURITY	PERFORMS PROFESSIONAL-LEVEL SECURITY COORDINATION AND PROGRAM SUPPORT WORK UNDER GENERAL SUPERVISION IN SUPPORT OF THE COUNTY’S BUILDING AND FACILITY SECURITY OPERATIONS. THIS CLASSIFICATION IS RESPONSIBLE FOR COORDINATING BUILDING SECURITY SYSTEMS, PROCEDURES, AND STAFF ACTIVITIES ACROSS MULTIPLE COUNTY FACILITIES TO ENSURE A SAFE AND SECURE ENVIRONMENT FOR EMPLOYEES AND THE PUBLIC. WORK INCLUDES OVERSEEING ACCESS CONTROL AND SURVEILLANCE SYSTEMS, COORDINATING SECURITY COVERAGE, MONITORING COMPLIANCE WITH ESTABLISHED SECURITY PROTOCOLS, AND SUPPORTING EMERGENCY PREPAREDNESS AND RESPONSE PLANNING.	BACHELOR’S DEGREE	FOUR (4) YEARS		G-116	FLSA EXEMPT
9138	OPERATIONS MANAGER	PERFORMS MANAGEMENT AND ADVANCED-LEVEL OPERATIONAL MANAGEMENT WORK UNDER ADMINISTRATIVE DIRECTION. WORK INVOLVES PLANNING, DIRECTING, AND MANAGING MAJOR OPERATIONAL, MAINTENANCE, CONSTRUCTION, INFRASTRUCTURE, OR UTILITY PROGRAMS; DIRECTING SUBORDINATE SUPERINTENDENTS AND SUPERVISORS; DEVELOPING AND IMPLEMENTING POLICIES AND PERFORMANCE STANDARDS; ADMINISTERING OPERATING AND CAPITAL RESOURCES; PREPARING AND MONITORING THE BUREAU’S ANNUAL OPERATING BUDGET; AND ENSURING REGULATORY, SAFETY, FISCAL, AND POLICY COMPLIANCE, INCLUDING EMPLOYEE RELATIONS AND PERSONNEL MANAGEMENT MATTERS.	BACHELOR’S DEGREE	6 YEARS	CLASS C MARYLAND DRIVER’S LICENSE	G-118	FLSA EXEMPT

CLASS FAMILY 9-1 PHYSICAL OPERATIONS

9136	OPERATIONS SUPERINTENDENT	PERFORMS SENIOR SUPERVISORY AND ADVANCED OPERATIONAL MANAGEMENT WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. WORK INCLUDES PLANNING AND DIRECTING AND OVERSEEING OPERATIONS, MAINTENANCE, AND REPAIR ACTIVITIES ACROSS INFRASTRUCTURE, UTILITIES, OR FACILITIES, INCLUDING LANDFILLS, WATER AND SEWER SERVICES, TREATMENT PLANT, MAINTENANCE SERVICES, AND HIGHWAY ZONES. WORK INCLUDES INSPECTING DAILY OPERATIONS; ENFORCING SAFETY PRACTICES, POLICIES, AND PROCEDURES; MAINTAINING RECORDS; ASSISTING IN THE BUDGET DEVELOPMENT; AND REVIEWING EXPENDITURES	HIGH SCHOOL DIPLOMA	EIGHT (8) YEARS	VALID CLASS C DRIVER’S LICENSE CLASS B COMMERCIAL DRIVER’S LICENSE WASTEWATER COLLECTION CLASS “2” OPERATOR AND WATER DISTRIBUTION OPERATOR CERTIFICATION, WITH MAINTENANCE OF CERTIFICATION (REQUIRED IF ASSIGNED TO WASTEWATER/WATER OPERATIONS) TEMPORARY CLASS “2” WASTEWATER TREATMENT PLANT OPERATOR CERTIFICATION FROM THE MARYLAND STATE BOARD OF WATERWORKS AND WASTE SYSTEM OPERATORS (REQUIRED IF ASSIGNED; MUST OBTAIN PERMANENT CLASS “2” CERTIFICATION WITHIN 1 YEAR) CLASS “5A” WASTEWATER OPERATOR CERTIFICATE	G-116	FLSA EXEMPT
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CLASS FAMILY 9-1 PHYSICAL OPERATIONS

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
					(REQUIRED IF ASSIGNED)		
9132	OPERATIONS SUPERVISOR III	PERFORMS SENIOR SUPERVISORY LEVEL AND ADVANCED OPERATIONS SERVICE WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. WORK INCLUDES OVERSEEING THE ACTIVITIES OF SUPERVISORS, CREW LEADERS, AND LABORING, EQUIPMENT OPERATION, MAINTENANCE, AND REPAIR PERSONNEL ENGAGED IN OPERATIONAL SERVICE AREAS SUCH AS CONSTRUCTION, MAINTENANCE, LANDFILL DISPOSAL, TREE CARE, UTILITIES, VEHICLE REPAIR, WATER RECLAMATION, PARKS, HORTICULTURE, FORESTRY, OR RELATED FIELD OPERATIONS. RESPONSIBLE FOR DIRECTING SHIFT OPERATIONS, REVIEWING WORK TO ENSURE STANDARDS AND TIMETABLES ARE MET, INSPECTING WORK SITES, MAINTAINING OPERATIONAL AND ADMINISTRATIVE CONTROLS, AND ENSURING ACCURATE RECORDS OF LABOR, MATERIALS, EQUIPMENT USAGE, AND WORK ACTIVITIES.	HIGH SCHOOL DIPLOMA	SEVEN (7) YEARS	MD STATE PESTICIDE APPLICATOR'S CERTIFICATE	OS-303	FLSA EXEMPT

CLASS FAMILY 9-1 PHYSICAL OPERATIONS

9130	OPERATIONS SUPERVISOR II	PERFORMS ADVANCED LEVEL OPERATIONAL SERVICES WORK UNDER GENERAL DIRECTION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. RESPONSIBLE FOR PLANNING, COORDINATING, AND OVERSEEING THE WORK OF MULTIPLE CREWS OR COMPLEX OPERATIONAL SERVICE AREAS ENGAGED IN LABOR, EQUIPMENT OPERATION, CONSTRUCTION, MAINTENANCE, AND RELATED FIELD ACTIVITIES. WORK INCLUDES MANAGING DAILY OPERATIONS ACROSS ASSIGNED FUNCTIONAL AREAS, ESTABLISHING WORK PRIORITIES AND SCHEDULES, AND ENSURING EFFECTIVE COORDINATION OF STAFF, EQUIPMENT, AND RESOURCES.	HIGH SCHOOL DIPLOMA	SIX (6) YEARS	VALID CLASS C DRIVER’S LICENSE MARYLAND STATE PESTICIDE APPLICATOR’S CERTIFICATE CLASS “5A” WASTEWATER OPERATOR CERTIFICATE MAY REQUIRE CLASS B COMMERCIAL DRIVER’S LICENSE PASSAGE OF WATER DISTRIBUTION OPERATOR AND WASTEWATER COLLECTION CLASS “2” OPERATOR EXAM CERTIFICATION BY THE MARYLAND STATE BOARD OF WATERWORKS AND WASTE SYSTEM OPERATORS AS A TEMPORARY CLASS “2” WASTEWATER SYSTEM OPERATOR AND MUST OBTAIN A PERMANENT CLASS “2” CERTIFICATION AFTER ONE YEAR	OS-302	FLSA EXEMPT
9128	OPERATIONS SUPERVISOR I	PERFORMS SUPERVISORY AND ADVANCED LEVEL OPERATIONAL SERVICES WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. RESPONSIBLE FOR PLANNING, DIRECTING, AND OVERSEEING THE DAILY	HIGH SCHOOL DIPLOMA	FOUR (4) YEARS	VALID CLASS C DRIVER’S LICENSE CDL LICENSE	OS-301	FLSA EXEMPT

CLASS FAMILY 9-1 PHYSICAL OPERATIONS

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
		ACTIVITIES OF ONE OR MORE OPERATIONAL CREWS ENGAGED IN LABOR, EQUIPMENT OPERATION, AND EQUIPMENT MAINTENANCE OR REPAIR. WORK INCLUDES ASSIGNING AND PRIORITIZING WORK, MONITORING PERFORMANCE AND PRODUCTIVITY, PROVIDING INSTRUCTION AND GUIDANCE TO STAFF, AND ENSURING COMPLIANCE WITH APPLICABLE SAFETY REGULATIONS, QUALITY STANDARDS, AND OPERATIONAL PROCEDURES.			MD PROFESSIONAL PESTICIDE APPLICATOR’S CERTIFICATE PASSAGE OF THE WATER DISTRIBUTION OPERATOR AND WASTEWATER COLLECTION CLASS “2” OPERATOR EXAM OUT OF STATE APPLICANTS REQUIRE STATEMENT OF RECIPROCITY		
9124	OPERATIONS LEADER II	PERFORMS SENIOR TECHNICAL LEVEL OPERATIONS WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. PROVIDES ADVANCED LEADERSHIP AND FUNCTIONAL OVERSIGHT OF COMPLEX OR HIGH-IMPACT OPERATIONAL PROGRAMS, WITH RESPONSIBILITY FOR COORDINATING MULTIPLE CREWS, CRITICAL OPERATIONAL ACTIVITIES, AND HIGH-VALUE RESOURCES. WORK INCLUDES MANAGING INVENTORY AND SUPPLY SYSTEMS, OVERSEEING THE RECEIPT AND DISTRIBUTION OF EQUIPMENT, MONITORING PERFORMANCE METRICS, SUPPORTING OPERATIONAL PLANNING AND RESOURCE ALLOCATION, AND PROVIDING TECHNICAL GUIDANCE OR SUPERVISION TO STAFF.	HIGH SCHOOL DIPLOMA	FOUR (4) YEARS		OT-209 OR G-109	FLSA NON-EXEMPT

CLASS FAMILY 9-1 PHYSICAL OPERATIONS

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
9122	OPERATIONS LEADER I	PERFORMS ADVANCED TECHNICAL LEVEL OPERATIONS SERVICE WORK, UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. SERVES AS A LEAD WORKER RESPONSIBLE FOR COORDINATING DAILY WORK ASSIGNMENTS, MONITORING OPERATIONAL ACTIVITIES, AND SUPPORTING THE SAFE AND EFFICIENT FUNCTIONING OF ONE OR MORE PROGRAMS OR OPERATIONAL AREAS WITHIN A DIVISION. WORK INCLUDES OPERATING COMPLEX EQUIPMENT AND OVERSEEING STAFF AND PROVIDING GUIDANCE TO STAFF ENSURING COMPLIANCE WITH SAFETY, OPERATIONAL STANDARDS, AND ASSISTING WITH THE PLANNING, SCHEDULING AND RESOURCE ALLOCATION FOR OPERATIONAL TASKS.	HIGH SCHOOL DIPLOMA	THREE (3) YEARS	MARYLAND PROFESSIONAL PESTICIDE APPLICATOR'S CERTIFICATE VALID MD CLASS B COMMERCIAL DRIVER'S LICENSE CLASS C MARYLAND DRIVER'S LICENSE TREE EXPERT LICENSE CLASS "5A" WASTEWATER OPERATOR CERTIFICATE	OT-207 OR G-107	FLSA NON-EXEMPT
9120	OPERATIONS TECHNICIAN III	PERFORMS ADVANCED, TECHNICAL LEVEL OPERATIONS WORK IN SUPPORT OF WATER AND WASTEWATER TREATMENT, LABORATORY, FIELD, AND PLANT OPERATIONS. SERVES AS A SENIOR TECHNICAL EXPERT RESPONSIBLE FOR COMPLEX DIAGNOSTICS, SPECIALIZED EQUIPMENT OPERATION, PROCESS MONITORING, AND ADJUSTMENTS TO ENSURE REGULATORY COMPLIANCE, SYSTEM EFFICIENCY, AND OPERATIONAL INTEGRITY. WORK INVOLVES THE COLLECTION, TESTING, ANALYZING AND REPORTING WATER AND WASTEWATER SAMPLES; MAINTAINING, CALIBRATING AND TROUBLESHOOTING LABORATORY AND FIELD INSTRUMENTS; PREPARING CHEMICAL REAGENTS AND BACTERIOLOGICAL MEDIA; AND MAINTAINING QUALITY CONTROL STANDARDS.	HIGH SCHOOL DIPLOMA	THREE (3) YEARS	MARYLAND STATE MICROBIOLOGY ANALYST CERTIFICATE MARYLAND STATE DRINKING WATER COLLECTION CERTIFICATE	OT-206 OR G-106	FLSA NON-EXEMPT

CLASS FAMILY 9-1 PHYSICAL OPERATIONS

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
9118	OPERATIONS TECHNICIAN II	PERFORMS INTERMEDIATE TECHNICAL LEVEL OPERATIONS AND MAINTENANCE WORK UNDER GENERAL SUPERVISION FROM A TECHNICAL SUPERIOR. RESPONSIBLE FOR THE INSTALLATION, REPAIR, OPERATION AND PREVENTIVE MAINTENANCE OF MECHANICAL, ELECTRICAL, HYDRAULIC, AND PNEUMATIC EQUIPMENT, AS WELL AS HEAVY MOTOR AND CONSTRUCTION EQUIPMENT. WORK INCLUDES PERFORMING SKILLED LABOR TASKS; MAINTAINING AND REPAIRING SPECIALIZED EQUIPMENT SUCH AS BREATHING APPARATUS AND OTHER AIR/OXYGEN EQUIPMENT OR MACHINES. WORK ALSO INCLUDES MAINTENANCE OF PARK LANDS, GOVERNMENT PROPERTIES, FACILITIES AND STRUCTURES; PERFORMING TREE CARE AND APPLYING REGULATED HORTICULTURAL AND LANDSCAPING PRACTICES; AND SUPPORTING INVENTORY MANAGEMENT, INCLUDING RECEIVING AND ISSUING EQUIPMENT AND SUPPLIES, REQUISITIONING MATERIALS, MAINTAINING RECORDS, AND UPDATING PERPETUAL INVENTORY SYSTEMS.	HIGH SCHOOL DIPLOMA	TWO (2) YEARS	MD CLASS B CDL LICENSE MD CLASS C DRIVER'S LICENSE MARYLAND PROFESSIONAL PESTICIDE APPLICATOR'S CERTIFICATE CLASS "5A" OPERATOR'S CERTIFICATE CERTIFICATES REQUIRED TO REBUILD BREATHING APPARATUS	OT-204 OR G-104	FLSA NON-EXEMPT
9116	OPERATIONS TECHNICIAN I	PERFORMS TECHNICAL LEVEL OPERATIONS AND MAINTENANCE WORK UNDER REGULAR SUPERVISION FROM A TECHNICAL SUPERIOR. PROVIDES TECHNICAL ASSISTANCE IN MAINTENANCE, DIAGNOSTICS, AND OPERATIONAL SUPPORT FUNCTIONS USING STANDARD TOOLS, EQUIPMENT, AND PROCEDURES. WORK INCLUDES OPERATING AND MAINTAINING MECHANICAL, ELECTRICAL, OR MOTORIZED EQUIPMENT, SUPPORTING PUBLIC WORKS OR FACILITIES OPERATIONS; ASSISTING WITH THE INVENTORY AND MATERIALS MANAGEMENT, AND PERFORMING ROUTINE TROUBLESHOOTING AND REPAIRS AS ASSIGNED.	HIGH SCHOOL DIPLOMA	ONE (1) YEAR	MD CLASS B CDL LICENSE MD CLASS C DRIVER'S LICENSE TREE EXPERT LICENSE CERTIFICATION BY THE MARYLAND STATE BOARD OF WATERWORKS AND WASTE SYSTEM OPERATIONS AS A TEMPORARY CLASS "5A" WASTEWATER OPERATOR	OT-202 OR G-102	FLSA NON-EXEMPT

CLASS FAMILY 9-1 PHYSICAL OPERATIONS

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
9114	BUILDING SECURITY GUARD	PERFORMS SECURITY AND ACCESS CONTROL WORK UNDER GENERAL SUPERVISION IN SUPPORT OF THE COUNTY’S BUILDING AND FACILITY SECURITY OPERATIONS. THIS CLASSIFICATION IS RESPONSIBLE FOR MONITORING AND SECURING COUNTY BUILDINGS, CONTROLLING ACCESS POINTS, CONDUCTING ROUTINE PATROLS, AND ENFORCING ESTABLISHED SECURITY POLICIES AND PROCEDURES TO ENSURE THE SAFETY OF EMPLOYEES, VISITORS, AND PROPERTY. WORK INCLUDES OBSERVING AND REPORTING SUSPICIOUS ACTIVITY, RESPONDING TO ALARMS OR DISTURBANCES, MAINTAINING SECURITY LOGS AND INCIDENT REPORTS, AND PROVIDING INFORMATION AND ASSISTANCE TO THE PUBLIC AS APPROPRIATE.	HIGH SCHOOL DIPLOMA	ONE (1) YEAR		G-102	FLSA NON-EXEMPT
9112	OPERATIONS WORKER III	PERFORMS TECHNICAL LEVEL OPERATIONS SERVICE WORK UNDER REGULAR SUPERVISION FROM A TECHNICAL SUPERIOR. WORK INCLUDES PERFORMING SEMI-SKILLED MANUAL LABORING OPERATIONS IN THE MAINTENANCE AND REPAIR OF PARK LANDS, GROUNDS, FACILITIES AND RELATED STRUCTURES; CREATING GRAPHIC ARTS FOR ROADWAY AND DIRECTIONAL SIGNAGE; USING HAND AND BENCH TOOLS; AND OPERATING LESS COMPLEX TYPES OF MOTOR AND MECHANICAL EQUIPMENT. WORK ALSO INCLUDES PERFORMING PUBLIC WORKS CONSTRUCTION AND MAINTENANCE TASKS; TREE CARE AND LANDSCAPE MAINTENANCE USING BASIC HORTICULTURAL PRINCIPLES; APPLYING INVENTORY CONTROL OF MATERIALS AND SUPPLIES OF MINIMUM MONETARY VALUE; RECEIVING, LOGGING AND DISTRIBUTING OF STATIONARY AND SUPPLY ITEMS; PERFORMING MANUAL AND CLERICAL WORK IN STOCK HANDLING, STORAGE, MAINTENANCE, AND ISSUANCE OF SUPPLIES, MATERIALS AND EQUIPMENT; AND KEEPING ROUTINE STORES RECORDS.	HIGH SCHOOL DIPLOMA	TWO (2) YEARS	MD CLASS B CDL LICENSE VALID CLASS C MARYLAND DRIVER’S LICENSE	G-102	FLSA NON-EXEMPT

CLASS FAMILY 9-1 PHYSICAL OPERATIONS

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
9110	OPERATIONS WORKER II	PERFORMS ENTRY LEVEL OPERATIONS SERVICE WORK UNDER REGULAR SUPERVISION. WORK INCLUDES ANIMAL HANDLING, CONTROL AND CARE; ASSISTING WITH NON-TECHNICAL LABORATORY OR OPERATIONAL SUPPORT TASKS SUCH AS SUPPLY INVENTORY AND GENERAL FACILITY UPKEEP; AND PERFORMING ROUTINE OUTDOOR LABOR USING MANUAL AND SMALLER POWER OPERATED TOOLS IN SUPPORT OF COUNTY MAINTENANCE, REPAIR, AND CONSTRUCTION ACTIVITIES, INCLUDING FACILITIES, PARKS AND RELATED SITES.	HIGH SCHOOL DIPLOMA	ONE (1) YEAR	VALID CLASS C MARYLAND DRIVER’S LICENSE	G-101	FLSA NON-EXEMPT

OCCUPATIONAL GROUP 10. COMMUNITY, HUMAN & RECREATIONAL SERVICES

CLASS FAMILY 10-1 HUMAN & COMMUNITY SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
1128	DIRECTOR, COMMUNITY RESOURCES & SERVICES	PERFORMS EXECUTIVE LEVEL HUMAN SERVICES LEADERSHIP WORK UNDER EXECUTIVE DIRECTION. <i>SEE FULL CLASSIFICATION DESCRIPTION UNDER <u>CLASS FAMILY 1-2 DEPARTMENTAL LEADERSHIP.</u></i>	—	—	—	EX - 5	FLSA EXEMPT
1222	DIRECTOR, HOUSING & COMMUNITY DEVELOPMENT	PERFORMS EXECUTIVE-LEVEL HOUSING AND COMMUNITY DEVELOPMENT LEADERSHIP WORK UNDER EXECUTIVE DIRECTION. <i>SEE FULL CLASSIFICATION DESCRIPTION UNDER <u>CLASS FAMILY 1-2 DEPARTMENTAL LEADERSHIP.</u></i>	—	—	—	EX - 5	FLSA EXEMPT
1368	DEPUTY DIRECTOR, COMMUNITY RESOURCES & SERVICES	PERFORMS ADVANCED ADMINISTRATIVE AND OPERATIONAL LEADERSHIP WORK UNDER EXECUTIVE-LEVEL DIRECTION. SERVES AS THE DEPUTY TO THE DIRECTOR AND ASSISTS IN PLANNING, DIRECTING, COORDINATING, AND OVERSEEING THE PROGRAMS, SERVICES, AND OPERATIONS OF THE DEPARTMENT OF COMMUNITY RESOURCES & SERVICES.	BACHELOR’S DEGREE	EIGHT (8) YEARS		EX - 4	EXECUTIVE EXEMPT FLSA EXEMPT
1366	DEPUTY DIRECTOR, HOUSING AND COMMUNITY DEVELOPMENT	PERFORMS ADVANCED ADMINISTRATIVE AND OPERATIONAL LEADERSHIP WORK UNDER EXECUTIVE-LEVEL DIRECTION. SERVES AS THE DEPUTY TO THE DIRECTOR AND ASSISTS IN PLANNING, DIRECTING, COORDINATING, AND OVERSEEING THE PROGRAMS, SERVICES, AND OPERATIONS OF THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT.	BACHELOR’S DEGREE	EIGHT (8) YEARS		EX - 4	EXECUTIVE EXEMPT FLSA EXEMPT
1364	ADMINISTRATOR, OFFICE OF CONSUMER PROTECTION SEE TITLE 17, SUBTITLE 4, §17.401	PERFORMS ADVANCED ADMINISTRATIVE AND REGULATORY LEADERSHIP WORK UNDER EXECUTIVE-LEVEL DIRECTION AND SERVES AS THE HEAD OF THE OFFICE OF CONSUMER PROTECTION UNDER THE GENERAL SUPERVISION OF THE CHIEF ADMINISTRATIVE OFFICER. RESPONSIBLE FOR THE ADMINISTRATION, COORDINATION, AND ENFORCEMENT OF COUNTY CONSUMER PROTECTION LAWS, REGULATIONS, AND POLICIES DESIGNED TO PROTECT RESIDENTS FROM UNFAIR, DECEPTIVE, OR UNLAWFUL BUSINESS PRACTICES.	BACHELOR’S DEGREE	EIGHT (8) YEARS.		EX - 4	EXECUTIVE EXEMPT FLSA EXEMPT

CLASS FAMILY 10-1 HUMAN & COMMUNITY SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
1362	ADMINISTRATOR, OFFICE OF HUMAN RIGHTS AND EQUITY SEE TITLE 12, SUBTITLE 2, §12.205.	PERFORMS ADVANCED ADMINISTRATIVE AND REGULATORY LEADERSHIP WORK UNDER EXECUTIVE-LEVEL DIRECTION AND SERVES AS THE HEAD OF THE OFFICE OF HUMAN RIGHTS & EQUITY UNDER THE GENERAL SUPERVISION OF THE CHIEF ADMINISTRATIVE OFFICER. RESPONSIBLE FOR THE ADMINISTRATION, COORDINATION, AND ENFORCEMENT OF COUNTY HUMAN RIGHTS, CIVIL RIGHTS, AND EQUITY LAWS, REGULATIONS, AND POLICIES DESIGNED TO PREVENT DISCRIMINATION AND PROMOTE FAIR AND EQUITABLE TREATMENT THROUGHOUT THE COUNTY.	BACHELOR'S DEGREE	EIGHT (8) YEARS		EX - 4	EXECUTIVE EXEMPT FLSA EXEMPT
1360	ADMINISTRATOR, OFFICE OF WORKFORCE DEVELOPMENT SEE TITLE 6, SUBTITLE 4, §6.406	PERFORMS ADVANCED ADMINISTRATIVE AND PROGRAMMATIC LEADERSHIP WORK UNDER EXECUTIVE-LEVEL DIRECTION AND SERVES AS THE HEAD OF THE OFFICE OF WORKFORCE DEVELOPMENT UNDER THE GENERAL SUPERVISION OF THE CHIEF ADMINISTRATIVE OFFICER. THE POSITION PROVIDES COUNTYWIDE LEADERSHIP FOR THE ADMINISTRATION, COORDINATION, AND IMPLEMENTATION OF WORKFORCE DEVELOPMENT, EMPLOYMENT, AND JOB-TRAINING INITIATIVES PURSUANT TO APPLICABLE FEDERAL AND STATE LAWS AND COUNTY PRIORITIES.	BACHELOR'S DEGREE	EIGHT (8) YEARS		EX - 4	EXECUTIVE EXEMPT FLSA EXEMPT
1358	HUMAN SERVICES MANAGER III	PERFORMS SENIOR-LEVEL ADMINISTRATIVE, MANAGERIAL, AND STRATEGIC HUMAN SERVICES WORK UNDER EXECUTIVE-LEVEL DIRECTION. THE POSITION DIRECTS LARGE, COMPLEX HUMAN SERVICES, HOUSING, COMMUNITY SERVICES, OR RELATED PUBLIC SECTOR PROGRAMS INVOLVING MULTIPLE FUNCTIONAL AREAS, MAJOR SERVICE DELIVERY SYSTEMS, FISCAL AND GRANT RESPONSIBILITIES, AND COORDINATION WITH COUNTY LEADERSHIP, GOVERNMENTAL AGENCIES, COMMUNITY PARTNERS, ADVISORY BOARDS, SERVICE PROVIDERS, AND THE PUBLIC. WORK INCLUDES PLANNING, DIRECTING, AND EVALUATING PROGRAMS AND OPERATIONS; DEVELOPING POLICIES, PROCEDURES, SERVICE DELIVERY MODELS, AND PERFORMANCE MEASURES; ADMINISTERING BUDGETS, GRANTS, CONTRACTS, AND FUNDING AGREEMENTS; AND SUPERVISING SUBORDINATE MANAGERS, SUPERVISORS, PROFESSIONAL, TECHNICAL, AND SUPPORT STAFF.	BACHELOR'S DEGREE	SEVEN (7) YEARS		EX – 2	EXECUTIVE EXEMPT FLSA EXEMPT

CLASS FAMILY 10-1 HUMAN & COMMUNITY SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
1356	HUMAN SERVICES MANAGER II	PERFORMS ADVANCED ADMINISTRATIVE AND MANAGERIAL HUMAN SERVICES WORK UNDER EXECUTIVE LEVEL DIRECTION. WORK INCLUDES PLANNING, ORGANIZING, COORDINATING, AND DIRECTING COMPLEX HUMAN SERVICES OR HOUSING PROGRAMS AND MANAGING MAJOR FUNCTIONAL AREAS WITHIN A DEPARTMENT OR OFFICE, INCLUDING OVERSIGHT OF PROGRAM OPERATIONS, STAFF, BUDGETS, AND GRANTS. ASSIGNMENTS MAY INCLUDE DIRECTING THE ACTIVITIES OF A DESIGNATED OFFICE, DIVISION, OR PROGRAM AREA WITHIN THE DEPARTMENT OF COMMUNITY RESOURCES AND SERVICES OR OTHER COUNTY DEPARTMENTS PROVIDING HUMAN SERVICES.	BACHELOR'S DEGREE	SIX (6) YEARS		G-120	EXECUTIVE EXEMPT FLSA EXEMPT
1354	HUMAN SERVICES MANAGER I	PERFORMS MANAGEMENT AND ADVANCED LEVEL HUMAN SERVICES WORK UNDER EXECUTIVE LEVEL DIRECTION. WORK INCLUDES DIRECTING THE ACTIVITIES OF AN ASSIGNED OFFICE, AGENCY, OR MAJOR PROGRAM AREA PROVIDING HUMAN SERVICES, WITH ACCOUNTABILITY FOR PROGRAM OPERATIONS, SERVICE DELIVERY, AND STAFF OVERSIGHT. WORK INCLUDES ESTABLISHING AND PROGRAMS, PROCEDURES, AND SERVICE DELIVERY MODELS IN ACCORDANCE WITH DEPARTMENTAL GOALS, COUNTY POLICIES, AND APPLICABLE LAWS AND REGULATIONS.	BACHELOR'S DEGREE	FIVE (5) YEARS		G-118	FLSA EXEMPT
1352	HUMAN SERVICES SUPERVISOR	PERFORMS ADVANCED PROFESSIONAL LEVEL HUMAN SERVICES WORK, WHICH INCLUDES DIRECT SUPERVISORY RESPONSIBILITY, UNDER GENERAL SUPERVISION FROM A SENIOR MANAGER. WORK TYPICALLY INCLUDES SUPERVISION OF AN ASSIGNED DIVISION, UNIT, OR SERVICE AREA PROVIDING HUMAN SERVICES TO RESIDENTS INVOLVING MULTIPLE SITES, OVERSIGHT OF SERVICES DELIVERED ACROSS MULTIPLE LOCATIONS OR COORDINATION OF ACCESS TO A BROAD ARRAY OF SUPPORTIVE SOCIAL AND HEALTH SERVICES COMMUNITY-BASED SERVICES AND RESOURCES FOR DESIGNATED POPULATIONS.	BACHELOR'S DEGREE	FOUR (4) YEARS		G-117	FLSA EXEMPT

CLASS FAMILY 10-1 HUMAN & COMMUNITY SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
1350	HUMAN RIGHTS AND EQUITY MANAGER	PERFORMS ADVANCED PROFESSIONAL-LEVEL HUMAN RIGHTS AND EQUITY WORK THAT MAY INCLUDE PROGRAM MANAGEMENT AND FUNCTIONAL SUPERVISION UNDER GENERAL SUPERVISION FROM AN ADMINISTRATOR OR SENIOR EXECUTIVE AUTHORITY. THE POSITION IS RESPONSIBLE FOR MANAGING AND COORDINATING ASSIGNED HUMAN RIGHTS, CIVIL RIGHTS, OR EQUITY PROGRAM AREAS, INITIATIVES, OR OPERATIONAL FUNCTIONS, AND FOR SUPPORTING THE IMPLEMENTATION OF COUNTY LAWS, POLICIES, AND STRATEGIC OBJECTIVES RELATED TO EQUITY, NONDISCRIMINATION, AND FAIR TREATMENT.	BACHELOR'S DEGREE	FOUR (4) YEARS		G-116	FLSA EXEMPT
1348	HUMAN SERVICES SPECIALIST III	PERFORMS ADVANCED PROFESSIONAL LEVEL HUMAN SERVICES WORK, UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. WORK TYPICALLY INCLUDES SUPPORTING COMPLEX HUMAN SERVICES PROGRAMS AND INITIATIVES AND LEADING OR SUPERVISING SPECIFIC PHASES OF SERVICE DELIVERY, PROJECTS, OR FUNCTIONAL ACTIVITIES WITHIN A DEPARTMENT OR DIVISION; AND CONTRIBUTING TO PROGRAM PLANNING, IMPLEMENTATION, AND EVALUATION ACTIVITIES.	BACHELOR'S DEGREE	THREE (3) YEARS		G-115	FLSA EXEMPT
1346	COMMUNITY-BASED CENTER MANAGER	PERFORMS ADVANCED PROFESSIONAL WORK MANAGING THE DAILY OPERATIONS OF COMMUNITY-BASED SERVICE CENTERS UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR EXECUTIVE SUPERIOR. SUPERVISES STAFF, COORDINATES PROGRAMS AND SERVICES, AND CONDUCTS OR OVERSEES INVESTIGATIONS INTO HUMAN SERVICES-RELATED COMPLAINTS, INCIDENTS, OR REGULATORY CONCERNS.	BACHELOR'S DEGREE	THREE (3) YEARS	VALID CLASS C MARYLAND DRIVER'S LICENSE	G-114	FLSA EXEMPT

CLASS FAMILY 10-1 HUMAN & COMMUNITY SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
1344	HUMAN RIGHTS AND EQUITY SPECIALIST II	PERFORMS INTERMEDIATE-LEVEL PROFESSIONAL WORK IN HUMAN RIGHTS, EQUITY, AND CIVIL RIGHTS, UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. WORK INVOLVES ADMINISTERING AND SUPPORTING EQUITY-FOCUSED PROGRAMS AND INITIATIVES, COORDINATING SERVICES AND RESOURCES FOR INDIVIDUALS OR GROUPS, AND PROVIDING SPECIALIZED ASSISTANCE RELATED TO ACCESS, FAIRNESS, AND NONDISCRIMINATION. THIS POSITION MAY INCLUDE INVESTIGATING AND RESPONDING TO COMPLAINTS OF DISCRIMINATION, UNFAIR OR DECEPTIVE PRACTICES, OR VIOLATIONS OF LOCAL AND STATE LAWS, CONSISTENT WITH ESTABLISHED PROCEDURES. RESPONSIBILITIES MAY ALSO INCLUDE ASSISTING IN THE DEVELOPMENT AND IMPLEMENTATION OF POLICIES, GOALS, AND OBJECTIVES RELATED TO EQUITY, INCLUSION, AND CIVIL RIGHTS, AS WELL AS PROVIDING COUNSELING, REFERRALS, AND TECHNICAL GUIDANCE TO CLIENTS, STAFF, OR COMMUNITY PARTNERS.	BACHELOR'S DEGREE	THREE (3) YEARS	VALID CLASS C MARYLAND DRIVER'S LICENSE	G-114	FLSA EXEMPT
1342	OHRE INVESTIGATOR II	PERFORMS CONFIDENTIAL INTERMEDIATE TO ADVANCED PROFESSIONAL INVESTIGATIVE WORK IN THE OFFICE OF HUMAN RIGHTS AND EQUITY UNDER GENERAL SUPERVISION FROM A HIGHER-LEVEL INVESTIGATOR OR ADMINISTRATIVE SUPERIOR. WORK INVOLVES CONDUCTING FULL INVESTIGATIONS OF COMPLAINTS ALLEGING DISCRIMINATION, INEQUITABLE TREATMENT, OR VIOLATIONS OF LOCAL, STATE, OR FEDERAL HUMAN RIGHTS AND CIVIL RIGHTS LAWS. RESPONSIBILITIES INCLUDE MANAGING ASSIGNED CASES FROM INTAKE THROUGH RESOLUTION, PERFORMING COMPLEX FACT-FINDING, INTERVIEWS, DOCUMENT AND EVIDENCE REVIEW, AND SITE VISITS, AND ANALYZING INFORMATION TO PREPARE INVESTIGATIVE REPORTS AND RECOMMENDATIONS.	BACHELOR'S DEGREE	THREE (3) YEARS	VALID CLASS C MARYLAND DRIVER'S LICENSE	G-114	FLSA EXEMPT
1340	HUMAN SERVICES SPECIALIST II	PERFORMS INTERMEDIATE PROFESSIONAL LEVEL HUMAN SERVICES WORK, UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. WORK INCLUDES ADMINISTERING ASSIGNED HUMAN SERVICES PROGRAMS OR DELIVERING SPECIALIZED SERVICES TO INDIVIDUALS OR TARGETED POPULATIONS AND MAY INCLUDE LIMITED SUPERVISORY OR LEAD RESPONSIBILITY DEPENDING ON ASSIGNMENT.	BACHELOR'S DEGREE	TWO (2) YEARS	VALID CLASS C MARYLAND DRIVER'S LICENSE	G-113	FLSA EXEMPT

Class Family 10-1 Human & Community Services

CLASS FAMILY 10-1 HUMAN & COMMUNITY SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
1338	OHRE INVESTIGATOR I	PERFORMS EARLY CAREER CONFIDENTIAL PROFESSIONAL INVESTIGATIVE WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR WITHIN THE OFFICE OF HUMAN RIGHTS AND EQUITY. ASSISTS IN CONDUCTING INVESTIGATIONS RELATED TO ALLEGED VIOLATIONS OF HUMAN RIGHTS, CIVIL RIGHTS, AND EQUITY LAWS, REGULATIONS, AND COUNTY POLICIES, INCLUDING COMPLAINTS OF DISCRIMINATION, INEQUITABLE TREATMENT, OR UNFAIR PRACTICES.	BACHELOR'S DEGREE	ONE (1) YEAR		G-112	FLSA EXEMPT
1336	HUMAN RIGHTS AND EQUITY SPECIALIST I	PERFORMS PROFESSIONAL WORK IN HUMAN RIGHTS, EQUITY, AND SOCIAL SERVICES, UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. WORK INVOLVES ASSISTING CLIENTS, COORDINATING SERVICES, AND CONNECTING INDIVIDUALS OR GROUPS WITH APPROPRIATE COMMUNITY, GOVERNMENTAL, OR ORGANIZATIONAL RESOURCES. THIS POSITION MAY PERFORM BASIC CASEWORK, INTAKE, AND NEEDS ASSESSMENTS, AND PROVIDES GUIDANCE AND INFORMATION TO CLIENTS REGARDING PROGRAMS AND SERVICES. RESPONSIBILITIES INCLUDE SUPPORTING PROGRAMMATIC INITIATIVES RELATED TO EQUITY, INCLUSION, AND CIVIL RIGHTS, AND ASSISTING IN PLANNING, ORGANIZING, AND PUBLICIZING COMMUNITY EVENTS, WORKSHOPS, OR TRAINING SESSIONS.	BACHELOR'S DEGREE	ONE (1) YEAR		G-110	FLSA NON-EXEMPT
1334	HUMAN SERVICES SPECIALIST I	PERFORMS PROFESSIONAL HUMAN SERVICES WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. REPRESENTS THE ENTRY POINT INTO THE HUMAN SERVICES SPECIALIST SERIES, WITH WORK ASSIGNMENTS THAT ARE STRUCTURED, DEVELOPMENTAL, AND PERFORMED IN ACCORDANCE WITH ESTABLISHED POLICIES, PROCEDURES, AND PROFESSIONAL STANDARDS. WORK INCLUDES PROVIDING PROGRAMMATIC, ADMINISTRATIVE, AND CLIENT-FOCUSED SUPPORT TO HUMAN SERVICES PROGRAMS.	BACHELOR'S DEGREE	0 YRS.		G-109	FLSA NON-EXEMPT

CLASS FAMILY 10-1 HUMAN & COMMUNITY SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
1332	HUMAN SERVICES WORKER II	PERFORMS ADVANCED TECHNICAL LEVEL HUMAN SERVICES WORK, UNDER REGULAR SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. PROVIDES DIRECT OPERATIONAL AND PROGRAMMATIC SUPPORT TO HUMAN SERVICES PROGRAMS, FACILITIES, OR JUSTICE-RELATED INITIATIVES AND MAY INCLUDE LIMITED SUPERVISORY OR LEAD RESPONSIBILITY DEPENDING ON ASSIGNMENT. WORK INCLUDES SUPPORTING SERVICE DELIVERY AND DAILY OPERATIONS IN ACCORDANCE WITH ESTABLISHED PROCEDURES.	ASSOCIATE’S DEGREE	TWO (2) YEARS		OT-206 OR G-106	FLSA NON-EXEMPT
1330	HUMAN SERVICES WORKER I	PERFORMS TECHNICAL HUMAN SERVICES WORK UNDER REGULAR SUPERVISION FROM A TECHNICAL SUPERIOR. WORK INCLUDES PROVIDING DIRECT OPERATIONAL ASSISTANCE TO HUMAN SERVICES PROGRAMS, FACILITIES, OR SERVICE SITES AND SUPPORTING THE SAFE, EFFICIENT DELIVERY OF SERVICES AND ACTIVITIES FOR RESIDENTS OR PROGRAM PARTICIPANTS.	ASSOCIATE’S DEGREE	ONE (1) YEAR		OT-202 OR G-102	FLSA NON-EXEMPT

OCCUPATIONAL GROUP 10. COMMUNITY, HUMAN & RECREATIONAL SERVICES

CLASS FAMILY 10-2 RECREATION, PARKS & NATURAL RESOURCES SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
1216	DIRECTOR, RECREATION & PARKS	PERFORMS EXECUTIVE LEVEL RECREATION AND PARKS ADMINISTRATION WORK UNDER EXECUTIVE DIRECTION. <i>SEE FULL CLASSIFICATION DESCRIPTION UNDER <u>CLASS FAMILY 1-2 DEPARTMENTAL LEADERSHIP.</u></i>	—	—	—	EX - 5	FLSA EXEMPT
1072	DEPUTY DIRECTOR, RECREATION & PARKS	PERFORMS ADVANCED ADMINISTRATIVE AND OPERATIONAL LEADERSHIP WORK UNDER EXECUTIVE-LEVEL DIRECTION AND SERVES AS THE DEPUTY TO THE DIRECTOR OF RECREATION & PARKS. WORK INCLUDES ASSISTING IN PLANNING, DIRECTING, COORDINATING, AND OVERSEEING THE PROGRAMS, SERVICES, FACILITIES, AND OPERATIONS OF THE DEPARTMENT, INCLUDING RECREATION PROGRAMS, PARK OPERATIONS, NATURAL RESOURCE STEWARDSHIP, AND CAPITAL AND MAINTENANCE ACTIVITIES.	BACHELOR’S DEGREE	EIGHT (8) YEARS		EX - 4	EXECUTIVE EXEMPT FLSA EXEMPT
1070	ASSISTANT DIRECTOR, RECREATION AND PARKS	PERFORMS ADVANCED EXECUTIVE-LEVEL ADMINISTRATIVE AND OPERATIONAL LEADERSHIP WORK UNDER GENERAL DIRECTION FROM THE DIRECTOR OF RECREATION AND PARKS. WORK INCLUDES RESPONSIBILITY FOR PROVIDING COORDINATED OVERSIGHT, STRATEGIC DIRECTION, AND EXECUTIVE MANAGEMENT ACROSS MULTIPLE BUREAUS WITHIN THE DEPARTMENT, WHICH MAY INCLUDE PARKS, RECREATION, AND PARK PLANNING, CONSERVATION, AND CAPITAL PROJECTS.	BACHELOR’S DEGREE	SEVEN (7) YEARS		EX - 3	EXECUTIVE EXEMPT FLSA EXEMPT
1068	ADMINISTRATOR, OFFICE OF AGRICULTURE SEE COUNTY CODE TITLE 15, SUBTITLE 5, S	PERFORMS ADVANCED-LEVEL ADMINISTRATIVE AND PROGRAM LEADERSHIP WORK UNDER EXECUTIVE DIRECTION. DIRECTS THE OPERATIONS OF THE OFFICE OF AGRICULTURE AND SERVES AS THE COUNTY’S PRINCIPAL AUTHORITY FOR THE ADMINISTRATION, COORDINATION, AND DELIVERY OF AGRICULTURAL PROGRAMS, INITIATIVES, AND SERVICES.	BACHELOR’S DEGREE	EIGHT (8) YEARS		EX - 4	EXECUTIVE EXEMPT FLSA EXEMPT

CLASS FAMILY 10-2 RECREATION, PARKS & NATURAL RESOURCES SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
1066	RECREATION AND PARKS BUREAU CHIEF	PERFORMS SENIOR-LEVEL ADMINISTRATIVE WORK AND MANAGERIAL UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE SUPERIOR WITHIN THE DEPARTMENT OF RECREATION AND PARKS. RESPONSIBLE FOR DIRECTING AND COORDINATING MAJOR ADMINISTRATIVE, OPERATIONAL AND PROGRAMMATIC FUNCTIONS WITHIN ASSIGNED BUREAUS, INCLUDING THE BUREAU OF RECREATION, OR THE BUREAU OF PARK PLANNING, CONSERVATION AND CAPITOL PROJECTS.	BACHELOR’S DEGREE	SIX (6) YEARS	CERTIFICATION WITH THE NATIONAL RECREATION AND PARK ASSOCIATION (NRPA) MAY BE REQUIRED. CERTIFICATION WITH THE MARYLAND RECREATION AND PARK ASSOCIATION (MRPA) MAY BE REQUIRED. CLASS C VALID DRIVER’S LICENSE	G-121	FLSA EXEMPT
1060	RECREATION AND PARKS SUPERINTENDENT	PERFORMS SENIOR SUPERVISORY AND ADVANCED OPERATIONAL MANAGEMENT WORK UNDER GENERAL SUPERVISION FROM A RECREATION AND PARKS BUREAU CHIEF OR OTHER DESIGNATED ADMINISTRATIVE AUTHORITY. RESPONSIBLE FOR MANAGING DAY-TO-DAY OPERATIONS, MAINTENANCE, AND SERVICE DELIVERY FOR ASSIGNED RECREATION, PARKS, NATURAL RESOURCES, OR RELATED OPERATIONAL PROGRAMS.	BACHELOR’S DEGREE	FIVE (5) YEARS		G-118	FLSA EXEMPT
1058	RECREATION AND PARKS SERVICE MANAGER III	PERFORMS MID-MANAGEMENT AND ADVANCED PROFESSIONAL-LEVEL WORK UNDER GENERAL ADMINISTRATIVE OR TECHNICAL SUPERVISION. RESPONSIBLE FOR MANAGING COMPLEX RECREATION, PARKS, NATURAL RESOURCE, PROGRAMMATIC, OR FACILITY-BASED OPERATIONS AND MAY INCLUDE DIRECT SUPERVISORY RESPONSIBILITY OVER FULL-TIME, PART-TIME, AND CONTINGENT STAFF.	BACHELOR’S DEGREE	FOUR (4) YEARS		G-116	FLSA EXEMPT

CLASS FAMILY 10-2 RECREATION, PARKS & NATURAL RESOURCES SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
1056	SENIOR HORTICULTURIST	PERFORMS ADVANCED PROFESSIONAL AND LEAD-LEVEL HORTICULTURAL WORK UNDER GENERAL ADMINISTRATIVE OR TECHNICAL SUPERVISION. RESPONSIBLE FOR PROVIDING EXPERT-LEVEL OVERSIGHT, PLANNING, AND TECHNICAL DIRECTION FOR COMPLEX HORTICULTURAL OPERATIONS, LANDSCAPE MANAGEMENT PROGRAMS, AND SPECIALIZED PLANTING INITIATIVES ACROSS COUNTY PARKS, FACILITIES, AND PUBLIC SPACES.	BACHELOR’S DEGREE	FOUR (4) YEARS	PESTICIDE APPLICATOR CERTIFICATION MAY BE REQUIRED IF THE POSITION INVOLVES APPLICATION OF HERBICIDES, PESTICIDES, OR FERTILIZERS UNDER STATE REGULATIONS.	G-116	FLSA EXEMPT
1054	LANDSCAPE ARCHITECT	PERFORMS PROFESSIONAL-LEVEL LANDSCAPE ARCHITECTURE AND SITE PLANNING WORK UNDER GENERAL ADMINISTRATIVE OR TECHNICAL SUPERVISION. RESPONSIBLE FOR THE PLANNING, DESIGN, AND COORDINATION OF LANDSCAPE IMPROVEMENTS FOR COUNTY PARKS, FACILITIES, PUBLIC SPACES, STREETSCAPES, AND CAPITAL PROJECTS.	BACHELOR’S DEGREE	TWO (2) YEARS	LICENSED/REGISTERED LANDSCAPE ARCHITECT IN THE STATE OF MARYLAND OR THE ABILITY TO OBTAIN MARYLAND REGISTRATION WITHIN A SPECIFIED TIMEFRAME AS DETERMINED BY THE COUNTY.	G-112	FLSA EXEMPT
1052	RECREATION AND PARKS SERVICE MANAGER II	PERFORMS MID MANAGEMENT AND ADVANCED PROFESSIONAL-LEVEL WORK, WHICH MAY INCLUDE SUPERVISORY RESPONSIBILITY UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. RESPONSIBLE FOR MANAGING ASSIGNED RECREATION, PARKS, NATURAL RESOURCES, OR SPECIALIZED SERVICE PROGRAMS, WHICH MAY INCLUDE SUPERVISORY RESPONSIBILITY OVER PROFESSIONAL, TECHNICAL, AND FIELD STAFF.	BACHELOR’S DEGREE	TWO (2) YEARS	MAY REQUIRE MARYLAND STATE CERTIFICATION IN FORESTRY OR A RELATED AREA DEPENDING ON ASSIGNMENT.	G-112	FLSA EXEMPT

CLASS FAMILY 10-2 RECREATION, PARKS & NATURAL RESOURCES SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
1046	AGRICULTURE PROGRAM MANAGER II	PERFORMS MID-MANAGEMENT AND ADVANCED AGRICULTURAL PROGRAM MANAGEMENT WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE SUPERIOR. WORK INCLUDES DIRECTING LARGE OR COMPLEX AGRICULTURAL AND LOCAL FOOD PROGRAMS, MANAGING PROGRAM RESOURCES AND PARTNERSHIPS, DEVELOPING POLICIES AND PLANS, AND SUPERVISING ASSIGNED STAFF.	BACHELOR'S DEGREE	TWO (2) YEARS		G-112	FLSA EXEMPT
1044	AGRICULTURE PROGRAM MANAGER I	PERFORMS ADVANCED PROFESSIONAL AGRICULTURAL PROGRAM MANAGEMENT AND PROJECT COORDINATION WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE SUPERIOR. WORK INCLUDES DEVELOPING, IMPLEMENTING, AND EVALUATING AGRICULTURAL PROGRAMS INVOLVING OUTREACH, EDUCATION, MARKETING, SUSTAINABILITY, AND COMMUNITY ENGAGEMENT. MAY COORDINATE STAFF, CONTRACTORS, VOLUNTEERS, BOARDS, AND AGRICULTURAL STAKEHOLDERS.	BACHELOR'S DEGREE	ONE (1) YEAR		G-110	FLSA EXEMPT
1042	RECREATION AND PARKS SERVICE MANAGER I	PERFORMS ADVANCED PROFESSIONAL-LEVEL RECREATION, PARKS, AND NATURAL RESOURCE SERVICES WORK UNDER GENERAL ADMINISTRATIVE OR TECHNICAL SUPERVISION. RESPONSIBLE FOR COORDINATING AND OVERSEEING ASSIGNED PROGRAMS, FACILITIES, OR SERVICE AREAS, AND MAY INCLUDE SUPERVISORY RESPONSIBILITY OVER PART-TIME, CONTINGENT, OR VOLUNTEER STAFF.	BACHELOR'S DEGREE	ONE (1) YEAR		G-110	FLSA EXEMPT
1040	HORTICULTURIST	PERFORMS PROFESSIONAL-LEVEL HORTICULTURAL WORK UNDER GENERAL ADMINISTRATIVE OR TECHNICAL SUPERVISION. RESPONSIBLE FOR SUPPORTING THE PLANNING, INSTALLATION, MAINTENANCE, AND CARE OF LANDSCAPED AREAS, TREES, SHRUBS, TURF, AND PLANT MATERIALS ON COUNTY-MANAGED PROPERTIES.	BACHELOR'S DEGREE	ONE (1) YEAR		G-110	FLSA EXEMPT

Class Family 10-2 Recreation, Parks & Natural Resources Services

CLASS FAMILY 10-2 RECREATION, PARKS & NATURAL RESOURCES SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
1038	NATURAL RESOURCE SPECIALIST	PERFORMS SENIOR LEVEL NATURAL RESOURCE RELATED WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. WORK INCLUDES CARRYING OUT ADMINISTRATIVE AND TECHNICAL DUTIES, WHICH MAY INCLUDE SUPERVISORY RESPONSIBILITY, RELATED TO PLANNING, COORDINATING, AND DELIVERING NATURAL RESOURCE, ENVIRONMENTAL EDUCATION, AND COMMUNITY OUTREACH PROGRAMS RELATED TO LAND USE, WILDLIFE, ECOLOGY, OR FORESTRY AND ENVIRONMENTAL STEWARDSHIP.	ASSOCIATE’S DEGREE	THREE (3) YEARS	VALID CLASS C DRIVER’S LICENSE	G-108	FLSA Non-Exempt
1036	RECREATION SERVICES COORDINATOR I	PERFORMS SENIOR SUPPORT LEVEL COMMUNITY CENTER FACILITY AND RECREATION RELATED SERVICES WORK UNDER ADMINISTRATIVE OR TECHNICAL SUPERVISION. WORK INCLUDES COORDINATING, PLANNING, AND SUPPORTING THE SAFE AND EFFICIENT OPERATION OF RECREATION PROGRAMS, SERVICES, AND COMMUNITY CENTER OR PARKS FACILITIES.	ASSOCIATE’S DEGREE	TWO (2) YEARS	VALID CLASS C DRIVER’S LICENSE	OT-207 Or G-107	FLSA Non-Exempt
1034	REGIONAL CHILD CARE LEADER	PERFORMS SENIOR-LEVEL PROFESSIONAL AND SUPERVISORY WORK UNDER GENERAL ADMINISTRATIVE SUPERVISION. RESPONSIBLE FOR OVERSEEING THE OPERATION, COMPLIANCE, AND QUALITY OF COUNTY-OPERATED CHILD CARE PROGRAMS ACROSS MULTIPLE SITES WITHIN AN ASSIGNED REGION.	ASSOCIATE’S DEGREE	TWO (2) YEARS	MUST MEET ALL MARYLAND OFFICE OF CHILD CARE (OCC) ADMINISTRATOR/DIRECTOR REQUIREMENTS, INCLUDING REQUIRED CREDENTIALS, BACKGROUND CLEARANCES, AND MANDATED HEALTH, SAFETY, MEDICATION, MANDATED REPORTER, AND SUPERVISORY TRAINING.	G-106	FLSA Non-Exempt

CLASS FAMILY 10-2 RECREATION, PARKS & NATURAL RESOURCES SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
1032	NATURAL RESOURCE TECHNICIAN II	PERFORMS INTERMEDIATE-LEVEL TECHNICAL NATURAL RESOURCES WORK UNDER GENERAL ADMINISTRATIVE OR TECHNICAL SUPERVISION. WORK SUPPORTS THE PLANNING, COORDINATION, AND IMPLEMENTATION OF NATURAL RESOURCE PROGRAMS, ENVIRONMENTAL EDUCATION ACTIVITIES, AND RESOURCE PROTECTION AND ENHANCEMENT INITIATIVES ACROSS COUNTY PARKS, NATURAL AREAS, AND FACILITIES.	ASSOCIATE’S DEGREE	TWO (2) YEARS		OT-206 OR G-106	FLSA Non-Exempt
1030	REGIONAL ASSISTANT CHILD CARE LEADER	PERFORMS ADVANCED PROFESSIONAL LEVEL CHILD CARE PROGRAM SUPPORT WORK UNDER GENERAL ADMINISTRATIVE SUPERVISION. ASSISTS WITH THE COORDINATION AND SUPPORT OF COUNTY-OPERATED CHILD CARE PROGRAMS ACROSS MULTIPLE SITES WITHIN AN ASSIGNED REGION.	HIGH SCHOOL DIPLOMA	THREE (3) YEARS	MUST MEET ALL MARYLAND OFFICE OF CHILD CARE (OCC) TRAINING AND CREDENTIALING REQUIREMENTS FOR SUPERVISORY CHILD CARE STAFF, INCLUDING REQUIRED BACKGROUND CLEARANCES, CPR/FIRST AID (PEDIATRIC), MEDICATION ADMINISTRATION, MANDATED REPORTER, AND HEALTH AND SAFETY TRAINING.	G-104	FLSA Non-Exempt
1028	NATURAL RESOURCE TECHNICIAN I	PERFORMS TECHNICAL NATURAL RESOURCES WORK UNDER GENERAL ADMINISTRATIVE OR TECHNICAL SUPERVISION. WORK SUPPORTS THE IMPLEMENTATION OF NATURAL RESOURCE PROGRAMS, HABITAT MANAGEMENT AND RESTORATION EFFORTS, AND VOLUNTEER-BASED ENVIRONMENTAL INITIATIVES ACROSS COUNTY PARKS, NATURAL AREAS, AND FACILITIES.	ASSOCIATE’S DEGREE	ONE (1) YEAR		OT-204 OR G-104	FLSA Non-Exempt

CLASS FAMILY 10-2 RECREATION, PARKS & NATURAL RESOURCES SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
1026	RECREATION LEADER	PERFORMS INTERMEDIATE-LEVEL TECHNICAL LEVEL RECREATION SERVICES WORK UNDER GENERAL ADMINISTRATIVE OR TECHNICAL SUPERVISION. WORK INCLUDES IMPLEMENTING AND DELIVERING RECREATION PROGRAMS, ACTIVITIES, AND SERVICES, INCLUDING PROGRAMS CONDUCTED AT RECREATION FACILITIES OR LICENSED RECREATION-BASED CHILD CARE SITES.	ASSOCIATE’S DEGREE	ONE (1) YEAR		G-104	FLSA Non-Exempt
1024	CHILD CARE TEACHER LEAD	PERFORMS INTERMEDIATE PARAPROFESSIONAL-LEVEL CHILD CARE AND INSTRUCTIONAL SUPPORT WORK UNDER GENERAL ADMINISTRATIVE SUPERVISION. RESPONSIBLE FOR LEADING DAILY CLASSROOM ACTIVITIES AND SUPERVISING ASSIGNED GROUPS OF CHILDREN WITHIN A LICENSED CHILD CARE PROGRAM, IN ACCORDANCE WITH ESTABLISHED CURRICULA, PROGRAM GUIDELINES, AND REGULATORY REQUIREMENTS.	HIGH SCHOOL DIPLOMA	TWO (2) YEARS	MUST MEET ALL COUNTY AND STATE REQUIREMENTS FOR CHILD CARE STAFF, INCLUDING CPR AND FIRST AID CERTIFICATION (INFANT, CHILD, AND ADULT); ADDITIONAL EARLY CHILDHOOD EDUCATION OR CHILD CARE CREDENTIALS (E.G., CDA) MAY BE REQUIRED OR PREFERRED BASED ON PROGRAM GUIDELINES.	G-103	FLSA Non-Exempt
1022	RECREATION SERVICES ASSISTANT II	PERFORMS TECHNICAL RECREATION SERVICES WORK UNDER GENERAL ADMINISTRATIVE OR TECHNICAL SUPERVISION. PROVIDES DIRECT SUPPORT AND ON-SITE COORDINATION FOR ASSIGNED RECREATION PROGRAMS, ACTIVITIES, OR FACILITIES.	HIGH SCHOOL DIPLOMA	ONE (1) YEAR	MUST MEET COUNTY AND STATE REQUIREMENTS FOR WORKING WITH YOUTH AND RECREATION PROGRAMS.	G-101	FLSA Non-Exempt

CLASS FAMILY 10-2 RECREATION, PARKS & NATURAL RESOURCES SERVICES

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS	PAY PLAN & GRADE	CLASSIFICATION ATTRIBUTES
1020	CHILD CARE TEACHER	PERFORMS PARAPROFESSIONAL CHILD CARE SUPPORT WORK UNDER GENERAL ADMINISTRATIVE SUPERVISION. ASSISTS WITH IMPLEMENTING PLANNED ACTIVITIES, SUPERVISING CHILDREN, AND SUPPORTING DAILY CLASSROOM AND PROGRAM OPERATIONS WITHIN A LICENSED CHILD CARE ENVIRONMENT.	HIGH SCHOOL DIPLOMA	ONE (1) YEAR	MUST MEET COUNTY AND STATE REQUIREMENTS FOR CHILDCARE STAFF, INCLUDING CPR AND FIRST AID CERTIFICATION (INFANT, CHILD, AND ADULT). ADDITIONAL PROFESSIONAL CERTIFICATIONS IN EARLY CHILDHOOD EDUCATION, SUCH AS THE CHILD DEVELOPMENT ASSOCIATE (CDA) CREDENTIAL MAY BE REQUIRED.	G-100	FLSA Non-Exempt

Exhibit B

Howard County Pay Plan

Howard County Pay Plan

Fiscal Year 2027

Effective [[July 1, 2026]]**JANUARY 1, 2027**

Salary Schedules

Hourly-rates for employees of Howard County are as provided in the General Salary Schedule, the Police Management Schedule (PM), the Corrections Management Schedule (CM), the Sheriff Schedule (DS), the Emergency Communications Supervisor Schedule (EC), and the Fire Management Schedule (FM) and Recreational Licensed Childcare Schedule (RLC) except that hourly rates for positions included in Unit Descriptions in collective bargaining agreements shall be in accordance with the following schedules:

- (1) *D Schedule* for employees within the unit description as contained in the collective bargaining agreement between the County and The Howard County Public Safety Dispatchers Association;
- (2) *OT Schedule* for employees within the unit description as contained in the collective bargaining agreement between the County and Local 1810 of the American Federation of State, Local and Municipal Employees;
- (3) *OS Schedule* for employees within the unit description as contained in the collective bargaining agreement between the County and Local 3888 of the American Federation of State, Local and Municipal Employees;
- (4) *H Schedule* for employees within the unit description as contained in the collective bargaining agreement between the County and Local 3085 of the American Federation of State, Local and Municipal Employees;
- (5) *P Schedule* for employees of the Police Department who are within the unit description as contained in the collective bargaining agreement between the County and the Howard County's Police Officer's Association, Lodge 21;
- (6) *PS Schedule* for Police Sergeant employees of the Police Department who are within the description as contained in the collective bargaining agreement between the County and the Fraternal Order of Police Lodge 143, Howard County Police Supervisors' Alliance;
- (7) *F Schedule* for employees of the Department of Fire and Rescue Services who are within the unit description as contained in the collective bargaining agreement between the County and Local 2000 of the International Association of Firefighters;
- (8) *C Schedule* for employees within the unit description as contained in the collective bargaining agreement between the County and Local 3080 of the American Federation of State, Local and Municipal Employees; and
- (9) *CS Schedule* for employees within the unit description as contained in the collective bargaining agreement between the Howard County Sheriff and Lodge 131 of the Fraternal Order of Police.

The salary schedule will be implemented at the beginning of the pay period in which the effective date falls.

Unless stated otherwise in the relevant pay schedule, employees are eligible for a [[step increment]]**PERFORMANCE ADJUSTMENT** on an annual basis, subject to satisfactory performance, conditions of the Pay Plan, and anniversary date. In the event that there is conflict with language contained in a collective bargaining agreement, the agreement shall prevail.

CERTAIN POSITIONS ARE EXCLUDED FROM UNION PARTICIPATION DUE TO THE CONFIDENTIAL OR MANAGERIAL NATURE OF THE WORK OR BECAUSE THE POSITION IS INELIGIBLE DUE TO ITS STATUS AS EXECUTIVE EXEMPT, GRANT-FUNDED, STATE-AUTHORIZED EXEMPT, PART-TIME BENEFITED, OR CONTINGENT AS DEFINED IN THE COUNTY CHARTER AND COUNTY CODE. THESE EMPLOYEES WILL BE COMPENSATED ON THE GENERAL SCALE IN AN EQUIVALENT GRADE.

DEFINED RANGE SALARY SCALE

**EXECUTIVE & SENIOR LEADERSHIP
SALARY SCHEDULE
EFFECTIVE JANUARY 1, 2027**

2% COLA

Grade	Min	Mid	Max
EX-1	\$114,579 (\$55.09)	\$167,062 (\$80.32)	\$219,545 (\$105.55)
EX-2	\$124,318 (\$59.77)	\$180,883 (\$86.96)	\$237,447 (\$114.16)
EX-3	\$134,885 (\$64.85)	\$195,921 (\$94.19)	\$256,955 (\$123.54)
EX-4	\$146,350 (\$70.36)	\$210,744 (\$101.32)	\$275,138 (\$132.28)
EX-5	\$158,790 (\$76.34)	\$225,879 (\$108.60)	\$292,967 (\$140.85)
EX-6	\$172,684 (\$83.02)	\$245,643 (\$118.10)	\$318,602 (\$153.17)
EX-7	\$188,226 (\$90.49)	\$267,751 (\$128.73)	\$347,276 (\$166.96)

NOTES:

1. THE NEWLY CREATED EXECUTIVE & SENIOR LEADERSHIP SALARY SCHEDULE IS A DEFINED RANGE SCHEDULE AND ONLY APPLIES TO SPECIFICALLY DESIGNATED CLASSIFICATIONS IN THE EXEMPT SERVICE AS WELL AS THE CHIEF PROCUREMENT ADMINISTRATOR.
2. THIS TABLE REFLECTS THE MINIMUM, MIDPOINT, AND MAXIMUM ANNUAL AND HOURLY RATES FOR EACH PAY GRADE IN ITS DEFINED RANGE. HOURLY RATES ARE IN PARENTHESIS. EACH DESIGNATED CLASSIFICATION IS ASSIGNED TO A SPECIFIC PAY GRADE. SEE POSITION CLASSIFICATION CODES AND PAY GRADES SECTION.
3. SOME EXECUTIVE EXEMPT POSITIONS ARE COMPENSATED ON THE GENERAL SALARY SCHEDULE.

**HOWARD COUNTY
GENERAL SALARY SCHEDULE
Effective January 1, 2026***

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
C	\$40,169	\$40,496	\$40,824	\$41,178	\$41,506	\$42,051	\$42,463	\$42,925	\$43,389	\$44,643	\$46,089	\$47,374	\$48,878	\$50,348	\$51,846	\$53,431	\$55,068	\$56,678	\$58,369	\$60,124	\$61,926	\$63,781	\$65,695
D	\$40,797	\$41,151	\$41,506	\$41,752	\$42,588	\$43,896	\$45,228	\$46,540	\$48,017	\$49,492	\$50,935	\$52,551	\$54,109	\$55,781	\$57,448	\$59,176	\$61,013	\$62,849	\$64,713	\$66,654	\$68,657	\$70,716	\$72,837
E	\$41,864	\$43,060	\$44,452	\$45,787	\$47,181	\$48,624	\$50,074	\$51,605	\$53,136	\$54,889	\$56,530	\$58,144	\$59,927	\$61,761	\$63,629	\$65,520	\$67,498	\$69,530	\$71,592	\$73,736	\$75,949	\$78,229	\$80,577
F	\$46,374	\$47,792	\$49,263	\$50,742	\$52,331	\$53,914	\$55,528	\$57,171	\$58,951	\$60,790	\$62,571	\$64,465	\$66,385	\$68,444	\$70,506	\$72,648	\$74,849	\$77,128	\$79,412	\$81,792	\$84,246	\$86,773	\$89,376
G	\$51,382	\$52,942	\$54,552	\$56,195	\$57,951	\$59,704	\$61,487	\$63,378	\$65,356	\$67,273	\$69,335	\$71,423	\$73,568	\$75,849	\$78,160	\$80,498	\$82,948	\$85,394	\$87,984	\$90,624	\$93,342	\$96,142	\$99,027
H	\$56,925	\$58,641	\$60,389	\$62,327	\$64,180	\$66,148	\$68,166	\$70,240	\$72,424	\$74,551	\$76,844	\$79,194	\$81,565	\$84,076	\$86,611	\$89,205	\$91,936	\$94,692	\$97,527	\$100,454	\$103,468	\$106,573	\$109,768
I	\$63,034	\$65,002	\$67,018	\$69,039	\$71,144	\$73,322	\$75,533	\$77,746	\$80,120	\$82,630	\$85,114	\$87,707	\$90,353	\$93,109	\$95,944	\$98,810	\$101,789	\$104,815	\$107,981	\$111,220	\$114,556	\$117,994	\$121,532
J	\$69,913	\$72,014	\$74,196	\$76,434	\$78,784	\$81,101	\$83,639	\$86,208	\$88,766	\$91,553	\$94,334	\$97,148	\$100,096	\$103,149	\$106,232	\$109,456	\$112,703	\$116,058	\$119,579	\$123,165	\$126,861	\$130,670	\$134,588
K	\$77,422	\$79,739	\$82,164	\$84,650	\$87,350	\$89,943	\$92,726	\$95,507	\$98,403	\$101,377	\$104,433	\$107,596	\$110,845	\$114,173	\$117,641	\$121,189	\$124,844	\$128,581	\$132,459	\$136,433	\$140,527	\$144,739	\$149,082
L	\$85,796	\$88,444	\$91,089	\$93,739	\$96,685	\$99,630	\$102,658	\$105,743	\$109,046	\$112,376	\$115,758	\$119,276	\$122,824	\$126,537	\$130,358	\$134,341	\$138,382	\$142,501	\$146,786	\$151,187	\$155,721	\$160,395	\$165,206
M	\$95,019	\$97,966	\$100,942	\$103,998	\$107,162	\$110,460	\$113,795	\$117,204	\$120,752	\$124,409	\$128,284	\$132,132	\$136,140	\$140,321	\$144,520	\$148,886	\$153,390	\$157,972	\$162,698	\$167,577	\$172,600	\$177,782	\$183,113
N	\$105,308	\$108,526	\$111,775	\$115,213	\$118,681	\$122,308	\$126,046	\$129,892	\$133,823	\$137,864	\$142,116	\$146,378	\$150,825	\$155,407	\$160,048	\$164,932	\$169,872	\$174,972	\$180,186	\$185,592	\$191,160	\$196,893	\$202,800
O	\$116,605	\$120,205	\$123,864	\$127,546	\$131,531	\$135,545	\$139,635	\$143,865	\$148,283	\$152,761	\$157,402	\$162,259	\$167,118	\$172,247	\$177,401	\$182,726	\$188,263	\$193,914	\$199,751	\$205,743	\$211,917	\$218,273	\$224,821
P	\$129,210	\$133,114	\$137,234	\$141,434	\$145,694	\$150,141	\$154,725	\$159,390	\$164,247	\$169,324	\$174,456	\$179,747	\$185,151	\$190,663	\$196,423	\$202,344	\$208,485	\$214,733	\$221,146	\$227,777	\$234,614	\$241,652	\$248,899
Q	\$143,129	\$147,493	\$152,023	\$156,691	\$161,441	\$166,350	\$171,400	\$176,636	\$181,985	\$187,529	\$193,282	\$199,125	\$205,152	\$211,378	\$217,761	\$224,311	\$231,078	\$238,010	\$245,159	\$252,514	\$260,089	\$267,889	\$275,927
R	\$158,602	\$163,430	\$168,370	\$173,530	\$178,793	\$184,280	\$189,898	\$195,716	\$201,637	\$207,775	\$214,080	\$220,601	\$227,230	\$234,079	\$241,149	\$248,460	\$255,994	\$263,663	\$271,600	\$279,750	\$288,142	\$296,787	\$305,689
S	\$175,739	\$181,060	\$186,599	\$192,300	\$198,172	\$204,173	\$210,313	\$216,834	\$223,465	\$230,208	\$237,191	\$244,448	\$251,873	\$259,351	\$267,211	\$275,259	\$283,581	\$292,096	\$300,857	\$309,880	\$319,176	\$328,750	\$338,612

**[[HOWARD COUNTY
GENERAL SALARY SCHEDULE
EFFECTIVE JANUARY 1, 2027***

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
C	\$40,976	\$41,309	\$41,642	\$41,995	\$42,328	\$42,890	\$43,306	\$43,784	\$44,262	\$45,531	\$47,008	\$48,318	\$49,858	\$51,355	\$52,874	\$54,496	\$56,160	\$57,803	\$59,530	\$61,318	\$63,170	\$65,062	\$67,018
D	\$41,621	\$41,974	\$42,328	\$42,578	\$43,430	\$44,782	\$46,134	\$47,466	\$48,984	\$50,482	\$51,958	\$53,602	\$55,182	\$56,888	\$58,594	\$60,362	\$62,234	\$64,106	\$65,998	\$67,995	\$70,034	\$72,134	\$74,298
E	\$42,702	\$43,930	\$45,344	\$46,696	\$48,131	\$49,587	\$51,085	\$52,645	\$54,205	\$55,994	\$57,658	\$59,301	\$61,131	\$63,003	\$64,896	\$66,830	\$68,848	\$70,928	\$73,029	\$75,213	\$77,459	\$79,789	\$82,181
F	\$47,299	\$48,755	\$50,253	\$51,750	\$53,373	\$54,995	\$56,638	\$58,323	\$60,133	\$62,005	\$63,814	\$65,749	\$67,704	\$69,805	\$71,906	\$74,110	\$76,336	\$78,666	\$80,995	\$83,429	\$85,925	\$88,504	\$91,166
G	\$52,416	\$53,997	\$55,640	\$57,325	\$59,114	\$60,902	\$62,712	\$64,646	\$66,664	\$68,619	\$70,720	\$72,842	\$75,046	\$77,376	\$79,726	\$82,118	\$84,614	\$87,110	\$89,752	\$92,435	\$95,202	\$98,072	\$101,005
H	\$58,074	\$59,821	\$61,589	\$63,565	\$65,458	\$67,475	\$69,534	\$71,635	\$73,882	\$76,045	\$78,374	\$80,787	\$83,200	\$85,758	\$88,338	\$90,979	\$93,766	\$96,595	\$99,486	\$102,461	\$105,539	\$108,701	\$111,966
I	\$64,293	\$66,310	\$68,349	\$70,429	\$72,571	\$74,797	\$77,043	\$79,310	\$81,723	\$84,282	\$86,819	\$89,461	\$92,165	\$94,973	\$97,864	\$100,797	\$103,834	\$106,912	\$110,136	\$113,443	\$116,854	\$120,349	\$123,968
J	\$71,302	\$73,445	\$75,670	\$77,958	\$80,350	\$82,722	\$85,322	\$87,922	\$90,542	\$93,392	\$96,221	\$99,091	\$102,107	\$105,206	\$108,347	\$111,654	\$114,962	\$118,373	\$121,971	\$125,632	\$129,397	\$133,286	\$137,280
K	\$78,978	\$81,328	\$83,803	\$86,341	\$89,086	\$91,749	\$94,578	\$97,427	\$100,381	\$103,397	\$106,517	\$109,741	\$113,069	\$116,459	\$119,995	\$123,614	\$127,338	\$131,144	\$135,117	\$139,152	\$143,333	\$147,638	\$152,069
L	\$87,506	\$90,210	\$92,914	\$95,618	\$98,613	\$101,629	\$104,707	\$107,848	\$111,218	\$114,629	\$118,082	\$121,659	\$125,278	\$129,064	\$132,974	\$137,030	\$141,149	\$145,350	\$149,718	\$154,211	\$158,829	\$163,613	\$168,501
M	\$96,928	\$99,923	\$102,960	\$106,080	\$109,304	\$112,674	\$116,064	\$119,538	\$123,178	\$126,901	\$130,853	\$134,784	\$138,861	\$143,125	\$147,410	\$151,861	\$156,458	\$161,138	\$165,942	\$170,934	\$176,051	\$181,334	\$186,784
N	\$107,411	\$110,698	\$114,005	\$117,520	\$121,056	\$124,758	\$128,565	\$132,496	\$136,490	\$140,629	\$144,955	\$149,302	\$153,837	\$158,517	\$163,238	\$168,230	\$173,264	\$178,464	\$183,789	\$189,301	\$194,979	\$200,824	\$206,856
O	\$118,934	\$122,616	\$126,339	\$130,104	\$134,160	\$138,258	\$142,418	\$146,744	\$151,258	\$155,813	\$160,555	\$165,506	\$170,456	\$175,698	\$180,939	\$186,389	\$192,026	\$197,787	\$203,736	\$209,851	\$216,154	\$222,643	\$229,320
P	\$131,789	\$135,782	\$139,984	\$144,269	\$148,616	\$153,150	\$157,810	\$162,573	\$167,523	\$172,702	\$177,944	\$183,352	\$188,864	\$194,480	\$200,346	\$206,398	\$212,659	\$219,024	\$225,576	\$232,336	\$239,304	\$246,480	\$253,885
Q	\$145,995	\$150,446	\$155,064	\$159,827	\$164,674	\$169,686	\$174,824	\$180,170	\$185,619	\$191,277	\$197,142	\$203,112	\$209,248	\$215,613	\$222,123	\$228,800	\$235,706	\$242,778	\$250,058	\$257,566	\$265,283	\$273,250	\$281,445
R	\$161,782	\$166,691	\$171,746	\$177,008	\$182,374	\$187,970	\$193,690	\$199,638	\$205,670	\$211,931	\$218,358	\$225,014	\$231,774	\$238,763	\$245,981	\$253,427	\$261,123	\$268,944	\$277,035	\$285,334	\$293,904	\$302,723	\$311,813
S	\$179,254	\$184,683	\$190,341	\$196,144	\$202,134	\$208,250	\$214,510	\$221,166	\$227,926	\$234,811	\$241,925	\$249,330	\$256,901	\$264,534	\$272,563	\$280,758	\$289,245	\$297,939	\$306,883	\$316,077	\$325,562	\$335,317	\$345,384

NOTES:

- Hourly rates for Police Lieutenants, Captains, and Majors are contained in the PM schedule, and hourly rates for Fire Captains, Battalion Chiefs, and Assistant Chiefs in the Department of Fire and Rescue Services are contained in the FM schedule. Hourly rates for Correctional Lieutenants and Captains are contained in the CM schedule. Hourly rates Security Officers, Sergeant Deputy Sheriffs and Lieutenant Deputy Sheriffs are paid in accordance with the DS schedule.]]

DEFINED RANGE SALARY SCHEDULE**GENERAL SALARY SCHEDULE****EFFECTIVE JANUARY 1, 2027****COLA: 2%**

Grade	Min	Mid	Max
G-100	\$41,030 (\$19.73)	\$55,711 (\$26.78)	\$70,394 (\$33.84)
G-101	\$43,081 (\$20.71)	\$60,374 (\$29.03)	\$77,666 (\$37.34)
G-102	\$45,235 (\$21.75)	\$64,301 (\$30.91)	\$83,366 (\$40.08)
G-103	\$47,496 (\$22.83)	\$67,726 (\$32.56)	\$87,955 (\$42.29)
G-104	\$49,872 (\$23.98)	\$71,316 (\$34.29)	\$92,761 (\$44.60)
G-105	\$52,365 (\$25.18)	\$75,013 (\$36.06)	\$97,661 (\$46.95)
G-106	\$54,983 (\$26.43)	\$78,791 (\$37.88)	\$102,599 (\$49.33)
G-107	\$57,733 (\$27.76)	\$82,731 (\$39.77)	\$107,729 (\$51.79)
G-108	\$60,620 (\$29.14)	\$86,867 (\$41.76)	\$113,116 (\$54.38)
G-109	\$63,650 (\$30.60)	\$91,210 (\$43.85)	\$118,771 (\$57.10)
G-110	\$66,832 (\$32.13)	\$95,904 (\$46.11)	\$124,978 (\$60.09)
G-111	\$70,174 (\$33.74)	\$100,701 (\$48.41)	\$131,226 (\$63.09)
G-112	\$73,683 (\$35.42)	\$105,920 (\$50.92)	\$138,156 (\$66.42)
G-113	\$77,367 (\$37.20)	\$111,216 (\$53.47)	\$145,063 (\$69.74)
G-114	\$81,236 (\$39.06)	\$117,183 (\$56.34)	\$153,130 (\$73.62)
G-115	\$85,298 (\$41.01)	\$123,042 (\$59.15)	\$160,786 (\$77.30)
G-116	\$89,562 (\$43.06)	\$129,418 (\$62.22)	\$169,273 (\$81.38)
G-117	\$94,040 (\$45.21)	\$135,888 (\$65.33)	\$177,736 (\$85.45)
G-118	\$98,742 (\$47.47)	\$143,176 (\$68.83)	\$187,611 (\$90.20)
G-119	\$103,680 (\$49.85)	\$150,336 (\$72.28)	\$196,991 (\$94.71)
G-120	\$108,864 (\$52.34)	\$158,124 (\$76.02)	\$207,385 (\$99.70)
G-121	\$114,306 (\$54.95)	\$166,659 (\$80.12)	\$219,011 (\$105.29)
G-122	\$120,022 (\$57.70)	\$174,932 (\$84.10)	\$229,842 (\$110.50)
G-123	\$123,623 (\$59.43)	\$180,489 (\$86.77)	\$237,355 (\$114.11)

NOTES:

1. THE NEWLY CREATED GENERAL SALARY SCHEDULE IS A DEFINED RANGE SCHEDULE AND APPLIES TO ALL CLASSIFICATIONS UNLESS ASSIGNED TO OTHER SALARY SCHEDULES, AS DESCRIBED ON PAGE 1 OF THE PAY PLAN.
2. THIS TABLE REFLECTS THE MINIMUM, MIDPOINT, AND MAXIMUM ANNUAL AND HOURLY RATES FOR EACH PAY GRADE

IN ITS DEFINED RANGE. HOURLY RATES ARE IN PARENTHESIS. EACH CLASSIFICATION IS ASSIGNED TO A SPECIFIC PAY GRADE. SEE POSITION CLASSIFICATION CODES AND PAY GRADES SECTION.

STEP BASED SALARY SCHEDULES

DSCHEDULE: HOWARD COUNTY PUBLIC SAFETY DISPATCHERS ASSOCIATION (LODGE 107)

Effective July 1, 2026

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	22 Year
Dispatcher G	\$26.93	\$27.74	\$28.58	\$29.44	\$30.33	\$31.22	\$33.25	\$34.24	\$35.28	\$36.33	\$37.41	\$38.53	\$39.68	\$40.87	\$42.10	\$43.37	\$44.66	\$46.00	\$47.38	\$48.78
	\$56,014	\$57,699	\$59,446	\$61,235	\$63,086	\$64,938	\$69,160	\$71,219	\$73,382	\$75,566	\$77,813	\$80,142	\$82,534	\$85,010	\$87,568	\$90,210	\$92,893	\$95,680	\$98,550	\$101,462
Dispatcher First Class DFC	-	-	-	-	-	\$34.67	\$35.71	\$36.75	\$37.86	\$39.00	\$40.18	\$41.38	\$42.61	\$43.90	\$45.20	\$46.57	\$47.97	\$49.42	\$50.89	\$52.41
	-	-	-	-	-	\$72,114	\$74,277	\$76,440	\$78,749	\$81,120	\$83,574	\$86,070	\$88,629	\$91,312	\$94,016	\$96,866	\$99,778	\$102,794	\$105,851	\$109,013
Sr. Dispatcher H	\$32.03	\$33.03	\$34.02	\$35.02	\$36.07	\$37.16	\$38.28	\$39.41	\$40.60	\$41.82	\$43.08	\$44.40	\$45.73	\$47.09	\$48.50	\$49.96	\$51.45	\$52.99	\$54.59	\$56.23
	\$66,622	\$68,702	\$70,762	\$72,842	\$75,026	\$77,293	\$79,622	\$81,973	\$84,448	\$86,986	\$89,606	\$92,352	\$95,118	\$97,947	\$100,880	\$103,917	\$107,016	\$110,219	\$113,547	\$116,958

D SCHEDULE: HOWARD COUNTY PUBLIC SAFETY DISPATCHERS ASSOCIATION (LODGE 107)

Effective January 1, 2027

COLA: 1.5%

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	22 Year
Dispatcher G	\$27.33	\$28.16	\$29.01	\$29.88	\$30.78	\$31.69	\$33.75	\$34.75	\$35.81	\$36.87	\$37.97	\$39.11	\$40.28	\$41.48	\$42.73	\$44.02	\$45.33	\$46.69	\$48.09	\$49.53	\$51.02
	\$56,846	\$58,573	\$60,341	\$62,150	\$64,022	\$65,915	\$70,200	\$72,280	\$74,485	\$76,690	\$78,978	\$81,349	\$83,782	\$86,278	\$88,878	\$91,562	\$94,286	\$97,115	\$100,027	\$103,022	\$106,122
Dispatcher First Class DFC	-	-	-	-	-	\$35.19	\$36.25	\$37.30	\$38.43	\$39.59	\$40.78	\$42.00	\$43.25	\$44.56	\$45.88	\$47.27	\$48.69	\$50.16	\$51.65	\$53.20	\$54.80
	-	-	-	-	-	\$73,195	\$75,400	\$77,584	\$79,934	\$82,347	\$84,822	\$87,360	\$89,960	\$92,685	\$95,430	\$98,322	\$101,275	\$104,333	\$107,432	\$110,656	\$113,984
Sr. Dispatcher H	\$32.51	\$33.53	\$34.53	\$35.55	\$36.61	\$37.72	\$38.85	\$40.00	\$41.21	\$42.45	\$43.73	\$45.07	\$46.42	\$47.80	\$49.23	\$50.71	\$52.22	\$53.78	\$55.41	\$57.07	\$58.78
	\$67,621	\$69,742	\$71,822	\$73,944	\$76,149	\$78,458	\$80,808	\$83,200	\$85,717	\$88,296	\$90,958	\$93,746	\$96,554	\$99,424	\$102,398	\$105,477	\$108,618	\$111,862	\$115,253	\$118,706	\$122,262

NOTE:

1. A new Step 20 has been added.

STEP BASED SALARY SCHEDULES

ECSCHEDULE: EMERGENCY COMMUNICATIONS SUPERVISOR

Effective July 1, 2026

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	22 YEAR
EC	\$36.70	\$37.83	\$38.96	\$40.09	\$41.34	\$42.55	\$43.87	\$45.19	\$46.52	\$47.97	\$49.42	\$50.87	\$52.05	\$54.01	\$55.63	\$57.28	\$58.96	\$60.74	\$62.51	\$64.38
	\$76,336	\$78,686	\$81,037	\$83,387	\$85,987	\$88,504	\$91,250	\$93,995	\$96,762	\$99,778	\$102,794	\$105,810	\$108,264	\$112,341	\$115,710	\$119,142	\$122,637	\$126,339	\$130,021	\$133,910

ECSCHEDULE: EMERGENCY COMMUNICATIONS SUPERVISOR

Effective January 1, 2027

COLA: 1.5%

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	22 YEAR
EC	\$37.25	\$38.40	\$39.54	\$40.69	\$41.96	\$43.62	\$44.96	\$46.32	\$47.69	\$49.17	\$50.65	\$52.14	\$53.36	\$55.36	\$57.03	\$58.71	\$60.44	\$62.26	\$64.08	\$66.00	\$67.98
	\$77,480	\$79,872	\$82,243	\$84,635	\$87,277	\$90,730	\$93,517	\$96,346	\$99,195	\$102,274	\$105,352	\$108,451	\$110,989	\$115,149	\$118,622	\$122,117	\$125,715	\$129,501	\$133,286	\$137,280	\$141,398

NOTE:

1. A new Step 20 has been added.

STEP BASED SALARY SCHEDULES

OT SCHEDULE

OFFICE/TECHNICAL - LOCAL 1810 OF THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES

Effective January 1, 2026

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
C	\$19.22	\$19.38	\$19.53	\$19.70	\$19.87	\$20.13	\$20.32	\$20.54	\$20.76	\$21.35	\$22.05	\$22.67	\$23.38	\$24.10	\$24.81	\$25.56	\$26.36	\$27.13	\$27.93	\$28.77	\$29.64	\$30.52	\$31.44
	\$39,977	\$40,320	\$40,620	\$40,984	\$41,327	\$41,862	\$42,270	\$42,719	\$43,191	\$44,412	\$45,869	\$47,154	\$48,632	\$50,132	\$51,610	\$53,174	\$54,824	\$56,431	\$58,102	\$59,837	\$61,658	\$63,479	\$65,386
D	\$19.52	\$19.69	\$19.87	\$19.97	\$20.38	\$21.00	\$21.64	\$22.27	\$22.97	\$23.69	\$24.38	\$25.14	\$25.89	\$26.69	\$27.50	\$28.31	\$29.20	\$30.09	\$30.97	\$31.90	\$32.86	\$33.85	\$34.86
	\$40,598	\$40,963	\$41,327	\$41,541	\$42,398	\$43,684	\$45,012	\$46,319	\$47,776	\$49,275	\$50,711	\$52,296	\$53,860	\$55,510	\$57,202	\$58,895	\$60,737	\$62,580	\$64,422	\$66,350	\$68,343	\$70,399	\$72,499
E	\$20.03	\$20.60	\$21.27	\$21.92	\$22.58	\$23.27	\$23.97	\$24.70	\$25.43	\$26.28	\$27.06	\$27.82	\$28.68	\$29.56	\$30.45	\$31.36	\$32.30	\$33.28	\$34.26	\$35.29	\$36.35	\$37.44	\$38.55
	\$41,670	\$42,848	\$44,241	\$45,590	\$46,961	\$48,397	\$49,854	\$51,375	\$52,896	\$54,653	\$56,281	\$57,866	\$59,644	\$61,487	\$63,329	\$65,236	\$67,186	\$69,221	\$71,256	\$73,399	\$75,605	\$77,876	\$80,190
F	\$22.20	\$22.87	\$23.59	\$24.29	\$25.04	\$25.80	\$26.57	\$27.36	\$28.21	\$29.09	\$29.94	\$30.85	\$31.78	\$32.76	\$33.73	\$34.76	\$35.81	\$36.90	\$38.00	\$39.14	\$40.32	\$41.52	\$42.78
	\$46,169	\$47,561	\$49,061	\$50,518	\$52,082	\$53,667	\$55,274	\$56,902	\$58,680	\$60,501	\$62,280	\$64,165	\$66,093	\$68,150	\$70,164	\$72,306	\$74,491	\$76,762	\$79,033	\$81,411	\$83,875	\$86,360	\$88,974
G	\$24.59	\$25.34	\$26.11	\$26.89	\$27.73	\$28.57	\$29.42	\$30.33	\$31.27	\$32.20	\$33.18	\$34.19	\$35.21	\$36.30	\$37.41	\$38.52	\$39.69	\$40.88	\$42.11	\$43.37	\$44.67	\$46.01	\$47.39
	\$51,139	\$52,703	\$54,310	\$55,938	\$57,673	\$59,430	\$61,187	\$63,094	\$65,043	\$66,971	\$69,007	\$71,106	\$73,227	\$75,498	\$77,812	\$80,126	\$82,547	\$85,032	\$87,581	\$90,216	\$92,916	\$95,701	\$98,572
H	\$27.23	\$28.06	\$28.90	\$29.82	\$30.71	\$31.66	\$32.62	\$33.61	\$34.66	\$35.68	\$36.77	\$37.89	\$39.03	\$40.23	\$41.45	\$42.69	\$43.99	\$45.32	\$46.67	\$48.08	\$49.52	\$51.00	\$52.53
	\$56,645	\$58,359	\$60,116	\$62,022	\$63,886	\$65,857	\$67,850	\$69,907	\$72,092	\$74,213	\$76,484	\$78,819	\$81,176	\$83,682	\$86,210	\$88,802	\$91,502	\$94,266	\$97,072	\$100,007	\$103,007	\$106,070	\$109,262
I	\$30.17	\$31.12	\$32.07	\$33.03	\$34.04	\$35.09	\$36.14	\$37.20	\$38.34	\$39.54	\$40.73	\$41.98	\$43.24	\$44.56	\$45.92	\$47.29	\$48.71	\$50.16	\$51.68	\$53.23	\$54.82	\$56.46	\$58.16
	\$62,751	\$64,722	\$66,714	\$68,707	\$70,806	\$72,992	\$75,177	\$77,383	\$79,740	\$82,247	\$84,710	\$87,324	\$89,938	\$92,680	\$95,508	\$98,358	\$101,314	\$104,335	\$107,484	\$110,719	\$114,019	\$117,446	\$120,981
J	\$33.46	\$34.46	\$35.50	\$36.58	\$37.71	\$38.82	\$40.03	\$41.25	\$42.49	\$43.82	\$45.14	\$46.48	\$47.91	\$49.37	\$50.84	\$52.39	\$53.94	\$55.55	\$57.23	\$58.95	\$60.71	\$62.54	\$64.41
	\$69,607	\$71,685	\$73,849	\$76,077	\$78,433	\$80,747	\$83,254	\$85,803	\$88,374	\$91,138	\$93,901	\$96,687	\$99,643	\$102,685	\$105,749	\$108,962	\$112,197	\$115,540	\$119,032	\$122,610	\$126,273	\$130,087	\$133,964
K	\$37.05	\$38.16	\$39.33	\$40.52	\$41.80	\$43.05	\$44.37	\$45.70	\$47.09	\$48.51	\$49.98	\$51.49	\$53.05	\$54.64	\$56.30	\$57.99	\$59.74	\$61.54	\$63.39	\$65.30	\$67.25	\$69.27	\$71.35
	\$77,062	\$79,376	\$81,797	\$84,282	\$86,939	\$89,552	\$92,295	\$95,058	\$97,951	\$100,907	\$103,949	\$107,099	\$110,334	\$113,654	\$117,104	\$120,617	\$124,259	\$128,008	\$131,843	\$135,828	\$139,877	\$144,076	\$148,404

II OT SCHEDULE
OFFICE/TECHNICAL - LOCAL 1810 OF THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES
EFFECTIVE JANUARY 1, 2027

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
C	\$19.70	\$19.86	\$20.02	\$20.19	\$20.37	\$20.63	\$20.83	\$21.05	\$21.28	\$21.88	\$22.60	\$23.24	\$23.96	\$24.70	\$25.43	\$26.20	\$27.02	\$27.81	\$28.63	\$29.49	\$30.38	\$31.28	\$32.23
	\$40,976	\$41,309	\$41,642	\$41,995	\$42,370	\$42,910	\$43,326	\$43,784	\$44,262	\$45,510	\$47,008	\$48,339	\$49,837	\$51,376	\$52,894	\$54,496	\$56,202	\$57,845	\$59,550	\$61,339	\$63,190	\$65,062	\$67,038
D	\$20.01	\$20.18	\$20.37	\$20.47	\$20.89	\$21.53	\$22.18	\$22.83	\$23.54	\$24.28	\$24.99	\$25.77	\$26.54	\$27.36	\$28.19	\$29.02	\$29.93	\$30.84	\$31.74	\$32.70	\$33.68	\$34.70	\$35.73
	\$41,621	\$41,974	\$42,370	\$42,578	\$43,451	\$44,782	\$46,134	\$47,486	\$48,963	\$50,502	\$51,979	\$53,602	\$55,203	\$56,909	\$58,635	\$60,362	\$62,254	\$64,147	\$66,019	\$68,016	\$70,054	\$72,176	\$74,318
E	\$20.53	\$21.12	\$21.80	\$22.47	\$23.14	\$23.85	\$24.57	\$25.32	\$26.07	\$26.94	\$27.74	\$28.52	\$29.40	\$30.30	\$31.21	\$32.14	\$33.11	\$34.11	\$35.12	\$36.17	\$37.26	\$38.38	\$39.51
	\$42,702	\$43,930	\$45,344	\$46,738	\$48,131	\$49,608	\$51,106	\$52,666	\$54,226	\$56,035	\$57,699	\$59,322	\$61,152	\$63,024	\$64,917	\$66,851	\$68,869	\$70,949	\$73,050	\$75,234	\$77,501	\$79,830	\$82,181
F	\$22.76	\$23.44	\$24.18	\$24.90	\$25.67	\$26.45	\$27.23	\$28.04	\$28.92	\$29.82	\$30.69	\$31.62	\$32.57	\$33.58	\$34.57	\$35.63	\$36.71	\$37.82	\$38.95	\$40.12	\$41.33	\$42.56	\$43.85
	\$47,341	\$48,755	\$50,294	\$51,792	\$53,394	\$55,016	\$56,638	\$58,323	\$60,154	\$62,026	\$63,835	\$65,770	\$67,746	\$69,846	\$71,906	\$74,110	\$76,357	\$78,666	\$81,016	\$83,450	\$85,966	\$88,525	\$91,208
G	\$25.20	\$25.97	\$26.76	\$27.56	\$28.42	\$29.28	\$30.16	\$31.09	\$32.05	\$33.01	\$34.01	\$35.04	\$36.09	\$37.21	\$38.35	\$39.48	\$40.68	\$41.90	\$43.16	\$44.45	\$45.79	\$47.16	\$48.57
	\$52,416	\$54,018	\$55,661	\$57,325	\$59,114	\$60,902	\$62,733	\$64,667	\$66,664	\$68,661	\$70,741	\$72,883	\$75,067	\$77,397	\$79,768	\$82,118	\$84,614	\$87,152	\$89,773	\$92,456	\$95,243	\$98,093	\$101,026
H	\$27.91	\$28.76	\$29.62	\$30.57	\$31.48	\$32.45	\$33.44	\$34.45	\$35.53	\$36.57	\$37.69	\$38.84	\$40.01	\$41.24	\$42.49	\$43.76	\$45.09	\$46.45	\$47.84	\$49.28	\$50.76	\$52.28	\$53.84
	\$58,053	\$59,821	\$61,610	\$63,586	\$65,478	\$67,496	\$69,555	\$71,656	\$73,902	\$76,066	\$78,395	\$80,787	\$83,221	\$85,779	\$88,379	\$91,021	\$93,787	\$96,616	\$99,507	\$102,502	\$105,581	\$108,742	\$111,987
I	\$30.92	\$31.90	\$32.87	\$33.86	\$34.89	\$35.97	\$37.04	\$38.13	\$39.30	\$40.53	\$41.75	\$43.03	\$44.32	\$45.67	\$47.07	\$48.47	\$49.93	\$51.41	\$52.97	\$54.56	\$56.19	\$57.87	\$59.61
	\$64,314	\$66,352	\$68,370	\$70,429	\$72,571	\$74,818	\$77,043	\$79,310	\$81,744	\$84,302	\$86,840	\$89,502	\$92,186	\$94,994	\$97,906	\$100,818	\$103,854	\$106,933	\$110,178	\$113,485	\$116,875	\$120,370	\$123,989
J	\$34.30	\$35.32	\$36.39	\$37.49	\$38.65	\$39.79	\$41.03	\$42.28	\$43.55	\$44.92	\$46.27	\$47.64	\$49.11	\$50.60	\$52.11	\$53.70	\$55.29	\$56.94	\$58.66	\$60.42	\$62.23	\$64.10	\$66.02
	\$71,344	\$73,466	\$75,691	\$77,979	\$80,392	\$82,763	\$85,342	\$87,942	\$90,584	\$93,434	\$96,242	\$99,091	\$102,149	\$105,248	\$108,389	\$111,696	\$115,003	\$118,435	\$122,013	\$125,674	\$129,438	\$133,328	\$137,322
K	\$37.98	\$39.11	\$40.31	\$41.53	\$42.85	\$44.13	\$45.48	\$46.84	\$48.27	\$49.72	\$51.23	\$52.78	\$54.38	\$56.01	\$57.71	\$59.44	\$61.23	\$63.08	\$64.97	\$66.93	\$68.93	\$71.00	\$73.13
	\$78,998	\$81,349	\$83,845	\$86,382	\$89,128	\$91,790	\$94,598	\$97,427	\$100,402	\$103,418	\$106,558	\$109,782	\$113,110	\$116,501	\$120,037	\$123,635	\$127,358	\$131,206	\$135,138	\$139,214	\$143,374	\$147,680	\$152,110

II

STEP BASED SALARY SCHEDULES

OT SCHEDULE

OFFICE/TECHNICAL - LOCAL 1810 OF THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES

EFFECTIVE JANUARY 1, 2027

COLA: 2.5%

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22	Step 23
OT-200	\$40,977 (\$19.70)	\$41,592 (\$20.00)	\$42,216 (\$20.30)	\$42,849 (\$20.60)	\$43,492 (\$20.91)	\$44,145 (\$21.22)	\$44,807 (\$21.54)	\$45,478 (\$21.86)	\$46,161 (\$22.19)	\$47,546 (\$22.86)	\$48,972 (\$23.54)	\$50,441 (\$24.25)	\$51,954 (\$24.98)	\$53,513 (\$25.73)	\$55,118 (\$26.50)	\$56,772 (\$27.29)	\$58,475 (\$28.11)	\$60,229 (\$28.96)	\$62,036 (\$29.83)	\$63,897 (\$30.72)	\$65,814 (\$31.64)	\$67,788 (\$32.59)	\$69,822 (\$33.57)
OT-201	\$42,001 (\$20.19)	\$42,842 (\$20.60)	\$43,699 (\$21.01)	\$44,573 (\$21.43)	\$45,464 (\$21.86)	\$46,828 (\$22.51)	\$48,233 (\$23.19)	\$49,680 (\$23.88)	\$51,170 (\$24.60)	\$52,706 (\$25.34)	\$54,287 (\$26.10)	\$55,915 (\$26.88)	\$57,593 (\$27.69)	\$59,321 (\$28.52)	\$61,100 (\$29.38)	\$62,933 (\$30.26)	\$64,821 (\$31.16)	\$66,765 (\$32.10)	\$68,768 (\$33.06)	\$70,832 (\$34.05)	\$72,956 (\$35.08)	\$75,146 (\$36.13)	\$77,400 (\$37.21)
OT-202	\$43,472 (\$20.90)	\$44,776 (\$21.53)	\$46,120 (\$22.17)	\$47,503 (\$22.84)	\$48,928 (\$23.52)	\$50,396 (\$24.23)	\$51,908 (\$24.96)	\$53,465 (\$25.70)	\$55,069 (\$26.48)	\$56,721 (\$27.27)	\$58,423 (\$28.09)	\$60,176 (\$28.93)	\$61,981 (\$29.80)	\$63,840 (\$30.69)	\$65,755 (\$31.61)	\$67,728 (\$32.56)	\$69,759 (\$33.54)	\$71,853 (\$34.54)	\$74,008 (\$35.58)	\$76,228 (\$36.65)	\$78,515 (\$37.75)	\$80,870 (\$38.88)	\$83,297 (\$40.05)
OT-203	\$45,863 (\$22.05)	\$47,239 (\$22.71)	\$48,656 (\$23.39)	\$50,115 (\$24.09)	\$51,619 (\$24.82)	\$53,168 (\$25.56)	\$54,763 (\$26.33)	\$56,406 (\$27.12)	\$58,098 (\$27.93)	\$59,841 (\$28.77)	\$61,636 (\$29.63)	\$63,485 (\$30.52)	\$65,390 (\$31.44)	\$67,352 (\$32.38)	\$69,372 (\$33.35)	\$71,453 (\$34.35)	\$73,596 (\$35.38)	\$75,805 (\$36.44)	\$78,078 (\$37.54)	\$80,420 (\$38.66)	\$82,833 (\$39.82)	\$85,319 (\$41.02)	\$87,878 (\$42.25)
OT-204	\$48,157 (\$23.15)	\$49,601 (\$23.85)	\$51,089 (\$24.56)	\$52,621 (\$25.30)	\$54,200 (\$26.06)	\$55,826 (\$26.84)	\$57,500 (\$27.64)	\$59,226 (\$28.47)	\$61,003 (\$29.33)	\$62,833 (\$30.21)	\$64,717 (\$31.11)	\$66,659 (\$32.05)	\$68,659 (\$33.01)	\$70,719 (\$34.00)	\$72,841 (\$35.02)	\$75,026 (\$36.07)	\$77,277 (\$37.15)	\$79,594 (\$38.27)	\$81,983 (\$39.41)	\$84,442 (\$40.60)	\$86,975 (\$41.81)	\$89,584 (\$43.07)	\$92,272 (\$44.36)
OT-205	\$50,564 (\$24.31)	\$52,081 (\$25.04)	\$53,643 (\$25.79)	\$55,253 (\$26.56)	\$56,910 (\$27.36)	\$58,618 (\$28.18)	\$60,376 (\$29.03)	\$62,187 (\$29.90)	\$64,053 (\$30.79)	\$65,974 (\$31.72)	\$67,953 (\$32.67)	\$69,992 (\$33.65)	\$72,092 (\$34.66)	\$74,255 (\$35.70)	\$76,482 (\$36.77)	\$78,776 (\$37.87)	\$81,140 (\$39.01)	\$83,574 (\$40.18)	\$86,082 (\$41.39)	\$88,664 (\$42.63)	\$91,324 (\$43.91)	\$94,063 (\$45.22)	\$96,886 (\$46.58)
OT-206	\$53,092 (\$25.53)	\$54,685 (\$26.29)	\$56,326 (\$27.08)	\$58,015 (\$27.89)	\$59,755 (\$28.73)	\$61,548 (\$29.59)	\$63,394 (\$30.48)	\$65,297 (\$31.39)	\$67,255 (\$32.33)	\$69,273 (\$33.30)	\$71,351 (\$34.30)	\$73,491 (\$35.33)	\$75,696 (\$36.39)	\$77,968 (\$37.48)	\$80,307 (\$38.61)	\$82,715 (\$39.77)	\$85,197 (\$40.96)	\$87,753 (\$42.19)	\$90,386 (\$43.45)	\$93,098 (\$44.76)	\$95,890 (\$46.10)	\$98,767 (\$47.48)	\$101,730 (\$48.91)
OT-207	\$55,747 (\$26.80)	\$57,419 (\$27.61)	\$59,141 (\$28.43)	\$60,916 (\$29.29)	\$62,743 (\$30.16)	\$64,625 (\$31.07)	\$66,565 (\$32.00)	\$68,561 (\$32.96)	\$70,618 (\$33.95)	\$72,737 (\$34.97)	\$74,919 (\$36.02)	\$77,166 (\$37.10)	\$79,482 (\$38.21)	\$81,866 (\$39.36)	\$84,322 (\$40.54)	\$86,851 (\$41.76)	\$89,457 (\$43.01)	\$92,140 (\$44.30)	\$94,905 (\$45.63)	\$97,752 (\$47.00)	\$100,68 (\$48.41)	\$103,705 (\$49.86)	\$106,816 (\$51.35)
OT-208	\$58,534 (\$28.14)	\$60,291 (\$28.99)	\$62,099 (\$29.86)	\$63,962 (\$30.75)	\$65,881 (\$31.67)	\$67,857 (\$32.62)	\$69,893 (\$33.60)	\$71,990 (\$34.61)	\$74,150 (\$35.65)	\$76,374 (\$36.72)	\$78,665 (\$37.82)	\$81,025 (\$38.95)	\$83,456 (\$40.12)	\$85,960 (\$41.33)	\$88,537 (\$42.57)	\$91,194 (\$43.84)	\$93,930 (\$45.16)	\$96,748 (\$46.51)	\$99,651 (\$47.91)	\$102,63 (\$49.35)	\$105,71 (\$50.83)	\$108,891 (\$52.35)	\$112,158 (\$53.92)
OT-209	\$61,461 (\$29.55)	\$63,304 (\$30.43)	\$65,203 (\$31.35)	\$67,160 (\$32.29)	\$69,174 (\$33.26)	\$71,250 (\$34.25)	\$73,387 (\$35.28)	\$75,589 (\$36.34)	\$77,857 (\$37.43)	\$80,192 (\$38.55)	\$82,598 (\$39.71)	\$85,076 (\$40.90)	\$87,628 (\$42.13)	\$90,257 (\$43.39)	\$92,964 (\$44.69)	\$95,753 (\$46.04)	\$98,627 (\$47.42)	\$101,585 (\$48.84)	\$104,633 (\$50.30)	\$107,772 (\$51.81)	\$111,004 (\$53.37)	\$114,335 (\$54.97)	\$117,765 (\$56.62)
OT-210	\$64,842 (\$31.17)	\$66,786 (\$32.11)	\$68,790 (\$33.07)	\$70,853 (\$34.06)	\$72,979 (\$35.09)	\$75,168 (\$36.14)	\$77,423 (\$37.22)	\$79,746 (\$38.34)	\$82,138 (\$39.49)	\$84,602 (\$40.67)	\$87,141 (\$41.89)	\$89,755 (\$43.15)	\$92,448 (\$44.45)	\$95,221 (\$45.78)	\$98,078 (\$47.15)	\$101,020 (\$48.57)	\$104,051 (\$50.02)	\$107,172 (\$51.53)	\$110,387 (\$53.07)	\$113,699 (\$54.66)	\$117,110 (\$56.30)	\$120,623 (\$57.99)	\$124,242 (\$59.73)
OT-211	\$68,084 (\$32.73)	\$70,125 (\$33.71)	\$72,230 (\$34.73)	\$74,397 (\$35.77)	\$76,628 (\$36.84)	\$78,927 (\$37.95)	\$81,295 (\$39.08)	\$83,733 (\$40.26)	\$86,246 (\$41.46)	\$88,833 (\$42.71)	\$91,498 (\$43.99)	\$94,243 (\$45.31)	\$97,071 (\$46.67)	\$99,983 (\$48.07)	\$102,982 (\$49.51)	\$106,071 (\$51.00)	\$109,254 (\$52.53)	\$112,531 (\$54.10)	\$115,907 (\$55.72)	\$119,384 (\$57.40)	\$122,965 (\$59.12)	\$126,654 (\$60.89)	\$130,454 (\$62.72)
OT-212	\$71,692 (\$34.47)	\$73,842 (\$35.50)	\$76,057 (\$36.57)	\$78,340 (\$37.66)	\$80,689 (\$38.79)	\$83,110 (\$39.96)	\$85,603 (\$41.16)	\$88,172 (\$42.39)	\$90,817 (\$43.66)	\$93,542 (\$44.97)	\$96,347 (\$46.32)	\$99,237 (\$47.71)	\$102,215 (\$49.14)	\$105,282 (\$50.62)	\$108,440 (\$52.13)	\$111,693 (\$53.70)	\$115,044 (\$55.31)	\$118,495 (\$56.97)	\$122,050 (\$58.68)	\$125,711 (\$60.44)	\$129,483 (\$62.25)	\$133,367 (\$64.12)	\$137,368 (\$66.04)
OT-213	\$75,276 (\$36.19)	\$77,534 (\$37.28)	\$79,861 (\$38.39)	\$82,256 (\$39.55)	\$84,723 (\$40.73)	\$87,265 (\$41.95)	\$89,883 (\$43.21)	\$92,580 (\$44.51)	\$95,358 (\$45.85)	\$98,219 (\$47.22)	\$101,164 (\$48.64)	\$104,199 (\$50.10)	\$107,326 (\$51.60)	\$110,545 (\$53.15)	\$113,862 (\$54.74)	\$117,277 (\$56.38)	\$120,796 (\$58.08)	\$124,420 (\$59.82)	\$128,153 (\$61.61)	\$131,997 (\$63.46)	\$135,957 (\$65.36)	\$140,036 (\$67.33)	\$144,237 (\$69.34)
OT-214	\$79,792 (\$38.36)	\$82,187 (\$39.51)	\$84,652 (\$40.70)	\$87,192 (\$41.92)	\$89,807 (\$43.18)	\$92,501 (\$44.47)	\$95,277 (\$45.81)	\$98,135 (\$47.18)	\$101,079 (\$48.60)	\$104,111 (\$50.05)	\$107,234 (\$51.55)	\$110,452 (\$53.10)	\$113,765 (\$54.69)	\$117,178 (\$56.34)	\$120,694 (\$58.03)	\$124,314 (\$59.77)	\$128,044 (\$61.56)	\$131,885 (\$63.41)	\$135,841 (\$65.31)	\$139,917 (\$67.27)	\$144,114 (\$69.29)	\$148,437 (\$71.36)	\$152,891 (\$73.51)
OT-215	\$83,782 (\$40.28)	\$86,296 (\$41.49)	\$88,885 (\$42.73)	\$91,551 (\$44.01)	\$94,298 (\$45.34)	\$97,127 (\$46.70)	\$100,040 (\$48.10)	\$103,041 (\$49.54)	\$106,133 (\$51.03)	\$109,317 (\$52.56)	\$112,596 (\$54.13)	\$115,975 (\$55.76)	\$119,454 (\$57.43)	\$123,037 (\$59.15)	\$126,728 (\$60.93)	\$130,530 (\$62.75)	\$134,446 (\$64.64)	\$138,480 (\$66.58)	\$142,634 (\$68.57)	\$146,912 (\$70.63)	\$151,320 (\$72.75)	\$155,859 (\$74.93)	\$160,536 (\$77.18)

NOTES:

1. THIS SALARY SCHEDULE STILL OPERATES ON A STEP-BASED SCALE.
2. THIS TABLE REFLECTS ANNUAL AND HOURLY RATES IN PARENTHESIS. EACH CLASSIFICATION IS ASSIGNED TO A SPECIFIC PAY GRADE. SEE POSITION CLASSIFICATION CODES AND PAY GRADES SECTION.

OS SCHEDULE
OPERATIONS SUPERVISOR - LOCAL 3888 OF THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES
Effective January 1, 2026

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
I		\$32.03	\$32.99	\$34.02	\$35.02	\$36.10	\$37.18	\$38.27	\$39.46	\$40.70	\$41.92	\$43.19	\$44.49	\$45.85	\$47.24	\$48.65	\$50.13	\$51.62	\$53.17	\$54.77	\$56.41	\$58.09
		\$66,629	\$68,621	\$70,763	\$72,842	\$75,091	\$77,341	\$79,612	\$82,075	\$84,646	\$87,196	\$89,831	\$92,530	\$95,358	\$98,250	\$101,186	\$104,271	\$107,377	\$110,591	\$113,911	\$117,339	\$120,831
J		\$35.46	\$36.52	\$37.63	\$38.79	\$39.92	\$41.18	\$42.43	\$43.70	\$45.06	\$46.44	\$47.83	\$49.28	\$50.80	\$52.31	\$53.89	\$55.50	\$57.15	\$58.85	\$60.62	\$62.44	\$64.31
		\$73,763	\$75,970	\$78,262	\$80,683	\$83,039	\$85,653	\$88,245	\$90,902	\$93,730	\$96,601	\$99,493	\$102,492	\$105,663	\$108,812	\$112,090	\$115,433	\$118,882	\$122,417	\$126,080	\$129,872	\$133,771

II OS SCHEDULE
OPERATIONS SUPERVISOR - LOCAL 3888 OF THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES
Effective January 1, 2027

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
I	-	\$32.67	\$33.65	\$34.70	\$35.72	\$36.82	\$37.92	\$39.04	\$40.25	\$41.51	\$42.76	\$44.05	\$45.38	\$46.77	\$48.18	\$49.62	\$51.13	\$52.65	\$54.23	\$55.87	\$57.54	\$59.25
	-	\$67,954	\$69,992	\$72,176	\$74,298	\$76,586	\$78,874	\$81,203	\$83,720	\$86,341	\$88,941	\$91,624	\$94,390	\$97,282	\$100,214	\$103,210	\$106,350	\$109,512	\$112,798	\$116,210	\$119,683	\$123,240
J	-	\$36.17	\$37.25	\$38.38	\$39.57	\$40.72	\$42.00	\$43.28	\$44.57	\$45.96	\$47.37	\$48.79	\$50.27	\$51.82	\$53.36	\$54.97	\$56.61	\$58.29	\$60.03	\$61.83	\$63.69	\$65.60
	-	\$75,234	\$77,480	\$79,830	\$82,306	\$84,698	\$87,360	\$90,022	\$92,706	\$95,597	\$98,530	\$101,483	\$104,562	\$107,786	\$110,989	\$114,338	\$117,749	\$121,243	\$124,862	\$128,606	\$132,475	\$136,448

II

STEP BASED SALARY SCHEDULES

OS SCHEDULE
OPERATIONS SUPERVISOR - LOCAL 3888 OF THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES
EFFECTIVE January 1, 2027
COLA: 2.0%

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22
OS-300	\$63,650 (\$30.60)	\$65,559 (\$31.52)	\$67,526 (\$32.46)	\$69,552 (\$33.44)	\$71,639 (\$34.44)	\$73,788 (\$35.48)	\$76,001 (\$36.54)	\$78,282 (\$37.64)	\$80,630 (\$38.76)	\$83,048 (\$39.93)	\$85,540 (\$41.13)	\$88,107 (\$42.36)	\$90,749 (\$43.63)	\$93,472 (\$44.94)	\$96,277 (\$46.29)	\$99,164 (\$47.68)	\$102,140 (\$49.11)	\$105,204 (\$50.58)	\$108,360 (\$52.10)	\$111,610 (\$53.66)	\$114,959 (\$55.27)	\$118,408 (\$56.93)
OS-301	\$70,015 (\$33.66)	\$72,115 (\$34.67)	\$74,279 (\$35.71)	\$76,507 (\$36.78)	\$78,802 (\$37.89)	\$81,167 (\$39.02)	\$83,601 (\$40.19)	\$86,109 (\$41.40)	\$88,693 (\$42.64)	\$91,354 (\$43.92)	\$94,094 (\$45.24)	\$96,917 (\$46.59)	\$99,824 (\$47.99)	\$102,819 (\$49.43)	\$105,904 (\$50.92)	\$109,081 (\$52.44)	\$112,354 (\$54.02)	\$115,724 (\$55.64)	\$119,196 (\$57.31)	\$122,772 (\$59.03)	\$126,455 (\$60.80)	\$130,249 (\$62.62)
OS-302	\$77,016 (\$37.03)	\$79,327 (\$38.14)	\$81,707 (\$39.28)	\$84,158 (\$40.46)	\$86,683 (\$41.67)	\$89,284 (\$42.93)	\$91,962 (\$44.21)	\$94,720 (\$45.54)	\$97,562 (\$46.90)	\$100,489 (\$48.31)	\$103,503 (\$49.76)	\$106,609 (\$51.25)	\$109,807 (\$52.79)	\$113,102 (\$54.38)	\$116,494 (\$56.01)	\$119,990 (\$57.69)	\$123,589 (\$59.42)	\$127,297 (\$61.20)	\$131,116 (\$63.04)	\$135,049 (\$64.93)	\$139,100 (\$66.88)	\$143,273 (\$68.88)
OS-303	\$84,718 (\$40.73)	\$87,260 (\$41.95)	\$89,877 (\$43.21)	\$92,574 (\$44.51)	\$95,351 (\$45.84)	\$98,212 (\$47.22)	\$101,157 (\$48.63)	\$104,193 (\$50.09)	\$107,318 (\$51.60)	\$110,538 (\$53.14)	\$113,854 (\$54.74)	\$117,269 (\$56.38)	\$120,788 (\$58.07)	\$124,411 (\$59.81)	\$128,144 (\$61.61)	\$131,988 (\$63.46)	\$135,948 (\$65.36)	\$140,027 (\$67.32)	\$144,227 (\$69.34)	\$148,554 (\$71.42)	\$153,010 (\$73.56)	\$157,601 (\$75.77)

- NOTES:
- 1. THIS SALARY SCHEDULE STILL OPERATES ON A STEP-BASED SCALE.
 - 2. THIS TABLE REFLECTS THE MINIMUM (STEP 1), MIDPOINT (STEP 12), AND MAXIMUM (STEP 23) ANNUAL AND HOURLY RATES FOR EACH PAY GRADE. HOURLY RATES ARE IN PARENTHESIS. EACH CLASSIFICATION IS ASSIGNED TO A SPECIFIC PAY GRADE. SEE POSITION CLASSIFICATION CODES AND PAY GRADES SECTION.

STEP BASED SALARY SCHEDULES

H SCHEDULE SKILLED TRADES - LOCAL 3085 OF THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES Effective January 1, 2026

	ENTRY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
H3	\$20.03	\$20.54	\$21.06	\$21.58	\$22.13	\$22.67	\$23.25	\$23.81	\$24.42	\$25.02	\$25.66	\$26.31	\$26.96	\$27.62	\$28.31	\$29.04	\$29.76	\$30.66	\$31.57	\$32.53
	\$41,670	\$42,719	\$43,812	\$44,883	\$46,040	\$47,154	\$48,354	\$49,532	\$50,796	\$52,039	\$53,367	\$54,717	\$56,067	\$57,459	\$58,895	\$60,394	\$61,894	\$63,779	\$65,665	\$67,657
H4	\$21.03	\$21.56	\$22.09	\$22.65	\$23.22	\$23.79	\$24.40	\$25.00	\$25.62	\$26.28	\$26.91	\$27.59	\$28.28	\$29.00	\$29.73	\$30.47	\$31.23	\$32.17	\$33.14	\$34.13
	\$43,748	\$44,840	\$45,954	\$47,111	\$48,290	\$49,489	\$50,753	\$51,996	\$53,281	\$54,653	\$55,981	\$57,395	\$58,830	\$60,330	\$61,830	\$63,372	\$64,958	\$66,907	\$68,921	\$70,999
H5	\$22.08	\$22.64	\$23.21	\$23.78	\$24.39	\$24.99	\$25.61	\$26.27	\$26.90	\$27.58	\$28.27	\$28.99	\$29.72	\$30.46	\$31.22	\$31.99	\$32.81	\$33.78	\$34.79	\$35.83
	\$45,933	\$47,090	\$48,268	\$49,468	\$50,732	\$51,975	\$53,260	\$54,631	\$55,959	\$57,373	\$58,809	\$60,309	\$61,808	\$63,351	\$64,936	\$66,543	\$68,235	\$70,271	\$72,370	\$74,534
H6	\$23.20	\$23.77	\$24.38	\$24.98	\$25.60	\$26.25	\$26.89	\$27.57	\$28.26	\$28.98	\$29.71	\$30.45	\$31.21	\$31.98	\$32.80	\$33.60	\$34.44	\$35.47	\$36.53	\$37.63
	\$48,247	\$49,447	\$50,711	\$51,953	\$53,239	\$54,610	\$55,938	\$57,352	\$58,787	\$60,287	\$61,787	\$63,329	\$64,915	\$66,522	\$68,214	\$69,885	\$71,642	\$73,784	\$75,991	\$78,262
H7	\$24.36	\$24.96	\$25.57	\$26.22	\$26.87	\$27.55	\$28.24	\$28.96	\$29.68	\$30.43	\$31.18	\$31.96	\$32.77	\$33.58	\$34.42	\$35.28	\$36.16	\$37.24	\$38.36	\$39.51
	\$50,668	\$51,910	\$53,196	\$54,546	\$55,895	\$57,309	\$58,745	\$60,244	\$61,744	\$63,286	\$64,850	\$66,479	\$68,171	\$69,842	\$71,599	\$73,377	\$75,220	\$77,469	\$79,783	\$82,182
H8	\$26.05	\$26.71	\$27.38	\$28.06	\$28.75	\$29.47	\$30.21	\$30.97	\$31.74	\$32.54	\$33.35	\$34.19	\$35.04	\$35.92	\$36.80	\$37.74	\$38.66	\$39.83	\$41.01	\$42.24
	\$54,181	\$55,552	\$56,945	\$58,359	\$59,794	\$61,294	\$62,837	\$64,422	\$66,029	\$67,678	\$69,371	\$71,106	\$72,884	\$74,705	\$76,548	\$78,498	\$80,404	\$82,847	\$85,310	\$87,860
H9	\$27.35	\$28.03	\$28.73	\$29.45	\$30.19	\$30.95	\$31.72	\$32.52	\$33.33	\$34.17	\$35.02	\$35.89	\$36.78	\$37.71	\$38.64	\$39.61	\$40.59	\$41.81	\$43.07	\$44.35
	\$56,881	\$58,295	\$59,752	\$61,251	\$62,794	\$64,379	\$65,986	\$67,636	\$69,328	\$71,063	\$72,842	\$74,641	\$76,505	\$78,433	\$80,361	\$82,397	\$84,432	\$86,960	\$89,595	\$92,252
H10	\$29.26	\$29.99	\$30.75	\$31.51	\$32.30	\$33.11	\$33.94	\$34.78	\$35.66	\$36.55	\$37.47	\$38.41	\$39.38	\$40.37	\$41.36	\$42.41	\$43.47	\$44.78	\$46.11	\$47.50
	\$60,866	\$62,387	\$63,951	\$65,536	\$67,186	\$68,878	\$70,592	\$72,349	\$74,170	\$76,034	\$77,941	\$79,890	\$81,904	\$83,961	\$86,039	\$88,203	\$90,409	\$93,152	\$95,915	\$98,807
HW	\$29.74	\$30.47	\$31.23	\$31.99	\$32.78	\$33.60	\$34.42	\$35.26	\$36.14	\$37.04	\$37.95	\$38.89	\$39.86	\$40.85	\$41.85	\$42.89	\$43.95	\$45.27	\$46.59	\$47.98
	\$61,866	\$63,387	\$64,951	\$66,536	\$68,186	\$69,878	\$71,592	\$73,349	\$75,170	\$77,034	\$78,941	\$80,890	\$82,904	\$84,961	\$87,039	\$89,203	\$91,409	\$94,152	\$96,915	\$99,807

Note: HW = Includes Welder premium

STEP BASED SALARY SCHEDULES

H SCHEDULE

SKILLED TRADES - LOCAL 3085 OF THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES

Effective January 1, 2027

COLA: 2.0%

	ENTRY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
H3	\$20.43	\$20.95	\$21.48	\$22.01	\$22.58	\$23.12	\$23.71	\$24.29	\$24.91	\$25.52	\$26.17	\$26.83	\$27.49	\$28.18	\$28.88	\$29.62	\$30.35	\$31.28	\$32.20	\$33.18
	\$42,494	\$43,576	\$44,678	\$45,781	\$46,966	\$48,090	\$49,317	\$50,523	\$51,813	\$53,082	\$54,434	\$55,806	\$57,179	\$58,614	\$60,070	\$61,610	\$63,128	\$65,062	\$66,976	\$69,014
H4	\$21.45	\$21.99	\$22.54	\$23.10	\$23.68	\$24.27	\$24.89	\$25.50	\$26.13	\$26.80	\$27.45	\$28.15	\$28.85	\$29.58	\$30.32	\$31.08	\$31.85	\$32.81	\$33.80	\$34.82
	\$44,616	\$45,739	\$46,883	\$48,048	\$49,254	\$50,482	\$51,771	\$53,040	\$54,350	\$55,744	\$57,096	\$58,552	\$60,008	\$61,526	\$63,066	\$64,646	\$66,248	\$68,245	\$70,304	\$72,426
H5	\$22.52	\$23.09	\$23.67	\$24.26	\$24.88	\$25.49	\$26.12	\$26.79	\$27.44	\$28.14	\$28.84	\$29.57	\$30.31	\$31.07	\$31.84	\$32.63	\$33.46	\$34.46	\$35.49	\$36.55
	\$46,842	\$48,027	\$49,234	\$50,461	\$51,750	\$53,019	\$54,330	\$55,723	\$57,075	\$58,531	\$59,987	\$61,506	\$63,045	\$64,626	\$66,227	\$67,870	\$69,597	\$71,677	\$73,819	\$76,024
H6	\$23.66	\$24.25	\$24.87	\$25.48	\$26.11	\$26.78	\$27.43	\$28.12	\$28.83	\$29.56	\$30.30	\$31.06	\$31.83	\$32.62	\$33.45	\$34.27	\$35.13	\$36.18	\$37.26	\$38.38
	\$49,213	\$50,440	\$51,730	\$52,998	\$54,309	\$55,702	\$57,054	\$58,490	\$59,966	\$61,485	\$63,024	\$64,605	\$66,206	\$67,850	\$69,576	\$71,282	\$73,070	\$75,254	\$77,501	\$79,830
H7	\$24.85	\$25.46	\$26.09	\$26.75	\$27.41	\$28.10	\$28.81	\$29.54	\$30.28	\$31.03	\$31.80	\$32.60	\$33.43	\$34.25	\$35.11	\$35.98	\$36.89	\$37.99	\$39.12	\$40.30
	\$51,688	\$52,957	\$54,267	\$55,640	\$57,013	\$58,448	\$59,925	\$61,443	\$62,982	\$64,542	\$66,144	\$67,808	\$69,534	\$71,240	\$73,029	\$74,838	\$76,731	\$79,019	\$81,370	\$83,824
H8	\$26.57	\$27.24	\$27.92	\$28.62	\$29.32	\$30.06	\$30.81	\$31.59	\$32.38	\$33.19	\$34.02	\$34.87	\$35.74	\$36.63	\$37.54	\$38.49	\$39.43	\$40.63	\$41.83	\$43.09
	\$55,266	\$56,659	\$58,074	\$59,530	\$60,986	\$62,525	\$64,085	\$65,707	\$67,350	\$69,035	\$70,762	\$72,530	\$74,339	\$76,190	\$78,083	\$80,059	\$82,014	\$84,510	\$87,006	\$89,627
H9	\$27.89	\$28.59	\$29.30	\$30.04	\$30.79	\$31.57	\$32.36	\$33.17	\$34.00	\$34.85	\$35.72	\$36.60	\$37.52	\$38.46	\$39.41	\$40.41	\$41.40	\$42.64	\$43.94	\$45.24
	\$58,011	\$59,467	\$60,944	\$62,483	\$64,043	\$65,666	\$67,309	\$68,994	\$70,720	\$72,488	\$74,298	\$76,128	\$78,042	\$79,997	\$81,973	\$84,053	\$86,112	\$88,691	\$91,395	\$94,099
H10	\$29.85	\$30.59	\$31.36	\$32.14	\$32.95	\$33.78	\$34.62	\$35.48	\$36.37	\$37.29	\$38.22	\$39.18	\$40.16	\$41.17	\$42.19	\$43.25	\$44.34	\$45.68	\$47.04	\$48.45
	\$62,088	\$63,627	\$65,229	\$66,851	\$68,536	\$70,262	\$72,010	\$73,798	\$75,650	\$77,563	\$79,498	\$81,494	\$83,533	\$85,634	\$87,755	\$89,960	\$92,227	\$95,014	\$97,843	\$100,776
HW	\$30.33	\$31.07	\$31.84	\$32.62	\$33.43	\$34.26	\$35.10	\$35.96	\$36.85	\$37.77	\$38.70	\$39.66	\$40.64	\$41.65	\$42.67	\$43.73	\$44.82	\$46.16	\$47.52	\$48.93
	\$63,088	\$64,627	\$66,229	\$67,851	\$69,536	\$71,262	\$73,010	\$74,798	\$76,650	\$78,563	\$80,498	\$82,494	\$84,533	\$86,634	\$88,755	\$90,960	\$93,227	\$96,014	\$98,843	\$101,776

NOTE:

1. 10 Year Longevity (\$0.75/Hour);
2. 15 Year Longevity (\$1.45/Hour);
3. W = Welder Premium (\$1,000/Year) added to base pay

STEP BASED SALARY SCHEDULES

P SCHEDULE POLICE OFFICERS – LODGE 21 OF THE HOWARD COUNTY POLICE OFFICER’S ASSOCIATION Effective January 1, 2026 *

	1	2	3	4	5	6	7	8	9	10	11	12	13	PL 14	PL 15	PL 16	PL 17	PL 18	PL 19	PL 20	PL 21
	Hire	12 MOS.	24 MOS.	36 MOS.	48 MOS.	60 MOS.	72 MOS.	84 MOS.	96 MOS.	108 MOS.	120 MOS.	132 MOS.	144 MOS.	156 MOS.	168 MOS.	180 MOS.	192 MOS.	204 MOS.	216 MOS.	228 MOS.	240 MOS.
PO	\$33.43	\$34.60	\$35.81	\$37.06	\$38.36	\$39.71	\$41.10	\$42.54	\$44.02	\$45.58	\$47.16	\$48.81	\$50.51	\$52.15	\$53.86	\$55.60	\$57.40	\$59.28	\$61.19	\$63.19	\$65.71
	\$69,534	\$71,968	\$74,485	\$77,085	\$79,789	\$82,597	\$85,488	\$88,483	\$91,562	\$94,806	\$98,093	\$101,525	\$105,061	\$108,472	\$112,029	\$115,648	\$119,392	\$123,302	\$127,275	\$131,435	\$136,677
LAT	\$35.81	\$37.06	\$38.36	\$39.71	\$41.10	\$42.54	\$44.02	\$45.58	\$47.16	\$48.81	\$50.51	\$50.51	\$50.51	\$52.15	\$53.86	\$55.60	\$57.40	\$59.28	\$61.19	\$63.19	\$65.71
	\$74,485	\$77,085	\$79,789	\$82,597	\$85,488	\$88,483	\$91,562	\$94,806	\$98,093	\$101,525	\$105,061	\$105,061	\$105,061	\$108,472	\$112,029	\$115,648	\$119,392	\$123,302	\$127,275	\$131,435	\$136,677
PFC				\$38.38	\$39.73	\$41.13	\$42.56	\$44.04	\$45.60	\$47.18	\$48.83	\$50.54	\$52.31	\$54.01	\$55.76	\$57.58	\$59.44	\$61.39	\$63.38	\$65.44	\$68.04
				\$79,830	\$82,638	\$85,550	\$88,525	\$91,603	\$94,848	\$98,134	\$101,566	\$105,123	\$108,805	\$112,341	\$115,981	\$119,766	\$123,635	\$127,691	\$131,830	\$136,115	\$141,523
LAT				\$41.13	\$42.56	\$44.04	\$45.60	\$47.18	\$48.83	\$50.54	\$52.31	\$52.31	\$52.31	\$54.01	\$55.76	\$57.58	\$59.44	\$61.39	\$63.38	\$65.44	\$68.04
				\$85,550	\$88,525	\$91,603	\$94,848	\$98,134	\$101,566	\$105,123	\$108,805	\$108,805	\$108,805	\$112,341	\$115,981	\$119,766	\$123,635	\$127,691	\$131,830	\$136,115	\$141,523
CPL					\$42.53	\$44.01	\$45.56	\$47.14	\$48.80	\$50.50	\$52.28	\$54.11	\$56.00	\$57.82	\$59.70	\$61.64	\$63.64	\$65.71	\$67.85	\$70.05	\$72.85
					\$88,462	\$91,541	\$94,765	\$98,051	\$101,504	\$105,040	\$108,742	\$112,549	\$116,480	\$120,266	\$124,176	\$128,211	\$132,371	\$136,677	\$141,128	\$145,704	\$151,528
LAT					\$45.56	\$47.14	\$48.80	\$50.50	\$52.28	\$54.11	\$56.00	\$56.00	\$56.00	\$57.82	\$59.70	\$61.64	\$63.64	\$65.71	\$67.85	\$70.05	\$72.85
					\$94,765	\$98,051	\$101,504	\$105,040	\$108,742	\$112,549	\$116,480	\$116,480	\$116,480	\$120,266	\$124,176	\$128,211	\$132,371	\$136,677	\$141,128	\$145,704	\$151,528

NOTES:

1. LAT = Laterally Hired Officers
2. Steps PL14-PL21 reflect the renumbering of Steps 13A-PL20

STEP BASED SALARY SCHEDULES

P SCHEDULE POLICE OFFICERS – LODGE 21 OF THE HOWARD COUNTY POLICE OFFICER’S ASSOCIATION Effective January 1, 2027 COLA: 4.0%

	1 Hire	2 12 MOS.	3 24 MOS.	4 36 MOS.	5 48 MOS.	6 60 MOS.	7 72 MOS.	8 84 MOS.	9 96 MOS.	10 108 MOS.	11 120 MOS.	12 132 MOS.	13 144 MOS.	14 156 MOS.	15 168 MOS.	16 180 MOS.	17 192 MOS.	18 204MOS.	19 216 MOS.	PL 20 228 MOS.	PL 21 240 MOS.
PO	\$34.77	\$35.98	\$37.24	\$38.54	\$39.89	\$41.30	\$42.74	\$44.24	\$45.78	\$47.40	\$49.05	\$50.76	\$52.53	\$54.24	\$56.01	\$57.82	\$59.70	\$61.65	\$63.64	\$65.72	\$68.34
	\$72,322	\$74,838	\$77,459	\$80,163	\$82,971	\$85,904	\$88,899	\$92,019	\$95,222	\$98,592	\$102,024	\$105,581	\$109,262	\$112,819	\$116,501	\$120,266	\$124,176	\$128,232	\$132,371	\$136,698	\$142,147
LAT	\$37.24	\$38.54	\$39.89	\$41.30	\$42.74	\$44.24	\$45.78	\$47.40	\$49.05	\$50.76	\$52.53	\$52.53	\$52.53	\$54.24	\$56.01	\$57.82	\$59.70	\$61.65	\$63.64	\$65.72	\$68.34
	\$77,459	\$80,163	\$82,971	\$85,904	\$88,899	\$92,019	\$95,222	\$98,592	\$102,024	\$105,581	\$109,262	\$109,262	\$109,262	\$112,819	\$116,501	\$120,266	\$124,176	\$128,232	\$132,371	\$136,698	\$142,147
PFC	-	-	-	\$39.92	\$41.32	\$42.78	\$44.26	\$45.80	\$47.42	\$49.07	\$50.78	\$52.56	\$54.40	\$56.17	\$57.99	\$59.88	\$61.82	\$63.85	\$65.92	\$68.06	\$70.76
	-	-	-	\$83,034	\$85,946	\$88,982	\$92,061	\$95,264	\$98,634	\$102,066	\$105,622	\$109,325	\$113,152	\$116,834	\$120,619	\$124,550	\$128,586	\$132,808	\$137,114	\$141,565	\$147,181
LAT	-	-	-	\$42.78	\$44.26	\$45.80	\$47.42	\$49.07	\$50.78	\$52.56	\$54.40	\$54.40	\$54.40	\$56.17	\$57.99	\$59.88	\$61.82	\$63.85	\$65.92	\$68.06	\$70.76
	-	-	-	\$88,982	\$92,061	\$95,264	\$98,634	\$102,066	\$105,622	\$109,325	\$113,152	\$113,152	\$113,152	\$116,834	\$120,619	\$124,550	\$128,586	\$132,808	\$137,114	\$141,565	\$147,181
CPL	-	-	-	-	\$44.23	\$45.77	\$47.38	\$49.03	\$50.75	\$52.52	\$54.37	\$56.27	\$58.24	\$60.13	\$62.09	\$64.11	\$66.19	\$68.34	\$70.56	\$72.85	\$75.76
	-	-	-	-	\$91,998	\$95,202	\$98,550	\$101,982	\$105,560	\$109,242	\$113,090	\$117,042	\$121,139	\$125,070	\$129,147	\$133,349	\$137,675	\$142,147	\$146,765	\$151,528	\$157,581
LAT	-	-	-	-	\$47.38	\$49.03	\$50.75	\$52.52	\$54.37	\$56.27	\$58.24	\$58.24	\$58.24	\$60.13	\$62.09	\$64.11	\$66.19	\$68.34	\$70.56	\$72.85	\$75.76
	-	-	-	-	\$98,550	\$101,982	\$105,560	\$109,242	\$113,090	\$117,042	\$121,139	\$121,139	\$121,139	\$125,070	\$129,147	\$133,349	\$137,675	\$142,147	\$146,765	\$151,528	\$157,581

NOTES:

1. LAT = Laterally Hired Officers

STEP BASED SALARY SCHEDULES

PS SCHEDULE
POLICE SERGEANTS – THE FRATERNAL ORDER OF THE POLICE LODGE 143
HOWARD COUNTY POLICE SUPERVISORS' ALLIANCE
Effective January 1, 2026

	1	2	3	4	5	6	7	8	9	L14	L15	L16	L17	L18	L19	L20	L21
	60 mos.	72 mos.	84 mos.	96 mos.	108 mos.	120 mos.	132 mos.	144 mos.	156 mos.	168 mos.	180 mos.	192 mos.	204 mos.	216 mos.	228 mos.	240 mos.	252 mos.
Hourly	\$47.05	\$48.70	\$50.40	\$52.17	\$53.95	\$55.92	\$57.80	\$59.92	\$62.02	\$64.01	\$66.08	\$68.25	\$70.47	\$72.77	\$75.13	\$78.14	\$80.68
Annual	\$97,864	\$101,296	\$104,832	\$108,514	\$112,216	\$116,314	\$120,224	\$124,634	\$129,002	\$133,141	\$137,446	\$141,960	\$146,578	\$151,362	\$156,270	\$162,531	\$167,814
Lateral	\$50.38	\$52.13	\$53.95	\$55.92	\$57.80	\$59.92	\$59.92	\$59.92	\$62.02	\$64.01	\$66.08	\$68.25	\$70.47	\$72.77	\$75.13	\$78.14	\$80.68
	\$104,790	\$108,430	\$112,216	\$116,314	\$120,224	\$124,634	\$124,634	\$124,634	\$129,002	\$133,141	\$137,446	\$141,960	\$146,578	\$151,362	\$156,270	\$162,531	\$167,814

PSS SCHEDULE
POLICE SERGEANTS – THE FRATERNAL ORDER OF THE POLICE LODGE 143
HOWARD COUNTY POLICE SUPERVISORS' ALLIANCE
Effective January 1, 2027
COLA: 4.0%

	1	2	3	4	5	6	7	8	9	L14	L15	L16	L17	L18	L19	L20	L21
	60 MOS.	72 MOS.	84 MOS.	96 MOS.	108 MOS.	120 MOS.	132 MOS.	144 MOS.	156 MOS.	168 MOS.	180 MOS.	192 MOS.	204 MOS.	216 MOS.	228 MOS.	240 MOS.	252 MOS.
Hourly	\$48.93	\$50.65	\$52.42	\$54.26	\$56.11	\$58.16	\$60.11	\$62.32	\$64.50	\$66.57	\$68.72	\$70.98	\$73.29	\$75.68	\$78.14	\$81.27	\$83.91
Annual	\$101,774	\$105,352	\$109,034	\$112,861	\$116,709	\$120,973	\$125,029	\$129,626	\$134,160	\$138,466	\$142,938	\$147,638	\$152,443	\$157,414	\$162,531	\$169,042	\$174,533
Lateral	\$52.40	\$54.22	\$56.11	\$58.16	\$60.11	\$62.32	\$62.32	\$62.32	\$64.50	\$66.57	\$68.72	\$70.98	\$73.29	\$75.68	\$78.14	\$81.27	\$83.91
	\$108,992	\$112,778	\$116,709	\$120,973	\$125,029	\$129,626	\$129,626	\$129,626	\$134,160	\$138,466	\$142,938	\$147,638	\$152,443	\$157,414	\$162,531	\$169,042	\$174,533

STEP BASED SALARY SCHEDULES

PM SCHEDULE: POLICE MANAGEMENT

Effective January 1, 2026*

Steps	1	2	3	4	5	6	7	8	9	10	L1	L2	L3	L4	L5	L6	L7
	72 mos.	84 mos.	96 mos.	108 mos.	120 mos.	132 mos.	144 mos.	156 mos.	168 mos.	180 mos.	Yr 16	Yr 17	Yr 18	Yr 19	Yr 20	Yr 21	Yr 22
Lieutenant	\$52.14	\$53.93	\$55.88	\$57.87	\$59.80	\$62.02	\$64.10	\$66.37	\$68.70	\$71.07	\$73.57	\$76.15	\$78.81	\$81.56	\$84.40	\$87.78	-
PM2	\$108,451	\$112,174	\$116,230	\$120,370	\$124,384	\$129,002	\$133,328	\$138,050	\$142,896	\$147,826	\$153,026	\$158,392	\$163,925	\$169,645	\$175,552	\$182,582	-
Captain	-	\$61.98	\$64.17	\$66.48	\$68.72	\$71.22	\$73.65	\$76.23	\$78.95	\$81.65	\$84.50	\$87.45	\$90.53	\$93.69	\$96.97	\$100.11	-
PM3	-	\$128,921	\$133,465	\$138,268	\$142,942	\$148,135	\$153,199	\$158,565	\$164,213	\$169,839	\$175,767	\$181,891	\$188,296	\$194,874	\$201,690	\$208,225	-
Steps	-	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Major	-	\$69.70	\$72.21	\$74.77	\$77.32	\$80.13	\$82.87	\$85.76	\$88.82	\$91.87	\$95.05	\$98.38	\$101.83	\$105.42	\$109.09	\$112.64	\$116.32
PM4	-	\$144,976	\$150,191	\$155,514	\$160,815	\$166,679	\$172,370	\$178,386	\$184,747	\$191,087	\$197,709	\$204,633	\$211,817	\$219,282	\$226,899	\$234,299	\$241,937

NOTES:

1. Police Lieutenants and Captains shall receive, upon completion of years 16, 17, 18, 19, 20, and 21, longevity increases as reflected above in their pay steps.
2. New Step added at the top of the pay scale for Police Majors
3. POLICE CAPTAINS SHALL RECEIVE ANNUALLY A LUMP SUM PAYMENT OF \$5,000 SPECIALTY PAY.

PM SCHEDULE: POLICE MANAGEMENT

Effective January 1, 2027*

COLA: 4.0%

Steps	1	2	3	4	5	6	7	8	9	10	L1	L2	L3	L4	L5	L6	L7
	72 MOS.	84 MOS.	96 MOS.	108 MOS.	120 MOS.	132 MOS.	144 MOS.	156 MOS.	168 MOS.	180 MOS.	YR 16	YR 17	YR 18	YR 19	YR 20	YR 21	YR 22
Lieutenant	\$54.23	\$56.09	\$58.10	\$60.17	\$62.20	\$64.49	\$66.65	\$69.02	\$71.45	\$73.91	\$76.51	\$79.20	\$81.95	\$84.82	\$87.78	\$91.29	-
PM2	\$112,798	\$116,667	\$120,848	\$125,154	\$129,376	\$134,139	\$138,632	\$143,562	\$148,616	\$153,733	\$159,141	\$164,736	\$170,456	\$176,426	\$182,582	\$189,883	-
Captain	-	\$63.22	\$65.45	\$67.81	\$70.09	\$72.64	\$75.12	\$77.75	\$80.53	\$83.28	\$86.19	\$89.20	\$92.34	\$95.56	\$98.91	\$102.11	-
PM3	-	\$131,498	\$136,136	\$141,045	\$145,787	\$151,091	\$156,250	\$161,720	\$167,502	\$173,222	\$179,275	\$185,536	\$192,067	\$198,765	\$205,733	\$212,389	-
Steps	-	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Major	-	\$71.09	\$73.65	\$76.27	\$78.87	\$81.73	\$84.53	\$87.48	\$90.60	\$93.71	\$96.95	\$100.35	\$103.87	\$107.53	\$111.27	\$114.89	\$118.64
PM4	-	\$147,867	\$153,192	\$158,642	\$164,050	\$169,998	\$175,822	\$181,958	\$188,448	\$194,917	\$201,656	\$208,728	\$216,050	\$223,662	\$231,442	\$238,971	\$246,771

NOTES:

1. Police Lieutenants and Captains shall receive, upon completion of years 16, 17, 18, 19, 20, and 21, longevity increases as reflected above in their pay steps.
2. New Step added at the top of the pay scale for Police Majors
3. POLICE CAPTAINS SHALL RECEIVE ANNUALLY A LUMP SUM PAYMENT OF \$5,000 SPECIALTY PAY.

STEP BASED SALARY SCHEDULES

F SCHEDULE: FIREFIGHTERS – INTERNATION ASSOCIATION OF FIREFIGHTERS HOWARD COUNTY LOCAL 2000 Effective January 1, 2026*

Step	1	2
D	Hire	6 mos.
40 hours	\$31.38	\$32.34
42 hours	\$29.88	\$30.80
48 hours	\$26.15	\$26.95
Trainee	\$65,267	\$67,267

Academy Graduate

E	1	2	3	4	5	6	7	8	9	10	11	12	13	14
40 hours	\$32.68	\$33.65	\$34.76	\$35.76	\$36.90	\$37.96	\$39.08	\$40.29	\$41.57	\$42.85	\$44.15	\$45.42	\$46.80	\$48.56
42 hours	\$31.12	\$32.05	\$33.10	\$34.05	\$35.14	\$36.16	\$37.22	\$38.37	\$39.59	\$40.81	\$42.04	\$43.26	\$44.57	\$46.25
48 hours	\$27.23	\$28.04	\$28.96	\$29.80	\$30.75	\$31.64	\$32.57	\$33.57	\$34.65	\$35.71	\$36.79	\$37.85	\$39.00	\$40.47
Recruit	\$67,969	\$69,995	\$72,293	\$74,372	\$76,749	\$78,964	\$81,288	\$83,801	\$86,475	\$89,123	\$91,824	\$94,472	\$97,336	\$101,009

Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
F	Prob comp.	30 mos.	42 mos.	54 mos.	66 mos.	78 mos.	90 mos.	102 mos.	114 mos.	126 mos.	138 mos.	162 mos.	186 mos.	210 mos.	252 mos.
40 hours	\$36.24	\$37.30	\$38.44	\$39.60	\$40.86	\$42.08	\$43.38	\$44.69	\$46.07	\$47.47	\$48.85	\$50.39	\$51.93	\$53.89	\$55.50
42 hours	\$34.51	\$35.53	\$36.61	\$37.71	\$38.91	\$40.08	\$41.31	\$42.56	\$43.87	\$45.21	\$46.52	\$47.99	\$49.45	\$51.32	\$52.85
48 hours	\$30.20	\$31.08	\$32.04	\$33.00	\$34.05	\$35.07	\$36.15	\$37.24	\$38.39	\$39.56	\$40.71	\$41.99	\$43.27	\$44.91	\$46.25
Firefighter	\$75,372	\$77,587	\$79,965	\$82,369	\$84,988	\$87,528	\$90,229	\$92,958	\$95,822	\$98,740	\$101,604	\$104,819	\$108,006	\$112,085	\$115,435

Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
G	18 mos.	30 mos.	42 mos.	54 mos.	66 mos.	78 mos.	90 mos.	102 mos.	114 mos.	126 mos.	138 mos.	162 mos.	186 mos.	210 mos.	252 mos.
40 hours	\$37.20	\$38.26	\$39.41	\$40.56	\$41.82	\$43.04	\$44.34	\$45.65	\$47.03	\$48.43	\$49.81	\$51.36	\$52.89	\$54.85	\$56.46
42 hours	\$35.43	\$36.44	\$37.53	\$38.63	\$39.83	\$40.99	\$42.23	\$43.48	\$44.79	\$46.13	\$47.44	\$48.91	\$50.37	\$52.24	\$53.77
48 hours	\$31.00	\$31.89	\$32.84	\$33.80	\$34.85	\$35.87	\$36.95	\$38.04	\$39.19	\$40.36	\$41.51	\$42.80	\$44.07	\$45.71	\$47.05
Firefighter HVO	\$77,372	\$79,587	\$81,965	\$84,369	\$86,988	\$89,528	\$92,229	\$94,958	\$97,822	\$100,740	\$103,604	\$106,819	\$110,006	\$114,085	\$117,435

Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
H	30 mos.	42 mos.	54 mos.	66 mos.	78 mos.	90 mos.	102 mos.	114 mos.	126 mos.	138 mos.	150 mos.	174 mos.	198 mos.	222 mos.	252 mos.
40 hours	\$40.13	\$41.37	\$42.63	\$43.90	\$45.21	\$46.64	\$48.04	\$49.57	\$51.04	\$52.55	\$54.16	\$55.82	\$57.48	\$59.64	\$61.42
42 hours	\$38.22	\$39.40	\$40.60	\$41.81	\$43.06	\$44.42	\$45.75	\$47.21	\$48.61	\$50.05	\$51.58	\$53.16	\$54.75	\$56.80	\$58.50
48 hours	\$33.44	\$34.47	\$35.52	\$36.58	\$37.68	\$38.87	\$40.04	\$41.31	\$42.54	\$43.79	\$45.13	\$46.52	\$47.90	\$49.70	\$51.18
Master Firefighter	\$83,476	\$86,043	\$88,663	\$91,310	\$94,039	\$97,010	\$99,928	\$103,116	\$106,169	\$109,302	\$112,652	\$116,110	\$119,568	\$124,052	\$127,754

Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
I	30 mos.	42 mos.	54 mos.	66 mos.	78 mos.	90 mos.	102 mos.	114 mos.	126 mos.	138 mos.	150 mos.	174 mos.	198 mos.	222 mos.	252 mos.
40 hours	\$41.09	\$42.33	\$43.59	\$44.86	\$46.17	\$47.60	\$49.00	\$50.54	\$52.00	\$53.51	\$55.12	\$56.78	\$58.45	\$60.60	\$62.38
42 hours	\$39.14	\$40.31	\$41.51	\$42.72	\$43.97	\$45.33	\$46.67	\$48.13	\$49.53	\$50.96	\$52.50	\$54.08	\$55.66	\$57.72	\$59.41
48 hours	\$34.25	\$35.27	\$36.32	\$37.38	\$38.48	\$39.67	\$40.84	\$42.11	\$43.34	\$44.59	\$45.93	\$47.32	\$48.71	\$50.50	\$51.98
Master Firefighter HVO	\$85,476	\$88,043	\$90,663	\$93,310	\$96,039	\$99,010	\$101,928	\$105,116	\$108,169	\$111,302	\$114,652	\$118,110	\$121,568	\$126,052	\$129,754

Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
J	54 mos.	66 mos.	78 mos.	90 mos.	102 mos.	114 mos.	126 mos.	138 mos.	150 mos.	162 mos.	174 mos.	198 mos.	222 mos.	246 mos.	258 mos.	270 mos.
40 hours	\$44.46	\$45.80	\$47.25	\$48.70	\$50.13	\$51.61	\$53.22	\$54.87	\$56.54	\$58.28	\$60.04	\$61.81	\$63.76	\$66.15	\$68.13	\$70.16
42 hours	\$42.34	\$43.61	\$45.00	\$46.39	\$47.75	\$49.16	\$50.69	\$52.26	\$53.84	\$55.50	\$57.18	\$58.87	\$60.72	\$63.00	\$64.89	\$66.82
48 hours	\$37.05	\$38.16	\$39.37	\$40.59	\$41.78	\$43.01	\$44.35	\$45.73	\$47.11	\$48.56	\$50.04	\$51.51	\$53.13	\$55.12	\$56.78	\$58.47
Lieutenant	\$92,472	\$95,254	\$98,279	\$101,305	\$104,278	\$107,358	\$110,708	\$114,138	\$117,596	\$121,217	\$124,890	\$128,564	\$132,617	\$137,586	\$141,720	\$145,935

Notes:

1. Academy graduation is 8 months after hire.

STEP BASED SALARY SCHEDULES

F SCHEDULE: FIREFIGHTERS – INTERNATIONAL ASSOCIATION OF FIREFIGHTERS HOWARD COUNTY LOCAL 2000 EFFECTIVE JANUARY 1, 2027 COLA: 4.0%

Step	1	2
D	Hire	6 mos.
40 hours	\$32.63	\$33.63
42 hours	\$31.08	\$32.03
48 hours	\$27.19	\$28.03
Trainee	\$67,878	\$69,958

Academy Graduate

E	1	2	3	4	5	6	7	8	9	10	11	12	13	14
40 hours	\$33.98	\$35.00	\$36.15	\$37.19	\$38.37	\$39.48	\$40.64	\$41.90	\$43.24	\$44.56	\$45.91	\$47.24	\$48.67	\$50.50
42 hours	\$32.37	\$33.33	\$34.42	\$35.42	\$36.55	\$37.60	\$38.71	\$39.91	\$41.18	\$42.44	\$43.73	\$44.99	\$46.35	\$48.10
48 hours	\$28.32	\$29.16	\$30.12	\$30.99	\$31.98	\$32.90	\$33.87	\$34.92	\$36.03	\$37.13	\$38.26	\$39.36	\$40.56	\$42.09
Recruit	\$70,688	\$72,794	\$75,184	\$77,347	\$79,819	\$82,123	\$84,540	\$87,153	\$89,934	\$92,687	\$95,497	\$98,251	\$101,229	\$105,049

Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
F	Prob comp	30 mos.	42 mos.	54 mos.	66 mos.	78 mos.	90 mos.	102 mos.	114 mos.	126 mos.	138 mos.	162 mos.	186 mos.	210 mos.	252 mos.
40 hours	\$37.69	\$38.79	\$39.98	\$41.18	\$42.49	\$43.76	\$45.11	\$46.48	\$47.91	\$49.37	\$50.80	\$52.41	\$54.00	\$56.04	\$57.72
42 hours	\$35.89	\$36.95	\$38.08	\$39.22	\$40.47	\$41.68	\$42.97	\$44.27	\$45.63	\$47.02	\$48.38	\$49.91	\$51.43	\$53.37	\$54.97
48 hours	\$31.41	\$32.33	\$33.32	\$34.32	\$35.41	\$36.47	\$37.60	\$38.73	\$39.93	\$41.14	\$42.33	\$43.67	\$45.00	\$46.70	\$48.10
Firefighter	\$78,387	\$80,690	\$83,163	\$85,664	\$88,388	\$91,029	\$93,839	\$96,676	\$99,655	\$102,690	\$105,668	\$109,011	\$112,326	\$116,568	\$120,052

Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
G	18 mos.	30 mos.	42 mos.	54 mos.	66 mos.	78 mos.	90 mos.	102 mos.	114 mos.	126 mos.	138 mos.	162 mos.	186 mos.	210 mos.	252 mos.
40 hours	\$38.65	\$39.75	\$40.94	\$42.15	\$43.46	\$44.73	\$46.08	\$47.44	\$48.87	\$50.33	\$51.76	\$53.37	\$54.96	\$57.00	\$58.68
42 hours	\$36.81	\$37.86	\$38.99	\$40.14	\$41.39	\$42.60	\$43.88	\$45.18	\$46.55	\$47.93	\$49.30	\$50.83	\$52.35	\$54.29	\$55.88
48 hours	\$32.21	\$33.13	\$34.12	\$35.12	\$36.21	\$37.27	\$38.40	\$39.53	\$40.73	\$41.94	\$43.14	\$44.48	\$45.80	\$47.50	\$48.90
Firefighter HVO	\$80,387	\$82,690	\$85,163	\$87,664	\$90,388	\$93,029	\$95,839	\$98,676	\$101,655	\$104,690	\$107,668	\$111,011	\$114,326	\$118,568	\$122,052

Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
H	30 mos.	42 mos.	54 mos.	66 mos.	78 mos.	90 mos.	102 mos.	114 mos.	126 mos.	138 mos.	150 mos.	174 mos.	198 mos.	222 mos.	252 mos.
40 hours	\$41.74	\$43.02	\$44.33	\$45.66	\$47.02	\$48.50	\$49.96	\$51.56	\$53.08	\$54.65	\$56.33	\$58.05	\$59.78	\$62.03	\$63.88
42 hours	\$39.75	\$40.97	\$42.22	\$43.48	\$44.78	\$46.20	\$47.58	\$49.10	\$50.56	\$52.05	\$53.64	\$55.29	\$56.94	\$59.07	\$60.84
48 hours	\$34.78	\$35.85	\$36.94	\$38.05	\$39.18	\$40.42	\$41.64	\$42.96	\$44.24	\$45.54	\$46.94	\$48.38	\$49.82	\$51.69	\$53.23
Master Firefighter	\$86,815	\$89,485	\$92,209	\$94,963	\$97,801	\$100,890	\$103,925	\$107,240	\$110,416	\$113,674	\$117,158	\$120,754	\$124,351	\$129,014	\$132,864

Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
I	30 mos.	42 mos.	54 mos.	66 mos.	78 mos.	90 mos.	102 mos.	114 mos.	126 mos.	138 mos.	150 mos.	174 mos.	198 mos.	222 mos.	252 mos.
40 hours	\$42.70	\$43.98	\$45.29	\$46.62	\$47.98	\$49.47	\$50.93	\$52.52	\$54.05	\$55.61	\$57.29	\$59.02	\$60.75	\$62.99	\$64.84
42 hours	\$40.67	\$41.89	\$43.14	\$44.40	\$45.70	\$47.11	\$48.50	\$50.02	\$51.47	\$52.96	\$54.56	\$56.21	\$57.85	\$59.99	\$61.75
48 hours	\$35.58	\$36.65	\$37.74	\$38.85	\$39.98	\$41.22	\$42.44	\$43.77	\$45.04	\$46.34	\$47.74	\$49.18	\$50.62	\$52.49	\$54.03
Master Firefighter HVO	\$88,815	\$91,485	\$94,209	\$96,963	\$99,801	\$102,890	\$105,925	\$109,240	\$112,416	\$115,674	\$119,158	\$122,754	\$126,351	\$131,014	\$134,864

Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
J	54 mos.	66 mos.	78 mos.	90 mos.	102 mos.	114 mos.	126 mos.	138 mos.	150 mos.	162 mos.	174 mos.	198 mos.	222 mos.	246 mos.	258 mos.	270 mos.
40 hours	\$46.24	\$47.63	\$49.14	\$50.65	\$52.14	\$53.68	\$55.35	\$57.07	\$58.80	\$60.61	\$62.45	\$64.28	\$66.31	\$68.79	\$70.86	\$72.97
42 hours	\$44.03	\$45.36	\$46.80	\$48.24	\$49.66	\$51.12	\$52.72	\$54.35	\$56.00	\$57.72	\$59.47	\$61.22	\$63.15	\$65.52	\$67.49	\$69.49
48 hours	\$38.53	\$39.69	\$40.95	\$42.21	\$43.45	\$44.73	\$46.13	\$47.56	\$49.00	\$50.51	\$52.04	\$53.57	\$55.26	\$57.33	\$59.05	\$60.81
Lieutenant	\$96,171	\$99,064	\$102,210	\$105,358	\$108,449	\$111,652	\$115,136	\$118,703	\$122,299	\$126,065	\$129,886	\$133,707	\$137,922	\$143,089	\$147,389	\$151,773

Notes:

1. Academy graduation is 8 months after hire.

STEP BASED SALARY SCHEDULES

FM SCHEDULE: FIRE MANAGEMENT

Effective January 1, 2026*

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	66 mos.	78 mos.	90 mos.	102 mos.	114 mos.	126 mos.	138 mos.	150 mos.	162 mos.	174 mos.	186 mos.	210 mos.	234 mos.	258 mos.	270 mos.
Captain FM1	\$103,393	\$106,541	\$109,776	\$113,178	\$116,669	\$120,185	\$123,930	\$127,617	\$131,389	\$135,446	\$139,558	\$143,871	\$148,153	\$155,672	\$160,324
40 Hours	\$49.71	\$51.22	\$52.78	\$54.41	\$56.09	\$57.78	\$59.58	\$61.35	\$63.17	\$65.12	\$67.10	\$69.17	\$71.23	\$74.84	\$77.08
42 Hours	\$47.34	\$48.78	\$50.26	\$51.82	\$53.42	\$55.03	\$56.74	\$58.43	\$60.16	\$62.02	\$63.90	\$65.88	\$67.84	\$71.28	\$73.41
48 Hours	\$41.42	\$42.68	\$43.98	\$45.34	\$46.74	\$48.15	\$49.65	\$51.13	\$52.64	\$54.27	\$55.91	\$57.64	\$59.36	\$62.37	\$64.23
	78 mos.	90 mos.	102 mos.	114 mos.	126 mos.	138 mos.	150 mos.	162 mos.	174 mos.	186 mos.	198 mos.	222 mos.	234 mos.	258 mos.	270 mos.
Battalion Chief FM2	\$114,739	\$117,973	\$121,689	\$125,320	\$129,177	\$133,092	\$137,290	\$141,375	\$145,686	\$150,026	\$154,677	\$159,386	\$164,152	\$167,130	\$172,123
40 Hours	\$55.16	\$56.72	\$58.50	\$60.25	\$62.10	\$63.99	\$66.01	\$67.97	\$70.04	\$72.13	\$74.36	\$76.63	\$78.92	\$80.35	\$82.75
42 Hours	\$52.54	\$54.02	\$55.72	\$57.38	\$59.15	\$60.94	\$62.86	\$64.73	\$66.71	\$68.69	\$70.82	\$72.98	\$75.16	\$76.52	\$78.81
48 Hours	\$45.97	\$47.26	\$48.75	\$50.21	\$51.75	\$53.32	\$55.00	\$56.64	\$58.37	\$60.11	\$61.97	\$63.86	\$65.77	\$66.96	\$68.96
	90 mos.	102 mos.	114 mos.	126 mos.	138 mos.	15 mos.0	162 mos.	174 mos.	186 mos.	198 mos.	210 mos.	234 mos.	258 mos.	270 mos.	
Assistant Chief FM3	\$127,687	\$131,618	\$135,594	\$139,660	\$144,023	\$148,226	\$152,793	\$157,473	\$162,199	\$167,243	\$172,310	\$177,422	\$185,691	\$191,281	
40 Hours	\$61.39	\$63.28	\$65.19	\$67.14	\$69.24	\$71.26	\$73.46	\$75.71	\$77.98	\$80.41	\$82.84	\$85.30	\$89.27	\$91.96	
42 Hours	\$58.46	\$60.26	\$62.09	\$63.95	\$65.94	\$67.87	\$69.96	\$72.10	\$74.27	\$76.58	\$78.90	\$81.24	\$85.02	\$87.58	
48 Hours	\$51.16	\$52.73	\$54.32	\$55.95	\$57.70	\$59.39	\$61.22	\$63.09	\$64.98	\$67.00	\$69.03	\$71.08	\$74.40	\$76.64	

STEP BASED SALARY SCHEDULES

FM SCHEDULE: FIRE MANAGEMENT

Effective January 1, 2027

COLA: 4.0%

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Months	66	78	90	102	114	126	138	150	162	174	186	210	234	258	270
Captain FM1	\$107,529	\$110,803	\$114,167	\$117,706	\$121,335	\$124,992	\$128,887	\$132,721	\$136,644	\$140,864	\$145,141	\$149,626	\$154,079	\$161,898	\$166,737
40 Hours	\$51.70	\$53.27	\$54.89	\$56.59	\$58.33	\$60.09	\$61.96	\$63.81	\$65.69	\$67.72	\$69.78	\$71.94	\$74.08	\$77.84	\$80.16
42 Hours	\$49.23	\$50.73	\$52.27	\$53.89	\$55.56	\$57.23	\$59.01	\$60.77	\$62.57	\$64.50	\$66.46	\$68.51	\$70.55	\$74.13	\$76.34
48 Hours	\$43.08	\$44.39	\$45.74	\$47.16	\$48.61	\$50.08	\$51.64	\$53.17	\$54.75	\$56.44	\$58.15	\$59.95	\$61.73	\$64.86	\$66.80
Months	78	90	102	114	126	138	150	162	174	186	198	222	234	258	270
Battalion Chief FM2	\$119,328	\$122,692	\$126,557	\$130,333	\$134,344	\$138,415	\$142,782	\$147,030	\$151,513	\$156,027	\$160,864	\$165,762	\$170,718	\$173,816	\$179,008
40 Hours	\$57.37	\$58.99	\$60.84	\$62.66	\$64.59	\$66.55	\$68.65	\$70.69	\$72.84	\$75.01	\$77.34	\$79.69	\$82.08	\$83.57	\$86.06
42 Hours	\$54.64	\$56.18	\$57.95	\$59.68	\$61.51	\$63.38	\$65.38	\$67.32	\$69.37	\$71.44	\$73.66	\$75.90	\$78.17	\$79.59	\$81.96
48 Hours	\$47.81	\$49.16	\$50.70	\$52.22	\$53.82	\$55.45	\$57.20	\$58.91	\$60.70	\$62.51	\$64.45	\$66.41	\$68.40	\$69.64	\$71.72
Months	90	102	114	126	138	150	162	174	186	198	210	234	258	270	
Assistant Chief FM3	\$132,795	\$136,882	\$141,017	\$145,247	\$149,784	\$154,155	\$158,905	\$163,772	\$168,687	\$173,933	\$179,202	\$184,519	\$193,119	\$198,932	
40 Hours	\$63.84	\$65.81	\$67.80	\$69.83	\$72.01	\$74.11	\$76.40	\$78.74	\$81.10	\$83.62	\$86.16	\$88.71	\$92.85	\$95.64	
42 Hours	\$60.80	\$62.68	\$64.57	\$66.50	\$68.58	\$70.58	\$72.76	\$74.99	\$77.24	\$79.64	\$82.05	\$84.49	\$88.42	\$91.09	
48 Hours	\$53.20	\$54.84	\$56.50	\$58.19	\$60.01	\$61.76	\$63.66	\$65.61	\$67.58	\$69.68	\$71.80	\$73.93	\$77.37	\$79.70	

STEP BASED SALARY SCHEDULES

C SCHEDULE: CORRECTIONS - HOWARD COUNTY LOCAL 3080 OF THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES Effective January 1, 2026*

		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Correctional/ Dietary Officer	C2	\$28.14	\$28.86	\$29.58	\$30.31	\$31.08	\$31.84	\$32.64	\$33.46	\$34.47	\$36.54	\$37.82	\$39.14	\$40.51	\$41.92	\$43.39	\$44.70	\$46.04	\$47.42	\$48.84	\$50.31
	Annual	\$58,535	\$60,020	\$61,526	\$63,054	\$64,646	\$66,237	\$67,891	\$69,588	\$71,689	\$75,996	\$78,669	\$81,406	\$84,270	\$87,198	\$90,253	\$92,969	\$95,758	\$98,631	\$101,590	\$104,637
Correctional Corporal	C3		\$30.29	\$31.35	\$32.29	\$33.43	\$34.44	\$35.63	\$36.70	\$37.98	\$40.27	\$41.47	\$42.93	\$44.22	\$45.77	\$47.13	\$48.54	\$50.00	\$51.50	\$53.04	\$54.63
	Annual		\$63,012	\$65,218	\$67,170	\$69,525	\$71,625	\$74,107	\$76,335	\$79,008	\$83,760	\$86,264	\$89,298	\$91,971	\$95,197	\$98,039	\$100,967	\$103,996	\$107,116	\$110,329	\$113,639
Correctional/ Dietary Sergeant	C4		\$33.03	\$34.18	\$35.36	\$36.62	\$37.88	\$39.22	\$40.58	\$41.99	\$44.51	\$46.07	\$47.69	\$49.36	\$51.09	\$52.89	\$54.48	\$56.11	\$57.80	\$59.53	\$61.32
	Annual		\$68,697	\$71,095	\$73,556	\$76,165	\$78,796	\$81,576	\$84,397	\$87,347	\$92,586	\$95,833	\$99,185	\$102,664	\$106,271	\$110,005	\$113,315	\$116,714	\$120,216	\$123,822	\$127,537

C SCHEDULE: CORRECTIONS - HOWARD COUNTY LOCAL 3080 OF THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES Effective January 1, 2027* **COLA: 2.0%**

		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Correctional/ Dietary Officer	C2	\$28.70	\$29.43	\$30.17	\$30.92	\$31.70	\$32.48	\$33.29	\$34.13	\$35.16	\$37.27	\$38.58	\$39.92	\$41.32	\$42.76	\$44.26	\$45.59	\$46.96	\$48.37	\$49.82	\$51.31
	Annual	\$59,696	\$61,214	\$62,754	\$64,314	\$65,936	\$67,558	\$69,243	\$70,990	\$73,133	\$77,522	\$80,246	\$83,034	\$85,946	\$88,941	\$92,061	\$94,827	\$97,677	\$100,610	\$103,626	\$106,725
Correctional Corporal	C3	-	\$30.90	\$31.98	\$32.94	\$34.09	\$35.12	\$36.34	\$37.43	\$38.74	\$41.07	\$42.30	\$43.79	\$45.10	\$46.68	\$48.08	\$49.51	\$51.00	\$52.53	\$54.10	\$55.73
	Annual	-	\$64,272	\$66,518	\$68,515	\$70,907	\$73,050	\$75,587	\$77,854	\$80,579	\$85,426	\$87,984	\$91,083	\$93,808	\$97,094	\$100,006	\$102,981	\$106,080	\$109,262	\$112,528	\$115,918
Correctional/ Dietary Sergeant	C4	-	\$33.69	\$34.86	\$36.07	\$37.35	\$38.64	\$40.00	\$41.39	\$42.83	\$45.40	\$47.00	\$48.64	\$50.34	\$52.11	\$53.94	\$55.57	\$57.23	\$58.95	\$60.72	\$62.54
	Annual	-	\$70,075	\$72,509	\$75,026	\$77,688	\$80,371	\$83,200	\$86,091	\$89,086	\$94,432	\$97,760	\$101,171	\$104,707	\$108,389	\$112,195	\$115,586	\$119,038	\$122,616	\$126,298	\$130,083

STEP BASED SALARY SCHEDULES

CM SCHEDULE: CORRECTIONS MANAGEMENT

Rates Effective January 1, 2026

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
CM 1	\$34.96	\$36.18	\$37.44	\$38.74	\$40.11	\$41.52	\$42.96	\$44.46	\$46.03	\$47.78	\$49.48	\$51.23	\$53.06	\$54.95	\$56.64	\$58.37	\$60.46	\$62.61
	\$72,707	\$75,253	\$77,884	\$80,578	\$83,421	\$86,370	\$89,362	\$92,481	\$95,376	\$99,376	\$102,919	\$106,568	\$110,366	\$114,291	\$117,812	\$121,419	\$125,747	\$130,224
CM 2	\$38.45	\$39.79	\$41.19	\$42.64	\$44.12	\$45.68	\$47.26	\$48.90	\$50.63	\$51.64	\$54.50	\$56.44	\$58.45	\$60.52	\$62.41	\$64.32	\$66.61	\$68.98
	\$79,984	\$82,746	\$85,670	\$88,683	\$91,759	\$95,005	\$98,294	\$101,710	\$105,316	\$109,496	\$113,357	\$117,388	\$121,568	\$125,875	\$129,821	\$133,788	\$138,540	\$143,484

NOTE:

1. Correctional Management employees shall receive an additional \$.75 per hour for all hours worked, at the beginning of ten (10) years of continuous service with the Department of Corrections.
2. Correctional Management employees will receive \$1.00 an hour above their base hourly rate for all hours worked at the beginning fifteen (15) years of continuous service with the Department of Corrections. This premium is separate from the base

CM SCHEDULE: CORRECTIONS MANAGEMENT

Rates Effective January 1, 2027

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
CM 1	\$35.66	\$36.90	\$38.19	\$39.51	\$40.91	\$42.35	\$43.82	\$45.35	\$46.95	\$48.74	\$50.47	\$52.25	\$54.12	\$56.05	\$57.77	\$59.54	\$61.67	\$63.86
	\$74,173	\$76,752	\$79,435	\$82,181	\$85,093	\$88,088	\$91,146	\$94,328	\$97,656	\$101,379	\$104,978	\$108,680	\$112,570	\$116,584	\$120,162	\$123,843	\$128,274	\$132,829
CM 2	\$39.22	\$40.59	\$42.01	\$43.49	\$45.00	\$46.59	\$48.21	\$49.88	\$51.64	\$53.69	\$55.59	\$57.57	\$59.62	\$61.73	\$63.66	\$65.61	\$67.94	\$70.36
	\$81,578	\$84,427	\$87,381	\$90,459	\$93,600	\$96,907	\$100,277	\$103,750	\$107,411	\$111,675	\$115,627	\$119,746	\$124,010	\$128,398	\$132,413	\$136,469	\$141,315	\$146,349

NOTE:

1. Correctional Management employees shall receive an additional \$.75 per hour for all hours worked, at the beginning of ten (10) years of continuous service with the Department of Corrections.
2. Correctional Management employees will receive \$1.00 an hour above their base hourly rate for all hours worked at the beginning fifteen (15) years of continuous service with the Department of Corrections. This premium is separate from the base.

STEP BASED SALARY SCHEDULES

CS/DS SCHEDULE CS - FRATERNAL ORDER OF POLICE, HOWARD COUNTY SHERIFF LODGE 131 DS - SHERIFF MANAGEMENT & SECURITY OFFICER Effective July 1, 2026

Steps	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	YR 20	YR 24
DEPUTY SHERIFF	\$28.93	\$29.79	\$30.69	\$31.60	\$32.55	\$33.53	\$34.55	\$35.58	\$36.65	\$37.74	\$38.87	\$40.04	\$41.24	\$42.47	\$43.75	\$45.07	\$46.42	\$47.82	\$49.26	\$50.72	\$52.24
CS1	\$60,174	\$61,963	\$63,835	\$65,728	\$67,704	\$69,742	\$71,864	\$74,006	\$76,232	\$78,499	\$80,850	\$83,283	\$85,779	\$88,338	\$91,000	\$93,746	\$96,554	\$99,466	\$102,461	\$105,498	\$108,659
DFC	-	-	\$31.30	\$32.24	\$33.21	\$34.21	\$35.23	\$36.29	\$37.37	\$38.49	\$39.65	\$40.84	\$42.06	\$43.33	\$44.63	\$45.95	\$47.35	\$48.76	\$50.22	\$51.73	53.28
CS2	-	-	\$65,104	\$67,059	\$69,077	\$71,157	\$73,278	\$75,483	\$77,730	\$80,059	\$82,472	\$84,947	\$87,485	\$90,126	\$92,830	\$95,576	\$98,488	\$101,421	\$104,458	\$107,598	\$110,822
DEPUTY CPL	\$30.38	\$31.28	\$32.22	\$33.19	\$34.19	\$35.21	\$36.28	\$37.35	\$38.47	\$39.63	\$40.81	\$42.04	\$43.31	\$44.59	\$45.93	\$47.32	\$48.74	\$50.19	\$51.70	\$53.26	54.86
CS3	\$63,190	\$65,062	\$67,018	\$69,035	\$71,115	\$73,237	\$75,462	\$77,688	\$80,018	\$82,430	\$84,885	\$87,443	\$90,085	\$92,747	\$95,534	\$98,426	\$101,379	\$104,395	\$107,536	\$110,781	\$114,109
DEPUTY SGT	\$32.05	\$33.01	\$33.99	\$35.01	\$36.07	\$37.14	\$38.25	\$39.40	\$40.59	\$41.81	\$43.05	\$44.36	\$45.69	\$47.04	\$48.46	\$49.92	\$51.42	\$52.96	\$54.54	\$56.18	57.87
DS5	\$66,664	\$68,661	\$70,699	\$72,821	\$75,026	\$77,251	\$79,560	\$81,952	\$84,427	\$86,965	\$89,544	\$92,269	\$95,035	\$97,843	\$100,797	\$103,834	\$106,954	\$110,157	\$113,443	\$116,854	\$120,370
DEPUTY LT	\$35.54	\$36.58	\$37.69	\$38.83	\$39.98	\$41.19	\$42.43	\$43.71	\$45.01	\$46.37	\$47.75	\$49.17	\$50.65	\$52.18	\$53.73	\$55.36	\$57.02	\$58.73	\$60.50	\$62.31	\$64.18
DS6	\$73,923	\$76,086	\$78,395	\$80,766	\$83,158	\$85,675	\$88,254	\$90,917	\$93,621	\$96,450	\$99,320	\$102,274	\$105,352	\$108,534	\$111,758	\$115,149	\$118,602	\$122,158	\$125,840	\$129,605	\$133,494
DEPUTY CAPTAIN	\$39.38	\$40.57	\$41.79	\$43.04	\$44.34	\$45.67	\$47.03	\$48.44	\$49.91	\$51.41	\$52.94	\$54.53	\$56.17	\$57.84	\$59.59	\$61.37	\$63.22	\$65.12	\$67.08	\$69.06	\$71.13
DS7	\$81,910	\$84,386	\$86,923	\$89,523	\$92,227	\$94,994	\$97,822	\$100,755	\$103,813	\$106,933	\$110,115	\$113,422	\$116,834	\$120,307	\$123,947	\$127,650	\$131,498	\$135,450	\$139,526	\$143,645	\$147,950
SECURITY OFFICER	\$23.60	\$24.34	\$25.09	\$25.85	\$26.64	\$27.48	\$28.28	\$29.11	\$29.61	\$30.94	\$31.90	\$32.84	\$33.86	\$34.85	\$36.06	\$37.01	\$38.14				
DS2	\$49,088	\$50,627	\$52,187	\$53,768	\$55,411	\$57,158	\$58,822	\$60,549	\$61,589	\$64,355	\$66,352	\$68,307	\$70,429	\$72,488	\$75,005	\$76,981	\$79,331				

NOTE:

- For positions at Grades CS1-CS3 and DS5 -DS7, a new Step 19 has been added.

STEP BASED SALARY SCHEDULES

CS/DS SCHEDULE: CS - FRATERNAL ORDER OF POLICE, HOWARD COUNTY SHERIFF LODGE 131 DS - SHERIFF MANAGEMENT & SECURITY OFFICER Effective January 1, 2027

Steps	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	YR 20	YR 24
DEPUTY SHERIFF	\$29.51	\$30.39	\$31.30	\$32.23	\$33.20	\$34.20	\$35.24	\$36.29	\$37.38	\$38.49	\$39.65	\$40.84	\$42.06	\$43.32	\$44.63	\$45.97	\$47.35	\$48.78	\$50.25	\$51.73	\$53.28
CS1	\$61,381	\$63,211	\$65,104	\$67,038	\$69,056	\$71,136	\$73,299	\$75,483	\$77,750	\$80,059	\$82,472	\$84,947	\$87,485	\$90,106	\$92,830	\$95,618	\$98,488	\$101,462	\$104,520	\$107,598	\$110,822
DFC	-	-	\$31.93	\$32.88	\$33.87	\$34.89	\$35.93	\$37.02	\$38.12	\$39.26	\$40.44	\$41.66	\$42.90	\$44.20	\$45.52	\$46.87	\$48.30	\$49.74	\$51.22	\$52.76	\$54.35
CS2	-	-	\$66,414	\$68,390	\$70,450	\$72,571	\$74,734	\$77,002	\$79,290	\$81,661	\$84,115	\$86,653	\$89,232	\$91,936	\$94,682	\$97,490	\$100,464	\$103,459	\$106,538	\$109,741	\$113,048
DEPUTY CPL	\$30.99	\$31.91	\$32.86	\$33.85	\$34.87	\$35.91	\$37.01	\$38.10	\$39.24	\$40.42	\$41.63	\$42.88	\$44.18	\$45.48	\$46.85	\$48.27	\$49.71	\$51.19	\$52.73	\$54.33	\$55.96
CS3	\$64,459	\$66,373	\$68,349	\$70,408	\$72,530	\$74,693	\$76,981	\$79,248	\$81,619	\$84,074	\$86,590	\$89,190	\$91,894	\$94,598	\$97,448	\$100,402	\$103,397	\$106,475	\$109,678	\$113,006	\$116,397
DEPUTY SGT	\$32.69	\$33.67	\$34.67	\$35.71	\$36.79	\$37.88	\$39.02	\$40.19	\$41.40	\$42.65	\$43.91	\$45.25	\$46.60	\$47.98	\$49.43	\$50.92	\$52.45	\$54.02	\$55.63	\$57.30	\$59.03
DS5	\$67,995	\$70,034	\$72,114	\$74,277	\$76,523	\$78,790	\$81,162	\$83,595	\$86,112	\$88,712	\$91,333	\$94,120	\$96,928	\$99,798	\$102,814	\$105,914	\$109,096	\$112,362	\$115,710	\$119,184	\$122,782
DEPUTY LT	\$36.25	\$37.31	\$38.44	\$39.61	\$40.78	\$42.01	\$43.28	\$44.58	\$45.91	\$47.30	\$48.71	\$50.15	\$51.66	\$53.22	\$54.80	\$56.47	\$58.16	\$59.90	\$61.71	\$63.56	\$65.46
DS6	\$75,400	\$77,605	\$79,955	\$82,389	\$84,822	\$87,381	\$90,022	\$92,726	\$95,493	\$98,384	\$101,317	\$104,312	\$107,453	\$110,698	\$113,984	\$117,458	\$120,973	\$124,592	\$128,357	\$132,205	\$136,157
DEPUTY CAPTAIN	\$40.17	\$41.38	\$42.63	\$43.90	\$45.23	\$46.58	\$47.97	\$49.41	\$50.91	\$52.44	\$54.00	\$55.62	\$57.29	\$59.00	\$60.78	\$62.60	\$64.48	\$66.42	\$68.42	\$70.44	\$72.55
DS7	\$83,554	\$86,070	\$88,670	\$91,312	\$94,078	\$96,886	\$99,778	\$102,773	\$105,893	\$109,075	\$112,320	\$115,690	\$119,163	\$122,720	\$126,422	\$130,208	\$134,118	\$138,154	\$142,314	\$146,515	\$150,904
SECURITY OFFICER	\$24.07	\$24.83	\$25.59	\$26.37	\$27.17	\$28.03	\$28.85	\$29.69	\$30.20	\$31.56	\$32.54	\$33.50	\$34.54	\$35.55	\$36.78	\$37.75	\$38.90				
DS2	\$50,066	\$51,646	\$53,227	\$54,850	\$56,514	\$58,302	\$60,008	\$61,755	\$62,816	\$65,645	\$67,683	\$69,680	\$71,843	\$73,944	\$76,502	\$78,520	\$80,912				

STEP BASED SALARY SCHEDULES

RLC SCHEDULE RECREATIONAL LICENSED CHILDCARE (PART-TIME BENEFITTED) Effective January 1, 2026

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
B	\$18.36	\$18.90	\$19.47	\$20.06	\$20.67	\$21.28	\$21.92	\$22.57	\$23.27	\$23.95	\$24.66	\$25.41	\$26.14	\$26.95	\$27.75	\$28.59	\$29.45	\$30.31	\$31.23	\$32.18	\$33.16
	\$38,189	\$39,313	\$40,501	\$41,732	\$42,984	\$44,257	\$45,593	\$46,951	\$48,394	\$49,815	\$51,300	\$52,849	\$54,377	\$56,053	\$57,729	\$59,468	\$61,251	\$63,054	\$64,963	\$66,936	\$68,973
C	\$19.65	\$20.23	\$20.84	\$21.46	\$22.11	\$22.78	\$23.47	\$24.17	\$24.89	\$25.63	\$26.42	\$27.20	\$28.04	\$28.89	\$29.74	\$30.64	\$31.55	\$32.50	\$33.46	\$34.47	\$35.51
	\$40,862	\$42,071	\$43,344	\$44,638	\$45,996	\$47,375	\$48,818	\$50,282	\$51,767	\$53,316	\$54,949	\$56,583	\$58,323	\$60,084	\$61,866	\$63,733	\$65,621	\$67,594	\$69,588	\$71,689	\$73,853
D	\$21.00	\$21.65	\$22.31	\$22.98	\$23.65	\$24.38	\$25.11	\$25.87	\$26.62	\$27.43	\$28.23	\$29.08	\$29.96	\$30.84	\$31.79	\$32.73	\$33.72	\$34.73	\$35.78	\$36.85	\$37.96
	\$43,684	\$45,042	\$46,399	\$47,800	\$49,200	\$50,706	\$52,234	\$53,804	\$55,374	\$57,050	\$58,726	\$60,487	\$62,311	\$64,157	\$66,130	\$68,082	\$70,140	\$72,240	\$74,426	\$76,653	\$78,966
E	\$22.70	\$23.38	\$24.08	\$24.82	\$25.56	\$26.34	\$27.12	\$27.92	\$28.76	\$29.62	\$30.52	\$31.44	\$32.37	\$33.35	\$34.35	\$35.38	\$36.43	\$37.54	\$38.67	\$39.83	\$41.02
	\$47,206	\$48,627	\$50,091	\$51,619	\$53,167	\$54,780	\$56,413	\$58,068	\$59,829	\$61,611	\$63,478	\$65,388	\$67,340	\$69,376	\$71,455	\$73,598	\$75,784	\$78,075	\$80,430	\$82,848	\$85,331
F	\$24.76	\$25.50	\$26.25	\$27.03	\$27.85	\$28.66	\$29.53	\$30.41	\$31.33	\$32.27	\$33.24	\$34.22	\$35.25	\$36.30	\$37.40	\$38.52	\$39.67	\$40.87	\$42.09	\$43.34	\$44.66
	\$51,491	\$53,040	\$54,610	\$56,222	\$57,920	\$59,617	\$61,420	\$63,245	\$65,176	\$67,127	\$69,143	\$71,180	\$73,322	\$75,508	\$77,799	\$80,112	\$82,509	\$85,013	\$87,537	\$90,147	\$92,884

RLC SCHEDULE RECREATIONAL LICENSED CHILDCARE (PART-TIME BENEFITTED) Effective January 1, 2027

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
B	\$18.73	\$19.28	\$19.86	\$20.46	\$21.08	\$21.71	\$22.36	\$23.02	\$23.74	\$24.43	\$25.15	\$25.92	\$26.66	\$27.49	\$28.31	\$29.16	\$30.04	\$30.92	\$31.85	\$32.82	\$33.82
	\$38,958	\$40,102	\$41,309	\$42,557	\$43,846	\$45,157	\$46,509	\$47,882	\$49,379	\$50,814	\$52,312	\$53,914	\$55,453	\$57,179	\$58,885	\$60,653	\$62,483	\$64,314	\$66,248	\$68,266	\$70,346
C	\$20.04	\$20.63	\$21.26	\$21.89	\$22.55	\$23.24	\$23.94	\$24.65	\$25.39	\$26.14	\$26.95	\$27.74	\$28.60	\$29.47	\$30.33	\$31.25	\$32.18	\$33.15	\$34.13	\$35.16	\$36.22
	\$41,683	\$42,910	\$44,221	\$45,531	\$46,904	\$48,339	\$49,795	\$51,272	\$52,811	\$54,371	\$56,056	\$57,699	\$59,488	\$61,298	\$63,086	\$65,000	\$66,934	\$68,952	\$70,990	\$73,133	\$75,338
D	\$21.42	\$22.08	\$22.76	\$23.44	\$24.12	\$24.87	\$25.61	\$26.39	\$27.15	\$27.98	\$28.79	\$29.66	\$30.56	\$31.46	\$32.43	\$33.38	\$34.39	\$35.42	\$36.50	\$37.59	\$38.72
	\$44,554	\$45,926	\$47,341	\$48,755	\$50,170	\$51,730	\$53,269	\$54,891	\$56,472	\$58,198	\$59,883	\$61,693	\$63,565	\$65,437	\$67,454	\$69,430	\$71,531	\$73,674	\$75,920	\$78,187	\$80,538
E	\$23.15	\$23.85	\$24.56	\$25.32	\$26.07	\$26.87	\$27.66	\$28.48	\$29.34	\$30.21	\$31.13	\$32.07	\$33.02	\$34.02	\$35.04	\$36.09	\$37.16	\$38.29	\$39.44	\$40.63	\$41.84
	\$48,152	\$49,608	\$51,085	\$52,666	\$54,226	\$55,890	\$57,533	\$59,238	\$61,027	\$62,837	\$64,750	\$66,706	\$68,682	\$70,762	\$72,883	\$75,067	\$77,293	\$79,643	\$82,035	\$84,510	\$87,027
F	\$25.26	\$26.01	\$26.78	\$27.57	\$28.41	\$29.23	\$30.12	\$31.02	\$31.96	\$32.92	\$33.90	\$34.90	\$35.96	\$37.03	\$38.15	\$39.29	\$40.46	\$41.69	\$42.93	\$44.21	\$45.55
	\$52,541	\$54,101	\$55,702	\$57,346	\$59,093	\$60,798	\$62,650	\$64,522	\$66,477	\$68,474	\$70,512	\$72,592	\$74,797	\$77,022	\$79,352	\$81,723	\$84,157	\$86,715	\$89,294	\$91,957	\$94,744

||

Implementing the Pay Plan.

I. General.

- (a) **PAY Rates** *[[are Hourly Rates]]*. All rates of pay contained in the Pay Plan are expressed as **ANNUAL AND/OR** hourly rates.
- (b) *Fair Labor Standards Act* (“FLSA”).
- (1) Except as otherwise provided in the Pay Plan, full-time employees exempt from coverage of the federal FLSA receive an annual salary, which shall be calculated by multiplying the employee's hourly rate by the number of hours the employee is regularly scheduled to work per year, which are either the standard work hours for County employees or a schedule approved by the Personnel Officer under section 1.113(a)(1) of the County Code.
 - (2) In accordance with requirements of the FLSA, while the rates of pay in this Pay Plan, which are established by ordinance, may be expressed as hourly rates, employees in positions which have been determined to be exempt under the FLSA are paid on a salary basis, meaning a predetermined amount that does not vary from pay period to pay period, is not adjusted for quality or quantity of work, and meets the minimum salary level requirements under FLSA.
- (c) *Adjustments to Salary Schedule*. In order to maintain the effectiveness of the Pay Plan, the County annually shall review the general labor market, and, subject to the availability of appropriated funds, may propose an adjustment to the Salary Schedule.
- (d) *Management Employees of the Department of Fire and Rescue Services*.
- (1) For purposes of determining the appropriate step within the *Fire Management (FM) schedule* upon appointment of an employee to the position of Fire Captain, Battalion Chief, or Assistant Chief, the Personnel Officer shall utilize the employee’s length of creditable service.
 - (2) Length of creditable service, in months, for purposes of paragraph (1) of this section shall be applied in accordance with the following schedule:

Steps														
Rank	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Capt.	66	78	90	102	114	126	138	150	162	174	186	210	234	258
Batt. Chief	78	90	102	114	126	138	150	162	174	186	198	222	246	270
Asst Chief	90	102	114	126	138	150	162	174	186	198	210	234	258	282

(e) *“Creditable Service” Defined*.

- (1) In implementing the Pay Plan for management employees of the Police Department and the Department of Fire and Rescue Services, “creditable service” means time spent in sworn classifications of the Police Department, in uniformed service in positions in the Department of Fire and Rescue Services, and in the positions of Police Officer (Probationary) and Firefighter Trainee.
- (2) An employee shall be credited with service upon completion of the required length of service.
- (3) “Creditable service” does not include time spent during unpaid breaks in service, time worked for which performance was rated less than satisfactory, or paid leave that was not credited as service time under application of the section entitled “Step Increment” of the

Pay Plan.

II. [[Step Increment]] PERFORMANCE ADJUSTMENTS.

- (a) *When Authorized.* In a fiscal year, an employee in the Classified Service may be granted a [[step increment]] PERFORMANCE ADJUSTMENT, PURSUANT TO SECTION 1.304 OF THE COUNTY CODE if:
- (1) The Personnel Officer establishes a PERFORMANCE ADJUSTMENT [[step increment]] in the fiscal year for all eligible employees;
 - (2) The County Executive provides for the PERFORMANCE ADJUSTMENT [[step increment]] in the proposed annual expense budget for the fiscal year;
 - (3) The PERFORMANCE ADJUSTMENT [[step increment]] is approved by the County Council as part of the expense budget; and
 - (4) The employee is eligible under subsection (b) of this section.
- (b) *Eligibility.* A Classified employee is eligible to receive a PERFORMANCE ADJUSTMENT [[step increment]] approved under subsection (a) of this section if:
- (1) The employee is being paid below the maximum rate of pay in the employee's PAY grade;
 - (2) The employee's respective salary *Schedule* permits a PERFORMANCE ADJUSTMENT [[step increment]];
 - (3) The employee's work meets the standards for satisfactory performance;
 - (4) The employee has worked more than 75% of the scheduled workdays in the preceding year; and
 - (5) The employee is not, based upon the employee's position description, included within an exclusive representative unit that has been deemed appropriate for purposes of collective negotiations under Title 1 of the County Code, that is governed by a collective bargaining agreement containing express language inconsistent with this section.
 - (6) IF THE EMPLOYEE IS PAID ON A STEP-BASED SALARY SCHEDULE, THE PERFORMANCE ADJUSTMENT IS A STEP INCREMENT IN THE PAY GRADE, OR AS SPECIFICALLY AUTHORIZED BY THE PAY PLAN OR COLLECTIVE BARGAINING AGREEMENT.
 - (7) IF THE EMPLOYEE IS PAID ON A DEFINED-RANGE SALARY SCHEDULE, A PERFORMANCE ADJUSTMENT IS A THREE PERCENT (3%) INCREASE IN PAY.
 - (8) IN NO EVENT SHALL AN EMPLOYEE'S RATE OF PAY EXCEED THE MAXIMUM RATE OF THE PAY GRADE.
- (c) *Employees paid according to the PM or FM Schedule.* Notwithstanding subsection (b)(2) of this section, when authorized under subsection (a) of this section:
- (1) An employee being paid below the maximum rate of pay in the employee's grade according to the *PM Schedule* is eligible for a step increment in accordance with the defined months of creditable service as indicated on the *PM Schedule*; and
 - (2) An employee being paid below the maximum rate of pay in the employee's grade according to the *FM Schedule* is eligible for step increment in accordance with the defined months of creditable service as indicated on the *FM Schedule*.
- (d) PERFORMANCE ADJUSTMENT [[Step Increment]] After Probationary Period. Subject to subsection (a) of this section, and notwithstanding subsection (b)(2) of this section, if at the end of the initial probationary period an employee receives an overall rating of "[[Substantially]] Exceeds Standards" or better on the employee's performance appraisal, the department head may recommend, and the Personnel Officer may approve, a PERFORMANCE ADJUSTMENT [[step increment]] for the employee.

- (e) *Effect of Funding on Step Increment.* If the County does not provide for a **PERFORMANCE ADJUSTMENT** *[[step increment]]* in the current expense budget for any fiscal year, each year in which no **PERFORMANCE ADJUSTMENT** *[[step increment]]* was granted shall be counted as one year for purposes of determining eligibility for a **PERFORMANCE ADJUSTMENT** *[[step increment]]* in a subsequent year.
- (f) *When **PERFORMANCE ADJUSTMENT** *[[Step Increment]]* Effective.*
- (1) A **PERFORMANCE ADJUSTMENT** *[[step increment]]* is effective for a Classified employee at the beginning of the pay period during which the anniversary of the employee's date of appointment occurs.
 - (2) If an employee receives a **PERFORMANCE ADJUSTMENT** *[[step increment]]* at the end of a probationary period, subsequent **PERFORMANCE ADJUSTMENTS** *[[step increment]]* shall be effective at the beginning of the pay period during which the anniversary of the date the **PERFORMANCE ADJUSTMENT** *[[increment]]* became effective occurs, not the employee's **INITIAL** anniversary date.
 - ~~[[2]]~~(3) An employee who is not eligible for a **PERFORMANCE ADJUSTMENT** *[[step increment]]* on the *[[appropriate]]* **ANNIVERSARY** date because the employee has not worked 75% of the scheduled workdays in the preceding year shall receive the **ADJUSTMENT** *[[increment]]* immediately after the employee has worked the required number of scheduled workdays. The effective date of **THIS ADJUSTMENT ISSUED** *[[a step increment]]* under this paragraph becomes the **FUTURE** date on which the employee shall receive subsequent **PERFORMANCE ADJUSTMENTS** *[[step increments]]* under this section.
- (g) *Eligibility not Affected.* Eligibility for a **PERFORMANCE ADJUSTMENT** *[[step increment]]* shall not be affected by:
- (1) Pay increases due to change in hours of work;
 - (2) General pay increases affecting one (1) or more classes;
 - (3) Transfer; or
 - (4) Except as provided in subsection (f) of this section, **ELIGIBILITY FOR A PERFORMANCE ADJUSTMENT FOLLOWING A promotion or reclassification SHALL BE DETERMINED AS OUTLINED IN SUBSECTION (H)** *[[to the extent that, for the purpose of determining eligibility for a step increment under Subsection (b)(2) of this section, the time spent in the former step is counted as time spent in the new step]]*.
- (h) *Effect of Promotion or Reclassification on **PERFORMANCE ADJUSTMENT** *[[Step Increment]]*.* If an employee is promoted or reclassified, the employee's anniversary date does not change, and future **PERFORMANCE ADJUSTMENTS** *[[step increments]]* shall be paid at the beginning of the pay period during which the anniversary date occurs. Granting a **PERFORMANCE ADJUSTMENT** *[[step increment]]* during the employee's promotional probationary period does not satisfy the requirements of probation.

III. Specialty Pays.

- (a) *Shift Differentials for Classified Employees.*
- (1) Classified employees who work a fixed shift starting from 3:00 p.m. through 8:59 p.m. will receive a shift differential increment of 5% over their base hourly rate of pay.
 - (2) Classified employees whose shifts begin from 9:00 p.m. through 4:59 a.m. will receive a shift differential increment of 7.5% over their base hourly rate of pay.
 - (3) Uniformed career personnel in the Department of Fire and Rescue Services are not eligible for shift differential pay with the exception that Fire Captains who are assigned to the Communications (911) Center and who work a shift beginning between 5:00 p.m. and 4:59 a.m. shall receive an 8.3% per hour shift differential for the entire shift.

- (4) Employees paid according to the DS Schedule in the Sheriff's Department who work
 - (i) A shift beginning between 1,300 hours and 5:59 PM 1,759 hours shall receive a shift differential of 6 % for all hours worked during the shift, or
 - (ii) An evening shift beginning between 1800 hours and 0200 hours shall receive a shift differential of 9.3% for all hours worked during the shift.
 - (iii) Permanent night shift in the Sheriff's Office when assigned to Court, MVA hearings, and training (except training extending beyond five days), and excluding voluntary day shift assignments.
- (5) Sworn members of the Howard County Police Department are not eligible for shift differential pay, except that:
 - (i) Lieutenants who worked a night shift beginning between 5:00 p.m. and 4:59 a.m. shall receive a shift differential increment of 6% over their base hourly rate of pay; and
 - (ii) Lieutenants who worked an afternoon shift beginning between 1:00 p.m. and 8:59 p.m. shall receive a shift differential increment of 3% above their base hourly rate of pay.
- (6) Correctional Lieutenants and Captains who work a fixed shift starting from 4:00 p.m. to 12:00 a.m. will receive a shift differential increment of 3% over their base hourly rate of pay and for shifts which begin from 12:00 a.m. to 8:00 a.m. will receive a shift differential increment of 5% over their base hourly rate of pay. Correctional Lieutenants and Captains who work a 12-hour shift beginning at 7:00 am shall receive a three percent (3%) shift differential for the hours from 4:00 pm through 7:00 pm. Correctional Lieutenants and Captains who work a 12-hour shift beginning at 7:00 pm shall receive a five percent (5%) shift differential for the hours from 12:00 midnight through 7:00 am. Dietary officers who start at 11:00 am or later shall receive a three percent (3%) shift differential for the hours worked after 4:00 pm.

(b) *Rotating Shifts.*

- (1) A Classified employee who works a rotating shift that begins from 3:00 p.m. to 8:59 p.m. shall receive a shift differential increment of 2.5% over the employee's base hourly rate of pay.
- (2) A Classified employee who works a rotating shift that begins from 9:00 p.m. to 4:59 a.m. shall receive a shift differential increment of 5% over the employee's base hourly rate of pay.

(c) *Holiday Pay*

- (1) Police Lieutenants will be paid at a rate of one and one-half time their regular rate of pay if they are required to work on:
 - (i) The night shift beginning on the day before Christmas;
 - (ii) The day or evening shift on Christmas Day; or
 - (iii) The day, evening, or night shift on Thanksgiving Day.
- (2)
 - (i) Police Lieutenants who are regularly scheduled to work on the July Fourth celebration will be paid at the rate of one and one-half times their regular hourly rate of pay.
 - (ii) Police Lieutenants assigned to work the July Fourth celebration who are not regularly scheduled to work on that day shall be paid at one and one-half their regular hourly rate of pay for all hours worked.
 - (iii) If a Police Lieutenant has taken a day of annual leave in order to be off from work on the day of the July Fourth celebration, and is later called in to work at least 4 hours on the celebration detail, the Lieutenant shall receive a substitute day of annual leave.

- (3) Police Lieutenants and Captains scheduled and required to work on, or called in to work on, Thanksgiving, Christmas Eve, Christmas Day, or the Fourth of July will be credited a minimum of eight hours of Annual Leave for each holiday plus any additional hours worked during that particular shift.
 - (4)
 - (i) Emergency Communication Supervisors will be paid at one and one-half times their regular rate of pay when required to work the following Holidays:
 - 7 a.m. to 7 p.m. Christmas Eve
 - 7 p.m. Christmas Eve to 7 a.m. Christmas Day
 - 7 a.m. to 7 p.m. Christmas Day
 - 7 p.m. Christmas Day to 7 a.m. December 26th
 - 7 p.m. New Year's Eve to 7 a.m. on January 2
 - 7 a.m. Thanksgiving Day to 7 p.m. on the day after Thanksgiving Day
 - 7 a.m. July 4th to 7 a.m. July 5th
 - (ii) Emergency Communications Supervisors scheduled and required to work on Thanksgiving, Christmas, or the Fourth of July will be credited a minimum of eight hours of Annual Leave for each holiday plus any additional hours worked during that particular shift.
 - (iii) An Emergency Communication Supervisor who utilizes annual leave on an above listed holiday of this section and who is called in to work will be paid at a rate of two and one-half times their hourly rate and will be re-credited with the number of hours actually worked, not to exceed the amount of leave scheduled.
Emergency Communication
Supervisors working overtime as part of their regularly scheduled 48-hour week on these specified holidays are compensated at two-and-one-half times the hourly pay rate for the overtime hours worked.
 - (5) Fire Captains, Battalion Chiefs and Assistant Chiefs will be paid at one and one-half times their regular rate of pay when required to work on the following holidays:
 - 7:00 a.m. on Easter Sunday to 7:00 a.m. on the day after Easter
 - 7:00 a.m. on Thanksgiving Day and 7:00 a.m. on the day after Thanksgiving
 - 7:00 p.m. on Christmas Eve and 7:00 p.m. on Christmas Day
 - (6) Correctional Lieutenants and Captains will be paid at one and one-half times their regular rate of pay for hours actually worked on the following holidays:
 - Thanksgiving Day Christmas Day July 4th
 - Labor Day
 - (7) Employees paid in accordance with the DS Schedule will be paid at time and one-half when required to work on the following holidays:
 - Night Shift on Christmas Eve Day
 - or night shift Christmas Day
 - Day or night shift Thanksgiving Day
 - July 4th
- (d) *Premium Compensation for Police Lieutenants, Captains, Majors, Cadets and Crossing Guards.*
- (1) Police Lieutenants assigned to the following divisions shall be paid an annual premium compensation paid bi-weekly in the following amounts:
 - (i) \$2000 annually to employees not assigned to Patrol or Communications as well as the following Specialty Assignments.
 - Drug Recognition Experts (DREs) Emergency Services Unit (ESU)
 - Hostage Negotiators
 - ESV Operators
 - Employees who are trained and assigned to operate the Department's

Small Unmanned Aircraft System (SUAS)

- (ii) In addition to the Specialty Pay in (i), \$2,500 annually to employees assigned to the following units:

Auto theft/Arson/Fraud/Forgery, Child Abuse, Domestic Violence, Internal Affairs, Narcotics, Property Crimes, Robbery, ROPE, Street Drug, Tactical, Traffic, Vice, Violent Crimes and Warrants.

- (iii) The department's honor guard - \$220.00 annually.

Police Lieutenants who are assigned to Specialty Pay assignments during light-duty status are ineligible for corresponding Specialty Pay Benefits (This does not apply to Police Lieutenants who are already permanently assigned to a particular Specialty Unit while on light-duty status.)

- (2) Police Lieutenants fluent in the following languages shall be paid a premium compensation based on the below qualifications:
 - (i) Employees will be paid \$3,000 annually when they have tested fluent in Spanish, Korean, or Chinese languages as designated by the Chief of Police and provide translation services for Department business. The criteria for fluency as determined by the Chief of Police will be predicated on a state, regional, or national evaluation instrument or a standard developed by an institution of higher education.
 - (ii) Employees will be paid an additional \$1,000 annually if they have tested at a superior level of fluency in Spanish, Korean, or Chinese languages and have successfully completed State requirements to become court certified. The Department will determine the number of court certified officers and the selection process for court certification eligibility.
- (3) Police Lieutenants will be paid \$1,100 annually when they have tested fluent in any language not listed above designated by the Chief of Police and provide translation services for Department business. The criteria for fluency as determined by the Chief of Police will be predicated on a state, regional, or national evaluation instrument or a standard developed by an institution of higher education.
- (4) Employees earning premium compensation under this section shall be ineligible for Standby pay.
- (5) A Police Lieutenant, Captain or Major who successfully passes two or fewer components of the Department's voluntary fitness program shall receive one hundred and twenty-five dollars (\$125.00) for each testing component they pass. If they pass three or more of the testing components, they shall receive one hundred fifty dollars (\$150.00) for each testing component. The maximum amount for passing all four components is six hundred dollars (\$600.00).
- (6) Police Cadets and Crossing Guards assigned to special events shall receive a minimum of three hours of pay for the event.

(e) Management Employees of Department of Fire and Rescue Services.

- (1) Paramedic, EMT-P, and Preceptor Pay
 - (i) Paramedic or EMT-P. An Assistant Chief, Battalion Chief or Fire Captain who is a qualified Howard County paramedic shall receive a paramedic premium of a flat rate of \$7,000 annually. Failure to maintain EMT-P registration will result in forfeiture of paramedic premium pay.
 - (ii) Preceptor. An Assistant Chief, Battalion Chief or Fire Captain who is assigned to precept other employees of the department in the EMT-P, EMT-I, and CRT shall receive a flat rate of \$5.00 per hour, added to base, while engaged as a preceptor.
- (2) *Medical Duty Officer (MDO) position:* a fire captain paramedic who is assigned to a

MDO position shall receive a premium \$4000 annually. A Fire Captain Paramedic that is MDO certified and is temporarily assigned to the MDO position shall be compensated for a minimum of 4 consecutive hours by prorating the \$4000 annual premium to an hourly rate.

- (3) *Fire Marshal's Office.* An Assistant Chief, Battalion Chief or Fire Captain assigned to the Fire Marshal's Office shall receive \$1,250 per year while serving in this unit to be added to the base pay.
- (4) *Special Operations Pay.* An Assistant Chief, Battalion Chief or Fire Captain who is assigned to the regional search and rescue team or the special operations team and meets the special operations criteria established by management shall receive \$1,250 per year to be added to the base pay.
- (5) Fire Captains assigned to work a day work schedule and not assigned a take home vehicle shall receive a \$4,000 per year day work premium added to the base pay.
- (6) *Language Fluency Pay for Emergency Communications Supervisors* – Assistant Chief, Battalion Chief or Fire Captain who speaks fluent Spanish, Korean, or Chinese (or any other language with the approval of the fire chief) will be paid an annual premium of \$1,250. The criteria for fluency as determined by the Office of the Fire Chief will be predicated on a state, regional, or national evaluation instrument or a standard developed by an institution of higher education. The certification will not be overly burdensome (such as requiring a diploma or degree from an institution where the non-English language is the majority spoken) or based on the requirements of the national board of certification for medical interpreters.
- (7) Rapid Sequence Intubation (RSI) pay: a Battalion Chief Paramedic, Captain Paramedic that is RSI certified shall receive \$2,000 annually
- (8) Specialty pay received by management employees of the Department of Fire and Rescue Services shall be prorated on an annual basis and be added to the employee's base wage.
- (9) *Physical Fitness Pay.* Fire management employees in the classes of Assistant Chief, Battalion Chief and Fire Captain shall be eligible for an annual \$250.00 annual physical fitness allowance.
- (10) *Detail Pay.* A Fire Captain who is detailed to a station different than that to which they are normally assigned shall receive \$20.00 additional pay for each shift detailed, in accordance with Department detail guidelines.

(f) *Emergency Communication Supervisors*

- (1) *Clothing Allowance* - Emergency Communication Supervisors shall receive a maximum of \$30 Per Month for uniform cleaning services.
- (2) *Language Fluency Pay for Emergency Communications Supervisors* – Emergency Communication Supervisors will be paid \$3,000 annually when they have tested fluent in Spanish, Korean or Chinese languages or \$1,200 annually for other languages, specifically approved by the Chief of Police and provide translation services for Department business. The criteria for fluency as determined by the Chief of Police will be predicated on a state, regional or national evaluation instrument or a standard developed by an institution of higher education.

(g) *Commercial Driver's License Premium*

Employees in the job classification of Operations Leader I shall be eligible to receive a premium of \$0.30 per hour for possession of a current and valid Commercial Driver's License issued by the State of Maryland and maintained in accordance with departmental policy, when required by job assignment. The CDL premium shall be added to base hourly wage. Failure to maintain the CDL license shall result in forfeiture of CDL premium pay.

(h) *Uniformed Supervisory Employees in the Department of Corrections*

Correctional employees in the job classifications of Correctional Captain, Correctional Lieutenant and Correctional Dietary Officer:

- (1) shall be eligible for an annual stipend of one-hundred fifty dollars (\$150.00) for clothing and equipment replacement, repair and alteration; and
- (2) shall receive an additional \$.75 per hour, for all hours worked, at the beginning of ten (10) years of continuous service with the Department of Corrections.
- (3) shall receive \$1.00 an hour above their base hourly rate for all hours worked at the beginning of fifteen (15) years of continuous service with the Department of Corrections.
- (4) \$1,200 shall be paid annually for being assigned to the Special Emergency Response Team (SERT).
- (5) \$1,200 shall be paid annually for routinely performing duties as a Classroom Training Instructor.
- (6) \$1,000 shall be paid annually for maintaining a Hostage Negotiations Certificate.
- (7) \$1,200 shall be paid annually to a Dietary Officer who maintains a ServSafe Certification

(i) *Uniformed Employees in The Sheriff's Office Paid in Accordance with the DS Schedule*

Sheriff's Office employees in the Job Classifications of Security Officer, Sergeant Deputy Sheriff and Lieutenant Deputy Sheriff shall receive:

- (1) a quarterly clothing allowance of \$350 when assigned as full-time warrant detectives;
- (2) \$50 per diem when assigned to field officer training duties for at least 4 hours a day;
- (3) \$400 annually when assigned to the honor guard detail;
- (4) \$1,600 annually when assigned as a warrant detective or as a Domestic Violence Deputy;
- (5) \$500 annually when assigned as full time Duty Officer or MPTC Certified Instructor
- (6) \$3,000 for fluency in Spanish, Korean or Chinese and providing translation services.
- (7) \$1,100 for fluency in language other than above and providing translation services.
- (8) \$1,000 annually when assigned as Firearm Instructor or CDL Operator.

(j) *Clothing Allowance for Police Lieutenants and Captains*

Police Lieutenants the Captains shall be eligible for quarterly payments of \$330 for full-time plainclothes assignments requiring business attire, \$264 for non-business attire assignments, and \$132 for part time plainclothes assignments.

(k) *Supplemental Pay for State Health Department Positions*

For retention purposes, and as authorized in the budget, the Personnel Officer may establish supplemental pay for certain State Health Department positions, including; the Director of Substance Abuse Services, the Deputy Health Officer, Sanitarians and the Director of Policy and Planning.

IV. Stand-by Pay

(a) *Stand-by Pay Authorized.* Except as otherwise provided in a collective bargaining agreement, the County will pay an employee stand-by pay if:

- (1) the employee is specifically assigned to stand-by status within the department;
- (2) Central Communications is notified that the employee is the designated person of contact under certain defined circumstances, for the department; and
- (3) the employee is accessible for contact by Central Communications or the department to respond immediately or within a reasonable time to a request to provide a service.

(b) *How Paid.*

- (1) An employee officially assigned to standby shall receive two (2) hours of pay at the straight time rate for the stand-by period between the employee's regularly scheduled work shift, or for *each* 24- hour standby period between work shifts except employees paid according to the DS Schedule shall receive three (3) hours of pay at the straight rate.
- (2) Stand-by pay shall be in addition to pay for any hours actually worked in between regular work shifts, such as when an employee is called in to report.
- (c) *Stand-by Status Not Hours Worked.* Stand-by pay is a payment for remaining available to work for the county. The stand-by period is not considered hours worked for purposes of leave accrual, overtime, or other FLSA computation. Wearing a County assigned cell phone or beeper does not, of itself, constitute being on stand-by status.
- (d) *Failure to Remain Available or Report.* An employee who is on stand-by status is subject to discipline if the employee is not available for contact or fails to report as requested.

V. Acting Duty Pay.

- (a) *Acting Appointments.* An appointing authority may make an acting appointment if there is a temporary vacancy in an authorized budgeted position. Employees who have been appointed in an acting capacity to a higher graded position and have served in that capacity for 21 calendar days or longer shall be compensated retroactively to the first day of appointment to the acting capacity in the higher grade at either the minimum base hourly rate of the higher grade or at 5% above their current annualized base rate, whichever is greater. However, employees paid according to the DS Schedule shall be compensated at 6% above their regular rate or the minimum of the acting grade, whichever is higher, after seven consecutive work days in a higher pay grade to qualify for acting duty pay.
- (b) *Conditions.* Acting duty pay shall be subject to the following conditions:
 - (1) The higher graded position is temporarily vacant because there is no incumbent in the position or because the incumbent is on approved leave for purposes other than vacation;
 - (2) The employee meets the minimum qualification for the higher graded position;
 - (3) The employee is assigned and performs the full responsibilities of the vacant or newly created position;
 - (4) The appointing authority has submitted appropriate forms, signed by the employee, indicating the first day, the 21st day and, when known, the last day of the acting appointment;
 - (5) Merit increases during the period of acting duty shall be to the employee's permanent base hourly rate of pay;
 - (6) An employee who is permanently appointed to the position in which he or she is acting or an employee who had been serving in an acting appointment is permanently appointed to a different higher graded position shall receive a promotional increase based on the employee's permanent base hourly rate of pay, rather than on any acting duty pay; and
 - (7) There are sufficient budgeted funds to pay for the cost of the acting duty pay.

VI. Overtime and Compensatory Time.

- (a) *Paid Leave is Time Worked.* For the purpose of computing overtime or compensatory time, paid leave is considered time worked.
- (b) *Work Periods Adjusted.* If an employee works longer on any given day than the employee's regularly scheduled workday, the appointing authority may adjust the remainder of the

employee's work period so that the employee does not work more than his/her regularly scheduled hours of work during that work period.

- (c) *Employees Covered by Collective Bargaining Agreements.* Employees covered by collective bargaining agreements shall be paid overtime pursuant to the provisions of the collective bargaining agreements.
- (d) *Situational Pay for Non-uniformed, Non-union Employees.* When there is a threat or occurrence of an emergency, special event, or other similar situation, the Chief Administrative Officer may authorize payment to an employee who staffed the Emergency Operations Center or who worked in response to the emergency, special event, or other similar situation for hours worked that the employee would have otherwise been off. Payment shall be monetary and shall not be in the form of compensatory time unless authorized by the Chief Administrative Officer. Payment shall be computed at the following rate; one and one-half times the regular hourly rate for non-exempt employees and at the straight hourly rate for FLSA exempt employees. Employees covered by collective bargaining agreements shall be paid for hours worked under this subsection pursuant to the provisions of the collective bargaining agreements.
- (e) *Employees Exempt from Fair Labor Standards Act.*
 - (1) Except as otherwise provided in this subsection, supervisors in Grades [[J]] 113, 212, AND 302 and below shall be paid overtime or granted compensatory time off at the rate of 1.5 hours of overtime or compensatory time for each hour worked in excess of 40 hours per week.
 - (2)
 - (i) Police Lieutenants shall be paid overtime time at the rate of 1.5 hour's pay for each hour worked in excess of the assigned work schedule.
 - (ii) For purposes of computing overtime under this paragraph:
 - a. A Police Lieutenant who is called in to work outside his or her regular shift shall be credited with all hours worked, but not less than 4 hours; and
 - b. A Police Lieutenant who is required to attend court or otherwise meet with government attorneys outside his or her regular shift shall be credited with all hours of court time, but not less than 3 hours.
 - c. A Police Lieutenant who is assigned to a detail of at least fifteen (15) minutes but less than three (3) hours during off-duty hours shall receive a minimum of three (3) hours of pay or compensatory time at the overtime (1.5x) rate when the assignment is approved in advance.
 - d. In lieu of receiving an extra monetary benefit for working during an emergency event, which is defined as an unforeseen event, or an event requiring critical action that results in the closing of County offices for normal business operations, Police Lieutenants will receive 8 hours of vacation leave each fiscal year. The additional 8 hours of leave will be applied to the leave balance of each Police Lieutenant on July 1st, regardless of whether the County closes for an unforeseen emergency during the year.
 - (iii) Police Lieutenants may accrue compensatory hours in excess of 80 hours up to a maximum of 240 hours but shall be compensated at the time of separation at the hourly rate in effect at the time of separation, not to exceed 80 hours. A Police Lieutenant who is promoted to the rank of Police Captain shall have one year from the date of promotion to reduce any hours in excess of 80 hours. The use of excess compensatory time during this year is at the discretion of the Police Chief and dependent upon operational needs

- (3) A Police Services Support Supervisor II who is called in to work hours which are not contiguous to their regular shift shall receive a minimum of 4 hours pay at the overtime rate. Such employees officially assigned to stand-by status shall receive minimum call-in pay, in addition to their stand-by pay, for the first call-in during any one stand-by period. Any additional required work time during the same stand-by period shall be paid as overtime (i.e. time and one-half) for actual hours worked. Pay shall start when the supervisor receives notice to report to work.
- (4) Emergency Communication Supervisors:
 - (i) In lieu of receiving an extra monetary benefit for working during an emergency event, which is defined as an unforeseen event, or an event requiring critical action that results in the closing of County offices for normal business operations, Emergency Communication Supervisors will receive 8 hours of vacation leave each fiscal year. The additional 8 hours of leave will be applied to the leave balance of each Emergency Communication Supervisors on July 1st, regardless of whether the County closes for an unforeseen emergency during the year.
 - (ii) Called in to work hours which are not contiguous to their regular shift shall receive a minimum of 4 hours pay at the overtime rate. If canceled after they leave their residence, but prior to arriving at the worksite, they shall receive one hour of pay at the overtime rate;
 - (iii) Required to attend court as a result of a work-related incident, or give a work-related deposition during non-scheduled working hours, will be compensated at a minimum of three hours at the overtime rate;
 - (iv) Required to attend meetings, or represent the Department on committees during non-scheduled working hours will be compensated at a minimum of three hours of pay at either the overtime rate, or the regular rate of pay, dependent upon the employee's work hours for that week. Eligibility for, and applicability of, detail pay must be approved in advance of the event by the Division Commander or above.
 - (v) May accrue compensatory hours in excess of 80 hours up to a maximum of 240 hours but shall be compensated at the time of separation at the hourly rate in effect at the time of separation, not to exceed 80 hours.
- (1) Regarding Fire Captains, Battalion Chiefs and Assistant Chiefs:
 - (i) Fire Captains shall be paid overtime or earn compensatory leave at one and one-half times their regular hourly rate for hours worked in excess of the regular hours in the employee's workweek;
 - (ii) Battalion Chiefs shall be paid overtime or earn compensatory leave at the straight rate for the first five hours worked over their regular workweek and shall be paid overtime or earn compensatory leave at time and one-half for all hours in excess of the regular hours in the employee's workweek.
 - (iii) Fire Assistant Chiefs are not eligible for overtime. Fire Assistant Chiefs may accrue compensatory time or additional straight time at an hour-for-hour rate for each hour worked in excess of the regular hours in the employee's work week.
 - (iv) Fire Captains may accrue compensatory hours in excess of 80 hours up to a maximum of 240 hours but shall be compensated at the time of separation at the hourly rate in effect at the time of separation, not to exceed 80 hours. Fire Battalion Chiefs and Assistant Chiefs shall not accrue more than 80 hours of compensatory time.

- (2) Employees paid according to the DS Schedule shall be paid overtime or granted compensatory time off at the rate of 1.5 hours of overtime or compensatory time for each hour worked in excess of 40 hours per week. In addition, for purposes of computing overtime, employees paid according to the DS Schedule shall receive:
 - (i) A minimum of 4 hours pay at time and one-half when called in to work outside of their regular shift, starting when the employee receives notification.
 - (ii) One hour of pay at time and one-half when off-duty and contacted by a supervisor and the employee spends a minimum of 30 minutes attempting to resolve an issue.
 - (iii) Three hours of pay at time and one-half when required to attend work related court, hearings, depositions or meet with attorneys outside of their regular schedule. If contiguous to their regular shift they shall receive time and one-half for all hours worked, except for their shift hours.
 - (iv) Three hours of pay at time and one-half when assigned to a detail of at least 15 minutes but less than 3 hours during off-duty hours which are not contiguous to the employee's regular shift. Time and one-half pay for all hours worked during the closing of County Offices during an event declared by the County Executive.
- (3) Correctional Captains shall be paid overtime or granted compensatory time off at the rate of 1.5 hours of overtime or compensatory time for each hour worked in excess of 40 hours per week.
- (4) Except as provided in paragraphs (1) - (5) of this subsection or an adopted collective bargaining agreement, a merit system employee who is exempt from the coverage of the Fair Labor Standards Act, except those identified in Section 1.111(b) "Exempt Service" of the Howard County Code, shall be granted compensatory leave, on an hour for hour basis, for all authorized hours worked in excess of 80 hours per pay period, to a maximum of 120 hours.
- (5) Upon termination, retirement, or appointment to an **FLSA EXEMPT** Executive Exempt position, **[[a merit system]] AN EMPLOYEE** who is exempt from the coverage of the Fair Labor Standards Act shall be paid at the hourly rate in effect at the time of separation for accumulated compensatory hours, not to exceed 120 unless covered under paragraphs (1) - (5) of this subsection or an adopted collective bargaining agreement.

[[g]](F) Employees Covered by Fair Labor Standards Act

- (1) Except as provided in paragraph (2) of this subsection, employees covered by provisions of the **[[federal]] FEDERAL** Fair Labor Standards Act shall be paid overtime or granted compensatory time at the rate of 1.5 hours pay or 1.5 hours of compensatory time for each hour worked in excess of 40 hours per week.
- (2) If a supervisor fails to arrange compensatory time off within 60 days of accrual, the employee may request compensatory pay in lieu thereof.

VII. Involuntary Separation Pay

(a) *Scope of Section.* This section applies to a Classified Employee or an Executive Exempt employee who:

- (1) Is dismissed from employment for reasons other than those listed in Section 1.115(b) of the County Code;
- (2) Did not voluntarily resign or retire; and
- (3) Did not leave employment for any reason relating to inability to perform full range of essential job functions.

This section shall not apply to employees who failed to return from an approved leave of absence within the specified time.

(b) *Notice or Payment In-Lieu-of Notice.* An appointing authority shall give an employee:

- (1) At least two weeks' advance notice of a separation from employment; or
- (2) Additional pay under this section so that the employee receives a combination of two weeks' notice and pay-in-lieu thereof.

(c) *Involuntary Separation Pay Authorized for Classified or Executive Exempt Employee; Amount.*

- (1) In the case of involuntary separation of a Classified or Executive Exempt employee, the County shall pay involuntary separation pay, not to exceed 10 weeks, in accordance with this subsection.
- (2) The amount of Involuntary Separation Pay, based on length of service, shall be as follows:

Length of Service	Weeks of Involuntary Separation Pay
1-3 years	1 week
4-7 years	3 weeks
8-10 years	6 weeks
Over 10 years	10 weeks

(d) *Release Form.* In order to be eligible to receive involuntary separation pay under this section, an employee shall sign a release form as prescribed by the Personnel Officer.

II CLASSIFICATION CODES AND PAY GRADES FOR THE CLASSIFIED SERVICE

Class Code	Classification	Pay Grade
1209	Purchasing Administrator	N
1208	Fiscal Manager III	N
1207	Fiscal Manager II	M
1205	Fiscal Manager I	L
1203	Fiscal Specialist II	K
1201	Fiscal Specialist I	J
1200	Fiscal Associate	I
1307	Administrative Manager	N
1306	Assistant Administrator	M
1305	Senior Administrative Analyst	L
1303	Administrative Analyst II	K
1301	Administrative Analyst I	I
1413	Administrative Assistant	I
1412	Administrative Technician	H
1411	Administrative Aide	G
1409	Administrative Support Technician III	F
1407	Administrative Support Technician II	E
1405	Administrative Support Technician I	D
1403	Office Assistant II	C
1503	Legal Support Services Specialist	I
1501	Legal Support Services Technician	G
2125	Police Captain	PM3
2123	Police Lieutenant	PM2
2121	Police Sergeant	PS]]

II

POSITION CLASSIFICATION CODES AND PAY GRADES FOR THE CLASSIFIED SERVICE (CONTINUED)

Class Code	Classification	Pay Grade
2119	Police Services Support Supervisor III	K
2118	Police Services Support Specialist	J
2117	Police Services Support Supervisor II	I
2113	Police Services Support Supervisor I	H
2105	Police Services Support Technician II	H
2103	Police Services Support Technician I	F
2101	Police Cadet	D
2223	Correctional Captain	CM2
2221	Corrections Program Supervisor II	K
2219	Detention Center Nurse	J
2217	Correctional Lieutenant	CM1
2213	Correctional Specialist	I
2212	Correctional Technician	H
2211	Correctional Sergeant	C4
2210	Correctional Sergeant-Dietary	C4
2209	Correctional Dietary Coordinator	CM1
2207	Correctional Corporal	C3
2205	Correctional Officer	C2
2201	Correctional Dietary Officer	C2
2307	Emergency Communications Supervisor	EC1
2305	Senior Dispatcher	DH
2304	Dispatcher First Class	DFC
2303	Dispatcher	DG
2301	Emergency Communications Operator	DF
2401	Security Officer I	B]]

II POSITION CLASSIFICATION CODES AND PAY GRADES FOR THE CLASSIFIED SERVICE
(CONTINUED)

Class Code	Classification	Pay Grade
2515	Assistant Chief (Fire and Rescue Services)	FM3
2513	Battalion Chief	FM2 (P) (A)
2511	Fire Captain	FM1 (P) (A)
2507	Firefighter Lieutenant	J (P) (A)
2506	Master Firefighter/HVO	I (P)
2505	Master Firefighter	H (P) (A)
2504	Firefighter/HVO	G (P)
2503	Firefighter	F (P) (A)
2501	Firefighter Recruit	E (P)
2500	Firefighter Trainee	D
3117	Engineering Manager I	N
3115	Engineering Support Supervisor	M
3114	Engineering Specialist III	M
3112	Engineering Specialist II	L
3111	Engineering Specialist I	K
3110	Engineering Associate	J
3109	Stormwater Management Coordinator	K
3108	Engineering Support Technician IV	K
3107	Engineering Support Technician III	J
3105	Engineering Support Technician II	I
3103	Engineering Support Technician I	G
3101	Engineering Support Worker	E
3211	Planning Manager	M
3209	Planning Supervisor	K
3207	Planning Specialist II	JII

II POSITION CLASSIFICATION CODES AND PAY GRADES FOR THE CLASSIFIED SERVICE
(CONTINUED)

Class Code	Classification	Pay Grade
3205	Planning Specialist I	I
3203	Planning Support Technician II	H
3201	Planning Support Technician I	F
3313	Regulation Manager	L
3309	Regulation Supervisor	J
3306	Regulation Inspector II	I
3305	Regulation Inspector I	H
3303	Regulation Support Technician II	G
3301	Regulation Support Technician I	E
4127	Operations Manager	M
4125	Operations Superintendent	L
4123	Operations Supervisor III	K
4121	Operations Supervisor II	J
4119	Operations Supervisor I	I
4117	Chief Mechanic	I
4115	Operations Leader II	H
4113	Operations Mechanic	G
4111	Operations Leader I	G
4110	Operations Technician III	G
4109	Operations Technician II	F
4107	Operations Technician I	E
4105	Operations Worker III	D
4103	Operations Worker II	C
4219	Technical Services Manager II	NII

[[POSITION CLASSIFICATION CODES AND PAY GRADES FOR THE CLASSIFIED SERVICE
(CONTINUED)

Class Code	Classification	Pay Grade
4217	Technical Services Manager I	M
4215	Technical Services Supervisor	L
4213	Technical Services Support Specialist IV	L
4211	Technical Services Support Specialist III	K
4209	Technical Services Support Specialist II	J
4207	Technical Services Support Specialist I	I
4205	Technical Services Support Technician III	H
4203	Technical Services Support Technician II	G
4201	Technical Services Support Technician I	E
5137	Child Care Site Director	F
5136	Child Care Assistant Site Director	E
5133	Child Care Group Leader	C
5131	Child Care Assistant Group Leader	B
5129	Natural Resource Superintendent	L
5128	Natural Resource Program Manager III	K
5127	Natural Resource Program Manager II	J
5125	Natural Resource Program Manager I	I
5124	Natural Resource Specialist	H
5123	Natural Resource Technician II	G
5121	Natural Resource Technician I	F
5115	Recreation and Parks Bureau Chief	N
5111	Recreation Services Manager	L
5109	Recreation Services Supervisor	K
5107	Recreation Services Coordinator II	H
5105	Recreation Services Coordinator I	G[[

II POSITION CLASSIFICATION CODES AND PAY GRADES FOR THE CLASSIFIED SERVICE
(CONTINUED)

Class Code	Classification	Pay Grade
5103	Recreation Leader	F
5102	Recreation Services Assistant II	D
5215	Human Services Manager II	N
5213	Human Services Manager I	M
5212	Human Services Supervisor	L
5211	Human Services Specialist III	K
5209	Human Services Specialist II	J
5207	Human Services Specialist I	H
5205	Human Services Worker II	G
5203	Human Services Worker I	E

P Individuals serving in paramedic positions which are allocated to the Advanced Life Support (ALS) function are eligible to receive a paramedic premium. Failure to maintain EMT-P registration or movement to a position not allocated to the ALS function will result in forfeiture of paramedic premium pay.

A Employees assigned to the day shift shall receive shift premium pay which shall be added to the base wage. **II**

POSITION CLASSIFICATION CODES AND PAY GRADES
FOR THE CLASSIFIED SERVICE

THESE CLASSIFICATIONS ARE IN THE CLASSIFIED SERVICE UNLESS OTHERWISE DESIGNATED AS EXEMPT SERVICE OR STATE-AUTHORIZED EXEMPT POSITIONS AT TIME OF HIRE.

CLASS CODE	CLASSIFICATION	PAY GRADE
2110	ADMINISTRATIVE ANALYST I	G-110
2112	ADMINISTRATIVE ANALYST II	G-114
2114	ADMINISTRATIVE ANALYST III	G-116
2210	ADMINISTRATIVE ASSISTANT I	OT-201 / G-101
2212	ADMINISTRATIVE ASSISTANT II	OT-202 /G-102
2214	ADMINISTRATIVE ASSISTANT III	OT-204 /G-104
2216	ADMINISTRATIVE ASSISTANT IV	OT-206 /G-106
2218	ADMINISTRATIVE ASSISTANT V	OT-210 /G-110
2118	ADMINISTRATIVE MANAGER	G-120
1044	AGRICULTURAL PROGRAM MANAGER I	G-110
1046	AGRICULTURAL PROGRAM MANAGER II	G-112
8110	ARCHITECT I	G-113
8120	ARCHITECT II	G-115
8128	ARCHITECT III	G-118
8138	ARCHITECT MANAGER	G-120
2116	ASSISTANT ADMINISTRATOR	G-118
7324	ASSISTANT CHIEF	FM3
4216	ASSISTANT CHIEF BUDGET OFFICER	G-120
5220	ASSISTANT CHIEF HUMAN RESOURCES OFFICER	G-120
3214	AUDIT MANAGER	G-118
3210	AUDITOR I	G-114
3212	AUDITOR II	G-116
7322	BATTALION CHIEF	FM2
4210	BUDGET MANAGEMENT ANALYST I	G-117
4212	BUDGET MANAGEMENT ANALYST II	G-118
4214	BUDGET MANAGEMENT ANALYST III	G-119
9114	BUILDING SECURITY GUARD	G-102

POSITION CLASSIFICATION CODES AND PAY GRADES FOR THE CLASSIFIED SERVICE

(CONTINUED)

CLASS CODE	CLASSIFICATION	PAY GRADE
4112	CENTRAL ACCOUNTANT I	G-110
4120	CENTRAL ACCOUNTANT II	G-112
4124	CENTRAL ACCOUNTANT III	G-114
4130	CENTRAL FINANCE MANAGER I	G-117
4134	CENTRAL FINANCE MANAGER II	G-119
4136	CENTRAL FINANCE MANAGER III	G-120
4110	CENTRAL PAYROLL SPECIALIST I	G-110
4116	CENTRAL PAYROLL SPECIALIST II	G-112
4126	CENTRAL PAYROLL SPECIALIST III	G-116
1212	CHIEF PROCUREMENT ADMINISTRATOR	EX-4
6146	CHIEF PROJECT MANAGER	G-120
1020	CHILD CARE TEACHER	G-100
1024	CHILD CARE TEACHER LEAD	G-103
8332	CODE ENFORCEMENT MANAGER	G-117
6220	COMMUNICATIONS SPECIALIST I	G-112
6222	COMMUNICATIONS SPECIALIST II	G-114
6224	COMMUNICATIONS SPECIALIST III	G-116
6218	COMMUNITY ENGAGEMENT SPECIALIST	G-110
1346	COMMUNITY-BASED CENTER MANAGER	G-114
9140	COORDINATOR, BUILDING SECURITY	G-116
7524	CORRECTION CASE MANAGER	G-111
7532	CORRECTIONAL CAPTAIN	CM2
7512	CORRECTIONAL CORPORAL	C3
7514	CORRECTIONAL DIETARY COORDINATOR	CM1
7508	CORRECTIONAL DIETARY OFFICER	C2
7526	CORRECTIONAL LIEUTENANT	CM1
7510	CORRECTIONAL OFFICER	C2
7518	CORRECTIONAL SERGEANT	C4
7516	CORRECTIONAL SERGEANT-DIETARY	C4
7504	CORRECTIONAL SUPPORT TECHNICIAN I	OT-202/G-102
7506	CORRECTIONAL SUPPORT TECHNICIAN II	OT-206/G-106
7520	CORRECTIONAL TECHNICIAN I	G-108
7522	CORRECTIONAL TECHNICIAN II	G-109
7530	CORRECTIONS PROGRAM SUPERVISOR	G-114

POSITION CLASSIFICATION CODES AND PAY GRADES FOR THE CLASSIFIED SERVICE

(CONTINUED)

CLASS CODE	CLASSIFICATION	PAY GRADE
7528	DETENTION CENTER NURSE	G-112
6210	DIGITAL MEDIA SPECIALIST	G-112
7406	DISPATCHER	D-G
7408	DISPATCHER FIRST CLASS	D-DFC
7412	EMERGENCY COMMUNICATIONS SUPERVISOR	EC1
8118	ENGINEER I	G-114
8124	ENGINEER II	G-116
8132	ENGINEER III	G-118
8100	ENGINEERING AIDE	OT-202
8116	ENGINEERING ASSOCIATE	G-112
8134	ENGINEERING MANAGER	G-120
8130	ENGINEERING SERVICES SUPERVISOR	G-118
8102	ENGINEERING TECHNICIAN I	OT-206
8104	ENGINEERING TECHNICIAN II	OT-210
8106	ENGINEERING TECHNICIAN III	OT-212
8108	ENGINEERING TECHNICIAN IV	OT-214
8114	ENVIRONMENTAL SERVICES SPECIALIST I	G-114
8122	ENVIRONMENTAL SERVICES SPECIALIST II	G-116
8126	ENVIRONMENTAL SERVICES SPECIALIST III	G-118
7318	FIRE CAPTAIN	FM1 (P) (A)
7304	FIRE FIGHTER	FF (P) (A)
7312	FIRE FIGHTER LIEUTENANT	FJ (P) (A)
7302	FIRE FIGHTER RECRUIT	FE (P)
7300	FIRE FIGHTER TRAINEE	FD
7306	FIRE FIGHTER/HVO	FG (P)
7314	FIRE SAFETY OUTREACH PROGRAM COORDINATOR	G-114
7320	FIRE TRAINING PROGRAM MANAGER	G-116

POSITION CLASSIFICATION CODES AND PAY GRADES FOR THE CLASSIFIED SERVICE
(CONTINUED)

CLASS CODE	CLASSIFICATION	PAY GRADE
7316	FIRE TRAINING PROGRAM SPECIALIST	G-114
4114	FISCAL ANALYST I	G-110
4118	FISCAL ANALYST II	G-112
4122	FISCAL ANALYST III	G-114
4128	FISCAL MANAGER I	G-116
4132	FISCAL MANAGER II	G-118
9142	FLEET MANAGER	G-120
6116	GIS ANALYST I	G-110
6118	GIS ANALYST II	G-114
6120	GIS ANALYST III	G-116
6136	GIS ANALYST IV	G-118
4310	GRANTS SPECIALIST I	G-109
4312	GRANTS SPECIALIST II	G-112
1040	HORTICULTURIST	G-110
5210	HUMAN RESOURCES ASSISTANT	G-106
5218	HUMAN RESOURCES DIVISION MANAGER	G-118
5212	HUMAN RESOURCES SPECIALIST I	G-110
5214	HUMAN RESOURCES SPECIALIST II	G-114
5216	HUMAN RESOURCES SPECIALIST III	G-116
1350	HUMAN RIGHTS AND EQUITY MANAGER	G-116
1336	HUMAN RIGHTS AND EQUITY SPECIALIST I	G-110
1344	HUMAN RIGHTS AND EQUITY SPECIALIST II	G-114
1354	HUMAN SERVICES MANAGER I	G-118
1356	HUMAN SERVICES MANAGER II	G-120
1334	HUMAN SERVICES SPECIALIST I	G-109
1340	HUMAN SERVICES SPECIALIST II	G-113
1348	HUMAN SERVICES SPECIALIST III	G-115
1352	HUMAN SERVICES SUPERVISOR	G-117
1330	HUMAN SERVICES WORKER I	OT-202/G-102
1332	HUMAN SERVICES WORKER II	OT-206/G-106
3310	IG ANALYST	G-113
6124	IT CYBERSECURITY ANALYST I	G-116
6134	IT CYBERSECURITY ANALYST II	G-118
6140	IT ENTERPRISE ARCHITECT	G-120
6138	IT MANAGER I	G-118

POSITION CLASSIFICATION CODES AND PAY GRADES FOR THE CLASSIFIED SERVICE
(CONTINUED)

CLASS CODE	CLASSIFICATION	PAY GRADE
6148	IT MANAGER II	G-120
6142	IT SOLUTIONS ARCHITECT	G-120
6128	IT SUPERVISOR	G-116
6110	IT SUPPORT SPECIALIST I	OT-210
6112	IT SUPPORT SPECIALIST II	OT-212
6114	IT SUPPORT SPECIALIST III	OT-214
6122	IT SUPPORT SPECIALIST IV	G-116
6104	IT SUPPORT TECHNICIAN I	OT-202/G-102
6106	IT SUPPORT TECHNICIAN II	OT-206/G-106
6108	IT SUPPORT TECHNICIAN III	OT-208/G-108
1054	LANDSCAPE ARCHITECT	G-113
5116	LAW CLERK	G-112
5114	LEGAL SUPPORT SPECIALIST	G-110
5110	LEGAL SUPPORT TECHNICIAN I	OT-206
5112	LEGAL SUPPORT TECHNICIAN II	OT-209
3110	LEGISLATIVE ANALYST I	G-110
3112	LEGISLATIVE ANALYST II	G-114
3114	LEGISLATIVE ANALYST III	G-116
5312	LIABILITY SPECIALIST I	G-110
5316	LIABILITY SPECIALIST II	G-114
5318	LIABILITY SPECIALIST III	G-116
7308	MASTER FIRE FIGHTER	FH (P) (A)
7310	MASTER FIREFIGHTER/HVO	FI (P)
1038	NATURAL RESOURCE SPECIALIST	G-108
1028	NATURAL RESOURCE TECHNICIAN I	OT-204
1032	NATURAL RESOURCE TECHNICIAN II	OT-206
1338	OHRE INVESTIGATOR I	G-112
1342	OHRE INVESTIGATOR II	G-114
9122	OPERATIONS LEADER I	OT-207
9124	OPERATIONS LEADER II	OT-209
9138	OPERATIONS MANAGER	G-118
9136	OPERATIONS SUPERINTENDENT	G-118
9128	OPERATIONS SUPERVISOR I	OS-301
9130	OPERATIONS SUPERVISOR II	OS-302

POSITION CLASSIFICATION CODES AND PAY GRADES FOR THE CLASSIFIED SERVICE

(CONTINUED)

CLASS CODE	CLASSIFICATION	PAY GRADE
9132	OPERATIONS SUPERVISOR III	OS-303
9116	OPERATIONS TECHNICIAN I	OT-202
9118	OPERATIONS TECHNICIAN II	OT-204
9120	OPERATIONS TECHNICIAN III	OT-206
9110	OPERATIONS WORKER II	G-101
9112	OPERATIONS WORKER III	G-102
8324	PLANNER I	G-112
8326	PLANNER II	G-114
8328	PLANNER III	G-115
8336	PLANNING DIVISION CHIEF	G-118
8330	PLANNING SUPERVISOR	G-116
8314	PLANNING TECHNICIAN I	OT-204
8316	PLANNING TECHNICIAN II	OT-208
7100	POLICE CADET	G-101
7126	POLICE CAPTAIN	PM3
6226	POLICE INFORMATION SPECIALIST	G-120
7124	POLICE LIEUTENANT	PM2
7122	POLICE SERGEANT	PS
7118	POLICE SERVICES SUPPORT SPECIALIST	G-113
7112	POLICE SERVICES SUPPORT SUPERVISOR I	OS-300
7114	POLICE SERVICES SUPPORT SUPERVISOR II	OS-301
7116	POLICE SERVICES SUPPORT SUPERVISOR III	G-114
7102	POLICE SERVICES SUPPORT TECHNICIAN I	OT-204
7104	POLICE SERVICES SUPPORT TECHNICIAN II	OT-208
4314	PROCUREMENT SPECIALIST I	G-110
4316	PROCUREMENT SPECIALIST II	G-112
4318	PROCUREMENT SPECIALIST III	G-114
6126	PROJECT MANAGER	G-116
6212	PUBLIC INFORMATION SPECIALIST I	G-110
6214	PUBLIC INFORMATION SPECIALIST II	G-114
6216	PUBLIC INFORMATION SPECIALIST III	G-116
8312	REAL ESTATE SERVICES MANAGER	G-120
8308	REAL ESTATE SERVICES SPECIALIST	G-110
8310	REAL ESTATE SERVICES SUPERVISOR	G-114
1066	RECREATION AND PARKS BUREAU CHIEF	G-121
1058	RECREATION AND PARKS SERVICE MANAGER I	G-110

POSITION CLASSIFICATION CODES AND PAY GRADES FOR THE CLASSIFIED SERVICE
(CONTINUED)

CLASS CODE	CLASSIFICATION	PAY GRADE
1042	RECREATION AND PARKS SERVICES MANAGER II	G-112
1052	RECREATION AND PARKS SERVICES MANAGER III	G-116
1060	RECREATION AND PARKS SUPERINTENDENT	G-118
1026	RECREATION LEADER	G-104
1022	RECREATION SERVICES ASSISTANT	G-101
1036	RECREATION SERVICES COORDINATOR	OT-207
1030	REGIONAL ASSISTANT CHILD CARE LEADER	G-104
1034	REGIONAL CHILD CARE LEADER	G-106
8214	REGULATION INSPECTOR I	OT-208
8216	REGULATION INSPECTOR II	OT-210
8220	REGULATION MANAGER	G-118
8218	REGULATION SUPERVISOR	G-114
8208	REGULATION SUPPORT TECHNICIAN I	OT-202
8210	REGULATION SUPPORT TECHNICIAN II	OT-206
8212	REGULATION SUPPORT TECHNICIAN III	OT-207
5324	RISK & SAFETY MANAGER	G-120
5310	SAFETY SPECIALIST I	G-110
5314	SAFETY SPECIALIST II	G-114
5320	SAFETY SPECIALIST III	G-116
7410	SENIOR DISPATCHER	D-H
1056	SENIOR HORTICULTURIST	G-116
3312	SENIOR IG ANALYST	G-116
6132	SENIOR PROJECT MANAGER	G-117
8112	STORMWATER MANAGEMENT COORDINATOR	G-114
8318	SUSTAINABILITY PROGRAM SPECIALIST I	G-110
8320	SUSTAINABILITY PROGRAM SPECIALIST II	G-112
8322	SUSTAINABILITY PROGRAM SPECIALIST III	G-116
6144	TECHNICAL SERVICES MANAGER	G-120
7106	VICTIM SERVICES ADVOCATE I	G-106
7108	VICTIM SERVICES ADVOCATE II	G-108
7110	VICTIM SERVICES ADVOCATE SUPERVISOR	G-110
8136	WASTEWATER PLANT OPERATIONS MANAGER	G-120
8334	ZONING MANAGER	G-117

P INDIVIDUALS SERVING IN PARAMEDIC POSITIONS WHICH ARE ALLOCATED TO THE ADVANCED LIFE SUPPORT (ALS) FUNCTION ARE ELIGIBLE TO RECEIVE A PARAMEDIC PREMIUM. FAILURE TO MAINTAIN EMT-P REGISTRATION OR MOVEMENT TO A POSITION NOT ALLOCATED TO THE ALS FUNCTION WILL RESULT IN FORFEITURE OF PARAMEDIC PREMIUM PAY.

A EMPLOYEES ASSIGNED TO THE DAY SHIFT SHALL RECEIVE SHIFT PREMIUM PAY WHICH SHALL BE ADDED TO THE BASE WAGE.

**POSITION CLASSIFICATION CODES AND PAY GRADES FOR
STATE-AUTHORIZED EXEMPT EMPLOYEES**

Class Code	Classification	Pay Grade
1301	Administrative Analyst I - Office of the State's Attorney	I
1305	Senior Administrative Analyst - Office of the State's Attorney	L
1413	Administrative Assistant - Assistant to the Chief Judge of the Circuit Court; Assistant to the State's Attorney	I
1412	Administrative Technician - Judicial Secretary	H
1411	Administrative Aide -Soil Conservation	G
1403	Office Assistant II - Law Library Assistant	C
1407	Administrative Support Technician II- Soil Conservation	E
1515	Deputy Attorney - Office of the State's Attorney	P
1513	Master in Chancery	P
1511	Principal Attorney - Office of the State's Attorney	O
1509	Circuit Court Administrator	P
1507	Senior Attorney - Office of the State's Attorney	N
1505	Attorney - Office of the State's Attorney	M
1504	Entry Level Attorney - Office of the State's Attorney	L
1503	Legal Support Services Specialist - Judicial Law Librarian; Jury Commissioner	I
1501	Legal Support Services Technician - Judicial Reporter; Judicial Law Clerk	G
2413	Chief Deputy Sheriff	L
2411	Captain Deputy Sheriff	DS 7
2409	Lieutenant Deputy Sheriff	DS 6
2408	Corporal Deputy Sheriff	CS 3

**II POSITION CLASSIFICATION CODES AND PAY GRADES FOR
STATE-AUTHORIZED EXEMPT EMPLOYEES
(Continued)**

Class Code	Classification	Pay Grade
2407	Sergeant Deputy Sheriff	DS 5
2406	Deputy First Class	CS 2
2405	Deputy Sheriff	CS 1
2404	Security Officer	DS 2
3211	Planning Manager - Soil Conservation District Coordinator	M
3111	Engineering Specialist I - Soil Conservation	K
5207	Human Services Specialist I - Family Support Services Coord.	H
5209	Human Services Specialist II- Office of the State's Attorney	J
5211	Human Services Specialist III - Circuit Court	KII

**POSITION CLASSIFICATION CODES AND PAY GRADES FOR
STATE-AUTHORIZED EXEMPT POSITIONS**

WHILE THIS LIST IDENTIFIES POSITIONS THAT ARE EXCLUSIVELY RESERVED
FOR STATE-AUTHORIZED EXEMPT POSITIONS. OTHER CLASSIFICATIONS MAY
ALSO BE UTILIZED BY STATE-AUTHORIZED AGENCIES.

CLASS CODE	CLASSIFICATION	PAY GRADE
7218	CAPTAIN DEPUTY SHERIFF	DS 7
7220	CHIEF DEPUTY SHERIFF	G-120
5126	CIRCUIT COURT ADMINISTRATOR	EX-4
7212	CORPORAL DEPUTY SHERIFF	CS 3
7210	DEPUTY FIRST CLASS SHERIFF	CS 2
7208	DEPUTY SHERIFF	CS 1
5128	DEPUTY STATES ATTORNEY	EX-4
7216	LIEUTENANT DEPUTY SHERIFF	DS 6
7206	SECURITY OFFICER	DS 2
7214	SERGEANT DEPUTY SHERIFF	DS 5

**POSITION CLASSIFICATION CODES AND PAY GRADES
FOR EXECUTIVE EXEMPT EMPLOYEES**

Class Code	Classification	Pay Grade
1119	Chief Administrative Officer	S
1117	Deputy Chief Administrative Officer	Q
1116	Chief of Staff	Q
1115	Administrator to County Council	Q
1114	Deputy Chief of Staff	P
1113	Human Resources Administrator	O
1111	Labor Relations Coordinator	N
1110	Transportation Administrator	O
1109	Community Sustainability Administrator	N
1107	Public Information Administrator – Administration	O
1107	Public Information Administrator - County Council	O
1105	Deputy Administrator to County Council	M
1104	Executive Assistant II - Assistant to County Executive	N
1104	Executive Assistant II - Assistant to Chief Administrative Officer	N
1103	Executive Assistant I - Assistant to County Executive	L
1103	Executive Assistant I - Assistant to Chief Administrative Officer	L
1103	Executive Assistant I-Assistant to County Council Administrator	L
1101	Special Assistant - County Council	L
1219	Inspector General	Q
1218	Deputy Inspector General	P
1217	Director of Finance	P
1215	County Auditor	P
1213	Budget Administrator	P
1211	Deputy Director of Finance	O

II POSITION CLASSIFICATION CODES AND PAY GRADES
FOR EXECUTIVE EXEMPT EMPLOYEES
(Continued)

Class Code	Classification	Pay Grade
1212	Deputy County Auditor	O
2225	Custody and Security Chief	M
2516	Administrator, Office of Emergency Management	O
2519	Chief, Fire & Rescue Services	R
2518	Medical Director	Q
2517	Deputy Chief	P
3121	Director, Public Works	R
3120	Deputy Director, Public Works	P
3119	Engineering Manager II	P
3215	Director, Planning & Zoning	P
3213	Deputy Director of Planning & Zoning	N
3317	Director, Inspections, Licenses & Permits	P
4129	Director of General Services	P
4128	Deputy Director of General Services	O
4215	Technical Services Supervisor - Cable Administrator	L
4223	Director, Technology & Communication Services	S
4221	Deputy Director, Technology and Communication Services	O
5135	Director, Recreation & Parks	P
5218	Director, Housing and Community Development	P
5217	Director, Community Resources and Services	P
5215	Human Services Manager II - Deputy Director, Community	N
	Resources and Services	
5215	Human Services Manager II - Human Rights Administrator	N
5215	Human Services Manager II - Deputy Director, Housing and Community Development	N
5215	Human Services Manager II - Administrator on Aging and Independence	N

II

II POSITION CLASSIFICATION CODES AND PAY GRADES
FOR EXECUTIVE EXEMPT EMPLOYEES
 (CONTINUED)

Class Code	Classification	Pay Grade
5215	Human Services Manager II - Consumer Protection Administrator	N
5213	Human Services Manager I – Community Partnerships Administrator	M
5215	Human Services Manager II –Workforce Development Administrator	N
5213	Human Services Manager I –Administrator of the Office of Children and Families	M

II

CLASSIFICATION CODES AND PAY GRADES FOR EXECUTIVE EXEMPT POSITIONS

WHILE THIS LIST IDENTIFIES POSITIONS THAT ARE EXCLUSIVELY RESERVED FOR EXECUTIVE EXEMPT POSITIONS. OTHER CLASSIFICATIONS MAY ALSO BE UTILIZED AS DESIGNATED AS EXECUTIVE EXEMPT BY COUNTY CODE §1.306

CLASS CODE	CLASSIFICATION	PAY GRADE
1142	CHIEF ADMINISTRATIVE OFFICER	EX-7
1242	CHIEF OF FIRE & RESCUE SERVICES	EX-6
1244	CHIEF OF POLICE	EX-6
1138	CHIEF OF STAFF	EX-6
1240	COUNTY SOLICITOR	EX-6
1140	DEPUTY CHIEF ADMINISTRATIVE OFFICER	EX-6
1238	DIRECTOR, PUBLIC WORKS	EX-6
1236	DIRECTOR, TECHNOLOGY AND COMMUNICATION SERVICES (CHIEF INFORMATION OFFICER)	EX-6
1136	ADMINISTRATOR TO COUNTY COUNCIL	EX-5
1132	CHIEF BUDGET OFFICER	EX-5
1130	CHIEF HUMAN RESOURCES OFFICER	EX-5
1128	CHIEF OF COMMUNICATION & COMMUNITY ENGAGEMENT	EX-5
1134	DEPUTY CHIEF OF STAFF	EX-5
7328	DEPUTY CHIEF, FIRE & RESCUE	EX-5
1228	DIRECTOR, COMMUNITY RESOURCES & SERVICES	EX-5
1226	DIRECTOR, CORRECTIONS	EX-5
1230	DIRECTOR, FINANCE	EX-5
1224	DIRECTOR, GENERAL SERVICES	EX-5
1222	DIRECTOR, HOUSING & COMMUNITY DEVELOPMENT	EX-5
1220	DIRECTOR, INSPECTIONS, LICENSES & PERMITS	EX-5
1218	DIRECTOR, PLANNING & ZONING	EX-5
1216	DIRECTOR, RECREATION & PARKS	EX-5
1214	INSPECTOR GENERAL	EX-5
7330	MEDICAL DIRECTOR	EX-5
7130	POLICE COLONEL	EX-5
7128	POLICE MAJOR	PM4
1068	ADMINISTRATOR, OFFICE AGRICULTURE	EX-4
8338	ADMINISTRATOR, OFFICE OF COMMUNITY SUSTAINABILITY	EX-4
1364	ADMINISTRATOR, OFFICE OF CONSUMER PROTECTION	EX-4
7326	ADMINISTRATOR, OFFICE OF EMERGENCY MANAGEMENT	EX-4
1362	ADMINISTRATOR, OFFICE OF HUMAN RIGHTS & EQUITY	EX-4
8340	ADMINISTRATOR, OFFICE OF TRANSPORTATION	EX-4
1360	ADMINISTRATOR, OFFICE OF WORKFORCE DEVELOPMENT	EX-4

POSITION CLASSIFICATION CODES AND PAY GRADES FOR
EXECUTIVE EXEMPT POSITIONS

(CONTINUED)

CLASS CODE	CLASSIFICATION	PAY GRADE
7120	ANIMAL CONTROL MANAGER	G-118
1118	ASSISTANT CHIEF ADMINISTRATIVE OFFICER	EX-1
9144	ASSISTANT DIRECTOR, GENERAL SERVICES	EX-3
8140	ASSISTANT DIRECTOR, PUBLIC WORKS	EX-3
1070	ASSISTANT DIRECTOR, RECREATION AND PARKS	EX-3
5118	ATTORNEY I	G-116
5120	ATTORNEY II	G-118
5122	ATTORNEY III (SENIOR ASSISTANT COUNTY SOLICITOR I)	G-121
5124	ATTORNEY IV (SENIOR ASSISTANT COUNTY SOLICITOR II)	G-123
6130	CABLE ADMINISTRATION MANAGER	G-116
6150	CHIEF INFORMATION SECURITY OFFICER (CISO)	EX-4
1116	COORDINATOR OF EXECUTIVE CONSTITUENT SERVICES & COMMUNITY PARTNERSHIPS	EX-1
1126	COORDINATOR OF EXECUTIVE GOVERNMENT AFFAIRS & STRATEGIC PARTNERSHIPS	EX-2
1114	COORDINATOR OF EXECUTIVE POLICY & PROGRAMS	EX-1
1124	COORDINATOR OF LEGISLATIVE AFFAIRS	EX-2
1210	COUNTY AUDITOR	EX-4
7534	CUSTODY AND SECURITY CHIEF	EX-2
3120	DEPUTY ADMINISTRATOR, COUNTY COUNCIL	G-120
4218	DEPUTY CHIEF BUDGET OFFICER	EX-3
5222	DEPUTY CHIEF HUMAN RESOURCES OFFICER	EX-3
3216	DEPUTY COUNTY AUDITOR	EX-2
5130	DEPUTY COUNTY SOLICITOR	EX-4
1368	DEPUTY DIRECTOR, COMMUNITY RESOURCES & SERVICES	EX-4
7536	DEPUTY DIRECTOR, CORRECTIONS	EX-4
4138	DEPUTY DIRECTOR, FINANCE	EX-4
9156	DEPUTY DIRECTOR, GENERAL SERVICES	EX-4
1366	DEPUTY DIRECTOR, HOUSING & COMMUNITY DEVELOPMENT	EX-4
8222	DEPUTY DIRECTOR, INSPECTIONS, LICENSES & PERMITS	EX-4
8342	DEPUTY DIRECTOR, PLANNING & ZONING	EX-4
8142	DEPUTY DIRECTOR, PUBLIC WORKS	EX-4
1072	DEPUTY DIRECTOR, RECREATION & PARKS	EX-4
6152	DEPUTY DIRECTOR, TECHNOLOGY AND COMMUNICATION SERVICES (DEPUTY CHIEF INFORMATION OFFICER)	EX-4
3314	DEPUTY INSPECTOR GENERAL	EX-3
5128	DEPUTY STATE'S ATTORNEY	EX-4
3116	DISTRICT AIDE - COUNTY COUNCIL	G-114
3116	DISTRICT SENIOR ADVISOR - COUNTY COUNCIL	G-118
1110	EXECUTIVE ASSISTANT I	G-114
1112	EXECUTIVE ASSISTANT II	G-116

POSITION CLASSIFICATION CODES AND PAY GRADES
FOR EXECUTIVE EXEMPT POSITIONS

(CONTINUED)

CLASS CODE	CLASSIFICATION	PAY GRADE
1356	HUMAN SERVICES MANAGER II - COMMUNITY PARTNERSHIPS ADMINISTRATOR	G-120
1356	HUMAN SERVICES MANAGER II - LOCAL CHILDREN'S BOARD	G-120
1356	HUMAN SERVICES MANAGER II - OFFICE OF CHILDREN AND FAMILIES	G-120
1358	HUMAN SERVICES MANAGER III - OFFICE ON AGING AND INDEPENDENCE	EX-2
1122	LABOR RELATIONS COORDINATOR	EX-2
6228	PUBLIC INFORMATION MANAGER	EX-2
6226	PUBLIC INFORMATION SPECIALIST	G-120
1120	SENIOR ADVISOR FOR EDUCATION	EX-2

**POSITION CLASSIFICATION CODES AND PAY GRADES FOR EMPLOYEES
COVERED UNDER THE BARGAINING AGREEMENT BETWEEN HOWARD COUNTY AND
LODGE 21 OF THE HOWARD COUNTY POLICE OFFICERS' ASSOCIATION**

Class Code	Classification	Pay Grade
7762	Police Officer (Probationary)	PO
7764	Police Officer	PO
7766	Police Officer First Class	PFC
7767	Police Corporal	CPL

**POSITION CLASSIFICATION CODES AND PAY GRADES FOR EMPLOYEES
COVERED UNDER THE BARGAINING AGREEMENT BETWEEN HOWARD COUNTY AND
LOCAL 3085 OF THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL
EMPLOYEES**

Class Code	Classification	Pay Grade
1815	Stores Clerk	H4
1835	Senior Stores Clerk	H6
1855	Stores Control Technician	H7
3011	Parks Maintenance Worker	H5
3012	Parks Maintenance Specialist	H7
3013	Parks Maintenance Leader	H8
3015	Park Ranger	H9
7134	Communications Equip. Tech. I	H7
7135	Communications Equip. Tech II	H8
9113	Animal Handler	H6
9115	Animal Control Officer	H8
9215	Custodial Worker	H2
9221	Maintenance Mechanic I	H6
9222	Maintenance Mechanic II	H8
9234	Instruments/Electronics Technician	H8
9421	Motor Equipment Operator I	H5
9422	Motor Equipment Operator II	H7
9423	Motor Equipment Operator III	H8
9521	Buildings Control Technician	H10
9523	Apprentice	H6
9524	Journey Skilled Trades	H9
9525	Air Conditioning & Heating Mechanic	H10

**POSITION CLASSIFICATION CODES AND PAY GRADES FOR EMPLOYEES
COVERED UNDER THE BARGAINING AGREEMENT BETWEEN HOWARD COUNTY AND
LOCAL 3085 OF THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL
EMPLOYEES**
(Continued)

Class Code	Classification	Pay Grade
9535	Traffic Signal Maintenance Technician	H10
9546	Electrician	H10
9565	Plumber	H10
9581	Motor Equipment Mechanic I	H8
9582	Motor Equipment Mechanic II	H10
9615	Weighmaster	H5
9621	Utility Worker I	H3
9622	Utility Worker II	H4
9623	Utility Worker III	H6
9624	Utility Worker IV	H7
9721	Water Reclamation Plant Operator I	H6
9722	Water Reclamation Plant Operator II	H8
9723	Water Reclamation Plant Operator III	H10

**POSITION CLASSIFICATION CODES AND PAY GRADES FOR EMPLOYEES
COVERED UNDER THE BARGAINING AGREEMENT BETWEEN HOWARD COUNTY AND
LOCAL 1810 OF THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL
EMPLOYEES**

Note: Confidential and non-merit exempt employees in these classes are ineligible for union membership

Class Code	Classification	Pay Grade
1403	Office Assistant II	C
1405	Admin Support Tech I	D
1407	Admin Support Tech II	E
1409	Admin Support Tech III	F
1411	Admin Aide	G
1412	Administrative Technician	H
1413	Admin Assistant	I
1501	Legal Support Serv Tech	G
2103	Police Serv Support Tech I	F
2105	Police Serv Support Tech II	H
3101	Engineering Support Worker	E
3103	Engineering Support Tech I	G
3105	Engineering Support Tech II	I
3107	Engineering Support Tech III	J
3108	Engineering Support Tech IV	K
3201	Planning Support Tech I	F
3203	Planning Support Tech II	H
3301	Regulation Support Tech I	E
3303	Regulation Support Tech II	G
3305	Regulation Inspector I	H

**II POSITION CLASSIFICATION CODES AND PAY GRADES FOR EMPLOYEES
COVERED UNDER THE BARGAINING AGREEMENT BETWEEN HOWARD COUNTY AND
LOCAL 1810 OF THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL
EMPLOYEES
(Continued)**

Note: Confidential and non-merit exempt employees in these classes are ineligible for union membership

Class Code	Classification	Pay Grade
3306	Regulation Inspector II	I
4107	Operations Technician I	E
4109	Operations Technician II	F
4110	Operations Technician III	G
4111	Operations Leader I	G
4115	Operations Leader II	H
4201	Technical Serv Support Tech I	E
4203	Technical Serv Support Tech II	G
4205	Technical Serv Supp Tech III	H
4207	Technical Serv Support Spec I	I
4209	Technical Serv Support Spec II	J
4211	Technical Serv Supp Spec III	K
5105	Recreation Servs Coord I	G
5121	Natural Resources Tech I	F
5123	Natural Resources Tech II	G
5203	Human Servs Worker I	E
5205	Human Servs Worker II	GII

**POSITION CLASSIFICATION CODES AND PAY GRADES FOR EMPLOYEES
COVERED UNDER THE BARGAINING AGREEMENT BETWEEN HOWARD COUNTY AND
LOCAL 1810 OF THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL
EMPLOYEES**

CLASS CODE	CLASSIFICATION	PAY GRADE
2210	ADMINISTRATIVE ASSISTANT I	OT-201
2212	ADMINISTRATIVE ASSISTANT II	OT-202
2214	ADMINISTRATIVE ASSISTANT III	OT-204
2216	ADMINISTRATIVE ASSISTANT IV	OT-206
2218	ADMINISTRATIVE ASSISTANT V	OT-210
7504	CORRECTIONAL SUPPORT TECHNICIAN I	OT-202
7506	CORRECTIONAL SUPPORT TECHNICIAN II	OT-206
8100	ENGINEERING AIDE	OT-202
8102	ENGINEERING TECHNICIAN I	OT-206
8104	ENGINEERING TECHNICIAN II	OT-210
8106	ENGINEERING TECHNICIAN III	OT-212
8108	ENGINEERING TECHNICIAN IV	OT-214
1330	HUMAN SERVICES WORKER I	OT-202
1332	HUMAN SERVICES WORKER II	OT-206
6110	IT SUPPORT SPECIALIST I	OT-210
6112	IT SUPPORT SPECIALIST II	OT-212
6114	IT SUPPORT SPECIALIST III	OT-214
6104	IT SUPPORT TECHNICIAN I	OT-202
6106	IT SUPPORT TECHNICIAN II	OT-206
6108	IT SUPPORT TECHNICIAN III	OT-208
5110	LEGAL SUPPORT TECHNICIAN I	OT-206
5112	LEGAL SUPPORT TECHNICIAN II	OT-209
1028	NATURAL RESOURCES TECHNICIAN I	OT-204
1032	NATURAL RESOURCES TECHNICIAN II	OT-206
9122	OPERATIONS LEADER I	OT-207
9124	OPERATIONS LEADER II	OT-209
9116	OPERATIONS TECHNICIAN I	OT-202
9118	OPERATIONS TECHNICIAN II	OT-204
9120	OPERATIONS TECHNICIAN III	OT-206

**POSITION CLASSIFICATION CODES AND PAY GRADES FOR EMPLOYEES
COVERED UNDER THE BARGAINING AGREEMENT BETWEEN HOWARD COUNTY AND
LOCAL 1810 OF THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL
EMPLOYEES
(CONTINUED)**

NOTE: CONFIDENTIAL AND NON-MERIT EXEMPT EMPLOYEES IN THESE CLASSES ARE INELIGIBLE FOR UNION MEMBERSHIP

CLASS CODE	CLASSIFICATION	PAY GRADE
8314	PLANNING TECHNICIAN II	OT-208
8316	PLANNING TECHNICIAN I	OT-204
7102	POLICE SERVICES SUPPORT TECHNICIAN I	OT-204
7104	POLICE SERVICES SUPPORT TECHNICIAN II	OT-208
1036	RECREATION SERVICES COORDINATOR	OT-207
8214	REGULATION INSPECTOR I	OT-208
8216	REGULATION INSPECTOR II	OT-210
8208	REGULATION SUPPORT TECHNICIAN I	OT-202
8210	REGULATION SUPPORT TECHNICIAN II	OT-206
8212	REGULATION SUPPORT TECHNICIAN III	OT-207

**POSITION CLASSIFICATION CODES AND PAY GRADES FOR EMPLOYEES COVERED
UNDER THE BARGAINING AGREEMENT BETWEEN HOWARD COUNTY AND THE
HOWARD COUNTY PUBLIC SAFETY DISPATCHER'S ASSOCIATION**

Class Code	Classification	Pay Grade
2303	Dispatcher	DG
2304	Dispatcher First Class	DFC
2305	Senior Dispatcher	DH

**POSITION CLASSIFICATION CODES AND PAY GRADES FOR EMPLOYEES COVERED
UNDER THE BARGAINING AGREEMENT BETWEEN HOWARD COUNTY AND
LOCAL 3888 OF THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL
EMPLOYEES**

II

Class Code	Classification	Pay Grade
4119	Operations Supervisor I	I
4121	Operations Supervisor II	J

II

CLASS CODE	CLASSIFICATION	PAY GRADE
9128	OPERATIONS SUPERVISOR I	OS-301
9130	OPERATIONS SUPERVISOR II	OS-302
9132	OPERATIONS SUPERVISOR III	OS-303
7112	POLICE SERVICES SUPPORT SUPERVISOR I	OS-300
7114	POLICE SERVICES SUPPORT SUPERVISOR II	OS-301

**POSITION CLASSIFICATION CODES AND PAY GRADES FOR EMPLOYEES COVERED
UNDER THE BARGAINING AGREEMENT BETWEEN THE HOWARD COUNTY SHERIFF
AND LOCAL 131 OF THE FRATERNAL ORDER OF POLICE**

Class Code	Classification	Pay grade
2405	Deputy Sheriff	CS 1
2406	Deputy First Class	CS 2
2408	Corporal Deputy Sheriff	CS 3

PAY RATES FOR CONTINGENT EMPLOYEES

Rates Effective April 11, 2022

CLASS CODE	Employment Category	Rate of Pay	
		<i>Minimum</i>	<i>Maximum</i>
0010	Administrative Support	Minimum Wage	\$23.00/hour
0020	Paraprofessional	Minimum Wage	\$30.00/hour
0030	Professional	Minimum Wage	\$38.00/hour
0040	Protective Service	Minimum Wage	\$30.00/hour
0050	Service-Maintenance	Minimum Wage	\$23.00/hour
0060	Special Project	\$30.00	\$75.00 Requires Executive Approval

Exhibit C

Classification Crosswalk

General Scale (now includes RLC positions) - Classification Crosswalk

Current Class Title	Current Grade	New Class Title	New Grade
Administrative Aide	GG	Administrative Assistant IV	G-106
Administrative Analyst I	GI	Administrative Analyst I	G-110
Administrative Analyst I (DGS - Real Estate)	GI	Real Estate Services Specialist	G-110
Administrative Analyst I (OHR-HR)	GI	Human Resources Specialist I	G-110
Administrative Analyst I (OHR-Risk)	GI	Liability Specialist I	G-110
Administrative Analyst I (OHR-Risk)	GI	Safety Specialist I	G-110
Administrative Analyst I (PIO)	GI	Public Information Specialist I	G-110
Administrative Analyst I (Procurement)	GI	Procurement Specialist I	G-110
Administrative Analyst I (SAO)	GI	Victim Services Advocate Supervisor	G-110
Administrative Analyst II	GK	Administrative Analyst II	G-114
Administrative Analyst II (DGS - Real Estate)	GK	Real Estate Services Supervisor	G-114
Administrative Analyst II (Fire Training)	GK	Fire Safety Outreach Program Coordinator	G-114
Administrative Analyst II (Fire Training)	GK	Fire Training Program Specialist	G-114
Administrative Analyst II (OHR)	GK	Human Resources Specialist II	G-114
Administrative Analyst II (OHR-Risk)	GK	Liability Specialist II	G-114
Administrative Analyst II (OHR-Risk)	GK	Safety Specialist II	G-114
Administrative Analyst II (PIO)	GK	Public Information Specialist II	G-114
Administrative Analyst II (Procurement)	GK	Procurement Specialist III	G-114
Administrative Assistant	GI	Administrative Assistant V	G-110
Administrative Manager	GN	Administrative Manager	G-120
Administrative Manager (Budget)	GN	Assistant Chief Budget Officer	G-120

General Scale (now includes RLC positions) - Classification Crosswalk

Current Class Title	Current Grade	New Class Title	New Grade
Administrative Manager (OHR)	GN	Assistant Chief Human Resources Officer	G-120
Administrative Manager (OHR-Risk)	GN	Risk & Safety Manager	G-120
Administrative Manager (Wastewater Plant)	GN	Wastewater Plant Operations Manager	G-120
Administrative Support Technician I	GD	Administrative Assistant I	G-101
Administrative Support Technician II	GE	Administrative Assistant II	G-102
Administrative Support Technician III	GF	Administrative Assistant III	G-104
Administrative Technician	GH	Legal Support Technician II	G-109
Assistant Administrator	GM	Assistant Administrator	G-118
Assistant Administrator (OHR)	GM	Human Resources Division Manager	G-118
Attorney	GM	Attorney II	G-118
Chief Deputy Sheriff	GL	Chief Deputy Sheriff	G-120
Chief Mechanic	GI	<i>Retiring Classification</i>	
Child Care Assistant Group Leader	RLCB	Child Care Teacher	G-100
Child Care Assistant Site Director	RLCE	Regional Assistant Child Care Leader	G-104
Child Care Group Leader	RLCC	Child Care Teacher Lead	G-103
Child Care Site Director	RLCF	Regional Child Care Leader	G-106
Correctional Specialist	GI	Corrections Case Manager	G-111
Correctional Technician	GH	Correctional Technician I	G-108
Corrections Program Supervisor II	GK	Corrections Program Supervisor	G-114
Deputy Administrator, County Council	GM	Deputy Administrator to County Council	G-120
Detention Center Nurse	GJ	Detention Center Nurse	G-112

General Scale (now includes RLC positions) - Classification Crosswalk

Current Class Title	Current Grade	New Class Title	New Grade
District Aide	GH	District Aide	G-114
Engineering Associate	GJ	Engineering Associate	G-112
Engineering Manager I	GN	Engineering Manager	G-120
Engineering Manager I (Architect)	GN	Architect Manager	G-120
Engineering Services Support Supervisor	GM	Engineering Services Supervisor	G-118
Engineering Specialist I	GK	Engineer I	G-114
Engineering Specialist I (Architect)	GK	Architect I (New Classification)	G-113
Engineering Specialist II	GL	Engineer II	G-116
Engineering Specialist II (Architect)	GL	Architect II (New Classification)	G-115
Engineering Specialist III	GM	Engineer III	G-118
Engineering Specialist III (Architect)	GM	Architect III (New Classification)	G-118
Engineering Support Tech I	GG	Engineering Technician I	G-106
Engineering Support Tech II	GI	Engineering Technician II	G-110
Engineering Support Tech III	GJ	Engineering Technician III	G-112
Engineering Support Tech IV	GK	Engineering Technician IV	G-114
Engineering Support Worker	GE	Engineering Aide	G-102
Entry Level Attorney	GL	Attorney I	G-116
New Classification (Repurposed)		Executive Assistant I (Repurposed) ¹	G-114
Executive Assistant I	GN	Executive Assistant II (Repurposed) ²	G-116
Fiscal Associate	GI	Central Accountant I	G-110
Fiscal Manager I	GL	Fiscal Manager I	G-116

1. The Executive Assistant I classification is being repurposed to better align its scope of work, level of responsibility, and assigned pay grade with the County's updated classification structure. Current incumbents will be transitioned to the newly repurposed Executive Assistant II classification.

2. The Executive Assistant II classification is being repurposed to better align its scope of work, level of responsibility, and assigned pay grade with the County's updated classification structure. Current incumbents will be transitioned to new classification titles and grades that more appropriately reflect the level and scope of work performed.

General Scale (now includes RLC positions) - Classification Crosswalk

Current Class Title	Current Grade	New Class Title	New Grade
Fiscal Manager I (Auditor)	GL	Auditor II	G-116
Fiscal Manager I (Finance)	GL	Central Finance Manager I	G-117
Fiscal Manager II	GM	Fiscal Manager II	G-118
Fiscal Manager II (Auditor)	GM	Audit Manager	G-118
Fiscal Manager II (Budget)	GM	Budget Management Analyst II	G-118
Fiscal Manager II (Finance)	GM	Central Finance Manager II	G-119
Fiscal Manager III (Finance)	GN	Central Finance Manager III	G-120
Fiscal Specialist I (Finance)	GJ	Central Accountant II	G-112
Fiscal Specialist II (Finance)	GK	Central Accountant III	G-114
Human Services Manager I	GM	Human Services Manager I	G-118
Human Services Manager II	GN	Human Services Manager II	G-120
Human Services Specialist I	GH	Human Services Specialist I	G-109
Human Services Specialist I (Grants)	GH	Grants Specialist I	G-109
Human Services Specialist I (OHRE)	GH	Human Rights and Equity Specialist I	G-110
Human Services Specialist I (OHRE)	GH	OHRE Investigator I	G-112
Human Services Specialist II	GJ	Community-Based Center Manager	G-114
Human Services Specialist II	GJ	Human Services Specialist II	G-113
Human Services Specialist II (Grants)	GJ	Grants Specialist II	G-112
Human Services Specialist II (OHRE)	GJ	Human Rights And Equity Specialist II	G-114
Human Services Specialist II (OHRE)	GJ	OHRE Investigator II	G-114
Human Services Specialist III	GK	Human Services Specialist III	G-115

General Scale (now includes RLC positions) - Classification Crosswalk

Current Class Title	Current Grade	New Class Title	New Grade
Human Services Supervisor	GL	Human Services Supervisor	G-117
Human Services Worker I	GE	Human Services Worker I	G-102
Human Services Worker I (Corrections)	GE	Correctional Support Technician I	G-102
Human Services Worker II (Corrections)	GG	Correctional Support Technician II	G-106
Human Services Worker II	GG	Human Services Worker II	G-106
Legal Support Services Specialist	GI	Legal Support Specialist	G-110
Legal Support Services Technician	GG	Legal Support Technician I	G-106
Natural Resource Program Manager I (Agriculture)	GI	Agricultural Program Manager I	G-110
Natural Resource Program Manager I (DRP)	GI	Recreation and Parks Service Manager I	G-110
Natural Resource Program Manager II (Agriculture)	GJ	Agricultural Program Manager II	G-112
Natural Resource Program Manager III	GK	Recreation And Parks Service Manager III	G-116
Natural Resource Specialist	GH	Natural Resource Specialist	G-108
Natural Resource Superintendent (DRP)	GL	Recreation And Parks Superintendent	G-118
Natural Resource Technician I	GF	Natural Resource Technician I	G-104
Natural Resources Technician II	GG	Natural Resources Technician II	G-106
New Classification		Auditor I	G-114
New Classification		Budget Management Analyst I	G-117
New Classification		Budget Management Analyst III	G-119
New Classification		Central Payroll Specialist I	G-110
New Classification		Central Payroll Specialist II	G-112
New Classification		Central Payroll Specialist III	G-116

General Scale (now includes RLC positions) - Classification Crosswalk

Current Class Title	Current Grade	New Class Title	New Grade
<i>New Classification</i>		Chief Project Manager	G-120
<i>New Classification</i>		Code Enforcement Manager	G-117
<i>New Classification</i>		Communications Specialist I	G-112
<i>New Classification</i>		Communications Specialist II	G-114
<i>New Classification</i>		Communications Specialist III	G-116
<i>New Classification</i>		Community Engagement Specialist	G-110
<i>New Classification</i>		Correctional Technician II	G-109
<i>New Classification</i>		Digital Media Specialist	G-112
<i>New Classification</i>		Environmental Services Specialist I	G-114
<i>New Classification</i>		Environmental Services Specialist II	G-116
<i>New Classification</i>		Environmental Services Specialist III	G-118
<i>New Classification</i>		Fiscal Analyst I	G-110
<i>New Classification</i>		Fiscal Analyst II	G-112
<i>New Classification</i>		Fiscal Analyst III	G-114
<i>New Classification</i>		GIS Analyst I	G-110
<i>New Classification</i>		GIS Analyst II	G-114
<i>New Classification</i>		GIS Analyst III	G-116
<i>New Classification</i>		GIS Analyst IV	G-118
<i>New Classification</i>		Horticulturist	G-110
<i>New Classification</i>		Human Resources Assistant	G-106
<i>New Classification</i>		Human Rights and Equity Manager	G-116

General Scale (now includes RLC positions) - Classification Crosswalk

Current Class Title	Current Grade	New Class Title	New Grade
<i>New Classification</i>		IG Analyst	G-113
<i>New Classification</i>		IT Cybersecurity Analyst I	G-116
<i>New Classification</i>		IT Cybersecurity Analyst II	G-118
<i>New Classification</i>		IT Enterprise Architect	G-120
<i>New Classification</i>		IT Solutions Architect	G-120
<i>New Classification</i>		Landscape Architect	G-113
<i>New Classification</i>		Law Clerk	G-112
<i>New Classification</i>		Legislative Analyst I	G-110
<i>New Classification</i>		Legislative Analyst II	G-114
<i>New Classification</i>		Planner III	G-115
<i>New Classification</i>		Procurement Specialist II	G-112
<i>New Classification</i>		Project Manager	G-116
<i>New Classification</i>		Public Information Specialist III	G-116
<i>New Classification</i>		Real Estate Services Manager	G-120
<i>New Classification</i>		Senior Horticulturist	G-116
<i>New Classification</i>		Senior Project Manager	G-117
<i>New Classification</i>		Sustainability Program Specialist I	G-110
<i>New Classification</i>		Sustainability Program Specialist II	G-112
<i>New Classification</i>		Sustainability Program Specialist III	G-116
<i>New Classification</i>		Technical Services Manager	G-120
<i>New Classification</i>		Victim Services Advocate I	G-106

General Scale (now includes RLC positions) - Classification Crosswalk

Current Class Title	Current Grade	New Class Title	New Grade
<i>New Classification</i>		Victim Services Advocate II	G-108
<i>New Classification</i>		Zoning Manager	G-117
<i>New Classification</i>		Regulation Support Technician III	G-107
Office Assistant II (consolidate)	GC	Administrative Assistant I	G-101
Operations Leader I	GG	Operations Leader I	G-107
Operations Leader II	GH	Operations Leader II	G-109
Operations Manager	GM	Operations Manager	G-118
Operations Mechanic	GG	<i>Retiring Classification</i>	
Operations Superintendent	GL	Operations Superintendent	G-116
Operations Technician I	GE	Operations Technician I	G-102
Operations Technician II	GF	Operations Technician II	G-104
Operations Technician III	GG	Operations Technician III	G-106
Operations Worker II	GC	Operations Worker II	G-101
Operations Worker III	GD	Operation Worker III	G-102
Operations Worker III (Building Security)	GD	Building Security Guard	G-102
Planning Manager	GM	Planning Division Chief	G-118
Planning Specialist I	GI	Planner I	G-112
Planning Specialist II	GJ	Planner II	G-114
Planning Supervisor	GK	Planning Supervisor	G-116
Planning Support Technician I	GF	Planning Technician I	G-104
Planning Support Technician II	GH	Planning Technician II	G-108

General Scale (now includes RLC positions) - Classification Crosswalk

Current Class Title	Current Grade	New Class Title	New Grade
Police Cadet	GD	Police Cadet	G-101
Police Information Supervisor	GN	Police Information Specialist	G-120
Police Services Support Specialist	GJ	Police Services Support Specialist	G-113
Police Services Support Supervisor III	GK	Police Services Support Supervisor Iii	G-114
Police Services Support Supervisor III (Animal Control)	GK	Animal Control Manager	G-118
Police Services Support Technician I	GF	Police Services Support Technician I	G-104
Police Services Support Technician II	GH	Police Services Support Technician II	G-108
Principal Attorney	GO	Attorney IV	G-123
Recreation and Parks Bureau Chief	GN	Recreation and Parks Bureau Chief	G-121
Recreation Leader	GF	Recreation Leader	G-104
Recreation Services Assistant II	GD	Recreation Services Assistant	G-101
Recreation Services Coordinator I	GG	Recreation Services Coordinator	G-107
Recreation Services Coordinator II	GH	Recreation and Parks Services Manager I	G-110
Recreation Services Manager (consolidate)	GL	Recreation and Parks Superintendent	G-118
Recreation Services Supervisor (consolidate)	GK	Recreation and Parks Service Manager III	G-116
Regulation Inspector I	GH	Regulation Inspector I	G-108
Regulation Inspector II	GI	Regulation Inspector II	G-110
Regulation Manager	GL	Regulation Manager	G-118
Regulation Supervisor	GJ	Regulation Supervisor	G-114
Regulation Support Technician I	GE	Regulation Support Technician I	G-102
Regulation Support Technician II	GG	Regulation Support Technician II	G-106

General Scale (now includes RLC positions) - Classification Crosswalk

Current Class Title	Current Grade	New Class Title	New Grade
Senior Administrative Analyst	GL	Administrative Analyst III	G-116
Senior Administrative Analyst (Council)	GL	Legislative Analyst III	G-116
Senior Administrative Analyst (DGS - Building Security)	GL	Coordinator, Building Security	G-116
Senior Administrative Analyst (Fire Training)	GL	Fire Training Program Manager	G-116
Senior Administrative Analyst (OHR-HR)	GL	Human Resources Specialist III	G-116
Senior Administrative Analyst (OHR-Risk)	GL	Liability Specialist III	G-116
Senior Administrative Analyst (OHR-Risk)	GL	Safety Specialist III	G-116
Senior Administrative Analyst (OIG)	GL	Senior IG Analyst	G-116
Senior Attorney	GN	Attorney III	G-121
Special Assistant (Council)	GL	Senior District Advisor	G-118
Stormwater Management Coordinator	GK	Stormwater Management Coordinator	G-114
Technical Services Manager I	GM	IT Manager I	G-118
Technical Services Manager II	GN	IT Manager II	G-120
Technical Services Manager II (Fleet)	GN	Fleet Manager	G-120
Technical Services Supervisor	GL	IT Supervisor	G-116
Technical Services Supervisor (Cable Admin.)	GL	Cable Administration Manager	G-116
Technical Services Support Specialist I	GI	IT Support Specialist I	G-110
Technical Services Support Specialist II	GJ	IT Support Specialist II	G-112
Technical Services Support Specialist III	GK	IT Support Specialist III	G-114
Technical Services Support Specialist IV	GL	IT Support Specialist IV	G-116
Technical Services Support Technician I	GE	IT Support Technician I	G-102

General Scale (now includes RLC positions) - Classification Crosswalk

Current Class Title	Current Grade	New Class Title	New Grade
Technical Services Support Technician II	GG	IT Support Technician II	G-106
Technical Services Support Technician III	GH	IT Support Technician III	G-108

AFSCME Local 1810 OT Scale - Classification Crosswalk

Current Classification	Current Grade	New Classification	New Grade
		<i>(None assigned)</i>	OT-200
Administrative Support Technician I	OT-D	Administrative Assistant I	OT-201
Office Assistant II (consolidate)	OT-C	Administrative Assistant I	OT-201
Administrative Support Technician II	OT-E	Administrative Assistant II	OT-202
Engineering Support Worker	OT-E	Engineering Aide	OT-202
Human Services Worker I	OT-E	Human Services Worker I	OT-202
Human Services Worker I (Corrections)	OT-E	Correctional Support Technician I	OT-202
Operations Technician I	OT-E	Operations Technician I	OT-202
Regulation Support Technician I	OT-E	Regulation Support Technician I	OT-202
Technical Services Support Technician I	OT-E	IT Support Technician I	OT-202
		<i>(None assigned)</i>	OT-203
Administrative Support Technician III	OT-F	Administrative Assistant III	OT-204
Natural Resource Technician I	OT-F	Natural Resource Technician I	OT-204
Operations Technician II	OT-F	Operations Technician II	OT-204
Planning Support Technician I	OT-F	Planning Technician I	OT-204
Police Services Support Technician I	OT-F	Police Services Support Technician I	OT-204
		<i>(None assigned)</i>	OT-205
Administrative Aide	OT-G	Administrative Assistant IV	OT-206
Engineering Support Tech I	OT-G	Engineering Technician I	OT-206
Human Services Worker II	OT-G	Human Services Worker II	OT-206
Human Services Worker II (Corrections)	OT-G	Correctional Support Technician II	OT-206

AFSCME Local 1810 OT Scale - Classification Crosswalk

Current Classification	Current Grade	New Classification	New Grade
Legal Support Services Technician	OT-G	Legal Support Technician I	OT-206
Natural Resources Technician II	OT-G	Natural Resources Technician II	OT-206
Operations Technician III	OT-G	Operations Technician III	OT-206
Regulation Support Technician II	OT-G	Regulation Support Technician II	OT-206
Technical Services Support Technician II	OT-G	IT Support Technician II	OT-206
<i>New Classification</i>		Regulation Support Technician III	OT-207
Operations Leader I	OT-G	Operations Leader I	OT-207
Recreation Services Coordinator I	OT-G	Recreation Services Coordinator	OT-207
Planning Support Technician II	OT-H	Planning Technician II	OT-208
Police Services Support Technician II	OT-H	Police Services Support Technician II	OT-208
Regulation Inspector I	OT-H	Regulation Inspector I	OT-208
Technical Services Support Technician III	OT-H	IT Support Technician III	OT-208
Administrative Technician	OT-H	Legal Support Technician II	OT-209
Operations Leader II	OT-H	Operations Leader II	OT-209
Administrative Assistant	OT-I	Administrative Assistant V	OT-210
Engineering Support Tech II	OT-I	Engineering Technician II	OT-210
Regulation Inspector II	OT-I	Regulation Inspector II	OT-210
Technical Services Support Specialist I	OT-I	IT Support Specialist I	OT-210
		<i>(None assigned)</i>	OT-211
Engineering Support Tech III	OT-J	Engineering Technician III	OT-212

AFSCME Local 1810 OT Scale - Classification Crosswalk

Current Classification	Current Grade	New Classification	New Grade
Technical Services Support Specialist II	OT-J	IT Support Specialist II	OT-212
		<i>(None assigned)</i>	OT-213
Engineering Support Tech IV	OT-K	Engineering Technician IV	OT-214
Technical Services Support Specialist III	OT-K	IT Support Specialist III	OT-214
		<i>(None assigned)</i>	OT-215

AFCME Local 3888 OS Plan - Classification Crosswalk

Current Classification	Current Grade	New Classification	New Grade
Police Services Support Supervisor I	GH	Police Services Support Supervisor I	300
Operations Supervisor I	OSI	Operations Supervisor I	301
Police Services Support Supervisor II	GI	Police Services Support Supervisor II	301
Operations Supervisor II	OSJ	Operations Supervisor II	302
Operations Supervisor III	GK	Operations Supervisor III	303

Executive Scale - Classification Crosswalk

Current Class Title	Current Grade	New Class Title	New Grade
Administrative Manager (Agriculture)	GN	Administrator, Office Agriculture	EX-4
Administrator, Circuit Court	GP	Circuit Court Administrator	EX-4
Administrator, County Council	GQ	Administrator to County Council	EX-5
Administrator, OEM	GO	Administrator, Office of Emergency Management	EX-4
Budget Administrator	GP	Chief Budget Officer	EX-5
Chief Administrative Officer	GS	Chief Administrative Officer	EX-7
Chief of Police	GR	Chief of Police	EX-6
Chief of Staff	GQ	Chief of Staff	EX-6
Chief, Fire & Rescue Services	GR	Chief of Fire & Rescue Services	EX-6
Community Sustainability Administrator	GN	Administrator, Office of Community Sustainability	EX-4
County Auditor	GP	County Auditor	EX-4
County Solicitor	GQ	County Solicitor	EX-6
Custody and Security Chief	GM	Custody and Security Chief	EX-2
Deputy Attorney (OOL)	GP	Deputy County Solicitor	EX-4
Deputy Attorney (SAO)	GP	Deputy State's Attorney	EX-4
Deputy Chief (Fire and Rescue Services)	GP	Deputy Chief, Fire & Rescue	EX-5
Deputy Chief Administrative Officer	GQ	Deputy Chief Administrative Officer	EX-6
Deputy Chief of Staff	GP	Deputy Chief of Staff	EX-5
Deputy County Auditor	GO	Deputy County Auditor	EX-2
Deputy Director General Services	GO	Deputy Director, General Services	EX-4
Deputy Director, Corrections	GN	Deputy Director, Corrections	EX-4
Deputy Director, Finance	GO	Deputy Director, Finance	EX-4
Deputy Director, Planning & Zoning	GN	Deputy Director, Planning & Zoning	EX-4
Deputy Director, Public Works	GP	Deputy Director, Public Works	EX-4
Deputy Director, Technology & Communication Services	GO	Deputy Director, Technology and Communication Services (Deputy CIO)	EX-4
Deputy Inspector General	GP	Deputy Inspector General	EX-3
Director General Services	GP	Director, General Services	EX-5

Executive Scale - Classification Crosswalk

Current Class Title	Current Grade	New Class Title	New Grade
Director of Corrections	GP	Director, Corrections	EX-5
Director, Community Resources & Services	GP	Director, Community Resources & Services	EX-5
Director, Finance	GP	Director, Finance	EX-5
Director, Housing	GP	Director, Housing & Community Development	EX-5
Director, Inspections, Licenses & Permits	GP	Director, Inspections, Licenses & Permits	EX-5
Director, Planning & Zoning	GP	Director, Planning & Zoning	EX-5
Director, Public Works	GR	Director, Public Works	EX-6
Director, Recreation & Parks	GP	Director, Recreation & Parks	EX-5
Director, Technology & Communication Services	GS	Director, Technology and Communication Services (Chief Information Officer)	EX-6
Engineering Manager II (DGS)	GP	Assistant Director, General Services	EX-3
Engineering Manager II (DPW)	GP	Assistant Director, Public Works	EX-3
Executive Assistant II (ACAO)	GN	Assistant Chief Administrative Officer	EX-1
Executive Assistant II (Constit. Svcs)	GN	Coordinator of Executive Constituent Services & Community Partnerships	EX-1
Executive Assistant II (Govt Affairs)	GN	Coordinator of Executive Government Affairs & Strategic Partnerships	EX-2
Executive Assistant II (Legis.)	GN	Coordinator of Legislative Affairs	EX-2
Executive Assistant II (Policy)	GN	Coordinator of Executive Policy & Programs	EX-1
Human Resources Administrator	GO	Chief Human Resources Officer	EX-5
Human Services Manager II (Consumer Prot.)	GN	Administrator, Office of Consumer Protection	EX-4
Human Services Manager II (DCRS)	GN	Deputy Director, Community Resources & Services	EX-4
Human Services Manager II (DHCD)	GN	Deputy Director, Housing & Community Development	EX-4
Human Services Manager II (OHRE)	GN	Administrator, Office of Human Rights & Equity	EX-4
Human Services Manager II (OWD)	GN	Administrator, Office of Workforce Development	EX-4
Inspector General	GQ	Inspector General	EX-5
Labor Relations Coordinator	GN	Labor Relations Coordinator	EX-2
Master in Chancery	GP	Retiring Classification	

Executive Scale - Classification Crosswalk

Current Class Title	Current Grade	New Class Title	New Grade
Medical Director	GQ	Medical Director	EX-5
<i>New Classification</i>		Assistant Director, Recreation And Parks	EX-3
<i>New Classification</i>		Chief Information Security Officer (CISO)	EX-4
<i>New Classification</i>		Chief of Communication & Community Engagement	EX-5
<i>New Classification</i>		Deputy Chief Budget Officer	EX-3
<i>New Classification</i>		Deputy Chief Human Resources Officer	EX-3
<i>New Classification</i>		Deputy Director, Inspections, Licenses & Permits	EX-4
<i>New Classification</i>		Deputy Director, Recreation & Parks	EX-4
<i>New Classification</i>		Human Services Manager III (DCRS)	EX-2
<i>New Classification</i>		Police Colonel (Deputy Police Chief)	EX-5
<i>New Classification</i>		Senior Advisor for Education	EX-2
Public Information Administrator	GO	Public Information Manager	EX-2
Purchasing Administrator	GN	Chief Procurement Administrator	EX-4
Transportation Administrator	GO	Administrator, Office of Transportation	EX-4

Exhibit D

Employee Manual

EXHIBIT D

EMPLOYEE MANUAL REVISIONS

Page 6 – Definitions, definition of “Inactive Employee”

Inactive Employee

An employee who has been placed in an inactive employment status by the Human Resources Administrator because the employee:

- 1) has sustained a work-related injury and has worked less than 50% of the employee's scheduled work days in the 6-month period following the injury;
- 2) is unable to work and receiving Disability Leave Bank benefits; or
- 3) is on a leave of absence without pay greater than four months.

An employee in an inactive status will not:

1. accrue annual, disability or personal leave;
2. receive Employee Cost Index (ECI) adjustments, if any;
3. be eligible to participate in Personnel Board elections, if any;
4. will not accrue hours towards eligibility for any [[step increase]] **PERFORMANCE ADJUSTMENT.**

COMPENSATION

(*Union Employees: Consult applicable bargaining agreement)

THE COUNTY'S CLASSIFICATION AND PAY PLAN DOCUMENTS ARE AVAILABLE ON THE COUNTY HUMAN RESOURCES WEBPAGE: [HTTPS://WWW.HOWARDCOUNTYMD.GOV/HUMAN-RESOURCES/CLASSIFICATION-PAY-PLANS](https://www.howardcountymd.gov/human-resources/classification-pay-plans)

Please refer to the Howard County Pay Plan for information regarding Compensation.

https://www.howardcountymd.gov/LinkClick.aspx?fileticket=mB2bN_2aswE%3d&tabid=1995&portalid=0

ACTING DUTY PAY

(*Union Employees: Consult applicable bargaining agreement)

Please refer to the Howard County Pay Plan for information regarding Acting Duty Pay.

https://www.howardcountymd.gov/LinkClick.aspx?fileticket=mB2bN_2aswE%3d&tabid=1995&portalid=0/#page=27 || **TO BE INSERTED UPON FINAL PUBLICATION**

IMPLEMENTING THE PAY PLAN

Please refer to the Howard County Pay Plan for information regarding Implementing the Pay Plan.

https://www.howardcountymd.gov/LinkClick.aspx?fileticket=mB2bN_2aswE%3d&tabid=1995&portalid=0/#page=1 || **TO BE INSERTED UPON FINAL PUBLICATION**

OVERTIME AND COMPENSATORY TIME

(*Union Employees: Consult applicable bargaining agreement)

The following language has been modified for use in the Intranet version of the Pay Plan. The actual legislated language is available in the printed copy of the Pay Plan, which is appended to the printed version of the Employee Manual.

Preface Statements:

- 1 • If an employee works longer on any given day than the employee's regularly scheduled
2 workday, the appointing authority may adjust the remainder of the employee's work
3 period so that the employee does not work more than his/her regularly scheduled hours of
4 work during that work period.
- 5 • Overtime hours worked shall be credited to an employee according to the calculations
6 and ratio established by this policy, the Howard County Code or collective bargaining
7 agreement, as applicable.
- 8 • Overtime compensation shall be in the form of pay or paid leave (compensatory time off).
- 9 • Overtime hours earned will be incrementally adjusted to the nearest quarter-hour (15
10 minute) interval.
- 11 • Overtime (actual hours) counts toward the 75% minimum work requirement for
12 eligibility for **[[step increments and performance awards]] PERFORMANCE ADJUSTMENT,**
13 as contained in the Pay Plan.
- 14 • Paid leave is considered time worked for the purpose of computing overtime earned.
- 15 • In order to pay overtime rather than grant compensatory time, a department must have
16 sufficient budgetary funds available.
- 17 • Employees whose job duties include clerical/secretarial duties for boards and
18 commissions will be paid a minimum of three (3) hours at the regular hourly rate for
19 performing these duties at each meeting. The FLSA overtime hourly rate will apply only
20 when the actual hours worked exceeds 40 for the pay week. For example, a board meets
21 outside the normal work hours for 1 hour, and the employee's regular work hours are 40
22 per week. The employee would receive 1 hour at the FLSA overtime hourly rate, and 2
23 hours at the regular hourly rate.

1 Page 30 – Compensation continued

2

3 SPECIALTY PAYS

4 (*Union Employees: Consult applicable bargaining agreement)

5 Please refer to the Howard County Pay Plan for information regarding Specialty Pays.

6 [0](https://www.howardcountymd.gov/LinkClick.aspx?fileticket=RaSCCwQQ4eM%3d&portalid=)

7 **0** **TO BE INSERTED UPON FINAL PUBLICATION**

8

9 **STEP INCREMENTS** **PERFORMANCE ADJUSTMENTS**

10 (*Union Employees: Consult applicable bargaining agreement)

11 Please refer to the Howard County Pay Plan for information regarding **Step**

12 **Increments** **PERFORMANCE ADJUSTMENTS**.

13

14 **TO BE INSERTED UPON FINAL PUBLICATION**

PAY STATUS DUE TO PROMOTION, DEMOTION, OR TRANSFER

NOTE: Consult applicable bargaining agreement or refer to Code Sec. 1.302 or the Position
Reclassification policy for further detail

PROMOTION

A promotion occurs when an employee in the classified service successfully competes for a position that is in a classification assigned to a grade with a higher hourly rate range.

IF AN EMPLOYEE IS COMPENSATED ON A STEP-BASED SCALE, UPON [[Upon]] promotion, the employee's new rate of pay will be the higher of either the minimum base hourly rate of the new grade or the step in the new grade which most closely corresponds to, but is not less than, the employee's current hourly rate plus **TWO (2) [[2]] steps. The new hourly rate may not exceed the maximum hourly rate for the new grade.**

IF AN EMPLOYEE IS COMPENSATED ON A DEFINED-RANGE SCALE, UPON PROMOTION, THE EMPLOYEE'S NEW RATE OF PAY WILL BE THE HIGHER OF EITHER THE MINIMUM HOURLY RATE OF THE NEW GRADE OR THE AMOUNT OF THE EMPLOYEE'S CURRENT PAY RATE INCREASED BY FIVE PERCENT (5%) FOR EACH PAY GRADE ADVANCED, UP TO A MAXIMUM ADJUSTMENT OF TEN PERCENT (10%). THE NEW HOURLY RATE MAY NOT EXCEED THE MAXIMUM HOURLY RATE FOR THE NEW GRADE.

Employees who are paid in accordance with the uniformed Fire and Police "length of service scales" will be slotted into the rate and step of the new pay grade which correlates to the employee's length of creditable service.

Promoted employees serve a probationary period equal to the designated length of the probationary period for that classification. If the employee's performance does not meet the required performance standards for the new position, after a good faith effort to place the

1 employee in another vacant position, the appointing authority may dismiss the employee.

2 Movement from a designated trainee class to a full performance class is not a promotion.

4 Promoted employees retain their anniversary dates and eligibility for **[[step increases]]**

5 **PERFORMANCE ADJUSTMENTS, IN ACCORDANCE WITH COUNTY CODE AND THE PAY PLAN.**

7 The personnel officer may approve a higher rate of pay for an employee who is promoted.

9 DEMOTION

10 A demotion occurs when an employee is voluntarily or involuntarily moved to a position that is
11 assigned to a lower grade or hourly rate range.

12 Upon demotion, the employee's base hourly rate of pay in the new position will be set by the
13 appointing authority, with the approval of the personnel officer. The new rate may not exceed the
14 employee's current rate or the maximum hourly rate of the grade for the classification of the
15 newly assigned position.

17 TRANSFER

18 A transfer occurs when an employee moves to a vacant position from a position in the same
19 classification position title.

20 Upon transfer, the employee's hourly rate does not change. Transferred employees retain their
21 anniversary dates and eligibility for **[[step increases]]** **PERFORMANCE ADJUSTMENTS, IN**
22 **ACCORDANCE WITH COUNTY CODE AND THE PAY PLAN.**

Beginning on page 85 – Position Reclassification

POSITION RECLASSIFICATION

Employees who move non-competitively (i.e., through the **[[reallocation]] RECLASSIFICATION** process) from their current grade to another grade carrying a higher minimum salary **will** **[[receive]] HAVE THEIR SALARIES ADJUSTED AS FOLLOWS:**

- **IF COMPENSATED ON A STEP-BASED SCALE, THE BASE HOURLY RATE SHALL BE ADJUSTED TO the higher of (i) the minimum base hourly rate of pay of the new grade OR (ii) the base hourly rate of a step of the new grade which most closely corresponds to but is not less than the employee's current hourly rate plus two (2) steps, not to exceed the maximum base hourly rate of pay for the new grade.**
- **IF COMPENSATED ON A DEFINED-RANGE SCALE (E.G. GENERAL SALARY SCHEDULE OR EXECUTIVE & SENIOR LEADERSHIP SALARY SCHEDULE), THE BASE HOURLY RATE SHALL BE ADJUSTED TO THE HIGHER OF EITHER (I) THE MINIMUM HOURLY RATE OF THE NEW GRADE OR (II) THE AMOUNT OF THE EMPLOYEE'S CURRENT PAY RATE INCREASED BY FIVE (5) PERCENT FOR EACH PAY GRADE ADVANCED, UP TO A MAXIMUM ADJUSTMENT OF TEN (10) PERCENT.**

BASIC PROCEDURE

- **Scope** - This policy and procedure provides guidelines for administration of the position reclassification process. It specifies the authority and responsibility of management personnel as it relates to that process.
- **Applicability** - These procedures apply to classification review requests for all positions in the Classified System.
- **Theory and Concept** - Position classification is a system of analyzing occupied, vacant and proposed positions based on the level of their duties and responsibilities and then grouping similar positions together under common class titles. Position reclassification shall be considered whenever there has been a significant or substantial change in the nature or level

1 of work assigned to a position. The Office of Human Resources will administer a systematic
2 position review process which will result in one of the following decisions:

- 3 1. The position is properly allocated and no change is recommended.
- 4 2. The position is improperly allocated and will be reallocated to another existing class.
5 This class may be in the same grade or in a lower or higher grade.
- 6 3. The position is improperly allocated but an appropriate classification does not exist in
7 the current Plan. The Personnel Officer shall decide if a new classification will then
8 be developed by the Office of Human Resources to be included for adoption in the
9 Classification and Pay Plan.

11 RESPONSIBILITIES

- 12 • **The Office of Human Resources will:**

- 13 1. Counsel and assist departments in the proper administration of the Howard County
14 Classification Plan and in the use of the online position description (Description
15 Now) program and the job analysis (Common Metric Questionnaire) program.
- 16 2. Schedule and conduct general, annual reviews of the Classification Plan in order to
17 maintain the Plan on a current basis.
- 18 3. Conduct position reclassification studies requested by department heads.
- 19 4. Make determination of proper classification after analyzing position information and
20 submit classification and allocation recommendations to the Personnel Officer (Chief
21 Administrative Officer) for approval.

- 23 • **Department Directors will:**

- 24 1. [[5.]] Determine the appropriate duties and responsibilities for all positions under
25 their jurisdiction and ensure that employees receive a position description listing
26 those duties and responsibilities assigned to them.
- 27 2. [[6.]] Maintain up to date job descriptions for all positions under their authority
28 ensuring that the assignment of duties and responsibilities remain within the scope of
29 an incumbent's applicable class description as found in the Classification Plan.
30 Assignments outside of the scope of a class may be made only to meet operational

needs. Position audits will not be conducted based on temporary changes to duty assignments.

3. [[7]]. Annually review the status of positions under their jurisdiction and initiate classification review requests where necessary.

4. [[8.]] Not use classification actions as a way to reward or discipline incumbents.

5. [[9.]] Maintain an understanding of the classification process.

- **The Office of Budget will:**

Review the budget to identify proposed additions of new positions or changes in classification of existing positions submitted by department heads during the budget process. Such additions or changes will be coordinated with the Office of Human Resources to ensure the proper classification review has been conducted prior to approving their inclusion in the final budget document.

GENERAL RULES AND REGULATIONS

Employees who move non-competitively (i.e., through the [[reallocation]] RECLASSIFICATION process) from their current grade to another grade carrying a higher minimum salary will [[receive]] HAVE THEIR SALARIES ADJUSTED AS FOLLOWS:

- **IF COMPENSATED ON A STEP-BASED SCALE, THE BASE HOURLY RATE SHALL BE ADJUSTED TO** the higher of (i) the minimum base hourly rate of pay of the new grade **OR (ii) the base hourly rate of a step of the new grade which most closely corresponds to but is not less than the employee's current hourly rate plus two (2) steps, not to exceed the maximum base hourly rate of pay for the new grade.**
- **IF COMPENSATED ON A DEFINED-RANGE SCALE (E.G. GENERAL SALARY SCHEDULE OR EXECUTIVE & SENIOR LEADERSHIP SALARY SCHEDULE), THE BASE HOURLY RATE SHALL BE ADJUSTED TO THE HIGHER OF EITHER THE (I) MINIMUM HOURLY RATE OF THE NEW GRADE OR (II) THE AMOUNT OF THE EMPLOYEE'S CURRENT PAY RATE INCREASED BY FIVE (5) PERCENT FOR EACH PAY GRADE ADVANCED, UP TO A MAXIMUM ADJUSTMENT OF TEN (10) PERCENT.**

1 If **RECLASSIFICATION** results in movement to a lower grade, the incumbent's
2 salary will remain the same, even if that rate is above the new grade salary range.

- 3 • No position will be audited more than once per year unless part of a general review.
- 4 • Reallocation of an occupied position will not be based on projected duties and
5 responsibilities but rather on additional significant duties and responsibilities that have
6 become a permanent part of the job. Duties must be performed for at least four months
7 before they will be considered a permanent part of the job.
- 8 • In no case will reallocation be approved retroactively.
- 9 • Employees must have completed the probationary period for their position before
10 reallocation to a higher grade is effective.

11 12 **PROCEDURE**

13 **Initiating a position classification review**

14 • **Occupied positions**

15 Department directors may accept requests for classification review from any classified
16 employee of their department. Such requests will be initiated in writing. The director will
17 review the information and determine if the work assignment is appropriate and that a
18 position study is warranted. If the director determines further review is warranted, he or she
19 shall submit all documents to the Office of Human Resources along with a cover letter
20 indicating significant changes in the nature or level of work in the position. In the event the
21 department head does not support the request, the employee will be informed in writing with
22 a copy to the Office of Human Resources. The employee may file a written appeal with the
23 department director within 15 days of receiving the notice. The department director will also
24 forward to the Office of Human Recourses all documentation submitted by the employee.
25 Requests forwarded to the Office of Human Resources must be signed by the incumbent,
26 immediate supervisor, and all other levels of supervision including the department director.

27 • **Vacant Positions**

28 Department directors may request the reclassification of a vacant position by submitting a
29 written description of the position or, alternatively, a formal job description to the Office of
30 Human Resources. The Office of Human Resources and the Budget Office will review the
31 request prior to submittal to the Chief Administrative Officer for final determination.

1 • **New Positions**

- 2 1. Department directors requesting newly authorized positions shall complete a position
3 description for each request and forward the position description to the Office of
4 Human Resources at the same time the overall budget is submitted to the Budget
5 Office. Such requests shall be in accordance with the Budget Manual and other
6 applicable policies and procedures. The Office of Human Resources will perform a
7 classification review for each approved position.
8 2. In special circumstances, department heads may request approval of an additional
9 position outside of the normal budget cycle.

10
11 • **General Reviews**

12 The Office of Human Resources may initiate position or organizational studies in order to
13 maintain the classification plan on a current basis.

14
15 **Conducting a position classification review**

- 16 • The Office of Human Resources will determine the processes and activities necessary to
17 conduct any review in order to submit a classification recommendation to the Chief
18 Administrative Officer. This may include any or all of the following:
19
20 1. Interview supervisory personnel and the department director.
21 2. Collect work samples.
22 3. Review the Position Description form.
23 4. Review documents which may provide information to indicate whether there has
24 been a change in the nature and/or level of work such as: job description, original
25 requisition, job posting and ads, organization chart, work distribution chart, technical
26 manuals and job guidelines, former audit reports, supervisory correspondence,
27 performance evaluations, and work logs, as necessary to establish current
28 assignments and the historical record.
29 5. Review other County positions to determine comparability and to assess
30 organizational impact and internal equity.
31 6. Collect market data to determine if the position is allocated to the appropriate grade.

- 1
- 2 • The Office of Human Resources will prepare a written analysis and submit a
- 3 classification recommendation to the Chief Administrative Officer for final
- 4 determination.
- 5 • The department director will be given written notification of the decision of the Chief
- 6 Administrative Officer. If the position has been reallocated, the Office of Human
- 7 Resources will prepare appropriate documentation for processing the change in grade.
- 8 • Employees may appeal classification decisions of the Chief Administrative Officer (see
- 9 Appeal Section of Employee Manual)
- 10 • If a new class must be legislated, such legislation will be drafted by the Office of Human
- 11 Resources.