



HOWARD COUNTY DEPARTMENT OF COUNTY ADMINISTRATION

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410-313-2033

Brandee Ganz, Chief Administrative Officer

Voice/Relay

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September 24, 2026

To: Brandee Ganz
Chief Administrative Officer

From: Gabriel Ross, Acting Administrator 
Office of Human Resources

Ann Koshy, Deputy Administrator 
Lauriane Shipley, Senior Classification Analyst

Re: **Council Testimony for Approval of Amendments to the FY 27 Pay Plan, Classification Plan, and County Code §1.306 to Add Position of Police Colonel**

Requested Action

With the approval of the CAO as noted above, the Administration is seeking adoption of the attached Classification Plan and Pay Plan amendments to implement and the amendment to County Code §1.306(b)(4) to create the Police Colonel classification with requisite pay grade.

Background

The amendments to the Classification Plan, Pay Plan, and County Code are to incorporate a new Executive Exempt classification:

- Class Code 2128 for the Police Colonel, Grade Q

This position is part of the Executive Exempt Service and appointed by the Chief of Police. The classification description reflects the scope of duties that will be carried out by this position, who will function as second in command of the Howard County Police Department. The Police Colonel position was created to meet both an operational and administrative need within the Police Department administration to allow for Department-wide responsibility and coordination, directly reporting to the Chief of Police.

Fiscal Impact:

The creation on the Colonel position does not present an additional fiscal impact on FY 27 budget due to the vacant Assistant Administrator position.

Attachments:

1. Exhibit A – Amendment to FY27 Pay Plan, Classification Codes and Pay Grades for Executive Exempt Employees
2. Exhibit B – Amendment to FY27 Classification Plan, Occupational Group 2. Uniformed Public Safety, Class Family 2-1 Police Operations, Management, & Support.
3. Exhibit C – Amendment to County Code §1.306, Executive Exempt

Exhibit A – Amendment to FY27 Pay Plan

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

Exhibit A – Amendment to FY27 Pay Plan

POSITION CLASSIFICATION CODES AND PAY GRADES FOR EXECUTIVE EXEMPT EMPLOYEES

Class Code	Classification	Pay Grade
1212	Deputy County Auditor	O
1303	Administrative Analyst II	K
1306	Assistant Administrator-Executive Asst. to Chief of Police	M
1306	Assistant Administrator-Executive Asst. to Fire Chief	M
1307	Administrative Manager – Administrator of the Office of Agriculture	N
1413	Administrative Assistant- Secretary to County Solicitor	I
1413	Administrative Assistant - Secretary to the Chief Administrative Officer	I
1413	Administrative Assistant - Secretary to the Chief of Staff	I
1413	Administrative Assistant - Secretary to the County Executive	I
1413	Administrative Assistant – Constituent Relations Assistant to the County Executive	I
1414	District Aide	H
1517	County Solicitor	Q
1515	Deputy Attorney - Deputy County Solicitor	P
1511	Principal Attorney - Office of Law	O
1507	Senior Attorney - Office of Law	N
1505	Attorney - Office of Law	M
1504	Entry Level Attorney - Office of Law	L
2119	Police Services Support Supervisor III - Animal Control Administrator	K
2120	Police Information Supervisor	N
2129	Chief of Police	R
2128	POLICE COLONEL	Q
2127	Police Major	PM4
2229	Director of Corrections	P

Exhibit A – Amendment to FY27 Pay Plan

POSITION CLASSIFICATION CODES AND PAY GRADES FOR EXECUTIVE EXEMPT EMPLOYEES

Class Code	Classification	Pay Grade
2227	Deputy Director of Corrections	N
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 Resources and Services	N
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

Exhibit A – Amendment to FY27 Pay Plan

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

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

Exhibit B – Amendment to FY27 Classification Plan

OCCUPATIONAL GROUP 2. UNIFORMED PUBLIC SAFETY CLASS FAMILY 2-1 POLICE OPERATIONS, MANAGEMENT, & SUPPORT

CLASS CODE	CLASS TITLE	CLASSIFICATION DESCRIPTION	MINIMUM EDUCATION	MINIMUM EXPERIENCE	LICENSES/ CERTIFICATIONS	FLSA
2129	CHIEF OF POLICE	Performs executive level police operations work under executive direction. Work includes directing the general operation of the Police Department, advising the County Executive and the County Council on related issues, and developing and monitoring the departmental and related capital budget.	Bachelor Degree	10 Years	Class C Maryland Driver's License	E
2128	POLICE COLONEL	PERFORMS EXECUTIVE ADMINISTRATIVE POLICE OPERATIONS WORK UNDER 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. WORK INCLUDES PREPARING AND MONITORING COMPLEX ADMINISTRATIVE MATTERS AND BUDGETS, COORDINATING RESEARCH, REVIEW AND ANALYSIS OF LEGISLATIVE, BUDGET, PERSONNEL, PURCHASING AND POLICY ISSUES.	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.	FLSA EXEMPT

Exhibit C – Amendment to County Code §1.306

Title 1. Human Resources

Subtitle 3. Pay Plan.

Sec. 1.306. Executive exempt.

(a) *Positions Defined.*

- (1) The positions listed in this section shall be in the Executive Exempt service. An Executive exempt employee serves at the pleasure of the appointing authority. Appointing authorities for Executive exempt positions are established as provided in this section.
- (2) (i) An Executive exempt employee receives fringe benefits as provided by the Personnel Officer.
(ii) The starting salary for an Executive exempt employee shall be set by the appointing authority and may not exceed the maximum base hourly rate of pay for the position.
(iii) An exempt employee is paid an annual salary based on the hourly rates established in the pay plan. An Executive exempt employee shall perform the duties assigned and shall work the hours necessary to perform those duties.
- (3) An Executive exempt employee, excluding the Inspector General and Deputy Inspector General, is eligible for an employee performance award.
- (4) The County Executive shall determine the level of education and experience necessary to meet the minimum qualifications for Executive exempt positions for which the County Executive is the appointing authority.

(b) *Appointing Authorities.* Appointing authorities for Executive exempt employees are as provided in this subsection:

- (1) **County Executive.** The County Executive is the appointing authority for the:
Executive Assistant I, serving the Office of the County Executive;
Executive Assistant II, serving the Office of the County Executive;
Administrative Assistant, serving the Office of the County Executive;
Administrative Analyst II, serving the Office of the County Executive;
Chief Administrative Officer;
Chief of Staff;
Deputy Chief of Staff;
Director of Community Resources and Services;
Director of Corrections;
Director of Finance;
Chief of Fire and Rescue Services;
Director of Housing and Community Development;
Director of Inspections, Licenses and Permits;
Director of Planning and Zoning;
Chief of Police;
Director of Public Works;
Director of Recreation and Parks;
Director of Technology and Communication Services; and
Director of General Services.
- (2) **County Executive and County Council.** The County Executive, with the concurrence of the County Council is the appointing authority for: Technical Services Supervisor, serving as the Cable Administrator; and County Solicitor.
- (3) **Chief Administrative Officer.** The Chief Administrative Officer, with the approval of the County Executive, is the appointing authority for the following positions:
Administrative Assistant, serving the Office of the Chief Administrative Officer;

Exhibit C – Amendment to County Code §1.306

Administrative Analyst II, serving the Office of the Chief Administrative Officer;
Administrative Manager, serving as the Administrator of the Office of Agriculture;
Administrator of the Office of Community Sustainability;
Human Services Manager II, serving as the Consumer Protection Administrator;
Administrator of the Office of Transportation;
Executive Assistant I, serving the Office of the Chief Administrative Officer;
Executive Assistant II, serving the Office of the Chief Administrative Officer;
Budget Administrator;
Deputy Chief Administrative Officer;
Human Services Manager II, serving as the Workforce Development Administrator;
Human Resources Administrator;
Human Services Manager II, serving as the Administrator of the Office of Human Rights and Equity;
Labor relations coordinator; and
Public Information Administrator.

- (4) **Chief of Police.** The Chief of Police, with the approval of the County Executive, is the appointing authority for the:
POLICE COLONEL;
Police Major;¹
Assistant Administrator;
Police Information Specialist; and
Police Services Support Supervisor III, serving as the Animal Control Administrator.
- (5) **Fire and Rescue Services.** The Fire Chief (also sometimes referred to in County law as the Director of Fire and Rescue Services or the Chief, Fire and Rescue Services), with the approval of the County Executive, is the appointing authority for the: Deputy Chief;¹ the Medical Director, the Administrator of the Office of Emergency Management, and the Assistant Administrator.
- (6) **Community Resources and Services.** The Director of Community Resources and Services, with the approval of the County Executive, is the appointing authority for the:
Human Services Manager II, serving as **the** Deputy Director of Community Resources and Services;
Human Services Manager II, serving as the Administrator on Aging and Independence;
Human Services Manager I, serving as the Administrator of the Office of Children and Families; and
Human Services Manager I, serving as the Administrator of the Office of Community Partnerships.
- (7) **Public Works.** The Director of Public Works, with the approval of the County Executive, is the appointing authority for the:
Deputy Director of Public Works;
Engineering Manager II, serving as the Chief, Bureau of Engineering;
Engineering Manager II, serving as the Chief, Bureau of Environmental Services;
Engineering Manager II, serving as the Chief, Bureau of Highways; and
Engineering Manager II, serving as the Chief, Bureau of Utilities.
- (8) **County Solicitor.** The County Solicitor, with the approval of the County Executive is the appointing authority for the:
Deputy Attorney, serving as the Deputy County Solicitor;
Principal Attorney, serving as a Senior Assistant County Solicitor I;
Senior Attorney, serving as a Senior Assistant County Solicitor II;
Attorney, serving as an Assistant County Solicitor II;
Entry Level Attorney, serving as an Assistant County Solicitor I; and
Administrative Assistant, serving as Secretary to the County Solicitor.
- (9) **Planning and Zoning.** The Director of Planning and Zoning, with the approval of the County Executive, is the appointing authority for the Deputy Director of Planning and Zoning.

Exhibit C – Amendment to County Code §1.306

- (10) *Finance*. The Director of Finance, with the approval of the County Executive, is the appointing authority for the Deputy Director of Finance.
- (11) *Technology and Communication Services*. The Director of Technology and Communication Services, with the approval of the County Executive, is the appointing authority for the Deputy Director, Technology and Communication Services.
- (12) *County Council*. The County Council is the appointing authority for the:
Administrator to the County Council; and
County Auditor.
- (13) *Housing and Community Development*. The Director of Housing and Community Development, with the approval of the County Executive, is the appointing authority for the Human Services Manager II, serving as the Deputy Director of Housing and Community Development.
- (14) *County Council Member*. The County Council Member is the appointing authority for the Special Assistant and District Aide serving that Member.
- (15) *Administrator to the County Council*. The Administrator to the County Council, with the approval of the County Council, is the appointing authority for the:
Deputy Administrator to the County Council;
Executive Assistant I, serving as the Assistant to the Administrator to the County Council; and
Public Information Administrator, serving as the Public Information Officer to the County Council.
- (16) *County Auditor*. The County Auditor, with the approval of the County Council, is the appointing authority for Deputy County Auditor.
- (17) *Corrections*. The Director of Corrections, with the approval of the County Executive, is the appointing authority for the:
Deputy Director of Corrections; and
Custody and Security Chief¹.
- (18) *The Inspector General Advisory Board*. The Inspector General Advisory Board is the appointing authority for the Inspector General.
- (19) *Inspector General*. The Inspector General is the appointing authority for the Deputy Inspector General.
- (20) *General Services*. The Director of General Services, with the approval of the County Executive, is the appointing authority for the Deputy Director of General Services.
- (c) *Pay Grades*. Class Codes and pay grades for Executive exempt positions are established or amended by legislative action of the County Council on the pay plan. The pay plan adopted or amended as an attachment to the Council bill on which the legislative action is taken, and is not reprinted in this Code, but is maintained by the Office of Human Resources.

Note:

¹ A Howard County classified employee appointed to this position automatically reverts to the employee's prior rank in the classified service upon removal from the position, unless the removal is based upon such cause as would justify the termination of a classified employee.