

Introduced 5/6/2013
Public Hearing 5/20/2013
Council Action 5/23/2013
Executive Action 5/31/2013
Effective Date 7/31/2013

County Council Of Howard County, Maryland

2013 Legislative Session

Legislative Day No. 6

Bill No. 24-2013

Introduced by: The Chairperson at the request of the County Executive

AN ACT amending the Classification Plan for Howard County; amending and adding certain class descriptions; providing for the application of this Act; and generally relating to amendments to the Howard County Classification Plan.

Introduced and read first time May 6, 2013. Ordered posted and hearing scheduled.

By order Sheila M. Tolliver
Sheila M. Tolliver, 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 May 20, 2013.

By order Sheila M. Tolliver
Sheila M. Tolliver, Administrator

This Bill was read the third time on May 23, 2013 and Passed , Passed with amendments _____, Failed _____.

By order Sheila M. Tolliver
Sheila M. Tolliver, Administrator

Sealed with the County Seal and presented to the County Executive for approval this 24th day of May, 2013 at 2:00 a.m./p.m.

By order Sheila M. Tolliver
Sheila M. Tolliver, Administrator

Approved/Vetoed by the County Executive May 31, 2013

Ken Ulman
Ken Ulman, 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 Classification Plan for
3 Howard County, which describes the qualifications, duties, and general requirements for each
4 class of positions within County government; and

5
6 **WHEREAS**, this amendment to the Classification Plan:

- 7 1. Adds classification descriptions for the positions of Fiscal Manager III and
8 Management Aide;
- 9 2. Amends the classification descriptions for the positions of Administrative Aide,
10 Recreation Services Supervisor, Recreation Services Coordinator II, and
11 Recreation Services Coordinator I; and
- 12 3. Amends the experience requirements for the position of Budget Administrator.

13
14 **WHEREAS**, under Section 1.201(c) of the County Code, the Classification Plan, and any
15 amendments thereto, are adopted by the County Council as attachments to the Council Bill
16 through which the County Council exercises its legislative action on the Classification Plan.

17
18 **NOW, THEREFORE,**

19
20 *Section 1. Be It Enacted by the County Council of Howard County, Maryland that it adopts*
21 *amendments to the Classification Plan of Howard County, as attached to this Bill.*

22
23 *Section 2. And Be It Further Enacted by the County Council of Howard County, Maryland,*
24 *that this Act shall apply beginning with the first pay date after July 1, 2013.*

25
26 *Section 3. And Be It Further Enacted by the County Council of Howard County, Maryland,*
27 *that this Act shall become effective 61 days after its enactment.*

**OCCUPATIONAL GROUP 1. ADMINISTRATION, MANAGEMENT, & LAW
CLASS FAMILY 1-2 FINANCIAL ADMINISTRATION &, MANAGEMENT**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLS A
1217	DIRECTOR OF FINANCE	Performs executive level administrative financial work under executive direction. Work includes directing the general operation of the Department of Finance; advising and providing information to the County Executive, the County Council, department heads, and others on fiscal and revenue matters; and performing other administrative duties. Work also includes collection of all revenues; custody, safekeeping and investing all funds, and disbursement of County funds under applicable accounting standards.	Bachelor Degree	10 Years	Certified Public Accountant	E
1215	COUNTY AUDITOR	Performs executive level administrative financial work under executive direction. Work includes 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 Degree	10 Years	Certified Public Accountant	E
1213	BUDGET ADMINISTRATOR	Performs advanced level administrative financial work under executive level direction. Work includes directing the operations of the County budget office; coordinating the preparation of the annual expense and capital budgets of the County; and advising in matters relating to County funds and revenues.	Bachelor Degree	[[5]]6 Years	N/A	E
1211	DEPUTY DIRECTOR FINANCE	Performs advanced level administrative financial work under executive level direction. Work includes providing accounting, auditing and management assistance to the Director of Finance; and assisting in the planning, organization, coordination and direction of the financial programs, policies and activities of the Department of Finance.	Bachelor Degree	8 Years	Certified Public Accountant	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLS A
1209	PURCHASING ADMINISTRATOR	Performs management and advanced purchasing and financial cost control administrative work under executive direction. Work includes managing the activities and staff of the Office of Purchasing; developing and evaluating purchasing procedures; preparing procurement documentation; giving signatory approval to purchasing activities and documents; and achieving economies by recommending and implementing purchasing decisions and policies.	Bachelor Degree	6 Years	Certified Public Purchasing Officer	E
1208	FISCAL MANAGER III	PERFORMS ADVANCED LEVEL ADMINISTRATIVE FINANCIAL WORK UNDER EXECUTIVE LEVEL DIRECTION. WORK INCLUDES PLANNING, ORGANIZING, AND SUPERVISING THE BUSINESS MANAGEMENT AND CUSTOMER SERVICE ACTIVITIES OF THE FINANCE DEPARTMENT; RESOLVING MAJOR PROGRAM PROBLEMS; AND DEVELOPING, EVALUATING AND IMPLEMENTING EFFECTIVE FINANCIAL PROGRAMS, CONTROLS AND PROCEDURES ASSISTING THE DIRECTOR AND DEPUTY DIRECTOR.	BACHELORS DEGREE	6 YRS	MAY REQUIRE CERTIFICATION AS CERTIFIED PUBLIC ACCOUNTANT	E

**OCCUPATIONAL GROUP 1. ADMINISTRATION, MANAGEMENT, & LAW
CLASS FAMILY 1-4 ADMINISTRATIVE SUPPORT**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
1413	ADMINISTRATIVE ASSISTANT	Performs senior technical level administrative support work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work typically involves administrative, technical and paralegal work providing staff assistance to various Boards; or administrative secretarial or constituent services work assisting the County Executive, the State's Attorney, the Chief Judge of the Fifth Judicial Circuit, Chief of Staff or the Chief Administrative Officer. Assumes responsibility for clerical procedures and office operations; maintains executive calendar and appointments. May supervise a support staff. Work at this level may include independent responsibility for a difficult and complex administrative or clerical process not requiring the attention of a professional or technical expert.	Associate Degree	4 Years	N/A	N
1412	ADMINISTRATIVE TECHNICIAN	Performs senior secretarial or routine paralegal work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work typically involves independent and confidential secretarial work as the appointed secretary to the County Solicitor or a Circuit Court judge; or work may involve writing briefs, conducting research and providing other paralegal support to a legal staff.	Associate Degree	3 years	Certification by the American Bar Association.	E/N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
1411	ADMINISTRATIVE AIDE	Performs advanced technical level administrative support work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work typically involves administrative support [[work,]] technical tasks[[],] and secretarial work assisting legal staff [[or an executive level government official. May apply]] AND APPLYING bookkeeping, accounting and data processing principles to accounting and financial record keeping and reporting systems at the advanced technical level. Work at this level may also include independent responsibility for a significant administrative or clerical process.	Associate Degree	2 Years	Certified typing score of 50 WPM	N
1410	MANAGEMENT AIDE	PERFORMS ADVANCED TECHNICAL LEVEL ADMINISTRATIVE SUPPORT WORK, WHICH MAY INCLUDE SUPERVISORY RESPONSIBILITY, UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. WORK TYPICALLY INVOLVES ADMINISTRATIVE SUPPORT WORK, TECHNICAL TASKS AND SECRETARIAL WORK ASSISTING AN EXECUTIVE LEVEL GOVERNMENT OFFICIAL.	ASSOCIATE DEGREE	2 YEARS	CERTIFIED TYPING SCORE OF 50 WPM	N
1409	ADMINISTRATIVE SUPPORT TECH III	Performs advanced technical level administrative support work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work typically involves performing responsible clerical and secretarial work essential to the successful operation of a specialized function. Work may also include supervision of data entry staff and coordination and work scheduling of the data entry function. Work at this level may also include independent responsibility for a moderately complex clerical process.	High School Diploma or GED	4 Years	Certified typing score of 50 WPM MILES/NCIC Authorization	N

OCCUPATIONAL GROUP 5. COMMUNITY SERVICES
CLASS FAMILY 5-1 RECREATION SERVICES, MANAGEMENT, & SUPPORT

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./ Cert.	FLSA
5135	DIRECTOR RECREATION AND PARKS	Performs executive level recreation and parks services work under executive direction. Work includes directing the general operation of the Department of Recreation and Parks, advising the County Executive and County Council on related issues, and developing and monitoring the departmental budget and related capital budget program.	Bachelor Degree	10 yrs.	N/A	E
5115	RECREATION AND PARKS BUREAU CHIEF	Performs senior administrative work, which may include supervision, under general supervision from an administrative superior. Work includes directing and coordinating significant departmental administrative and operational programs within the Department Of Recreation and Parks. Prepares and monitors budgets, administer programs, and oversees activity and field supervisors in the Bureau of Parks, the Bureau of Recreation, or the Bureau of Park Planning, Conservation and Capitol Projects.	Bachelor Degree	6 yrs.	Certification with the National Recreation and Park Association Certification with the Maryland Recreation and Park Association	E
5111	RECREATION SERVICES MANAGER I	Performs senior supervisory and advanced level recreation services work under general supervision from an administrative or technical superior. Work typically involves overseeing the operation of a comprehensive and significant department program. Work activities include planning, implementing, and evaluating program activities; supervising program coordinators and other recreational sports and parks personnel; proposing and controlling program budget; and handling the distribution and utilization of employees, equipment and supplies.	Bachelor Degree	4 yrs.	Certification with the National Recreation and Park Association Certification with the Maryland Recreation and Park Association	E

5109	RECREATION SERVICES SUPERVISOR	<p>Performs intermediate professional level recreation services work, which may include supervision, under general supervision from an administrative or technical superior. Work includes [[programming and coordinating recreation activities in a functional or geographic area or for a special population;]]</p> <p>THE MANAGEMENT AND SUPERVISION OF RECREATION AND PARKS PROGRAMS, CLASSES AND EVENTS AND CAN ALSO INCLUDE THE MANAGEMENT OF LARGE FACILITIES. THIS OVERSIGHT CAN BE IN A FUNCTIONAL AREA OF EXPERTISE, FACILITY OR GEOGRAPHIC AREA. [[serving as Department liaison with community groups;]] SERVES AS DEPARTMENT LIAISON WITH COMMUNITY GROUPS, PARTNERSHIPS, GRANTS AND SPONSORS; coordinating activities of CONTINGENT STAFF, CONTRACTORS AND volunteers; supervising lower level full time and highly specialized part-time staff; and preparing computerized payroll and COMPREHENSIVE program, BROCHURE AND PROMOTIONAL DATA AND PLANNING reports.</p>	Bachelor Degree	2 yrs.	N/A	E
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5107	RECREATION SERVICES COORDINATOR II	<p>Performs professional level recreation services work, which may include supervision, under general supervision from an administrative or technical superior. Work includes OVERSEEING THE SAFE AND EFFICIENT OPERATION OF ACTIVITIES AT SCHOOL AND DEPARTMENT RECREATIONAL FACILITIES, PARKS AND PRIVATE RECREATIONAL FACILITIES [[planning and directing the safe and efficient operation of activities of a recreation center, park site, playground, or seasonal recreational facility or of a County-wide, age specific recreation program]]; or OVERSEEING THE OPERATION OF PROGRAMS IN SPECIFIC FUNCTIONAL AREAS UNDER THE DIRECTION OF A RECREATION SUPERVISOR. ASSISTS IN ANALYZING MARKETING DATA FOR PROGRAM PROMOTION AND CUSTOMER SERVICE. [[overseeing the marketing and participant registration for recreation programs, classes and special events; supervising assigned part-time and full-time personnel; and preparing the budget for center operations.]] WORK ALSO INCLUDES THE SUPERVISION OF CONTINGENT, PART-TIME STAFF AND VOLUNTEERS; OVERSEEING THE APPROVED BUDGET; AND PREPARING INFORMATION FOR RECREATION SUPERVISORS FOR SEASONAL AND FISCAL REPORTS.</p>	Bachelor Degree	1 YR	Class C Maryland Driver's License	E
5105	RECREATION SERVICES COORDINATOR I	<p>Performs senior support level [[administrative]] COMMUNITY CENTER FACILITY and recreation related services work under general supervision from an administrative or technical superior. Work includes overseeing, planning, [[and directing]] the safe and efficient operation of a variety of recreation programs and services at Recreation and Parks facilities [[and playgrounds]]. Coordinates externally with community groups, CONTRACTORS, PART-TIME STAFF and volunteers, manages facility arrangements, maintains records and prepares evaluative reports.</p>	Associate Degree	2 yrs.	Class C Maryland Driver's License	E/N

BY THE COUNCIL

This Bill, having been approved by the Executive and returned to the Council, stands enacted on May 31, 2013.

Sheila M. Tolliver
Sheila M. Tolliver, Administrator to the County Council

BY THE COUNCIL

This Bill, having been passed by the yeas and nays of two-thirds of the members of the Council notwithstanding the objections of the Executive, stands enacted on _____, 2013.

Sheila M. Tolliver, Administrator to the County Council

BY THE COUNCIL

This Bill, having received neither the approval nor the disapproval of the Executive within ten days of its presentation, stands enacted on _____, 2013.

Sheila M. Tolliver, Administrator to the County Council

BY THE COUNCIL

This Bill, not having been considered on final reading within the time required by Charter, stands failed for want of consideration on _____, 2013.

Sheila M. Tolliver, Administrator to the County Council

BY THE COUNCIL

This Bill, having been disapproved by the Executive and having failed on passage upon consideration by the Council stands failed on _____, 2013.

Sheila M. Tolliver, Administrator to the County Council

BY THE COUNCIL

This Bill, the withdrawal of which received a vote of two-thirds (2/3) of the members of the Council, is withdrawn from further consideration on _____, 2013.

Sheila M. Tolliver, Administrator to the County Council