

Introduced 9/6/16
Public Hearing 9/19/16
Council Action 10/5/16
Executive Action 10/12/16
Effective Date 12/12/16

County Council Of Howard County, Maryland

2016 Legislative Session

Legislative Day No. 14

Bill No. 63 -2016

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

AN ACT amending the Classification Plan for Howard County; amending the Fair Labor Standards Act designation for certain positions in order to comply with Federal law; and generally relating to amendments to the Howard County Classification Plan.

Introduced and read first time September 6, 2016. Ordered posted and hearing scheduled.

By order Jessica Feldmark
Jessica Feldmark, 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 September 19, 2016.

By order Jessica Feldmark
Jessica Feldmark, Administrator

This Bill was read the third time on October 5, 2016 and Passed ☒, Passed with amendments _____, Failed _____.

By order Jessica Feldmark
Jessica Feldmark, Administrator

Sealed with the County Seal and presented to the County Executive for approval this 6th day of October, 2016 at 4 a.m./p.m.

By order Jessica Feldmark
Jessica Feldmark, Administrator

Approved Vetoed by the County Executive Oct 12, 2016

Allan H. Kittleman
Allan H. Kittleman, 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 changes the Fair Labor Standards
7 Act designation for the following positions: Administrative Technician, Legal Support Services
8 Technician, Police Services Support Supervisor I, Operations Leader II, Operations Leader I,
9 Operations Technician II, Operations Technician I, Recreation Services Coordinator II, And
10 Recreation Services Coordinator I; and
11

12 **WHEREAS**, these positions cannot be considered exempt for purposes of the Federal
13 Fair Labor Standards Act because the positions no longer meet the salary threshold for FLSA
14 exempt positions; and
15

16 **WHEREAS**, under Section 1.201(c) of the County Code, the Classification Plan, and any
17 amendments thereto, are adopted by the County Council as attachments to the Council Bill
18 through which the County Council exercises its legislative action on the Classification Plan.
19

20 **NOW, THEREFORE,**
21

22 ***Section 1. Be It Enacted** by the County Council of Howard County, Maryland that it adopts*
23 *amendments to the Classification Plan of Howard County, as attached to this Bill.*
24

25 ***Section 2. And Be It Further Enacted** by the County Council of Howard County, Maryland,*
26 *that this Act shall become effective 61 days after its enactment.*

No.	Class Title	Class Description	Min. Edu	Min Exp	Lisc/Cert	FLSA
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]] N
1501	LEGAL SUPPORT SERVICES TECHNICIAN	Performs advanced technical level legal work, which may include supervisory responsibility, under general supervision from a technical superior. Work includes providing supportive law clerk work or paraprofessional legal work, such as skilled stenographic, court reporting work; assisting attorneys, judges or court personnel in legal research and performing related clerical duties.	Associate Degree	0 Years	May require certification from the American Bar Association	[[E/N]] N
2113	POLICE SERVICES SUPPORT SUPERVISOR I	Performs supervisory level and advanced police support services work under general supervision from a technical superior. Work includes participating in and supervising staff engaged in either the capture, transport and care of animals or in the receiving, warehousing and disposition of property and evidence seized and held in police custody; or in the securing and storing of records in compliance with applicable laws. Trains, evaluates and	Associate Degree	1 Year	Class C Maryland Driver's License	[[E]] N

No.	Class Title	Class Description	Min. Edu	Min Exp	Lisc/Cert	FLSA
		schedules employees and resolves problems or difficulties.				
4115	OPERATIONS LEADER II	Performs senior technical level operations work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes receipt and distribution of supplies (all clothing and equipment) for Police or Fire and Rescue operations; ordering and distributing clothing and supplies of considerable value; and maintaining an inventory on all items within the Police Department or the Department of Fire and Rescue Services.	High School Diploma or GED	4 Years	N/A	[[E/N]] N
4111 *	OPERATIONS LEADER I	Performs advanced technical level operations service work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work involves leader level responsibility for an operations activity. Work includes operating complex equipment and overseeing staff and assuming responsibility for one or more operational programs within a division; advanced inventory control of critical equipment and supplies; supervising mail services work; directing the school crossing guard program; and operating, maintaining, and assisting with the management of facilities such as parks and animal shelters.	High School Diploma or GED	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	[[E/N]] N

No.	Class Title	Class Description	Min. Edu	Min Exp	Lisc/Cert	FLSA
					Class "5A" Wastewater Operator Certificate Out of state applicants require a Statement of Reciprocity	
4109 *	OPERATIONS TECHNICIAN II	Performs intermediate technical level operations service work under general supervision from a technical superior. Work includes the installation, repair, operation, preventive maintenance and care of mechanical and electrical equipment, heavy motor and construction equipment, complex mechanical equipment, and hand and power tools; performing skilled laboring tasks; repair, maintenance and installation of a variety of electronic, hydraulic, and pneumatic instruments and systems; maintaining and repairing breathing apparatus and other air/oxygen equipment or machines . Work also includes maintenance of park lands, government properties, and related facilities and structures; tree care and applying regulated horticultural and landscaping practices; and maintaining physical inventories including receiving and issuing equipment and supplies, requisitioning	High School Diploma or GED	3 Years	MD Class B CDL License Class C Maryland Driver's License Maryland Professional Pesticide Applicator's Certificate Class "5A" Operator's certificate Certificates required to rebuild breathing apparatus	[[E/N]] N

No.	Class Title	Class Description	Min. Edu	Min Exp	Lisc/Cert	FLSA
		supplies and materials, record keeping, and maintenance of a perpetual inventory of all materials.				
4107 *	OPERATIONS TECHNICIAN I	Performs technical level operations work under regular supervision from a technical superior. Work includes operating and performing preventive maintenance of mechanical and electrical equipment, and hand and power tools; maintaining, repairing, constructing, and operating public works facilities; tree care; testing samples of wastewater flow and assisting in the operation of intake structures, pumps and other plant equipment; and performing skilled manual operations work. Work also includes providing a wide variety of supplies and materials to County departments and agencies; operating a storeroom and maintaining inventory; establishing storage methods and procedures; maintaining inventory records, and requisitioning items.	High School Diploma or GED	2 Years	MD Class B CDL License Class C Maryland 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	[[E/N]] N
5107	RECREATION SERVICES COORDINATOR II	Performs professional level recreation services work, which may include supervision, under general supervision from an administrative or technical superior.	Bachelor Degree	1 YR	Class C Maryland Driver's License	[[E]] N

No.	Class Title	Class Description	Min. Edu	Min Exp	Lisc/Cert	FLSA
		Work includes overseeing the safe and efficient operation of activities at school and department recreational facilities, parks and private recreational facilities; 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. Work also includes the supervision of contingent, part-time staff and volunteers; overseeing the approved budget; and preparing information for recreation supervisor for seasonal and fiscal reports.				
5105	RECREATION SERVICES COORDINATOR I	Performs senior support level community center facility and recreation related services work under general supervision from an administrative or technical superior. Work includes overseeing, planning, the safe and efficient operation of a variety of recreation programs and services at recreation and parks facilities. Coordinates externally with community groups, contractors, part-time staff and volunteers, manages facility arrangements, maintains records and prepares evaluative reports.	Associate Degree	2 yrs.	Class C Maryland Driver's License	[[E/N]] N



Howard County

Internal Memorandum

Subject: Council Testimony

To: Lonnie Robbins
Chief Administrative Officer

Through: 
Wanda Hutchinson
Human Resources Administrator

From: 
Stacey Simmons
Chief, Classification and Pay

Date: August 26, 2016

The Administration is seeking Council approval for a bill amending the classification plan for certain classifications' Fair Labor Standards Act (FLSA) status.

The Department of Labor will raise the salary threshold used, in part, to determine the Fair Labor Standards Act (FLSA) status for classifications held by employees. As a result, the status for the following classifications will change to FLSA **Non-Exempt** as of December 1st, 2016:

- Administrative Technician
- Legal Support Services Technician
- Police Services Support Supervisor I
- Operations Leader I
- Operations Leader II
- Operations Technician I
- Operations Technician II
- Recreation Services Coordinator I
- Recreations Services Coordinator II

Since the FLSA status is documented in the Classification Plan, the changes need to be made for these classifications.

cc: Jennifer Sager