

Introduced 6/6/16  
Public Hearing 6/20/16  
Council Action 7/8/16  
Executive Action 7/11/16  
Effective Date 9/10/16

## County Council Of Howard County, Maryland

2016 Legislative Session

Legislative Day No. 7

Bill No. 41 -2016

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

AN ACT amending the Classification Plan for Howard County; amending the classification description for the position of Dispatcher First Class; adding a classification description for the position of Correctional Sergeant- Dietary; providing for the application of this Act; and generally relating to amendments to the Howard County Classification Plan.

Introduced and read first time June 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 June 20, 2016.

By order Jessica Feldmark  
Jessica Feldmark, Administrator

This Bill was read the third time on July 8, 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 11th day of July, 2016 at 10:15 a.m./p.m.

By order Jessica Feldmark  
Jessica Feldmark, Administrator

Approved Vetoed by the County Executive July 11, 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:

- 7           1.       Amends the classification description for the position of Dispatcher First Class to  
8                   add that employees must effectively operate at any station (call taking, teletype  
9                   operations, police dispatch and fire dispatch) within the emergency  
10                  communications center; and
- 11           2.       Adds a classification description for the position of Correctional Sergeant Dietary.  
12

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

17           **NOW, THEREFORE,**  
18

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

22           *Section 2. And Be It Further Enacted by the County Council of Howard County, Maryland,*  
23 *that this Act shall apply beginning with the first pay date after July 1, 2016.*  
24

25           *Section 3. 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.*

**CLASS FAMILY 2-3 DISPATCHING OPERATIONS, MANAGEMENT, & SUPPORT**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2304	DISPATCHER FIRST CLASS	[[Same As Dispatcher]] 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 Dip or GED	5 Years Experience As A Dispatcher	[[Same As Dispatcher]] MILES/NCIC AUTHORIZATION EMD/CPR HAZMAT AWARENESS MD EMERGENCY TELECOMMUNICATIONS SPECIALIST DEMONSTRATED PROFICIENCY IN THE 4 AREAS AS REQUIRED BY THE APPOINTING AUTHORITY	N
2303	DISPATCHER	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.	High School Diploma or GED	1 Year Must pass a criminal background investigation	Miles/NCIC AUTHORIZATION EMD/CPR Hazmat Awareness MD Emergency Telecommunications Specialist	N

**OCCUPATIONAL GROUP 2. UNIFORMED PUBLIC SAFETY  
CLASS FAMILY 2-2 CORRECTIONS OPERATIONS, MANAGEMENT, & SUPPORT**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2210 *	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 OR GED	3 YEARS OF SATISFACTORY PERFORMANCE AS A CORRECTIONAL OFFICER IN THE HOWARD COUNTY DEPARTMENT OF CORRECTIONS.  U.S. CITIZENSHIP OR RESIDENT ALIEN STATUS	CERTIFICATION BY THE MARYLAND CORRECTIONAL TRAINING COMMISSION AS A CORRECTIONAL OFFICER  CLASS C MARYLAND DRIVER'S LICENSE	N

BY THE COUNCIL

This Bill, having been approved by the Executive and returned to the Council, stands enacted on July 11, 2016.

Jessica Feldmark  
Jessica Feldmark, 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 \_\_\_\_\_, 2016.

\_\_\_\_\_  
Jessica Feldmark, 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 \_\_\_\_\_, 2016.

\_\_\_\_\_  
Jessica Feldmark, 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 \_\_\_\_\_, 2016.

\_\_\_\_\_  
Jessica Feldmark, 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 \_\_\_\_\_, 2016.

\_\_\_\_\_  
Jessica Feldmark, 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 \_\_\_\_\_, 2016.

\_\_\_\_\_  
Jessica Feldmark, Administrator to the County Council




# Howard County


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## Internal Memorandum

**Subject:** Council Testimony and Fiscal Impact Statement

**To:** Lonnie Robbins  
Chief Administrative Officer

**Through:**   
Wanda Hutchinson  
Human Resources Administrator

**From:** Stacey Simmons   
Acting Chief, Classification and Pay

**Date:** June 1, 2016

The Administration is seeking Council approval for a bill amending the classification plan for certain class descriptions and certain educational and licensure requirements.

In accordance with the negotiated agreement with the Howard County Public Safety Dispatchers Association, the classification description for the Dispatcher First Class has been revised to include proficiency requirements in the four areas of: Call Taking, Teletype Operations, Police Dispatch and Fire Dispatch. Along with passing the exam, employees must now be rated proficient in these areas to meet the minimum requirements for the classification.

Per the negotiated agreement with Local 3080, a new classification of Correctional Sergeant-Dietary has been created. This position will provide an additional layer of supervision in the dietary area.

cc: Jennifer Sager