

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

County Council of Howard County, Maryland

2017 Legislative Session

Legislative Day No. 7

Bill No. 39 -2017

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

AN ACT amending certain approvals related to starting rates of pay for new employees; amending and adding the titles of certain positions in the Office of the County Executive and the Office of the Chief Administrative Officer; correcting a position title; making certain technical corrections; and generally relating to human resources provisions in the Howard County Code.

Introduced and read first time _____, 2017. Ordered posted and hearing scheduled.

By order _____
Jessica Feldmark, Administrator

Having been posted and notice of time & place of hearing & title of Bill having been published according to the Charter, the Bill was read for a second time at a public hearing on _____, 2017.

By order _____
Jessica Feldmark, Administrator

This Bill was read the third time on _____, 2017 and Passed ____, Passed with amendments _____, Failed _____.

By order _____
Jessica Feldmark, Administrator

Sealed with the County Seal and presented to the County Executive for approval this ____ day of _____, 2017 at ____ a.m./p.m.

By order _____
Jessica Feldmark, Administrator

Approved/Vetoed by the County Executive _____, 2017

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 **Section 1. Be It Enacted** by the County Council of Howard County, Maryland, that the
2 Howard County Code is amended as follows:

3

4 *By amending:*

5 *Title 1, Human Resources*

6 *Subsection (a) of Section 1.302 “Starting rate of pay; promotion, demotion, and*
7 *reclassification rates”*

8

9 *Title 1, Human Resources*

10 *Subsection (b) of Section 1.306 “Executive exempt”*

11

12 **Title 1. Human Resources.**

13 **Subtitle 3. Pay Plan.**

14

15 **Section 1.302. Starting rate of pay; promotion, demotion, and reclassification rates.**

16 (a) *Starting Rate of Pay.*

17 (1) Except as provided in paragraphs (2) and (3) of this subsection, upon initial
18 appointment to the classified service, an employee shall receive the minimum rate
19 of pay for the position classification to which the employee is appointed.

20 (2) Upon appointment to the classified service, a new employee may receive a rate of
21 pay AT STEP 2, 3, OR 4 [[above the minimum rate, up to step 3]], if such pay is
22 recommended and justified in writing by the appointing authority and approved in
23 writing by the [[Personnel Officer]]HUMAN RESOURCES ADMINISTRATOR.

24 (3) UPON APPOINTMENT TO THE CLASSIFIED SERVICE, A NEW EMPLOYEE MAY RECEIVE
25 A RATE OF PAY AT STEP 5 UP TO AND INCLUDING STEP 14, IF SUCH PAY IS
26 RECOMMENDED AND JUSTIFIED IN WRITING BY THE APPOINTING AUTHORITY AND
27 APPROVED IN WRITING BY THE PERSONNEL OFFICER.

28 ([[3]]4) Upon appointment to the classified service, a new employee may receive a
29 rate of pay at step [[4]]15 or above (not to exceed the maximum rate for the
30 grade), if such pay is recommended and justified in writing by the appointing

1 authority and approved in writing by the Personnel Officer and the County
2 Executive.

3

4 **Section 1.306. Executive exempt.**

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

- 7 (1) *County Executive.* The County Executive is the appointing authority for the:
8 Executive Assistant I, serving [[as the Assistant to]]THE OFFICE OF the County
9 Executive;
10 EXECUTIVE ASSISTANT II, SERVING THE OFFICE OF THE COUNTY EXECUTIVE;
11 Administrative Assistant, serving [[as the Secretary to]] THE OFFICE OF the County
12 Executive;
13 [[Administrative Assistant, Constituent Relations Assistant to the County
14 Executive;
15 Administrative Assistant, serving as the Secretary to the Chief of Staff;]]
16 ADMINISTRATIVE ANALYST II, SERVING THE OFFICE OF THE COUNTY EXECUTIVE;
17 Chief Administrative Officer;
18 Chief of Staff;
19 Director of Community Resources and Services;
20 Director of Corrections;
21 Director of Finance;
22 Chief of Fire and Rescue Services;
23 Director of Housing and Community Development;
24 Director of Inspections, Licenses and Permits;
25 Director of Planning and Zoning;
26 Chief of Police;
27 Director of Public Works;
28 Director of Recreation and Parks; and
29 Director of Technology and Communication Services.

1 (2) *County Executive and County Council.* The County Executive, with the
2 concurrence of the County Council is the appointing authority for: Technical
3 Services Supervisor, serving as the Cable Administrator; and County Solicitor.

4 (3) *Chief Administrative Officer.* The Chief Administrative Officer, with the approval
5 of the County Executive, is the appointing authority for the following positions:
6 Administrative Assistant, serving [[as the Secretary to]] THE OFFICE OF the Chief
7 Administrative Officer;
8 ADMINISTRATIVE ANALYST II, SERVING THE OFFICE OF THE CHIEF
9 ADMINISTRATIVE OFFICER;
10 Administrator of the Office of Community Sustainability;
11 Administrator of the Office of Transportation;
12 Executive Assistant I, serving [[as the Assistant to]]THE OFFICE OF the Chief
13 Administrative Officer;
14 Executive Assistant II, [[Assistant to]]SERVING THE OFFICE OF the Chief
15 Administrative Officer;
16 Budget Administrator;
17 Deputy Chief Administrative Officer;
18 Human Services Manager I, serving as the Workforce Development
19 Administrator;
20 Human Resources Administrator;
21 Human Services Manager II, serving as the Human Rights Administrator;
22 Labor Relations Coordinator; and
23 Public Information Administrator.

24 (4) *Chief of Police.* The Chief of Police, with the approval of the County Executive,
25 is the appointing authority for the:
26 Police Major; ¹
27 Police Information Specialist; and
28 Police Services Support Supervisor III, serving as the Animal Control
29 Administrator.

- 1 (5) *Fire and Rescue Services*. The Chief of Fire and Rescue Services, with the
2 approval of the County Executive, is the appointing authority for the Deputy Chief
3 ¹ and the Medical Director.
- 4 (6) *Community Resources and Services*. The Director of Community Resources and
5 Services, with the approval of the County Executive, is the appointing authority
6 for the:
7 Human Services Manager II, serving as the Deputy Director of Community
8 Resources and Services;
9 Human Services Manager II, serving as the Administrator on Aging and
10 Independence;
11 Human Services Manager I, serving as the Administrator of the Office of Children
12 and Families;
13 Human Services Manager I, serving as the Administrator of the Office of
14 Community Partnerships; and
15 Human Services Manager I, serving as the Consumer Protection Administrator.
- 16 (7) *Public Works*. The Director of Public Works, with the approval of the County
17 Executive, is the appointing authority for the:
18 Deputy Director of Public Works;
19 Engineering Manager II, serving as the Chief, Bureau of Engineering; [[²]]
20 Engineering Manager II, serving as the Chief, Bureau of Environmental Services;
21 Engineering Manager II, serving as the Chief, Bureau of Highways and
22 Engineering Manager II, serving as the Chief, Bureau of Facilities.
- 23 (8) *County Solicitor*. The County Solicitor, with the approval of the County Executive
24 is the appointing authority for the:
25 Deputy Attorney, serving as the Deputy County Solicitor;
26 Principal Attorney, serving as a Senior Assistant County Solicitor I;
27 Senior Attorney, serving as a Senior Assistant County Solicitor II;
28 Attorney, serving as an Assistant County Solicitor II;
29 Entry Level Attorney, serving as an Assistant County Solicitor I; and
30 Administrative [[Technician]] ASSISTANT, serving as Secretary to the County
31 Solicitor.

1 (9) *Planning and Zoning*. The Director of Planning and Zoning, with the approval of
2 the County Executive, is the appointing authority for the Deputy Director of
3 Planning and Zoning.

4 (10) *Finance*. The Director of Finance, with the approval of the County Executive, is
5 the appointing authority for the Deputy Director of Finance.

6 (11) *Technology and Communication Services*. The Director of Technology and
7 Communication Services, with the approval of the County Executive, is the
8 appointing authority for the Deputy Director, Technology and Communication
9 Services.

10 (12) *County Council*. The County Council is the appointing authority for the:
11 Administrator to the County Council; and
12 County Auditor.

13 (13) *Housing and Community Development*. The Director of Housing and Community
14 Development, with the approval of the County Executive, is the appointing
15 authority for the Human Services Manager II, serving as the Deputy Director of
16 Housing and Community Development.

17 (14) *County Council Member*. The County Council Member is the appointing authority
18 for the Special Assistant and District Aide serving that Member.

19 (15) *Administrator to the County Council*. The Administrator to the County Council,
20 with the approval of the County Council, is the appointing authority for the:
21 Deputy Administrator to the County Council;
22 Executive Assistant I, serving as the Assistant to the Administrator to the County
23 Council; and
24 Public Information Administrator, serving as the Public Information Officer to the
25 County Council.

26 (16) *County Auditor*. The County Auditor, with the approval of the County Council, is
27 the appointing authority for Deputy County Auditor.

28

29 [[² Applies only to individuals appointed to the position classification on or after July 1,
30 1993.]]

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