



Howard County

Internal Memorandum

Subject: Council Testimony and Fiscal Impact Statement

To: Lonnie Robbins
Chief Administrative Officer

Through: Wanda Hutchinson
Human Resources Administrator

From: Stacey Simmons
Chief, Classification and Pay

Date: April 24, 2017

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

The changes to the class plan affect:

1. Administrative Technician-removed the wording “the County Solicitor”; the classification for the appointed secretary to the County Solicitor is now an Administrative Assistant.
2. Administrative Aide, Administrative Support Technician I, II, III-removed the certified typing score requirement. It is no longer included on the job descriptions as the County does not have a test to administer.
3. Police Services Support Specialist-revised the class description to include examples of the various duties performed by the classification.
4. Police Services Support Supervisor II-revised the class description to update duties performed by the classification.
5. Police Officer (Probationary)- added “or police service” to the minimum experience requirements to cover applicants who cannot come in as a lateral because the former agency is not MPCTC certified and the applicant would not meet the minimum requirements because they do not have the necessary college or military experience.
6. Police Captain & Major-added “no experience or credit equivalency” for clarification of minimum education requirements.
7. Emergency Communication Operator-changed the words per minute (WPM) requirement from 25 to 40.

8. Office Assistant II-removed duties that are no longer performed by the classification.
9. Natural Resource Program Manager II-added the word “education” programs to include positions with in the classification that work in the educational area.
10. Human Services Supervisor-changed the wording in the class description to clarify that the classification does supervise.

The requested changes will not have a fiscal impact.

cc: Jennifer Sager