



# Howard County

---

## Internal Memorandum

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

**To:** Lonnie Robbins  
Chief Administrative Officer

**From:**   
Wanda Hutchinson  
Human Resources Administrator

**Date:** April 24, 2017

The Administration is seeking Council approval for a bill amending Howard County Code in regard to the starting rate of pay and titles of certain positions in the Office of the County Executive and the Office of the Chief Administrative Officer.

The Office of Human Resources has proposed changes to the Howard County Code, Sec. 1.302 (a) *Starting rate of pay*. Currently, when a new employee is appointed to classified service at a pay rate above the minimum rate, up to step 3, the Personnel Officer must approve; any request at step 4 or above must be approved by the Personnel Officer and the County Executive. The Office of Human Resources is seeking approval to change the policy to the Personnel Officer approving starting rate of pay at step 4 and the Personnel Officer and the County Executive approving starting rate of pay for step 15 and above. This new policy will streamline the hiring process.

The Office of Human Resources has also proposed changes to the Howard County Code, Sec. 1.3026 (b) *Appointing Authorities*. Currently, the section describes the functions of classifications within the offices under appointing authorities. The Office of Human Resources is seeking approval to update the classifications currently utilized and specify which office the position is allocated.

The is no fiscal impact for the requested changes.

cc: Jennifer Sager