




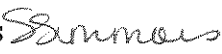
Howard County

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: May 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.

Currently, there are three levels for the Security Officer in the Sheriff's Office, but only the levels II & III are utilized. As written in the Class Plan, the difference between the II & III is the III has the requirement to carry a handgun and participate in prisoner transport. Sheriff McMahon decided Security Officers will no longer carry handguns. Since the handgun requirement is no longer needed and the level I is no longer used, the Sheriff's Office has requested the three levels be abolished and the creation of one Security Officer classification. The classification title will be Security Officer. The fiscal impact for this revision will be approximately \$8100.

After a review, it was determined that Corporal Deputy Sheriff should be classified as FLSA Non-Exempt based on duties performed by the classification.

The Latent Prints Unit in the Police Department needs a classification to oversee the operations of the unit and to be in compliance with COMAR. This is advanced level police support work, but it would not supervise, but will oversee the operations of the unit and function as a technical lead. Working with the Manager of the Forensics Services Section and Police HR, we have revised the class description for Police Services Support Supervisor III in order to appropriately classify the position that will function in this capacity.

At the request of Police HR, the wording “may require certification by the International Association for Identification” has been added to the classification of Police Services Support Specialist. This certification is the norm within the forensic community.

The revisions to the Police classifications will not have a fiscal impact.

cc: Jennifer Sager