

Introduced _____

Public Hearing _____

Council Action _____

Executive Action _____

Effective Date _____

County Council of Howard County, Maryland

2018 Legislative Session

Legislative Day No. 5

Bill No. 23-2018

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

AN ACT amending the Classification Plan for Howard County; amending certain class descriptions; removing certain obsolete positions; adding a description for the position of Apprentice; providing for the application of this Act; and generally relating to amendments to the Howard County Classification Plan.

Introduced and read first time _____, 2018. 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 _____, 2018.

By order _____
Jessica Feldmark, Administrator

This Bill was read the third time on _____, 2018 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 _____, 2018 at ____ a.m./p.m.

By order _____
Jessica Feldmark, Administrator

Approved/Vetoed by the County Executive _____, 2018

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. Within the Uniform Public Safety, Sheriff Operations, Management and Support
8 class, amends the license/certification requirements for the position of Lieutenant
9 Deputy Sheriff;
- 10 2. Also within the Uniform Public Safety, Sheriff Operations, Management and Support
11 class, amends the license/certification requirements and minimum experience
12 requirements for the positions of:
 - 13 a. Sergeant Deputy Sheriff; and
 - 14 b. Corporal Deputy Sheriff;
- 15 3. Adds the position of Deputy First Class to the Uniform Public Safety, Sheriff
16 Operations, Management and Support class;
- 17 4. Within the Uniformed Public Safety, Fire Operations, Management and Support
18 class, amends the minimum education and minimum experience requirements for the
19 positions of:
 - 20 a. Assistant Chief;
 - 21 b. Battalion Chief;
 - 22 c. Fire Captain; and
 - 23 d. Fire Fighter Lieutenant, for which the FLSA designation is also amended;
- 24 5. Removes the obsolete positions Office Assistant I, Operations Worker I, Recreation
25 Services Assistant I, and Human Services Aide; and
- 26 6. Adds a description for the position of Apprentice.
27

1 **WHEREAS**, under Section 1.201(c) of the County Code, the Classification Plan, and any
2 amendments thereto, are adopted by the County Council as attachments to the Council Bill
3 through which the County Council exercises its legislative action on the Classification Plan.
4

5 **NOW, THEREFORE,**
6

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

9
10 ***Section 2. And Be It Further Enacted** by the County Council of Howard County, Maryland that
11 only the specific occupational groups for which there are changes are attached, all other
12 occupational groups not attached to this Act shall remain in full force and effect.*

13
14 ***Section 3. And Be It Further Enacted** by the County Council of Howard County, Maryland that
15 the classification description for the position of Apprentice shall be considered an official
16 addendum to the Howard County Classification Plan.*

17
18 ***Section 4. And Be It Further Enacted** by the County Council of Howard County, Maryland,
19 that this Act shall apply on July 1, 2018.*

20
21 ***Section 5. And Be It Further Enacted** by the County Council of Howard County, Maryland,
22 that this Act shall become effective 61 days after its enactment.*

Howard County Classification Plan

Fiscal Year ~~[[2018]]~~2019

(Revised – July, ~~[[2017]]~~ 2018)

The Howard County Classification Plan is a job schematic covering all officers and employees in the classified and exempt service of the merit system excepting those positions identified in Section 1.111.(a)(2) and Section 1.111.(b)(5) of the Howard County Code or under the conflicting provisions of Section 1.111.(e)(1). The Classification Plan contains information on occupational groups, class families, and the qualifications, duties, FLSA status, and general requirements for each position classification contained in the Plan.

The Classification Plan is administered by the Office of Human Resources, under authority of the Personnel Officer, in accordance with Section 1.201. of the Howard County Code. Revisions to the Classification Plan are submitted by the County Executive to the Personnel Board for approval and then transmitted to the County Council for legislative action.

TERMS:

Position (full-time): A group of duties and responsibilities, assigned by legitimate authority, requiring the full-time services of an employee. A position can be either vacant or occupied.

Classification: A group of positions similar enough in job content, qualification requirements and market worth as to share the same official title, classification code number, class description, test of fitness and salary grade.

Class Family: A group of job classifications which are similar enough in the area of work as to be joined together in representing the various levels of an occupation(s) for which Howard County has positions.

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Occupational Group: The largest division of work which combine various class families into several broad categories of Howard County employment, i.e.; Technical Services, Public Safety, Community Services, etc.

Job Related Experience: Experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform the duties of the position successfully after a normal orientation period and is typically in or related to the work of the position to be filled. Such experience is typically acquired by work performed at the next lower grade, and within the occupational class family of the position to be filled.

NOTES:

Class Descriptions in this Plan are intentionally general and brief containing only such information on job content as is useful in defining the nature and level of work and in differentiating the work from other classes.

Job Descriptions specifically identify various key aspects and components of a singular position such as duties and responsibilities, work location, work schedule, equipment utilized, task statements, physical requirements, etc. and are useful in classification matters, communicating job standards, recruitment, organizational development, performance evaluation and so forth. The Office of Human Resources strongly encourages county departments to maintain up-to-date job descriptions on all department positions and assistance is available for such purpose.

Classification Specifications for job classes covered by collective bargaining agreement with Police Local 86 and Blue Collar Local 3085 will be maintained separately by the Office of Human Resources and are considered an official addendum to the Howard County Classification Plan. These classes are listed by union local within the Howard County Pay Plan. Each specification shall contain the title, grade, duties and qualification requirements of the class.

Some Job Classifications in the Classification Plan are covered by the provisions of a collective bargaining agreement and are listed in the Howard County Pay Plan by union local affiliation. However, not all positions in these listed Classifications are covered by the collective bargaining agreement; some are excluded from union participation due to the confidential or managerial nature of the work or because the position is grant funded, state-authorized exempt, seasonal, part-time, or temporary. Pay, benefits and working conditions for these employees shall follow the Employee Manual and other Pay Plan rules. The Office of Human Resources will maintain a register of these ineligible positions.

The Office of Human Resources encourages the use of functional job titles to identify individuals and positions in the public service. Official titles, grades, code numbers and other designations are maintained by the OHR as necessary to administer the provisions of the

Classification and Pay Plans. The Office of Human Resources may also use functional or working titles in order to exchange classification and pay information with other employers.

General Reviews - The Classification Plan will be periodically reviewed to ensure that classes reflect County jobs and are correctly allocated to the appropriate grade. At such time department heads will be advised to furnish the Office of Human Resources with requests to review specific aspects of the Classification and the Pay Plans.

Position Reclassification - The Office of Human Resources will review the classification of individual positions when requested by a department head. Employees may initiate the process within their department. The procedure for conducting this review is established in Policy and Procedure titled POSITION RECLASSIFICATION, found in the Employee Manual.

Minimum Requirements - Unless otherwise specifically noted, minimum requirements include an equivalent combination of the education and experience listed in the area of the Occupational Class Family. The Human Resources Administrator determines educational and experience equivalency and sufficiency.

Preferred Qualifications - Specific education and experience preferences may vary according to the position assignments.

Licenses and Certificates – Any license, certificate or recognized equivalent required for the job issued by the State of Maryland or other authority.

*- An asterisk after the Code Number indicates that there are bargaining unit positions which are designated for conversion to this title. These positions shall remain in the current title until changed by negotiated agreement or until a negotiated agreement is no longer in effect.

**OCCUPATIONAL GROUP 1. ADMINISTRATION, MANAGEMENT, & LAW
CLASS FAMILY 1-4 ADMINISTRATIVE SUPPORT**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
1414	DISTRICT AIDE	Performs senior technical level administrative and personal support for individual Council Members under executive direction. Work includes assisting Council Members or Specialist Assistants with constituent service, research, correspondence, social media, and scheduling.	Associate Degree	1 year	N/A	E
1413	ADMINISTRATIVE ASSISTANT	Performs senior technical level administrative support work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work typically involves administrative, technical and para-legal work providing staff assistance to various Boards; or administrative secretarial or constituent services work assisting the County Executive, the State's Attorney, the Chief Judge of the Fifth Judicial Circuit, Chief of Staff or the Chief Administrative Officer. Assumes responsibility for clerical procedures and office operations; maintains executive calendar and appointments. May supervise a support staff. Work at this level may include independent responsibility for a difficult and complex administrative or clerical process not requiring the attention of a professional or technical expert.	Associate Degree	4 Years	N/A	N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
1412	ADMINISTRATIVE TECHNICIAN	Performs senior secretarial or routine paralegal work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work typically involves independent and confidential secretarial work as the appointed secretary to a Circuit Court Judge; or work may involve writing briefs, conducting research and providing other paralegal support to a legal staff.	Associate Degree	3 years	Certification by the American Bar Association	N
1411	ADMINISTRATIVE AIDE	Performs advanced technical level administrative support work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work typically involves administrative support, technical tasks and secretarial work assisting legal staff or an executive level government official. Applies bookkeeping, accounting and data processing principles to accounting and financial record keeping and reporting systems at the advanced technical level. Work at this level may also include independent responsibility for a significant administrative or clerical process.	Associate Degree	2 Years		N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
1409	ADMINISTRATIVE SUPPORT TECH III	Performs advanced technical level administrative support work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work typically involves performing responsible clerical and secretarial work essential to the successful operation of a specialized function. Work may also include supervision of data entry staff and coordination and work scheduling of the data entry function. Work at this level may also include independent responsibility for a moderately complex clerical process.	High School Diploma or GED	4 Years	MILES/NCIC Authorization	N
1407	ADMINISTRATIVE SUPPORT TECH II	Performs intermediate technical level administrative support work under general supervision from an administrative or technical superior. Work typically involves performing clerical and secretarial work, such as data entry and document management, file maintenance of secure and confidential records, and public contact and service. Work may also include accounting clerical tasks such as bookkeeping, keeping of financial and other important records; preparing vouchers for payment; documenting and depositing cash receipts; and controlling, recording, and storing data. Work at this level may also include independent responsibility for a routine clerical process.	High School Diploma or GED	3 Years	MILES/NCIC Authorization	N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
1405 *	ADMINISTRATIVE SUPPORT TECH I	Performs technical level administrative support work under general supervision from an administrative or technical superior. Work typically involves performing skilled clerical, stenographic, and typing tasks but may also include determination of weights at a sanitary landfill; collecting fees; operating scales and cash registers; keeping records of materials and money received; and performing routine clerical tasks in an accounting environment.	High School Diploma or GED	2 Years	Must meet Howard County Govern- ment's bonding require- ments	N
1403 *	OFFICE ASSISTANT II	Performs administrative support work under general supervision from an administrative or technical superior. Work may include organizing, storing and maintaining records and books; processing mail; transcribing data using data entry and verifying equipment; and a variety of clerical and manual tasks; preparing materials for mailing; and operating automotive equipment.	High School Diploma or GED	1 Year	Class C Driver's License MILES/NCIC Authoriza- tion	N
[[1401	OFFICE ASSISTANT I	Performs entry level administrative support work under general supervision from a technical or administrative superior. Work includes performing basic data entry typing and related clerical tasks and routine public service functions.	High School Diploma, GED or High School Certificate	0 Year		N]]

**OCCUPATIONAL GROUP 2. UNIFORMED PUBLIC SAFETY
CLASS FAMILY 2-4 SHERIFF OPERATIONS, MANAGEMENT, & SUPPORT**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2413	CHIEF DEPUTY SHERIFF	Performs advanced administrative sheriff operations work under executive level direction. As directed by the Howard County Sheriff directs and supervises the activities and personnel of the Sheriff's Office.	Bachelor Degree	6 Years	Class C Maryland Driver's License	E
2411	LIEUTENANT DEPUTY SHERIFF	Performs senior supervisory and advanced level sheriff operations work under general supervision from an administrative or technical superior. Work includes serving as a first line administrator; directing personnel, and directing an administrative operation within the department.	Associate Degree and 30 college level credits	6 Years	Class C Maryland Driver's License Must maintain current status as a certified Police Officer [[Graduation from the supervisory]] SATISFACTORY COMPLETION OF THE ADMINISTRATOR course of the Maryland Police Training Commission or equivalent course WITHIN A YEAR OF APPOINTMENT	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2409	SERGEANT DEPUTY SHERIFF	Performs intermediate supervisory and advanced level sheriff operations work under general supervision from an administrative or technical superior. Work includes public safety, law enforcement, court servicing work; and supervising subordinate personnel and may include functional control over a program, group of deputies or an area such as the District Court.	High School Diploma or GED and 15 college credits	[[3]]5 Years	Class C Maryland Driver's License SATISFACTORY COMPLETION OF THE ADMINISTRATOR COURSE OF THE MARYLAND POLICE TRAINING COMMISSION OR EQUIVALENT COURSE WITHIN A YEAR OF APPOINTMENT	E
2407	CORPORAL DEPUTY SHERIFF	Performs supervisory and advanced level sheriff operations work under general supervision from an administrative or technical superior. Work includes participating in and supervising subordinate officers engaged in serving civil and criminal papers; maintaining courtroom security; and maintaining security of and transporting prisoners.	High School Diploma or GED	[[2 Years]] 4YEARS SATISFACTORY SERVICE AS A HOWARD COUNTY DEPUTY SHERIFF	Class C Maryland Driver's License SATISFACTORY COMPLETION OF THE SUPERVISORY COURSE OF THE MARYLAND POLICE TRAINING COMMISSION OR EQUIVALENT COURSE WITHIN A YEAR OF APPOINTMENT	N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2406	DEPUTY FIRST CLASS	PERFORMS ADVANCED TECHNICAL LEVEL SHERIFF OPERATIONS WORK UNDER GENERAL SUPERVISION FROM A TECHNICAL SUPERIOR. WORK INCLUDES SERVING CIVIL AND CRIMINAL PAPERS; MAINTAINING COURT ROOM SECURITY; AND MAINTAINING SECURITY OF AND TRANSPORTING PRISONERS. MOVEMENT TO THIS CLASSIFICATION IS THROUGH PROFICIENCY ADVANCEMENT.	HIGH SCHOOL DIPLOMA OR GED	3 YEARS SATISFACTORY SERVICE AS A HOWARD COUNTY DEPUTY SHERIFF	CLASS C MARYLAND DRIVER'S LICENSE	N
2405	DEPUTY SHERIFF	Performs technical level sheriff operations work under general supervision from a technical superior. Work includes serving civil and criminal papers; maintaining court room security; and maintaining security of and transporting prisoners. An employee in this class will serve a 12 month probationary period.	High School Diploma or GED	0 Years	Class C Maryland Driver's License Must become a certified law enforcement officer in the state of MD within department timeframes.	N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2404	SECURITY OFFICER	Performs technical level sheriff operations work under regular supervision from a technical superior. Work includes maintaining security at assigned locations and guarding inmates or detainees held relative to criminal or administrative court proceedings. This position requires a Special Police Officer certification from the State of Maryland.	High School Diploma or GED	1 Year Minimum Age of 21 Years	United States citizenship or possession of an Alien Registration Receipt Card. Class C Driver's License Must successfully pass, within 6 months of hire, the Maryland Police and Correctional Training Commission-Correctional Entry Level Training program. Must obtain the Special Police Officer certification within 6 months of hire and maintain certification during employment.	N

**OCCUPATIONAL GROUP 2. UNIFORMED PUBLIC SAFETY
CLASS FAMILY 2-5 FIRE OPERATIONS, MANAGEMENT, & SUPPORT**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2519	CHIEF, FIRE & RESCUE SERVICES	Performs executive level fire and rescue operations work under executive direction. Work includes directing the general operation of the Department of Fire and Rescue Services, advising the County Executive and County Council on related issues, and developing the departmental and related capital budget program.	Bachelor Degree	10 Years	N/A	E
2518	MEDICAL DIRECTOR	Provides oversight and consultative services to emergency medical service (EMS) operations of the Department of Fire and Rescue services. Conducts audits, reviews protocols, develops training, evaluates certifications, may participate in pre-hospital care, and ensures county compliance with COMAR and MIEMSS.	Doctorate Degree	5 years of Board Certified experience in emergency medicine	Licensed by the State of Maryland to practice medicine	E
2517	DEPUTY CHIEF	Performs advanced administrative fire and rescue operations work under executive level direction. Work includes managing assigned groups of departmental personnel as established by the Chief of Fire and Rescue Services and acting as the Chief during absences. Work also includes assisting the Chief of Fire and Rescue Services in establishing departmental policies, goals, objectives, and budgets.	Bachelor Degree	8 Years	Class C Driver's License	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2515	ASSISTANT CHIEF	Performs mid-management and advanced level fire and rescue operations work under general supervision from an administrative or technical superior. Work includes responsibility for the efficient operation of a major bureau within the Department of Fire and Rescue Services and assisting in formulating and implementing departmental goals and objectives. Work also includes monetary responsibility for preparation and monitoring of bureau budgets.	<p>[[Bachelor Degree (No Exp. Equivalency)]]</p> <p>ONE HUNDRED FIVE (105) SEMESTER-BASED CREDITS (OR 158 QUARTER-BASED CREDITS TOWARDS A DEGREE PROGRAM AT AN ACCREDITED POST-SECONDARY INSTITUTION AND AT LEAST THREE (3) SEMESTER-BASED COLLEGE CREDITS (OR 5 QUARTER-BASED CREDITS) ACHIEVED BY SUCCESSFUL COURSE COMPLETION AT THAT INSTITUTION IN THE PREVIOUS 12 MONTHS FROM LIST ELIGIBILITY</p> <p>NO EXPERIENCE EQUIVALENCY</p> <p>EFFECTIVE 09/01/2021 BACHELOR'S DEGREE</p> <p>NO EXPERIENCE EQUIVALENCY</p>	<p>[[7 years at the level of a HCDFRS Fire Captain and/or at the level of a HCDFRS Battalion Chief]]</p> <p>FIVE (5) YEARS SERVICE CLASSIFIED AS A HCDFRS FIRE CAPTAIN AND/OR HCDFRS BATTALION CHIEF</p> <p>OR</p> <p>FOUR (4) YEARS SERVICE CLASSIFIED AS A HCDFRS FIRE CAPTAIN AND/OR HCDFRS BATTALION CHIEF</p> <p>AND</p> <p>MASTER'S DEGREE</p>	<p>General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites</p>	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2513	BATTALION CHIEF	Performs senior supervisory and advanced level fire and rescue operations work under general supervision from an administrative or technical superior. Work includes effective and efficient management of the assigned fire district or programs and attainment of established goals and programs.	<p>[[90 semester-based credits (135 quarter-based credits) (No Exp. Equivalency)]]</p> <p>SEVENTY-FIVE (75) SEMESTER-BASED CREDITS (OR 113 QUARTER-BASED CREDITS) TOWARDS A DEGREE PROGRAM AT AN ACCREDITED POST-SECONDARY INSTITUTION AND AT LEAST THREE (3) SEMESTER-BASED COLLEGE CREDITS (OR 5 QUARTER-BASED CREDITS) ACHIEVED BY SUCCESSFUL COURSE COMPLETION AT THAT INSTITUTION IN THE PREVIOUS 12 MONTHS FROM LIST ELIGIBILITY</p> <p>NO EXPERIENCE EQUIVALENCY</p> <p>EFFECTIVE 09/01/2021</p> <p>NINETY (90) SEMESTER-BASED CREDITS (OR 135 QUARTER- BASED CREDITS) TOWARDS A DEGREE PROGRAM AT AN ACCREDITED POST-SECONDARY INSTITUTION</p> <p>NO EXPERIENCE EQUIVALENCY</p>	<p>[[3 years credible service classified as a HCDFRS Fire Captain]]</p> <p>TWO (2) YEARS SERVICE CLASSIFIED AS A HCDFRS FIRE CAPTAIN</p> <p>OR</p> <p>ONE (1) YEAR SERVICE CLASSIFIED AS A HCDFRS FIRE CAPTAIN</p> <p>AND</p> <p>MASTER’S DEGREE</p>	General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2511	FIRE CAPTAIN	Performs supervisory and advanced level fire and rescue operations work[[, at the first line supervisory level,]] under general supervision from an administrative or technical superior. Work includes serving as a shift supervisor and/or performing responsible staff work. Work also includes responsibility for the skilled and efficient operation of assigned personnel and equipment. May participate in other department programs such as training or inspections.	<p>[[Associates Degree or active student with 75 college credits (or 115 quarter based credits) (No Exp. Equivalency)]]</p> <p>FORTY-FIVE (45) SEMESTER-BASED CREDITS (OR 68 QUARTER-BASED CREDITS) AND AT LEAST THREE (3) COLLEGE CREDITS (OR 5 QUARTER BASED CREDITS) OR ACHIEVED BY SUCCESSFUL COURSE COMPLETION AT AN ACCREDITED POST-SECONDARY INSTITUTION IN THE PREVIOUS 12 MONTHS FROM LIST ELIGIBILITY</p> <p>NO EXPERIENCE EQUIVALENCY</p> <p>EFFECTIVE 09/01/2021 AN ASSOCIATE’S DEGREE OR SEVENTY-FIVE (75) SEMESTER-BASED CREDITS (OR 113 QUARTER-BASED CREDITS) TOWARDS A DEGREE PROGRAM AT AN ACCREDITED POST-SECONDARY INSTITUTION AND AT LEAST THREE (3) SEMESTER-BASED COLLEGE CREDITS (OR 5 QUARTER-BASED CREDITS) ACHIEVED BY SUCCESSFUL COURSE COMPLETION AT THAT INSTITUTION IN THE PREVIOUS 12 MONTHS FROM LIST ELIGIBILITY</p> <p>NO EXPERIENCE EQUIVALENCY</p>	<p>2 years [[credible]] service classified as a HCDFRS Firefighter Lieutenant</p> <p>OR</p> <p>ONE (1) YEAR SERVICE CLASSIFIED AS A HCDFRS FIREFIGHTER LIEUTENANT</p> <p>AND</p> <p>BACHELOR’S DEGREE</p>	<p>General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites</p>	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2507 *	FIRE FIGHTER LIEUTENANT	Performs senior technical level fire and rescue operations work, which may include occasional supervisory responsibility, under general supervision from an administrative or technical superior. Work includes fire suppression; advanced life support (ALS); emergency medical and rescue service work; operating and maintaining tools, equipment and apparatus; participating in fire prevention and protection activities as well as departmental training programs; and performing staff work or as a shift supervisor in the absence of a higher ranking officer. Work also includes skilled tasks in response to fire, rescue and medical emergencies.	[[45 semester based credits (67 quarter-based credits) (No Exp. Equivalency)]] THIRTY (30) SEMESTER-BASED CREDITS (OR 45 QUARTER-BASED CREDITS) AND AT LEAST THREE (3) SEMESTER-BASED COLLEGE CREDITS (OR 5 QUARTER-BASED CREDITS ACHIEVED BY SUCCESSFUL COURSE COMPLETION AT AN ACCREDITED POST-SECONDARY INSTITUTION IN THE PREVIOUS 12 MONTHS FROM LIST ELIGIBILITY NO EXPERIENCE EQUIVALENCY EFFECTIVE 09/01/2021 FORTY-FIVE (45) SEMESTER-BASED CREDITS (OR 67 QUARTER -BASED CREDITS) NO EXPERIENCE EQUIVALENCY	4 years [[credible]] service as a HCDFRS Firefighter OR THREE (3) YEARS SERVICE CLASSIFIED AS A HCDFRS FIREFIGHTER WHICH INCLUDES THREE (3) YEARS SERVICE AS A DEPARTMENTALLY-AUTHORIZED OPERATIONAL PARAMEDIC	General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	[[E/]]N
2506	MASTER FIREFIGHTER/ HVO	Performs advanced technical level fire and rescue operations work at the Master Firefighter level plus operates fire and rescue vehicles at the heavy vehicle operator level.	High School Diploma or GED And meet minimum requirements for Firefighter	Served for 3 years beyond the Firefighter Trainee level	General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	E/N

4/26/18

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2505 *	MASTER FIRE FIGHTER	Performs advanced technical level fire and rescue operations work, under general supervision from a technical superior. Work is as part of a crew and includes fire suppression; advanced life support (ALS); emergency medical and rescue service work; operating and maintaining tools, equipment and apparatus; participating in fire prevention and protection activities; and performing staff work.	High School Diploma or GED and meet minimum requirements for Firefighter	Served for 3 years beyond the Firefighter Trainee level	General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	N
2504	FIRE FIGHTER/HV O	Performs intermediate technical level fire and rescue operations work at the Firefighter level plus operates fire and rescue vehicles at the heavy vehicle operator level.	High School Diploma or GED And meet minimum requirements for Firefighter Recruit	12 months service as Firefighter Recruit following graduation from an approved fire academy	General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	N
2503 *	FIRE FIGHTER	Performs intermediate technical level fire and rescue operations work under general supervision from a technical superior. Work is as part of a crew and includes fire suppression; advanced life support (ALS); emergency medical and rescue service work; operating and maintaining tools, equipment and apparatus; participating in fire prevention and protection activities; and performing staff work.	High School Diploma or GED and meet minimum requirements for Firefighter Recruit	12 months service as Firefighter Recruit following graduation from an approved fire academy	General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2501 *	FIREFIGHTER RECRUIT	Performs probationary level fire and rescue operations work under close supervision from a technical superior. Work includes learning basic fire fighting, emergency vehicle driving, and rescue and emergency medical techniques and methods. Work also includes acting as a member of a fire fighting crew, ambulance or rescue team; and operating fire, rescue or emergency medical equipment as directed. Continued employment is contingent upon the incumbent being reclassified as Firefighter.	High School Diploma or GED Graduated from fire academy approved by the Howard County Chief of Fire and Rescue Services	Minimum Age of 18 Years	General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	N
2500 *	FIREFIGHTER TRAINEE	Performs entry level and probationary fire and rescue services work. An employee in this class attends training academy and trains to perform fire and rescue operations. This is a training classification and continued employment is contingent upon the incumbent being reclassified as Firefighter Recruit.	High School Diploma or GED	Minimum Age of 18 Years	General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	N

**OCCUPATIONAL GROUP 4. FIELD AND TECHNICAL SERVICES
CLASS FAMILY 4-1 OPERATIONS SERVICES, MANAGEMENT, & SUPPORT**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
4127	OPERATIONS MANAGER	Performs management and advanced level operations service work under administrative direction. Work includes managing the operation, construction, and maintenance program of the Bureau of Utilities. Work also includes implementing program policies and procedures; assigning duties to technical and clerical staff; supervising equipment operation maintenance and repair and maintenance facilities; and preparing and monitoring the Bureau's annual operating budget.	Bachelor's Degree	6 Years	Class C Maryland Driver's License Water Distribution Operator certificate plus Wastewater Collection Class "2" Operator Certificate Successful passage of the oral examination for Superintendent and maintenance of said certification Out of state applicants required to obtain Statement of Reciprocity CLP or such other license and certificate as determined by the appointing authority	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
4125	OPERATIONS SUPERINTENDENT	Performs senior supervisory and advanced level operations service work under general supervision from an administrative or technical superior. Work includes planning and directing operations, maintenance, and repair activities of the landfill, water and sewer services, treatment plant, maintenance services, or Highway Zone. Work also includes inspecting daily operations; and enforcing standard safety practices, policies, and procedures; maintaining records; assisting in the budgetary process; and reviewing expenditures.	High School Diploma or GED	8 Years	Class C Maryland Driver's License Class B Commercial Driver's License Passage of the examination for Wastewater Collection Class "2" Operator and Water Distribution Operator and maintenance of said certification Certification by the Maryland State Board of Waterworks and Waste System Operators as a temporary Class "2" Wastewater Treatment Plant Operator and must obtain permanent class "2" certification after 1 year Out of state applicants are required to obtain statement of reciprocity Class "5A" Wastewater Operator Certificate	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
4123	OPERATIONS SUPERVISOR III	Performs senior supervisory level and advanced operations service work under general supervision from an administrative or technical superior. Work includes overseeing the activities of laboring and equipment operation personnel in areas such as construction, maintenance, landfill disposal, tree care, utility, vehicle, water reclamation, parks, horticulture, and forestry work; reviewing operations to ensure work standards and timetables are met and records are maintained; directing shift operations; inspecting work sites and maintaining administrative controls; keeping a record of hours and materials used and planning daily work duties based on work orders. Work also includes monitoring the facility operation, maintenance, and usage of equipment, materials, supplies and tools; collecting and processing revenue receipts; and developing, administering and accounting for division's operating budget.	High School Diploma or GED	7 yrs.	MD State Pesticide Applicator's Certificate	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
4121	OPERATIONS SUPERVISOR II	Performs intermediate supervisory level and advanced operations service work under general supervision from an administrative or technical superior. Work includes supervising the activities of laboring and equipment operation personnel in areas such as construction, maintenance, landfill disposal, tree care, utility, vehicle repair, contracted refuse collection, water reclamation, parks, horticulture, and forestry work.	High School Diploma or GED	6 Years	Class C Maryland Driver's License Maryland State Pesticide Applicator's Certificate Class "5A" Wastewater Operator Certificate Out of state applicants are required to obtain a Statement of Reciprocity May require Class B Commercial Driver's License Passage of Water Distribution Operator and Wastewater Collection Class "2" Operator exam Certification by the Maryland State Board of Waterworks and Waste System Operators as a temporary Class "2" Wastewater System Operator and must obtain a permanent Class "2" certification after one year	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
4119 *	OPERATIONS SUPERVISOR I	Performs supervisory and advanced level operations service work under general supervision from an administrative or technical superior. Work includes directing the activities of one or more crews of laboring and/or motor equipment operation and repair personnel; driving and operating of heavy motor, construction, and complex mechanical equipment; may direct and participate in the day to day operations of a large size site or sites.	High School Diploma or GED	4 Years	MD CDL License Class C Maryland Driver's License MD Professional Pesticide Applicator's Certificate Passage of the Water Distribution Operator and Wastewater Collection Class "2" Operator exam Out of state applicants require statement of reciprocity	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
4117 *	CHIEF MECHANIC	Performs senior technical level operations service work, which may include lead worker responsibility, under general supervision from an administrative or technical superior. Work includes skilled trades work at the master mechanic level involving either plumbing, electrical, heating and air conditioning, traffic control devices or vehicle maintenance and repair. Inspects, troubleshoots, tests, installs, repairs or replaces equipment and devices.	High School Diploma or GED	6 Years	Class C Maryland Driver's License Valid master H.V.A.C.R. License and maintenance of said licensing Out of state applicants required to obtain Maryland state licensing Master Electrician-Limited or General license and maintenance of said licensing Applicant from another jurisdiction required to obtain Howard County Licensing Master Plumber license and maintenance of said licensing Valid MD Class B CDL Driver's License Passage of welding tests State certification as an emissions technician or equivalent	E/N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
4115	OPERATIONS LEADER II	Performs senior technical level operations work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes receipt and distribution of supplies (all clothing and equipment) for Police or Fire and Rescue operations; ordering and distributing clothing and supplies of considerable value; and maintaining an inventory on all items within the Police Department or the Department of Fire and Rescue Services.	High School Diploma or GED	4 Years	N/A	N
4113 *	OPERATIONS MECHANIC	Performs advanced technical level operations service work under general supervision from an administrative or technical superior. Work includes journeyman level work concerned with the design, installation, maintenance and repair of electronic, hydraulic, pneumatic, electrical and mechanical systems of vehicles and facilities.	High School Diploma or GED	3 Years	Class C Maryland Driver's License A specific trades license, certificate or registration Valid master H.V.A.C.R. License and maintenance of said licensing Applicants from another jurisdiction are required to obtain Maryland state Licensing Valid MD Class B CDL Driver's License Proficiency in welding as demonstrated by the passage of appropriate tests	N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
4111 *	OPERATIONS LEADER I	Performs advanced technical level operations service work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work involves leader level responsibility for an operations activity. Work includes operating complex equipment and overseeing staff and assuming responsibility for one or more operational programs within a division; advanced inventory control of critical equipment and supplies; supervising mail services work; directing the school crossing guard program; and operating, maintaining, and assisting with the management of facilities such as parks and animal shelters.	High School Diploma or GED	3 Years	Maryland Professional Pesticide Applicator's Certificate Valid MD Class B Commercial Driver's License Class C Maryland Driver's License Tree Expert license Class "5A" Wastewater Operator Certificate Out of state applicants require a Statement of Reciprocity	N
4110	OPERATIONS TECHNICIAN III	Performs advanced, technical level operations service work under general supervision from an administrative or technical superior. Work involves the collection, testing and reporting of water and wastewater samples. Maintains and calibrates instruments, prepares chemical reagents and bacteriological media, operates testing equipment, completes spreadsheets and submits required reports, and maintains quality control of samples and the testing laboratory.	High School Diploma or GED	4 Years	Maryland State Microbiology Analyst Certificate Maryland State Drinking Water Collection Certificate	N

4109 *	OPERATIONS TECHNICIAN II	Performs intermediate technical level operations service work under general supervision from a technical superior. Work includes the installation, repair, operation, preventive maintenance and care of mechanical and electrical equipment, heavy motor and construction equipment, complex mechanical equipment, and hand and power tools; performing skilled laboring tasks; repair, maintenance and installation of a variety of electronic, hydraulic, and pneumatic instruments and systems; maintaining and repairing breathing apparatus and other air/oxygen equipment or machines. Work also includes maintenance of park lands, government properties, and related facilities and structures; tree care and applying regulated horticultural and landscaping practices; and maintaining physical inventories including receiving and issuing equipment and supplies, requisitioning supplies and materials, record keeping, and maintenance of a perpetual inventory of all materials.	High School Diploma or GED	3 Years	MD Class B CDL License Class C Maryland Driver's License Maryland Professional Pesticide Applicator's Certificate Class "5A" Operator's certificate Certificates required to rebuild breathing apparatus	N
4107 *	OPERATIONS TECHNICIAN I	Performs technical level operations work under regular supervision from a technical superior. Work includes operating and performing preventive maintenance of mechanical and electrical equipment, and hand and power tools; maintaining, repairing, constructing, and operating public works facilities; tree care; testing samples of wastewater flow and assisting in the operation of intake structures, pumps and other plant equipment; and performing skilled manual operations work. Work also includes providing a wide variety of supplies and materials to County departments and agencies; operating a storeroom and maintaining inventory; establishing storage methods and procedures; maintaining inventory records, and requisitioning items.	High School Diploma or GED	2 Years	MD Class B CDL License Class C Maryland Driver's License Tree Expert license Certification by the Maryland State Board of Waterworks and Waste System Operations as a Temporary Class "5A" Wastewater Operator	N

4105 *	OPERATIONS WORKER III	Performs technical level operations service work under regular supervision from a technical superior. Work includes performing semi-skilled manual laboring operations in the maintenance of park lands and related facilities and structures; creating graphic arts in the production of roadway and directional signs; using hand and bench tools; and operating less complex types of motor and mechanical equipment. Work also includes performing public works construction and maintenance tasks; tree care and maintaining grounds using basic horticultural and landscaping principles; applying inventory control of materials and supplies of minimum monetary value and/or the receipt, logging and distribution of stationary and supply items; manual and clerical work in stock handling, receipt, storage, maintenance, and issuance of supplies, materials and equipment; and keeping routine stores records.	High School Diploma or GED	1 Year	MD Class B CDL License Class C Maryland Driver's License	N
4103 *	OPERATIONS WORKER II	Performs technical level operations service work under regular supervision from a technical superior. Work includes animal handling, control and care; non-technical work in an analytical laboratory maintaining a supply inventory and general upkeep of the laboratory; or using manual and smaller power operated tools in a wide variety of routine and repetitive outdoor laboring activities, such as highway, park, facility, and utility maintenance.	High School Diploma or GED		Class C Driver's License	N
[[4101 *	OPERATIONS WORKER I	Performs entry level technical operations service work under regular supervision from a technical superior. Work includes routine repetitive manual work, usually performed on a seasonal or temporary basis during peak work load periods; routine manual work in the custodial care of public buildings and surrounding grounds; the use of manual tools and small power tools in custodial, maintenance and repair work.	Any combination sufficient to provide knowledge and ability	Any combination sufficient to provide knowledge and ability		N]]

**OCCUPATIONAL GROUP 5. COMMUNITY SERVICES
CLASS FAMILY 5-1 RECREATION SERVICES, MANAGEMENT, & SUPPORT**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./ Cert.	FLSA
5135	DIRECTOR RECREATION AND PARKS	Performs executive level recreation and parks services work under executive direction. Work includes directing the general operation of the Department of Recreation and Parks, advising the County Executive and County Council on related issues, and developing and monitoring the departmental budget and related capital budget program.	Bachelor Degree	10 yrs.	N/A	E
5115	RECREATION AND PARKS BUREAU CHIEF	Performs senior administrative work, which may include supervision, under general supervision from an administrative superior. Work includes directing and coordinating significant departmental administrative and operational programs within the Department of Recreation and Parks. Prepares and monitors budgets, administer programs, and oversees activity and field supervisors in the Bureau of Parks, the Bureau of Recreation, or the Bureau of Park Planning, Conservation and Capitol Projects.	Bachelor Degree	6 yrs.	Certification with the National Recreation and Park Association Certification with the Maryland Recreation and Park Association	E
5111	RECREATION SERVICES MANAGER I	Performs senior supervisory and advanced level recreation services work under general supervision from an administrative or technical superior. Work typically involves overseeing the operation of a comprehensive and significant department program. Work activities include planning, implementing, and evaluating program activities; supervising program coordinators and other recreational sports and parks personnel; proposing and controlling program budget; and handling the distribution and utilization of employees, equipment and supplies.	Bachelor Degree	4 yrs.	Certification with the National Recreation and Park Association Certification with the Maryland Recreation and Park Association	E

4/26/18

5109	RECREATION SERVICES SUPERVISOR	Performs intermediate professional level recreation services work, which may include supervision, under general supervision from an administrative or technical superior. Work includes the management and supervision of recreation and parks programs, classes and events and can also include the management of large facilities. This oversight can be in a functional area of expertise, facility or geographic area. Serves as Department liaison with community groups; partnerships, grants and sponsors; coordinating activities of contingent staff, contractors and volunteers; supervising lower level full time and highly specialized part-time staff; and preparing computerized payroll and comprehensive program, brochure and promotional data and planning reports.	Bachelor Degree	2 yrs.	N/A	E
5107	RECREATION SERVICES COORDINATOR II	Performs professional level recreation services work, which may include supervision, under general supervision from an administrative or technical superior. Work includes overseeing the safe and efficient operation of activities at school and department recreational facilities, parks and private recreational facilities; or overseeing the operation of programs in specific functional areas under the direction of a recreation supervisor. Assists in analyzing marketing data for program promotion and customer service. Work also includes the supervision of contingent, part-time staff and volunteers; overseeing the approved budget; and preparing information for recreation supervisor for seasonal and fiscal reports.	Bachelor Degree	1 YR	Class C Maryland Driver's License	N
5105	RECREATION SERVICES COORDINATOR I	Performs senior support level community center facility and recreation related services work under general supervision from an administrative or technical superior. Work includes overseeing, planning, the safe and efficient operation of a variety of recreation programs and services at recreation and parks facilities. Coordinates externally with community groups, contractors, part-time staff and volunteers, manages facility arrangements, maintains records and prepares evaluative reports.	Associate Degree	2 yrs.	Class C Maryland Driver's License	N

4/26/18

5103	RECREATION LEADER	Performs advanced technical level recreation services work under general supervision from a technical superior. Work includes ensuring the safe and efficient operation of recreational programs or recreation licensed childcare sites identifying program needs and instructing participants in program activities or regulations; coordinating programs for special populations; and assisting in planning and directing the activities of a recreation licensed childcare site.	Associate Degree	0 yrs.		N
5102	RECREATION SERVICES ASSISTANT II	Provides direct leadership and on-site coordination of a particular site or program. Work includes facility set-up, program preparation, administration and instruction. May supervise entire program staff.. Works under the general supervision of a technical or administrative superior. Will enforce state and/or local program and facility regulations and policies.		1 yr.		N
[[5100	RECREATION SERVICES ASSISTANT I	Performs assistant/leader Recreation and Parks service work under the supervision of a program director or assistant director. Work includes facility set-up, program preparation, operation and instruction.		0 years		N]]
5137	CHILD CARE SITE DIRECTOR	Responsible for the day to day supervision of children and on site staff. Directors implement program activities, monitor program supplies and budget. The site director also maintains office of child care regulations and is responsible for the overall monitoring the children's records and submitting required paperwork.	High school diploma or GED		Must meet county and state requirements	N
5136	CHILD CARE ASSISTANT SITE DIRECTOR	Responsible for assisting the director with supervision of the day to day operations of a child care program, and planning activities for a well rounded program. Assist with the daily set up and take down of equipment as well as keeping the work area clean. Assistant directors take responsibility of the program in the directors absence.	High school diploma or GED		Must meet county and state requirements	N
5133	CHILD CARE GROUP LEADER	Responsible for planning activities and leading a group of 15 children in planned activities. Assist with the daily set up and take down of equipment as well as keeping the work area clean.	High school diploma or GED		Must meet county and state requirements	N

4/26/18

5131	CHILD CARE ASSISTANT GROUP LEADER	Responsible for assisting with leading group activities. Set-up and break-down equipment daily and substituting at area programs whenever necessary.		N/A		N
5129	NATURAL RESOURCE SUPERINTENDENT	Performs senior supervisory and advanced level operation service work under general supervision. Work includes managing and overseeing natural resource operations, wildlife management, regulation implementation, mowing and horticultural operations. Work also includes budget formulation and monitoring, enforcing safety policies, analyzing program operations and goals, and open space and forest conservation law implementation and compliance	Bachelor Degree	4 years	May require MD State certification in Forestry Class C Maryland Driver's License	E
5128	NATURAL RESOURCE PROGRAM MANAGER III	Performs mid management and advanced professional level natural resources work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work may include overseeing and providing professional expertise in matters related to natural resource operations on County parkland, including the full range of field operations, such as land acceptance, reforestation, park ranger and enforcement of parkland, open spaces and natural resource regulations. Or, developing and overseeing the activities at the Robinson Nature Center, applying expertise to ensure high quality presentation of the Center and its features in supporting a variety of educational and public enrichment events, activities and programs. Accountable for the effective overall operation and maintenance of the facility.	Bachelor Degree	3 years	May require MD State certification in Forestry or related area Class C Maryland Driver's License	E
5127	NATURAL RESOURCE PROGRAM MANAGER II	Performs mid management and advanced level natural resources work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work may include developing natural resource management plans, managing natural resource field operations and regulation implementation and compliance. Work may also include providing technical direction related to natural resource/ecosystem management, developing natural resource policies and procedures, and overseeing county-wide deer, other wildlife management, or educational programs.	Bachelor Degree	2 years	May require MD State certification in Forestry or related area Class C Maryland Driver's License	E

4/26/18

5125	NATURAL RESOURCE PROGRAM MANAGER I	Performs advance level natural resource work under general supervision from an administrative or technical superior. Oversees the County-wide forest mitigation program and administers contracts with growers and other contractual service providers.	Bachelor Degree	1 year	N/A	E
5124	NATURAL RESOURCE SPECIALIST	Performs senior level natural resource related work under general supervision from an administrative or technical superior. Work includes carrying out administrative and technical duties, which may include supervisory responsibility, related to planning, directing and overseeing the offering and operation of a variety of natural resource educational and community programs and services related to land use, wildlife, ecology, or forestry matters. Such programs may be offered at the Robinson Nature Center, Middle Patuxent Environmental Area, or involve multiple sites around the County.	Associate Degree	3 years	Class C Maryland Driver's License	N
5123	NATURAL RESOURCE TECHNICIAN II	Performs natural resource intermediate technical level work under general supervision. Work may involve designing, coordinating and implementing environmental education programs and resource protection/enhancement volunteer programs. Recruits and trains volunteers, participates in natural resources data collection, maintains program equipment and supply inventories. Conducts forestry related activities for creating new and managing existing forests. May serve as Naturalist.	Associate Degree	2 years	Class C Maryland Driver's License	N
5121	NATURAL RESOURCE TECHNICIAN I	Performs natural resource technical level work under general supervision. Work may include collecting and analyzing technical and biological data; assisting in planning and implementing programs and projects to enhance public natural resource volunteer programs; implementing habitat management and restoration programs.	Associate Degree	1 year	Class C Maryland Driver's License	N

OCCUPATIONAL GROUP 5. COMMUNITY SERVICES
CLASS FAMILY 5-2 HUMAN SERVICES, MANAGEMENT, & SUPPORT

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./ Cert.	FLSA
5218	DIRECTOR OF HOUSING AND COMMUNITY DEVELOPMENT	Performs executive housing and community development work under executive direction. Directs the activities of the Department of Housing and Community Development. Plans and monitors programs and activities. Establishes policy and procedures and oversees budgets and grants.	Bachelor Degree	8 yrs.	N/A	E
5217	DIRECTOR OF COMMUNITY RESOURCES AND SERVICES	Performs executive level human services work under executive direction. Work includes directing the general operation of the Department of Community Resources and Services, advising the County Executive and County Council on related issues, and developing and monitoring the related capital budget and grants program.	Bachelor Degree	8 yrs.	N/A	E
5215	HUMAN SERVICES MANAGER II	Performs advanced administrative human services work under executive level direction. Work includes administrative work directing the activities of the Office of Human Rights or the Office On Aging and Independence, or assisting the Director in supervising the activities of the Department of Community Resources and Services. Work includes planning, organization, coordination, and direction of human services or housing programs, and preparing and administering budgets and grants.	Bachelor Degree	5yrs.	N/A	E
5213	HUMAN SERVICES MANAGER I	Performs management and advanced level human services work under executive level direction. Work includes directing the activities of an office or agency providing human services in such areas as consumer protection , workforce development or community partnerships. Work includes establishing and implementing programs and procedures; planning, preparing and monitoring budgets; supervising and training staff; and maintaining liaison with outside agencies.	Bachelor Degree	5 yrs.	N/A	E

5212	HUMAN SERVICES SUPERVISOR	Performs advanced professional level human services work, which includes supervisory responsibility, under general supervision from a senior manager. Work typically includes supervision of a Division within the Department Community Resources and Services providing a major grouping of citizen services involving multiple sites, such as senior centers, or providing guided access to a broad array of supportive social and health services and resources for target populations. Work may also include negotiating and administering grants; preparing budgets; designing instruments for use in data gathering; and contacts with public, health, and social service agencies in support of programs.	Bachelor Degree	4 yrs.	N/A	E
5211	HUMAN SERVICES SPECIALIST III	Performs advanced professional level human services work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work typically includes administrative support of a Division within the Department of Community Resources and Services; supervision over a major phase of citizen services delivery for the department; and planning, implementing, and evaluating program policies and procedures. Work also includes negotiating and administering grants; preparing budgets; designing instruments for use in data gathering; and contacts with public, health, and social service agencies.	Bachelor Degree	3 yrs.	N/A	E

5209	HUMAN SERVICES SPECIALIST II	<p>Performs intermediate professional level human services work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes administering human service programs or providing specialized health and human services targeted to a special population; assists in formulating policies and developing goals and objectives; and providing a full range of counseling and referral services. Work may also include identifying and investigating complaints of unfair and deceptive practices and violations of local and State laws; and administering criminal justice and alternative sentencing programs.</p>	Bachelor Degree	1 yr.	<p>May require licensing, certification, or registration as physical therapist, occupational therapist, speech therapist, licensed clinical social worker, or registered nurse, if required by work assignment</p> <p>Class C Maryland Driver's License</p> <p>Passage of the NCIC "Basic Access Course"</p> <p>MILES/NCIC Authorization</p>	E/N
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4/26/18

5207	HUMAN SERVICES SPECIALIST I	Performs professional level human services work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes human service, administrative, and counseling work; providing counseling and programmatic services to the special populations; and providing assistance in identifying the population at risk, its needs and how to meet those needs. Organizes and publicizes large events for citizens or special groups. Work also includes providing services needed to carry out human service programs or the operation of a medium sized center with extensive regional responsibility and concurrent programming.	Bachelor Degree	0 yrs.	N/A	E/N
5205	HUMAN SERVICES WORKER II	Performs advanced technical level human services work, which may include supervisory responsibility, under regular supervision from an administrative or technical superior. Work includes providing services needed to carry out human service programs or the operation of a medium sized center with extensive regional responsibility and daily programs. Work also includes performing supportive casework services needed to carry out an alternative sentencing program, and placing adult offenders into community service organizations according to court specified sentencing instructions.	Associate Degree	1 yr.	Class C Maryland Driver's License Passage of the NCIC "Basic Access Course" MILES/NCIC Authorization	N
5203	HUMAN SERVICES WORKER I	Performs technical level human services work under regular supervision from a technical superior. Work includes providing assistance in a human service delivery program or the operation of a site with periodic on-site but no regional programming responsibility. Work also includes managing a small center where activities are scheduled daily and being responsible for providing safe and efficient operation of a center or a site with limited regional responsibility and limited programming on a daily basis.	Associate Degree	1 yr.	N/A	N

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4/26/18

[[5201	HUMAN SERVICES AIDE	Performs entry level human services work under regular supervision from a technical superior. Work includes assisting a center director in the daily operation of a daytime program in a group setting.	High School Diploma, GED or High School Certificate	0 yrs.	N/A	N]]
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APPRENTICE

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GENERAL DEFINITION

THIS IS BEGINNING LEVEL AND SEMI-SKILLED WORK IN AN APPRENTICESHIP PROGRAM DURING WHICH AN EMPLOYEE DEVELOPS THE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO BECOME A JOURNEY LEVEL ELECTRICIAN, PLUMBER OR HVAC TRADESPERSON. EMPLOYEES IN THIS CLASS PARTICIPATE IN A FORMAL, STATE APPROVED APPRENTICESHIP PROGRAM AND RECEIVE FREQUENT WRITTEN AND VERBAL INSTRUCTION THROUGH ON-THE-JOB TRAINING AND ATTENDANCE OF FORMAL CLASSES.

INITIALLY, WORK IS FREQUENTLY CHECKED DURING PROGRESS AND UPON COMPLETION AND PERFORMED UNDER VERY CLOSE SUPERVISION OF A JOURNEY LEVEL TRADESPERSON. AS THE EMPLOYEES' KNOWLEDGE OF AND SKILL IN THEIR SPECIFIC TRADE INCREASES, THE EMPLOYEES ARE EXPECTED TO PERFORM SEMI-SKILLED AND SKILLED WORK WITH A VIEW TOWARDS BECOMING A JOURNEY LEVEL TRADESPERSON.

TYPICAL EXAMPLES OF WORK

PERFORMS SEMI-SKILLED TRADES WORK (ELECTRICIAN, PLUMBER OR HVAC).

PERFORMS SEMI-SKILLED TRADES WORK UNDER CLOSE SUPERVISION (E.G. READS BLUEPRINTS, REPAIRS ELECTRICAL MOTORS, INSTALLS WIRING, REPLACES LEAKING PIPES, FIXES CLOGGED DRAINS, BALANCES AIR/WATER FLOWS, WELDS PIPE, TESTS ELECTRICAL CIRCUITS USE OF PROPRIETARY COMPUTER SOFTWARE TO DIAGNOSE HVAC OPERATIONS.

RECEIVES ON-THE-JOB INSTRUCTION AND TRAINING FROM A JOURNEY LEVEL TRADESPERSON AND/OR SUPERVISOR TO ACCOMPLISH A VARIETY OF TASKS AND TO DEVELOP AND ACQUIRE SKILLS OF THE CHOSEN TRADE.

ATTENDS FORMAL AND INFORMAL SHOP CLASSES TO LEARN THE SKILLS, TOOLS, AND KNOWLEDGE OF THE TRADE; TO HAVE EXPLAINED AND DISCUSS REGULATIONS AND PROCEDURES RELATIVE TO APPLICABLE LOCAL AND STATE CODES; AND TO CREATE AN AWARENESS OF SAFETY RULES AND PRACTICES.

USES MATHEMATICS TO LEARN HOW TO PLAN AND LAY OUT WORK.

PERFORMS BENCH AND SHOP WORK WITHIN CAPABILITIES AND SKILLS, USING HAND AND POWER TOOLS OF THE APPROPRIATE TRADE.

CLEANS, SHARPENS AND REPAIRS HAND AND POWER TOOLS OF THE APPROPRIATE TRADE. PERFORMS RELATED DUTIES AS REQUIRED.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

ABILITY TO LEARN STANDARD PRACTICES, METHODS, TOOLS, INSTRUMENTS AND EQUIPMENT IN A SPECIFIC TRADE.

ABILITY TO LEARN ALL PHASES OF SHOP MATHEMATICS NEEDED IN PERFORMING TRADE WORK.

ABILITY TO LEARN APPLICABLE TRADE AND BUILDING CODES.

ABILITY TO LEARN TO READ BLUEPRINTS, SCHEMATICS, WIRING DIAGRAMS AND OTHER SPECIFICATIONS.

ABILITY TO LEARN HOW TO DIAGNOSE ELECTRICAL, MECHANICAL AND PLUMBING DEFECTS/PROBLEMS/ISSUES.

ABILITY TO CLIMB AND WORK FROM SCAFFOLDS, LADDERS AND CATWALKS.

ABILITY TO ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH CO-WORKERS AND SUPERVISORS.

ABILITY TO LIFT AT LEAST 50 POUNDS.

ABILITY TO MAINTAIN SATISFACTORY GRADES IN CLASSROOM TRAINING AND TO PASS WRITTEN APTITUDE TESTS OF CLASSROOM TRAINING.

ABILITY TO UNDERSTAND AND ACT ON ORAL AND WRITTEN INSTRUCTIONS IN ENGLISH.

MINIMUM EDUCATION AND EXPERIENCE

ANY COMBINATION OF EDUCATION AND EXPERIENCE EQUIVALENT TO COMPLETION OF THE 12TH GRADE.

REQUIRED LICENSES, CERTIFICATIONS AND REGISTRATIONS

CLASS C MARYLAND DRIVER'S LICENSE OR EQUIVALENT ISSUED BY STATE OF RESIDENCE.

WORKING CONDITIONS

MAY BE EXPOSED TO HAZARDOUS CONDITIONS; EXTREME HEAT, FIRE FUMES, ASBESTOS, BURNS AND OIL AND GAS FUMES.

EXPOSURE TO PLUMBING ODORS AND DIRT AND HAZARDS OF THE TRADE.

EXPOSURE TO ELECTRICAL SHOCK; WORKS ON POWER RELATED PROBLEMS IN ALL TYPES OF WEATHER.